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Guidelines for the IGS Program 04 Early Stage Grants Support for full-time PhD students and young researchers

Article 1.

Basic Provisions

- 1/ The internal grant scheme “Early Stage Grants” at the Academy of Arts in Banská Bystrica (AU BB), hereinafter referred to as ESG, is a part of and a tool for the institutional, university-wide support of artistic and scientific research activities at AU BB.
- 2/ ESG serves as a means of activating scientific, research, and artistic activities for full-time PhD students and young artistic-pedagogical, scientific-pedagogical, and research staff at AU BB.
- 3/ The goal of ESG is to support starting grants for PhD students and early-stage researchers related to their research, scientific, or artistic activities.
- 4/ Through ESG, it is possible to support research and artistic activities of full-time PhD students and young researchers within five years of receiving the ArtD. degree.
- 5/ AU BB will establish an ESG Evaluation Committee, as a professional advisory body to the Rector, to manage and implement the ESG.

Article 2.

Membership in the Evaluation Committee

- 1/ The members of the ESG Evaluation Committee are appointed by the Rector. The ESG Committee consists of 7 members:
 - (a) The Vice-Rector for Art, Creative Activity, and Interfaculty Collaboration, who also serves as the Chair,
 - (b) The Vice-Dean responsible for the third level of education from each faculty of AU BB,
 - (c) One representative from each faculty from the PhD study guarantors.

The Bursar attends the ESG Committee meetings in an advisory capacity without voting rights and provides economic evaluations of projects.

2/ The term of office for a committee member is two years, and members can be reappointed. Membership ends when the member leaves the associated function.

3/ Membership in the ESG Committee is non-delegable, and activities related to it are unpaid.

4/ The organizational functioning of the ESG Committee is managed by the Rector's Office at AU BB. The Secretary of the ESG Committee is an employee of the Rector's Office appointed by the Rector.

Article 3.

Activities of the Evaluation Committee

The ESG Evaluation Committee:

a/ Discusses applications for financial support, ensures professional evaluation, and assesses the feasibility of projects, preparing proposals for grant allocation.

b/ Monitors and evaluates the utilization of allocated funds and comprehensively assesses the results of supported projects.

Article 4.

Meetings of the Committee

1/ The Chair, who is the Vice-Rector for Art, Creative Activity, and Interfaculty Collaboration, convenes and leads the meetings. Invitations are distributed electronically at least seven days prior to the meeting.

2/ The ESG Committee is quorate when a majority of members are present.

3/ The ESG Committee makes decisions by voting at closed meetings or, if necessary, by electronic vote (per rollam decision).

Article 5.

Grant Call Announcement

1/ The grant call is announced by the Rector of AU BB and published on the AU BB website.

2/ Applications are submitted via the office of the Vice-Rector for Art in PDF format, including attachments, to the email address igsaubb@aku.sk.

3/ Mandatory attachments to the grant application include:

(a) Project summary,

- (b) Project description and objectives,
- (c) CV, motivation letter, and recommendations from recognized experts,
- (d) Definition of the project's benefits,
- (e) Project timeline,
- (f) Financial budget with justification and detailed comments on each item.

4/ Each applicant may submit only one application per call.

5/ Late applications will be disqualified and will not be considered for evaluation.

6/ Incomplete applications must be supplemented within seven business days upon request from the ESG Committee's Secretary. Failure to do so will result in disqualification.

Article 6.

Rules for Financial Support Usage

1/ Eligible applicants for the grant are Slovak or foreign full-time PhD students or artistic-pedagogical, scientific-pedagogical, or research staff within five years of obtaining the ArtD. degree. This period can be extended by maternity/paternity leave.

2/ The grant supports activities in scientific or artistic research, including participation in scientific conferences and exchange of experiences abroad. Projects must comply with the ESG call timeline and conditions.

3/ The allocated financial resources can be used to cover costs associated with research, outputs, and publishing within the scope of the grant, with eligible expenses being:

- (a) Travel costs for conferences,
- (b) Consumables, books, and media,
- (c) Necessary goods and services for the project,
- (d) Equipment costing no more than €1,700,
- (e) Software and intellectual property costing no more than €2,400.

4/ Proof of project implementation and achievement of objectives

a) In the case of PhD students in artistic study programs and holders of the ArtD. degree, proof of acceptance of one professional output for publication in a non-university professional journal, or proof

of delivering a lecture or workshop at an international or significant domestic event, or of receiving a prestigious award.

Article 7.

Grant Application Evaluation

- 1/ The expert evaluation of grant applications is carried out by the ESG Evaluation Committee.
- 2/ When evaluating grant applications, the ESG Committee must make every effort to avoid conflicts of interest.
- 3/ The ESG Evaluation Committee proceeds according to the following criteria:
 - a) The quality of the project proposal, the feasibility of its objectives, and the likelihood of completing the project within the timeline specified in the call;
 - b) The appropriateness of the financial requirements for individual budget items;
 - c) The contribution of the project to the development of the artistic and scientific research goals of AU BB, particularly the possibility of achieving project outputs as part of the school's evaluation within the Central Registry of Publication Activities (CREPČ) and the Central Registry of Artistic Activities (CREUČ);
 - d) The success of solving scientific-research and artistic projects in the past;
 - e) The artistic, scientific, or research value of the project, and its connection to current trends both domestically and internationally.
- 5/ The ESG Committee's decision on the support of the application, including the amount of financial support, will be communicated in writing by the Chair of the ESG Committee no later than 14 working days after the committee's meeting.
- 6/ The ESG Committee's decisions on the support of applications are final and cannot be appealed. Successful applicants will sign a grant agreement provided by AU BB.
- 7/ The Rector signs the agreement on behalf of AU BB as the grant provider. The Rector may refuse to sign the agreement with the applicant only if there is clear evidence that the provisions of these guidelines or other regulations related to the granting and use of funds have not been followed.
- 8/ Support from the Program 04 ESG applies only to the applicant and is non-transferable to another person or project.

Article 8.

Obligations of Project Leaders

- 1/ Each project leader is obliged to use the allocated financial resources in a way that ensures the economy, efficiency, effectiveness, and purposefulness of individual financial operations related to the implementation of the project.
- 2/ Financial operations related to the use of ESG funds are subject to the AU BB regulations on document circulation and the use of financial resources.
- 3/ Any changes to the project implementation must be approved by the ESG Committee, which will decide on the changes without undue delay after receiving a special request, and its decision will be communicated to the project leader via the committee's secretary. All changes must be justified in the final project report.
- 4/ After the project is completed, the project leader is obliged to submit the final project report within the timeline specified by the project schedule, using the prescribed form. The report must also include the project's financial statement and, in the case of published outputs, physical copies of the project's results. The final report must be submitted to the Rector's Office at AU BB in one printed copy and electronically using the standard form.
- 5/ The final report must also include a list of outputs related to the project implementation, registered in the CREUČ or CREPČ registration system.

Article 9.

Project Control and Evaluation

- 1/ If the Chair of the ESG Committee identifies significant deficiencies in the implementation of the project during its course, the ESG Committee may, upon the Chair's proposal, decide to terminate the project prematurely.
- 2/ Final project reports are evaluated by the ESG Committee based on the fulfillment of objectives, originality, and quality of the results, artistic contribution, and the efficiency of the financial resources used. The ESG Committee approves the final reports of completed projects.
- 3/ After the completion of projects in a given calendar year, the Chair of the ESG Committee informs the Rector's College of AU BB about the results of ESG for the past year.

Article 10.

Common and Final Provisions

1/ The owner of all tangible or intangible assets purchased with ESG financial support is the Academy of Arts.

2/ These guidelines come into force and effect on the day they are signed by the Rector.

Banská Bystrica 16. October 2024

prof. MgA. Ing. Michal Murin, ArtD., rector