

Practical information for applicants – GA ČR EXPRO - 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 – <https://gacr.cz/videonavody/> , 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 ([Dean's Provision 1/2023](#)), 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. Please contact him immediately if the budget of your project will **be above 20 Mio CZK**. In this case is necessary to send **the project intent by 14 March 2024**. It must be approved by the faculty project's committee.

The deadline for submission of the final form of the proposal is 2 April 2024 by 2 p.m. Please send it to 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 by the latest 15 March. 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.

5. **The length of the project is 5 years, which means from 1.1. 2025 until 31.12. 2029.** The maximal budget is 50 Mio CZK for the whole duration.
6. The aim of this group of Grant Projects is to foster the conditions for the development of excellent research, to set standards of excellence in science, to help overcome the barriers that limit the success of ERC Project Proposals, and to enable the acquisition of the necessary knowledge and experience to be leveraged when applying for highly prestigious European grants. The culmination of a successful project within the EXPRO group of grants will be a Project Proposal submitted in one of the main ERC calls. Funding in this group of grants is limited to projects that reasonably anticipate the achievement of outstanding scientific results of international importance with a decisive contribution of the research team to their achievement.
7. **Possibility of the combination of the proposals from different programmes**

A 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 GACR projects.

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

8. The eligibility of Charles University is administered by the rectorate.
9. The link to the Charles University gender equality plan - <https://cuni.cz/UKEN-1853.html>.

Expected project results (part C2)

Only publications in major international journals (journals ranked among the top 10% in the field), or articles in other journals published in the period under review and selected as ISI Highly Cited, other publications in journals with an impact factor (IF), papers in proceedings of major international conferences, monographs or chapters in books published by prestigious international publishers will be recognized as outputs.

Project team

1. Applicant

The Applicant, i.e. the leader of the research team applying for an EXPRO Project, may only be a scholar in basic research who has a proven track record of international scientific excellence. To submit a proposal, the Applicant must be an internationally renowned scientist and author (co-author) of recent cutting-edge publications with a demonstrably

high profile in the international scientific community. The applicant's previous experience as Principal Investigator of a project awarded by a national or international funding provider shall also be evaluated. Throughout the duration of the Project, the Applicant must be employed at an institution in the Czech Republic.

2. **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.
3. There is a particular category for students or postdocs (maximal eight years after obtaining PhD. excluding, 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.
4. **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).
5. **The Applicant, Professional Collaborators, and Other Professional Collaborators must have at least 0.5 FTE dedicated to the project.** This requirement does not apply to technical and administrative staff, and students enrolled in bachelor and master programmes.
6. 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. The actual price paid for the supplies may not exceed the price quoted originally by more than 10%. In addition, at least two other competing quotes shall be submitted for each purchase, 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 is 80,000 CZK. If the price is higher, it belongs to the category of Investment costs. The limit for Investment costs is 20% 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** (more information <https://openscience.cuni.cz/OSCIEN-49.html>) are part of the costs of other services and non-material costs. Here also belong the conference fees.
5. **The overhead** must be according to the internal rules Směrnice EO 004 plan in maximal amount. It is 20% of the direct costs.
6. **There is a list of the costs you cannot 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, pages 24.
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.

Personal costs

1. The workload of the Applicant, **Professional Collaborators, and Other Professional Collaborators must be at least 0.5 FTE.** The total of all the contracts allocated to all the projects supported by GA ČR must not exceed 100% for any one employee. There is no limit to the proposed salary. It must be prepared according to the internal rule - <https://www.cuni.cz/UKEN-729.html>. It is not possible to plan the extra bonuses.
2. The principal 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). **The amount dedicated to such additional personnel costs may not exceed 7% of the total personnel cost.**

Short overview of the other parts of the proposal

Part E (3.2. (15) TD) – it is necessary to mention all GAČR projects and subject-related projects realized by the 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 – 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 15 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.

Part C1 has an obligatory structure. It is in the tender document (p. 18-19) 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 ";".

Only the following documents may be enclosed as annexes to the Project Proposal:

1. copies of the special authorizations/licenses as per separate legislation pursuant to Article 3.2. (3) (j) of this Tender Document;
2. a Letter of Intent (LOI) outlining the interest of a researcher from abroad to collaborate on the topic of the proposed EXPRO project;
3. 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;
4. 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;
5. a list of the institutions outside the Czech Republic which should not receive the Project Proposal for evaluation, including an explanation of why those institutions would not be appropriate to review 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 link: <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 a report of errors.

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

The justification must clearly present the aims, intentions, and break-through ideas, 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); wherever relevant for the purposes of the Project, a description of the implications for addressing possible biological differences (sex) or differences in the experience and needs of women and men (gender), or their interaction, and whether the results of the research will be most beneficial, functional and safe 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) history of international collaboration and international collaboration planned within the project, where collaboration is demonstrated within the Project in an appropriate manner;

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 the Organization, Co-organizations, 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 the Organization's working conditions (e.g. the assurance of high ethical standards of research, development of gender equity plans and/or measures to improve gender equity 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) project management: the plan for the management and governance of the project;

i) 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;

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

k) 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;

l) 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 31 October 2024.

(Done 15.3.2024)