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Title: Rules of the Grant Agency for Doctoral Students and Young Researchers of the University of Prešov			
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Introduction

The Rules of the Grant Agency for Doctoral Students and Young Researchers of the University of Prešov (hereinafter referred to as "the Rules") supplement and specify the activities of the Grant Agency for Doctoral Students and Young Researchers of the University of Prešov (hereinafter referred to as "GA PU"), defined by the Statute of GA PU, in the process of accepting, assessing and evaluating internal grants of GA PU.

Art. 1

Calls for internal grants

1. GA PU announces a call for support for internal grants based on the allocated internal resources of the University, or when other resources are obtained, usually once a year.
2. GA PU may issue a call for proposals more than once a year if additional funding is obtained.
3. Standard calls are usually announced as general calls for all eligible researchers defined by the statutes of GA PU and for all fields of knowledge. Additional calls according to Art. 1, point 2 of these Rules may limit the group of eligible researchers or the field of knowledge.
4. The call contains the conditions for awarding the grant, restrictions and other specifics defined by the call promoter and the provider of the sources of financial support for the call.

Art. 2

Acceptance of grant applications

1. Applications shall be accepted in accordance with the terms and conditions set out in the call concerned, normally by electronic means to the address indicated in the call.
2. Applications received retrospectively shall not be considered.
3. After the end of the grant application period, the Department for Science and Arts will compile a summary of the applications received for the GA PU Bureau and the GA PU Commission - the bodies of GA PU defined by the GA PU Statutes.
4. In case the received application does not contain all formal requirements and annexes defined by the call, the Commission will ask the responsible researcher to complete it within a maximum period of 7 days. The Bureau may decide to delegate this administrative agenda related to the formal check of applications to the Department for Science and Arts. This does not violate the process defined in Art. 5, point 4 of the Statutes of the GA PU.

Art. 3

Evaluation of grant applications

1. Grant applications received are evaluated by a committee.
2. The Commission shall comment on the formalities of the applications, exclude ineligible applications and forward applications with incomplete annexes to the applicants for completion within a specified time limit.
3. For those applications which have met the formal requirements of the call for proposals, the committee shall appoint at least two referees at its meeting. One of the referees shall normally be a member of the Commission working in the field of knowledge in which the application is submitted. The second referee shall be proposed by a member of the Commission active in the field of knowledge in which the application is submitted. The panel member does not have to be an opponent of the application, in which case he/she proposes two opponents. At least one of the referees must be from within the University. The referee cannot be a person who has a direct relationship with the grant applicant (e.g. supervisor of the PhD. student applicant, family member of the applicant, immediate supervisor of the applicant, etc.).
4. The proposed referees shall be approved by the committee.
5. The referee shall prepare a referee report within a specified period of time in accordance with the request for the report. In the opinion, the referee shall comment on all relevant areas of the project plan of the application, in accordance with the referee opinion template received with the request for an opinion.
6. The referee shall prepare the opinion impartially and objectively.
7. The evaluations prepared, together with the scores, shall be submitted by the opponents to the Chair of the Commission or, if the Chair of the Commission so decides, to the Science and Arts Department.
8. The Chair of the Commission shall draw up a ranking of the projects, which shall be forwarded to the Bureau.
9. The Bureau shall decide on the total number of projects supported and the amount of resources allocated to each project on the basis of the overall evaluation of the projects, the scores obtained by each application and the financial resources available. In doing so, account shall be taken of the scores obtained from the individual referees.
10. The call for project applications may predefine the number of projects to be supported in the case of additional, earmarked external resources.
11. The Bureau shall notify the outcome of the evaluation to each applicant no later than 15 days after the end of the evaluation process and shall simultaneously communicate the results on its website

Art. 4

Evaluation of grants

1. Upon completion of the grant, the responsible investigator will prepare a final report.
2. The format and structure of the final report shall be determined by the Bureau.
3. The final report of the grant shall be evaluated by a member of the committee who is active in the field of knowledge of the completed grant, normally the member who was one of the referees for the assessment of the grant application.
4. Further specifications of the grant evaluation process are governed by the GA PU Statutes, Art. 6.

Art. 5

Duration of grants

1. The period of the grant starts from the signing of the contract between the GA PU and the responsible investigator, or the investigator's workplace.
2. The duration of the grant is usually one year. The duration of the grant may be modified by the call for grant applications.
3. The form of financial transfer of the resources obtained for the grant is specified in the call for grant applications.
4. In justified cases, the principal investigator may request the committee to extend the project duration. The request shall be made in writing by the responsible investigator, stating the reasons for the extension and specifying the time by which it is intended to complete the project.
5. The Commission shall consider each request individually according to the specific circumstances. It shall inform the responsible investigator and the Bureau of the outcome.

Art. 6

Final provisions

These rules shall enter into force upon their approval by the Rector of the University.