

# Methodological letter No. 3

## for Tender Documentation for the second round of the Internal Grant Competition

Methodological letter No. 3 follows the provisions of Directive No. 10/2020 Internal Grant Competition and Tender Documentation for the second round of the Internal Grant Competition implemented as part of the OP RDE project Quality internal grants at BUT. The methodological letter supplements the information for the presentation of the project outputs and the assessment of the success of the grant.

Tender documentation for the second 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 overview was supplemented with the following types of outputs::

another type of active participation in a conference	confirmation of paper presentation / programme / collection
utility/industrial design application	application confirmation / award certificate
semi-operational/proven technology	design description / production process, technical and economic parameters, technology verification protocol

With regard to the emphasis of the new leadership of the Brno University of Technology on the higher quality of published outputs, which entails higher time demands and due to the long times of many processes, such as the peer review process, on which the investigator has no influence, **it is possible to request a postponement of the deadline for documenting the fulfilment of these grant outputs.** This is carried out through the Request for a minor change. After the approval of this request for change, it is possible to submit documents on the fulfilment of outputs by 30 April 2023 at the latest.

The investigator, 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 can take place.

The final report on the activities of the investigators who request this postponement will be assessed by the Evaluation Panel after 30 April 2023.

prof. Ing. Martin Weiter, Ph.D.

Vice-rector for research, development and creative activities



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