

Pilotní ověření návrhu nové metodiky hodnocení výzkumných organizací

Pilot Test of New Evaluation Methodology of Research Organisations

**Samostatný doplňující dokument 2:
Šablona sebeevaluační zprávy**

***Background document 2:
Template of Self-assessment
Report***

Registration Form

ID of the Evaluated Unit:

Q002 Contact persons for the Research Unit

	Evaluated Unit	Research Unit
Name & Surname		
Position		
Telephone number		
E-mail address		

Q003 – Evaluated Unit Organigram

[illegible]

Q004 - Type of the Research Organisation

Scientific Research Organisation	
Research and Technology Organisation (RTO)	
Public Service Research Organisation	
National Resource/Infrastructure Research Organisation	

Q005 - Research Unit Registration

Research Unit number	Subject Panel	Research Unit Field

Declaration of the accuracy of the information

Do you agree?

10

[illegible]

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Criterion I Environment

The Research Environment in the EvU

Q009 – Staff overview Higher Education Institutions (HEIs)

Headcounts

English	Czech	EvU					RU				
		2010	2011	2012	2013	2014	2010	2011	2012	2013	2014
Professors	Profesoři										
Associate professors	Docenti										
Assistant professor	Odborní asistenti										
Instructors	Asistenti										
Scientific workers (not academic staff defined by the Act No. 111/1998 Coll.	Vědečtí pracovníci (kteří nejsou akademickými pracovníky dle § 70 zákona č. 111/1998 Sb., o vysokých školách)*										
Technicians and equivalent staff (referred to as "technicians")	Techničtí a odborní pracovníci										
Other personnel	Ostatní zaměstnanci										
Total											

How many PhD students have a work contract (in HC)?

FTE

English	Czech	EvU					RU				
Professors	Profesoři										
Associate professors	Docenti										
Assistant professor	Odborní asistenti										
Instructors	Asistenti										
Scientific workers (not academic staff defined by the Act No. 111/1998 Coll.	Vědečtí pracovníci (kteří nejsou akademickými pracovníky dle § 70 zákona č. 111/1998 Sb., o vysokých školách)*										
Total											

How many PhD students in the above mentioned categories have a work contract (in FTE)?

The Research Environment in the EvU

Human resource management

Q012 – Career development

Q012a) Is there an appraisal and monitoring system in place? Do you have a competency framework for different job roles?

Q012b) How often is employee performance reviewed? How often do employees provide feedback on potential concerns, issues, challenges related to their jobs?

Q012c) What are the promotion criteria? Are there individual targets set? How else do you tackle the career development of your employees?

Q012d) How does the Evaluated Unit develop and maintain structures and practices that foster good research?

Q013 - Career development of PhDs and post-docs

Q013a) What are the objectives and outcomes of the PhD programme? (in particular mission of the programme and career destination of PhD-graduates)

Q013b) How does the EvU help early-career researchers to make their way into the profession?

Q013c) Supervision: what are the rights and obligations of both supervisors and PhD candidates?

Q014d) What are the educational components for the training of PhDs?

Concise activity report

Q014 – Description of research activities, objectives and achievements over the period 2010-14 of the EvU

Q015 - Fields and foci of research of the EvU

Q016 – Peer-reviewed journals published by the EvU

Name of Journal	Year of establishment	Language	Scientific Focus	Indexed in database

The Research Environment of the EvU and individual RU

Q017 – Age of the researchers

Excluding PhD students, please provide a breakdown of active researchers by age group as of December 31, 2014:

Age	EvU	RU
Less than 30		
30-39		
40-49		
50-59		
60-69		
70 and more		
Total		

Q018 – Inbreeding

Please provide the number and percentage of researchers that carried out their PhD training within the Research Organization.

number

	EvU	RU
Male		
Female		
Total		

percentage

	EvU	RU
Male		
Female		
Total		

Q019 - Eventual clarifications or notes on trends in the evaluated period

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Only Evaluated Units that train and/or teach PhDs need to answer the following questions

PhD student enrolment, awarded and trained in the EvU

a. Higher Education Institutions (HEIs)

Q020 - PhD student overall enrolment in each year

Please provide the total number of doctoral students enrolled in each year at the EvU during the period 2010-14. Provide the figures using the following breakdown: male enrolled / female enrolled / total number of enrolled / number of students trained within individual RU.

	2010	2011	2012	2013	2014
Male					
Female					
Total					
Students trained within RU					

Q021 – Newly enrolled PhD students in each year

Please provide figures on the number of PhDs that were newly enrolled by the EvU in each year during the period 2010-14 (include also those that are trained outside EvU). Please give also the number of PhDs that were newly trained within individual RU.

	2010	2011	2012	2013	2014
Male					
Female					
Total					
Students trained within RU					

Q022 - PhDs awarded in each year

Please provide figures on the number of PhDs that were awarded by the EvU in each year during the period 2010-14 (including PhDs trained outside EvU). Please provide also figures on the number of PhDs that were successfully completed within individual RU.

	2010	2011	2012	2013	2014
Awarded PhDs					
Number of PhDs that were successfully completed within RU					

Q023 - Eventual clarifications or notes on trends in the evaluated period

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b. Other research organisations

Q024 - PhDs trained in each year

Please provide figures on the number of PhD students who did a substantial part of their thesis work (>50%) at the EvU during the period 2010-14. Provide the figures using the following breakdown: male / female / total / number of students trained within individual RU.

	2010	2011	2012	2013	2014
Male					
Female					
Total					
Number of students trained within RU					

Q025 – Newly trained PhD students in each year

Please provide figures on the number of PhDs that were newly trained by the EvU and individual RU during the period 2010-14.

	2010	2011	2012	2013	2014
Male					
Female					
Total					
Number of students trained within RU					

Q026 – PhD studies successfully completed in each year

Please provide figures on the number of PhDs that were successfully completed within the EvU and individual RU during the period 2010-14.

	2010	2011	2012	2013	2014
Number of PhDs that were successfully completed					
Number of PhDs that were successfully completed within RU					

Q027 - Eventual clarifications or notes on trends in the evaluated period

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The Research Environment of the EvU

Q028 – Institutional funding for research in the period 2010-14

The word 'institutional' means that the funding is not given to carry out specific 'projects'. 'Funding for research' refers to the 'institutional funding for the long-term development of research organisations'. Please verify data supplied from the R&D IS.

Add separately the amount of other institutional funding. 'Other funding' can comprise funding for teaching in universities, acquisition of equipment, etc.

	2010	2011	2012	2013	2014
Funding for research					
Funding for other activities					

Q029 - Eventual clarifications or notes on trends in the evaluated period in the period 2010-14

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Research infrastructure of the Evaluated Unit

Q030 – Shared/collaborative use of infrastructure

Please list maximum 10 key pieces of research infrastructure and indicate for which ones there was a shared or collaborative use. Minimum threshold of 25000 € for Physical Sciences and Engineering and Technologies, and no limit for Social Sciences and Humanities.

	Name of equipment	Description	Cost at the date of purchase	Year of purchase	Shared/collaborative use	Comment
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Q031 - Other national research infrastructures from the Czech roadmap of RI (non-competitive access)

Please list whether you have used research infrastructures of other Czech research organisations. Maximum 10 cases.

	Name of the infrastructure	Owner	Purpose of the use for your research
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Q032 - Other research infrastructures (competitive access)

Please list whether you have used major national and international research infrastructures, awarded after competitive review by panel of experts? Maximum 10 cases

	Name of RI	Owner	Time	Total value	Purpose of the use for research
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Q033 – Research infrastructure self-assessment

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The Research Strategy of the EvU

This information will be used to assess whether there is shared plan for guiding the research of the EvU and whether strategic, long-term research plans been defined and, if so, how does the EvU seek to realize those plans. If suitable structure according to RU with a short introduction for the whole EvU.

Q034 - Research Strategy for the Evaluated Unit for the period 2015-19

Criterion II Membership of the Research Community

Research Unit Membership of the national & global research community

National research presence and collaboration

Q035 - National collaborations and partnerships

List the most important national collaboration partners of the RU (max 50% of total FTE for research, no more than 20). Collaborator refers to a research organisation or a research team with whom the cooperation has either generated or is expected to generate a research output or outcome, e.g. key joint publications, researcher training, adoption and use of new technologies or new approaches. Types of collaboration include e.g. joint projects, researcher mobility, use of resources and/or creation of outputs.

Name of organisation	Contact person	Joint research outputs	Type of collaboration

Q036 - Describe the most important outcomes of these collaborations and partnerships

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National reputation and esteem

Q037 – The most significant scientific prizes, honours and scientific positions of trust awarded to researchers in the RU (max 50% of total FTE for research)

Name of the prize or position	Organisation awarding the prize	Name of the researcher

[illegible]

Q039 - Collaborations with institutions in other countries

[illegible]

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[illegible]

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'mature' researchers for at least 2 months
postdocs for at least 3 months
PhD students visiting for at least 3 months
PhD students enrolled and/or trained in RU for a substantial part of the PhD project and defending their PhD in CR and another country ("cothesis / these en

[illegible]

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Q043 - Membership in editorial boards

[illegible]

Please list the most important international conferences where the Research Unit was the main organiser. Maximum 10 cases.

[illegible]

Criterion III Research Excellence Excellent Outputs

The excellent outputs (publications, books, patents, licences etc.) are selected by RU presenting between 1 and 2 % (and not less than 3 and not more than 20 items) of its research productions for the period 2009 and 2013. These best outputs are listed below with short narrative explaining why RU considers the given outputs excellent in the context of its research areas and achievements. Most submissions were provided in electronic format as pdf files and can be consulted by subject panel members on line in a separate folder. In exceptional cases, e.g. large books, a hard copy was provided and will be available for consultation during the subject panel meeting. Scholarly outputs are reviewed ideally by two international who score on a five level scale from A (outstanding) to E (poor). An integrated report on excellent outputs presenting bibliometric indicators, scores and their explanations will be available at the subject panel meeting.

Submission of 'most outstanding' outputs of Research Unit

The evaluation management team provides the EvU with the list of the researchers' outputs registered in the RD&I IS for each RU in the period 2009-13. The RU validates the list, selects and submits the most outstanding research outputs for peer review. These outputs will form the basis of the assessment of the RU against the criterion of Research Excellence.

Criterion IV Research Performance

Overall Research Performance on the level of RU

The research output, including productivity of RU

Q045 - Research output in the period 2009-13

	2009	2010	2011	2012	2013	Total
Scholarly outputs						
Articles in periodicals (J)						
Monographs and books (B)						
Book chapters (C)						
Articles in Conference proceedings (D)						
Other research outputs						
Results used by the funding providers (H)						
Research reports with classified info.(V)						
Certified methodologies (N)						
Pilot plants (Zpilot), Verif. technol. (Ztech)						
Patents and other IPR related outputs						
Patents (P)						
Utility models, Industrial designs (F)						
Plants var. (Zplem), Animal breed (Zbreed)						

Q046 - Value of the RU activities for the advancement of research (self-assessment)

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The RU competitiveness in research

Data related to the RU's capacity to attract external funding inform the evaluation panels not only on the RU's competitiveness in its field, but also on the value of the research for society and its alignment with policy priorities.

Q047 - National competitive funding ('targeted' funding) in the period 2010-14

	2010	2011	2012	2013	2014
Czech Science Foundation (GAČR)					
Czech Technology Agency (TAČR)					
Ministry of Education, Youth and Sports (MŠMT)					
Ministry of Industry and Trade (MPO)					
Ministry of Defence (MO)					
Ministry of Agriculture (MZE)					
Ministry of Health (MZDr)					
Czech Academy of Science (AVO)					
Total					

Q048 - International funding from EU programs in the period 2010-14

Competitive project funding from FP7 (indicate separately ERC grants). Give also funding from EU structural funds operational programs.

	2010	2011	2012	2013	2014
Competitive project funding from FP7					
Funding from the EU Structural funds operational programs					

Q049 - International competitive funding from other public sources in the period 2010-14

Competitive project funding "from other foreign public sources" include, for example, foreign funding agencies, foreign ministries, embassies, and related organisations

	2010	2011	2012	2013	2014
Funding from other foreign public sources					

Q050 – Income from contract research in the period 2010-14

Contract research funding has defined objectives, but is obtained directly, i.e. not in response to an open call for projects, and the conditions of the work to be carried out are set directly between the RU and the client. VAT (DPH) should not be included in the reported incomes from contract research. Limit the number of reported items to 50 % of FTE for research. Provide the total income per year.

	2010	2011	2012	2013	2014
Contract research from industry					
Contract research from ministries					
Contract research from other public sector institutions (in the Czech Republic)					
Contract research from international public bodies					
Other contract research					
Total					

Q051 - Income from the commercialisation of research outputs in the period 2010-14

ID in the IS	Name of output	2010	2011	2012	2013	2014
none						
Total						

Q052 - Explain reasons for any change trends observed in the data**Q053 - Competitive positioning in the national context****Q054 - Competitive positioning in the international context**

Criterion V Societal Relevance

Societal relevance of the research on the level of RU

Knowledge and technology transfer activities of RU

Q055 – Collaborations with non-academic societal actors during the period 2010-14

List the most important collaborations with non-academic societal actors. Types of collaboration include e.g. joint projects, researcher mobility, and use of resources and/or creation of outputs. Maximum 50 % of FTE for research, no more than 20 items.

Name of institution	Type of organisation	Contact in the partner organisation	Description of collaboration (up to 50 words)

Q056 - Participation in incubators and clusters during the period 2010-14

List the most important cases of participation in incubators or clusters during the period 2010-14. Maximum 50 % of FTE for research, no more than 20 items.

Name	Contact person	Description of participation (up to 50 words)

Q057 – Participation in advisory boards during the period 2010-14

List the most important memberships of advisory boards outside academia among the researchers in the RU. (e.g. for government, foundations, charities, NGOs, or industry). Maximum 50 % of FTE for research, no more than 20 items.

Name	Contact person	Description of participation (up to 50 words)

Spin-off companies of RU

Q058 - Spin-off creation during the period 2010-14

Name	Date	Present Turnover (estimate)	Present profitability (estimate)	Number of employees
none				

Self-assessment on societal relevance

Q059 – General statement

Q060 – Societal value of activities

SWOT Analysis

SWOT analysis for RU

Strengths
Weaknesses
Opportunities
Threats

Pilotní ověření návrhu nové metodiky hodnocení výzkumných organizací
Samostatný doplňující dokument 2
Šablona sebeevaluační zprávy

Vydává Ministerstvo školství, mládeže a tělovýchovy, Karmelitská 7, Praha 1

Individuální projekt národní pro oblast terciárního vzdělávání, výzkumu a vývoje:
Efektivní systém hodnocení a financování výzkumu, vývoje a inovací (IPN Metodika)

www.metodika.reformy-msmt.cz

Praha 2015