

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

**THE PRINCIPLES FOR AWARDING AND EVALUATING GRANTS - THE WORK
OF THE EXPERT COMMITTEE FOR INTERNAL GRANT SCHEMES**

(Support for scientific research activities)

BRATISLAVA 2022

Principles for the award and evaluation of grants - activities of the expert committee for internal grant schemes

(Support for scientific research activities)

Art. 1

1. The grants of the St. Elizabeth University of Health and Social Work in Bratislava (hereinafter referred to as "SEU grants") are aimed at supporting scientific, research, project (humanitarian and development), pedagogical and artistic projects (hereinafter referred to as "scientific projects") of students and doctoral students studying full-time and part-time and employees (including professional volunteers, e.g. humanitarian and development workers) at the faculties or institutes of the SEU (hereinafter referred to as "the applicant").
2. The Directive establishes the principles applied in the selection and support of priorities for the planned scientific research activities of students, staff and departments of SEU (hereinafter referred to as the "department"). Its purpose is to establish a mechanism for the allocation of the department's funds allocated for scientific research activities. The funds provided for the solution of a scientific project under this Directive are considered as an internal grant.
3. Applications for the internal grant are assessed by an expert committee of the SEU.

Art. 2

1. The Commission for the Selection of Research Projects Financed from the Funds of the Department or the SEU, depending on the type of internal grant (hereinafter referred to as "the Commission") is an advisory body to the Rector on the issues of coordinated procedure in the selection and evaluation of scientific projects and the effective use of funds for science in the academic or calendar year.
2. The members of the Commission are leading scientific and pedagogical staff of SEU and other domestic and foreign scientific and pedagogical institutions, appointed by the Rector of SEU on the proposal of the Vice-Rector for Science, Research and Project Activities.

3. The members of the Commission undertake to work objectively, transparently and independently in accordance with this Directive.

Art. 3

1. The manner of the Commission's deliberations is determined by its Rules of Procedure, which are approved by the Rector of the SEU on the Commission's proposal.

2. The method of application, evaluation and financing of scientific research projects is determined by the Methodology of Application, Evaluation and Financing of Scientific Research Projects, which is approved by the Rector of SEU on the proposal of the Commission. Its uniform application is supervised by the Vice-Rector for Science, Research and Project Activities.

3. The Commission consists of members appointed for a period of two years by the Rector of SEU from among its full professors, associate professors, or researchers with the title or scientific rank CSc., PhD. and DrSc. and the Chairperson.

4. The Commission shall have at least 7 members. Each department may be represented on the Commission by at least one member. Two members may represent faculties or departments with a PhD programme. The term of office of a member of the Commission shall be two years.

5. A member of the Commission is dismissed by the Rector of the SEU on the proposal of the Vice-Rector for Science, Research and Project Activities, who is also the Chairman of the Commission, in cases when a member of the Commission

- a) repeatedly fails to comply with the rules laid down in this Directive,
- b) breaches confidentiality and transparency in the handling of data and information obtained through activities in the Commission,
- c) ceases to meet the conditions laid down in this Directive.

6. Membership of the Commission shall cease

- a) by resignation at the request of the member, made in writing or recorded in the minutes of the proceedings of the Commission,
- b) at the end of the term of office,
- c) a member who fails to attend two consecutive (distance or attendance) meetings of the Commission or to participate in the normal work of the Commission for more than six months,
- d) due to the abolition or division of the Commission.

- e) A member of the Commission shall remain bound by confidentiality after the termination of his or her membership, at least until the decisions in the preparation and implementation of which he or she has participated have ceased to have effect.

Art. 4

The Commission's remit shall include, in particular

- a) expert assessment and selection of scientific research projects submitted by the deadlines and recommendation for funding,
- b) submitting proposals in accordance with the approved methodology for the amount of grants to be awarded to selected projects,
- c) proposing topics for addressing priority tasks resulting from the long-term development plan of the SEU (including the specific focus of individual faculties and departments),
- d) making initiative proposals to improve or extend the Commission's work,
- e) discussing proposals to change the composition of the Commission.

Art. 5

1. The Rector appoints and dismisses the Chairperson of the Commission.
2. The Commission is chaired by the Vice-Rector for Science, Research, Project and Development Activities of SEU.
3. The Chairperson manages the activities of the Commission and represents it in relation to other bodies of the SEU.

In between Commission meetings, it shall ensure the operational tasks of the Commission.

4. The Chairperson of the Commission shall report to the Rector on its activities, as a rule by means of the minutes of its meetings.

Art. 6

- (1) The Commission shall exercise its functions collectively and shall decide all important questions at its meetings by vote.
2. The Commission meeting may be held remotely (online) or in person.
3. Meetings of the Commission shall not be public. If necessary, the Commission may agree to invite a guest.

4. The organisational and administrative-technical work related to the Commission's activities shall be carried out by the Secretary of the Commission.
5. Meetings of the Commission at which scientific projects are reviewed may be attended by the Secretary or Head of Unit of the project under review, without the right to vote.
6. Membership of the Commission is non-representative.
7. The Commission prepares a plan of scientific projects and activities for the academic year (as needed per calendar year) for the needs of the Rector and at the request of the Scientific Council of the SEU.

Art. 7

1. The total amount of funds from the SEU budget for the solution of scientific projects in a given calendar year is determined by the Rector (for the subtype of projects/grants of SEU).
2. The total amount of funds from the internal budget of the faculty/institute for internal grants of the faculty/institute is determined by the Rector on the basis of a proposal of the dean/department head.
3. The Chancellor may request the Commission to review the value added of the proposed projects and to consider eligible items, including the activities of the proposed faculty/departmental projects in the preparation of the departmental budget.
4. This Directive does not regulate the procedure for applicants for external (domestic and foreign) grants.

Art. 8

1. Directive Principles of Awarding and Evaluation of Grants-Activities of the Expert Committee for Internal Grant Schemes (*Support of Scientific Research Activities*) of the St. Elizabeth University of Health and Social Work ,n. o. in Bratislava
 - 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 St. Elizabeth University of Health and Social Work n. o. in Bratislava on 7 July 2022.

2. This Directive shall take effect on 8 July 2022

Bratislava, 8 July 2022

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