CHARLES UNIVERSITY GRANT AGENCY

Information on submitting an application for new projects

Basic conditions of the competition

Applications for new projects are submitted exclusively through the GA UK app, which is accessible from www.is.cuni.cz/webapps. As a rule, the app opens for the lodging of proposals at the beginning of October. Specific deadlines for the submission of projects are set annually through Rector's Measures. On the dates published in this measure, applications are submitted to the Rector's Office collectively by faculty clerks on behalf of the faculty. **Applicants must submit their applications according to faculty deadlines, which are usually a few days earlier (information about these is provided by the faculty of the project applicant).**

Students may submit project applications during the standard period of master's or doctoral studies. However, projects can be completed even after the end of the standard period of study. Applications cannot be submitted by students who have interrupted their studies. Interrupted study is not counted as part of the standard period of study. Project applications should be submitted only by students who do not plan to complete their studies during the course of the project. The proposed length of the project should also be consistent with the expected length of study. If an applicant terminates their studies during the selection procedure or in the period before the announcement of the results, the project will be cancelled.

A master's student may start a project and continue it as a doctoral student. Students may not carry out any financial operations in connection with the project in the period between the completion of their master's degree and the commencement of doctoral studies. Students can continue work on the project in full once they become a full-time doctoral student at Charles University.

Applicants may submit no more than one application in the role of principal researcher for a given deadline for submitting applications. Students may take the position of principal researcher for a maximum of one project. They may participate in up to three projects at the same time and be named in up to three project applications at the same time. If a student is already involved in one project, he/she may be named on a maximum of two applications at the same time; if he/she is involved in two projects, he/she may be named on only one application; and if he/she is involved in three projects, he/she may not be named on any application.

Applications can be submitted either in Czech/Slovak or in English (particularly recommended in sections B and C). Depending on the language chosen, applications must be made using the relevant language version of the form (it is not possible to submit a project proposal in English using the Czech-language form and vice versa; also, the text of the application must not be written in different languages). In the English version, CVs must be in English only.

Logging in to the app

Applications for new grant projects are submitted using the Charles University web app at https://is.cuni.cz/webapps.

You can log in to the app using your personal number and password as registered in CAS (the CU Central Authentication Service – http://cas.cuni.cz).
After successfully logging in, the "Home Page" will appear with a list of the app available to you. Select the "Charles University Grant Agency (GAUK)" module. Here, click on the "Submit application for grant project" link.

Projects must be submitted in Czech/Slovak) or English; it is not possible to combine languages within a single project. Click on the flag to select the language in which you wish to prepare the application.

After selecting the language version, you must agree to the following Statutory Declaration:

I hereby declare that I have prepared this application independently and I am not aware that the objectives of this project are identical to another project financed by or which is applying for funding from GA UK or another grant agency. I acknowledge that, if there is any thematic similarity or continuity with an ongoing or proposed project, this should be stated and explained in the section "Explanation of continuity with other projects in which the supervisor and applicant are involved". I have acquainted all members of the research team with the content of the proposed project and I am aware that the text of the project may not be provided to a person outside the research team without the consent of the project supervisor.

A. Application for grant project – basic information about the project

- Enter the **Czech and English names of the project**

- **Current researcher**: the name and titles of the applicant are automatically generated according to his/her personal number. Please note that the applicant's e-mail address is also **generated automatically** according to the e-mail registered in CAS. The e-mail address stored in the application is the one listed first. Due to GDPR, we recommend entering your faculty e-mail address rather than your private address. The order of e-mails can be changed by clicking on the toothed wheel on the top bar, where you can edit your personal data.

- In the case of repeated submission of a similar project not accepted for funding in previous rounds of the GA UK competition, please state the number of this project

- **Study** – the project must form part of the ongoing study course of the principal researcher. If the principal researcher has more than one ongoing study course, the course within which the submitted project will be implemented in the should be selected in the options menu.

- **Duration of the project**: the project duration can be one to three years. Although you submit an application for continuation each year if the project is accepted, here you indicate the TOTAL duration of the project. If you set the project length incorrectly, it is not possible to extend the duration of the project or increase the funding for subsequent years.

- **Interdisciplinarity**: (interdisciplinarity concerns sections A/B/C, and not different groups within one section, e.g. A-PP/A-FGM). In the event that you mark a project as interdisciplinary, you must provide an appropriate justification.

The justification for interdisciplinarity must be in the range of 50 to 500 characters.
The project reporter sends projects designated as "interdisciplinary" to experts in various specialisations for assessment.
The assessment of whether a project is designated as interdisciplinary lies within the competence of the Grant Council.

- **Workplace**: chosen by the applicant
- Subject-areas board section – in section A (social sciences and humanities) and B (natural sciences), the applicant chooses a group, in section C there is no possibility to choose a group.

Evaluators – do not contact for evaluation of the project

You can list the names of up to three people you do not wish to be opponents of your project in the application. It is not necessary to state specific names; you could say, for example, evaluator no. 1 for the previous project no. XXXX

B. <u>Research team</u>

An obligatory member of the proposed research team in all cases is the applicant's supervisor, or, if the applicant is not studying in a doctoral programme, another academic employee, who, if the applicant has submitted a diploma thesis, is usually the supervisor of this thesis. Although the project manager does not necessarily have to be a supervisor, if this is the case, then they must be a member of the research team. The application can list other students and "non-students" as team members. There is no limit on the maximum number of research team members. **However, the number of doctoral or master's students in the research team must be at least equal to the number of other members of the research team (this is monitored by the app)** However, if a person is not listed on the team, it is not possible to pay him/her a salary/remuneration/scholarship from the grant. Under the rules of the Ministry of Education, Youth and Sports, scholarships cannot be paid to bachelor's students.
The applicant enters all team members in the project application using the employee's person number. **The share of funds for scholarships must equal more than 75 % of all personnel costs. (monitored by the app).**

Table for project team:
Enter the members of the research team using their personal numbers (before entering the members of the research team, it is necessary to know their personal numbers!).

- **CAUTION! Use the red cross to add an employee and the yellow to add a student. If you make the wrong choice, you will have to cancel and re-submit the application!**
- all researchers must have scholarships
- under the requirements of the Ministry of Education, Youth and Sports, a bachelor's student cannot request a scholarship
- you choose the roles of team members (head/co-researcher)
- non-student member of the research team – wage or agreement to complete a job (DPP). If they are not an employee of the faculty, they must have a DPP.
- include in the research team only those team members who are covered by personnel costs (scholarships, wages, DPP)
- only enter the team supervisor when you have prepared the entire project proposal. As soon as you enter the supervisor for the research team, an e-mail will be sent to him/her to approve the project (if you insert the supervisor's e-mail earlier, he/she may assess an unfinished project!)

In this section, the app monitors:
- **proportion of funds to scholarships (75 % of personnel costs)**
- **limit of personnel costs for the project** (wages and another personnel costs including levies: max. 40,000 CZK for the project, of which max. 20,000 CZK for the team supervisor or academic staff/funds for scholarships: max. 160,000 CZK for the project, of which maximum 80,000 CZK for the principal researcher,
- **compliance with the ratio of at least 50 % of student researchers**

Characteristics of the research team:

- Minimum 50 characters, maximum 7,500 characters
- You specify the role, method and degree/share of involvement of the principal researcher and the co-researchers. Justify the participation of the co-researchers and provide a list and scope of their activities, especially for specialists in any methodology or technology used.
- the characteristics of the research team must include all members of the research team who participate in the project (and are financed through personnel costs)
- state the year of study and the department at which you study
- in the characteristics of the research team, do not include members other than those who are not included directly in the research team table
- Do not insert CVs or lists of publications – these are included in the attachments!

Financial requirements:

The required funds are always indicated for the current year of the project. The maximum amount of funds that can be allocated to a project per year is 300,000 CZK. In the case of financing for a project proposal, funds are always allocated for one calendar year and cannot be carried over to the next year of the project. Unused funds must be returned to GA UK through the faculty.

Funds are divided into:
- Personnel costs, other personnel costs and social security and health insurance contributions
- scholarship
- travel costs
- other non-investment costs (ONC)
- indirect costs

Personnel costs, ONC, scholarships:

The limits of funds that can be allocated to **a project for one year** are as follows:
a. wage resources and other personnel costs, including levies:
max. 40,000 CZK per project, of which max. 20,000 CZK for the supervisor or academic staff pursuant to Art. 5 (3) of the Principles.

b. funds for scholarships:
max. 160,000 CZK per project, of which max. 80,000 CZK for the principal researcher
The proportion of funds under point (b) to the sum of funds under points (a) to (b) must be more than 75%.
In a calendar year the following can be grated to **one person from the GA UK funds** allocated to projects:

a. in the form of wage resources and other personnel costs up to 40,000 CZK,

b. in the form of scholarships not exceeding 100,000 CZK,

c. in the form of wage resources and other personal costs or scholarships not exceeding 100,000 CZK.

Travel costs:

These are costs incurred exclusively in direct connection with the grant project. Travel costs can be used for working stays and trips, short-term internships (up to half a year), and active participation in conferences, workshops, summer and winter schools. There is no set limit. Travel costs can be reimbursed to student researchers only; and to supervisors only in exceptional, justified cases. Travel costs include travel and accommodation costs. Students who do not have an employment contract with the faculty cannot be paid per diems, meal allowances or pocket money. Conferences, workshops and internships can be financed only with the declared **active participation of the researcher**. In the project proposal, active participation must be duly justified. If more than one team member is attending a conference, each should present a separate paper. Participation in courses and training cannot be included in the required costs – even with declared active participation!

Other non-investment costs (ONC)

Other non-investment costs may include **material costs** (small tangible assets, laboratory and office materials; literature; computer technology – in justified cases) and **services** (costs of publishing results – publication costs including open access fees; conference fees). Costs that can be reimbursed for services may include the participation of probands and respondents; however, these cannot be members of the research team who are covered by personal costs.

Indirect costs (overheads):

Under Art. 5 (2) of the Principles of Activities of GA UK for the faculty at which the principal researcher is enrolled or at which the supervisor or academic employee is enrolled. Indirect costs constitute 15% of the direct costs of the project (i.e. those listed in the previous points). The applicant does not enter the amount, which is calculated automatically by the app. It is not necessary to provide justification for indirect costs.

The following cannot be included in the required costs:

- costs not related to the project;
- costs that exceed the normal price for the item;
- intangible fixed assets and tangible fixed assets with a useful life of more than one year and a valuation of more than 80,000 CZK (see Rector's Measure no. 41/2022);
- computer technology in unjustified cases;
- computer programmes that can be provided by the faculty;
- costs of rewards or gifts for respondents;
- training, courses and tuition fees;
- preparation of concerts, exhibitions, conferences, etc.;
- reimbursement of travel and travel costs for incoming persons;
- hospitality and representation costs;
- conferences, workshops and summer/winter schools, internships without active participation;

Table of financial requirements:

- Personnel costs are entered first, followed by other items.
- All amounts are entered in thousands of crowns and rounded up to whole thousands.

- **Please note: if you are unable to enter a certain amount for a specific item, please check that you have not exceeded the project limit. Also check the amounts entered – in this case, the app may automatically reduce the amounts of individual items.**

Structure of financial requirements:

- **Min. 50 characters, max. 7,500 characters**
- Here, please specify the funds required for each item. The requested funds must be justified. If the required amounts are not duly justified, the project reviewer may reduce the amount of funds provided.
- List individual items in order (itemise ONC, travel costs and personnel costs by individual team members)
- The amounts in the financial requirements table must correspond to the amounts in the justification (in the event of discrepancies, the key data are the amounts given in the table!)
- If it is not clear at the time of submitting the project proposal which conferences, workshops, internships you intend to participate in, please indicate at least which can be considered
- In the travel costs, indicate at least the preliminary amounts you plan to pay. Active participation must be duly justified
- indirect costs (overheads) do not need to be justified
- In this section, justify the funds for the first year of the project. Justification for the next year is required if there is an increase in funds. However, you can also state and justify the financial requirements for subsequent years of the project even if there is no increase. **This is not considered a formal error.**

- **Financial outlook for subsequent years:**

- Provide a financial outlook for subsequent years of the project here. If you select the one-year option for your project, the table is not displayed.
- The entered amount must include indirect costs!
- If there is a significant increase compared to previous years, this must be justified (in the section for the structure of financial requirements)
- Pay attention to the financial outlook as funds can only be increased by a maximum of 10% compared to the plan in the application for continuation. No further increases of funds are permitted.

Part C: Extension requirements

Notes:

Min. 500 characters, max. 7,500 characters
Provide a description of the project, the nature and course of the work envisaged in the proposed project in the calendar year, and an outline for subsequent years, if applicable
In the Czech version of the application, this is entered in both Czech and English.
NB: the evaluator's decision on whether to accept or reject the evaluation is based on the notes!

Current state of knowledge:

*Min. 50 characters, max. 15,000 characters
State the current state of knowledge in the Czech Republic and abroad of the issue under consideration and substantiate your claims with citations. It is also appropriate to state the reason/motivation dealing with the issue in question. It is also appropriate to state whether it is a new issue that has not been dealt with elsewhere or if the current solution is not known elsewhere. This chapter is intended as an introduction to

the objectives of the project.

Explanation of continuity with other projects worked on by the supervisor or applicant

Min. 50 characters, max. 25,000 characters
Here, please indicate other projects that **you or your team supervisor** are involved in at the time of submitting the project proposal (indicate the provider, project number, project duration, project name, name of the principal researcher and role in the project) and whether these projects deal with similar issues. If yes, please explain the continuity or affinity between the projects. This explanation is also appropriate if the project proposal falls within a broader issue addressed at the workplace of the principal researcher or one of the co-researchers. Similarly, it is appropriate to mention and justify any use of the same methodology in different samples/materials studied within various GA UK projects. We recommend mentioning thematically similar projects worked on by team members.

Material provision of the project:

Min. 50 characters, max. 7,500 characters
 Indicate whether all work on the project will take place at the researcher's/supervisor's workplace, or whether part of the project will take the form of a research stay at experimental infrastructure or services. For experimental projects, describe in particular the instrumentation used. If you are not requesting the reimbursement of costs from GA UK, we recommend stating how the project will be financed so that the reviewer can form an opinion on whether the project is possible.

Objectives:

*Min. 50 characters, max. 7,500 characters
The objectives of the project should be realistic, specific and clearly formulated, and must be achievable within the required project time.

Means of realising the project:

*Min. 50 characters, max. 15,000 characters
Specify the means of realising the project and specify all methods that will be used to this end. Provide a timeline for the individual years or stages of the project. This is the key section of the application and must be sufficiently detailed.

Presentation of the results:

*Min. 50 characters, max. 2,500 characters
Indicate the expected means of presenting the results of the project, in particular publication. A presentation of the results (article, poster, etc.) that is consistent with the content of the project, contains an acknowledgement to GA UK and states the faculty for which the project was submitted in the address (affiliation) can be recognised as the output of the project. A publication accepted for printing can also be recognised as an output (in this case, the confirmation of the editor must be documented).

Attachments:

A brief CV of the investigator and the project supervisor including a list of no more than **ten of the most important publications in the last five years**, is a mandatory attachment to the application. The CVs of project supervisors for the medical and natural sciences must include the total number of citations and the h-index according to WoS. In the humanities and social sciences, it is possible to indicate the number of citations found in other databases, e.g. SCOPUS or ERIH. GA UK recommends including the ORCID identifier (or even the project promoter) and/or the Researcher ID.

- **Statement of the Ethics Committee or Project Experiment Form:**

*A statement by the Ethics Committee is required **only** if the project includes a **clinical trial**.* This is attached to the project application online as an attachment to the project proposal in the GA UK app. In the case of the submission of multiple projects by a single workplace, it is permissible to include only one approval by the Ethics Committee. However, a copy of this approval must be included in each grant application. The statement of the Ethics Committee must in all cases be current (e.g. the statement of the Ethics Committee of a rejected project proposal cannot be used for the submission of a new project in the following year).
Please contact your faculty if you have doubts about the need to document the statements of the Ethics Committee.

If the project is planned to include **_work with animals_**, a statement by the Ethics Committee is not used, but a Project Experiment Form. **This is only attached to the accepted project** (the researcher delivers it in hard copy to the research office of his/her faculty, where the forms will be registered).

Graphs, diagrams and preliminary results can be inserted in the form of an attachment.

You can use .pdf, .doc, .xls, .txt, and .jpg. files as an attachment.
The maximum file size is 2 MB.

Information on the opening of attachments: If you are unable to open an attachment directly, try saving it first and then opening it.

The application can be submitted after all parts of the application have been completed and the mandatory attachments attached.

In order to successfully apply for a grant project, it is necessary to fill in all the required data. After this has been completed, use the **CHECK** button to verify that all mandatory requirements for submitting the project have been filled in. **If the check is successful, you can click on the SUBMIT icon**.
Please note that the SAVE button is not available**. However, you can leave the project at any time and the draft version will be saved with your projects in the app**

1. If you have completed your grant project application, you can check it using the ⊟ icon. Deficiencies are indicated in red highlighted text. Once the deficiencies have been remedied, the project can be submitted by clicking on the ■ icon. You can cancel a submitted project by clicking on the ✕ icon.

2. After your project has been reviewed at the faculty, it may be returned to you for revision. After it has been modified, the entire process is repeated according to ad. 1.

You can view the status of your project in the table of basic project information in the "Status History" line. You can also see it in the list of your projects in the "Project status" column. Possible project statuses are as follows: new, submitted, returned for revision, checked by the faculty, submitted to GA UK, checked by GA UK, accepted/not accepted for funding.

3. In case of problems, you can use the **counselling centre**, the field for which is located at the top right of the first page of your project. The counselling centre is also accessible from the main page in the "List of available apps" after you enter the CU Web Apps (WA CU).

4. The results are published on the website of the Charles University Grant Agency at http://www.cuni.cz/UK-33.html. If your new grant project is accepted, you will receive a contract for the realisation of your grant project through your faculty. This will also state the funding provided for the project approved by GA UK.

5. After your project has been accepted, you can view the evaluator's and the reviewer's assessments of your project using the ▤ icon located next to the basic information about the project.

6. Information on the date of submission of the grant project application is provided by the officer of the grant/research office of your faculty.

Further information:

The project evaluator assesses:

· whether the project will bring new approaches or knowledge in the field
· to what extent the objectives and approaches to the solution are clearly defined and formulated
· to what extent the proposed methodology or scheme of experiments and approach to solving the problem is adequate and consistent with the objectives of the project

Site equipment and schedule
The evaluator assesses whether it is realistic to expect the project objectives to be met within the proposed time and with the proposed working capacity; whether it is clear from the proposal that the workplace equipment is of such a standard that the project objectives can be achieved.

Research team
The evaluator assesses whether the composition of the team provides a guarantee of meeting the objectives of the project; assesses the publication activity of the project supervisor and other relevant academic staff (in the fields of natural sciences, primarily publications in IF journals, citations according to SCI) and, if applicable, also pedagogical activities as part of doctoral courses.

Financial costs
The evaluator assesses whether the required funds are proportionate to the objectives of the project and whether they are properly justified according to individual items. A poorly drafted budget and, in particular, excessive financial requirements may be a reason for disqualifying a project.

Overall comment on project proposal
The evaluator gives an overall assessment of the project and verbally states the reasons for the recommendation (original idea, preparation of unique material, highly topical subject, prospects for publication in a top journal, etc.), or, if applicable, non-recommendation.