

## **12.**

### **Instruction of the Rector of the Police Academy of the Czech Republic in Prague, of 7 September 2017, Amending the Procedure for the Implementation of Scientific and Research Activities.**

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

- (1) In accordance with Section 1(a) and Section 95(5) of Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (the University Act), as amended, and Article 5 of the Statute of the Police Academy of the Czech Republic in Prague, the Police Academy of the Czech Republic in Prague (hereinafter referred to as the “PA CR”) ensures a system of management of research and development within its competence. Scientific and research activities are one of the fundamental rights and duties of an academician of the PA CR.
- (2) This Instruction regulates the authors' procedures,<sup>1</sup> who carry out research activities on the basis of allocated institutional or special-purpose funds, as well as ensures a uniform procedure in the field of reviewing the results of science and research and in the field of handling the results of science and research at the PA CR, and also in the area of material and financial security within the meaning of Act No. 130/2002 Coll., on Support of Research, Experimental Development and Innovations from Public Funds.

#### **Article 2 Submission of Proposals for Research, Development and Innovation Projects**

- (1) The author responsible for the research project is obliged to submit after discussion at the faculty:
  - a project proposal,
  - project justification,
  - demonstration of the author's professional competence,
  - an application for fund allocation to support the project,
  - a plan of drawing funds for the project duration.
- (2) Deadline and place for submitting the project proposal are set by the Rector upon the proposal of the Vice-Rector for Science and Research.

#### **Article 3 Project Proposal**

- (1) Project proposals must include the following particulars:
  - project name,
  - name of the author and co-authors,

---

<sup>1</sup> The author, in the context of this Guideline, is the person responsible for the progress of the research project, the use of the allocated funds and the results of the research project.

- subject of solution,
  - research goal,
  - research methods,
  - expected time of solution,
  - short annotation in the Czech language,
  - foreseen outputs.
- (2) If the project does not contain all of the particulars above, it will not be included in further discussion.

## **Article 4**

### **Project Justification**

- (1) In this part of the project, the author will provide specific information for its assessment in accordance with the four basic criteria for the evaluation of research, development and innovation projects:
- social relevance and necessity of the project,
  - applicability of results in practice,
  - benefit for the PA CR,
  - financial capacity and efficiency of the project.
- (2) The justification of the project proposal up to a maximum of 5 pages of A4 format shall contain the following details:
- summary of the current state of knowledge of the solved problem, including research,
  - formulation of the project goals and the schedule of the solution,
  - conceptual and methodological approaches proposed for project solution, including justification of financial requirements,
  - data on the applicant's preparedness in light of past experience,
  - application of project results in practice,
  - approval of the head of department or head of department with the submitted project.

## **Article 5**

### **Author's Professional Competence**

- (1) The author's professional competence demonstrates the qualifications of the applicant to solve the proposed project. Qualifications are met by the applicant who:
- a) has the professional prerequisites to solve the project,
  - b) who has the appropriate authorisation, if required by a special regulation,
  - c) who has successfully completed a previous project.

## **Article 6**

### **Application for Allocation of Funds**

- (1) The project proposal includes the author's application for the allocation of funds for the entire duration of the project, which takes the form of a planned budget for drawing the funds in individual stages of the project. The proposed funding for the whole project period is planned in the following items:
- tangible investment funds (machinery, devices and equipment, the price of which in each individual case is higher than CZK 40,000 including VAT),

- intangible investment funds (intangible assets with an acquisition cost higher than CZK 60,000 including VAT), □ consumables,
  - low-value tangible assets up to CZK 40,000 including VAT per individual item,
  - services – postal, telecommunication, typing, consulting, advisory, processing of output materials (proceedings, reports, articles, etc.), but also solving a partial part of the project,
  - low-value intangible assets (e.g. software) up to CZK 60,000 including VAT,
  - travel expenses (domestic and foreign business trips),
  - other staff costs (OSC) are used to pay for contracts for work or agreements to perform work.
- (2) The investigator will add brief comments to the individual planned amounts, in which it is necessary to specify the required funds after individual stages of the project (or in individual years).
- (3) Other information concerning the need to ensure work at special workplaces, or support of the proposed project from other sources, etc., may be also stated here.

## **Article 7**

### **Deadline and Place for Submitting the Project Proposal**

- (1) The deadline for submitting the project proposal is set by the Rector upon the proposal of the Vice-Rector for Science and Research when planning the scientific research activities of the PA CR. (i.e. when developing a new project).
- (2) Project proposals are submitted to the Vice-Rector for Science and Research, after prior discussion and approval at the faculties, by the Vice-Dean for Science and Research. The project proposal needs to contain all the particulars specified in Article 3(1).
- (3) All records of submitted and approved projects are provided by the Science and Research Department of the PA CR.

## **Article 8**

### **Evaluation of Project Proposals**

#### **First Stage**

- (1) The submitted project proposal is discussed by the Commission for the Development of Scientific Research Activities (hereinafter referred to as the “Commission”). The Vice-Deans for Science and Research shall submit the proposals of the faculties to the Commission, which shall pre-evaluate the individual proposals and, if appropriate, issue recommendations.
- (2) The chairman of the Commission shall submit the draft research project to the Rector. If the Rector preliminarily approves the project proposal, the review proceedings follow.

#### **Second Stage**

- (3) The Commission appoints two independent reviewers for each proposed project. Selection of the reviewer is governed by the following criteria: At least one of the reviewers may not be an employee of the PA CR:
- is a specialist in the respective field,
  - has a broader and more general view of the disciplines considered,

- is not in a family relationship to any of the authors, is not subordinate in work to the author or co-authors.
- (4) Based on the opinions of the reviewers in confrontation with their own assessment, the Commission will make a qualitative comparison of the projects in the respective field and prepare the order of the proposed projects for granting financial support.
  - (5) A brief record is drawn up from the meeting of the Commission, which is filed. The record shall contain a list of all proposals received, information on the completeness of the mandatory particulars of the proposals and, for proposals not meeting the acceptance criteria, the grounds for exclusion from the evaluation or the reason for their rejection.
  - (6) Projects that have met all the requirements and are recommended for adoption by the R&D Commission are submitted by the Vice-Rector for Science and Research for approval by the Rector.

## **Article 9 Notice**

- (1) The author will be notified of the acceptance or rejection of the project proposal through the Vice-Dean for Science and Research.
- (2) The authors of the approved projects will be informed by the Vice-Rector for Science and Research in the individual years of the project implementation in writing about the amount of allocated funds.

## **Article 10 Control Tools of Science and Research**

- (1) The authors are responsible for the quality of the submitted research project proposals and their solution. As of 30 November, the authors of individual projects submit, through the Vice-Deans to the Vice-Rector for Science and Research, a report on the implementation of the research project in the respective year. The report shall be prepared on the basis of a standardised form and shall contain all prescribed particulars.
- (2) The basic forms of openness of scientific and research work are the public control tools of the project:
  - decision on project approval,
  - reports on continuous project implementation submitted for individual years,
  - continuous review (in the event that the Commission for the Development of Scientific and Research Activities will decide on its holding),
  - final review,
  - review commission and reviewers.
- (3) The discussion of the submitted projects by the Commission for the Development of Scientific and Research Activities during the evaluation of the project proposal replaces the initial review.
- (4) The author is obliged to start work on the project within the deadline as per the submitted solution schedule, which is stated in the proposal.
- (5) In the case of a substantial reduction of the funds planned for the implementation of the project according to the approved proposal, the author has the right

to propose a restriction, i.e. limitation, suspension or withdrawal from the project solution.

- (6) The project may be transferred to another workplace when the author leaves the PA CR workplace (termination of employment or service). If this is not possible in terms of expertise, the provider will be asked to cancel the project in whole or in part.
- (7) The decision in the matter of Paragraphs 5 and 6 on the basis of the proposal of the investigator and the statement of the Vice-Dean shall be made by the Vice-Rector for Science and Research after discussion and recommendation of the Commission for the Development of Scientific and Research Activities.
- (8) In justified cases, the Rector may order an extraordinary inspection of the performance of a partial research task<sup>2</sup>. This inspection shall be carried out by the Commission for the Development of Scientific Research Activities.
- (9) In the case of cancelled tasks due to the termination of employment or service of the investigator, the Vice-Rector for Science and Research together with the Vice-Dean for Science and Research and the project investigator shall decide on the possible use of the achieved results of the research.
- (10) Effective spending of allocated funds for individual projects is monitored through the reports on the implementation of tasks submitted by the investigators through the Vice-Dean for Science and Research to the Vice-Rector for Science and Research once a year. The report includes an overview of the drawing of allocated funds in the respective year and a plan for drawing funds next year.

## **Article 11 Continuous Review**

- (1) It shall be carried out in justified cases, namely:
  - if there are major changes in the project,
  - if there are problems during project implementation,
  - if the project duration is extended.
- (2) For the continuous review, the Rector appoints a commission upon the proposal of the Vice-Rector for Science and Research, which will assess the reasons for the proposed changes, evaluate the results of the examination and suggest solutions if problems arise during the project implementation.

## **Article 12 Final Review**

- (1) The final review evaluates particularly:
  - how the research project was accomplished,
  - the extent to which the project solution contributed to the development of the relevant theory or methodology of research,
  - what are the possibilities of applying the research results in practice.
- (2) The author is obliged to submit the final research report in three copies to the Vice-Rector for Science and Research no later than three months before the project

---

<sup>2</sup> It is not an inspection within the meaning of Act No. 255/2012 Coll., the Inspection Code

completion date. The final report also includes a breakdown of the funds spent and their use.

- (3) Upon the proposal of the Vice-Rector for Science and Research, the Rector appoints two reviewers of the final research report; at least one reviewer must not be an employee of the PA CR.
- (4) After submitting the opinions, the Rector, upon the proposal of the Vice-Rector for Science and Research, sets the date of the review of the final research report and the members of the review committee. The review proceedings will usually take place within one month after the submission of the review opinions. The project author must be acquainted with the review opinions.
- (5) The review procedure of the final research report is public. The date of the review procedure of the final research report, the title, its author (research worker) and the place and composition of the committee must be published (Rector's notice or on the official board of the PA CR).
- (6) Final review procedure proceeds as follows:
  - initial introduction with the issue of the research project (chairman of the review committee),
  - a brief presentation of the main ideas of the project, the research objectives, the methods of solution and the main results obtained during the project (project principal investigator),
  - reviews of readers (presented by readers, in the case of their absence, presented by a chairman appointed member of the review committee),
  - responses to review opinions (project manager, eventually co-investigators and other experts present),
  - public debate,
  - closed meeting of the review committee where the conclusions and recommendations are formulated,
  - familiarisation of the participants with the conclusions and recommendations (chairman of the review committee).
- (7) Minutes signed by the chairman of the review committee are made on the project review procedure. The minutes include the record with the conclusions of the review procedure signed by the members of the review committee.

## **Article 13**

### **Review Committee and Reviewers**

- (1) The review committee is appointed by the Rector upon the proposal of the Science and Research Commission.
  - The review committee usually has no more than five members, including reviewers.
  - Only members with academic and scientific degrees prof., Doc., DrSc., CSc., Ph.D. may be the members of the review committee and the reviewers. Recognised experts with industry-leading erudition may be an exception in this respect.
  - There are usually two reviewers appointed, and in exceptional cases in defending a significantly interdisciplinary project, the Rector may appoint three reviewers upon the proposal of the Vice-Rector for Science and Research.

- The review committee is managed and led by its chairman, who is responsible for the proper, dignified and objective course of the review proceedings.
  - A member of the review committee or a reviewer may not be the author of the project (intent) nor co-author.
- (2) The review proceedings may only take place if more than half of the approved members of the review committee participate.
  - (3) In the review proceedings, the review committee expresses its opinions on the project or on the final research report through conclusions and recommendations, which it discusses; in the case of discrepancies, it may even take a vote at a non-public meeting.
  - (4) When voting, the absolute majority of the members of the review committee are required for the approval of the project or the final research report.
  - (5) If the review proceedings fail to be successful, another review proceeding on the same problem may take place after 1 month at the earliest.

### **Article 14**

#### **Responsibility of Investigators, Record of Science and Research**

- (1) The quality of the preparation of project proposals is the responsibility of their authors, who also submit them. They are also responsible for the proper documentation of the entire project, including records of expenses and costs incurred during the project. Heads of departments and, in the case of institutional support, investigators responsible, are accountable for the timely fulfilment of the deadlines set in the work schedule (solution plan). In particular, it is the submission of reports on the stages of solution, drawing of allocated funds, etc.
- (2) The Science and Research Department of the PA CR is the central place for administrative records.
- (3) The Finance Department ensures the execution of payments and records of the drawn funds in accordance with the regulations in force. It keeps an analytical overview of drawn funds by individual research tasks.
- (4) The central point of records for the contractual securing of relations between the project owner and the investigators, eventually, the co-investigators of individual projects in the form of contracts for work, is the HR Department of the PA CR.

### **Article 15**

#### **Financial Resources of Research and Development**

- (1) The financial resources for science and research are defined in the Instruction of the Rector of the Police Academy of the Czech Republic in Prague, which lays down the rules for drawing funds from institutional support for long-term conceptual development of the research organisation of the Police Academy of the Czech Republic in Prague. This Instruction governs all procedures for drawing funds for science and research.
- (2) To make a breakdown of funds for individual investigators, each year, the Vice-Rector for Science and Research shall submit to the Finance Department, via the Bursar,
  - a list of the projects solved in the calendar year with a list of the investigators,

- structure of funds planned by the investigators, divided into investment funds, current expenses and other staff costs.
- (3) The Finance Department shall provide factual content as per the request sheet with the appropriate budget item as per the valid item structure and shall make a breakdown of funds in the PA CR budget.
  - (4) The drawing of funds broken down by individual projects and authors is maintained by the Finance Department. It submits a break-down and summarised draw-down report to the Science and Research Department after the end of each accounting period. An overview of financial draw-down is part of the report on scientific and research activities in the respective year.
  - (5) The recording of the material subject to registration is ensured by the relevant material owners.
  - (6) Heads of departments are responsible for ensuring an up-to-date overview of the allocation of assets acquired from science and research funds located in the premises used by the department or taken over by a specific worker of the department.
  - (7) The Head of the OMI will ensure that assets acquired from science and research funds are provided with identification labels distinguishing them from other university assets. At the same time, he/she is responsible for the functioning of the communication between the material owners and departments.
  - (8) Transfers of funds between individual projects after the mutual agreement of the investigators and approval by the Vice-Rector for Science and Research are carried out by the Finance Department on the basis of an internal budgetary measure.
  - (9) The annual financial statement is prepared by the Finance Department upon request of individual investigators.

## **Article 16**

### **Handling Science and Research Results**

- (1) The Police Academy of the Czech Republic in Prague is an organisational unit of the state. An organisational unit of the state is not a legal entity. In this context, the results of science and research carried out on the basis of institutional support may not be provided for consideration. In accordance with Act No. 130/2002 Coll., on Support of Research, Experimental Development and Innovations from Public Funds and on Amendments to Some Related Acts, Chapter IV, Section 16(3), all outputs from research activities within the institutional support are PA CR property. In the case of the title to research results obtained from special-purpose support, it is necessary to proceed from generally applicable legislative provisions relating to copyright and from a specific contract between the contracting authority and the beneficiary of the special-purpose support.
- (2) The results of science and research are published in accordance with Section 95(5) of the Higher Educational Institutions Act No. 111/1998 Coll., as amended, in accordance with the statutory provisions on the protection of government and professional secrets.
- (3) The results of the research activities are made available to the professional public through publication outputs applied in the Research, Experimental Development and Innovation Information System, specifically in the “Results Information Register”



(RIR) database. Those interested in these outputs of science and research have the opportunity to get acquainted with scientific and research production through the study of published outputs of the research activities registered in the RIR database.

- (4) In the case of monographic outputs of research tasks solved under institutional support, the authors submit a proposal for their distribution in order to make the results of science and research available to professional practice. The proposal will be submitted for approval through the Science and Research Department. The proposal is approved by the Rector of the PA CR.

## **Article 17**

### **Final Provisions**

- (1) In the cases specified in this Instruction, the Rector is also entitled to proceed without a proposal.
- (2) This Instruction shall be effective as of the date of its issuance.
- (3) By issuing this Instruction, the Instruction of the Rector of the Police Academy of the Czech Republic in Prague regulating the procedure for the implementation of scientific research activities of 9 April 2013, Part 14 of the Collection of Internal Acts of the Rector of the Police Academy of the Czech Republic is repealed.

Guarantor: prof. Ing. Bedřich Šesták, DrSc.  
Vice-Rector for Science and Research

Ref. No. PA-600-12/ČJ-2017-820000

doc. JUDr. Mgr. Josef Salač, Ph.D.  
Rector  
electronically approved