

# Methodological letter No. 1

## for Tender documentation for the first round of the Internal Grant Competition

Methodological letter No. 1 is issued in connection with the spread of coronavirus known as SARS-CoV-2 and due to extraordinary measures related to force majeure. This methodological letter No. 1 follows the provisions of Directive No. 10/2020 of the Internal Grant Competition and Tender Documentation for the first round of the Internal Grant Competition implemented within the project OP RDE Quality Internal Grants at BUT. The methodological letter complements the information to present the project outputs and assess the success of the grant.

Tender documentation for the first round of the Internal Grant Competition states that the grant is evaluated as successful / unsuccessful on the basis of the submitted Final Activity Report, which contains a summary of

- grant implementation;
- achieved outputs;
- activities of team members;
- fulfilment of the educational objectives set out in the proposal;
- from the position of a mentor: summary of mentored activities, including assessment of grant implementation, acquired knowledge and outputs, recommendations for further student research activities.

Through the Final Activity Report, the EDP evaluates the success of the grant implementation and confirms its successful completion. In case not all goals and outputs of the grant are met, the grant is evaluated by the Evaluation Panel (EDP) as unsuccessful, the costs for the last month of the solution become ineligible and are borne by the part where the researcher's workplace is located.

In accordance with the Manual for Proposers and Investigators, a success criterion was set for selected expected outputs, which determines the successful fulfilment of a given type of output:

<b>Potential expected outputs</b> <a href="https://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796">https://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796</a>	
<b>Outputs</b>	<b>Success criterion</b>
Article: J <sub>imp</sub> /J <sub>sc</sub> /J <sub>ost</sub>	Accepted for publication
Book chapter – C	Accepted for publication
Essay in a collection – D	Accepted for publication
Software – R	Individual software or a set of tools
Organisation of exhibition – E	Exhibition organised
Others – O	Output achieved



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Based on the outputs listed in the approved grants, the following types of outputs were supplemented by an overview:

contribution to specific research conferences	confirmation of paper presentation / programme / collection
patent application	confirmation of filing an application with the patent office
utility / industrial design application	application confirmation / award certificate
pilot plant / proven technology	design description / production process, technical and economic parameters, technology verification protocol

Given the current epidemiological situation, where the COVID pandemic prolongs many processes beyond the control of the investigator, **it is possible to request a postponement of the deadline for documenting the fulfilment of these grant outputs.** This is through a request for a minor change. After approval of this request for change, it is possible to provide proof of fulfilment of outputs **for one-year grants no later than 30 April 2022, for two-year grants by 30 April 2023.**

The investigators, in accordance with the Tender Documentation, submits the Final Activity Report on the last day of the grant investigation, and at the latest on the last day of the investigation, submits the **Request for a minor change in the Apollo IS** to postpone proof of fulfilment.

The condition is that **the output must be completed** (e.g. the article submitted to the editorial office or the internal process preceding the filing of the patent application started) **at the time of the grant investigation.** In the period after the completion of the implementation, only the review procedure or the process of filing a patent application can take place.

The final activity report will be evaluated by the Evaluation Panel after 4 April 2022 in the case of one-year grants or 4 April 2023 in the case of two-year grants for investigators who request this postponement.

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