



CZECH SCIENCE FOUNDATION

# GUIDEBOOK FOR DISCIPLINE COMMITTEE MEMBERS 2025

**EX|PRO**      **JUNIOR  
STAR** 



# Contents

Foreword.....	4
<b>Evaluation Process.....</b>	<b>6</b>
<b>Role of a Committee Member.....</b>	<b>8</b>
<b>Code of Ethics .....</b>	<b>9</b>
<b>How to Evaluate Projects.....</b>	<b>10</b>
<b>Evaluation of Projects .....</b>	<b>24</b>
<b>Contacts.....</b>	<b>30</b>

Czech Science Foundation  
Evropská 2589/33b  
160 00 Prague 6  
Czech Republic

[www.GACR.cz](http://www.GACR.cz)

1<sup>st</sup> edition  
Prague, April 2025  
Publication not for sale

## DEAR EVALUATORS,

The EXPRO and JUNIOR STAR tenders have a unique position within the grant system of the Czech Science Foundation (GACR). Their goal is to fund the best research in our country.

The EXPRO tender is intended for highly experienced scientists who have already achieved outstanding results. A five-years project duration and a financial allocation above the standard should enable them to pursue new topics with high potential, even under the assumption of increased scientific risk. They should also try to obtain a European Research Council (ERC) grant. The Agency has launched them every two years since 2019.

The JUNIOR STAR tender is also only open to early-career excellent scientists who can apply for a grant no later than 8 years after obtaining their PhD. With GACR funding, these promising scientists will have the opportunity to develop new topics in Czech science and also to establish new scientific teams. The JUNIOR STAR grant can be applied for every year, the first call was announced in 2021.

These tenders can be described as the flagships of GACR. Both regularly see extreme interest from scientists. That is why project proposals are evaluated differently from our other tenders. Although they are also based on the ERC evaluation principles, the EXPRO and JUNIOR STAR project proposals are evaluated only by you - experienced scientists not connected with the Czech scientific environment.

Given the high selectiveness of the tenders, it is necessary to evaluate the projects with the highest degree of care so that the best of the best are funded.

The handbook you are reading now will help you to navigate the evaluation process and your role as an evaluator of GACR projects.

Sincerely

prof. MUDr. Mgr. **Milan Jirsa**, CSc.  
President, Czech Science Foundation

**The Czech Science Foundation (GACR) is the only institution in the Czech Republic that provides targeted aid exclusively for basic research projects.**

## GACR's OBJECTIVES



**Fund basic research**  
science projects



Create **suitable and attractive conditions** for scientists

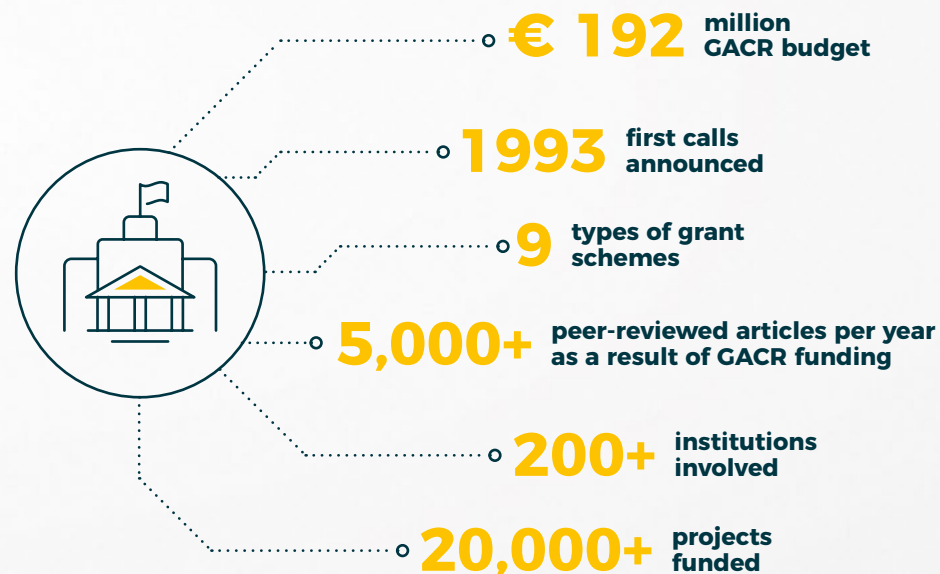


**Increase the efficiency** of basic research



Support and further expand **international scientific collaboration**

## GACR IN NUMBERS





The evaluation process is inspired by the European Research Council process (ERC) and its main objective is to recommend the best quality projects for funding.

YEAR 2024.....o

**266** project proposals reviewed

**34** projects funded

## TWO-TIER EVALUATION PROCEDURE

### GACR PRESIDIUM

**5**

members appointed by the Czech Government

Approves the launch of public tenders and decides on awarding grants on the basis of recommendations and evaluations of professional and expert advisory bodies.

### 8 DISCIPLINE COMMITTEES

Expert bodies of the Presidium composed of 12-20 members each, dedicated to eight areas:

DC EX1  
Mathematics,  
physics 1

DC EX2  
Physics 2

DC EX3  
Chemistry

DC EX4  
Human Biology and  
Medical Sciences

DC EX5  
Biological and  
Environment  
Sciences

DC EX6  
Social  
Sciences

DC EX7  
Humanities

DC EX8  
Technical  
Sciences and  
Informatics

**98**  
members  
of Discipline Committees  
EXPRO and JUNIOR STAR



Inspired by the process of the European Research Council

## TENDERS EVALUATED BY CZECH PANELS .....



Proposals for projects of usually 2 or 3-year duration are open to all researchers and their teams regardless of the length of their scientific careers.

- GACR's most frequent grant scheme since 1993
- Several hundred projects are funded each year from all fields basic research



Projects are carried out by scientists from the Czech Republic and from abroad - each agency is responsible for the costs of its own scientists.

- **Lead Agency** - projects are evaluated only by one agency and the other accepts the results (usually the Applicant chooses the evaluating agency). Trilateral projects are possible, too
- **Bilateral projects** - projects are evaluated by both agencies independently of each other, and the agencies must both agree to fund a project



Individual grant to encourage the mobility of early career researchers up to 4 years after completion of their Ph.D.

- **OUTGOING** - allows Czech scientists to spend two years researching at a prestigious foreign institution and one year back in the Czech Republic
- **INCOMING** - foreign scientists or scientists returning from abroad can conduct research at a Czech institution for 3 years



Grants will allow excellent scientists to restart their careers after a break due to parental leave or dependent care.

- Individual projects with the possibility of involving technicians and students
- 2-4 years of the project, depending on the researcher's workload (0.5-1 FTE)

## TENDERS EVALUATED BY EXTERNAL COMMITTEES EXCLUSIVELY.....o



For excellent scientists up to 8 years after completing their Ph.D. who have the ambition to build an independent scientific career with the ability to create their own team

- Up to CZK 25 million (€1.06 million) for a 5-year project
- Only a few dozen projects funded every year



A highly selective grant that has the potential to make a breakthrough in its field (high risk/high gain)

- A five-year grant worth up to CZK 50 million (€2.12 million) for seasoned scientists
- This tender is launched every two years



The latest grant scheme which will only be launched if there is broad demand for a specific research topic across Czech society

- The topic of the grant scheme will be determined by GACR's Presidium together with GACR's Scientific Council

The members of the EXPRO and JUNIOR STAR discipline committees are carefully selected international scientists of excellence. Approximately 100 of them serve on 8 different committees. What is their role?

### The Role of a Committee Member

**Evaluate projects** impartially

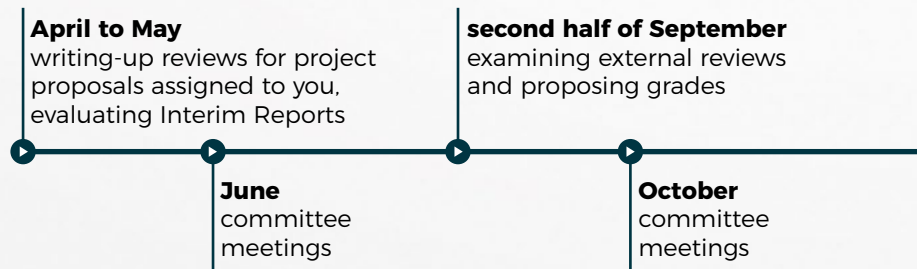
**Discuss** proposals at **meetings** and recommend them (or otherwise) for funding

**Provide feedback** to the Applicants by writing high-quality expert reviews

**Recommend foreign experts** for Phase 2 of the evaluation of project proposals

**Monitor project progress** by evaluating interim and final reports

### TIMELINE OF COMMITTEE MEMBER RESPONSIBILITIES



The timeline differs slightly for individual calls.

The committee member, as an evaluator, should perform his/her work with the highest degree of courtesy, understanding, and to the best of his/her knowledge and conscience. The basic principles are set out in the Evaluator's Code of Ethics.



Transparency



Impartiality



Courtesy



Equal Treatment



Professionalism



Confidentiality

### CONFLICT OF INTEREST

The evaluator is required to refrain from any action which would or could lead to a conflict between the public interest and his/her private interest. This includes any advantage to the evaluator, his/her family and relatives, as well as individuals or entities with whom he/she has ever had or still has business, political and/or other relations.

- **The evaluator has not had any jointly funded project with a Czech institution in the last 5 years.**
- **The evaluator must not be a relative or a person close to the Applicant or Co-Applicant(s).**
- **The evaluator must not have a close working relationship with the Applicant or Co-Applicant(s).**
- If these or other reasons exist making the evaluator feel biased and therefore conflicted, the evaluator must not evaluate the project and must immediately declare the conflict of interest in the GRIS application and notify the chair or vice-chair of the committee, and the head of the relevant department.
- Not only do conflicted persons not evaluate the relevant project proposal, but also that proposal **is not accessible to them in the grant assessment and handling system GRIS**. When the project with conflict is discussed at the committee meeting, they have to leave the room.

**9 April - 14 April** the Chairs of all the Discipline Committees nominate one main rapporteur and 3 additional rapporteurs (of Discipline Committee members) for every project proposal in their DC.

- Simultaneously, he/she nominates rapporteur(s) for evaluation of JUNIOR STAR 2022 interim professional reports and EXPRO 2019 final reports

**30 May - 8 June** the DC members shall get acquainted with reviews of all projects of their Discipline Committee with preliminary ranking based on evaluations.

**19 June - 26 September** arranging at at most 2 assessments of external reviewers by GACR office.

**13 October - 20 October** the DC members shall get acquainted with all reviews of all projects in the second phase of their DC and their ranking and order.

**23 October** Presidium meeting (Discipline Committee Chair shall attend).

**4 April - 8 April** the Chairs of all the Discipline Committees evaluate whether the project proposals belong to his/her DC.

**15 April - 30 May** drawing up the reviews by rapporteurs.

- The evaluation of JUNIOR STAR 2022 interim professional reports and EXPRO 2019 final reports shall take place at the same time (this will only apply to some rapporteurs).

**9 June - 18 June** Discipline Committee online meetings (videoconference) – decision on projects not proceeding to the next phase and on interim professional reports of JUNIOR STAR 2022 and final reports of EXPRO 2019.

- EX1 Mathematics + Physics: 1: **9.6.2025**
- EX2 Physics 2: **10.6.2025**
- EX3 Chemistry: **11.6.2025**
- EX4 Human Biology and Medical Sciences: **12.6.2025**
- EX5 Biological and Environmental Sciences: **13.6.2025**
- EX6 Social sciences: **16.6.2025**
- EX7 Humanities: **17.6.2025**
- EX8 Technical Sciences and Informatics: **18.6.2025**

**26 September - 13 October** the Discipline Committee members shall get acquainted with all project reviews (including evaluations from external reviewers) and each of them scores all project proposals present in this stage of evaluation.

**21 October - 22 October** Discipline Committee meeting, decision on final ranking of the project proposals.

- EX1, EX3, EX5, EX6 - **21.10.2025**
- EX2, EX4, EX7, EX8 - **22.10.2025**

**30 October** announcement of the JUNIOR STAR tender results.

## WHAT IS THE PURPOSE OF EVALUATION? ·o

1. Evaluations are for the benefit of committee colleagues to become familiar with the project.
2. The evaluation provides basis for a discussion on the quality of the project in comparison to other projects.
3. Evaluation provides feedback to the Applicants.
4. Evaluations are required by Act 130/2002 on R&D Funding.

**It is essential that the reviews contain complete and unbiased information.**

### Questions to focus on:



**How scientifically sound is the contents of the project proposal (originality, quality and professional standard of the grant project proposal)?**

**What is its potential contribution to the discipline?**

**How big a step forward will it be for world science if the project is a success?**



**How excellent is the applicant?**

**How likely is the Applicant able to achieve the proposed objectives?**



**What is the balance between the scientific quality of the project and its expected costs?**

## DISCIPLINE COMMITTEE GRADING SCALE

### Proceeding project proposals

- Project proposals recommended to proceed to Phase 2

### Non-proceeding project proposals

- Project proposals not recommended to proceed to Phase 2

## INDIVIDUAL GRADING SCALE

The quality of the project proposal/Applicant/Co-Applicant(s)/their publication level/institutional resources are considered to be:

**5 - outstanding**

**4 - excellent**

**3 - very good**

**2 - average**

**1 - poor**

Please note that at first phase of evaluation, there is a limit for the maximal number of 4s and 5s given by each panelist.

Maximal number of proposals that the rapporteur can evaluate with the score 5 and score >=4 depending on the total number of proposals, evaluated in the respective round.

Number of projects evaluated	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Maximum of 5 scores	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3
Maximum of scores >=4	1	1	2	2	2	3	3	3	4	4	4	4	5	5	5	6	6	6	7	7	7	7	8	8

### Example:

the rapporteur is assigned to evaluate 10 project proposals in the first round of evaluation. According to the table above the rapporteur is allowed to use maximum of two "5" scores (two for applicant and two for project proposal). Overall, he/she can use four scores of "4" and above. If he/she uses the maximum number of scores "5", he/she can still use two scores of "4" (again two scores of "4" for applicant and two for project proposal).

If you are unsure about the maximum scores you can use, please contact us and we will clarify that for you.

**The project proposal consists of the forms:**

- **Part A** – Basic identifying information, abstract and scientific intention project aims
- **Part B** – Overall financial items, breakdown of financial items, including justification of individual items, and a detailed definition of personnel costs
- **Part C1** – Justification of the project proposal
- **Part C2** – Expected project results
- **Part D1** – CV of the applicant
- **Part D2** – A bibliography and other results achieved by the applicant
- **Part E** – Information on other projects of the applicant carried out with public aid

**EVALUATING THE QUALITY OF THE PROJECT****1. Aims of the Project Proposal**

- In terms of the contribution to the expertise of the committee to which the project has been assigned, the following is assessed:
  - Definition of clear and specific aims, and how demanding, relevant, and feasible they are
  - Proportionality of the scope of the problem to be examined relative to the funding and time required

**Poor quality project examples:**

- Does not define what is called a “knowledge gap” or defines it insufficiently, where this knowledge gap should be filled by the Project outputs, i.e. the Project is not based on an original idea (the Applicant is either not familiar enough with the state of knowledge in the respective field, or only deliberately replicates research conducted already);
- Does not formulate a hypothesis clearly, nor the method of its verification;
- Proposes methodology which is inappropriate for the verification of the hypothesis formulated; d) proposes outputs or aims which cannot be achieved by the proposed research, or the collection and processing of the anticipated data.

**2. Project Approach and Methodology**

- The following elements are evaluated:
- Advance in the relevant scientific field and the potential importance of project outcomes
  - The pathway to the achievement of the aims and results as set out by the Applicant (i.e. the concept, preparation and appropriateness of the proposed methodology, including the project timeline)
  - Adequacy of resources (particularly in terms of the amount of time and the contribution of the individual team members in the expected outputs), qualifications represented in the team, and the definition of the roles of its members

**Poor quality project examples:**

- It is unclear how the objectives (if formulated) will be achieved, what methods will be applied and how the research team will proceed
- It is unclear how each member of the project team will contribute to the achievement of the project objectives and outputs (publications)
- The composition (size) of the research team is clearly over-dimensioned, and the project shows the signs of hidden institutional funding

**3. Project Outputs**

It is the quality, not the quantity, of the expected results that is assessed, in the context of the expectation of excellence in the relevant field.

**Poor quality project example:**

- The quality of the expected outputs of the project is low
- The quality of the expected outputs is not sufficiently specified
- The expected publication activity is clearly not consistent with the previous publication activity of the proposer and the members of the project team (obvious discrepancy between promises and possibilities)
- The proposed outputs do not fall within the outcomes defined by the current Results Assessment Methodology

#### 4. International Cooperation

- The following elements are evaluated (only if relevant for the project):
- The expected involvement of institutions from other countries in the project, use of each other's equipment and resources of the cooperating institutions, and the use of complementary approaches and methodologies

#### 5. The Results of Previous Projects

The evaluation may take into account the results or evaluation of completed or currently ongoing grant projects.

#### 6. Interdisciplinary Projects

- Special attention should be paid to interdisciplinary projects, the contents of which goes beyond the scope of the committee. Such projects should receive a fair treatment by the panel and deserve a wise selection of external evaluators in the second phase of evaluation.

#### Point scale of the quality of the project proposal:

**Score 5**  
**Outstanding** (both statements below are true):

- The proposed research addresses important challenges at the international level.  
The aims are ambitious and beyond the state of the art (e.g., novel concepts and approaches or development between or across disciplines).  
The proposed research is high risk/high gain, but scientific approach is feasible. The project, if successful, can substantially advance the present state of the art.
- The project proposal belongs to top X proposals of all those evaluated by the rapporteur; please refer to table on page 13 for the X value.

**Score 4**  
**Excellent** (both statements below are true):

- High quality proposal in nearly all aspects, highly competitive at the international level. The project, if successful, will be able to fill important gaps of knowledge.
- The project proposal belongs to top Y proposals of all those evaluated by the rapporteur; please refer to Table 1 for the Y value.

**Score 3**  
**Very good:**

A quality proposal competitive at the international level. The project will likely generate multiple papers in leading journals.

**Score 2**  
**Average:**

The proposed research is very standard and not competitive at international level/or scientific approach is very probably not feasible.

**Score 1**  
**Poor:**

The proposed research (1) is poor and not comparable with usual international standards or (2) has serious shortcomings, or (3) the international experience of the applicant is not sufficient, or (4) the probability of successful establishment of applicant's independent research / research team is low.



#### THE APPLICANT .....

When assessing the Applicant, the following should be taken into account:

- The contribution of the Applicant to the present knowledge in the field as well as beyond
- The quality of scientific publications and the Applicant's contribution to their development
- Other activities, such as educational and training activities, lectures by invitation, prestigious awards, major projects, memberships in peer-review systems, etc.
- In JUNIOR STAR, the applicant has to demonstrate his/her international experience (e.g., research stay in a foreign country, collaboration with foreign scientists)

When assessing the Applicant's ability to successfully carry out the proposed project and achieve the aims of the project, **the length of the Applicant's scientific career, including any career breaks, must be taken into account.** Bear in mind that EXPRO projects are meant for excellent researchers of any age while JUNIOR STAR projects exclusively target excellent early career researchers.

#### Point scale of the quality of the project proposal:

##### Score 5

**Outstanding** (both statements below are true):

- a) A recognized young researcher at the international level.  
The applicant – relative to academic age – has demonstrated exceptional qualifications by international standards and is recognized within the global scientific community as a leader of their field, or there is a high level of probability to achieve such international recognition soon in his/her career.
- b) The applicant belongs to top X proposers of all those evaluated by the rapporteur; please refer to Table 1 for the X value.

##### Score 4

**Excellent** (both statements below are true):

- a) Potentially leading at the international level.  
The applicant – relative to academic age – possesses exceptional qualifications by international standards.  
His/her own research is internationally competitive and recognized.  
The applicant has the potential to become recognised at an international level.
- b) The applicant belongs to top Y proposers of all those evaluated by the rapporteur; please refer to Table 1 for the Y value.

##### Score 3

**Very good:**

Fair, leading performance at the national level.  
The applicant – relative to academic age – possesses high qualifications by international standards.  
His/her own research is recognizable at the international level.

##### Score 2

**Average:**

The proposed research is very standard and not competitive at international level/or scientific approach is very probably not feasible.

##### Score 1

**Poor:**

The proposed research (1) is poor and not comparable with usual international standards or (2) has serious shortcomings, or (3) the international experience of the applicant is not sufficient, or (4) the probability of successful establishment of applicant's independent research / research team is low.



## PROJECT COSTS .....

It is necessary to assess whether the proposed costs are in line with the tender document, whether the costs are necessary for the project, and whether they are reasonable.

### 1. Are the proposed costs and the workloads reasonable to the project proposal and the expected results?

**The following items cannot be requested under direct costs:**

- Profit, value added tax (for payers of this tax), interest on debts, losses and damages, financial leases and rental costs with a subsequent purchase option
- Costs of securing the rights to the results of projects, costs of marketing, sales and distribution of products
- Other costs not directly related to the subject matter of the grant project
- Costs related to the subject matter of the project where the cost exceeds the fair and usual price at the time and place of the project
- Entertainment expenses and gifts
- Costs of renting premises, equipment, etc., with the exception of the rental of packaging, highly specialised laboratories and premises for short-term events with a scientific output
- Costs of furniture and other unrelated furnishings for the premises
- Costs of telecommunications services, the costs of the acquisition, repair and maintenance of communication equipment and technology (telephones, dictaphone recorders, digital readers, etc.)
- Costs of periodicals, textbooks and study texts
- Costs associated with participation in conferences and workshops except for an active presentation of the results of the project
- Costs for improving the qualifications of the individuals involved in the project (purchase of textbooks, training, courses, etc.)
- Costs for the acquisition, rental and operation of digital information databases
- Costs of repairs or maintenance of premises, construction costs, renovation of buildings or facilities
- Consulting fees, whether those of Czech or international consultants

### 2. Are the individual items of the proposed costs well explained and sufficiently justified?

### 3. Is the project proposal compliant with the requirements of the tender document

in terms of the extent and the definition of eligible costs?

### 4. Duplicit financing

When assessing duplicit financing, you should pay particular attention to the other projects carried out by the Applicant, and take the following into account:

- At the committee meeting, you may request the necessary information about the Applicant's and Co-Applicant(s)' ongoing and proposed GACR-financed projects
- The Applicants often indicate in their project proposals workloads that may exceed 1.00 in total across all GACR grants. However, in the event that all such grants are awarded, the Applicants may adjust their workloads in order to comply with the relevant rule(s), and it is therefore advisable not to check the data in Part E strictly "arithmetically", but to pursue the main objective of avoiding duplication in project funding
- The evaluation should also reflect the results of and approaches to previous grant projects carried out by the organization and co-organization, the Applicant and Co-Applicant(s), for both GACR-funded projects and those financed by other providers



## WRITING THE EVALUATION REPORT .....

By law, each Applicant has access to the evaluations of his/her projects and the evaluation reports, and the following is, therefore, required:

- A high level of expertise and clarity in the reviews
- Feedback to the Applicant as to why and how his/her project is better or worse than the other projects reviewed. The evaluations may include

statements such as "compared to other project proposals". However, there is a need to objectively describe not only the weaknesses but also the strengths of each project

- Expertise-based arguments, i.e. any statement must be supported by professional arguments. Subjective opinions or claims of the rapporteur's insufficient qualification do not belong in the reports
- Ethical correctness, i.e. in particular no allusions to the Applicant's personal characteristics or those of the team members that could be considered personal, discriminatory or derogatory (e.g. age, gender, origin)
- No place for information that has nothing to do with the professional review of the project and the institutional conditions for its success
- Any arguments necessary for the assessment of the project must be sought only within the framework of the proposal submitted - further information, speculation or reading between the lines has to be avoided

Members of the discipline committees are obliged to follow GACR's Code of Ethics for Evaluators when reviewing project proposals.



## BASIC PRINCIPLES OF EVALUATION

- Any **conflict of interest** must be reported immediately
- **Sufficient attention** must be paid to each project
- Analogous issues must always be **decided consistently**
- Only the project proposal should be evaluated - **no other information may be taken into account**
- For the sake of fairness of the evaluation, it is inadmissible to take into account the Applicant's age or gender; on the contrary, the evaluation of the Applicant should **reflect the length of his/her scientific career and any career** breaks
- **Respectful language** and unambiguous wording must be used in the written report

- The assessment of the quality of the project must always be supported by a **specific explanation**
- **Polite** language and unambiguous wording should be used
- **Ranking or point values** should not appear or be pointed at in the evaluation text



## WHAT TO AVOID

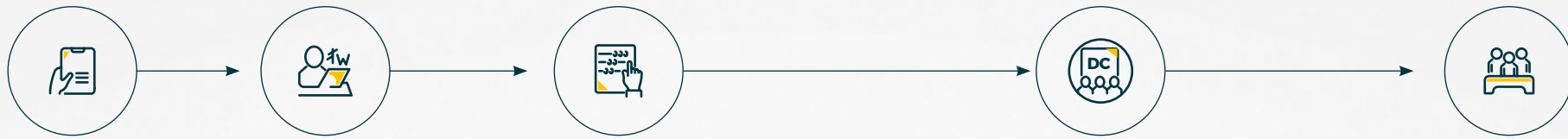
- \* Insufficient explanation of a project's weaknesses - need to be specific
- \* Statements putting evaluator's own expertise into question
- \* Assumptions, unethical or offensive statements
- \* Commenting on the age/gender of the Applicant
- \* Criticisms of the absence of the number of outputs planned
- \* Unfinished sentences, grammatical errors, typos
- \* Assessment of application potential - not central to basic research; potential applied research projects to be screened out and disqualified by the committee
- \* Gender equality plans are checked by the GACR Office - committee members do not evaluate those
- \* Do not share project proposals, not even with AI tools



## HOW TO NOMINATE EXTERNAL REVIEWERS FROM ABROAD

For project that receive high enough evaluation the rapporteurs nominate external reviewers during the preparation period for the panel meetings. In addition to their own recommendation, rapporteurs may use the GACR's internal database (if necessary, keywords can be used to search for a suitable external reviewer)

# EVALUATION PHASE 1



## 1. Assigning Project Proposals to a Discipline Committee

- Each Project Proposal is assigned to the Discipline Committee chosen by the applicant in the Project Proposal
- The Discipline Committee Chair checks whether all Project Proposals fall into the fields of their chosen Discipline Committees and, if needed, will suggest their reassignment

## 2. Assigning rapporteurs

- Each Project Proposal is assigned four Discipline Committee members - rapporteurs, of which two should be experts in the area of the project while another two should give a more distant view by a scientist from a less related field
- In the case of interdisciplinary Projects, one of the four rapporteurs is chosen from another relevant Discipline Committee

## 3. Rapporteur evaluation of Project Proposals

- Rapporteurs read the Project Proposal and independently complete their own evaluations on the basis of two criteria:
  - Excellence of the applicant and their ability to work on the Project
  - The meaning and goal of the Project, as well as the means to achieve them
- Rapporteurs evaluate Project Proposals both in writing (via an evaluation form) and numerically (on a scale of 1-5 points)
- Each Rapporteur recommends 2-3 suitable external reviewers for Projects which they placed in the better half of their rating

## 4. First Discipline Committee meeting

- All Discipline Committee members become acquainted with all Project Proposals and their evaluations before their meeting
- At the Discipline Committee meeting, each Project Proposal is discussed in-depth and evaluated in terms of quality in the context of international excellence
- The Discipline Committee assigns foreign reviewers to each Project Proposal, based on the recommendation of the Project rapporteur
- Projects to pass in the second round of evaluation are proposed by the Discipline Committee

## 5. Role of the GACR Presidium in the first phase of evaluation

- The GACR Presidium chooses, on the basis of Discipline Committee recommendations, what Project Proposals will advance into the second phase of evaluation

early April

second half of June

early July

# EVALUATION PHASE 2



## 6. Discipline Committee evaluates in Phase 2

- For Project Proposals continuing into the second phase of evaluation, two evaluations from foreign reviewers are obtained (when possible)
- The evaluations of foreign reviewers are made on the basis of the same criteria as the evaluations of Committee members:
  - Excellence of the applicant and their ability to work on the Project
  - The meaning and goal of the Project and the means to achieve them
- The foreign reviewer assigns each of these criteria points independently on a scale of 1-5

## 7. Becoming acquainted with advancing Project Proposals

- All Committee members become acquainted with all Project Proposals that passed into the second phase of evaluation, including all evaluations made by rapporteurs and foreign reviewers
- Each committee member independently assesses each project based on its contents and reviews received and scores it with grades 1 to 5
- An ordering of Projects is automatically made on the basis of these evaluations

## 8. Second Discipline Committee meeting

- Each Project Proposal is presented by its lead rapporteur and discussed in-depth, taking into account all of its evaluations
- The Committee discusses the financial adequacy of funds required for each Project Proposal recommended for funding, as well as their planned working time
- The Discipline Committee suggests the final ordering of Projects falling within its area of expertise

## 9. Decision of the Presidium

- The GACR Presidium, taking into account the suggestions of the Discipline Committees, makes the final decision on which Projects to finance.

July to September

late October

late October/early November

The role of the committees is not only to recommend the best projects for funding, but also to monitor the ongoing projects and grade completed ones.

## PRINCIPLES OF EVALUATION

**High professional standard** in drafting the evaluation reports and rapporteurs' assessments

Deficiencies and defects in the project approach and methodology are described **objectively, in detail, specifically and fairly**

Any statements are always supported by **expert arguments**

All evaluations, reviews, and reports are made available to the Investigators in GRIS

The evaluation report is the **collective opinion** of the committee, not one of an individual (do not write the report in the 1st person singular)

**Discipline Committees** meetings dealing with project reports are usually held in June

## EVALUATION CRITERIA

1. Achievement of the declared purpose
2. Progress of the project work and its alignment with the stated objectives
3. Provision of technical and human resources for the project
4. Use of the equipment acquired from the grant funds
5. Evaluation of the management funds granted to date (elements to check: the drawdowns of the grant funds, how effectively the funds are spent, and compliance with the prescribed structure of the funds)
6. Assessment of results broken down by the types of results defined, with an emphasis on quality rather than quantity

## INTERIM REPORT

The Interim Report contains information on the progress of the grant project so far, results achieved, and the management of the grant funds.

- Once the report is delivered, it is made available in GRIS to the main rapporteur, who will draft and finalise the evaluation report
- After half of the project solution (year 3) an interim report is filled by the applicant. The interim report must contain a detailed analysis and description of the project's progress to date and an evaluation of the scientific development of the project
- If the project has diverged significantly from the original project plan, it is necessary to assess this divergence. If new research strategy is planned for the future, it has to be approved by the main rapporteur and the Discipline Committee

## FINAL REPORT

The Final Report evaluates the success of the project after its completion.

- After submission, the report is made available in GRIS to the lead and secondary rapporteurs - the secondary rapporteur prepares his/her review, the lead rapporteur prepares an evaluation report in addition to his/her review
- Once the evaluation reports and reviews have been finalised, all committee members can view the Final Report in GRIS, which are to be discussed at the committee meeting, and the evaluation of those report(s)
- The evaluation of a completed grant project is carried out by the relevant Discipline Committee on the basis of the review from the committee

### GRADING SCALE

**Complete** - the stated objectives have been achieved, the project has achieved original results expanding the current state of knowledge, and the results have been documented by publications

**Incomplete** - the declared objectives have not been achieved or the published or otherwise applied results from the project (publications, or other results) are not sufficient in terms of scope and potential impact or potential response or use in solving the problems defined in the project, and are unlikely to significantly affect the development of the field. In case of EXPRO projects, the Principal investigator, co-investigator, or member of the project team did not submit an application to one of the main ERC calls.



### A project is graded **Incomplete** if:

- Not all parts of the Final Report have been received
- The provider has withdrawn from the Grant Funding Agreement, terminated it, or revoked the Decision on Grant Funding
- In case of EXPRO projects, the Principal investigator, co-investigator, or member of the project team did not submit an application to one of the main ERC calls.
- The conditions for submitting the results to the IS VaVal system - Results Information Register (RIV) have not been met

- **For a completed project the scientific part of the Final Report is evaluated only after one year after the end of the project.**

## DEFICIENCIES AND AMENDMENT REQUESTS

### Serious Misconduct

This includes, for example, long-term inactivity or any other misuse of funds. Misconduct such as misuse of funds, in particular, is grounds for a financial audit to take place, or for a proposal to have the project discontinued. In case of a completed project, this is a reason to propose "incomplete with penalty" as the grade.

### Minor Formal Shortcomings

The Investigator may be asked to provide additional information in the Interim and/or Final Report. Such request is entered into GRIS using the "Amendment Requests" tab in the project details. The Investigator will then be contacted by the relevant department of the GACR office. A member of the committee may never contact the project Investigator directly.

## ACCEPTABILITY OF PUBLICATIONS .....

It is necessary to physically check the existence of the copies of any publications and other results for the previous year of the grant project, and for the entire project period in case of the Final Report. Simply stating in the text of the Interim/Final Report that publications have been documented is insufficient. However, it is possible to request copies of the results from the Investigator, and they are also available in the annexes to the Interim Reports from the previous years.

### **Publications must meet the conditions for inclusion in the individual categories of the types of results according to the 2017+ Methodology:**

- J - peer-reviewed article in a professional periodical (journal)
- B - scientific book
- C - chapter in a scientific book
- D - article in proceedings registered in the Scopus database or in the Web of Science Conference Proceedings Citation Index



More information

<https://gacr.cz/Methodology17/>

### **Only those publications which meet the following criteria can be accepted as the result/outcome of a project:**

- the publication must be related to the project; (if the relationship of the publication to the project is not clear from the Project Proposal, it should be clear from the Interim and/or Final Project Report);
- at least one of the authors of the publication must be listed in the Project Proposal or in the Interim Report as a member of the project's research team, and must be affiliated to the Beneficiary or Co-beneficiary institution; (if the affiliation to the Beneficiary or Co-beneficiary is not present in the publication, then the publication cannot be assigned to the institution (Beneficiary or Co-beneficiary), and therefore cannot be claimed as a result of the GACR grant project);
- the publication must be accepted for publication on or after the date of the project launch; if it has not been published in its final version, the investigator must provide its DOI;

- it must be stated in the publication that the work was carried out with funding from the Czech Science Foundation stating the exact registration number of the project (e.g. The work on this paper was funded by the Czech Science Foundation grant 20-00000S; The study was funded by the Czech Science Foundation (GACR), project No. 20-00000S; The research was financed by Czech Science Foundation Grant No. 20-00000S);
- if the publication contains acknowledgements to other projects funded through targeted aid, these multiple credits must be sufficiently explained (the explanation for the multiple credits must clarify which author is acknowledging which project, what contribution each project made to the publication output of the project, and must describe factually which specific part of the publication was supported by the project - e.g. data collection, results processing, etc.);
- if the EXPRO Investigator is involved in another project as the Principal Investigator (PI), the outcomes presented in such other project shall not be accepted as an outcome of the EXPRO Project;
- the mere fact that an author whose salary is paid out of the funds of a given GACR project has contributed to the article is not a sufficient reason to accept the publication, nor is it required that an author whose salary is paid out of a GACR grant should state on publications not related to the topic of the project that the work was carried out with the financial support of the Grant Agency of the Czech Republic;
- the publication result must be correctly classified into one of the types of results defined in the existing Methodology (Jimp - an original / review article in a professional periodical, which is included in the Web of Science database with the "Article", "Review", or "Letter" flag; only articles published in journals with a non-zero impact factor registered in the WoS Core Collection database can be accepted as Jimp outputs in accordance with the evaluation guidelines defined by Methodology 17+ and GACR rules).

What matters in projects evaluation is not the quantity of outputs, but their quality!



**GACR Office Director**

**Lada Knetlová**

lada.knetlova@gacr.cz

**Department of EXPRO and JUNIOR STAR Projects**

**Josef Štolba**

josef.stolba@gacr.cz



## WHERE TO FIND US .....

**Czech Science Foundation**

Evropská 2589/33b

160 00 Prague 6

Czech Republic



## USEFUL LINKS .....

Facebook

**[facebook.com/GrantovaAgenturaCR](https://facebook.com/GrantovaAgenturaCR)**

GACR's website

**[www.GACR.cz](http://www.GACR.cz)**

GACR's grant management application

**[www.GRIS.cz](http://www.GRIS.cz)**

Tender documents

**[gacr.cz/en/tender-documents/](http://gacr.cz/en/tender-documents/)**

