

# Extract from the Tender Document for Public Tender in Research, Experimental Development and Innovation for the Support of Basic Research Grant Projects

## Standard Projects – 2019

Please note that this document does not substitute the official Tender Document and therefore it does not possess the validity of the official Tender Document and is not legally binding.

### Preamble

The Czech Science Foundation, established and operating according to Act No. 130/2002 Coll., on Support for Research, Experimental Development and Innovation from Public Funds and on the Amendment to Certain Related Acts (the Research and Development Act), as amended, in keeping with the National Policy for Research, Development and Innovation of the Czech Republic, in accordance with the other legislation of the Czech Republic and the rules and regulations of the European Union governing State aid for research, development and innovation, with the aim of supporting the conducting of basic research in the Czech Republic, launches invitations to tender in research, experimental development and innovation for the support of grant projects in basic research and subsequently provides the aid for such projects.

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## **1 Purpose of the Tender Document**

(1) This tender document for declaring a public tender in research, experimental development and innovation (hereinafter “public tender”) has been drawn up in accordance with the provisions of Section 19 (1) of Act No. 130/2002 Coll. and comprises the set of documents and information required for drawing up and submitting a grant project proposal under the Standard Projects group of grant projects (code GA according to the Information System for Research, Experimental Development and Innovation).

(2) This tender document uses the terms laid down by Act No. 130/2002 Coll.; in the case of clarification of terms in this tender document, this shall be considered an informative and explanatory interpretation.

(3) The rights and obligations of the provider and applicant (beneficiary) shall be governed by the provisions of Act No. 130/2002 Coll., Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty Text, Official Journal of the EU L 187 of 26 June 2014 (hereinafter the “Regulation”), and the Framework for State aid for research and development and innovation, Official Journal of the EU C 198 of 27 June 2014 (hereinafter the “Framework”), and the National Research, Development and Innovation Policy of the Czech Republic 2016–2020, approved by the government of the Czech Republic on 17 February 2016 through the resolution No. 135 (hereinafter the “National Policy”).

(4) This tender document is published on the website of the Czech Science Foundation at the address <http://www.gacr.cz> for the duration of the tender and evaluation period.

## **2 Information on the Group of Grant Projects**

Since 1993, the Standard Projects group of grant projects has been focused on dealing with basic research projects and all categories of beneficiaries under Article 2.1 (4) and (7) of this tender document may be involved. The condition for admitting a grant project proposal into the tender process is fulfilment of all conditions defined by Act No. 130/2002 Coll. and the conditions defined in this tender document.

### **2.1 Basic information and definition of terms**

(1) Grant project under the Standard Projects group shall mean a basic research project in which the applicant sets its own objectives and methods in the scientific fields laid down by the Statute of the Czech Science Foundation (the breakdown of such into evaluation panels is listed in Annex 1, not included in this Extract):

- (a) technical sciences;
- (b) physical sciences;
- (c) medical and biological sciences;
- (d) social sciences and the humanities;
- (e) agricultural and biological-environmental sciences.

(2) **Basic research** shall mean theoretical or experimental work conducted primarily in order to acquire new knowledge on the basic principles of phenomena or observable facts, without particular focus on application or use in practice.

(3) A **grant project proposal** (hereinafter “project proposal”) is a comprehensive set of documents containing a proposal of the material, time and financial conditions for the activities necessary to achieve the grant project objectives formulated by the applicant that are required to assess its scholarly benefit, quality and feasibility. The project proposal also contains the further information required as per this tender document and the related legislation that are necessary for the provision of aid.

(4) An **Applicant** shall mean a natural person, legal entity based in the Czech Republic, organizational unit of the State or self-governing territorial unit, or organizational unit of the Ministry of Defense or Ministry of the Interior, which is engaged in research and experimental development and which is applying for provision of targeted aid by submitting a project proposal. The participation of applicants based outside of the Czech Republic is governed by the provisions of Section 18 (11) of Act No. 130/2002 Coll.

(5) A **Co-applicant** shall mean a natural person, legal entity based in the Czech Republic, organisational unit of the State or self-governing territorial unit, or organisational unit of the Ministry of Defence or Ministry of the Interior, which is engaged in research and experimental development and which is responsible to the applicant for part of the project proposal and is applying for provision of targeted aid. The participation of the co-applicant in the grant project must be defined in the project proposal. Participation of co-applicants based outside the Czech Republic is governed by the provisions of Section 18 (11) of Act No. 130/2002 Coll. The co-applicant must be an entity separate from the applicant (in the case of a legal entity, with a different Registration Number).

(6) A **drafter** (or **co-drafter**) shall mean the natural person responsible to the applicant (or co-applicant) for the professional quality of the project proposal; they must be in an employment or similar relationship (not however in a labour law relationship based on an agreement on work performed outside of employment) with the applicant (co-applicant) or such a relationship must be established no later than the date the grant project begins. The sole exception is if the applicant is a natural person – in such a case the applicant is also the drafter. Each project proposal must list who is the drafter (co-drafter). After a contract has been concluded or a decision to provide aid is issued, the drafter (co-drafter) becomes the **investigator** (**co-investigator**) for the grant project.

(7) A **Beneficiary** shall mean an applicant in whose favour a decision is made to provide targeted aid to carry out a grant project and with whom the provider concludes an agreement on provision of aid or in whose favour a decision on provision of aid has been issued. According to article 1 (5) a) of the Regulation is the beneficiary required to have a branch established in the Czech Republic to the date of the payment of the subsidy.

(8) An **Other participant** shall mean a co-applicant whose participation in the grant project is defined in the project proposal and with whom the applicant concludes an agreement on participation in carrying out the grant project following allocation of aid for the project.

(9) **Professional collaborators** (members of a research team) are further natural persons who are to take part in carrying out a grant project. They shall be specifically named in the project proposal.

Should other professional collaborators (students or postdocs) take part in scientific carrying out a grant project, this fact is to be included in the project proposal and in Interim and final reports, respectively. In the project proposal, it is possible to fill these persons in under shortcuts as  $S_1, \dots, S_n$ , or  $PD_1, \dots, PD_n$ , respectively (a **student** shall mean a person enlisted as a student according to Section 61 of Act No. 111/1998 Coll; a **postdoc** shall be a person being awarded Ph.D. degree or its equivalent no more than 8 years before the commencement of the project, not including maternity and parental leave, and sick leave in the case of a long-term illness).

(10) **Other collaborators** (e.g. technical staff) are further natural persons who are not specifically named in the project proposal and who will participate in support activities required to carry out the grant project.

(11) **Targeted aid** (subsidy) for carrying out a grant project is provided in the form of a subsidy to natural or legal persons, or through an increase in the expenditure of organizational bodies of the State or self-governing territorial units or organizational units of the Ministry of Defence or Ministry of the Interior engaged in research and experimental development, following the execution and evaluation of a public tender and fulfilment of the conditions laid down by Act No. 130/2002 Coll. Targeted aid is designated solely to cover approved costs.

(12) **Approved costs** shall mean the eligible costs or expenditure that the provider approves and which are defined in the agreement or decision on provision of targeted aid for carrying out the grant project.

(13) **Items of the basic structure** shall be defined as the basic categories of approved costs, i.e. personnel costs and material costs (investment costs are not allowed).

(14) **Level (intensity) of provider support** expresses the amount of public aid provided by the provider as a percentage of the total approved costs. The highest permitted level of support is, in accordance with Act No. 130/2002 Coll. and the Regulation, 100% of the approved costs.

(15) The **provider** of aid for carrying out grant projects is the Czech Republic – Czech Science Foundation (Grant Agency of the Czech Republic), organizational unit of the State, Reg. No. 48549037, of registered office Evropská 2589/33b, 160 00 Prague 6 (hereinafter “CSF”).

**Section 2.2, “Eligibility requirements for applicants and method of demonstrating eligibility”, is omitted in this Extract.**

### **2.3 Tender and evaluation period, declaration of results and expected date of project launch**

(1) The tender period is the period in which it is possible to submit project proposals. It begins the day after the call to tender is announced and its length is stated in the tender conditions declared in the Commercial Bulletin, the Information System for Research,

Development and Innovation and it also forms an annex to this tender document (not included in this Extract).

(2) The evaluation period is the period during which the provider provides for evaluation of the project proposals, and decides on and announces the results of the tender. The evaluation period begins the day following the end of the tender period and its length is listed in the tender conditions declared in the Commercial Bulletin, the Information System for Research, Development and Innovation and it also forms an annex to this tender document (not included in this Extract).

(3) Evaluation of project proposals ends with the announcement of the results of the tender. The provider announces the tender results on the last day of the evaluation period by publishing these results at the address <http://www.gacr.cz>.

(4) The expected date for launching of the standard projects is 1 January 2019 and the date of completion 31 December 2020 or 2021 according to the applicant's proposal in accordance with the international project proposal.

### **3 Tender Conditions**

(1) Proposals may only be submitted under the call to tender under the conditions defined by Act No. 130/2002 Coll. and this tender document.

(2) The project proposal is an application by the applicant for provision of targeted aid in the form of a subsidy or in the form of an increase in the expenditure of an organisational unit of the State or self-governing territorial unit or organisational unit of the Ministry of Defence or Ministry of the Interior engaged in research and experimental development, in accordance with Act No. 218/2000 Coll.

(3) The project proposal may not be altered. The applicant is obliged to inform the provider in writing of any changes that took place between the submission of the project proposal and the potential conclusion of an agreement or issuing of a decision on provision of aid for the project and which affect its legal standing or information required to demonstrate eligibility, or information which could influence the evaluation of the project, or information that could influence the course of the tender process, this within 7 calendar days of the day that it learned of such facts. Should it occur that the changes could influence the course of the tender process (i.e. they are changes to those parts of the project proposal that are the subject of evaluation under Articles 4.2 through 4.4 hereof, not included in this Extract), the expert committee shall make a statement as to whether such a fact is grounds for disqualifying the project proposal from the tender process and the board of the provider shall decide whether to leave or disqualify the public proposal from the tender process.

(4) The applicant may withdraw from the tender process at any time by notifying the provider of this fact via data mailbox with the title Czech Science Foundation with the identifier a8uadk4.

(5) The provider may cancel the call to tender under the conditions defined by the provisions of Section 24 (1) through (4) of Act No. 130/2002 Coll.

(6) Applicants have no right to compensation for costs associated with their participation in the tender process.

### 3.1 General conditions for submitting proposals

(1) Use of the texts of other authors in the project proposal must be supported by a bibliographic citation in the format of ČSN ISO 690 2011, or according to the citation practices of the given field. Use of reproduced text without citation comprises a gross violation of the respected standards of academic work and the conditions of this tender document and is grounds for disqualification of the project proposal.

(2) A standard grant project is a scientific project in the field of basic research, the objectives and method of which the applicant (drafter) sets itself in the project proposal.

(3) Only one applicant may be listed in the project proposal.

(4) A single person may only take part in at most a single project in the role of drafter and at most a single project in the role of co-drafter under all calls to tender (i.e. calls for standard and international bilateral projects, and junior grants) declared by the CSF in a given calendar year.

Violation of this condition is grounds for disqualification of all projects in this tender process in which this drafter or co-drafter is listed in one of these positions.

Should a drafter or a co-drafter of a standard project take part in an EXPRO project as a drafter or a co-drafter in a given calendar year, he is not allowed to take part in both of them in the role of either a drafter or a co-drafter, instead he has to choose between carrying out only one of them in one of these roles.

(5) The project proposal forms are available exclusively on the provider's website at <http://www.gacr.cz> in the web application created for this purpose (hereinafter the "application"). The provider shall only consider as a project proposal such proposals as are created by the application and sent via the data mailbox information system (ISDS) to the data mailbox entitled Grant Projects (Czech Science Foundation) with the identifier ntq92qs. After finalisation, the project proposal will be affixed with an electronic seal, thus it may no longer be altered in any way. For a project proposal the electronic seal ensures for each document sent proof of origin (the document was created in the application and record of it is kept there), security of data immutability (the applicant has not changed the figures or other text in the PDF and the document thus corresponds to the relevant data in the application) and the electronic seal also stores information that precisely identifies the version of the project proposal. The submitted version of the project proposal shall be the version that was last to arrive via the data mailbox specified in this paragraph before the end of the tender period – it need not necessarily be the last version of the project proposal in the application.

Project proposals for which the application's electronic seal has been removed or replaced with another shall be disqualified. Only such annexes as are specified in Article 3.2 (15) of this tender document and which are required for the given project shall be attached to the project proposal in the application. Annexes are to be entered into the application in PDF format. Only the project proposal generated by the application without annexes is delivered by data mailbox, as a file in PDF format containing the project proposal with the watermark FINAL and a file name containing the characters “\_CZ\_f.pdf”.

(6) As part of the tender only a complete project proposal marked FINAL may be submitted, with incompleteness of the project proposal or submission of anything other than the version so marked being grounds for disqualification.

(7) By submitting a project proposal, the applicant confirms that it has acquainted itself with the tender document and commits to uphold the provisions thereof, in particular that:

- a) the drafter is in an employment relationship with the applicant or such relationship will be established no later than the date the grant project launches;
- b) it undertakes that after concluding a grant project aid agreement, it shall fulfil all the obligations of a beneficiary under Act No. 130/2002 Coll., this tender document and the concluded agreement or issued decision on provision of aid;
- c) it shall ensure that following conclusion of the grant project aid agreement, the investigator shall fulfil all obligations, in particular being liable for the professional quality of the project;
- d) all information listed in the project proposal is true, complete and unbiased and is identical with the information entered into the project proposal via the application, and that the project proposal was drawn up in accordance with the tender document, that the persons listed in the project proposal meet and will meet for the whole period in which they are working on the project the conditions listed in this tender document, and if applicable that they will proceed in accordance with the provisions of Article 5 (5) of Annex 4 of tender document (not included in this Extract);
- e) all co-applicants, the drafter, co-drafter and professional and other collaborators listed in the project proposal have been acquainted with the material content of the project proposal as well as the financial requirements specified therein and with the tender document;
- f) before submitting the project proposal, it has ensured the consent of the aforementioned persons to participating in carrying out the grant project contained in the project proposal;
- g) it has not accepted, is not accepting and will not accept aid from another source for a different project with the same or similar subject matter;
- h) the content of a project proposal in which the same drafter or co-drafter is participating under different grant or programme projects is different from this project proposal and the proposed scope of work allows the drafter or co-drafter to work on all their projects;
- i) it consents that the data listed in the project proposal be used for the provider's internal needs and published to the extent laid down by Act No. 130/2002 Coll. and the tender document;
- j) in the case an agreement is concluded or a decision on provision of aid issued for carrying out the grant project, it shall be governed during the project by the

conditions for carrying out grant projects listed in Annex 4 hereto (not included in this Extract);

- k) following conclusion of a grant project aid agreement, it shall secure co-financing of the given grant project in accordance with the submitted project proposal.

(8) The applicant takes under advisement the fact that in the case of failure to uphold the conditions listed in para. (7) of this article, the project proposal shall be disqualified, and that failure to uphold these conditions may be grounds for termination of the grant project aid agreement without notice.

## 3.2 Project proposal

(1) A grant project proposal is a comprehensive set of documents containing, above all, a proposal of material, time and financial conditions for the activities necessary to achieve the objectives of the grant project formulated by the applicant that are required to assess its scholarly benefit, quality and feasibility.

(2) The project proposal consists of the forms: Section A – basic identifying information and abstract and project objectives; Section B – overall financial items, breakdown of financial items, including justification of individual items, and a detailed definition of personnel costs; Section C (C1 and C2) – justification of the project proposal; Section D (D1 and D2) – information on the drafter and co-drafters; and Section E – information on other projects of the drafter and co-drafter carried out with public aid under Act No. 130/2002 Coll.

(3) **Section A – basic identifying information** shall contain:

- a) the project proposal submission date (project proposal submission date shall mean the date the project proposal was delivered by data mailbox to CSF);
- b) designation of the relevant evaluation panel according to Annex 1 hereto (not included in this Extract) corresponding to the general content specification of the individual panels posted at <http://www.gacr.cz>; the project proposal may only be submitted to one evaluation panel, under which it is also evaluated in terms of its professional qualification (subsequent movement to a different panel is not permitted); should the project proposal have an interdisciplinary nature, the option “interdisciplinary project” shall be chosen and only in such a case shall another evaluation panel be provided along with the justification therefor;
- c) the basic information on the drafter, applicant and any potential co-drafters and co-applicants; mandatory information is the birth number – or date of birth for foreigners – of the drafter and all co-drafters, and unless the applicant is a natural person without a trade licence, the Organisation Registration Number ("Reg. No.") of the applicant and all co-applicants; providing an incorrect birth number or Reg. No. is a reason to disqualify the project proposal;
- d) the name of the grant project in Czech and English in the wording intended for publishing; the title must be specific, clear and concise, without abbreviations or special symbols and may not exceed 150 characters including spaces; the grant project may not have the same title as another project proposal submitted to CSF

by the same applicant or as another project being conducted or completed with aid under Act No. 130/2002 Coll., on the basis of a comparison with the Information System for Research, Experimental Development and Innovation, in the section Central Register of Research and Development Projects (“IS R&D – CRP”) undertaken by the applicant;

- e) the project duration in years and date of commencement of the grant project;
- f) the codes characterising the grant project classification according to the fields for IS R&D – CRP, according to Annex 3 to this tender document (not included in this Extract);
- g) Czech keywords;
- h) English keywords;
- i) if the grant project includes activities requiring special authorisation under special legislation (see Section 18 (2) (b) of Act No. 130/2002 Coll.), it is obligatory to include a copy of the relevant authorisations (e.g. for clinical trials a statement from the ethics committee must be included; for handling breeding or test animals a valid “authorisation for the use of test animals<sup>1</sup>” must be included).

(4) **Section A – abstract and project objectives** shall include:

- a) abstracts in Czech and English expressing the essence of the proposed grant project and expected concrete results; neither the Czech nor the English abstracts may exceed 1100 characters including spaces and they are intended for publication;
- b) the project objectives in Czech and English (max. 300 characters including spaces for each language version);
- c) if it is possible to include the project objectives in any priority areas (or sub-areas) of National priorities of oriented research, experimental development and innovations<sup>2</sup>, applicant will state the corresponding area and sub-area (in accordance to their appropriate number).

(5) **Section B – total funding** shall contain a proposal of the overall eligible costs for carrying out the grant project broken down as follows:

- a) total costs for individual years of the project (i.e. costs funded by all sources, public and non-public; in the structure of Government Regulation No. 397/2009 Coll., on the Information System for Research, Experimental Development and Innovation);
- b) total costs for the whole project period divided up by various sources in the structure of Government Regulation No. 397/2009 and the ensuing Description of Data for IS R&D – CRP;

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<sup>1</sup> E.g. should the grant project require “authorisation for the use of test animals”, the applicant must provide an “authorisation for the use of test animals” within the tender period (formerly accreditation of user facilities) with a validity of at least until the start of the project.

<sup>2</sup> National priorities of oriented research, experimental development and innovations which had been approved by a Government Resolution of Czech Republic No. 552 of 19 July 2012.

- c) total costs requested from the provider (proposed amount of aid), broken down into items of basic structure and broken down by project year;
- d) proposed level of support expressed as a percentage; the support level corresponds to the level of aid requested from the provider from the targeted expenditure of the CSF as a proportion of the overall grant project costs.

(6) **Section B – breakdown of financial items** shall be filled out in Czech separately for the applicant and for each co-applicant. All funding shall be listed as integer values in the thousands of CZK. Provision of financial requirements in different values shall be grounds for disqualification. The total expected costs for carrying out the project for the whole project duration and in the individual years shall be listed according to the various sources broken down by funds requested from the provider from the targeted expenditure of the CSF, funds from other public sources (e.g. including institutional funds from the state budget for research, development and innovation, from other Czech State budget sources, from foreign public sources, incl. EU sources) and funds from non-public sources (e.g. own resources). The total expected costs for project implementation in the individual years shall be listed broken down by: items of basic structure (as per Article 2.1 para. (13) of this tender document).

(7) In **Section B – breakdown of financial items**, the **personnel costs** shall be filled out separately for the applicant and for each co-applicant. The personnel costs shall be listed in the individual years as follows:

- a) employee wage or salary as per Article 3.3.1 para. (5) (a) of this tender document for the drafter (co-drafter) and their professional collaborators (see Article 2.1 para. (9) of this tender document); for each of these employees the name and surname shall be included, or the designation of the person as a student or a postdoc;
- b) the workload (average annual full-time equivalent) for the individual employees listed under a) under project implementation;
- c) the aggregate wage or salary as per Article 3.3.1 para. (5) (a) of this tender document overall for the other collaborators;
- d) the aggregate workload (average annual full-time equivalent) of other collaborators;
- e) a breakdown of personnel costs to pay for agreements on work performed outside of employment in accordance with Article 3.3.1 para. (5) (b) of this tender document; agreements on work performed outside of employment (other personnel costs); for professional workers the name and surname shall be listed (see Article 2.1 para. (9) of this tender document); for the other professional collaborators shall be included designation of a person as a student or a postdoc.

(8) The form **Section B – justification for financial items** is always to be filled out in Czech separately for the applicant and each co-applicant. Information is provided for the first year of the project. In the case the requested costs are to increase significantly in the further years of the project, the justification thereof shall be provided on this project proposal form under the relevant item. Each cost item must be specified and justified, including what it is to be used for, even in the case that funding from other sources according to Article 3.2 para. (5)

letter (b) and para. (6) of this tender document is being proposed. If not all cost items are specified and justified, the project proposal shall be considered incomplete; the main things to be included are:

- a. a breakdown of material costs;
- b. justification of amount of travel costs, including expected purposes of travel for individual persons (e.g. active participation in conferences);
- c. breakdown of other services and non-material costs;
- d. the justification of personnel costs must include the following for each person:
  1. their form, workloads (FTE or number of hours) appropriate to person's part in the expected grant project output;
  2. the amount of personnel costs according to Article 3.3.1 para. (5) of this tender document.

**(9) Section C1 – justification of project proposal** is to be filled out in English. A file made outside the application in PDF format and with a maximum size of 6 MB is entered into the application in a manner similar to the project proposal annexes. The maximum size of this section is 10 pages of A4 format using a standard font<sup>3</sup>. Failure to meet these conditions is grounds for the project proposal to be disqualified. The justification must clearly present the objectives and intentions and provide sufficient information to assess the project proposal in accordance with the basic criteria for evaluating project proposals, section C1 has prescribed structure and has to include the following:

- a) a summary of the current state of knowledge of the issue in the given scientific field and characterization of the previous contribution of the drafter to the research in a given or thematically close issues;
- b) a statement of the essence and currency of the grant project, its objectives, methods including conceptual and methodical procedures, a detailed schedule and project phases. These project phases and accomplishing of each objective must be associated with expected results;
- c) a previous and within the project planned collaboration between the drafter and the and foreign scientific institutions;
- d) in case of a co-applicant's involvement information should be included justifying the necessity for the co-applicant's participation on the project and his or her contribution as well as a detailed description of the co-applicant's part on the research;
- e) information on the readiness of the drafter, co-drafters and their workplaces, on the equipment of the workplace to be used for the project, and on the possibility of collaboration;
- f) characterization of the team; justification of the participation of all co-drafters and listed collaborators, definition of their part in dealing with the issue including expected aggregate workload of the individual workers;

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<sup>3</sup> I.e. 11 point font with single spacing.

g) references to the literature used.

(10) The information for Section C1 listed in Article 3.2 para. (9) hereof may be supplemented by information based on the specific focus of the given project.

(11) In **Section C2 – expected project results**, the estimated number and type of expected results to be achieved in the project, respecting the customs of the given field and with regard for the requirements of IS R&D – CRP, shall be listed broken down by the types of results defined in the annex No. 7 in this tender document<sup>4</sup> (this annex is not part of this document).

(12) **Section D1 – CV of the drafter and co-drafters and the foreign drafter** is to be filled out in English. A file made outside the application in PDF format and with a maximum size of 1 MB is entered into the application in a manner similar to the project proposal annexes. The drafter and co-drafter shall include: a brief structured professional CV and a list of activities from the last 5 years in the field to be the subject of the grant project (if necessary this information can be included for the professional collaborators as well). The maximum size of this part is two pages of A4 format using a standard font<sup>5</sup> (plus potentially a maximum of another two pages for each co-drafter). CV may not include a photograph of the drafter and the co-drafter on the grounds of the protection of personal data. Failure to meet these conditions is grounds for the project proposal to be disqualified.

(13) In **Section D2 – bibliography of drafter and co-drafter**, the drafter and co-drafter shall list the following information:

- a) complete bibliographic information in the format of ČSN ISO 690:2011 (or other citation practices in the given field) on eight significant results of their science and research activity (e.g. journal publications, monographs they originated, etc.) that they consider essential and a short summary of their share on the achievement of these results; for each result they shall state the number of citations not including self-citations determined using Web of Science<sup>6</sup> or SCOPUS<sup>7</sup>; for each article in an impact-rated journal monitored in these databases they shall list the impact factor<sup>8</sup> of the journal valid at the time of publishing; the number of citations found in other databases, can also be included, or that of another methodology recognised in the given field (must be briefly described);
- b) total number of results in the last 5 years broken down by type of results defined in the Definition of the results categories (see Annex 4 Methodology for Evaluating Research Organizations and RD&I Purpose-Tied Aid Programmes<sup>9</sup>, not included in this Extract);

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<sup>4</sup> In the case of the Jost type of a result it is necessary to include the name of the journal where the research team is expecting to publish the results of the project.

<sup>5</sup> I.e. 11-point font with single spacing.

<sup>6</sup> ISI Web of Science (<http://wokinfo.com>).

<sup>7</sup> SCOPUS (<http://www.scopus.com/>)

<sup>8</sup> Impact factor in the case of Web of Science database; SJR in the case of SCOPUS database.

<sup>9</sup> The Definition of the results categories (<http://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796>).

- c) total number of citations, including self-citation, for all their works according to Web of Science or SCOPUS; the number of citations found in other databases can also be included, or that of another methodology recognised in the given field (must be briefly described);
- d) H-index according to Web of Science (not required for experts that work in the fields SHVa and SHVb<sup>10</sup>).

**(14) Section E – information on other projects of the drafter and co-drafter carried out with public aid under Act No. 130/2002 Coll.** shall include information on:

- a) all thematically similar projects conducted according to Act No. 130/2002 Coll. with targeted aid provided from providers other than the CSF in which the drafter or co-drafters are taking part in conducting at the time the project proposal is submitted or which they have taken part in the last three years and in what role (investigator, co-investigator, professional collaborator); furthermore similar information should be provided on applications for targeted aid for projects in which the drafter or co-drafters are taking part;
- b) all CSF projects which the drafter or co-drafter are taking part in carrying out at the time the project proposal is submitted and in what role (investigator, co-investigator, professional collaborator); furthermore, similar information should be provided on applications for targeted aid for projects in which the drafter or co-drafter are going to be taking part in and in what role (investigator, co-investigator, professional collaborator);
- c) all CSF projects in which the drafter or co-drafter took part in carrying out over the past three years and in what role (investigator, co-investigator or professional collaborator).

Each item must contain the following data on the project about which the information is being provided:

- a) name of the entity providing the targeted funding (provider);
- b) name of programme or other research and development activity (e.g. major infrastructure projects, etc.), project number, code characterising the project classification based on the fields for IS R&D – CRP, unabbreviated project title and duration (from – to) for projects under 1 or the registration number, panel number, unabbreviated project title and duration (from – to) for projects under 2 and 3;
- c) name of applicant/beneficiary;
- d) role of drafter or co-drafter in the project;
- e) the amount of requested/received aid for the whole duration of the project being/to be used by the drafter or co-drafter for their activity carrying out the project;

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<sup>10</sup> See Annex 3, field groups: AA, AB, AC, AD, AE, AG, AI, AJ, AL, AM (Annex 3 is not included in this Extract).

- f) the workload (FTE) of the drafter (co-drafter) for conducting the individual projects, even if the aid did not include salary;
- g) description of the relationship between the project for which information is being provided and the submitted project proposal (in particular a description of the topic, objectives, results and research team, etc.).

Failure to meet these obligations or provision of incomplete information shall be grounds to disqualify the project proposal.

(15) Only the following documents may be annexes to the project proposal:

- a) copies of the special authorisations as per special legislation pursuant to Article 3.2 (3) (i) of this tender document;
- b) a list of the foreign workplaces to which it would not be suitable to send the project proposal for assessment including justification therefor;
- c) offer and identification of supplier, subject of supply and preliminary price pursuant to Article 3.3 (4) of this tender document if the project proposal requires supply or supplies from a single supplier totalling over CZK 500 000 over the whole duration of the grant project;
- d) power of attorney to a third party to submit the proposal if the applicant does not have access to its own data mailbox; this power of attorney must also be delivered in another demonstrable manner (e.g. by post or in person).

### **3.3 Definition of eligible cost items**

(1) Targeted aid may only be provided for activities defined in the project proposal.

(2) Eligible are only those costs or expenditures (hereinafter “costs”) that are defined by the provisions of Section 2 (2) (k) of Act No. 130/2002 Coll., which are specified in this tender document under Articles 3.3.1 through 3.3.3 and which are directly – both materially and in time – related to carrying out the grant project.

(3) All eligible cost items listed in the project proposal must be justified and it must be clear from the project proposal that they are indispensable for carrying out the grant project.

(4) If the project proposal requests supply or supplies from a single supplier for a total value of over CZK 500 000 over the whole duration of the grant project, it is necessary to submit the offer with identification of the supplier, the subject of supply and the preliminary price, including a justified calculation of the bid price in total and for individual supplies. The actual price may not be more than 10% higher than the original bid price. At the same time at least two other competing bids for the same supply shall be submitted including justification for the selection. Competing offers are not submitted in cases where the selected supplier is the sole supplier offering supply of the required parameters necessary for carrying out the grant project. This fact is to be mentioned in the commentary attached to the bid.

(5) The supplier of the procured property or services (including publishing of project’s results) may not be the investigator, co-investigator or other employee of the beneficiary or other project participant or person associated (within the meaning of Section 23 (7) of Act No. 586/1992 Coll., on Income Tax) with the beneficiary, other project participant, investigator or professional collaborator taking part in carrying out the grant project. Supplies realised in the

form of internal supply are eligible if they do not exceed the conventional prices for the place and time and are charged in accordance with the legislation.

(6) The project proposal must state the proposed level of support. The decision on the final amount of allowed costs and level of aid for the allowed costs lies with the provider, based on the evaluation of the project proposal.

(7) The following may not be included in the eligible costs:

- a) profit;
- b) value-added tax (true for beneficiaries who are payers of this tax and who deduct it or deduct a percentage of it);
- c) costs for marketing, sale and distribution of goods;
- d) interest on debt;
- e) shortfalls and damages;
- f) costs for financial leasing and lease-to-own;
- g) costs for securing the rights to the project results;
- h) other costs not directly related to the subject of the grant project;
- i) costs associated with the subject of the project that exceed the usual price for the time and place.

(8) The following cannot be included in the eligible costs paid from grant funds under items other than additional (overhead) costs listed under Article 3.3.3 (6) of this tender document:

- a) costs for meals, gifts and entertainment;
- b) costs for rental of spaces, devices, equipment, etc. with the exception of rental of packing materials and spaces for holding short-term events with academic output listed under Article 3.3.3 (4) of this tender document;
- c) costs for furniture and other non-specialised equipment for work spaces;
- d) costs for telecommunication services; costs for the acquisition, repair and maintenance of devices and equipment from the field of communication technology (telephones, dictation machines, readers, etc.);
- e) costs for issuing periodical publications and textbooks;
- f) costs associated with attending conferences and workshops with the exception of active presentation of results of the project;
- g) costs for expanding the qualifications of persons taking part in the project (purchase of textbooks, training, courses, etc.);
- h) costs for acquiring and using electronic information databases;
- i) costs for the repair or maintenance of rooms; renovation of buildings or rooms;
- j) costs for the services of consultants, both domestic and foreign.

### **3.3.1 Personnel costs**

(1) Personnel costs are the costs spent to remunerate the work performed as part of basic employment relationships as per Act No. 262/2006 Coll., the Labour Code, as amended.

(2) The amount of eligible personnel costs for persons (drafters, co-drafters, professional collaborators, other collaborators) taking direct part in carrying out the project must correspond to the beneficiary's (or other participant's) internal regulations or through other demonstrable means, and simultaneously must correspond to the workload (FTE) expended on the grant project. For the purpose of establishing the amount of eligible personnel costs in the project proposal, remuneration under Section 134 of the Labour Code, targeted remuneration under Section 134a of the Labour Code and other similar remuneration shall not be considered as a part of the salary, including variable components, convalescence leave pay and temporary incapacity compensation (hereinafter "salary"). Failure to meet this condition is grounds for the project proposal to be disqualified.

(3) Zero workload (FTE) is not permitted. The sum of all workloads (FTEs) allocated for all projects supported by the CSF may not exceed 100% for a single employee. Failure to meet this condition is grounds for disqualification of the project proposal. The workload (FTE) on the project is recommended at least 20% for the drafter and at least 10% for the co-drafter.

(4) The requested and provided subsidy for the personnel costs may not exceed the amount of approved costs. Its amount may be zero.

(5) The following costs are eligible personnel costs (only one option may be used for each employee):

- a) for the relevant part of the salaries as per para. (2) of this article for those employees carrying out the grant project based on an employment contract and in the amount corresponding with the workload in conducting the project. In such a case the subsidy requested in the project proposal may achieve the amount of gross salary or wage of the employee (prorated based on the employee's FTE), to a maximum of CZK 40 000 per calendar month (prorated based on the employee's FTE);
- b) for the payment of commitments from agreements on work performed outside of employment that were concluded exclusively for conducting the grant project, in which case the subsidy provided to cover commitments from the agreement on work performed outside of employment may be as high as the remuneration from an employee's agreement but may not exceed CZK 250/hour.

(6) Under personnel costs it is possible to include the costs for the compulsory legal deductions and contribution to the fund of cultural and social needs (or another similar fund) or the proportionate amount thereof (unless such a fund is made up of allocations from profit) in an amount corresponding to the relevant personnel costs. The maximum possible amount of subsidy provided for such costs is set at an amount corresponding to the subsidy for the relevant personnel costs.

(7) For the drafter, co-drafter and professional collaborators remunerated according to para. (1) of this article, the project proposal shall include the name and surname of the worker

(see Article 2.1 (9) hereof), the designation of the person as a student or postdoc for the professional collaborators, as well as the workload (FTE) and the corresponding amount of requested subsidy. For other collaborators, only the workload (FTE) and corresponding amount of requested subsidy shall be stated.

(8) If the applicant or co-applicant is a natural person, for the purposes of cost records the amount of their remuneration for work on the project shall be included in the personnel cost item even if they are not costs expended on remunerating work carried out under employment relationships according to the Labour Code.

### **3.3.2 Investment Cost (costs for procuring tangible and intangible assets)**

(1) Costs for acquiring tangible and intangible assets according to para. (2) of this article are not permitted for the purposes of this tender.

(2) Costs for acquiring tangible fixed assets (devices, machinery, equipment, separate movable items or sets of movable items with an independent technical/economic purpose and other tangible fixed assets that were acquired for consideration, by conversion or created through own activities where the input price is higher than **CZK 40 000** and the operational/technical function is longer than one year) and intangible assets (software and other intangible fixed assets that were acquired for consideration, by conversion or created through own activities where the input price is higher than **CZK 60 000** and the period of use is longer than one year) may not be included among the eligible costs.

(3) Minor tangible and intangible assets with an operational/technical function of longer than one year and an input price **lower** than or equal to CZK 40 000 or CZK 60 000 respectively may be acquired under the item of material costs.

### **3.3.3. Material costs**

(1) The material costs that can be included among eligible costs include costs for materials, travel costs, intangible costs, costs for other services and additional (overhead) costs.

(2) Costs for materials are expenses used exclusively in direct connection with the grant project that can be documented with a separate supply document or in another objective manner (e.g. independent measurement) comprising the consumption of material (e.g. consumption of office and lab material, acquisition of minor tangible assets as per Article 3.3.2 (3) hereof purchased or procured through own activity as part of the project, scholarly literature), in exceptional and justified cases the consumption of energy and other non-storable supplies.

(3) Travel costs are expenses comprising all costs for work trips in accordance with the provisions of Section 173 through 181 of Act No. 262/2006 Coll., the Labour Code, as amended, up to the amount laid down or allowed by this law, for the investigator and professional and other collaborators. These are costs incurred exclusively in direct connection with the grant project including work stays and trips made in connection with active participation at conferences. These are also the travel expenses and costs for stays associated with the participation of foreign employees taking part in the grant project. In the case of work trips abroad, these include only the costs for the length of stay that corresponds to the duration of the event for which the worker was dispatched.

(4) Costs for other services and non-material costs are expenses used exclusively for carrying out the grant project that can be documented by a separate supply document or in another objective manner, including costs: for the operation, repair and maintenance of assets used during the project; procuring of minor intangible assets as per Article 3.3.2 (3) hereof purchased or procured through own activity as part of the project; costs for additional services, e.g. orders. It is also possible to include among other services costs for publishing results (publishing and editorial costs). Furthermore, conference fees, rental of spaces for holding short-term events with scholarly output (e.g. conferences, seminars, etc.), membership fees for institutions if membership is demonstrably necessary or cost-effective for carrying out the grant project; telecommunications with the exemption listed under Article 3.3. (8) d) hereof; other costs such as exchange rate losses, bank fees, taxes and fees tied exclusively to the grant project.

(5) Considered for eligible costs are patent and licence payments for the exercise of industrial property rights that apply to the subjects of industrial property (e.g. patents, inventions, industrial designs, royalties for the use of copyrighted works) used in direct connection with the grant project and essential for carrying it out, this solely for the period during which the industrial property rights are exercised for conducting the grant project (at the longest for the duration of the grant project). If the period of exercising the industrial property rights is longer than the period for which the rights are to be used for carrying out the grant project, the amount of eligible costs shall be established with the formula:  $U(N) = (A/B) \times C \times D$ , whereby  $U(N)$  is the eligible costs,  $A$  the period for which the rights are to be used for carrying out the project,  $B$  is the period of operational/technical function (in accordance with Act No. 586/1992 Coll., on Income Tax, as amended),  $C$  is the purchase price of the rights and  $D$  is the percentage of its use for the grant project. For industrial property rights exercised for a period equal to the duration of the grant project or shorter, the eligible costs shall be established using the formula:  $U(N) = C \times D$ , whereby the symbols  $U(N)$ ,  $C$  and  $D$  have the same meaning as in the previous formula in this paragraph.

(6) Eligible costs may include additional (overhead) costs incurred in direct material and temporal connection to carrying out the grant project assuming their expenditure contributed to realisation of the project (e.g. administrative costs, costs for infrastructure, or other costs listed under Article 3.3. (8) d) of this tender document). The maximum amount of such costs is 25% of the total approved costs listed under Article 3.3.1. and 3.3.3. (2) to (5) of this tender document or in the contract or decision on provision of targeted aid. If no additional (overhead) costs are requested in the project proposal, they may not be included among the eligible costs.

## **4 Method of Accepting and Selecting Project Proposals**

(1) When accepting and evaluating project proposals, the procedure under Section 21 (1) through (9) of Act No. 130/2002 Coll. shall be followed.

(2) A project proposal may not be altered or amended in any way after the tender period has ended.

(3) Evaluation of project proposals is commenced no earlier than the day following the last day of the tender period.

(4) Evaluation of project proposals consists of:

- a) accepting of project proposals – carried out in accordance with Section 21 (2) of Act No. 130/2002 Coll.; this follows immediately after the end of the tender period and is ended by a decision by the provider to accept the project proposals into the public tender or to disqualify them;
- b) evaluation of the truthfulness, completeness and accuracy of the information in the project proposals, which includes a check of any contradictions between the information contained in the project proposals; follows a decision by the provider to accept the project proposals into the public tender or to disqualify them and takes place over the whole duration of the evaluation period;
- c) evaluation of the professional quality of the project proposals – an expert evaluation of the project proposals is carried out by expert committees in accordance with Section 21 (5) to (7) of Act No. 130/2002; follows a decision by the provider to accept the project proposals into the public tender or to disqualify them and ends with the drawing up of a report on evaluation of the project proposals;
- d) evaluation of the proposed eligible costs – a check of the relevancy and accuracy of the proposed eligible costs provided in the project proposals is conducted, both in terms of the scope and definition of eligible costs and in terms of the amount of proposed eligible costs; follows a decision by the provider to accept the project proposals into the public tender or to disqualify them and ends with the drawing up of a report on evaluation of the project proposals;

(5) Evaluation of the project proposals ends with the announcement of the results of the public tender.

(6) Act No. 500/2004 Coll., the Code of Administrative Procedure, as amended, shall not apply to decisions to accept project proposals into the public tender or to disqualify them and the decision by the provider on selection of projects within the meaning of Section 21 (11) of Act No. 130/2002 Coll.

#### **4.1 Accepting of project proposals**

(1) Accepting of project proposals is provided by the project proposal acceptance committee, which evaluates compliance with the tender conditions:

- a) compliance with tender period – it is assessed whether the project proposal was submitted by the set tender deadline;
- b) manner and place of submission of project proposal – it is assessed whether the method of submitting the project proposal given in Article 6 of this tender document, the title and originality of the file, and name of ISDS<sup>11</sup> batch were observed;
- c) completeness of the project proposal – it is assessed whether the project proposal contains all parts stipulated in Article 3.2 of this tender document;

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<sup>11</sup> Data Mailbox Information System

(2) Failure to meet the conditions defined in para. (1) of this article shall be grounds for the project proposal to be disqualified from the tender.

**Sections 4.2, “Evaluation of truthfulness and accuracy of information in project proposal”, 4.3, “Evaluation of professional quality of project proposal”, 4.4 “Evaluation of proposed costs”, 4.5, “Method of selecting projects”, 4.6, “Grounds for disqualifying a project from the tender”, and 5, “Definition of Information Intended for Publication”, are omitted in this Extract.**

## **6 Method of Submitting Proposals**

(1) Project proposals are to be submitted in electronic form in accordance with Article 3.1 (5) of this tender document. The data mailbox identifier of the provider is "ntq92qs". Delivery via data mailbox is to be identified with the text “Standardní projekt” (Standard Project) in the “Věc” (Re:) field.

(2) It is forbidden to modify the file in PDF format containing the project proposal and it may only be submitted in the form in which it was created by the application and in accordance with the procedure described in Article 3.1 (5) of this tender document.

(3) The project proposal may be submitted by the prescribed procedure at the earliest on the first day of the tender period and at the latest on the last day of the tender period, which is defined under Article 2.3 (1) hereof. The deciding factor for assessing the deadline for a project proposal is the date of delivery into the provider's data mailbox.

Articles 4 to 7 are omitted in this Extract.

**Section 7, Annexes, is omitted in this Extract.**