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## **DEAN'S PROVISION**

**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 Provision of the Dean (hereinafter referred to as "Provision") of the Faculty of Medicine, University of Ostrava (hereinafter referred to as "LFOU") defines the rules for announcing the common competition of LFOU and University Hospital Ostrava (hereinafter referred to as "FNO") for awarding a Start-up grant (hereinafter referred to as "Competition").
2. The aim of Start-up grants is to support research activities and research excellence at LFOU and FNO.
3. The competition is aimed at young academics or researchers up to 40 years of age, and establishing research groups with a further development of the current research programme on-going at LFOU and FNO.

#### **Article 2**

##### **Basic conditions of the Competition**

1. The Competition for awarding a Start-up grant is announced within the following 6 scientific fields of medicine:
  - a. Oncology and hematooncology
  - b. Neurosciences
  - c. Information technologies, robotisation, artificial intelligence and virtual reality in medicine
  - d. Cardiovascular and cerebrovascular diseases
  - e. Surgical specialities, with the preference of mini-invasive surgery
  - f. Epidemiology
2. The Competition shall be open at least once in 3 years.
3. The maximum of 2 Start-up grants will be awarded during one Competition.
4. The period for Start-up grant realization (hereinafter referred to as "Project") is determined for the period of 12–36 months. The start of realization of an awarded Project shall begin on the 1<sup>st</sup> January of the year following submission and subsequent approval of the Start-up grant proposal; realization of the Start-up grant shall end on the 31<sup>st</sup> December of the third year of the Project duration, at the latest.

### **Article 3**

#### **Minimum requirements of the Project**

1. One Project applicant may submit only one Project proposal to the Competition in the respective year, at the same time, the Project applicant must also be the principal investigator of the Project.
2. The principal investigator of the Project must comply with the following requirements:
  - a. is an academic or research worker,
  - b. has not completed the age of 40 years in the year of submission of the Project proposal,
  - c. is the holder of the Ph.D. title at the time of submitting the proposal,
  - d. produces excellent results in his/her field of expertise, and participates upon international cooperation,
  - e. must not be an employee of LFOU or FNO at the time of submitting the proposal; the principal investigator will become an employee after approval of the financing of the Project, on the start day of the Project at the latest, with the half-time (0.5) employment contract (i.e. the sum of working hours at LFOU and FNO).
3. Among other members of the research team may be academic or research employees, students of LFOU, technical and expert employees of LFOU and FNO.
4. The Project proposal is submitted by the applicant to the Committee in electronic form.
5. The Project proposal may be submitted in the English language only, and must include the following:
  - a. Main title of the Project;
  - b. Information about the Principle Investigator:
    - i. identification data (name, surname, date of birth, workplace address, telephone, email),
    - ii. structured curriculum vitae (max. 2 pages),
    - iii. list of research activities (publications, monographies, patents, utility models, and grant projects),
    - iv. scientometric data – numbers of citations and H-index according to the Web of Science/Scopus,
    - v. information about internships, including internships abroad.
  - c. Data regarding other members of the research team, including positions, which are not occupied at the time of Project proposal submission;
  - d. Project annotation (max. 300 words);
  - e. Objectives of the Project;
  - f. Project description in the maximum extent of eight (8) pages (theoretical foundations, hypotheses, methodology, statistics, time schedule to achieve the project objectives, compatibility with the research scope and LFOU, or FNO infrastructure);
  - g. Breakdown and justification of the requested financial means for individual years of the Project duration (detailed breakdown and justification for the first year of the Project only); the requested financial means for the whole duration of the Project must not underscore the amount of 1 mil. CZK and exceed the amount of 3 mil. CZK; the financial means of the Start-up grant may be used to finance the following:
    - i. personnel costs, statutory deductions, and insurance and scholarships; gross wage of the Principle Investigator of the Project will be determined in the maximum amount of 70 thousand CZK per month (corresponding with the weekly wage of a full-time employment),
    - ii. other expenses, including operating costs, including the costs for purchase of small fixed assets (not exceeding 40 thousand CZK) and software

(not exceeding 60 thousand CZK), travel costs and services; all other personnel costs must be incurred in direct relation with performance of the Project.

- h. Commitment to achieve a minimum number of outputs (publications in  $J_{imp}$  journals, monographies, patents, utility models, etc.) in individual years of the Project duration; the insurmountable minimum are 2 dedicated articles in journals with Impact Factor (IF), at least in the 3<sup>rd</sup> quartile according to the Web of Science, or 1 dedicated article in a journal with IF, in the 3<sup>rd</sup> quartile according to the Web of Science at the least, and an accepted patent.

#### **Article 4**

#### **Rules of the Competition and evaluation of Projects**

6. The Principle Investigator may apply for a financial support (grant) also with other providers, whereas the research content of such supported projects may overlap with the Project of the Competition; however, double financing of the same activity from different providers is not allowed.
7. A Committee for Start-up project (hereinafter referred to as "Committee") will be established by the Dean of LFOU and the Director of FNO for the purpose of the Competition.
8. All projects submitted to the Competition will be assigned an expert rapporteur from among the Committee members.
9. The rapporteur of the Project will propose at least two (2) independent external specialists, without any employment relation to LFOU or FNO, who must be subsequently approved by more than half the number of Committee members, who will evaluate the Project.
10. Project proposals will be evaluated with a score of points by the selected independent external specialists, and the rapporteur of the Project. On the basis of average of all 3 evaluations, the Committee will establish a ranking of the Projects recommended for financing with the Start-up grant.
11. For each Project, the following is evaluated:
  - a. overall quality (scientific excellence),
  - b. clearly defined research plan, hypothesis, Project objectives,
  - c. methodology and feasibility of the Project,
  - d. plausibility of the Project timetable,
  - e. originality of the Project,
  - f. previous scientific activity of the applicant, with emphasis on excellent results and international cooperation.
12. The Start-up grant may be only awarded to a Project, which scores at least 2/3 (66.7%) of the maximum obtainable number of points.
13. The decision about awarding the Start-up grant is made, upon the recommendation of the Committee, jointly and unanimously, the Dean of the LFOU and the Director of FNO. No appeal is possible against this decision.
14. In case a Project is awarded the Start-up grant, the Principle Investigator is obligated to immediately apply for a favourable decision of the Ethics Committee of LFOU and/or the Ethics Committee of FNO. The Principle Investigator of the Project shall send the favourable decision of the Ethics Committee to the Committee before commencing of the Project. Starting the Project and financial execution is conditioned with obtaining a favourable decision of the above-mentioned Ethics Committees for the Project.
15. In cases when a Project is awarded a Start-up grant, and such Project does not fulfil the definition of a clinical trial of human medicinal products or medical devices, and as such does not require an approval from the State Institute for Drug Control (SÚKL) in accordance with the legal provisions in force (Law No. 378/2007 Coll., on

Pharmaceuticals and on Amendments to Some Related Acts (Pharmaceutical Act), as amended, Decree No. 226/2008 Coll., on Good Clinical Practice and Detailed Conditions of Clinical Trials of Medicinal Products, Law No. 268/2014 Coll. on Medical Devices and on Amendments to Act No. 634/2004 Coll., on Administrative Fees, as amended), the Principle Investigator of the Project shall submit a Declaration of Honour of the Applicant – natural person, in relation to SÚKL.

16. In cases when a Project is awarded the Start-up grant, and such Project fulfils the definition of a clinical trial of human medicinal products or medical devices, and as such must be submitted to SÚKL for assessment in accordance with the legal provisions in force (Law No. 378/2007 Coll., on Pharmaceuticals and on Amendments to Some Related Acts (Pharmaceutical Act), as amended, Decree No. 226/2008 Coll., on Good Clinical Practice and Detailed Conditions of Clinical Trials of Medicinal Products, Law No. 268/2014 Coll. on Medical Devices and on Amendments to Act No. 634/2004 Coll., on Administrative Fees, as amended), the Principle Investigator of the Project shall send the Committee a favourable statement of SÚKL to the Project. Starting the Project and financial execution is in this case conditioned with obtaining a favourable decision of SÚKL for the Project.
17. LFOU shall provide the successful applicant for a Start-up grant all cooperation required to fulfil the condition of establishing an employment relationship with LFOU.

#### **Article 5** **Management of allocated funds**

1. The Principle Investigator is responsible for proper drawing and rational exploitation of the allocated funds, in accordance with legal provisions, internal regulations and standards of LFOU, and the conditions of the Competition for awarding a Start-up grant.
2. During the implementation of the Project, the principal investigator is obligated to:
  - a. handle the subjects of intellectual property and property laws to the outcomes of research and development in accordance with respective legal provisions and internal regulations and standards of LFOU,
  - b. submit, upon the request of the Committee, without any delay, detailed documents regarding the use of financial means,
  - c. return the allocated financial means, which cannot be reasonably used, back to LFOU within the set deadline, however, within 31 days from the end of the accounting period, or termination of the Project at the latest; unspent funds shall be returned to LFOU in a proportional amount to the originally allocated financial means.
3. The Principle Investigator is allowed to make changes among individual chapters listed in Article 3, in the maximum amount of 30%; in all other cases, the Principle Investigator must ask the Committee, in sufficient advance, to approve the change (2 months prior the date of change, at the latest).
4. In case of serious circumstances on the side of the Principle Investigator, the financing of the Project may be interrupted for the necessary length of time, based upon a request of the Principle Investigator; the request must be approved jointly and unanimously by the Dean of LFOU and the Director of FNO, based upon recommendation of the Committee.
5. The grant is non-transferrable outside of LFOU and FNO; drawing of the allocated financial means is conditioned with establishing and subsequent duration of employment relationship of the Principle Investigator with LFOU or FNO.
6. The Dean of LFOU and the Director of FNO are entitled to, based upon a proposal of the Committee, in cases of breach of duties for provision of the Start-up grant, terminate financing of the Project with immediate effect, and to request a refund of unspent financial means.

**Article 6**  
**Interim report, final report, and publication of results**

1. The Principal Investigator of the Project shall submit every year, as of 15<sup>th</sup> February of the following year, an Interim Report to the Committee, describing implementation of the Project, in the extent of 5 pages, with justification of all deviations from the original plan, including the number of outputs, and an overview of incurred financial means; the overview shall also include a proposal of Project budget for the following calendar year.
2. In case of a favourable evaluation of the Project, the Committee shall recommend the Dean of LFOU and the Director of FNO to continue financing of the Project for the next calendar year, up to the overall length of duration of the Project, one month after receiving the Interim Report at the latest. The Dean of LFOU and the Director of FNO shall decide about the financing of the Project for the next calendar year jointly and unanimously.
3. The principal investigator of the Project shall submit the Final Report (in the extent of 10 pages, including images), containing a description of achieved objectives of research, a list of publication outputs, and the overall evaluation of the Project results, to the Committee, within 31 days after completion of the Project. The Report is approved at the Committee meeting; when required by the Committee, the principal investigator may be invited to the meeting, with a short presentation summarizing the achieved results.
4. The Principle Investigator is responsible for the following:
  - a. posting a link to the Project in each publication or another outcome, which is the outcome of the Project, including a precise affiliation of the authors to LFOU or FNO, and to an individual workplace (organizational unit),
  - b. submitting and veracity of information regarding the achieved results into the reporting system of LFOU and FNO.

**Article 7**  
**Final evaluation of the Project**

1. The Committee, at its meeting, evaluates the level of Project implementation and the achieved results, namely in relation to the original description of the Project, and the number of presumed Project outcomes.
2. The final evaluation of the Project is approved by the Committee, based upon a proposal of the Project rapporteur; the final evaluation may be the following:
  - a. excellent (results of the Project are excellent, the Project was realized in accordance with the original Project brief, and all planned outcomes of the Project have been fulfilled, whereas at least 1 dedicated publication was in a journal with IF in the 1<sup>st</sup> or 2<sup>nd</sup> quartile according to the Web of Science, and 2 dedicated publications were in journals with IF in the 3<sup>rd</sup> quartile according to the Web of Science at the least; one publication in a journal with IF may be substituted with an accepted patent)
  - b. sufficient (the Project was realized with minor deviations from the original plan, an absolute majority of planned outputs has been achieved, whereas at least 2 dedicated publications were in a journal with IF, in the 3<sup>rd</sup> quartile according to the Web of Science at the least; one publication in a journal with IF may be substituted with an accepted patent)
  - c. insufficient (the Project was realized with significant deviations from the original plan, and the planned outputs were not achieved, i.e. not even one half of the planned outputs was achieved, and at least 2 dedicated publications were not published in a journal with IF, in the 3<sup>rd</sup> quartile according to the Web of Science at the least; one publication in a journal with IF may be substituted with an accepted patent).

3. In case a Project is evaluated by the Committee as insufficient, LFOU is individually entitled to reclaim the provided financial means.

**Article 8**  
**Common and final provisions**

1. By submitting an application to the Competition, the applicant expresses his/her consent to comply with the regulations of the Start-up Competition.
2. No appeal shall be admissible against any decision under these rules.
3. These rules shall take effect on 1<sup>st</sup> January 2021.

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