

In Ostrava on January 1, 2021

Č. j.: OU-93708/11-2020

## **DEAN'S MEASURE No. 82/2021**

### **Start-up Grant Competition of the Faculty of Medicine, University of Ostrava and University Hospital Ostrava**

#### **Article 1 Introductory Provisions**

1. This Measure of the Dean (hereinafter referred to as the "Measure") of the Faculty of Medicine of the University of Ostrava (hereinafter referred to as the "LF OU") defines the rules for announcing a joint competition of the LF OU and the University Hospital Ostrava (hereinafter the "FNO") for the award of a Start-up grant (hereinafter referred to as the "Competition").
2. The aim of the Start-up grants is to support research activities and research excellence at the LF OU and FNO.
3. The Competition is open to young academic or research staff up to 40 years of age to promote the establishment of scientific groups with the development of the existing scientific programme underway at the LF OU and FNO.

#### **Article 2 Basic Conditions of the Competition**

1. The Start-up grant competition is open in the following 6 areas of medicine:
  - a. Oncology and haematooncology
  - b. Neuroscience
  - c. Information technology, robotics, artificial intelligence and virtual reality in medicine
  - d. Cardiovascular and cerebrovascular diseases
  - e. Surgical disciplines with a preference for minimally invasive surgery
  - f. Epidemiology
2. The Competition is announced at least once every 3 years.
3. A maximum of 2 Start-up grants are awarded per Competition.
4. The term of the Start-up grant (hereinafter also referred to as the "Project") is set for a period of 12–36 months. The start of the approved Project is set for 1 January of the year following the submission and subsequent approval of the Start-up grant proposal; the end of the Start-up grant is no later than on 31 December of the third year of the Project.

### Article 3 Minimum Requirements of the Project

1. Only one Project-submitting applicant may submit one Project proposal to the Competition in a given year, and the Project-submitting applicant must also be the principal investigator of the Project.
2. The principal investigator of the Project must meet the following requirements:
  - a. is an academic or researcher,
  - b. has not reached the age of 40 in the year of the Project proposal,
  - c. holds a Ph.D. degree at the time of submission of the proposal,
  - d. excels in his/her field and participates in international cooperation,
  - e. must not be an employee of the LF OU or FNO at the time of submission of the Project proposal; he/she becomes such an employee after the approval of the Project financing, at the latest on the date of commencement of the Project implementation, with a minimum of 0.5 FTE (i.e. the sum of FTE values at the LF OU and FNO).
3. Other members of the research team may be other academic or research staff, students of LF OU, technical and professional staff of LF OU and FNO.
4. The Project proposal is submitted by the applicant to the commission in electronic form.
5. The Project proposal may only be submitted in English and must include:
  - a. Main title of the Project;
  - b. Details of the principal investigator:
    - i. identification data (name, surname, date of birth, workplace address, telephone, email),
    - ii. structured CV a max. of 2 pages long,
    - iii. list of scientific activities (publications, monographs, patents, utility models, and grant projects),
    - iv. scientometric data – the number of citations and H-index of Web of Science/Scopus index,
    - v. data on traineeships, including international traineeships.
  - c. Details on other members of the research team, including positions that are not filled at the time of submitting the Project proposal;
  - d. Project annotation (up to 300 words);
  - e. Project objectives;
  - f. Project description a max. of eight (8) pages long (theoretical background, hypotheses, methodology, statistics, time schedule to achieve the Project objectives, compatibility with research focus and infrastructure of the LF OU, and/or FNO);
  - g. Breakdown and justification of the required funds for individual years of the Project term (a detailed breakdown and justification only for the first year of the Project); the required funds for the entire term of the Project must not exceed the amount CZK 1 million. or exceed the amount of CZK 3 million; the Start-up grant can fund:
    - i. personnel costs, statutory contributions and insurance and scholarships; the gross salary of the principal investigator will be set at a maximum of CZK 70,000 per month  
(corresponding to a fixed weekly working time of 1.0 FTE),
    - ii. other costs, including operating costs, including costs for the acquisition of small tangible assets (up to CZK 40,000) and software (up to CZK 60,000), travel expense

- and services, while all personal costs must be directly related to the implementation of the Project.
- h. Commitment to the minimum number of outputs ( $J_{imp}$ -publications, monographs, patents, utility models, etc.) in individual years of the Project term, with an unsurpassable a minimum of 2 dedicated articles in journals with an Impact Factor (IF) in at least the 3rd quartile according to Web of Science or 1 dedicated article in a journal with an IF of in at least the 3rd quartile according to Web of Science and accepted patent.

#### **Article 4 Competition Rules and Evaluation of Projects**

6. The principal investigator of the Project may also apply for financial support (grant) from other providers, and the scientific content of such supported projects may overlap with the Competition Project, but there must be no duplicate funding of the same activity from different providers.
7. For the purposes of the Competition, a commission for Start-up Projects (hereinafter referred to as “the Commission”) will be established by the Dean of the LF OU and the Director of the FNO.
8. All Projects submitted to the Competition will be assigned a reporter from among the members of the Commission.
9. The Project reporter proposes a minimum of two (2) independent external experts with no employment relationship with the LF OU or FNO, who must be subsequently approved by a majority of the Commission members who will evaluate the Project.
10. Project proposals will be scored by selected independent external experts and the Project reporter. Based on the average of all 3 evaluations, the Commission will rank the Projects recommended for funding by the Start-up grant.
11. For each Project proposal, the following is evaluated:
  - a. overall quality (scientific excellence),
  - b. clearly defined research plan, hypothesis, objectives of the Project,
  - c. Project methodology and feasibility,
  - d. the realism of the Project schedule,
  - e. originality of the Project,
  - f. the applicant's scientific activities to date, with an emphasis on excellence and international cooperation.
12. Only a Project that receives at least 2/3 (66.7%) of the maximum number of points is eligible for the Start-up grant.
13. The decision to award the Start-up grant is made jointly and unanimously by the Dean of the LF OU and the Director of the FNO. There is no appeal against this decision.
14. If the Project is awarded a Start-up grant, the principal investigator is obliged to immediately request a positive opinion from the Ethics Committee of the LF OU and/or the Ethics Committee of the FNO. The principal investigator will submit the positive opinion of the Ethics Committee to the Commission before the Project commencement. The commencement of the Project and the disbursement of funds is conditional upon obtaining a positive opinion on the Project from the aforementioned Ethics Committees.
15. If the Project is awarded the Start-up grant and the Project does not correspond to a clinical trial of human medicinal products or medical devices and does not need to be submitted to

the State Institute for Drug Control (SÚKL) for assessment according to the applicable regulations (Act No. 378/2007 Coll. on medicinal products and amendments to certain related acts (Medicinal Products Act), Decree No. 226/2008 Coll. on good clinical practice and detailed conditions of clinical trials on medicinal products, Act No. 268/2014 Coll. on medical devices and on the amendment of Act No. 634/2004 Coll. on administrative fees, as amended), the principal investigator will submit to the Commission, before the commencement of the Project, a Solemn Declaration of the Applicant – natural person in relation to SÚKL.

16. If the Project will be awarded the Start-up grant and the Project corresponds to a clinical trial of human medicinal products or medical devices and it is to be submitted to SÚKL for assessment according to the applicable regulations (Act No. 378/2007 Coll. on medicinal products and amendments to certain related acts (Medicinal Products Act), Decree No. 226/2008 Coll. on good clinical practice and detailed conditions of clinical trials on medicinal products, Act No. 268/2014 Coll. on medical devices and on the amendment of Act No. 634/2004 Coll. on administrative fees, as amended), the principal investigator will submit to the Commission a positive opinion of the SÚKL on the Project before the commencement of the Project. In this case, the commencement of the Project and the disbursement of funds is conditioned by obtaining a positive opinion of the SÚKL on the Project.
17. The LF OU will provide the successful applicant for the Start-up grant with assistance required for the fulfilment of the condition to establish employment relationship with the LF OU.

#### **Article 5 Management of Allocated Funds**

1. The principal investigator is responsible for the proper drawing and effective use of the allocated funds in accordance with legal regulations, internal regulations and standards of the LF OU and the conditions of the Start-up grant Competition.
2. The principal investigator is obliged to:
  - a. dispose of intellectual property and property rights to the results of research and development in accordance with the relevant legal regulations and the internal regulations and standards of the LF OU,
  - b. provide detailed evidence of the use of the funds without delay at the request of the Commission,
  - c. return the allocated funds that cannot be spent back to the LF OU within a set deadline, but no later than 31 days after the accounting period expiry or the Project termination; unspent funds will be returned to the LF OU in proportion to the originally allocated funds.
3. Between the chapters referred to in Article (3)(g), the principal investigator may make changes of up to 30%, otherwise the principal investigator must request the Commission's approval of the change well in advance (at least 2 months before the date of the change).
4. In the case of serious circumstances on the part of the principal investigator, the financing of the Project may be suspended for a necessary period of time at the request of the principal investigator, which will be decided jointly and unanimously by the Dean of the LF OU and the Director of the FNO on the proposal of the Commission.



5. The grant is not transferable outside the LF OU and FNO; its use is conditioned by the establishment and subsequent duration of the principal investigator's employment relationship at the OU or FNO.
6. On the basis of the Commission's proposal, the Dean of the LF OU and the Director of the FNO are entitled to discontinue the financing of the Project with immediate effect in the cases of violation of the rules of the Start-up grant and demand that the unused funds be returned.

### **Article 6 Interim Report, Final Report and Publication of Results**

1. The principal Investigator of the Project will submit to the Commission annually, by 15 February of the following year, an interim report on the implementation of the Project comprising up to 5 pages with justification for deviations from the original plan, including the number of deliverables, and an overview of the funds spent; the overview will also include a draft budget for the following calendar year.
2. In the case of a positive evaluation of the Project, the Commission will recommend to the Dean of the LF OU and the Director of the FNO funding for the next calendar year up to the total term of the Project, within one month as of the interim report receipt. The funding for the next calendar year will be decided jointly and unanimously by the Dean of the LF OU and the Director of the FNO.
3. The final report (up to 10 pages including figures) containing a description of the research results achieved, a list of publication outputs and an overall evaluation of the results will be submitted by the principal investigator to the Commission within 31 days as of the Project completion. The report is to be approved by the Commission at its meeting, where the principal investigator may, upon the Commission's request, make a short presentation summarising the results achieved.
4. The principal investigator is responsible for:
  - a. providing a reference to the Project in each publication or other output that is an output of the Project, including the exact affiliation of the authors to the LF OU or FNO and the specific department (organizational unit),
  - b. the submission and truthfulness of information on the results achieved in the registration system of the LF OU and FNO.

### **Article 7 Final Evaluation of the Project**

1. At its meeting, the Commission assesses the level of the Project performance and the results achieved, especially in relation to the original Project description and the number of expected Project outputs.
2. The final evaluation of the Project is approved by the Commission on the proposal of the Project reporter; the final evaluation may be:
  - a. excellent (the results of the Project are excellent, the Project has been carried out in accordance with the original assignment and all planned outputs of the Project have been met, with at least 1 dedicated publication in a journal with IF in the 1st or 2nd quartile according to Web of Science and 2 dedicated publications in journals with IF at least in the 3rd quartile according to Web of Science; one publication in a journal with IF can be replaced by an accepted patent)



- b. sufficient (the Project has been implemented with at most minor deviations from the original plan, an absolute majority of the planned outputs have been fulfilled, with at least 2 dedicated publications in journals with IF at least in the 3rd quartile according to Web of Science; one publication in a journal with IF may be replaced by an accepted patent)
  - c. inadequate (the Project has been implemented with significant deviations from the original plan and the planned results have not been achieved, i.e. not even half of the planned outputs have been achieved and at least 2 dedicated articles have not been published in journals with IF at least in the 3rd quartile according to Web of Science; one publication in a journal with IF can be replaced by an accepted patent).
3. In the event that the Project is evaluated by the Commission as inadequate, the LF OU is entitled to independently recover the funds provided under its grant.

### **Article 8 Common and Final Provisions**

1. By registering for the competition, the contestant agrees to abide by the rules of the Start-up Competition.
2. No appeal may be made against any decision under these rules.
3. These rules take effect on 1 January 2021.

doc. MUDr. Rastislav Maďar, Ph.D., MBA, FRCPS  
Dean of the LF OU

Prepared by: prof. MUDr. David Školoudík, Ph.D., FESO, FEAN, Vice-Dean for Science and Research of the LF OU

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