



## **Statute of the Grant Programme for SAS PhD students**

### **Article I**

#### **Introductory provisions**

1. The Grant Programme for SAS PhD students (hereafter referred to as "the Programme") is an activity of the Slovak Academy of Sciences (SAS) aimed at supporting the SAS daily form PhD students' scientific projects implemented within SAS organizations.
2. This statute regulates the basic rules of the Programme, the structure of applications, applications' submission procedure, their entry and final evaluation, their financing.

### **Article II**

#### **Basic Programme rules**

1. Grant application may be submitted only by a daily form PhD student studying within one of the SAS organizations.
2. Grant application submitted by a student in his/her last year of PhD study will not be supported.
3. PhD student may apply for a grant only as a sole investigator; grants are not intended for research collectives.
4. The grant is awarded to cover partially or fully the financial costs of a scientific project forming an integral part of the PhD student's research topic.
5. Grants shall be awarded for 1 calendar year. The grant may be awarded to the same applicant repeatedly.
6. Grant financial funds may be used only for the purpose they were approved for.
7. Within one calendar year, approximately 30 grants will be awarded at a maximum of EUR 2000 per grant.
8. For each calendar year a Programme activities' timetable shall be prepared, approved by the Evaluation Committee of the Programme and published on the Programme's website.

### **Article III**

#### **Structure and submission of project proposals**

1. Grant applications shall be submitted via the electronic system accessible through the Programme's website. The hard version of the application signed by respective persons (the applicant, his/her supervisor, the director of the organization) will be sent by regular post to:  
Office of the Slovak Academy of Sciences - Department of Science and Research  
Štefánikova 49  
814 38 Bratislava



It is needed to mark the envelope with the label: "Grants for SAS PhD students". The paper version of the application must be sent within 3 working days following the day of electronic application submission. In order to assess compliance with the deadline, the imprint of the post stamp on the envelope is decisive.

2. To be able to apply for a grant, applicant has to first register through the above-mentioned website. The verification link will then be sent to the email address provided. After clicking on it, the user account will be activated.
3. Grant applications shall be submitted every year from the date of the announced call for applications to the deadline for submission of applications. Exact deadlines are always available in the approved Programme time table for the calendar year.
4. The date of electronic submission of the application is decisive for assessment the compliance of the deadline.
5. The grant application structure:
  - a) basic data of the researcher
  - b) brief summary of the project (annotation)
  - c) characteristics of the scientific objectives of the project
  - d) current status of the research project with references to the relevant literature
  - e) methodology of the research project implementation
  - f) project financial costs and their justification
6. The overall project scope is max. 3x A4 format pages. In the electronic system, the limit of the number of characters will be determined for the application.
7. All the above parts of the application are obligatory. Incomplete application will not be evaluated.

#### **Article IV**

##### **Evaluation of applications**

1. After the deadline for the submission of applications, the applications are evaluated by the Evaluation Committee.
2. Only applications having met the formal requirements shall be evaluated:
  - a) applications submitted by eligible applicants:
    - daily form PhD student studying within the SAS organization
    - an applicant not in his/her last year of doctoral study
    - an applicant whose previous project was not evaluated as unsuccessful in the final evaluation
  - b) applications submitted through the electronic application system and their signed paper versions have been delivered to the address mentioned in Art. III, paragraph 1) of this Statute;
  - c) applications submitted before the deadline for the submission of applications
  - d) applications containing all the required parts



3. The Evaluation Committee is divided into 3 sections according to the SAS scientific sections.
4. The Committee consists of the Chairman of the Committee, the Vice-Chairmen of the Committee, organizing the activities of the individual SAS sections and other members of the Committee responsible for sub-sections within the SAS scientific sections and for the evaluation of the grant applications.
5. The Chairman of the Committee is a member of the SAS Presidium responsible for education and doctoral study.
6. The Vice-Chairmen of the Committees are the members of the SAS Presidium for the relevant scientific sections.
7. The members of the Evaluation Committee shall be appointed by the SAS President on the basis of a proposal made by the Chairman of the Committee, approved by the SAS Presidium. The tenure of the Committee is 4 years.
8. The structure of the Evaluation Committee:
  - Chairman
  - a) Vice-Chairman of the Committee - Section 1 - Physical, Space, Earth, and Engineering Sciences
    - Member for Earth and Space Sciences
    - Member for Mathematical and Physical science
    - Member for the Engineering Sciences
  - b) Vice-Chairman of the Committee - Section 2 - Life, Chemical, Medical, and Environmental studies
    - Member for the Medical Sciences
    - Member for Biological and Chemical Sciences
    - Member for Agricultural and Veterinary Sciences
  - c) Vice-Chairman of the Committee - Section 3 - Social Sciences, Humanities, Arts and Culture
    - Member for Historical studies
    - Member for Humanities and Social science
    - Member for the Arts and Culture
9. More details on the Evaluation Committee are specified in the Statute and the Rules of Procedure of the Programme Evaluation Committee.
10. Individual members of the Evaluation Committee evaluate grant applications belonging into their scientific sub-division.
11. In the justified case, the Evaluation Committee may, with the agreement of the Evaluation Committee Chairman, assign an external evaluator for the application. The external evaluator's rights and obligations are equal to the rights and obligations of Committee member in relation to the evaluation of the application. The external evaluator cannot assign another external reviewer.
12. An electronic system shall be used to assess applications.
13. Assessment consists of verbal evaluation and numerical evaluation. The verbal evaluation summarizes the strengths and weaknesses of the application. Numerical evaluation is represented by the points assigned by evaluator to the application. Points can be assigned between 0 and 10 with a resolution of 2 decimal places.
14. Grant applications within one scientific division will be sorted downwards according to the points assigned. Summary list is then prepared for the entire evaluation panel on basis



of lists of individual sections and the applications shall be classified into following categories in accordance with the budget available.

A - Project recommended for full funding

B - Project recommended for partial funding

C - Project not funded

Prepared document forms the basis for the proposal to be approved by the SAS Presidium (P SAV).

15. The SAS Presidium decides on the proposal by a resolution. The decision will be published on the Programme's website and all applicants will be informed as well as the statutory representatives of the relevant SAS organizations.
16. It is not possible to appeal against the SAS Presidium decision.

#### **Article V Funding**

1. Grant may be awarded up to a maximum of EUR 2000 per calendar year. The maximum grant amount corresponds to the applications classified in the category A. Applications in Category B will be awarded a reduced grant of EUR 1000 per calendar year.
2. Grant funds will be transferred by the SAS Office to the relevant host organization within category 630 (current expenditure). Organization is obliged to provide grant funds available to the grant holder in full height.
3. Funds shall be transferred to the host organization during February of the calendar year during which the project is being implemented.
4. The grant funds may be used to cover current expenditure on goods, services, travel and conference expenses, or expenditure associated with the publication of project results in journals.
5. Grants may not be used to cover indirect costs (overheads), capital expenditure and rewards.

#### **Article VI Implementation and completion of projects**

1. The grant holder implements the project within the organization being his/her doctoral study workplace within the doctoral study programme, if needed in cooperation with another organization to the extent necessary.
2. The grant holder is authorized to implement the project in another organization (domestic or foreign, e.g. through an internship) in length of max. 3 months.



3. The grant holder is required to implement the project in accordance with the approved application. The grant holder is authorized to make the necessary changes to the project in such a way as to ensure the effectiveness, efficiency and cost-effectiveness of the project, while maintaining the meaning, purpose and objectives of the project.
4. In the outputs that were (co-) financed by the grant, it is necessary to state the acknowledgement, respectively identifying the grant title as follows: stating the scheme title (The Grant Programme for the SAS PhD students) and project number. Grant acknowledgment can be listed in the outputs along with the basic grant scheme the PhD student is integrated in (e.g. VEGA, APVV, etc.).
5. Projects will be duly terminated by 31 December of the calendar year.
6. Early termination of project shall take place in the following cases:
  - a) grant holder commences maternity and/or parental leave,
  - b) grant holder will be on long-term sickness absence (longer than 3 months),
  - c) grant holder interrupts the doctoral study for period longer than 3 months,
  - d) grant holder will terminate the doctoral study earlier,
  - e) in case of the force majeure.
6. The grant holder or statutory representative of the host organization is obliged to inform the Programme manager in writing without delay on the reasons for early project termination stated here-above. The Programme manager issues a decree on the early termination of the project and ensures settlement of the commitments between the host organization and the SAS Office.
7. Unused funds shall be returned to the SAS Office in case of early and also in case of proper completion of the project.

## **Article VII**

### **Final evaluation of projects**

1. The grant holder submits a final report at the end of the project.
2. The final report shall be submitted by 15 January of the following calendar year.
3. The final report shall be submitted via the electronic system, the signed paper version shall be sent by post to the address mentioned in Art. III, paragraph. 1 of this Statute.
4. The final report is submitted in the length of max. 1 A4 page.
5. The final report shall include a description of the objectives achieved, the justification of any deviations from the original grant application, the list of outputs with the grant identification and the financial statement of the grant.
6. Attachments to the final report are copies of project outputs, or other documents related to outputs.
7. The final report is evaluated by the relevant Evaluation Committee member. Based on its assessment, evaluator determines whether the objectives of the project have been



achieved or not. Subsequently, the Programme manager will issue a decree on the fulfilment/non-fulfilment of the project objectives for the responsible grant holder and host organization.

8. The results of the final reports evaluation shall be submitted to the SAS Presidium for information.

### **Article VIII Final provisions**

1. This Statute shall enter into force on the date of its approval by the SAS Presidium and becomes effective as of the date of its publication.

In Bratislava, December 13, 2018

prof. RNDr. Pavol Šajgalík, DrSc.  
SAS President