

**St. Elizabeth University of Health and Social Work, n. o. in
Bratislava**

**PRINCIPLES FOR AWARDING AND EVALUATING GRANTS -
INTERNAL GRANT SCHEMES**

(to support scientific research activities)

BRATISLAVA 2022

Art. 1

1. The grants of the SEU (hereinafter referred to as "grants") are aimed at supporting scientific, research, project (humanitarian and developmental), pedagogical and artistic projects (hereinafter referred to as "scientific projects") of full-time and part-time students and employees (including professional volunteers, e.g. humanitarian and developmental workers) at the faculties or institutes of the SEU (hereinafter referred to as "the applicant").

2. The applicant may apply for a grant on his/her own behalf or on behalf of a team of researchers. The Principal Investigator and all co-investigators must meet the criteria set out in paragraph 1 of this Article.

Grants shall be awarded to cover part or all of the financial costs of scientific projects.

4. The maximum amount of the financial request for the UK Grant is 3 000 EUR.

(5) Grants shall be awarded for a maximum of one calendar year.

6, Grant funds may not be used for any purpose other than that for which they were approved.

Art. 2

Grants are awarded by the Rector of the SEU based on the proposal of the SEU Grant Committee appointed by him (hereinafter referred to as the "Commission") and taking into account the financial possibilities of the SEU. The Rector of the SEU shall also decide on the structure and purpose of the use of the allocated funds.

Art. 3

(1) Applicants applying for a grant must submit an application for a SEU Grant (hereinafter referred to as the "Grant Application") exclusively electronically in accordance with this Article, Article 4 and the Annex to this Directive no later than the date specified under the Scientific Internal Grant System (VIGS) of the preceding academic year in which they are applying for a grant.

2. The grant application shall be accompanied by the following annexes:

- a) Characteristics of the scientific objectives of the project,
- b) an analysis of the current state of the project topic, based on a review of the most relevant available domestic and foreign literature,
- c) design of the project solution method,
- d) the financial requirements of the project and tSEUr justification,
- e) an annotation of the scientific project (no more than 20 lines in Times New Roman font, font size 12 point), in which the applicant gives a brief description of the characteristics under (a) to (d),

f) if the project involves the use of the premises and facilities of the SEU or partner organisations, confirmation from the relevant Vice-Chancellor, supervisor or thesis supervisor or mentor as to whether they agree to tSEUr use and provide administrative support for its implementation. The supervisor's agreement is part of the electronic grant submission system.

3. A grant application that does not contain the required elements will not be accepted for consideration.

Art. 4

The grant application is submitted and processed exclusively and completely electronically via the "SEU Grant Portal". The date of electronic submission is decisive for the assessment of the date of submission of the application.

Art. 5

1. The Grant Expert Commission (hereinafter referred to as "the Commission") consists of members appointed for a period of two years by the Rector of the SEU from among its full professors, associate professors, or researchers with the title or scientific rank of CSc., PhD. and DrSc. and the Chairperson.

2. The membership and activities of the Commission shall be governed by an internal regulation entitled: **Principles of Awarding and Evaluation of Grants - Activities of the Expert Committee for Internal Grant Schemes**, issued by the Rector of the SEU.

Art. 6

1. The list of applications for grants shall be submitted to the Commission by its Chairperson.

2. Grant applications are sorted by department and grant type.

3. The Chairperson of the Commission shall ensure that the anonymity of the applicant is preserved when submitting them. Only in justified cases, with the agreement of a majority of the Commission or the Rector, may the applicant's profile be made public. However, this shall be decided by the Ethics Committee of the SEU.

4, Members of the Commission shall be given access to the electronic project database system. The evaluation of projects will be enabled in the electronic system.

5. The Commission will ask two experts from the SEU, one of whom may be a member of the Commission, to assess each grant application. If necessary, the committee may also ask experts from another University, university, institution or external research institute to assess grant applications.

6. Each expert will assess the grant application according to uniform criteria (characteristics and realism of the scientific objectives of the project, the status of the project before its initiation in the domestic and world, methods of solution, financial requirements of the project), numerically rank the projects according to quality and submit tSEUr opinion in the electronic system by the deadline.

Art. 7

- (1) The members of the Commission shall assess each grant application according to uniform criteria. The Chairperson of the Commission may act as a substitute for an absent member on his/her behalf for the submission of individual written materials.
2. The Commission members will submit tSEUr evaluations in the electronic system and the proposals for the awarding of the grant will be forwarded by the Chairman of the Commission to the Rector of the SEU.
3. The members of the Commission will not recommend the award of a SEU grant to investigators who have been awarded a grant in previous years and have not submitted a report on the solution and an account of the solution by the deadline under Article 10(1), or whose report has been evaluated negatively under Article 10(2).
4. If the total amount of funds requested exceeds the financial capacity of the SEU, the Commission may exclude projects that have already been funded repeatedly.

Art. 8

1. The Rector of the SEU shall decide on the award of the grant to the applicant on the basis of the proposals of the members of the committee (Article 7(2)). The Rector of the SEU shall issue a decision on the award of the grant. The funds according to the grants awarded will be provided to the institute in the form of an increase in the normal education subsidy. The SEU is furthermore responsible for the administrative processing and implementation of the grant.
2. The grant award decision shall include in particular:
 - a) the designation of the project leader,
 - b) the name of the scientific project and its number,
 - c) the amount of funding allocated in words and figures,
 - d) the time limit within which the SEU will allocate funds to the workplace in the form of an increase in the training subsidy,
 - e) the period within which the allocated funds may be used.
3. As a condition for the release of the allocated funds, the applicant shall sign a declaration to the effect that
 - f) Act No. 523/2004 Coll. on the Financial Rules of Public Administration and on Amendments and Supplements to Certain Acts, as amended, and the applicable

internal regulations on management rules, financial control and public procurement at the SEU,

- g) use the allocated funds to cover part or all of the financial costs associated with the project and not to use them for any purpose other than that for which they were approved,
- c) the funds allocated for current expenditure will be used according to the project proposal up to the amount allocated and will not be used for the payment of remuneration for work carried out by other persons,
- d) in publications produced with the contribution of the awarded SEU Grant, the title of the scientific project and its number will be indicated,
- e) by 15 December of the calendar year in which the grant was awarded, submits to the Vice-Rector an electronic report on the project, its results and the use of the allocated funds according to the template, which will be published on the website of the University of Applied Sciences and a printed signed version with copies of published outputs and an accounting of the allocated funds to the Vice-Rector for research, project and development activities.

4. The allocated funds can only be disposed of by the respective applicant (project team leader). The SEU department may not make the implementation of the grant conditional on any requirement to cover the operating costs of the faculty or component (telecommunication charges, utilities, etc.).

5. The purchase of materials, apparatus, equipment and computer technology may only be carried out in accordance with the Public Procurement Act and the Internal Public Procurement Regulation.

6. The applicant is fully responsible for the efficient use of the allocated funds and the department or the head of the department cannot decide on SEU use.

7. Unspent funds provided in the form of a current subsidy must be returned by the department to the account of the Rector's Office of the SEU no later than 10 January of the calendar year following the year in which the funds were allocated.

Art. 9

1. The Rector of SEU and the Chairman of the Commission on his/her behalf inform the University of the Rector of SEU about the amount of funds, the number of applicants and the grants awarded.

2. A list of grants with the names of the applicants to whom they have been awarded, the titles of the projects and the amounts of the funds awarded is published on the internal website of the SEU.

Art. 10

1. The investigator(s) shall submit an electronic report on the project, its results and the use of the allocated funds to the Rector of the SEU by 15 December of the calendar year in which the grant was awarded, according to the template to be published on the website of the SEU.
2. Within the same time limit, the student submits to the Vice-Rector for Scientific Research, Project and Development Activities a printed, hand-signed version of the report, which includes copies of published outputs (publications in journals, proceedings, abstracts from conferences, etc.) and an accounting of the allocated funds.
3. The reports of the investigators are assessed by the Commission, which may also ask other experts to assess them.
4. The assessment of the reports includes an evaluation of the results achieved, the quality of the outputs (in particular the publications, checking also whether they refer to the VŠSA grant with its title and number), as well as the economy and effectiveness of the use of the allocated funds. The Commission will submit the results of its evaluation to the Rector of the SEU.
5. The Rector of SEU or the chairman of the committee on his behalf informs the Rector's University and the Scientific Council of SEU about the results of the evaluation of the reports for the past year.

Art. 11

Transitional and final provisions

1. The Directive includes annexes:

Annex 1 Mandatory annexes to the grant application
Annex 2 Model Grant Award Decision
Annex 3 Model Project Leader's Declaration

Annex No. 4 Scientific internal grant system (VIGS) SEU.

2. Grant Award and Evaluation Guidelines - Internal grant schemes

(to support the scientific and research activities) of the SEU

a) discussed by the Academic Senate of the St. Elizabeth's University of Health and Social Work,

n. o. in Bratislava on 6 July 2022

b) was approved by the Scientific Council of the SEU, n. o. in Bratislava on 7 July 2022.

3. This Directive shall take effect on 8 July 2022

Bratislava, 8 July 2022

Dr. h. c. prof. MUDr. Juraj Benca, PhD., MPH

Rector

Annex No. 1 to Internal Regulation No. 2/2022 to the Rector's Guidelines on Internal Grant Schemes

Mandatory annexes to the grant application

The mandatory annexes referred to in Article 3(2) of this Directive shall be submitted in the format: MS Office and PDF.

Each annex to a grant application under Article 3(2)(a) to (e) shall start on a new sheet, marked only with the title of the project (without the name of the applicant and without signature, A4 format, 1,5 lines).

The annexes referred to in Article 3(2)(a) to (d) shall not exceed six pages in total.

They will be provided to the assessors without mentioning the name of the applicant and co-investigators.

In the Annex under Article 3(2)(d) - the financial requirements of the project and tSEUr justification must be broken down into headings -

1. Total current expenditure, of which:
 - a) travel expenses,
 - b) materials and supplies,
 - c) other goods and services,
 - d) other,
2. total capital expenditure,
3. Total financial requirement.

The Annex referred to in Article 3(2)(e) - the scientific project annotation, which should contain, in a maximum of 20 lines, a condensed summary of the information on the project in the preceding sections (a) to d) - will be provided to all members of the committee, without mentioning the name of the applicant and co-investigators.

Annex No. 2 to Internal Regulation No. 2/2022 to the Rector's Guidelines on Internal Grant Schemes

"PATTERN"

No.....

V..... of

The Rector of the St. Elizabeth's University of Health and Social Work (hereinafter referred to as the "Rector of the St. Elizabeth's University of Health and Social Work"), as the statutory body of the St. Elizabeth's University of Health and Social Work (hereinafter referred to as the "St. Elizabeth's University of Health and Social Work"), hereby issues this

P a g e:

The Rector of the SEU in accordance with Article xx (xx) xx of the Statute of the SEU and the internal regulation No. 1 and 2/2022 Directive of the Rector of the SEU Principles of Allocation of Grants of the SEU (hereinafter referred to as the "Rector's Directive") decided to allocate funds to support the solution of a scientific project:

Number:

Title:

Project leader:

.....

Art. 1

The amount of funds allocated from the "specify type of grant" grant of the St. Elizabeth University of Health and Social Work for the academic year and in accordance with Article 8 of the Rector's Directive constitutes:

.....- € in words:

Art. 2

The St. Elizabeth University of Health and Social Work will allocate funding to the department at..... (name of department) in the form of an increase in the training grant within the timeframe of.....

The funds allocated by this Decision may only be used up to, after which date they may not be used and must be repaid in accordance with the Directive.

.....

Rector of SEU

Annex No. 3 to Internal Regulation No. 2/2022 to the Rector's Guidelines on Internal Grant Schemes

"PATTERN"

STATEMENT OF THE PROJECT LEADER on the decision on the allocation of funds to support the solution of the scientific project

Number:

Title:

Project leader:

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In accordance with the provisions of the Directive of the Rector of the St. Elizabeth's University of Health and Social Work (hereinafter referred to as "SEU")

No..... Principles for the Allocation of Grants of the SEU (hereinafter referred to as hereinafter referred to as "Directive of the Rector""), the project leader undertakes that:

1. Act No. 523/2004 Coll. on the Financial Rules of Public Administration and on Amendments and Supplements to Certain Acts, as amended, and the valid and effective internal regulations of the SEU,
2. use the allocated funds to cover part or all of the financial costs associated with the project and not for any purpose other than that for which they were approved and use the funds only to cover the costs associated with the project,
3. the funds allocated for current expenditure will be used according to the project proposal up to the amount allocated and will not be used for the payment of remuneration for work carried out by other persons,
4. publications produced with the contribution of the awarded SEU Grant will include the title
scientific project and its number,
5. by 15 December..... submits an electronic report on the project solution , its results and the use of the allocated funds according to the template, which will be published on the website of the SEU and its printed signed version with copies of the published outputs and an account of the allocated financial resources to the Vice-Rector for Research, Projects and Development.

In

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project leader

Annex No. 4 Scientific internal grant system (VIGS) SEU

The mission of the Scientific Internal Grant System of the St. Elizabeth's University of Health and Social Work (hereinafter referred to as "SEU") is to support and stimulate the concentration of the research potential of the creative staff and doctoral students of the St. Elizabeth's University of Health and Social Work (hereinafter referred to as "SEU") working in various fields of research and education. This system is also intended to create conditions for linking research topics in order to be more successful in applying for projects from external sources. The intention is to encourage more efficient use of the opportunities of the scientific research project cycles and to create a stimulating and motivating environment for PhD students, postdoctoral fellows, scientists and researchers at the SEU.

There are 2 main categories of grant schemes:

1. *School-wide grant scheme* - grant applications are made at St Elizabeth's University of Health and Social Work and follow the same rules for all participants. The following types of calls fall into this group (maximum duration is 12 months):

RESEARCH INTERNAL GRANT SCHEME CALLS of the SEU	Maximum grant value
Interdisciplinary Research Challenges for young researchers, start-ups, university teachers, researchers and PhD students (IVV)	2000 Euro
Targeted Research Challenges (COV) for all creative employees of the St. Elisabeth University of Science and Technology	3000 Euro
Calls for Development Projects (VpRP) for all creative humanitarian staff	Special measure
Calls for Humanitarian Projects (VpHP) for all creative humanitarian staff	Special measure
Support for Innovative Projects in Sustainable Education for all creative staff	1500 Euro
Special Grants Announced by the Rector (SGR)	Special measure

2. **Departmental grant applications** - faculty, departmental and project grant applications, the content of which is always proposed by 30 June of the ending academic year (for the following academic year) and are directly related to the development of the respective department and fields of study in SEUr profile areas. Such grants are intended to help grow the sustainability and competence of the members of the teaching, research and student team of the relevant department and to encourage the application for larger collaborations, grants and legacy writing of the relevant department.

In a given academic year, each department may propose a maximum of 10 research projects for a maximum duration of 12 months, with the amount of each grant depending on the type of project:

LOCAL GRANT SCHEME (LGS) CHALLENGES FOR THE STAGE OF St. Elizabeth's University of Health and Social Work	Maximum grant value
Local (faculty/institutional/project) development grants	1000 Euro
Local (faculty/institutional/project) research grants	2000 Euro
Calls for Development Projects (VpRP) for all creative humanitarian staff	Special measure
Calls for Humanitarian Projects (VpHP) for all creative humanitarian staff	Special measure
Support for Innovative Projects in Sustainable Education (PIPVU) for all creative staff	1500 Euro
Special Grants Announced by the Rector (SGR)	Special measure

Grants of the Institute

The department's (faculty or institute) grants support three major internal development grant programs, which are briefly described below. Departments interested in external grant opportunities should follow the procedures outlined on the External Grants webpage.

DEVELOPMENT GRANTS

These grants are generally intended to fund workplace development activities up to **1000 Euro**, which are made available to full-time staff through the faculty/institute/department budget to support workplace development activities. In most cases, these grants are used to support travel to professional meetings where a member of the department is scheduled to be a speaker or will be involved in another active role (respondent/ reviewer/ evaluator/ serving on an expert committee, etc.). Expenditure related to small research projects is also eligible for funding through the supplementary grant. Supplemental Development Grants are awarded three times per year (for the fall term on September 15, the spring term on December 15, and the summer term on March 15 of the respective academic year).

RESEARCH GRANTS

These grants support larger-scale professional development projects, which are usually carried out mainly during the summer, or at other times of the academic year if there is a reasonable justification for doing so. (They are often referred to as 'summer grants'.) A stipend of **€2,000** and project expenses of up to €500 may be awarded.

PROGRAMME OF PEDAGOGICAL AND SCIENTIFIC ACTIVITIES

These grants support departments wishing to revise or innovate courses or develop/introduce new ones that will address development and sustainability initiatives. A bursary of **€2,000** may be awarded.