

## **Practical information for applicants – Standard projects and International-bilateral projects – calls 2025**

1. Tender documents are available here - <https://gacr.cz/en/extracts-from-tender-documents/>.
2. **Projects are prepared in the online application - <http://www.gris.cz/>** (you can switch the forms in English). The first step is registration (if you registered in the previous year, it is still valid). Please do not repeatedly registrations. After the registration, you log in to the application, and you can create a new project. The submission of the final version of the proposal runs through the university mailbox (ISDS) and will be done by the administrator from the research office.
3. **The only parts in Czech are the title, keywords, scientific aims and abstract.**
4. **Checking of the project proposal by the research office**

The complete proposal is necessary to make accessible in the application on **21 March 2024** to Eva Horníčková from the Research Office (Username: hornickova\_e, in part "Add User "in the role Project Editor, manuals for GRIS – the video manual will be available soon - <https://gacr.cz/dulezite-prezentace/>, English subtitle). After the control, you will get an email with the comments. After making the necessary corrections will be possible to generate the final form in pdf.

According to the internal faculty rules, it is necessary to send to the research office also the document "[projektový záměr](#)" (Project intent). The institute must approve it. For help, please get in touch with the project administrator at the institute.

**The deadline for submission of the final form of the proposal is 2 April 2024 by 4 p.m.** Please send it to email [eva.hornickova@fsv.cuni.cz](mailto:eva.hornickova@fsv.cuni.cz) (The final pdf. versions are possible to make repeatedly, the application does not close after the generation of the last version.)

If you do not wish to add Eva Horníčková to your project in the application, please inform me by email [eva.hornickova@fsv.cuni.cz](mailto:eva.hornickova@fsv.cuni.cz) by the latest 15 March 2024. It will be agreed to another way for the check. It is not possible to submit the project without the control from the side of the Research Office.

**If you plan to submit the international-bilateral project, please contact E. Horníčková by 15 March 2024.**

5. **The usual length of the project is three or two years, which means from 1.1. 2025 until 31.12. 2026 or 2027.** Maximal length of the international bilateral project is for National Research Foundation of Korea (NRF) 2 years and NSTC – National Science and Technology Council; Tchaj-wan<sup>1</sup> 3 years.

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<sup>1</sup> The applicant must already have a cooperation with MOST (add-on programme)

## 6. Possibility of the combination of the proposals from different programmes

Single individual may submit no more than two Project Proposals within all of the public tenders administered by GACR and/or calls where GACR is involved in a given calendar year for Projects launched in 2025 (subject to the exception provided below), and may be in the role of applicant in one of the Proposals, and Co-applicant in the other. If both such Project Proposals submitted by a single individual are selected for funding, he or she may proceed to carry out both Projects, unless any other circumstance resulting out of the pertinent tender document or applicable rules prohibits such involvement in two projects.

Three exceptions to the foregoing are the tenders for JUNIOR STAR projects, and the POSTDOC INDIVIDUAL FELLOWSHIP (both INCOMING and OUTGOING), in which an Applicant may submit Project Proposals notwithstanding any other tenders or calls. That is to say that an individual who submits a Project Proposal for a JUNIOR STAR or POSTDOC INDIVIDUAL FELLOWSHIP project as an Applicant may also submit a maximum of two more Project Proposals, one as the applicant and the other as the Co-applicant.

If an Applicant for JUNIOR STAR wins in more than one public call/tender, he or she may either carry out this JUNIOR STAR Project only, or a maximum of two other projects at a time (one as applicant and the other as the Co-applicant). If an Applicant for POSTDOC INDIVIDUAL FELLOWSHIP wins in more than one call/tender, he or she may either carry out this POSTDOC INDIVIDUAL FELLOWSHIP Project only, or a maximum of two other projects at a time (one as the applicant and the other as the Co-applicant).

As a team member, you can be part of an unlimited number of projects. The only limit is 1.0 FTE for all GAČR projects.

You can check the possibility of the proposal's combination here - <https://gacr.cz/soubehy-navrhu-projektu-2025/>.

7. The eligibility of Charles University is administered by the rectorate.

8. The link to the **Charles University gender equality plan** - <https://cuni.cz/UKEN-1853.html>.

## Project team

1. Professional Collaborators (members of a research team) are additional natural persons (individuals) who are to participate in a Grant Project as scientists. They shall be identified by name in the Project Proposal.

2. There is a particular category for students or postdocs (maximal eight years after obtaining PhD. Excludin, e.g. maternity leave or long-term sickness) - **other Professional Collaborators** - participate in carrying out a Grant Project as scientists, this fact is to be included in the Project Proposal and in both the Interim and Final Reports. It is not necessary to put them by name (S1, ..., Sn, or PD1, ... PDn). It is good to have this category in the project team.

3. Other collaborators (e.g. technical staff) are other natural persons who are not identified by name in the Project Proposal and who will participate in supporting activities required to carry

out the Grant Project (**here will be put the project administrator according to the institute rules**).

4. **Equal opportunity trends must be implemented** in the formation of Project teams.

### **Financial conditions (main points)**

1. Financial support may only be provided for activities as defined in the project proposal. Therefore, it is necessary to justify all key costs so that it is evident that they are necessary for the completion of the project and its specific stages (the costs must be justified with respect to the project timeline). **Part B – description of the budget** – is prepared for the whole duration of the project.
2. If the Project Proposal requires the acquisition of long-term assets the value of which exceeds CZK 250,000 and/or the supply or supplies from an individual supplier for a total value exceeding CZK 750,000 throughout the Grant Project, a preliminary offer (quote) from the supplier must be submitted, showing the identification of the supplier, the items to be supplied, and the preliminary price, including an explanation of the calculation of the price quote, both in total and for individual supplies. In addition, at least two other competing quotes shall be submitted where the price of the supplies exceeds CZK 750,000, along with an explanation of which of the offers was selected and why.
3. **The necessary HW and SW can be purchased in the part Material costs. The limit for HW is 80,000 CZK.** If the price is higher, it belongs to the category of Investment costs. The limit of the Investment costs is 10% of the whole budget. The calculation of the eligibility costs runs according to article 3.3.2. (2).
4. The costs for Open Acces and Data Management Plan are part of the costs of other services and non-material costs (<https://openscience.cuni.cz/OSCI-63.html>). Here also belongs the conference fees.
5. **The overhead** must be according to the internal rules [Dean's provision EO 004](#) plan in maximal amount. It is 20% of the direct costs.
6. There is a list of the costs you can not cover from the direct costs (**e.g. costs of telecommunication services and equipment (telephones, dictation machines, readers etc.); costs for acquiring, renting, and using digital information databases (it is possible to purchase just the closed files of data used only by the team), the services of the external consultations, the participation on the conferences/workshops without the presentations, costs for educational purpose**). You can cover it from the overhead. The complete list is in article 3.3 (8) TD, page 23.
7. The list of illegible costs (e.g. leasing, marketing costs) is in article 3.3. (7) TD.
8. **There must be the expected purposes of travel for each individual person (e.g., active participation in conferences) in the description of these costs.** The travel costs can also include the costs for the foreign collaborators.

9. There is a special part, the "**Financial Plan**" in the international-bilateral projects (budget of the foreign partner). The amounts in EUR are calculated according to the Exchange rate valid to 1.1. 2024.

## Personal costs

1. The workload of the project (level of appointment) is **recommended at 20% for the investigator and at least 10% for the co-investigator (= the principal investigator from another institution than Charles University)**. The total of all the contracts allocated to all the projects supported by GA ČR must not exceed 100% for any one employee. **The proposed salary must not exceed the salary typical in the given time for a worker at the given workplace and may be no higher than CZK 65,000 per month.**
2. The principle investigator must have a work contract at the institution in the Czech Republic.
3. The costs for the compulsory legal deductions and contribution to the fund of social needs are **34.8 % of the salaries**.
4. Short-term Work Agreements (DPP, 300 hours/year) and Longer-term Agreement for Work (DPČ; 20 hours/week) - a maximum hourly rate of CZK 400 CZK.

## Short overview of the other parts of the proposal

**Part E** (3.2. (14) TD) – it is necessary to mention all GAČR projects and subject-related projects realised by the PI or co-PI in the past five years and similarly for current project applications. If this part is incomplete, it is a reason for the project's rejection.

**Part D2 - Bibliography of Applicant and Co-applicant(s)** – it is necessary to follow the structure of the requested information. This information is just about the applicant, not about the team members.

**Part C1 (proposal) and D1 (CV)** could not be longer than the allowed number of pages (**C1 10 pages A4, D1 2 pages A4**). If it is longer, it is the reason for the project's rejection. The minimal size of the letter is the **11-point font and single spacing**. A maximum of two pages in part D1 shall not apply to the CV of the Partner-Country Applicant.

**Part C1 has an obligatory structure.** It is in the tender document (p. 20-21) and at the end of this manual. **Even if it is not required to put the titles of the parts in the project's description, it is strongly recommended.** The reviewers look for it, and it helps not to miss the information. The comments on some parts of the C1 are mentioned below.

There was information about the importance of the part **Abstract** in the past. It is used for looking for the reviewer. The **keywords** must be divided by ";".

## **There could be just these attachments:**

- a) copies of the special authorisations/licences as per separate legislation pursuant to Article 3.2. (5) (l) of this Tender Document;
- b) a list of the institutions outside the Czech Republic to which it would be inappropriate to send the Project Proposal for evaluation, including an explanation of why those institutions would not be appropriate;
- c) identification of a proposed supplier, nature of the supplier's performance, and the preliminary price pursuant to Article 3.3. (4) of this Tender Document if the Project Proposal requires the acquisition of long-term assets the value of which exceeds CZK 250,000 and/or the supply/supplies from a single supplier, and the total value of purchases from the single supplier exceeds CZK 750,000 throughout the duration of the Grant Project;
- d) power of attorney granted to a third party for the submission of the Project Proposal if the Organization does not have access its own data mailbox; this power of attorney must also be delivered in another demonstrable manner (e.g. by post or in person) showing confirmation of receipt;
- e) just for international project: a copy of the part of the Project Proposal from the Partner Country, as submitted by the Partner-Country Applicant to the Partner Agency (if such proposal is still not available as of the submission of the Czech Project Proposal, Article 3.2. (4) of this Tender Document shall apply);
- f) a Letter of Intent verifying the international cooperation or a commitment to perform the necessary work at an institution abroad which is not the institution employing the international applicant included in the Project Proposal.

**The enclosure of annexes other than those listed above shall constitute grounds to disqualify the Project Proposal from this Public Tender.**

**The important links:** <https://gacr.cz/faq/>

There are also the comments and rules directly in the application – icon "? ". If the gap in the form is red, this part is obligatory, or there is a mistake. There is also the possibility of generating the report of errors.

## **The obligatory structure of part C1, according to the tender document**

The justification must clearly present the aims and intentions and provide sufficient information necessary for the evaluation of the Project Proposal pursuant to the basic criteria for evaluating Project Proposals. **Part C1 has a prescribed structure and must include the following:**

- a) a summary of the current state of knowledge of the subject matter in the given scientific field, and a description of the Applicant's contribution to date to the research in the given matter and/or related issues;

b) a statement of the substance and timeliness of the Grant Project, its aims, methods including conceptual and methodical procedures, a detailed schedule, and Project phases (project phases and the accomplishment of each aim must be associated with the expected results); where relevant to the Project and the course thereof, a description of the implications for addressing possible biological differences (gender) or differences in the experience and needs of women and men (gender), and/or their interaction; information shall also be included as to whether the results of the research will be as beneficial, functional and safe as possible for both men and women;

c) identification of the risks to the achievement of the project results, including the intensity of such risks, their probability, and ways to minimise the risks;

d) description of the contents and extent of international collaboration planned within the project, if such collaboration is being planned within the Project;

e) if a Co-organization is involved, its involvement in the project must be explained and justified, as well as its contribution and detailed description of its participation in the project;

f) information on the readiness of Applicant, Co-applicants, and their institutions, and on the equipment to be used for the Project on-site, and about the opportunities for collaboration; additionally, information about the enforcement of the principles of responsible research and innovations (RRI), if any, including the strategic tools of human potential development and the improvements of working conditions (e.g. the assurance of high ethical standards of research, development of gender equality plans and/or measures to improve gender equality within HR Awards, etc.); - **information about HR Award at the University** - <https://cuni.cz/UKEN-852.html>

g) description of the team; justification of / reasoning behind the participation of Co-applicants, Professional Collaborators, and other collaborators, professional and other, the definition of their roles in dealing with the subject matter, including the expected aggregate workload of the individual workers;

h) a brief description of the research data to be generated, used, and stored in the course of the Project, and how these data will be handled; in particular, information on the availability and dissemination of the research results and research data, in accordance with the principle that research results and research data are not made public only where justified (an update shall be provided with each Interim Report and Final Report); the Beneficiary agrees to submit a Data Management Plan (DMP) no later than the date of delivery of the first Interim Report, and to update the DMP periodically as needed;

i) a brief description of the potential benefits of the project and any future application potential;

j) a brief plan of how the project results will be communicated to their potential users and the public; the Beneficiary and/or Co-beneficiary shall acknowledge GACR as the provider of grant funding for the project whenever they communicate the project results;

k) references to the literature used.

(10) The information for Part C1 listed in Article 3.2 (9) of this Tender Document may be supplemented with information based on the specific focus of the given project.

**The expected date of the announcement of competition results is 29 November 2024.**

*(Done 22.2.2024)*