ACADEMY OD PERFORMING ARTS IN BRATISLAVA
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Directive of the Rector of the Academy of Performing Arts in Bratislava on the internal grant scheme 'Early Stage Grants' for doctoral students in the full-time form of study and postdoctoral fellows.

Effective from 1 March 2024

VŠMU
VYSOKÁ ŠKOLA MÚZICKÝCH UMENÍ

Article 1
Introductory provisions

1. The internal grant scheme "Early Stage Grants" of the Academy of Performing Arts in Bratislava (hereinafter referred to as ESG) is a tool for the institutionalized support of artistic and research activities at the Academy of Performing Arts in Bratislava (hereinafter referred to as VŠMU).
2. ESG contributes to raising the artistic, scientific, and research standards of VŠMU with the aim of enhancing the school's competitiveness and strengthening its appeal to both professional and lay audiences.
3. ESG serves as a supportive mechanism for involving full-time doctoral students and young artistic-pedagogical, scientific-pedagogical, and research-oriented staff in scientific research or artistic activities.
4. The aim of ESG is to support doctoral students and emerging researchers with starting grants in launching their careers in their respective scientific or artistic fields. The projects will enable them to fund initial research, support their participation in scientific conferences, and facilitate the exchange of experiences abroad. At the same time, they will gain valuable insights that they can leverage when applying for projects in other national or European schemes.
5. Through ESG, VŠMU can support the research activities of its full-time doctoral students and young researchers at the beginning of their careers (within 5 years of obtaining a PhD or ArtD.). They may receive support in the form of starting grants, the amount of which is determined by the rules corresponding to the management of resources allocated for the specific grant call.
6. For the administration and implementation of ESG, VŠMU will establish a body - the ESG Management Board (hereinafter referred to as SR ESG) as a professional, managerial, and executive body.

Article 2
Membership in the ESG Management Board

1. The Rector appoints the members of the SR ESG.
2. The SR ESG has 7 members:
   (a) Vice-Rector for International Relations and Project Activities;
   (b) Vice-Rector for scientific and research activities;
   (c) three members representing the fields of research represented at the Academy of Performing Arts from among full-time employees with the title of professor, associate professor, PhD. or ArtD. (one representative from each faculty), nominated by the deans of the respective faculties;
   (d) one representative of the Economics Department, nominated by the Bursar;
   (e) one representative of the student part of the academic community, nominated by the President of the Academic Senate of the Academy of Performing Arts.
3. The term of office for a member of the SR ESG is two years, unless Section 4 prescribes otherwise. Members may be reappointed..

4. Membership in the SR ESG ceases on the day of the termination of the member's role.
5. Membership in the SR ESG is non-transferable.
6. Membership in the SR ESG is unpaid.
7. The organizational aspects of the activities of SR ESG are managed by the VŠMU Rectorate. The Secretary of SR ESG is an employee of the VŠMU Rectorate appointed by the Rector.

Article 3
Jurisdiction of the ESG Management Board

1. The SR ESG primarily fulfills the following functions:
   (a) Ensures the implementation of ESG according to approved principles;
   (b) Reviews grant applications, coordinates their expert evaluation by assessors, and prepares proposals for grant allocation;
   (c) Monitors the utilization of allocated financial resources and evaluates the results of supported projects;
   (d) Prepares and regularly updates a database of assessors for grant applications;
   (e) Proposes to the VŠMU Rector the remuneration for assessors.

Article 4
Rules of Procedure of the SR ESG

1. The Chairman, who is the Vice-Rector for Foreign Relations and Project Activities, convenes and presides over SR ESG meetings.
2. SR ESG convenes as needed.
3. SR ESG meetings are not public.
4. SR ESG is quorate when a majority of its members are present.
5. Decisions in SR ESG are made by voting. To adopt a decision, the consent of a majority of all its members is required.
6. SR ESG may also make decisions outside of its meetings (decision per rollam), especially by e-mail.

Article 5
Financial Provision of ESG

1. To support successful projects, funds are allocated from funding obtianed by the VŠMU from the Call for Proposals for the Recovery and Resilience Facility or from other sources.

Article 6
Grant Call Announcement

1. The Chairman of SR ESG announces the grant call with the consent of the Rector. The call includes a timeline, deadline, and submission location for applications, as well as templates. The call may also specify artistic and research priorities or thematic areas. The announcement will be published on the VŠMU website.
2. The application is submitted in one printed copy (either in person or by mail – the date of application delivery is determined by the date on the postal stamp; in the case of personal delivery, the date on the reception stamp at the VŠMU Rectorate applies) and in electronic form using a standardized form published on the VŠMU website.
3. The grant application includes:
   (a) Project annotation;
   (b) Project description and its objectives;
   (c) CV, motivational letter, recommendations from prominent experts;
   (d) Project contribution;
   (e) Timeline for project implementation;
   (f) Financial requirements of the project and their justification;
4. Within one call, an applicant can submit only one application.
5. Applications received after the specified deadline will be excluded and will not be considered for evaluation.
6. In the case of submitting an incomplete application, the Secretary of SR ESG will prompt the applicant to provide the missing materials. The applicant has 10 working days to complete the application. If the application is still incomplete after this period, it will be excluded and not presented for evaluation.

Article 7
Purpose and Rules for the Use of the Grant

1. Eligible applicants for the grant are Slovak and foreign students of the third degree of higher education at the Academy of Performing Arts in full-time form and artistic-pedagogical, scientific-pedagogical or research worker of the Academy of Performing Arts within 5 years from the date of obtaining the degree of ArtD. or PhD. The period of 5 years after obtaining the degree of ArtD. or PhD. may be extended by the time spent on maternity/paternity/parental leave.
2. The grant is awarded to support the launching of a career in scientific and artistic research. It serves to support early stage research, encourages participation in scientific conferences and the exchange of experiences with foreign countries. Projects must be planned in accordance with the timing and conditions of the current ESG call. The funds awarded can only be used to cover costs related to research, outputs and publications, with the following eligible expenses:
   a) the applicant's travel expenses associated with attending conferences;
   b) consumables, purchase of professional literature and media;
   c) other goods and services necessary for the implementation of the project;

d) equipment and devices with an initial cost not exceeding 1,700 Euros;

e) software, valuable rights, the entry price of which does not exceed 2.400 Euros.

3. In case the applicant is part of a research team within projects like VEGA, KEGA, APVV, etc., this fact must be explicitly stated in the grant application.

4. The objectives of the grant will be deemed to have been achieved

a) in the case of PhD students in the university study programme Theory of Theatre, Film and Music and PhD holders, a confirmation from the editors of a peer-reviewed scientific journal that one scientific output has been accepted for publication;

b) in the case of doctoral students in artistic study programmes and holders of the ArtD degree, proof of the acceptance of one professional output for publication in a professional journal o r proof of lecture delivery by an extracurricular professional journal/workshop at a foreign or representative domestic event, or a major award.

Article 8
Evaluation of grant applications

1. The peer review of grant applications will be carried out by SR ESG through evaluators appointed by SR ESG.

2. Each application must be evaluated by at least two evaluators. If the evaluators disagree on the recommendation of an application, SR ESG SR shall arrange for a third evaluator to assess such application.

3. When evaluating grant applications, SR ESG must take the utmost care to avoid conflicts of interest. Project evaluators must have a direct implementing relationship with the project being evaluated.

4. Evaluators are entitled to a fee for each evaluation. The amount of remuneration for evaluators in a given call will be decided by the Rector of VŠMU on the proposal of SR ESG.

5. The evaluation shall take the form of a written assessment by an evaluator on a uniform form according to the following criteria:

a) Quality of project processing, realism of goals, and the ability to implement the project within the schedule.;

b) the artistic, scientific or research value of the project, especially its topicality, originality, social urgency of the topic, and its connection to current trends at home and abroad;

c) the contribution of the project to the development of the artistic and scientific research goals of VŠMU, in particular the applicability of the project outputs in the evaluation of the school's activities in the Central Register of Publication Activities (CREPČ) and the Central Register of Artistic Activities (CREUČ);

d) the success of scientific research and artistic projects in the past period;

e) Adequacy of financial demands.

6. Decisions of the SR ESG regarding supported applications, including the amount of financial support, will be communicated to the applicant no later than 30 business days from their acceptance.

7. Decisions of the SR ESG regarding support for applications are final, and there is no

possibility of appeal against them. A grant agreement will be concluded with successful applicants, which will be submitted by VŠMU.

8. Based on the decision of the SR ESG to grant the project, a contract is concluded between the provider—VŠMU and the project implementer. The decision of the SR ESG and the contract do not establish any rights or financial claims against VŠMU for third parties arising from them.

9. The contract on behalf of VŠMU as the provider is concluded by the rector. The rector may refuse to enter into a contract with the project implementer only if the provisions of this directive or other regulations related to the grant's provision and utilization have demonstrably not been adhered to.

10. Support from ESG is non-transferable to another person or project.

Article 9
Responsibilities of the project implementers

1. Each project implementer is obliged to utilize the allocated financial resources in a manner that ensures the economy, efficiency, effectiveness, and purposefulness of individual financial operations related to the project. The project implementer is jointly responsible for the financial control of individual expenditures and financial operations related to the project implementation..
2. Financial operations within the utilization of financial resources from ESG are subject to all applicable internal regulations of VŠMU, particularly the guidelines on document circulation and the utilization of financial resources of VŠMU. The financial resources allocated for project implementation will be utilized through the respective faculty to which the participant is affiliated (student or employee), and they will be credited to the budget of the corresponding faculty. The execution of financial operations will occur in close collaboration with the secretary of the relevant faculty and with the approval of the dean of that faculty.
3. If it becomes necessary to make significant changes during the implementation of the grant project, particularly concerning the project team, the timeline, or project outputs, which may have a substantial impact on the project's continuation or its outcomes, the project implementer is obligated to promptly inform SR ESG through its secretary. Changes of such magnitude require the approval of SR ESG. SR ESG will decide on project changes without undue delay after their submission, and the decision will be communicated to the project implementer through its secretary. The project implementer will justify all changes in the Final Report of the project.
4. After completing the project, the project implementer is required to prepare the Final Report on the prescribed form within the deadline specified in the schedule. The report includes the project's financial statement, and in the case of published outputs, the physically attached results of the project. The project implementer will submit the Final Report to the rectorate of VŠMU in one printed copy and in electronic form using the standardized template available on the VŠMU website.
5. The project implementer is obligated to submit the Final Report, which includes an evaluation of the solution, achieved results, and identification of project outputs that can be inserted into CREPČ or CREUČ.
6. The project participants are required to ensure the submission of one published copy of

printed documents or audiovisual media to the Academic Library of VŠMU. In the case of conferences, colloquia, or seminars, the project implementer is obligated to include documentation of their outputs and submit them in a compiled form to the Academic Library of VŠMU.

Article 10
Control and Evaluation of Projects

1. In the event that, during the implementation of the project, the President of SR ESG identifies serious deficiencies in the project execution, SR ESG may, upon the proposal of the President of SR ESG, decide on the premature termination of the project; Article 9, paragraph 5 shall apply accordingly.
2. Completed grant projects are evaluated by SR ESG based on the fulfillment of intentions, originality, and quality of results, artistic contribution, and the efficiency of allocated financial resources. SR ESG approves the Final Reports of completed projects.
3. After the completion of project solutions in a given calendar year, the President of SR ESG informs the Rector's College of VŠMU about the results of ESG for the past year.

Article 11
Common and Final Provisions

1. The owner of all tangible or intangible assets acquired with financial support from ESG is VŠMU.
2. This directive was discussed during the management meeting of VŠMU on February 21, 2024.
3. This directive comes into effect on March 1, 2024.

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rector VŠMU