

**Internal Regulations of the University of Ss. Cyril and
Methodius in Trnava**



**STATUTE OF THE RESEARCH
SUPPORT FUND AT THE
UNIVERSITY OF ST. CYRIL AND
METHODIUS IN TRNAVA**

2023

§ 1

- 1) The statute of the Research Support Fund at the University of St. Cyril and Methodius in Trnava (hereinafter referred to as "the statute") is adopted in accordance with § 15 para. 1 letter c) of the Organizational Regulations of the University of St. Cyril and Methodius in Trnava.
- 2) The Research Support Fund at the University of Ss. Cyril and Methodius in Trnava is a university institution that encourages scientific research activities with the aim of activating young researchers up to 35 years of age, both internal and external doctoral students who are not in their final year of study. In the case of a high quality project and with the agreement of the members of the Research and Development Committee, an exception to the age limit may be granted (for example, for doctoral students pursuing their studies externally). The exception to the age limit is granted by the Rector. The Rector also grants an exception to the age limit for the project leader in cases of serious reasons that have arisen and jeopardize the successful achievement of the project's objectives in the last third of the project's duration or in the case of a high quality project.
- 3) The goal of the fund is to provide young researchers with practical experience and skills in project development and subsequent execution to prevent the loss of projects in case of grant rejection from grant agencies, assuming the project's quality.

§ 2

The Fund is established for providing financial support for starting projects from the university's budget for each calendar year, with the amount being specified annually through the Budget Committee, upon the proposal of the Rector and the Vice-Rector for Science and Research.

§ 3

The decision on the level of support for individual scientific research projects will be carried out by the Research and Development Committee, whose

members will consist of representatives from each faculty and institute of the university.

§ 4

The Committee's decision will concern scientific research projects that meet specified conditions, specifically the degree of fulfilment of qualitative criteria standard for scientific research projects (clear and achievable objectives, originality, the quality of project documentation, expected outputs, activity schedule, relevance of financial costs, and alignment with sustainable development goals).

Prior to the meeting of the Research and Development Committee, members of the committee will electronically receive all project applications that have been approved and recommended for submission from the university's faculties and institutes. Based on the received project applications, members of the Research and Development Committee will conduct a point-based evaluation of the projects, taking into account:

- clear and achievable project objectives,
- project originality,
- formal quality of the project,
- expected project outputs,
- activity schedule,
- relevance of financial costs,
- alignment with sustainable development goals

At the committee meeting, the decision regarding the approval or disapproval of the project is a matter of mutual agreement among the members of the committee. In case of a tie vote, the chairperson's vote will decide.

§ 5

University support for the project typically lasts for a maximum of one year, always until a date determined by the Department of Science and Research at

UCM. Eligible project expenses include costs for purchasing literature, attending conferences, travel expenses related to research implementation, professional articles translations, purchasing minor materials, software licenses (in accordance with the university's asset management conditions), and tools needed for research implementation. The allocated amount will be determined for the essential initiation of research, the preparation of initial studies, and basic research materials. The fund will not support the purchase of computer equipment or other resources that can be considered part of the individual equipment of the faculties and institutes.

§ 6

The allocation of funds will be competitive, and an additional contribution to a scientific and pedagogical staff member of the university will be contingent on the results achieved in previous projects, taking into account the number of resolved and submitted projects and publishing activity. The annual grant from the fund for one project will be a maximum of **3000 EUR**. The amount of financial support per project will be specified in the call for applications based on the criteria for eligible individuals to request funding from the mechanism, such as age limit, university status (student, employee), study form (internal/external student), year of study or other relevant parameters. The precise conditions of the call will be approved by the university's rector, and the specific amount of financial support will be determined by the committee based on the complexity of the project's initial costs.

§ 7

The selection and proposals for project implementation will be carried out by the designated Research and Development Committee, consisting of a chairperson and one representative from each faculty and institute. The committee is chaired by the Vice-Rector for Science and Research at UCM.

§ 8

The committee's chairperson convenes its meetings and presides over them. Committee meetings are not public, and a majority vote from all committee members is required for the approval of project funding.

§ 9

The contract for financial support of the project is signed by the project leader and the university's Rector. The effective utilization of financial grants for projects is the responsibility of the project leader to the Rector. The allocated funds cannot be used for other purposes of the faculty/institute or its components. Inefficient and unauthorized use of financial resources will be considered a violation of the Statute of the UCM Research Support Fund. The project leader who uses funds in violation of the statute is obliged to return these improperly used funds to the university's account. Each withdrawal of financial resources from the project is approved by the faculty/institute secretary through their signature.

§ 10

The project leader shall prepare a report on the utilization of financial resources, the results of project implementation, processed outputs, and the further continuation of the project by November 30th of the calendar year. The report is sent electronically and also in a signed printed form to the Department of Science and Research, which will forward it to the chairperson of the Research and Development Committee.

§ 11

The Research and Development Committee shall compile a report on the utilization of the fund's financial resources by January 31st of the calendar year. Based on the final reports submitted, the chairperson of the committee shall

decide on each project's achievement or non-achievement of its goals. The chairperson of the committee shall promptly submit the report to the Rector.

§ 12

- 1) This Statute of the UCM Research Support Fund becomes effective on November 1, 2023.
- 2) This statute also repeals the Statute of the Research Support Fund at the University of St. Cyril and Methodius in Trnava, which became effective on 13.02.2017.

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