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Regulation No. **30/2026**	**Internal Regulation of the Institute of Technology and Business in Prešov**

Directive VŠTE No. 30/2026 Principles of the Administrative Management of Scientific Research Grant Projects (originally Directive No. 2/2011)

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Valid from:	29 October 2026	**Effective from:**	29 October 2026	**Effective until:**	indefinite
Approved by			Board of Trustees of VŠTE in Prešov on 29 October 2026		
			doc. Ing. Jakub Horák, MBA, PhD., Chair of the Board of Trustees		
Prepared by (submitted by)			Rector of VŠTE in Prešov (proposal under Section 31(2) of Act No. 300/2025 Coll.)		
			doc. ThDr. PaedDr. Marek Storoška, PhD., Rector		
Replaces document	Directive No. 2/2011 of 1 February 2011				
Number of pages	13		**Number of annexes**	3	

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Principles of the Administrative Management of Scientific Research Grant Projects at the Institute of Technology and Business in Prešov Financed from Institutional Resources

Institute of Technology and Business in Prešov

Directive VŠTE No. 30/2026 (originally Directive No. 2/2011)

2026

Article 1 Basic Provisions

This Directive regulates the administrative and financial management of scientific research grant projects financed from the institutional resources of the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov"). It is issued in accordance with Section 7(1) and Section 42 of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act") and with Act No. 172/2005 Coll. on the Organisation of State Support for Research and Development and on Amendments to Act No. 575/2001 Coll. on the Organisation of the Activities of the Government and the Organisation of Central State Administration, as amended, and follows on from Directive of VŠTE No. 8/2026 Strategy for the Development of Science and Research (Smernica VŠTE č. 8/2026 Stratégia rozvoja vedy a výskumu). The agenda of institutional grant projects on behalf of VŠTE in Prešov is coordinated by the Vice-Rector for Science and Research.

For the purposes of this Directive, the following basic terms are defined:

- A project is the definition of the substantive, temporal, personnel and financial parameters directed towards the achievement of the set research objectives. The objective and conditions are specified in the documentation of the specific project.
- The commissioning party is VŠTE in Prešov, which announces a competition for the employees of the institution and lays down the specific conditions for the implementation of the project concerned.
- An applicant is an employee of VŠTE in Prešov who submits a proposal for a grant project financed from the resources of VŠTE in Prešov, or who enters a competition announced by the commissioning party. If grant support is obtained, the applicant becomes the principal investigator. The principal investigator is an employee of the institution who is responsible for achieving the objectives set in the project and for the use of the resources allocated to the project.
- An opponent (reviewer) is an expert in the given scientific field recognised by the relevant community. He or she must be from a workplace other than VŠTE in Prešov.
- The Grant Committee is responsible for the assessment of the submitted project. On the basis of the reviewers' reports (Annex 1), it gives the Board of Trustees of VŠTE in Prešov reasoned recommendations for the award/non-award of the grant. The Grant Committee consists of 5 members. It is headed by the Chair of the Committee.

– The Board of Trustees of the institution decides on the award/non-award of grant support on the basis of the recommendation of the Grant Committee (Section 26(1) and (2) and Section 38(2) of the Act).

Article 2 Principles of the Administrative Procedure for Project Management

(1) A project may be proposed by the commissioning party or by a proposer.

(2) Before applying for grant support, the applicant submits the project proposal for approval to the superior of each investigator of the project (the head of the department/workplace).

(3) The project applicant submits a grant application, which must contain the project proposal (Annex No. 2).

(4) Projects are normally proposed twice a year (always at the end of the semester).

(5) A project is deemed approved after it has been approved by the Board of Trustees of VŠTE in Prešov, which is confirmed by the signature of the Chancellor and subsequently of the Rector of VŠTE in Prešov.

(6) A project is deemed completed on the day of the preparation of the final report on the project, which must state the outputs of the project.

(7) The final report on the project must be prepared by the principal investigator within 2 months of the date of completion of the project. All outputs of the project are attached to the final report.

(8) The principal investigator submits the final report to the Grant Committee, which appoints a reviewer who subsequently gives an opinion on it (Annex No. 3). The final report, the opinion of the Grant Committee and the reviewer's report are submitted to the Board of Trustees of VŠTE in Prešov.

(9) The grant application, the final report and other documents under this Directive are submitted in paper form or electronically from the official e-mail address of the employee of VŠTE in Prešov; the templates of the documents are published by VŠTE in Prešov on its website (www.vste.sk).

Article 3 Principles of the Financial Management of Projects

(1) All financial costs and expenses are approved by the Board of Trustees of VŠTE in Prešov and confirmed by the signature of the Chancellor of VŠTE in Prešov.

(2) The Chancellor's Office of VŠTE in Prešov (accounts department) keeps records of the drawing of the financial resources of the project in the form of analytical records for each grant project separately, in accordance with Section 42 of the Act and the internal rules of financial management of VŠTE in Prešov under the Statute of VŠTE in Prešov (Štatút VŠTE v Prešove).

Article 4 Records and Archiving

(1) The project documentation is recorded and stored in accordance with the Records Management Rules of VŠTE in Prešov (Registratúrny poriadok VŠTE v Prešove) for a period of 10 years from the closure of the project by the Board of Trustees and is deposited in the library.

(2) The documentation contains:

- a) the grant application, the initial and final recommendations of the Grant Committee including the reports, and the final report,
- b) 1 copy of the publications which are outputs of the project, which the project investigator is obliged to deposit in the Library of VŠTE in Prešov.

Article 5 Related Regulations

1. Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), in particular Sections 7, 26, 38 and 42.

2. Act No. 172/2005 Coll. on the Organisation of State Support for Research and Development and on Amendments to Act No. 575/2001 Coll. on the Organisation of the Activities of the Government and the Organisation of Central State Administration, as amended.

3. Act No. 185/2015 Coll. the Copyright Act, as amended (works created in the course of employment); Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) and Act No. 18/2018 Coll. on Personal Data Protection, as amended (personal data of assessors and investigators).

4. Internal regulations of VŠTE in Prešov: the Statute of VŠTE in Prešov; Directive of VŠTE No. 8/2026 Strategy for the Development of Science and Research; Directive of VŠTE No. 14/2026 Organisational Rules (Smernica VŠTE č. 14/2026 Organizačný poriadok); Directive No. 5/2025 Code of Ethics (Smernica č. 5/2025 Etický kódex); Directive of VŠTE No. 22/2026 on Student Scientific and Professional Activity (Smernica VŠTE č. 22/2026 o Študentskej vedeckej odbornej činnosti); the Records Management Rules of VŠTE in Prešov (Directive VŠTE No. 35/2026); Directive of VŠTE No. 17/2026 Library Rules (Smernica VŠTE č. 17/2026 Knižničný poriadok).

Article 6 Repealing Provisions

(1) This version replaces Directive No. 2/2011 Principles of the Administrative Management of Scientific Research Grant Projects at the University of International Business ISM Slovakia in Prešov Financed from Institutional Resources, effective from 1 February 2011.

Article 7 Final Provisions

(1) The Directive was originally issued as Directive No. 2/2011 with effect from 1 February 2011.

(2) Annexes No. 1 to 3 (templates of the project assessment report, the grant application and the review report on the output) form an integral part of this Directive; the annexes are updated together with the Directive and their current templates are published by VŠTE in Prešov on its website.

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(3) This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector (Section 31(2)(g) of the Act) on 29 October 2026. Effective from 29 October 2026.

Prešov, 09 October 2026

doc. ThDr. PaedDr. Marek Storoška, PhD.

Rector of VŠTE in Prešov

Prešov, 29 October 2026

doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of VŠTE in Prešov

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Annex 1 Project Assessment Report

The expert evaluation of applications for an institutional grant project is carried out by the Grant Committee of VŠTE in Prešov. The Grant Committee sorts the applications which satisfy the conditions of the formal evaluation according to the individual priorities and ensures for each application an independent report prepared by a domestic or foreign assessor in accordance with the approved expert evaluation criteria. The expert criteria form part of the document entitled "Instructions for Assessors. Eligibility and Evaluation Criteria for Scientific Project Proposals."

Grant Committee of VŠTE in Prešov

Instructions for Assessors – Eligibility and Evaluation Criteria for Grant Project Proposals

Please fill in on page 2 of the report the basic data on the project proposal under assessment: the name of the investigator and the title of the project.

The expert report is based on the evaluation of five basic criteria:

- Scientific or professional excellence of the project proposal
- Quality and efficiency of the implementation of the project aims
- Management of the proposed project
- Role of the proposed project in the educational process
- Financial resources requested

Compliance with the criteria is evaluated on a scale of 0 – 3 points, where 0 is the minimum score and 3 is the maximum score. The criteria have sub-questions which are scored separately. The sum of the points for the sub-questions gives the resulting number of points for the respective criterion. In the final evaluation on the last page, express your opinion on the proposal as a whole and describe its strengths and weaknesses. If the total number of points is less than 50 % of the total possible score of 60 points, the project is excluded from further assessment.

The Grant Committee of VŠTE in Prešov will recommend projects for funding to the Chancellor of VŠTE in Prešov also on the basis of your report.

Project registration number: _____

Project Assessment Report (data on the assessor and declaration of honour)

Assessor:	
Surname:	Workplace:
First name:	
Titles:	
Tel.:	E-mail:

Final evaluation of the project:

Criterion	**Points**
1. SCIENTIFIC AND/OR PROFESSIONAL EXCELLENCE OF THE	0

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PROJECT PROPOSAL	
2. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION OF THE PROJECT AIMS	0
3. MANAGEMENT OF THE PROPOSED PROJECT	0
4. ROLE OF THE PROPOSED PROJECT IN THE EDUCATIONAL PROCESS	0
5. FINANCIAL RESOURCES REQUESTED	0
Total number of points:	0

I declare that I have no direct or indirect interest in the project under assessment and that my evaluation is based solely on the consideration of objective criteria. I am aware that the project proposal and the attached materials are confidential, that I will not provide them to other persons, will not make copies of them and will return them together with my report. I am aware of the anonymity of the assessor throughout the evaluation process. My personal data stated in the report will be used only for the administrative purposes of the Grant Committee of VŠTE in Prešov and will not be provided to other persons or institutions without my written consent; personal data are processed in accordance with Regulation (EU) 2016/679 (GDPR) and Act No. 18/2018 Coll. on Personal Data Protection, as amended.

_____ Date

_____ Signature of the assessor

Please print this page, sign it and send it to the address of the Chair of the Grant Committee of VŠTE in Prešov (Masarykova 22, 080 01 Prešov) or electronically to the e-mail address designated by VŠTE in Prešov.

Project Assessment Report

Investigator: _____

Title of the project: _____

1. SCIENTIFIC AND/OR PROFESSIONAL EXCELLENCE OF THE PROJECT PROPOSAL

Criteria	Range	Points
Is the proposal based on a thorough knowledge of the subject matter in the given area at national level? Do the objectives of the proposal represent progress beyond the limits of the current state of the art?	0 – 3	
Is the proposal original and innovative?	0 – 3	
Are the objectives of the project set unambiguously?	0 – 3	
Are the objectives in line with the areas supported by VŠTE in Prešov?	0 – 3	
Is the achievement of the objectives realistic?	0 – 3	
Can the achievement of the project objectives be monitored from a time	0 – 3	

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and financial perspective?		
Is the scientific hypothesis (hypotheses) which the project is to confirm or refute explicitly formulated, or is the contribution of the project formulated?	0 – 3	
Sum of points		

2. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION OF THE PROJECT AIMS

Criteria	Range	Points
Are the proposed research team and the individual members of the research team capable (in particular with regard to their bibliometric record in recent years) of successfully implementing the proposed project?	0 – 3	
Do the members of the research team complement each other in terms of their professional competences? (only for a team)	0 – 3	
Does the infrastructure of the research team or the investigator allow the proposed project to be implemented?	0 – 3	
Sum of points		

3. MANAGEMENT OF THE PROPOSED PROJECT

Criteria	Range	Points
Is the proposed management (financial and organisational) capable of ensuring a successful scientific solution?	1 – 3	
Does the applicant have previous experience with the management of scientific work?	1 – 3	
Are the dissemination and/or exploitation of the project results as well as the management of intellectual property part of the proposed project?	1 – 3	
Is there a prospect of the exploitation of the project results in professional practice?	1 – 3	

4. ROLE OF THE PROPOSED PROJECT IN THE EDUCATIONAL PROCESS

Criteria	Range	Points
Will the proposed project contribute to some form of study?	0 – 3	

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Does the proposed project plan the popularisation of the knowledge obtained?	0 – 3	

5. FINANCIAL RESOURCES REQUESTED

Criteria	Range	Points
Is the estimate of the financial resources requested reasonable? Is the total amount of the subsidy requested reasonable with regard to the focus of the project?	0 – 3	
Does the breakdown into individual items correspond to the content of the project?	0 – 3	
Are the planned expenses relevant to the purpose and focus of the project?	0 – 3	
Are the financial resources requested eligible and are they allocated appropriately (with regard to the total budget of the project, personnel capacities and equipment)?	0 – 3	

FINAL EVALUATION

I propose that the project be:

– Financially supported in full ☐

– Financially supported at a reduced amount ☐

– Rejected ☐

_____ Date

_____ Signature of the assessor

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Annex 2 Grant Application – Proposal of an Institutional Project

Official records	Date of registration	Project registration number

– Basic research project ☐

– Applied research project ☐

– Educational project ☐

Title of the project: _____

Keywords: _____

ANNOTATION (SUBSTANCE) OF THE PROJECT: _____

Project implementation period	from:	to:
Number of investigators – natural persons		
Number of technical collaborators		

Financial resources requested (€)	Total for the whole implementation period	in the 1st half-year of implementation	in the 2nd half-year of implementation
Capital expenditure or transfers			
Current expenditure or transfers			
Planned research capacity in hours			

PROJECT LEADER:	Name of the workplace of the project leader:
DEPUTY PROJECT LEADER:	Name of the workplace of the deputy project leader:
1.	1.

MEMBERS OF THE RESEARCH TEAM

– 1.

– 2.

– 3.

– 4.

Cooperating organisation/sector	Name of the workplace:
Name, surname, title of the representative:	Contact details:
Name, surname, title of the members of the research team:	Name of the workplace:
	Contact details:

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SCIENTIFIC OBJECTIVES OF THE PROJECT

Description of the scientific objectives for the whole implementation period: _____

Implementation outputs (also state the recipient of the output, if applicable): _____

INTERNATIONAL SCIENTIFIC COOPERATION: _____

CHARACTERISTICS OF THE PROJECT (with references to the literature; maximum length 5 pages)

- a) current state of the subject matter
- b) expected own contribution
- c) specific proposal of the procedure for achieving the project objectives, including a timetable for the individual years of implementation
- d) justification of the composition of the research team
- e) description of the methodological procedures used and their justification

separate the parts of the text a) – e) with appropriate sub-headings

The data stated in this application are correct.

Date _____ Signature of the project leader _____

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Annex 3 Review Report on the Submitted Output of an Institutional Grant

Author(s) of the output: _____

Title of the output: _____

Content:

Question	yes	rather yes	average	rather no	no
1. Is the output of the project in line with its focus?	☐	☐	☐	☐	☐
2. Is the output original and does it have a scientific or professional character?	☐	☐	☐	☐	☐
3. Does the output express the main ideas of the project?	☐	☐	☐	☐	☐
4. Is the current state of the subject matter under investigation appropriately treated in the output?	☐	☐	☐	☐	☐
5. Are the underlying findings well presented in the output?	☐	☐	☐	☐	☐
6. Does the output derive its conclusions correctly from the underlying findings?	☐	☐	☐	☐	☐
7. Are appropriate methods and procedures used in the output?	☐	☐	☐	☐	☐
8. Is the output appropriate in terms of length?	☐	☐	☐	☐	☐
9. Does the reviewer consider the conclusions of the output to be beneficial from a	☐	☐	☐	☐	☐

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theoretical or practical point of view?					
10. Are the conclusions of the output acceptable?	☐	☐	☐	☐	☐

Form:

Question	yes	rather yes	average	rather no	no
11. Is the output logically consistent and are its parts clearly separated?	☐	☐	☐	☐	☐
12. Is professional terminology used correctly in the output?	☐	☐	☐	☐	☐
13. Can the opinions of the author or authors be clearly distinguished from the cited findings in the output?	☐	☐	☐	☐	☐
14. Does the professional literature used correspond to the subject matter addressed?	☐	☐	☐	☐	☐
15. Is the number of citations appropriate to the state of the subject matter addressed and the length of the output?	☐	☐	☐	☐	☐

Explanations, comments, remarks or observations on the above questions, any further verbal assessment of the output, as well as comments and suggestions for the author or authors of the output (if there is insufficient space, please use a separate sheet): _____

Conclusion:

I recommend that the output of the project be accepted and published:

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– without corrections or additions ☐

– only after corrections and additions ☐

– only after substantial revision ☐

I do not recommend the output of the project for publication ☐

Date: _____

Name of the reviewer: _____

Signature of the reviewer: _____