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Article 1 **Opening provisions**

- (1) This CPS Director's Instruction document is complementary to the Rector's Directive SR/29/2023 "Principles of student grant competition at Tomas Bata University in Zlín" for managing projects funded by the Internal Grant Agency ("IGA") within the Centre of Polymer Systems in 2024.

Article 2 **Requirements for project applications**

- (1) Eligible costs – personnel costs/expenses including scholarships:
- Scholarship per doctoral degree programme student attending their full-time study in their first to third year of study shall be budgeted to the maximum amount of 120,000 CZK.
 - Scholarship per doctoral degree programme student attending their full-time study in their fourth year of study shall be budgeted to the maximum amount of 80,000 CZK.
 - Scholarship per master degree programme student attending their full-time study in their fourth year of study shall be budgeted to the maximum amount of 10,000 CZK.
 - As for those attending a combined form of study and members of academic staff, no personnel costs shall be budgeted.
- (2) Eligible operating costs shall be budgeted to a maximum amount of 30% of personnel costs/expenses, including scholarships (as referred to in Paragraph 1).
- (3) Supplementary costs (overheads) shall not exceed 20% of the total non-investment cost of the project (as referred to in Paragraph 1 and in Paragraph 2).

Article 3

Evaluation criteria for the assessment of IGA project application

- (1) Only one-year projects will be supported.
- (2) A logical link to previous projects shall be permitted.
- (3) IGA project applicants shall not be students in their last year of study.
- (4) Evaluation of project applications shall be carried out in accordance with the Rector's Directive SR/29/2023.
- (5) On the basis of evaluation of project applications, the Evaluation Committee may adjust the requested project costs.
- (6) As part of the approval process in 2024, the financial budgets of individual IGA projects may be adjusted so that the total requested costs of all projects do not exceed 90% of the budget of the CPS' Internal Grant Agency in 2023. If there is sufficiency of funds, additional funds will be allocated to the projects as they are underway.

Article 4

IGA project applicant responsibilities

- (1) The applicant is obliged to submit the IGA project planned budget and the structure of the funds (the requirement for investment funds corresponding to the ratio of use for the project) electronically to ekonom@uni.utb.cz by October 20, 2023 at the latest.
- (2) The applicant is obliged to follow the structure of the costs as indicated in the project proposal. In the event of failure to follow the structure, the budget will be adjusted by the CPS Evaluation Committee.

Article 5

Changes during the project period

- (1) In the event that the volume of funding of the IGA projects does not correspond to the allocated IGA budget at CPS, the funds for individual projects will be reduced or allocated on the basis of the results of assessment carried out by the IGA CPS Evaluation Committee.
- (2) Students newly admitted to study in the 2023/2024 academic year may become members of IGA project management teams; the CPS Evaluation Committee may, if sufficient funding is available, increase personnel costs for awarding scholarships to new team members.
- (3) If recommended by the CPS Evaluation Committee and approved by the IGA Committee, the IGA budget may be adjusted during the project management process in 2024 based on Rector's decision.

Article 6
Final provisions

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October 10, 2023	01	CPS Director	Creation of document