

Chancellor's Directive No. 1/2026: Internal Grant Agency of NEWTON University

PREAMBLE

Vysoká škola NEWTON, a.s. (NEWTON University; hereinafter also referred to as “NEWTON University”) recognizes the importance of the systematic development of scientific, research, publication, and project activities as an integral part of a modern higher education institution. The Internal Grant Agency (hereinafter also referred to as “IGA”) of NEWTON University is established to support the development of the scientific and research environment, improve the quality of scientific outputs, strengthen international academic cooperation, and encourage the participation of, in particular, female and male academic staff members, as well as other staff members and students at NEWTON University, in national and research funding schemes.

At the same time, the IGA aims to promote the production of high-quality scholarly publications, motivate academic staff to engage in active grant-seeking and research activities, and contribute to the development of a research culture and the institutional development of NEWTON University in accordance with the current strategy of the NEWTON University Group.

PART ONE: INTRODUCTORY PROVISIONS

Article I. Scope of the Directive

1. This Directive governs the status, purpose, organizational structure, and basic operating principles of the Internal Grant Agency of NEWTON University (IGA).
2. The IGA serves as an internal mechanism for supporting scientific, research, publication, and project activities, primarily of academic staff, as well as, where applicable, other collaborators and students at NEWTON University.
3. The Directive specify, in particular:
 - a) the areas of support provided through the IGA,
 - b) the organizational structure and responsibilities of the IGA's governing bodies,
 - c) general rules governing the announcement of calls for applications,
 - d) procedures for submitting, evaluating, and approving applications,
 - e) the principles for recording, funding allocation, and control of support provided through the IGA funds.
4. The IGA has been established to systematically support the development of research and scholarly publishing, improve the quality of research outputs, encourage the participation of academic staff in national and international funding schemes, and strengthen the research culture at NEWTON University.

PART TWO: MISSION AND AREAS OF SUPPORT OF THE IGA

Article II. Mission and Objectives of the IGA

1. The mission of the IGA is to support the development of research, scholarly publishing, and grant activities at NEWTON University.
2. In particular, IGA:
 - a) supports the initiation and implementation of research projects,
 - b) supports the publication activities of academic staff,
 - c) supports the involvement of academic staff, as well as other collaborators and students, in external grant projects,
 - d) contributes to the development of international scientific cooperation,
 - e) supports the creation of high-quality scientific outputs indexed primarily in the Web of Science and Scopus databases,
 - f) supports the development of the research environment and research culture at NEWTON University.

Article III. Areas of Support

1. The following, in particular, may be supported through the IGA:
 - a) internal research projects,
 - b) publication activities and publication fees,
 - c) the preparation and submission of external grant proposals,
 - d) participation in professional conferences, symposia, and scientific events,
 - e) other activities related to the development of scientific and research activities.
2. Specific conditions for support, eligible costs, deadlines, and evaluation criteria are set forth in individual calls for proposals announced under the IGA.
3. There is no legal entitlement to support from IGA funds.
4. Support is provided subject to the availability of IGA funds.

PART THREE: BODIES OF THE INTERNAL GRANT AGENCY

Article IV. Bodies of the IGA

The bodies of the IGA are:

- a) the Council of the Internal Grant Agency,
- b) the secretary of the Council of the Internal Grant Agency,
- c) the Chancellor of NEWTON University.

Article V. Council of the Internal Grant Agency

1. The Council of the Internal Grant Agency (hereinafter referred to as the "IGA Council") is a specialized advisory body to the Chancellor of NEWTON University regarding support provided through the IGA.

2. The members of the IGA Council are appointed and dismissed by the Chancellor of NEWTON University.
3. The IGA Council typically consists of 3 to 5 members.
4. In particular, the IGA Council:
 - a) evaluates applications submitted in response to individual calls for proposals,
 - b) proposes the awarding of funding and its amount,
 - c) recommends priorities and the direction of funding within the IGA,
 - d) oversees the effective use of IGA funds,
 - e) provides feedback on the progress and results of funded activities.
5. IGA Council meetings are closed to the public.
6. The IGA Council has a quorum if a majority of its members are present; however, at least three members must be present for a quorum.
7. The IGA Council generally makes decisions by consensus or by vote.
8. A member of the IGA Council shall not participate in the evaluation of an application that could give rise to a conflict of interest.
9. IGA Council meetings are held on a regular basis once a month; meetings may take place in person, online, or in a hybrid format.
10. Any extraordinary meetings of the IGA Council are convened by the secretary of the IGA Council.

Article VI. Secretary of the Internal Grant Agency Board

1. The professional, organizational, administrative, and methodological support for the activities of the IGA is provided by the secretary of the Internal Grant Agency Board.
2. The secretary of the IGA Board is elected by the IGA Board from among its members and is appointed and dismissed by the Chancellor of NEWTON University.
3. The Secretary of the IGA Council shall, in particular:
 - a) organize the activities of the IGA,
 - b) oversee the administration of individual calls for proposals,
 - c) maintain records of applications and funded activities,
 - d) prepare materials for IGA Council meetings,
 - e) communicate with applicants,
 - f) maintains records of decisions and related documentation,
 - g) collaborates with the finance department in the administration of funding.

Article VII. The Chancellor of NEWTON University

The Chancellor of NEWTON University:

- a) appoints and dismisses members of the IGA Council,
- b) appoints and dismisses the Secretary of the IGA Council,
- c) approves the announcement of individual calls for proposals,
- d) decides on the awarding of grants based on the recommendations of the IGA Council.

PART FOUR: CALLS FOR PROPOSALS AND SUBMISSION OF APPLICATIONS

Article VIII. IGA Calls for Proposals

1. Grants from IGA funds are awarded through individual calls for proposals.
2. Calls for proposals are announced by the Chancellor of NEWTON University based on the recommendation of the IGA Council through the Secretary of the IGA Council.
3. A call for proposals typically includes:
 - a) the focus and purpose of the funding,
 - b) the group of eligible applicants,
 - c) the conditions for funding,
 - d) deadlines for submitting applications,
 - e) the method of submitting an application,
 - f) evaluation criteria,
 - g) information on allocated funds.
4. Calls for proposals may be announced as:
 - a) ongoing,
 - b) time-limited,
 - c) regularly recurring.
5. Calls for proposals are published in a manner that allows for remote access.

Article IX. Eligible Applicants

1. An applicant for funding from IGA resources may be:
 - a) an academic or research staff member of NEWTON University,
 - b) a student at NEWTON University, provided they are involved in a research activity supervised by a faculty member at NEWTON University,
 - c) other individuals in an employment relationship with NEWTON University, if permitted by the specific call for proposals.
2. The specific group of eligible applicants is defined in each individual call for proposals.

Article X. Submission of Applications

1. Applications for funding shall be submitted in the manner specified in the specific call for proposals.
2. The application may include, in particular:
 - a) the applicant's identifying information,
 - b) a description of the activity to be funded,
 - c) a justification of the activity's benefits,
 - d) the requested amount of funding,
 - e) a statement from the head of the relevant specialized center,
 - f) other attachments specified in the call for proposals.

3. Applications with formal deficiencies may be excluded from evaluation.
4. During the evaluation process, the IGA Council or the secretary of the IGA Council may ask the applicant to supplement the application.

PART FIVE: EVALUATION AND FUNDING

Article XI. Evaluation of Applications

1. Applications are evaluated by the IGA Council, taking into account, in particular:
 - a) alignment with the IGA's objectives,
 - b) academic and institutional contribution,
 - c) the quality and relevance of the proposed activity,
 - d) contribution to the development of research and publication activities at NEWTON University,
 - e) available financial resources.
2. When evaluating applications, the IGA Council may take into account the opinion of the head of the research centre or, if necessary, seek the opinions of experts in the relevant field.
3. The Chancellor of NEWTON University decides on the granting of support based on the recommendation of the IGA Council.

Article XII. Funding of Support

1. The IGA manages the funds allocated to NEWTON University to support scientific, research, and publication activities. The distribution of funds among the individual areas of support is determined by the IGA Council.
2. IGA funds are intended to support scientific, research, publication, and project activities.
3. Support may be provided primarily in the form of:
 - a) a grant for the implementation of activities,
 - b) reimbursement of eligible costs,
 - c) financial rewards,
 - d) other forms of support specified in a particular call for proposals.
4. Only costs directly related to the supported activity may be covered by IGA funds.
5. Specific rules regarding the eligibility of costs are set forth in individual calls for proposals.

PART SIX: RECORDS AND AUDITS

Article XIII. Records and Audits

1. Records are maintained for all applications and grants awarded.
2. The records shall include, in particular:
 - a) identification of the applicant,
 - b) type of support,

- c) amount of support granted,
 - d) decision on support,
 - e) basic information on the results of the supported activity.
3. Recipients of support are required to cooperate in the audit of the use of the support.
4. If a serious violation of the terms and conditions of the grant is detected, the relevant recipients may be required to return the funds provided and are obligated to actually return these funds by a specified deadline.

PART SEVEN: FINAL PROVISIONS

Article XIV. Final Provisions

1. This directive shall enter into force and take effect on September 1, 2026.
2. Individual calls for proposals announced in accordance with this directive form an integral part of the IGA system.
3. This directive repeals all previous internal regulations governing the operation of the Internal Grant Agency of NEWTON College and NEWTON University.



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On behalf of NEWTON University
Chancellor
Anna Plechatá Krausová, DPhil.