

Rules for International grant projects evaluated on the Lead Agency principle (LA grants) - 2021

These Rules shall apply in cases when GACR acts in the role of “Lead” Agency.

This is only a translation of Czech version of the Rules. In case of discrepancies between Czech and English version of the Rules, the version in Czech language shall prevail.

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 accordance with the National Policy for Research, Development and Innovation of the Czech Republic, in accordance with other legislation of the Czech Republic and the European Union rules and regulations governing State support for research, development and innovation, with the aim to provide financial support to top projects of basic research in the Czech Republic, on the basis of agreements with partner grant agencies, launches a call for proposals for basic research grant projects and subsequently provides support for these projects.

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1. Purpose of the Rules

(1) These Rules for International grant projects evaluated on the Lead Agency principle (LA Grants) are elaborated in accordance with the provisions of § 7 para. (4) of Act No. 130/2002 Coll. and forms a set of documents and information necessary for the processing and submission of a grant project proposal within the group of grant projects **International grant projects evaluated on the principle of Lead Agency (LA Grants)** (GL code according to the Information System for Research, Development and Innovation) in cases when GACR will act as the “Lead” agency.

(2) The Czech Science Foundation provides targeted support according to the Act No. 130/2002 Coll. for international projects, based on the individual agreements on cooperation between the individual foreign partner grant agencies and GACR and following a mutual agreement of partner grant agencies (hereinafter referred to as “external provider”) and in accordance with Article 2 of the Charter of the Czech Science Foundation¹.

(3) Within the LA Grants group of grant projects, the providers from the participating countries join in their effort and funds to support joint projects enabling the participation of scientific teams from their countries in international cooperation in the promising and interdisciplinary topics and trends in contemporary science. Each of the providers funds only those parts of the joint international projects that are carried out by entities (individuals or scientific teams) from their country (national part of the project and international part of the project). The legal norms, internal rules and regulations governing the relevant provider are decisive for determining the conditions for granting financial support to parts of a joint international project of a participating country.

(4) These Rules use and further clarify and explain the terms used in Act 130/2002, the terms in the Act and in the rules are used in the same meaning.

(5) The rights and obligations of the provider and the organization, respectively 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 support compatible with the internal market in accordance with Articles 107 and 108 of the Treaty, Official Journal of the EU L 187 of 26 June 2014, as amended (hereinafter the “Regulation”), and the Framework for State support 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 for 2016–2020 period, approved by the government of the Czech Republic on 17 February 2016 through the resolution No. 135 (hereinafter the “National policy”) and the respective agreement on cooperation.

(6) These Rules are published at the website of the Czech Science Foundation <http://www.gacr.cz>, for the entire duration of the period for submission of proposals and the evaluation period.

2. Information on the group of grant projects

The group of **International grant projects evaluated on the Lead Agency principle (LA Grants)** grant projects with identification code “GL”, approved by Government Resolution No. 572 from 31 July

¹ The Charter of the Czech Science Foundation is available at the website <http://www.gacr.cz>.

2013, as amended by Government Resolution No. 736 from 14 October 2019, is focused on the projects in basic research and all categories of beneficiaries according to Article 2.1. para. (4) and (7) of these Rules may participate. The condition for admission of the proposal of the grant project is to fulfil all conditions defined in these Rules. Evaluation of the proposals of grant projects will be carried out based on the individual agreements on cooperation concluded between individual partner grant agencies and GACR and following a mutual agreement of partner grant agencies, therefore as international evaluation according to § 7 para. 4 of the Act on the Support of Research, Experimental Development and Innovation), i.e., the projects selection will be carried out at the international level. Within the CEUS initiative, it is possible to submit bilateral and trilateral projects. Joint international project must demonstrate the elements of justified cooperation between teams, added scientific values of the joint research, scientific work of both research terms must be closely connected.

Within the bilateral and multilateral framework for LA cooperation, the main criterion for determining the “Lead” Agency will be set out in international memoranda. The main criterion is the budget of the international team that submits the project proposal. Based on this “Lead” criterion, scientists designate a national LA agency that shall evaluate the project proposal.

For CEUS projects, the criterion for determining the Lead Agency is the following:

- Bilateral projects: at least 40% of the total project costs must be requested from the Lead Agency.
- Trilateral projects: at least 25% of the total project costs must be requested from the Lead Agency.

2.1. Basic information and definition of terms

(1) **Grant project** within the LA grants group shall be understood as a basic research project in which the organization sets its own aims and methods in the scientific fields laid down by the Charter of the Czech Science Foundation (the breakdown of such into evaluation panels is listed in Attachment 1 of these Rules):

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

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

(3) **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 aims formulated by the organization, that are required to evaluate its scholarly benefit, quality and feasibility. The project proposal also contains the further information required as per these Rules and the related legislation that are necessary for the provision of support.

(4) **Research organization** (hereinafter “organization”) shall mean a legal entity based in the Czech Republic, organizational unit of the State or self-governing territorial unit, or organizational unit of the Ministry of Defence or Ministry of the Interior, which is engaged in research and experimental development and which is applying for provision of targeted support by submitting a project proposal. The participation of organizations based outside of the Czech Republic is governed by the provisions of Section 18 para. (11) of Act No. 130/2002 Coll.

(5) **Research co-organization** (hereinafter “co-organization”) shall mean legal entity based in the Czech Republic, organizational unit of the State or self-governing territorial unit, or organizational 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 organization for part of the project proposal and is applying for provision of targeted support. Participation of co-organizations based outside the Czech Republic is governed by the provisions of Section 18 para. (11) of Act No. 130/2002 Coll. The co-organization must be an entity separate from the organization (in the case of a legal entity, with a different Registration Number).

(6) **Applicant** (or **co-applicant**) shall mean the natural person responsible to the organization (or co-organization) for the professional quality of the project proposal; they must be in an employment or a similar relationship (but not in a labour-law relationship based on an agreement on work performed outside of employment) with the organization (co-organization) or such a relationship must be established no later than on the date the grant project begins. Each project proposal must include the applicant (co-applicant). After a contract has been concluded or a decision to provide support is issued, the applicant (co-applicant) becomes the **investigator** (or **co-investigator**) for the grant project. The applicant also acts as **coordinator (coordinating applicant)** of the whole international project team in the meaning of the respective agreement on cooperation. **External applicant (subsequently investigator)** shall be a natural person responsible for the professional quality of the international part of the project proposal, which is submitted as an application for support in the call for proposal that the external provider has announced based on the signed international agreement with GACR. External applicant (and subsequently investigator) cannot be in an employment relationship in the meaning of Part Two of Labour Code with any Czech institution. External applicant also acts in the role of **correspondent (corresponding applicant)** in the meaning of the agreement on cooperation.

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

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

to article 1 (5) a) of the Regulation is the beneficiary based outside the Czech Republic required to have a branch established in the Czech Republic to the date of the payment of the subsidy.

(9) **Professional co-workers** (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 co-workers** (students or postdocs) participate in carrying out a grant project scientifically, this fact is to be included in the project proposal or in interim or final report, in the project proposal, it is possible to fill these persons in under shortcuts as S1, ..., Sn, or PD1, ... PDn, (**student** shall mean a person enrolled in the respective academic year for study according to Section 61 of Act No. 111/1998 Coll²; a **postdoc** shall be a person being awarded Ph.D. degree or its equivalent no more than 8 years before the date of the project launch, for persons taking care of minors, this limit does not include periods spent on maternity and parental leave; for persons who have had a long-term illness, the period of incapacity for work is not included).

(10) **Other collaborators** (e.g. technical staff) are other 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 support** (subsidy) for carrying out a grant project is provided in the form of a subsidy to natural persons or legal entities, or eventually an increased expenditures 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 project proposals and the fulfilment of the conditions laid down by Act No. 130/2002 Coll. Targeted support is designated solely to cover approved costs.

(12) **Approved costs** shall mean the eligible costs or expenditure³ that the provider approves, and which are defined in the agreement or decision on provision of targeted support 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, investment costs and material costs.

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

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

² Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), as amended.

³ Section 2 (2) (I) of Act No. 130/2002 Coll., on the support of research and development from public funds and on the amendment to some related acts (the Act on the Support of Research and Development), as amended.

2.2. Eligibility requirements for organizations and methods of demonstrating eligibility

(1) **Eligibility** for carrying out the proposed grant project is demonstrated by the organization in accordance with § 18 (2) of Act No. 130/2002 Coll., **when submitting a project proposal**, as following:

a) professional prerequisites to carry out the grant project pursuant to the provisions §18 para. (2) a) of Act No. 130/2002 Coll., are demonstrated by the organization in the project proposal in section dealing with the justification of the project proposal. The Provider shall assess these prerequisites with regard to the nature of the project proposal, taking into account the content of the project proposal and its financial scope according to the criteria specified in these Rules;

b) licence to carry out activities according to the provisions of § 18 para. 2 b) of the Act No. 130/2002 Coll., is to be submitted by the organizations that are not a public higher education institution, pursuant to the provisions of Annex 1 to Act No. 111/1998 Coll., a public research institution⁴, or a person established under another generally binding regulation, or under published decision, in the form of a business license or other required license; if carrying out the grant project demands another required license according to a special legal regulation⁵, every organization shall submit this license, irrespective of their legal form⁶.

c) eligibility according to the provisions of § 18 para. 2 (c) to (f), (h) and (i) and for natural persons also according to para. 2 g) of Act No. 130/2002 Coll., is demonstrated by the organization with the solemn declaration (according to Attachment 2 of these Rules). The eligibility according to the provisions of § 18 para. 2 e) and f) of Act No. 130/2002 Coll. in the case of legal entities, is proved for persons performing the function of the statutory body of the organization or its member (or all members of the statutory body) with the exception of persons, for whom the conditions of executing the function of the statutory body or its member stipulated by other legal provision (e.g. Act No. 341/2005 Coll., on public research institutions, as amended), are similar eligibility conditions as those stipulated in provision § 18 par. e) and f) of Act No. 130/2002 Coll.

(2) Organization with which a contract for targeted support provision shall be concluded or to which favour a decision on support provision shall be issued, is obliged to submit a certified copy, not older than 90 calendar days, at the provider's request, the incorporation papers, the founding documents or other evidence of establishment or foundation, provided that these information about the organization cannot be found in any public administration information system.

⁴ Public research institutions established under Act No. 341/2005 Coll., On Public Research Institutions, as amended.

⁵ E.g. Act No. 246/1992 Coll., on the protection of animals against cruelty, as amended; Decree No 419/2012 on the protection of laboratory animals, Act No. 18/1997 Coll., on peaceful use of nuclear energy and ionizing radiation (Atomic Act), Act No. 263/2016 Coll., Atomic Act, Act No. 78/2004 Coll., on the use of genetically modified organisms and genetic products.

⁶ E.g. if carrying out the grant project requires „license to use laboratory animals“, the organization must supply „license to use laboratory animals“ during the tender period (former accreditation of user equipment) with effect at least until the start of carrying out the project.

(3) Organization with which a contract for targeted support provision shall be concluded or to which favour a decision on support provision shall be issued, that is not a public higher education institution, a public research institution, or a person established according to another generally binding provision or published decision, shall prove eligibility **before concluding a contract or issuing a decision** according to the provisions of § 18 para. 2 b) of Act No. 130/2002 Coll., with a certified copy, not older than 90 calendar days, of license to carry out the activity^{7,8}, if it is intended to perform such activity during project investigation.

(4) Provider shall request the necessary cooperation from the organization, concerning the provision of data necessary for submitting a request for an extract from the Criminal Register.

(5) Organization, that is a legal entity, submits in accordance with provisions under § 14 para 3. of Act No. 218/2000 Coll., on budgetary rules and on amendments to certain related acts (Budgetary Rules), as amended, in the form of declaration on honour of information about identification of:

- a) persons acting on its behalf, stating whether they act as its statutory body or they act on the basis of the granted power of attorney;
- b) persons holding a share in this legal entity;
- c) persons, in which the organization holds a share, and of the amount of that holding.

(6) Should an organization submit more than one project proposal in a public tender, the eligibility will be proven for all project proposals at once:

- a) at the stage of project proposals submission in accordance with Article 2.2. para. (1) and (5) and Article 6 para. (3) to (7) of this tender document, and
- b) at the stage before signing a contract or issuing a decision on support provision according to Article 2.2. para. (2) to (4) of this tender document.

(7) Organization established outside the Czech Republic, that fulfils the conditions stipulated in § 18 para. 11 of Act No. 130/2002 Coll., proves its eligibility according to the provisions of § 18 para. 2 c) to f) with a solemn declaration. Concurrently, such organization is obliged to prove, before the conclusion of the contract on support provision at the latest, that the establishment or the branch of the legal entity with its registered office in a member state of the European Union, that is located in the Czech Republic, meets all eligibility requirements according to the provisions in § 18 of Act No. 130/2002 Coll., similarly as an organization based in the Czech Republic.

(8) Eligibility shall be demonstrated in full extent, i.e. to fulfil all the requirements and for all persons, whose eligibility shall be demonstrated (especially with the statutory bodies of legal entities).

⁷E.g. Act No. 455/1991 Coll., on Trade Licensing (Trade Licensing Act), as amended; Act No. 246/1992 Coll., on the protection of animals against cruelty, as amended; Decree No. 419/2012 Coll., on the protection of laboratory animals.

⁸ E.g. in case the grant project requires „authorization to use laboratory animals“, the applicant must supply „authorization to use laboratory animals“ during the tender period (former accreditation of user equipment), with effect at least until the beginning of carrying out the project.

If the eligibility is not demonstrated in full extent or if the eligibility conditions are not met, such a fact justifies the exclusion of the project proposal from the public tender.

(9) The forms of solemn declaration as stipulated in Act No. 130/2002 Coll. and Act No. 218/2000 Coll., are available on the provider's website at <http://www.gacr.cz>. The solemn declaration must be filled in accordance with the instructions and dully signed.

(10) The solemn declaration and other documents as stipulated in Article 2.2 para. (1) and (5) of these Rules are submitted during the tender period in paper form by post or in person to the GACR filing office located at the address Evropská 2589/33b, 160 00 Praha 6, in an envelope marked "Eligibility" or signed with a recognized electronic signature under a special legal regulation⁹ into the provider's data mailbox „a8uadk4“.

(11) Organizations that are not public higher education institutions, public research institutions, or persons established according to another generally binding regulation or published decision shall submit together with solemn declaration a business license or another required license.

(12) Another required license under a special legal regulation shall be submitted if required by the grant project. In this case, all organizations submit copies of these licenses, regardless of their legal form, as attachments to the project proposal. These attachments are attached in the application with the project proposal, are not part of the application-generated PDF file containing the project proposal and are not delivered via data mailbox.

2.3. Period for submission of project proposals, announcement of results and expected date of project launch

(1) The deadline for the submission of project proposals starts to run on the day after the date of the announcement of the call for proposals and its length is specified in the announced conditions of the call for proposals and is also attached to these Rules.

(2) The evaluation period is the period during which the provider arranges for evaluation of the project proposals and decides on and announces the results. The evaluation period begins the day following the end of the period for submission of project proposals and its length is stated in the conditions of the call for proposals and it also forms an attachment to this tender document.

(3) Evaluation of project proposals ends with the announcement of the results. The provider announces the 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 1st January 2021 and the date of completion 31st December 2023.

(5) It is not possible to submit as LA Grants projects from other group of grant projects announced in separate public tenders.

⁹ Act No. 297/2016 Coll., on services creating trust for electronic transactions, as amended.

3. Conditions for submission of proposals

(1) Proposals may only be submitted in the call for proposals under the conditions defined by Act No. 130/2002 Coll. and these Rules. Condition is the submission of the joint project proposal elaborated jointly by Czech and external participant from the country of partner grant agency. To fulfil the conditions of LA project, it is necessary that the external applicant submits the proposal at the same time to the external provider with whom the Czech Science Foundation has concluded an agreement. Proposals of LA Grant projects that will be submitted to partner grant agencies will be evaluated according to internal rules of the respective partner grant agency and in such manner that is set out by this partner grant agency. Proposals of LA Grant projects that will be submitted to partner grant agencies will be evaluated as international according to § 7 para. 4 of the Act. The call for proposals of LA Grants projects is announced by partner grant agency and project proposals are submitted according to its rules and in the manner set out by partner grant agency.

(2) The project proposal is an application by the organization for provision of targeted support in the form of a subsidy or in the form of an increase in the expenditure of an organizational unit of the State or self-governing territorial unit or organizational 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 organization 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 support for the project and which affect its legal status or information required to demonstrate eligibility, or information which could influence the evaluation of the project, within 7 calendar days from the day that the organization learned of such facts. In case the changes could influence the course of the evaluation (i.e. they are changes to those parts of the project proposal that are the subject of evaluation under Articles 4.2. to 4.4. of these Rules), the discipline committees shall state whether such a fact provides a ground for excluding the project proposal from the evaluation and the Provider's Presidium shall decide whether to keep or exclude the public proposal from the evaluation. Substantial changes of the project proposal, in particular changes of the applicant, project aims and subject, are not permitted and always justify the exclusion of the project from the public tender.

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

(5) Organizations have no right for compensation for costs associated with their participation in the call for proposals.

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, or according to the citation practices of the given field. Use of reproduced text without citation is a gross violation of the respected standards of academic work and the conditions of these Rules and provides grounds for exclusion of the project proposal from the evaluation.

(2) LA Grant is a scientific project in the field of basic research, the scientific aim (aims) and methods of which the organization (applicant) sets in the project proposal.

(3) Only one organization may be stated in the project proposal.

(4) Single person can participate within one call for proposals in the given calendar year only in one project in the role of applicant and in one project in the role of co-applicant. Applicant or co-applicant of the LA project may in the given calendar year participate also in the tenders announced by GACR for standard and international bilateral projects, in maximum one project in the role of applicant and maximum one project in the role of co-applicant.

Violation of this condition shall result in the exclusion of all project proposals, in which this applicant or co-applicant is stated in one of these positions.

If the applicant or co-applicant of LA project participates in the given calendar year as applicant or co-applicant also in a tender for support of EXPRO project or JUNIOR STAR projects, in the event of success in the call for proposals and also in the EXPRO or JUNIOR STAR tenders, it may participate only in the implementation of EXPRO or only of JUNIOR STAR or only of LA project of GACR (in the role investigator or co-investigator).

(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 a project proposal to be such a proposal that is created in 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 finalization in the application, the project proposal will be affixed with an electronic seal, thus it may no longer be altered in any way. The electronic seal ensures for the project the proof of origin of each received document (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 texts 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 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 may 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 excluded. Only attachments specified in Article 3.2 para. (18) of these Rules and which are required for the given project shall be attached to the project proposal in the application. Attachments are to be submitted in the application in PDF format. Only the project proposal generated by the application without attachments is delivered by data mailbox, as a PDF file, containing the project proposal with the watermark FINAL and a file name containing the characters "_CZ_f.pdf".

(6) As part of the call for proposals only a complete project proposal marked FINAL may be submitted. Incompleteness of the project proposal or submission of anything other than the version marked in this manner is a reason for its exclusion from the evaluation.

(7) By submitting a project proposal, the organization confirms that it is familiar with the tender document and undertakes to abide by the provisions thereof, in particular that:

- a) the applicant is in an employment relationship with the organization or such relationship will be established no later than the date of the grant project launch;
- b) undertakes to fulfil all obligations of the beneficiary arising from the Act No. 130/2002 Coll., these Rules and the concluded contract or the issued grant decision;

- c) it shall ensure that following conclusion of the agreement on grant project support, the investigator shall fulfil all obligations, especially being responsible 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 Rules, 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 these Rules, and if applicable that they will proceed in accordance with the provisions of Article 7.5. of these Rules;
- (e) all co-organizations, applicant, co-applicants and professional and other co-workers stated in the project proposal have been acquainted with the substantial content of the project proposal as well as the financial requirements specified therein, and with the Rules;
- f) before submitting the project proposal, it has ensured the consent of the aforementioned persons to participating in carrying out the grant project, stated in the project proposal;
- g) it has not accepted, is not accepting and will not accept support 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 applicant or co-applicant is participating under different grant or programme projects is different from this project proposal and the proposed scope of work allows the applicant or co-applicant to work on all their projects;
- i) it consents that the data stated in the project proposal were 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 case an agreement is concluded or a decision on support provision issued for carrying out the grant project, it shall be governed during the project by the conditions for carrying out grant projects stated in Article 7 of these Rules;
- k) it ensures, after the conclusion of the contract on grant project support, that the grant project is co-financed in accordance with the submitted project proposal.

(8) The organization acknowledges the fact that in case of failure to meet the conditions stipulated in para. (7) of this article, the project proposal shall be excluded from the evaluation, or that failure to meet these conditions may become a reason for termination of the agreement on grant project support without notice.

3.2. Project proposal

(1) 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 aims of the grant project formulated by the organization that are required to assess its scholarly benefit, quality and feasibility.

(2) Project proposal consists of the following forms: Part A – basic identification data and abstract and scientific aim (aims of the project); Part B – overall financial items, breakdown of financial items, including justification of individual items, and a detailed definition of personnel costs; Part C (C1 and C2) – justification of the project proposal; Part D (D1 and D2) – information on the applicant and

co-applicants; and Part E – information on other projects of the applicant and co-applicants carried out with public support under Act No. 130/2002 Coll. and Part B Financial Plan.

(3) All interested applicants, Czech and foreign, will elaborate and submit only one grant project proposal based on the call of individual partner grant agencies according to the Rules mutually agreed between the partner grant organizations. The joint international project must demonstrate elements of justified cooperation between the two teams, the added scientific value of joint research, and the scientific work of both research teams must be closely linked. Failure to meet this condition is a reason to exclude the project proposal from the evaluation.

Unless stated otherwise, the project proposal is completed in English.

(4) **Part A – basic identification data** 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 GACR);
- b) designation of the relevant evaluation panel according to Attachment 1 of these Rules corresponding to the general content specification of the evaluation panels published 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 transfer to a discipline committee is not permitted); in case the project proposal has 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 registration number of the proposal of international part of the project (not to be filled in if unknown);
- d) the basic information on the applicant, organization and potentially co-applicants and co-organizations; mandatory information is the personal identification number – or date of birth for foreigners – of the applicant and all co-applicants, and the Organization Registration Number ("Reg. No.") of the organization and all co-organizations; providing an incorrect personal identification number or Reg. No. is a reason to exclude the project proposal from the public tender;
- e) identification of external applicant, organization and provider;
- f) scientist’s identifier; the ResearchID listed by the WOS database, Scopus Author ID or ORCID;
- e) the title of the grant project in Czech and in 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 GACR by the same organization or as another project being conducted or completed with support 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 organization;
- f) the project duration in years and date of launch of the grant project;

g) the codes characterizing the grant project classification according to the IS R&D – CRP and OECD fields, according to Attachment 3a and 3b to this tender document;

h) keywords in Czech;

i) keywords in English;

j) if the grant project includes activities requiring special authorization under special legislation (see § 18 para. 2 (b) of Act No. 130/2002 Coll.), it is obligatory to include a copy of the relevant authorizations (e.g. for clinical tests, an opinion of the ethics committee must be attached, for handling of breeding or experimental animals, a valid "authorization to use experimental animals" must be attached¹⁰).

(5) Part A – abstract and scientific aim (aims of the project) shall include:

a) abstracts in Czech and English expressing the substance 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) scientific aim (aims of the project) in Czech and English (max. 300 characters including spaces for each language version);

c) if it is possible to include the scientific aim (aims of the project) in any priority areas (or sub-areas) of National priorities of oriented research, experimental development and innovations¹¹, applicant will state the corresponding area and sub-area (in accordance to their appropriate number).

(6) Part B – total funding shall contain a proposal of the total 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 Coll. and the ensuing Description of Data for IS R&D – CRP;

c) total costs requested from the provider (proposed amount of support), broken down into items of basic structure and broken down by individual project years;

d) proposed level of support expressed as a percentage; the support level corresponds to the level of support requested from the provider from the targeted expenditure of GACR as a proportion of the total grant project costs.

(7) Part B – breakdown of financial items shall be filled out in Czech separately for the organization and for each co-organization. All funding shall be listed as integer values

¹⁰ E.g. should the grant project require "authorisation for the use of laboratory animals", the organization must provide an "authorisation for the use of laboratory animals" within the tender period (formerly accreditation of user facilities) with a validity of at least until the start of the project.

¹¹ 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.

in the thousands CZK. Using a different way of stating the financial requirements shall be a reason for excluding the project proposal from the evaluation. 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 GACR, funds from other public sources (e.g. including institutional funds from the state budget for research, development and innovation, from other budget sources of the Czech Republic, 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 these Rules) and material costs (according to Article 3.3.3. of these Rules).

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

- a) employee's wage or salary as per Article 3.3.1 para. (5) (a) or b) of these Rules for the applicant or co-applicant and their professional and their professional and other professional co-workers (see Article 2.1 para. (9) of these Rules); for each of these employees with the possible exclusion of other professional co-workers the name and surname shall be included, if applicable, for other professional co-workers, the identification of the person as a student or a postdoc shall be included;
- b) the workload (average annual full-time equivalent) for the individual employees listed under letter a) of this paragraph under project implementation;
- c) the aggregate wage or salary as per Article 3.3.1 para. (5) letter (a) of these Rules overall for the other co-workers;
- 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) letter (b) of these Rules; agreements on work performed outside of employment (other personnel costs); for professional co-workers the name and surname shall be listed (see Article 2.1 para. (9) of this tender document); for the other professional co-workers shall be included designation of a person as a student or a postdoc.

(9) The form **Part B – justification for financial items** is to be filled out separately for the organization and each co-organization. Information is provided for the entire duration of the project. Each cost item must be specified and justified, including in the case that funding from other sources according to Article 3.2 para. (7) letter (b) and para. (8) of these Rules is being proposed. If all cost items are not 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) investment cost, including Classification of production CZ-CPA;
- e) the justification of personnel costs must include the following for each person:
 - 1. their form, workloads (FTE or number of hours) appropriate to their part in the expected grant project output;
 - 2. the amount of personnel costs according to Article 3.3.1 para. (5) of these Rules.

(10) **Part C1 – justification of project proposal** contains a file created outside the application in PDF format and with a maximum size of 6 MB that is inserted into the application in a manner similar to the project proposal attachments. The maximum size of this part is 15 pages of A4 format using a standard font¹². Adding any other attachments than listed in Article 3.2. para. (18) of these Rules is considered as exceeding the maximum extent. Failure to meet these conditions shall be a reason for the exclusion of the project proposal from the evaluation. The justification must clearly present the aims, intentions and provide sufficient information to evaluate the project proposal in accordance with the basic criteria for evaluating project proposals. Part 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 description of the existing contribution of the applicant to the research in a given or thematically close issues;
- b) a statement of the substance and currency of the grant project, its aims, methods including conceptual and methodical procedures, a detailed schedule and project phases. The project stages and accomplishment of each aim must be associated with expected results;
- c) a precise justification of both parts of the project budget (Czech and foreign);
- d) description and justification of the need and benefit of cooperation with the external applicant, precise division of research work between the two partners;
- e) current and planned cooperation in the project of the applicant with the external applicant and foreign scientific institutions;
- f) if a co-applicant is mentioned in the project, a justification of the need for its participation in the project, its contribution and a detailed description of its contribution to the implementation;
- g) information on the readiness of the applicant, co-applicants and their workplaces and the external applicant, on the equipment of the workplace to be used for the project, and on the possibility of collaboration;
- h) description of the team: justification of participation of all co-applicants, professional, other professional and other co-workers, defining their contribution to the solution of the issue, including the anticipated working capacity of individual workers;
- i) references to the literature used.

¹² I.e. 11 point font with single spacing.

(11) The information for Part C1 listed in Article 3.2 para. (11) of these Rules may be supplemented by information based on the specific focus of the given project.

(12) **Part C2 – expected project results** contains a verbal description of the result types defined in Attachment 4¹³ of these Rules which are expected to be published within carrying out the grant project (articles in significant international journals, monographies, articles in international proceeding etc.).

Only publications in distinguished international journals or articles in other journals published in the monitored period and selected among ISI Highly Cited, other publications in IF journals, articles in Proceedings of important international conferences, monographs or chapters in books published by prestigious international publishing houses, shall be accepted.

(13) **Part C3 – international cooperation** contains description in words (added value) of the international cooperation when carrying out the project.

(14) **Part D1 – CV of the applicant and co-applicant and external applicant** contains a file created outside the application in PDF format and with a maximum size of 1 MB that is inserted into the application in a manner similar to the project proposal attachments. The applicant and co-applicants shall include: a brief structured professional CV which shall contain a list of activities from the last 5 years in the field that will be the subject of the grant project (if necessary, this information shall be included for the professional co-workers as well). The maximum size of this part is two pages of A4 format using a standard font¹⁴ (if applicable, additional 2 pages for each co-applicant). Adding any other attachments than listed in Article 3.2. (18) of these Rules is considered as exceeding the maximum extent. Failure to meet these conditions shall be a reason for the exclusion of the project proposal from the public tender.

The maximum extent of the CV referred to in this paragraph does not apply to the CV of the external applicant.

(15) In **Part D2 – bibliography of applicant and co-applicant**, the applicant and co-applicants shall state the following information:

a) complete bibliographic information in the format of ČSN ISO 690 (or other citation practices in the given field) on five significant results of their scientific and research activity (e.g. journal publications, monographs they originated, etc.) that they consider essential and a short summary of their contribution in achieving the results; for each result they shall include the number of citations excluding self-citations determined using Web of Science¹⁵ or SCOPUS¹⁶; for each article in an impact-rated journal monitored in these databases they shall state the impact factor¹⁷ of the journal valid at the time of publishing; the number of citations found in other databases may also be included, or that of another methodology recognized in the given field (must be briefly described);

¹³ In case of the Jost result type, it is also necessary to give the name of the journal in which the research team expects to publish the project results.

¹⁴ I.e. 11 point font with single spacing.

¹⁵ ISI Web of Science (<http://wokinfo.com>)

¹⁶ SCOPUS (<http://scopus.com>)

¹⁷ Impact factor in the case of Web of Science database; SJR in the case of SCOPUS database.

b) the total number of results over the last five years, possibly over a longer period, extended by career breaks (mainly due to maternity, parental leave, long-term illness or other serious work disabilities), broken down by type of results as defined in Definition of types of results (see separate Attachment No. 4 Methodology of evaluation of research organizations and targeted support programs¹⁸);

c) Web of Science or SCOPUS; the number of citations (self-citations included) found in other databases can also be included, or that of another methodology recognized in the given field (must be briefly described);

d) H-index according to Web of Science (not required for professionals working in the selected fields of social sciences and humanities¹⁹);

e) training and educational activities, number of educated and currently supervised Ph.D. students and students of master and bachelor studies;

f) a list of invited lectures at established international conferences over the last five years; possibly for a longer period, extended by career breaks (in particular due to maternity, parental leave, long-term illness or other serious work-related obstacles);

g) significant awards received by the applicant, including membership in foreign scientific organizations, membership in the editorial boards of distinguished foreign journals, membership in scientific committees of established international conferences;

h) a maximum of five projects that the applicant has obtained in the past (the provider and the amount of the financial subsidy for the parent workplace in thousands CZK shall be mentioned), a short summary of the topic.

i) information on membership in evaluation panels or discipline committees of the Czech Science Foundation or in evaluation panels of foreign grant providers (processing the reports of individual project proposals is not included).

(16) Part E – information on other projects of the applicant and co-applicants carried out with public support under Act No. 130/2002 Coll. shall include information on:

1. all projects with similar topics carried out according to Act No. 130/2002 Coll. with targeted support provided from providers other than GACR in which the applicant or co-applicants are participating in carrying out at the time the project proposal is submitted or in which they have participated in the last three years and in what role (investigator, co-investigator, professional co-workers); furthermore, similar information should be provided on applications for targeted support for projects in which the applicant or co-applicant are taking part;

2. all GACR projects which the applicant or co-applicants are taking part in carrying out at the time the project proposal is submitted and in what role (investigator, co-investigator, professional co-worker); furthermore, similar information should be provided on applications for targeted support for projects in which the applicant or co-applicants are going to be taking part in and in what role (investigator, co-investigator, professional co-worker);

¹⁸ Definition of types of results (<http://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796>).

¹⁹ See Attachment 3 (a), field groups: AA, AB, AC, AD, AE, AG, AI, AJ, AL, AM

3. all GACR projects in which the applicant or co-applicants took part in carrying out over the past three years and in what role (investigator, co-investigator or professional co-worker).

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 ad 1 or the registration number, number of the discipline committee, unabbreviated project title and duration (from – to) for projects ad 2 and 3;
- c) name of organization/beneficiary;
- d) role of applicant or co-applicant in the project;
- e) the amount of requested/received support for the whole duration of the project being/to be used by the organization or co-organization for their activity carrying out the project;
- f) workload (FTE) of the applicant (co-applicant) for carrying out the individual projects, even if the support did not include wage;
- g) description of the relationship between the project for which information is being provided and the submitted project proposal (especially a description of the topic, aims, results and research team, etc.).

Failure to meet these obligations or providing of incomplete information shall be a reason for exclusion of the project proposal from the evaluation.

(17) **Part B Financial Plan** contains funds in EUR requested from the external provider to carry out international grant project. Total costs requested for the international part of the project broken down into operating, investment, travel, personnel and additional costs are included.

(18) Only the following documents may be **attachments to the project proposal**:

- a) copies of the special authorizations as per special legislation pursuant to Article 3.2. para. (3) (l) of these Rules;
- b) a list of the foreign workplaces to which it would not be suitable to send the project proposal for evaluation including justification therefor;
- c) offer of supplier identification, subject of supply and preliminary price pursuant to Article 3.3. para. 4 of this tender document, if the project proposal requires supply or supplies from a single supplier with total value over 500,000 CZK over the whole duration of the grant project; or a framework contract if the tenderer has concluded a framework contract for the requested type of supply;

d) power of attorney to a third party to submit the proposal, if the organization 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);

e) agreement on joint intent – confirmation of foreign cooperation or promise to perform necessary tasks at a foreign workplace;

f) comparison of requested costs at individual partner agencies within the framework of CEUS cooperation (CEUS Comparative cost overview of national project parts).

Adding any other attachments than listed above shall be a reason for exclusion of the project proposal from the public tender.

3.3 Definition of eligible cost items

(1) Targeted support may only be provided for activities defined in the project proposal. For bilateral projects, at least 40% of the total project costs must be requested from the “Lead” Agency. For trilateral projects, at least 25% of the total project costs must be requested from the “Lead” Agency

(2) Only costs or expenditures (hereinafter “costs”) that are defined by the provisions of § 2 para. 2 (k) of Act No. 130/2002 Coll., which are specified in these Rules under Articles 3.3.1 to 3.3.3 and which are directly – both substantially and in time – related to carrying out the grant project, are eligible.

(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 500,000 CZK 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. In the event that the organization has concluded a framework contract for the required type of delivery, this framework contract instead of offers shall be attached.

(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 § 23 para. 7 of Act No. 586/1992 Coll., on income tax, as amended) with the beneficiary, other project participant, investigator, co-investigator or professional co-worker taking part in carrying out the grant project. Supplies realized 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 rate of support. The decision on the final amount of allowed costs and rate of support for the allowed costs lies with the provider, based on the evaluation of the project proposal.

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

- a) profit;
- b) value-added tax (applies 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 with subsequent purchase;
- 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 standard 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. para. (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, highly specialized laboratories and venues for holding short-term events with academic output as stipulated in Article 3.3.3. para. (4) of this tender document;
- c) costs for furniture and other non-specialized equipment for workspaces;
- 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 journals 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, renting and using electronic information databases;
- i) costs for the repair or maintenance of rooms; costs for the construction or 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 (applicants, co-applicants, professional co-workers, professional and other professional 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 § 134 of the Labour Code, targeted remuneration under § 134a of the Labour Code and other similar remuneration shall not be considered as a part of the wage or salary, including variable components, convalescence leave pay and temporary incapacity compensation (hereinafter "wage"). Failure to meet this condition shall be a reason for exclusion of the project proposal from the public tender.

(3) Zero workload (FTE) is not permitted. Failure to meet this condition shall be a reason for exclusion of the project proposal from the evaluation. The sum of all workloads (FTEs) allocated for all projects supported by GACR may not exceed 1.00 for a single employee. The recommended workload on the project (FTE) is at least 0.20 for applicant and at least 0.10 for co-applicant. The applicant (subsequently the investigator) is assumed to spend the time in the applicant's workplace (subsequently the beneficiary) when carrying out the project corresponding to the amount of their workload.

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 wages as per para. (2) of this article for those employees carrying out the grant project based on an employment contract, in the amount corresponding with the workload in conducting the project. In such a case the subsidy requested in the project proposal can reach up to the amount of gross salary or wage of the employee (prorated based on the employee's FTE), however, a maximum of 60,000 CZK per calendar month (prorated according to the employee's workload);

b) for the payment of commitments from agreements on work performed outside of employment that were concluded exclusively for conducting the grant project, the subsidy for the payment of obligations arising from agreements on work performed outside the employment relationship can reach up to the amount of remuneration from this agreement, however, no more than 400 CZK/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 applicant, co-applicant and professional co-workers 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) of these Rules), other professional co-workers shall be designated as student or postdoc, as well as the workload (FTE) and the corresponding amount of requested subsidy. For other collaborators, only the workload (FTE) and corresponding amount of required subsidy shall be stated.

3.3.2 Costs for procuring tangible and intangible assets (hereinafter the “investment costs”)

(1) 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 purchase price is higher than **40,000 CZK** 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 purchase price is higher than **60,000 CZK** and the period of use is longer than one year) which are necessary for carrying out the grant project and are purchased and used in the direct connection with the grant project may be included among the eligible costs.

(2) In the case of acquiring tangible fixed assets (the purchase price is higher than 40,000 CZK and the operational-technical function is longer than one year) and of acquiring intangible fixed assets (the purchase price is higher than 60,000 CZK and the operational-technical function is longer than one year) with the operational-technical function longer than the period for which the assets are to be used for carrying out the grant project, the amount of eligible cost shall be established at most in the amount of the depreciation with the formula: $U(N) = (A/B) \times C \times D$, whereby $U(N)$ is the eligible costs, A the period for which the assets are to be used for carrying out the project, B is the period of operational-technical function (in accordance with Act No. 563/1991 Coll., on accounting, as amended, and Act No. 586/1992 Coll., on income tax, as amended; if the operational-technical function determined by these regulations differs, the longer operational-technical function is to be used for the purpose of determining the amount of the eligible costs), C is the purchase price of the equipment and D is the percentage of its use for the grant project.

(3) In the case of acquiring tangible and intangible fixed assets with the operational-technical function 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 similar formula in para. (2) of this article.

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

(5) Subsidy allocated to expenditures on obtaining tangible and intangible fixed assets, which is essential for the carrying out the project, must not be higher than 10% of the total subsidy allocated to approved costs as per Article 3.3.1 and 3.3.3 para (2) to (5) of these Rules for the whole duration of the project as stated in the agreement, or in the decision, respectively, on provision of targeted support.

3.3.3. Material costs

(1) The material costs that can be included among eligible costs are 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 laboratory material, acquisition of minor tangible assets as per Article 3.3.2 para. (4) of these Rules 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 § 173 to 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, co-investigator, professional and other collaborators. These are costs incurred exclusively in direct connection with the grant project including working 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. para. (4) of these Rules 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 venues 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. para. (8) letter (d) of these Rules; other costs such as exchange rate losses, bank fees, taxes and fees tied exclusively to the grant project.

(5) Following costs are considered eligible: patent and license 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, solely for the period during which the industrial property rights are exercised for conducting the grant project (for the duration of the grant project at the longest). 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: $U(N) = C \times D$, where 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 substantial and time connection to carrying out the grant project assuming their expenditure contributed to realization of

the project (e.g. administrative costs, costs for infrastructure, or other costs incurred during carrying out the project). The maximum amount of subsidy for additional (overhead) costs is 25% of the total approved subsidy for total approved costs listed under Article 3.3.1. and 3.3.3. para. (2) to (5) of these Rules, listed in the contract or decision on provision of targeted support. If no additional (overhead) costs are requested in the project proposal, they may not be included among the eligible costs.

4. Method of admission and selection of project proposals

(1) Evaluation of the project proposals will be carried out at international level according to § 7 para. 4 of the Act.

(2) Project proposal cannot be changed or supplemented after the deadline for project proposals submission.

(3) Evaluation of the project proposals shall not start earlier than on the day that follows the day of deadline for project proposals submission.

(4) Upon completion of the evaluation at the level of individual partner grant agency, all partner grant agencies will inform each other of the outcome of the evaluation of each project and decide by mutual agreement on the projects recommended for funding. Each participating partner organization will have the right of veto, i.e. the right to decide that the project selected by the LA agency for funding will not be funded (e.g. in case of lack of funds).

(5) The resulting ranking will be approved by the GACR Presidium and on its basis (and according to the allocated amount for the given group of grant projects) funds will be distributed. The evaluation of project proposals is completed by the announcement of the results.

4.1. Admission of project proposals

(1) Admission of project proposals is provided by the project proposals' admission committee, which evaluates in compliance with the following conditions:

a) compliance with the deadline for submitting project proposals – the project proposal's submission within the given deadline is assessed;

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 these Rules, the title and originality of the file, and the data mailbox identifier ISDS²⁰ 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 these Rules;

d) requirements for proving eligibility – it is assessed whether all the documents for demonstrating eligibility were submitted in the stipulated manner and whether these documents confirm the eligibility of the organization (co-organization);

e) compliance with the condition defined in Article 3.1. para. (4) of these Rules.

²⁰ Data Mailbox Information System

(2) Failure to meet the conditions defined in para. (1) of this article shall be a reason for the exclusion of the project proposal from the evaluation.

(3) Reason for exclusion of the grant project proposal from the evaluation shall be the fact that the beneficiary demonstrably failed to fulfil the obligations stipulated by the Act on Budgetary Rules in the previous grant projects or that the beneficiary breached the obligations arising from the contract or the conditions of decision. In that case, GACR may exclude the project proposals of this beneficiary from the call for proposals for up to three years since the day when the beneficiary has been proven of such a breach or when the beneficiary has acknowledged it in writing.

(4) If, at any time during the evaluation, the applicant demonstrably no longer fulfils the eligibility conditions, this will justify excluding the project proposal from the evaluation under Article 4.6. of these Rules.

4.2. Evaluation of truthfulness and accuracy of data in project proposal

(1) Evaluation of the truthfulness and accuracy of data in the project proposal also concerns the mutual inconsistency of data check. The evaluation is carried out separately by discipline committees, expert bodies of the discipline committees (evaluation panels) and provider's expert bodies during the entire evaluation period. During the evaluation of project proposals, members of discipline committees and members of evaluation panels follow the Statutes and rules of procedure of the GACR's discipline committees and evaluation panels and the Code of Ethics for GACR evaluators.

(2) The following are considered incorrect and false data:

a) in Part A of the project proposal under Article 3.2. para. (5) of these Rules:

1. an incorrect indication of the personal identification number of the applicant or co-applicants and the registration number of the organization or co-organizations, the deviation of the information given from the actual or prescribed form, including the so-called typing and counting error, is considered as incorrect indication;
2. data given in other than required language;

b) in Part B of the project proposal under Article 3.2. para. (7) to (10) of these Rules:

1. numerical data that are not stated in the required currency and form (i.e. in thousands CZK);
2. sums of individual items of eligible costs and items by individual years do not correspond to the total sums or the proposed rate of support does not correspond to the actual share of funds requested by GACR in the total project costs;
3. proposed funding in contravention with the legislation in force;
4. proposed subsidy for personnel costs do not correspond to the respective workloads (FTE) or do not respect the provisions in Art. 3.3.1. para. (2) to (5) of these Rules;

c) in Parts C1 and D1 of the project proposal under Article 3.3. para. (11) to (14) of these Rules:

1. data given in other than required language;
2. violation of the required form (extent, font size, line spacing etc.) for the documents to be transmitted;

d) In Part E of the project proposal under Article 3.2. para. (16) of these Rules:

1. failure to provide complete information on the other projects of the applicant and co-applicants;

e) in all parts of the project proposal:

1. failure to provide data required by the attachments referred to in Article 3.2. para. (18) of these Rules;
2. transmitted texts not supported by bibliographic citation according to Article 3.1. para. (1) of these Rules;
3. false data.

(3) The following are considered contradictory data:

- a) difference in meaning between the title, keywords and abstract of the grant project in Czech and English;
- b) difference in implementation time in Part A of the project proposal and the time resulting from Parts B and C of the project proposal.

(4) Realization that a project proposal contains incorrect or false data, inconsistent data or that the conditions for participation in the call for proposals are not met, shall be a reason for exclusion of the project proposal from the evaluation.

4.3. Evaluation of the professional quality of the project proposal

(1) Evaluation of the professional quality of the project proposal is carried out by discipline committees that are applying a panel assessment principle in their activity. The proposals shall be evaluated and compared with other project proposals submitted in the tender for Standard projects of GACR. This procedure will ensure a real competition of project proposals in the LA group of grants submitted within the competition of other national project proposals evaluated by GACR.

(2) During the evaluation of the proposals, the following are simultaneously assessed:

- a) originality and quality of the grant project proposal;
- b) competence and prerequisites of the applicant or co-applicant and their professional co-workers to carry out the grant project, and at the same time the professional skills are assessed, their creative contribution in the scientific field according to the focus of the project proposal, taking into account their current research and experimental development results;
- c) readiness of the organization and co-organizations to carry out the grant project with regard to their technical and institutional facilities and to the proposed cooperation.

(3) During the evaluation of quality of the grant project proposal, the following are assessed in terms of professional focus of the panel, to which the proposal was submitted:

- a) scientific aim (aim of the project proposal) – whether clear and specific aims, their level of ambition, relevance and feasibility have been defined; the proportionality of the breadth of the problem proposed to the implementation is assessed in relation to the means and time required for the implementation; the extent to which the objective of the project proposal is

of interest in terms of international comparison and whether the project can constitute a breakthrough in the research area is assessed;

b) proposed methodology of implementation:

1. conception, preparation and adequacy of the proposed methodology, including the time schedule of the implementation;

2. adequacy (especially in terms of the amount of workload and the share of individual team members in the expected outputs of the grant project) and the qualification composition of the work team, the involvement of students and postdocs and the role of individual team members in problem solving;

c) the quality of the national applicant of the grant project (this evaluation shall take into account the length of the applicant's career and the specificities in the field):

1. publishing activity of the applicant - the publishing activity of the entire career (number of works), its citation rate (H-index, number of citations including Web of Science self-citations), quality of journals in which the applicant has published and the greatest contribution of his most important publications;

2. the applicant's previous international cooperation;

3. the experience of the applicant as an investigator of projects of national or multinational providers;

d) the quality of the external applicant of the grant project (during this assessment, the length of applicant's career and specificities in the given field shall be taken into account):

1. publishing activity of the applicant - the publishing activity of the entire career (number of works), its citation rate (H-index, number of citations including Web of Science self-citations), quality of journals in which the applicant has published and the greatest contribution of his most important publications;

2. the applicant's previous international cooperation;

3. the experience of the applicant as an investigator of projects of national or multinational providers.

e) type of expected project outcomes;

(f) the ability of the national organization to carry out the grant project with regard to technical and institutional background;

(g) the ability of the external organization to carry out the grant project with regard to technical and institutional background;

(h) the added value of the proposed international cooperation:

1. the potential of this international cooperation to expand and deepen other possibilities of international cooperation;

2. the assessment of the involvement of foreign workplaces in the implementation of the project, e.g. in terms of mutual use of equipment of cooperating workplaces, use of complementary approaches and methodologies.

(4) Positive evaluation of the foreign part of the project proposal does not create an entitlement to an international project grant.

4.4. Evaluation of proposed costs

(1) Evaluation of proposed costs is carried out separately by discipline committees and provider's expert bodies.

(2) During the evaluation of proposed costs, the following are assessed:

a) adequacy of proposed costs and the amount of workload in relation to the project proposal and anticipated results;

b) legitimacy of individual items of the proposed costs;

c) proportion of funds requested from the provider in the total proposed costs (i.e. the proposed support intensity);

d) meeting the requirements of extent and definition of eligible costs according to article 3.2. para. (7) to (10) and article 3.3. of these Rules.

4.5. Methods of projects selection

(1) Process of evaluation of the grant project proposals is based on mutual comparison of the quality of grant projects. The proposals shall be evaluated and compared with other project proposals submitted in the tender for Standard projects of GACR. This procedure will ensure a real competition of project proposals in the LA group of grants submitted within the competition of other national project proposals evaluated by GACR.

Upon completion of the evaluation at the level of individual partner grant agencies, all partner grant agencies will inform each other of the outcome of the evaluation of each project and decide by mutual agreement on the projects recommended for funding. Each participating partner organization will have the right of veto, i.e. the right to decide that the project selected by the LA for funding will not be funded (e.g. in case of lack of funds).

The process is divided into two stages.

(2) First stage of evaluation will take place as following:

a) members of the evaluation panel will elaborate at least two, in case of interdisciplinary project three independent expert reviews;

b) evaluation panel will make a comparison of the quality of all project proposals of the given field and propose the projects that will advance to the second phase of the evaluation, on the basis of the prepared reviews at the meeting;

c) discipline committee will assess the results of the evaluation of projects from individual evaluation panels and will make a mutual comparison of the quality of all project proposals in the given scientific discipline at the meeting and will propose projects that will advance to the second phase of the evaluation; its recommendation will propose to GACR Presidium;

d) GACR Presidium will decide based on the recommendation of discipline committee which project will advance to the second stage of evaluation.

(3) Second stage of evaluation will take place as following:

a) project proposal, that proceeded to the second stage of evaluation, is sent to foreign external opponents;

b) evaluation panel will draw a comparison of the quality of all project proposal in the respective field, based on the elaborated reviews at the meeting, and will propose a preliminary ranking of projects;

c) discipline committee will assess the results of evaluation of projects in the individual evaluation panels and will recommend the final ranking of projects within the given scientific field, that the discipline committee will propose to GACR Presidium;

d) GACR Presidium will decide based on the recommendation of the discipline committees on the selection of projects that will receive a grant.

4.6. Other reasons for excluding a project proposal from the evaluation

(1) Breach or failure to comply with the conditions defined in this tender document explicitly referred to in Article 3 para. (3), in Article 3.1. para. (1), (7) and (8), in Article 3.2. para. (3), para. (4) letter d), para. (7), (10), (14), (16) and (18), in Article 3.3.1. para. (2) and (3), in Article 4.2. para. (4) and (5) and in Article 4.6. para. (2) of these Rules shall be a reason for exclusion of the grant project proposal from the evaluation. GACR Presidium shall decide on the exclusion of such a project proposal. Failure to meet these conditions may also be a reason for termination of the contract on support provision or annulment of the decision on support provision for the grant project without notice.

(2) Submission of the project proposal, which has already received targeted support under the Act No. 130/2002 Coll. or that is submitted in duplicate or multiple times in a given calendar year in the provider's public tenders, shall be a reason for exclusion of the grant project proposal from the public tender. GACR Presidium shall decide on the exclusion of such a project proposal from the public tender.

4.7. Complaints about the provider's procedure during the evaluation of the project proposal

(1) Anyone who feels affected by the GACR's procedure during the evaluation of a project proposal pursuant to Article 4 of these Rules may file in accordance with § 36 para. (7) of Act No. 130/2002 Coll. complaint about the provider's procedure during the evaluation of the grant project proposal.

(2) Complaint about the GACR's procedure in the evaluation of the grant project proposal according to Article 4 of these Rules must be submitted within 15 calendar days since the announcement of results, that shall be published on the last day of evaluation period at the website <http://www.gacr.cz>, or within 15 calendar days from the delivery of the notification of exclusion of the project proposal from the public tender. The procedure pursuant to § 175 of Act No. 500/2004 Coll., Administrative Procedure Code, as amended, shall apply to complaints submitted later.

(3) It must be clear from complaint who is filing it, to which project it relates and a detailed description of the subject of the complaint, i.e. what are the exact errors in the GACR's procedure in the evaluation of the particular project.

(4) Complaints about GACR's procedure must be submitted in the data mailbox information system (ISDS) in the GACR's mailbox with identifier "a8uadk4". The complaint may only be submitted by the statutory representative or by the applicant on their behalf.

(5) A complaint filed in time about the GACR's procedure in the evaluation of the grant project proposal pursuant to Article 4 of these Rules shall be discussed by the GACR Supervisory Board.

(6) The right to file a complaint on GACR pursuant to § 175 of Act No. 500/2004 Coll., Administrative Code, as amended, is not affected by the Article 4.7. of these Rules.

5. Definition of information intended for publication

(1) For the purposes of fulfilment of obligations under § 31 of Act No. 130/2002 Coll. the provider is authorized to collect the necessary data on project proposals and organizations including personal data. Both written and electronic form of data collection is allowed. This data is not a publicly available information.

(2) Provider shall follow the special legislation²¹ in the process of collection, processing and publication of data. The extent of processing data on project proposals and organizations is evident from the data in the project proposal.

(3) When announcing the results, only data on the projects that the provider has decided to be accepted for carrying out, in the following extent:

- a) name of the organization;
- b) name and surname of the applicant;
- c) registration number and the title of the grant project;
- d) scientific field and investigation period of the grant project.

(4) After concluding the contract or issuing the decision on targeted support provision for the grant project, data according to the provisions of § 30 to 32 of the Act No. 130/2002 Coll. are published.

(5) GACR will process the personal data provided when submitting the grant project or in the following course of the evaluation of project proposals as controller in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), as amended ("GDPR"), namely due to fulfilment of legal obligation, which is due performance of public tender in research, experimental development and innovation in accordance with Act No. 130/2002 Coll., on the support of research and development from public funds, especially for the purpose of collecting proposals, assessment of fulfilment of the conditions of participation in the call for proposals, evaluation of submitted project proposals, keeping the relevant records and documentation of the project and for publication in the R & D information system. Further information on processing and protecting personal data in the Czech

²¹ Act No. 110/2019 Coll., on the personal data processing and on amendment of certain acts, as amended.

Science Foundation is available at <https://gacr.cz/uredni-deska/ochrana-osobnich-udaju-a-gdpr-v-grantove-agenture-ceske-republiky/>.

6. Method of submission of project proposals

(1) Project proposals are to be submitted in electronic form in accordance with Article 3.1. para. (5) of these Rules. The data mailbox identifier of the provider is "ntq92qs". Delivery via data mailbox is to be identified with the text "LA Grant" in the "Subject" (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. para. (5) of these Rules.

(3) Solemn declaration forms according to Acts No. 130/2002 Coll. and No. 218/2000 Coll. are available on provider's website at the address <http://www.gacr.cz>. Solemn declaration must be filled out in accordance with given instructions and subsequently signed.

(4) Solemn declaration and other documents according to Article 2.2. para. (1) and (5) of these Rules are delivered during the period for submitting project proposals in written form by post or in person to the GACR filing office located at Evropská 2589/33b, 160 00, Praha 6, in an envelope marked with "Eligibility" or signed by a recognized electronic signature under a special legal regulation²² to the provider's data mailbox "a8uadk4".

(5) Organizations that are not public higher education institutions, public research institutions or persons established under another generally binding regulation or published decision shall attach a business licence or other required license to their solemn declaration.

(6) According to a special legal regulation, other required license is submitted if carrying out the grant project requires it. In that case, copies of these licenses are submitted by all organizations regardless of their legal form as attachments to the project proposal. These attachments are attached in the application to the project proposal, they are not part of the PDF file generated by the application containing the project proposal and are not delivered via data mailbox.

(7) The project proposal and solemn declaration pursuant to Article 2.2. para. (1) and (3) of these Rules may be submitted by the prescribed procedure at the earliest on the first day of the period for submitting the project proposals and at the latest on the last day of the period for submitting the project proposals, which is defined under Article 2.3. para (1) of these Rules. The deciding factor for assessing the deadline for a project proposal is the date of delivery into the provider's data mailbox; for assessing the deadline for declarations on honour the deciding factor is the date of submission to Czech Post or of delivery to the provider (the latter only in the case of personal delivery or use of another delivery).

²² Act No. 297/2016 Coll., on trust services for electronic transactions, as amended.

7. Conditions for carrying out the grant projects

7.1. Conditions, time period and methods of providing targeted support

(1) If the drawing of the budget is not regulated as a result of a provisional budget pursuant to the Act on Budgetary Rules, the provider shall provide targeted support for newly launched grant projects after the contract becomes effective, or from the day the decision is issued. If additional participants shall join in carrying out the grant project, the provision of the targeted support in the first year of carrying out the project can be started only after their mutual contract is concluded and presented to the provider which has been duly and in due time published pursuant to Act No. 340/2015 Coll., on special conditions for effectiveness of certain contracts, publication of these contracts and the register of contracts (Act on the Register of Contracts), as amended. In this case, the beneficiary is also obliged to prove to the Provider the proper and timely publication of such a contract in the Register of Contracts.

(2) In the second and the following years of carrying out the grant projects, if the drawing of the budget is not regulated as a result of a provisional budget pursuant to the Act on Budgetary Rules, the provision of targeted support shall be launched, if the conditions stipulated in the contract or the decision are met. For ongoing grant projects, the following conditions must be met:

a) pursuant to § 10 of Act No. 130/2002 Coll. the condition for inclusion of data in the research, experimental development and innovation information system must be met;

b) if it is necessary to conclude or issue an addendum to the contract or a modified decision on the provision of targeted support for a given year, it shall become effective or enforceable within given period.

(3) According to § 10 of Act No. 130/2002 Coll., the provider shall provide targeted support only to the beneficiary by direct transfer to its bank account created in accordance with the Act on Budgetary Rules and specified in the contract. If an additional participant, which is not an organizational unit of the state or territorial self-governing unit, joins carrying out the project, the provider shall transfer the targeted support to the beneficiary including its part intended for the additional participant based on their mutual contract.

(4) If additional participant joins carrying out the grant projects and its share in the grant project is clearly specified in the project proposal, the provision of part of the targeted support to the additional participant is not subject to the Public Procurement Act.

(5) If the beneficiary or additional participant is an organizational unit of the state, the provider shall request the Ministry of Finance of the Czech Republic to implement a budgetary measure; the funds intended for this beneficiary or additional participant will be transferred through the budget chapter of the respective founder.

7.2. Conditions for dealing with the targeted support

(1) The targeted support shall be managed by the beneficiary in accordance with the contract or with the decision; eventually with their additions. Targeted support provided in accordance with the contract or the decision for the respective calendar year must be settled in the respective calendar year. Any adjustments to the use of the targeted support for a given year may only be made in accordance with Article 7.5. of these Rules. Acting in violation Article 7.5. of these Rules is in breach of

budgetary discipline and is a reason for terminating the contract without notice or issuing a decision to terminate the support and other penalties under the financial regulation.

(2) When drawing on targeted support, it is necessary to abide by the basic structure of funds specified in the contract or in the decision. If the approved budget of the grant project differs in composition or amount from the amounts requested in the project proposal (or specified in the relevant interim report), the provider shall send an approved revised schedule along with the contract (or amendment to the contract or new decision), which then becomes binding for the beneficiary. Unless stated otherwise in these Rules, drawing of support and its composition is in accordance with Decree No. 367/2015 Coll., on principles and deadlines for financial settlement of relations with the state budget, state financial assets and the National Fund (Decree on financial settlement), which stipulates the principles and deadlines for financial settlement of relations with the state budget, state financial assets and the National Fund, binding to two decimal places (0.01 CZK) regardless of the accuracy of the data provided in the interim or final report.

(3) The beneficiary is responsible for carrying out the entire project, including those parts that are carried out by another participant. The beneficiary is obliged to continuously monitor both drawing of the targeted support and the progress of the grant project. It is responsible for the targeted support being used according to the investigator's dispositions; however, if it finds out that these instructions are in violation of generally binding regulations or that the funds are used ineffectively, inefficiently and uneconomically, it shall suspend the execution of the disposition and inform the provider.

(4) The beneficiary and additional participant shall keep in accordance with the provision of § 8 para. (1) of Act No. 130/2002 Coll., separate evidence of the incurred project costs with respect to the structure of the eligible costs so that it can provide the investigator or the provider during the year reliable data on the state of drawdown on request without unnecessary delays. Pursuant to § 8 para. (1) of Act No. 563/1991 Coll., on accounting, as amended, the beneficiary and additional participant are obliged to keep accounting records correct, complete, conclusive, comprehensible, clear and in a manner guaranteeing the permanence of accounting records.

(5) All accounting documents, by which the beneficiary and another participant prove drawing of targeted support, must comply with the requirements stipulated by the Act on Accounting and must be marked with the number of a separate register of targeted support of the respective project. Separate accounting records must always indicate the grant project registration number, all revenues and expenses for this analytical account in the given year, for each item the date and reason/purpose (it must clearly show the connection with the grant project, the amount in CZK and classification of the item according to the beneficiary's accounting schedule).

(6) The beneficiary shall submit to the provider annually in interim or final reports, a detailed overview of the use of eligible costs and provided targeted support and the amount of unused targeted support transferred to subsequent years of the project implementation, including the amount of funds transferred by the beneficiary to a dedicated fund created in accordance with the Higher Education Act or the Public Research Institutions Act, up to 5% of the volume of targeted support provided for the given grant project, except for the last year of the implementation, when it is necessary to account for all the funds allocated to the implementation of the given grant project. Data on the drawing of funds of the beneficiary and additional participant shall be provided. Potential changes during the year must be justified in regular interim reports.

(7) The beneficiary is obliged to submit to the provider the basis for financial settlement of the subsidies provided to the beneficiary every year according to the provider's instructions and upon termination of project funding in accordance with special legal regulations (the beneficiary shall state the allocated amount for the individual grant projects of the provider and the amounts drawn for non-investment costs for the entire accounting period of the previous year, the amount of unused subsidy transferred to subsequent years of implementation and information on transfer to the targeted support fund, if the beneficiary can create a targeted support fund) according to the instructions given on the provider's website. The provider processes and submits this information to the Ministry of Finance of the Czech Republic for the purpose of clearing the targeted support with the state budget.

(8) The beneficiary shall manage all the provided targeted support. The beneficiary shall be responsible to the provider for its management. If the beneficiary provides part of the targeted support to additional participant, in accordance with the terms of the contract or the decision on provision of the targeted support and based on a special contract for the part of the grant project concluded between them, additional participant shall further manage this provided part of the targeted support and is obliged to comply with all obligations stipulated in the contract. The beneficiary is also obliged to control the management of the targeted support provided to another participant.

(9) If the beneficiary or additional participant in the implementation of the grant project of a given year finds out about facts requiring changes or transfers compared to the structure of eligible costs or provided targeted support specified in the contract or decision and its attachments, it is obliged to proceed in the manner specified in Article 7.5 of these Rules.

(10) If the beneficiary is entitled under special legal regulations to create a targeted support fund or if the beneficiary use the possibility of transferring unused funds to other years, it is obliged to use these funds and clear them no later than the last day of the last calendar year of carrying out the project.

(11) If the accounting in the separate analytical records kept for the given grant project ended in surplus on the last day of the year when the project was terminated, i.e. if not all the funds provided to the beneficiary or another participant of the project were exhausted, the beneficiary is obliged to inform the provider and return the unspent funds for the grant project as a whole (including additional participant) to the state budget as follows (at the same time it is necessary to inform about the payment in writing according to the instructions given on the provider's website, at <http://www.gacr.cz>):

- a) the beneficiary, which is an organizational unit of the state or of a territorial self-governing unit, returns unspent targeted support to the income account of its founder;
- b) other beneficiaries return unspent funds to the account specified on the GACR website, at <http://www.gacr.cz>.

(12) The provider is obliged pursuant to the provisions of § 13 of Act No. 130/2002 Coll. to check the fulfilment of the aims of the grant project, including the control of drawing and utilization of support and the effectiveness of the eligible costs under the contract on support provision or decision on support provision, both with the beneficiary and additional participant, including financial control pursuant to Act 320/2001 Coll., on financial control in public administration and on amendments to certain acts (act on financial control), as amended. The beneficiary and additional participant are

obliged to enable the provider to perform checks and provide the provider with all required cooperation.

(13) If deficiencies were found during the inspection, the provider shall proceed in accordance with the legal regulations, tender document and contract on subsidy provision or the decision on subsidy provision for carrying out the project. If the targeted support from the state budget was unlawfully used, the provider proceeds in accordance with special legal regulations (especially Act No. 218/2000 Coll., Act No. 320/2001 Coll., And Act No. 280/2009 Coll., Tax Code, as amended).

(14) The beneficiary is obliged to notify the provider in writing of the profits from the results of the grant project implementation in the course of its implementation no later than 60 calendar days from the date when the claim for such profits occurred and stating its amount and reason. In the interim report, the beneficiary is obliged to state the total amount of all profits from the results of the grant project achieved in the given year of carrying out the grant project and to propose their usage when carrying out the grant project. The profits from the grant project results obtained after the completion of the project are:

- a) state budget revenue, if the beneficiary is an organizational unit of the state;
- b) revenue of the budget of the territorial self-governing unit, if the beneficiary is an organizational unit of this territorial self-governing unit;
- c) the beneficiary's revenue for all other beneficiaries.

7.3. Principles of carrying out the grant project

(1) The beneficiary is obliged to initiate and further carrying out of the grant project in the manner and within the time limit according to the contract or decision. When carrying out a grant project, the investigator is obliged to follow the Code of Ethics for the investigators of GACR projects.

(2) The beneficiary is obliged to support or present the results of carrying out of the grant project in a manner that corresponds to the nature of the relevant scientific field and the nature of the grant project. The project results must be in categorization by type as defined in attachment 4 to these Rules. A publication can only be recognized as a result of a grant project if it explicitly states that the work has been carried out with the financial support of the provider and at the same time the registration number of the grant project concerned is stated. When submitting the results of the grant project, the beneficiary proceeds in accordance with the data contained in the project proposal. It is advisable to publish the results in the form of Open Access if the practice in the given field, the character of the results and the conditions of the project implementation allow it, or the publication outputs can be transferred to open digital archives in accordance with the license conditions of the publisher.

(3) All rights to the results of the grant project belong in accordance with the provisions of § 16 of Act No. 130/2002 Coll., to the beneficiary. The rights of authors and originators of the results and holders of the rights to them are regulated by special legal regulations. For the use of the results, the provisions of § 16 para. (4) of Act No. 130/2002 Coll.

(4) The beneficiary is obliged to deliver within the annually announced deadline to the provider the data on the results of the implementation of all its grant projects of the provider, which are inserted into the Research, Experimental Development and Innovation Information System (part of the

Register of Information on Results) in accordance with Act No. 130/2002 Coll. and Government Regulation No. 397/2009 Coll.

(5) The beneficiary is obliged to inform the provider in writing of any changes that occurred at the time of carrying out the grant project that could have any effect on the implementation or which in any way affect its legal personality or data required to prove its eligibility, no later than in 7 calendar days from the date on which the beneficiary became aware of such fact.

(6) If, during or after the end of a grant project, it is found out that the conditions of the contract or the decision on targeted support provision have not been respected, or that the conditions have been breached pursuant to Act No. 130/2002 Coll., the provisions of § 14 of Act No. 130/2002 Coll. shall apply.

(7) The Beneficiary and additional participant are obliged to keep for a period of at least 10 years from the end of the grant project implementation all documentation related directly or indirectly to the grant project and its progress, in particular:

- a) professional documentation for the grant project;
- b) documentation relating to the management of the targeted support provided;
- c) accounting documents relating to the separate accounts of management with targeted support provided;
- d) contractual documents relating to the grant project and its implementation, including any amendments or additions thereto;
- e) results of the grant project.

(8) The provider shall keep the documents of the public tender, including the project proposals sent to the public tender, for a period of 10 years.

7.4. Interim and final reports on carrying out the grant project

(1) The beneficiary is obliged to elaborate interim and final report on carrying out the grant project. Forms are available exclusively on the website of the provider at the address <http://www.gacr.cz> in the internet on-line application created for this purpose. Interim and final report on the grant project must be filled in the application as instructed therein and converted to PDF format according to the instruction contained in the application.

(2) Only a copy of interim and final report that contains all its parts with all relevant data required in the application shall be considered to be a complete and proper copy of the interim or final report.

(3) Interim and final report must be created in the application and sent via ISDS to a data mailbox called Grant Projects (Czech Science Foundation) with the identifier "ntq92qs". The interim and final report will be provided after finalization with an electronic seal, therefore it must not be modified in any way. The electronic seal of the report ensures proof of origin for each document sent (the document originated in the application and is also recorded here), ensuring immutability of data (the investigator did not change numbers or other texts in the PDF and the document thus corresponds to relevant data in the application) and also the information that accurately identifies the version of the message is stored in the electronic seal. The version submitted shall be deemed to have been the

latest in the data mailbox specified in this paragraph before the submission deadline, it is not necessarily the latest version in the application. The interim and final report where the electronic seal is removed or replaced by another will not be accepted. The delivery in ISDS must be marked as "DZ" or "ZZ" in the field "Subject".

(4) The file referred to in para. (1) of this Article containing interim and final professional report shall at all times retain the title obtained during the conversion in accordance with paragraph (1) of this Article.

(5) The interim or final report shall be submitted for the grant project as a whole and it also contains data concerning the part of the grant project carried out by additional participant.

(6) The content of the interim or final report shall include data on the utilization of eligible project costs, i.e. the targeted support provided as well as costs reimbursed from other sources, and data on unused funds transferred to subsequent years of implementation. The beneficiary shall also provide information on the financial performance of the additional participant. If the beneficiary is a public research institution or a public higher education institution, it must report to the provider in a interim report how much of the targeted support and from which item it transferred to the targeted support fund.

7.4.1. Interim report on carrying out the grant project

(1) The interim report contains information on the current progress in carrying out the grant project, the results achieved and the management of the targeted support provided for the period for which the interim report is elaborated. The instructions in the application to fill in the interim report shall be followed.

(2) Interim report must be elaborated for each commenced year of carrying out the project and the beneficiary is obliged to deliver it to the provider on the day published at <http://www.gacr.cz> the latest. If the beneficiary in very exceptional cases is unable to produce and submit the interim report within a specified deadline for compelling objective reasons, the beneficiary is obliged to notify the provider in writing before the deadline stating the reason why the interim report cannot be submitted in due time. The provider is entitled to decide to extend the deadline for the submission of the interim report. In such a case, the provision of the support is subject to the conclusion of an amendment to the contract on support provision or the modified decision on support provision.

(3) After conversion, the interim report shall consist of the following forms: DA Part, DB Part – Breakdown, DB Justification Part – Breakdown, DB Part – Personnel Costs and DC Part.

(4) **DA Part** contains basic information on the beneficiary, the investigator and the grant project. The form shall show the total eligible costs and the targeted support provided in the given year and the targeted support requested for the following year, cumulatively for the grant project as a whole. If the scientific aim (project aims) can be included in any of the priority areas (or sub-areas) of the National Priorities of Oriented Research, Experimental Development and Innovation, the beneficiary shall indicate the relevant area and sub-area (according to the code list).

(5) **DB Part- Breakdown** shall be filled in separately for the beneficiary and separately for the additional participant. In this part, the information on the management of the beneficiary and another participant with the targeted support provided in the given year and the specification of the

requirements for the next year of carrying out the grant project shall be included. Information shall be divided into:

- a) personnel costs as defined in Article 3.3.1. of these Rules;
- b) investment costs as defined in Article 3.3.2. of these Rules;
- c) material costs as defined in Article 3.3.3. of these Rules;
- d) unused subsidy transferred to the following year of carrying out the project and creation of the targeted support fund as of 31 December of the current year on the basis of the Higher Education Act and the Public Research Institutions Act; the funds transferred as of 31 December of the year for which the interim report is submitted are indicated; the way in which these funds will be used in the future is given in the DB Justification Part – Breakdown form;
- e) expected costs for the next year of carrying out the grant project from other public sources that do not belong to the state budget in the structure according to the Government Regulation No. 397/2009 Coll.;
- f) expected costs for the next year of carrying out the grant project from non-public sources in the structure according to the Government Regulation No. 397/2009 Coll.;
- g) drawing on the unused subsidy from previous years of carrying out the grant project and drawing on the targeted support fund created as of 1 January of the current year on the basis of the Higher Education Act and the Public Research Institutions Act; the funds drawn and spent on the grant project in the period from 1 January to 31 December of the year for which the interim report is submitted, including a detailed description of the costs incurred in the DB Justification Part - Breakdown, are given.

(6) Total specified requirements for subsidy for the next year of carrying out the grant project stated in the interim report cannot exceed the total amount of the subsidy for the given year stated and approved in the contract or decision on the provision of the targeted support.

(7) **DB Justification Part – Breakdown** contains (including an indication and justification of all changes or transfers of the items of provided targeted support that were made in the previous calendar year of carrying out the grant project in accordance with Article 5 of this attachment) following the progress of the project:

- a) the specification and detailed justification of individual items of drawing of the targeted support provided in the given year of carrying out the grant project, including the data in the structure according to letter b);
- b) the breakdown and detailed justification of items of the specified targeted support required for the next year of carrying out the grant project, broken down by:
 - 1. personnel costs referred to in Article 3.3.1. of these Rules for individual persons spent in the previous calendar year of carrying out the grant project, including the specification of the specified subsidy on personnel costs for the next year of carrying out the grant project, taking into account the workload of the employees involved in the grant project and the respective number of employees;
 - 2. investment costs referred to in Article 3.3.2. para. (2) of these Rules;

3. material costs referred to in Article 3.3.3. para. (2) of these Rules;
4. travel costs referred to in Article 3.3.3. para. (3) of these Rules; incurred in the previous calendar year of carrying out the project, stating the specific date, person, destination and purpose of the travel; specific information on active participation is given for conferences and similar events; further justification and amount of specified travel costs for the next year of the grant project, including the specific destination and purpose of the travel (e.g. at which conferences the investigator, co-investigator or collaborators plan to participate actively in direct connection with the grant project; if support of international cooperation is required additionally during carrying out the grant project, the budget for travel costs and the reimbursement of the costs of stay connected to the participation of the foreign worker shall be modified and the budget modification shall be justified, while preserving the original amount of total costs for the given year);
5. material costs referred to in Article 3.3.3. para. (4) and (5) of these Rules; with special regard to the description and justification of publishing and editorial costs;

c) the specification of unspent funds and the targeted support fund (if established based on the Higher Education Act and the Public Research Institutions Act):

1. which part of the funds was transferred to the next years of carrying out the project and which part was transferred to the targeted support fund, in which structure (i.e. according to Articles 3.3.1. to 3.3.3. of these Rules) and how is it going to be spent in the following year;
2. detailed breakdown of drawing of the unspent funds from previous year of carrying out the project and drawing of the targeted support fund created in the previous years of carrying out the grant project.

(8) The following annexes shall be added to the DB Part – Breakdown as an integral part thereof:

- a) copy of the extract from separate accounts of the provided targeted support for the given grant project kept by the beneficiary (or other participant); the extract must include:
 1. identification of the separate accounts and registration number of the grant project;
 2. all revenues and costs realized in the given year of carrying out the grant project;
 3. date, amount in CZK, purpose of expenditure and classification according to the accounting schedule of the beneficiary (additional participant) for each item;
 4. the final state (profit or loss) generated by the management of the provided targeted support and potential revenues from the grant project as of 31 December of the given calendar year of carrying out the grant project;
- b) copies of all contracts, based on which more than 500,000 CZK in total have been paid to a third party in the existing course of carrying out the grant project, and copies of accounting documents proving performance of these contracts.

(9) The provider is entitled to request copies of any documents connected to the respective grant project anytime.

(10) **DB Part – Personnel Costs** shall be filled in separately for the beneficiary and for each additional participant. Drawing of the funds in the year for which the interim report is submitted, as well as the specified financial requirements for the following year of carrying out the grant project shall be presented in the following classification:

- a) personnel costs referred to in Article 3.3.1. para. (5) letter a) of these Rules namely for investigator, co-investigator and professional co-workers (for specified financial requirements see Article 2.1. para. (9) of this tender document); for other professional co-workers, the identification of the person as a student or postdoc shall be stated;
- b) work capacity (average annual working hours) of individual workers for which personnel costs were used according to letter a) of this Article;
- c) wages or salaries according to Article 3.3.1. para. (5) letter a) of these Rules in sum for other collaborators;
- d) total work capacity (average annual working time) of all other co-workers;
- e) for covering the obligations under the non-employment contracts according to Article 3.3.1. para. (5) letter b) of these Rules; for other professional co-workers, the identification of the person as a student or postdoc shall be stated.

(11) **Part DC** contains an analysis of the current grant project implementation for the past year and a plan of implementation for the next year. To be submitted in English only. The interim report, which is submitted after the first year of project implementation, will contain an overview of the current results of the grant project. This interim report will only contain a detailed analysis and description of the progress of the project and the evaluation of the scientific development of the project if there is a significant deviation from the original project plan.

Interim report that is to be submitted after the second year of implementation (in case of 3-year-long project), will contain for the first two year of the project implementation the following:

- a) progress of work in carrying out the grant project at the workplace of the investigator and co-investigators, achieved partial results, including the involvement of students and post-docs;
- b) the use of technical and instrumentation obtained from the targeted support provided;
- c) a brief information on the progress and outcomes of foreign missions;
- d) a work plan for the next year of implementation;
- e) an overview of the current results of the grant project, broken down by classification as defined in Annex 4 to these Rules²³, unless they have been delivered as applied results in previous interim reports;
- f) coordination of mutual cooperation with the external investigator;
- g) contribution of cooperation with the external investigator;

²³ Number of results in each type, e.g. number of articles in impacted journal (Jimp, Jsc), number of articles in another peer-reviewed journal (Jost), number of scholarly books (B), number of chapters in scholarly book (C), number of articles in proceedings (D), etc.

- h) mutual use of the equipment of the cooperating workplaces;
- i) the use of complementary approaches and methodologies.

(12) Along with the interim report, all the outputs referred to in Article 7.3. para. (2) of these Rules resulting from the past year of the grant project must be submitted electronically in the application.

7.4.2. Final report on carrying out the grant project

(1) The final report contains information on the results of the grant project implementation for the entire duration of the project and on the results of the management of the targeted support provided in the last year of the grant project. The final report shall be completed one year after the completion of the project, with the exception of **Parts ZB - Sums, ZB - Breakdown, ZB Justification – Breakdown and Part ZB – Personnel costs**; these parts of the final report shall be submitted in the year following the completion of the project, as of the date stated on the Provider's website at <http://www.gacr.cz>. At the request of the beneficiary, submission of this report may be postponed for six months.

(2) The beneficiary is obliged to deliver the final report to the provider no later than the date stated on the website <http://www.gacr.cz>.

(3) The beneficiary is entitled to request a postponement of the evaluation of the final report by completing the Part ZO form which the beneficiary submits within the deadline pursuant to para. (2) of this Article together with those parts of the final report that can be processed and delivered in its final form. If this request is granted, the beneficiary is obliged to deliver the remaining parts of the final report by 31 July of the second year after the completion of the project, which will include in particular all data in the Part ZC and Final Project Card forms with all annexes to the final report. A repeated request under the first sentence is inadmissible.

(4) If the contract on the support provision has been cancelled by withdrawal from the contract, by given notice or if it has become ineffective for any other reason, or if the decision on support provision has been cancelled, the beneficiary shall elaborate a final report and deliver it by the deadline specified by the provider. Other obligations of the beneficiary are not affected. The beneficiary may request an extension of the evaluation period of the final report under paragraph (3) of this Article. A repeated request under the previous sentence is inadmissible.

(5) After conversion, the final professional report contains the following forms: ZA Part, ZB Part – Sums, ZB - Breakdown, ZB Justification – Breakdown, Part ZB – Personnel costs and ZC Part and Final Project Card.

(6) **ZA Part** contains basic data on the beneficiary, investigator and grant project. If the scientific aim (aims of project) can be included in any of the priority areas (or sub-areas) of the National Priorities of Oriented Research, Experimental Development and Innovation, the beneficiary shall indicate the relevant area and sub-area (according to the code list).

(7) In the **Part ZB – Sums** form, the first and second parts, the information on the total eligible costs and the amount of the provided targeted support drawn for carrying out the respective grant project in the structure pursuant to § 2 of Government Regulation No. 397/2009 Coll. shall be stated. The third part shows the costs of the grant project spent in the last year of its implementation.

(8) Forms **Part ZB - Breakdown, ZB Justification - Breakdown, Part ZB - Personnel costs** shall be filled in analogously to the corresponding parts of the interim report under Article 7.4.1. of these Rules with the fact that the data for the next year of the grant project implementation are no longer provided.

(9) **Part ZO** – the beneficiary shall complete in case of request for postponement of the evaluation of final report.

(10) **Part ZC** - presents an analysis of the grant project implementation and an overall summary including the results achieved. To be submitted in English only. The final report shall always give a complete list of all results of the grant project implementation. As a result of the grant project implementation, only results meeting the requirements of Article 7.3. para. (2) of these Rules may be mentioned.

(11) **Part Final Project Card** summarizes the basic information about the grant project and the results of its implementation, as the results of the whole grant project; no more than three publications resulting from the grant project shall be mentioned and considered by the beneficiary and the investigator to be essential for summarizing the results of the grant project.

(12) Along with the final report, all outputs according to Article 7.3. (2) of these Rules, which are the result of the entire grant project, unless they have been delivered as applied results in the partial reports, must be submitted electronically in the application.

7.4.3. Evaluation of the implementation of the grant project

(1) Evaluation of the implementation of the national part of the grant project at the GACR level is carried out annually on the basis of submitted interim reports by the expert bodies of the provider from the financial point of view and after 2 years, based on the assessment by the evaluation panel, the discipline committee within whose scope the grant project falls. When deciding on the continuation of the project, the GACR discipline committee takes into account the evaluation of the foreign part of the project, if such evaluation is available.

(2) The provider evaluates the procedure of carrying out the grant project according to the following main criteria:

- a) the progress of the work and the achievement of the aims compared to the plan set out in the project proposal and the assumptions for time and material fulfilment of tasks;
- b) providing implementations in professional and personnel terms;
- c) use of material technical equipment and instrumentation obtained from the provided targeted support;
- d) personnel, organization and technical procedure, cooperation of the beneficiary and investigator;
- e) achievement of the aims and outputs of the implementation compared to the plan set out in the project proposal, assumptions of the overall time and material fulfilment of the task;
- f) coordination of mutual cooperation with external investigator;
- g) contribution of cooperation with external investigator;

- h) mutual use of the equipment of the cooperating workplaces;
- i) the use of complementary approaches and methodologies;
- j) evaluation of the current management of the provided targeted support, or the proposed budget for the next period (the drawing of allocated funds, the effectiveness of their spending and compliance with their composition, proper justification of eventual transfers or changes is checked);
- k) an assessment of the results in classification by types defined in Attachment 4 of these Rules.

(3) If the prerequisites for the continuation of the grant project are fulfilled and the provider decides to continue the support of the grant project and if the conditions under Article 7.1. of these Rules are fulfilled, the beneficiary shall receive targeted support for the next year of the project.

(4) If the prerequisites for the continuation of the grant project are not fulfilled, the provider is entitled to terminate the contract on support provision without notice or to cancel the decision support provision according to the provisions stated in the contract or decision and to stop the project. If the project is stopped (i.e. the project is terminated prematurely by the provider based on the evaluation of the interim or interim professional report and the termination of the contract by the provider), the project is evaluated as “failed” and it is not possible to request its re-evaluation.

7.4.4. Evaluation of the terminated grant project

(1) Evaluation of the national part of the completed grant project at the GACR level shall be carried out adequately according to the provisions of para. (2) of Article 7.4.3. of these Rules, based on the evaluation panel evaluation, by the discipline committee within the scope of which the grant project falls, based on the final report and the results of the control activity on the management of the targeted support provided. In the overall evaluation of the completed grant project, the discipline committee and the evaluation panel also take into account the observance of the conditions of management with the provided targeted support. In the final evaluation of the national part of the project, GACR takes into account information from the external provider on the outcome of the final evaluation of the implementation of the foreign part of the project, if available.

The discipline committee, in addition to the criteria set out in Article 7.4.3. para. (2) of these Rules shall further assess:

- fulfilment of the declared purpose of the LA grant;
- progress of work and consistency with the achievement of the objectives set;
- ensuring implementation in professional and personnel terms;
- use of equipment purchased from the allocated funds;
- evaluation of the overall management of allocated funds (checks on the drawing of allocated funds, effectiveness of their spending and compliance with their composition);
- the added value of international cooperation;
- an assessment of the results broken down by the types defined in Attachment 4 to these Rules.

Each grant project is evaluated separately. Independently of the expert evaluation, the project is rated as “failed” when:

- a) not all parts of the final report were delivered;
- b) the provider has withdrawn from the contract on support provision, terminated the contract on support provision or revoked the decision on support provision in accordance with Article 7.4.3. para. (4) of these Rules; in such a case, the beneficiary shall not be entitled to submit an application for a change of evaluation pursuant to para. (4) of this Article;
- c) the conditions for submitting the results to the Information System for Research, Development and Innovation (IS R&D), Part of the Register of Information on Results (RIV), have not been met.

(2) If the project aims are not met due to substantial fault on the part of the beneficiary or the investigator based on an evaluation by the discipline committee, this will be considered a breach of budgetary discipline. In this case, the levy for breach of budgetary discipline will be 5% of the total amount of the subsidy.

(3) The provider in the final evaluation of grant projects after the termination of their implementation in accordance with § 13 para. (4) of Act No. 130/2002 Coll. assesses the achievement of the aims set out in the contract or the decision on targeted support provision, the achieved results of the project, their relation to the project aims, and provides information about them in the information system of research, experimental development and innovation according to Government Regulation No. 397/2009 Coll.

(4) The beneficiary is entitled to submit request for a change of evaluation no later than 30 October of the second year after the completion of the project; later applications will not be considered.

7.5. Changes in the implementation of the grant project

(1) The beneficiary is not be entitled to deviate from the situation resulting from the concluded contract or issued decision on the provision of the targeted support, including the approved project proposal that is part of the contract or decision. Any changes to the contract or decision shall be supported by a valid and effective amendment to the contract or new decision.

2) In the implementation of the grant project, change from the originally approved project proposal can occur only in the following cases:

- a) change in the eligible costs or change in the amount of provided targeted support;
- b) change of additional participant or co-investigator of the grant project;
- c) change of beneficiary.

(3) Change of scientific aim (aims), change of subject of the grant project and change of project investigator is not possible.

(4) Increase in the eligible costs up to 10% of the eligible costs specified in the contract or decision for the year concerned, while maintaining the amount of support granted and the related reduction in the support intensity, transfers within the basic structure items of the allocated funds to the beneficiary or additional participant under Article 7.2. of these Rules, and changes in the team of

professional collaborators involving a change in the team's overall work capacity (workload) up to a maximum of 20% of total team work capacity (workload) accepted in the contract, maintaining the professional quality of the team, except for change of co-investigator or other participant regulated by Article 7.5.2. of these Rules or the change of beneficiary regulated by Article 7.5.3. of these Rules are possible without a request and do not require an amendment to the contract or a new grant decision. Eligible personnel costs according to Article 3.3.1. para. (2) of these Rules are the costs of the respective part of the wages of those employees who, according to the employment contract, participate in the project, in the amount corresponding to the work capacity for the project. The subsidy drawn in the implementation of the project can reach up to the gross wage of the employee (aliquot according to the employee's employment), but not more than an average of 65,000 CZK per calendar month (aliquot according to the employee's employment). However, in the following interim or final report, the beneficiary must justify these changes in the part DB Justification – Breakdown or ZB Justification - Breakdown. The changes or transfers must be proven to be effective, economical, efficient and supported by approved activities and must prove that they fulfil the conditions of support specified in Act No. 130/2002 Coll. and in the tender document. If the beneficiary does not properly prove the justification of the changes or transfers referred to in the previous sentence, the provider has the right not to approve them and to apply sanctions according to the contract or decision on the support provision.

(5) In accordance with the procedure referred to in para. (4) of this Article, no transfer or request for transfer to the additional (overhead) costs item referred to in Article 3.3.3. para. (6) of these Rules may be carried out.

(6) Transfers between basic structure items of the allocated grant funds to the beneficiary or additional participant pursuant to Article 3 of this attachment, up to 40,000 CZK are possible without a request and do not require an amendment to the contract or a new decision on the support provision.

(7) In the case of transfer of unused funds (7) next years of implementation or in the event that the beneficiary or additional participant are entitled to create a targeted support fund, the provisions of paragraphs (4) and (6) of this Article shall apply accordingly.

7.5.1. Procedure of change of the grant project

(1) In the event of a substantial change of circumstances concerning the grant project, that the provider could not have foreseen or that the provider have not caused, the provider shall propose to the beneficiary a change in the amount of eligible costs, in the amount of targeted support provided or a change of the contract on the support provision or the decision on the support provision in writing no later than 7 calendar days from the day on which it has become aware of such fact. The beneficiary shall express its opinion in writing within 60 calendar days since the receipt of the proposal.

(2) In the event of a substantial change of circumstances concerning the grant project, that the beneficiary could not have foreseen or that the provider have not caused, the beneficiary shall request the provider to change the structure or the amount of eligible costs, the amount of targeted support or to change the contract on the support provision or the decision on the support provision in writing no later than 7 calendar days from the day on which it has become aware of such fact, but no later than 60 calendar days before the end of the calendar year. However, the provider is not obliged to accept or agree to the terms of the change in the structure or amount of eligible costs or the amount of targeted support.

(3) If the provider agrees with the beneficiary's request submitted pursuant to para. (2) of this article, the provider shall conclude an amendment to the contract on the provision of the targeted support with the beneficiary or decide to change the decision on the provision of the targeted support within 60 calendar days from the receipt of the request. If the provider rejects the beneficiary's request submitted under para. (2) of this article, the provider shall notify the beneficiary within 30 calendar days of the date of the examination of the request in writing; no decision on the request is issued.

(4) The request for changes in the grant project must contain the following:

- a) identification data of the beneficiary, the investigator (and, if applicable, additional participant and co-investigator in case of a change relating to another participant) and the relevant grant project, including the registration number;
- b) specification of the requested change;
- c) detailed description of cause and justification of the requested change;
- d) indication of when the cause of the requested change occurred;
- e) signatures of the beneficiary, or persons authorized to act on behalf of the beneficiary (or another participant, if applicable).

7.5.2. Procedure of change of another participant, investigator, co-investigator

(1) If the investigator cannot continue to carry out the grant project at the beneficiary's workplace specified in contract on support provision or decision on support provision for serious reasons, the beneficiary shall ask the provider in accordance with the procedure similar to Article 7.5.1. of these Rules for a change in the implementation of the grant project consisting of the appointment of a new person of the investigator - professional qualifications of the new person of the investigator must be documented by a CV as when submitting the project proposal. The beneficiary usually submits a written statement of the original project investigator to the application.

(2) If the provider grants the beneficiary's request under para. (1) of this Article, it shall be proceeded according to Article 7.5.1. para (3) of these Rules, provided that if the beneficiary rejects the draft amendment to the contract on the support provision, the provider is entitled to terminate the contract on the support provision without notice. The same procedure shall apply in the case of issuing a new decision on the support provision.

(3) When requesting a change of investigator due to leaving for maternity (parental) leave, the request referred to in para. (1) of this Article shall also specify whether the original investigator expects to continue to carry out the project after returning from maternity (parental) leave, and the expected duration of maternity (parental) leave. In such a case, in the amendment to the contract pursuant to Article 7.5.1. para. (3) of these Rules, it will be stated that the new investigator will only perform the activities of the investigator for the duration of the original investigator's maternity (parental) leave. The beneficiary shall notify the provider of this fact no later than 30 calendar days prior to the return of the original investigator from maternity (parental) leave; by this notification, carrying out the grant project shall pass to the original investigator in accordance with the amendment to the contract under the previous sentence.

In the event that all professional and other professional co-workers explicitly agree to this, the beneficiary may always request suspension of carrying out the grant project for the whole calendar

year due to the investigator's maternity or parental leave. The request for suspension shall be submitted by the beneficiary in accordance with the procedure similar to Article 7.5.1. of these Rules. The beneficiary is obliged to attach a written consent of all professional co-workers involved in the project to this request. If the provider agrees to temporarily suspend the grant project, it shall be proceeded in a manner similar to Article 5.1. of this attachment. The obligation to submit an annual interim report is not affected in such a case.

(4) If, for serious reasons, the co-investigator cannot continue to carry out the grant project at the workplace of another participant specified in the contract on the provision of the targeted support, or in the decision on the provision of the targeted support, the following procedure shall be followed:

a) the beneficiary shall request the provider in accordance with the procedure similar to Article 7.5.1. of these Rules for change within carrying out the grant project in the appointment of a new co-investigator; the professional qualifications of the new co-investigator must be documented by CV as when submitting the project proposal. As a rule, the beneficiary submits a written statement of the investigator and the original co-investigator of the project together with the request;

b) the beneficiary shall request the provider in writing to transfer the rights and obligations in carrying out the grant project to another participant who is the new co-investigator's workplace; a written consent to such a procedure of the original other participant, the new proposed additional participant, bearing their signatures, or the signatures of persons authorized to act on their behalf in this matter, must be an integral part of this application; furthermore, it is necessary to demonstrate the professional qualifications of the proposed other participant similarly pursuant to Article 2.2. of these Rules.

(5) If the provider grants the beneficiary's request under para. (4) letter a) of this Article, it shall be proceeded according to Article 7.5.1. para (3) of these Rules, provided that if the beneficiary rejects the draft amendment to the contract on the support provision, the provider is entitled to terminate the contract on the support provision without notice. The same procedure shall apply in the case of issuing a new decision on the support provision.

(6) If the provider grants the beneficiary's request under para. (4) letter (b) of this Article, the rights and obligations in carrying out the grant project shall be transferred from the existing additional participant to the new additional participant by a separate trilateral agreement between the beneficiary, the existing additional participant and the new additional participant. At the same time, an amendment to the contract on the support provision is concluded between the provider and the beneficiary. If the beneficiary refuses the draft amendment to the contract on the support provision or the original or new additional participant rejects the draft trilateral agreement on the transfer of rights and obligations in the carrying out the grant project, the provider is entitled to terminate the contract on the support provision without notice. The same procedure shall apply in the case of issuing a new decision on the support provision. An agreement on the settlement of the assets obtained from the grant funds during the previous implementation concluded between the existing additional participant and the new additional participant is an integral part of the trilateral agreement between the beneficiary, the existing additional participant and the new additional participant. If the existing and the new additional participant do not agree, the provider is entitled to terminate the contract on the support provision without notice.

(7) If the provider does not comply with the beneficiary's request pursuant to para. (1) of this Article, the provider is entitled to terminate the contract on the support provision without notice or to cancel the decision on the support provision. The beneficiary is then obliged to return all unused targeted support after proper settlement.

7.5.3. Procedure of change of beneficiary

(1) In the event of circumstances, under which it will not be possible to achieve adequate results and efficiency in carrying out the grant project at the beneficiary's workplace specified in the contract on the provision of the targeted support or in the decision on the provision of the targeted support, the existing beneficiary, the new organization and the project investigator can together request a change of beneficiary. In addition to all the essential elements defined in the model request for change of beneficiary, which forms Attachment 5 these Rules, the request for change of beneficiary must contain in particular:

- a) a detailed justification of all relevant facts, justifying the conclusion that it is not effective to continue the project at the workplace of the existing beneficiary;
- b) a breakdown of the drawn and remaining eligible costs of the project according to point II., III. and IV. in Attachment 5 to these Rules;
- (c) the interim financial statements of the project as of the date of the request for amendment;
- d) the distribution of the drawn and remaining eligible costs of the project and the way of their mutual settlement according to point V., VI. and VII. in Attachment 5 to these Rules;
- (e) a description of the personnel, organizational and technical arrangements for the performance and progress of work at the new organization's workplace after the change of beneficiary;
- (f) the results of the project used to the benefit of the existing beneficiary and the results remaining to be used by the new organization and the way of their mutual settlement;
- (g) a proposal for the mutual settlement of the existing beneficiary and the new organization, including the settlement of the assets acquired from the eligible costs of the project. This proposal must also include the settlement of all property rights incurred in the project, including rights to research results;
- (h) eligibility of the new organization;
- (i) a contract for the assignment of the contract on provision of the targeted support with a precedent condition for the entry into force of such a contract by approval of that request.

(2) The change of the beneficiary must not change the content of the contractual relationship established on the basis of the contract, or the decision to provide a grant to support the project.

(3) The purpose of the approval process for the change of beneficiary will be primarily to verify that the new organization meets the legal requirements for the eligibility of the organization in the same way as in the case of checking these conditions in the public tender, i.e. the new organization must prove legal capacity in full extent.

(4) The purpose of the approval process of the change of beneficiary will be to subsequently verify whether the new organization is able to provide the investigator and their team members with

the same or better institutional and technical facilities for the project. The new organization has to prove that if they were the organization in the original call for proposals, the project would achieve exactly the same or better ranking in the order of the selected projects. To this end, the GACR Presidium will seek the opinion of the project rapporteur and other representatives of the advisory bodies.

(5) The GACR Presidium shall review the request and decide without undue delay, usually at the next meeting of the GACR Presidium. The GACR Presidium is entitled to request the fulfilment of additional conditions or to request further documentation for the assessment of such an application.

(6) If the provider complies with the request submitted pursuant to para. (1) of this Article, the new organization shall enter into the legal status of the existing beneficiary on the basis of the assignment of the contract on provision of the targeted support pursuant to § 1895 et seq. of Act No. 89/2012 Coll., the Civil Code, as amended. The same procedure shall apply in the case of issuing a new decision on provision of the targeted support.

(7) If the provider does not comply with the request submitted pursuant to para. (1) of this Article, the provider shall be entitled to terminate the contract on provision of the targeted support without notice.

8. Attachments

Attachment 1 – Division of scientific fields into evaluation panels

Attachment 2 – Template of solemn declaration for proving eligibility

Attachment 3a – Structure of groups and sub-groups of research field for IS R&D – CRP

Attachment 3b – Structure of OECD research fields by two-digit classification

Attachment 4 – Definition of types of outcomes

Attachment 5 – Request for change of beneficiary form

Attachment 1 – Division of scientific fields into evaluation panels

1. Technical Sciences

P101 Mechanical Engineering
P102 Electrical Engineering and Electronic Engineering
P103 Cybernetics, Artificial Intelligence and Information Processing
P104 Construction Materials, Architecture and Building Science
P105 Structural Mechanics and Construction, Fluid Mechanics and Geotechnics
P106 Technical Chemistry
P107 Metallic Materials – Preparation and Properties
P108 Materials Sciences and Engineering

2. Physical Sciences

P201 Mathematics
P202 Computer Science
P203 Nuclear and Particle Physics, Astronomy and Astrophysics
P204 Condensed Matter and Material Physics, Plasma Physics and Low Temperature Physics
P205 Biophysics, Macromolecular Physics and Optics
P206 Analytical Chemistry – Chemical and Structural Analysis of Atomic, Molecular and (Bio)Molecular Systems
P207 Chemical and Biochemical Transformations
P208 Chemical Physics and Physical Chemistry
P209 Atmospheric studies, Hydrology, Physical Geography and Geophysics
P210 Geochemistry, Geology and Mineralogy, Hydrogeology

3. Medical and Biological Sciences

P301 Molecular and Structural Biology, Genetics, Genomics and Bioinformatics
P302 Microbiology, Parasitology, Immunology and Biotechnology
P303 Cell, Developmental and Evolutionary Biology

P304 Tumour Biology, Experimental Oncology, Morphology disciplines and Pathology
P305 Medical physiological disciplines and Neurosciences, Diagnostics and Therapy, Translational research
P306 Pharmacology, Toxicology, Medical Biochemistry, Medical Biophysics

4. Social Sciences and Humanities

P401 Philosophy, Theology, Religious Studies
P402 Economic Sciences, Macroeconomics, Microeconomics, Econometrics except Financial Econometrics, Quantitative Methods in Economics except Operational Research
P403 Business and Management Science, Financial Econometrics and Operational Research
P404 Sociology, Demography, Social Geography and Media Studies
P405 Archaeology and Pre-Modern History until 1780)
P406 Linguistics and Literature
P407 Psychology, Pedagogy
P408 Juridical Science and Political Science
P409 Art Sciences
P410 Modern History (since 1780) and Ethnology

5. Agricultural and Biological-environmental Sciences

P501 Plant Physiology and Genetics, Plant Medicine
P502 Animal Physiology and Genetics, Veterinary Medicine
P503 Food technology, Ecotoxicology and Environmental Chemistry
P504 Landscape Management, Forestry and Soil Biology, Ecosystem Ecology
P505 Animal and Plant Ecology
P506 Botany and Zoology

Attachment 2 - Template of solemn declaration for proving eligibility

Solemn declaration – natural persons

Organization:

Organization's name and surname¹⁾:

Organization's place of residence¹⁾:

Organization's place of business^{1),2)}:

Organization's registration number^{1),2)}

(hereinafter referred to as "the organization")

Hereby, according to the provisions § 18 para. 2 c) to i) of the Act No. 130/2002 Coll., on the support of research and development from public funds and on the amendment to some related acts (the Act on the Support of Research and Development), as amended,

declares honestly that:

- is not in liquidation and its bankruptcy or imminent bankruptcy is not settled in insolvency proceedings,
- has settled payable liabilities in relation to the state budget or the budget of the territorial self-governing unit and other payable liabilities in relation to the state, state fund, health insurance company or the Czech Social Security Administration,
- has not been subject of legally effective conviction of criminal offence, the facts of which case relate to the subject of business of the organization, or economic offence or crime against property, or is legally viewed as such,
- has not been subject to disciplinary action in the last three years under special legal regulations governing the performance of professional activity, if this activity is related to the subject of the grant project
- is not in labour relationship or any other similar relationship with legal entity authorized by the organization of the public tender in research, experimental development and innovation pursuant to § 23 para. 2 of Act No. 130/2002 Coll.,
- is a natural person, who is not an organization in difficulty under a directly applicable European Union regulation,
- no direct recovery order has been issued against it following European Commission decision under the directly applicable European Union regulation.

In.....date.....¹⁾

.....

Organization signature

¹ The data is to be filled in on a computer, typewriter or in block capitals.

² To be filled in if the organization is an entrepreneur within the meaning of Act No. 455/1991 Coll., on trade licensing (Trade Licensing Act) as amended.

Solemn declaration – legal entities

I. Organization:

Business name or organization name ¹⁾:

Registered office of the organization ¹⁾:

Registration number of the organization ¹⁾:
.....
.....

Registered in a public register, kept as subject of charge of ^{1), 2)}

Under section....., number

Is represented by all persons who form the statutory body of the organization or who are a member of the statutory body of the organization (referred to in point III. of this Declaration) (hereinafter referred to as “the organization”).

Type of entity of the organization (in terms of CRP)

Type of entity of the organization (in terms of CEDR)

Type of entity of the organization (in terms of EC)

II. Organization’s Solemn declaration

Hereby, according to the provisions § 18 para. 2 c) to f), h) and i) of the Act No. 130/2002 Coll., on the support of research and development from public funds and on the amendment to some related acts (the Act on the Support of Research and Development), as amended,

declares honestly, that:

- is not in liquidation and its bankruptcy or imminent bankruptcy is not settled in insolvency proceedings,
- has settled payable liabilities in relation to the state budget or the budget of the territorial self-governing unit and other payable liabilities in relation to the state, state fund, health insurance company or the Czech Social Security Administration,
- has not been subject of legally effective conviction of criminal offence, the facts of which case relate to the subject of business of the organization, or economic offence or crime against property, or is legally viewed as such,
- has not been subject to disciplinary action in the last three years under special legal regulations governing the performance of professional activity, if this activity is related to the subject of the grant project
- is a legal entity that is not an organization in difficulty under a directly applicable European Union regulation,
- no direct recovery order has been issued against it following European Commission decision under the directly applicable European Union regulation.

III. Persons, who form the statutory body of the organization (or they are a member of the statutory body of the organization):

Name and surname, function ¹⁾ :	place of residence ¹⁾ :
.....
.....
.....

(In case of lack of space, please provide the corresponding information on other persons on a separate sheet clearly marked as an annex to this Solemn declaration.)

IV. Solemn declaration of the persons, who form the statutory body of the organization or they are a member of the statutory body of the organization:

The persons referred to in point III. above of this Solemn declaration hereby, pursuant to the provisions of § 18 para. b) of Act No. 130/2002 Coll.

declare honestly that:

- none of these persons has been subject of legally effective conviction of criminal offence, the facts of which case relate to the subject of business of the organization, or economic offence or crime against property, or is legally viewed as such,
- none of these persons has been subject to disciplinary action in the last three years under special legal regulations governing the performance of professional activity, if this activity is related to the subject of the public tender in research experimental development and innovation.

In.....date.....¹⁾

.....
Signature of **all** persons forming the statutory body of the organization
or **all** members of the statutory body of the organization

¹ The data is to be filled in on a computer, typewriter or in block capitals.

² To be filled if the organization is listed in the public register.

Solemn declaration of the organization as a legal entity on the grant project proposal as an application for a subsidy according to the Budgetary Rules

The organization shall fill in the following data on a computer, typewriter or in block capitals.

I. Organization:

Business name or organization name:

Registered office of the organization:

Registration number of the organization:

Registered in a business register or in a public register kept as subject of charge of ¹⁾

.....

Under section....., number

(hereinafter referred to as “the organization”).

II. Organization’s Solemn declaration

The organization hereby honestly declares that the following data (stated in points III. to V. of this Declaration) stipulated in § 14 para. e) of Act No. 218/2000 Coll., on Budgetary Rules and on amendments to certain related acts (Budgetary Rules), are true and complete.

III. Identification of all persons acting on behalf of the organization stating whether they act as its statutory body or they act on the basis of the power of attorney granted (§ 14 para. (3) letter (e) point 1 of Act No. 218/2000 Coll.) ^{2) 3)}:

Title, name and surname:

Place of residence:

Acting: a) as its statutory body b) on the basis of the power of attorney granted ⁴⁾

IV. Identification of persons with a share in a legal entity that is the organisation (§ 14 para. (3) letter (e) point 2 of Act No. 218/2000 Coll.) ^{3) 5)}:

Title, name and surname:

Place of residence:

Amount of the share in the legal entity:

V. Identification of persons in which the legal entity that is the organisation has a share and the amount of this share (§ 14 para. (3) letter (e) point 3 of Act No. 218/2000 Coll.) ^{3) 6)}

Name of the legal entity:

Place of residence:

Registration number:

Amount of the share in the legal entity:

In.....date.....

.....
Signature of **all** persons forming the statutory body of the organization
or **all** members of the statutory body of the organization

¹ To be filled in if the organization is registered in the business register or another public register.

² To be filled in by all persons.

³ If necessary, copy points III. to V. or in case of lack of space, provide the corresponding information from point III. to V. on a special sheet clearly marked as an annex to this Solemn declaration.

⁴ Cross out or delete the inappropriate.

⁵ To be filled in by all persons except those who are organizational unit of the state, organization co-financed by the state budget, public research institution, public or state university.

⁶ To be filled in by all persons except those who are organizational unit of the state and organization co-financed by the state budget.

Attachment 3a – Structure of groups and sub-groups of research field for IS R&D – CRP

SOCIAL SCIENCES

AA Philosophy and Religion
AB History
AC Archaeology, Anthropology, Ethnology
AD Political sciences
AE Management, Governance and Administration
AF Documentation, Librarianship, Information management
AG Juridical sciences
AH Economics
AI Linguistics
AJ Literature, Mass media, Audio vision
AK Sports and Leisure Activities
AL Arts, Architecture, Cultural Heritage
AM Pedagogy and Education
AN Psychology
AO Sociology, Demography
AP Urban, Regional and Transport Planning
AQ Safety and Health protection, Human-machine

PHYSICS AND MATHEMATICS

BA General Mathematics
BB Applied Statistics, Operations Research
BC Management Theory and Systems
BD Information Theory
BE Theoretical Physics
BF Elementary Particles and High Energy Physics
BG Nuclear, Atomic and Molecular Physics, Accelerators
BH Optics, Masers and Lasers
BI Acoustics and Oscillations
BJ Thermodynamics
BK Fluid Mechanics
BL Plasma Physics and Gas Discharges
BM Solid State Physics and Magnetism
BN Astronomy and Celestial Mechanics, Astrophysics
BO Biophysics

CHEMISTRY

CA Inorganic Chemistry
CB Analytical Chemistry, Separation
CC Organic Chemistry
CD Macromolecular Chemistry
CE Biochemistry
CF Physical Chemistry and Theoretical Chemistry
CG Electrochemistry
CH Nuclear and Quantum Chemistry, Photochemistry
CI Industrial Chemistry and Chemical Engineering

EARTH SCIENCES

DA Hydrology and Limnology
DB Geology and Mineralogy
DC Seismology, Volcanology and Earth Structure
DD Geochemistry
DE Earth magnetism, Geodesy, Geography
DF Soil science
DG Atmospheric sciences, Meteorology
DH Mining Industry including Mining and Coal Processing
DI Air Pollution and Control
DJ Water Pollution and Control
DK Contamination and Decontamination of Soil including Pesticides
DL Nuclear Waste, Radioactive Pollution and Control
DM Solid Waste and its Control, Recycling
DN Environmental Impact on Health
DO Protection of Landscape Areas

BIO-SCIENCES

EA Morphology and Cytology
EB Genetics and Molecular Biology
EC Immunology
ED Physiology
EE Microbiology, Virology
EF Botany
EG Zoology

EH Ecology - communities
EI Biotechnology and Bionics

MEDICAL SCIENCES

FA Cardiovascular Diseases including Cardio surgery
FB Endocrinology, diabetology, Metabolism, Nutrition
FC Pneumology
FD Oncology and Haematology
FE Other fields of Internal Medicine
FF ORL, Ophthalmology, Dentistry
FG Paediatrics
FH Neurology, Neurosurgery, Neurosciences
FI Traumatology and Orthopaedics
FJ Surgery including Transplantology
FK Gynaecology and Obstetrics
FL Psychiatry, Sexology
FM Hygiene
FN Epidemiology, Infectious Diseases and Clinical Immunology
FO Dermatovenerology
FP Other medical specializations
FQ Public Health, Social Medicine
FR Pharmacology and Pharmaceutical Chemistry
FS Medical Facilities, Apparatus and Equipment

AGRICULTURE

GA Agricultural Economics
GB Agricultural Machinery and Buildings
GC Plant growing, Crop rotation
GD Fertilizing, Irrigation, Tillage
GE Plant Breeding
GF Diseases, Pests, Weeds and Protection of Plants
GG Livestock Farming
GH Livestock Nutrition
GI Livestock Breeding
GH Animal Diseases and Pests, Veterinary Medicine
GK Forestry

GL Fishery
GM Food Industry

COMPUTER SCIENCE

IN Computer science

INDUSTRY

JA Electronics and Optoelectronics, Electrotechnics
JB Sensors, Detectors, Measurement and Regulation
JC Computer Hardware and Software
JD Use of computers, Robotics and its Applications
JE Non-nuclear Energy, Consumption and Use of Energy
JF Nuclear Energetics
JG Metallurgy, Metal Materials
JH Ceramics, Refractory Materials and Glass
JI Composite Materials
JJ Other Materials
JK Corrosion and Surface Treatment of Material
JL Material Fatigue and Fracture Mechanics
JM Civil Engineering
JN Building Industry
JO Land Transport Systems and Equipment
JP Industrial Processes and Processing
JQ Machinery and Tools
JR Other Engineering
JS Reliability and Quality Management, Testing
JT Propulsion, Engines and Fuels
JU Aeronautics, Aerodynamics, Aircraft
JV Space Technology
JW Navigation, Connection, Detection and Countermeasures
JY Firearms, Ammunition, Explosives, Combat Vehicles

MILITARY

KA Military

Attachment 3b – Structure of OECD research fields by two-digit classification²¹

Natural Sciences

- 1.1. Mathematics
- 1.2. Computer and information sciences
- 1.3. Physical sciences
- 1.4. Chemical sciences
- 1.5. Earth and related environmental sciences
- 1.6. Biological sciences
- 1.7. Other natural sciences

Engineering and Technology

- 2.1. Civil engineering
- 2.2. Electrical engineering, electronic engineering, information engineering
- 2.3. Mechanical engineering
- 2.4. Chemical engineering
- 2.5. Materials engineering
- 2.6. Medical engineering
- 2.7. Environmental engineering
- 2.8. Environmental biotechnology
- 2.9. Industrial biotechnology
- 2.10. Nanotechnology
- 2.11. Other engineering and technologies

Medical and Health Sciences

- 3.1. Basic medicine
- 3.2. Clinical medicine
- 3.3. Health sciences
- 3.4. Medical biotechnology

- 3.5. Other medical sciences

Agricultural and Veterinary Sciences

- 4.1. Agriculture, Forestry and Fisheries
- 4.2. Animal and Dairy science
- 4.3. Veterinary science
- 4.4. Agricultural biotechnology
- 4.5. Other agricultural sciences

Social Sciences

- 5.1. Psychology and Cognitive sciences
- 5.2. Economics and Business
- 5.3. Education
- 5.4. Sociology
- 5.5. Law
- 5.6. Political science
- 5.7. Social and economic geography
- 5.8. Media and communications
- 5.9. Other social sciences

Humanities and the Arts

- 6.1. History and Archaeology
- 6.2. Languages and Literature
- 6.3. Philosophy, Ethics and Religion
- 6.4. Arts (arts, history of arts, performing arts, music)
- 6.5. Other Humanities and the Art

²¹ For detailed classification of disciplines see https://www.rvvi.cz/dokumenty/Ciselnik_oboru_Frascati_v20171207web.pdf

Attachment 4 – Definition of types of outcomes

J - peer-reviewed article

Article in a specialist journal is an original, or review article published in a professional journal (magazine) regardless of the publisher's state, which presents the original research outcomes carried out by the author or the team, of which the author was a member, and whose stated affiliation relates to a Czech research organization. These are comprehensive texts of works classified according to the requirements of publishers of the journal on the structure of scientific work (most often summary, introduction, material and methods, outcomes, discussion, conclusion, literature review) with the usual way of citing sources, possibly with notes. In the professional journal, these types of articles are usually included in the content into the group of original or review reports.

A professional journal means a peer-reviewed scientific journal with a scientific editorial that is published or was published periodically, is assigned only the ISSN or e-ISSN code and is published in printed, printed and electronic, or only in electronic form, including on-line publication.

Articles in a specialized journal are classified as following:

- **Jimp** – original / review article in a specialized journal that is included in the Web of Science database with the flag “Article”, “Review”, or “Letter”;
- **Jsc** - original / review article in a specialized journal that is included in the Web of Science database with the flag “Article”, “Review”, or “Letter”;
- **Jost** - original / review article in a specialized journal that does not belong to any above-mentioned group and meets general conditions of article in a specialist journal. The list of specialized non-impacted journals shall not be used.

The following are not specialist journal:

- journals that do not have ISSN, nor e-ISSN;
- journals or extraordinary journals published with the ISSN and also concurrently with the ISBN in a book form (these cases often occur with conference papers, which are registered in WoS and Scopus databases. Outcomes published in this type of source belong to outcomes of type D);
- journals for which the method of review management of contributions is not being published or does not occur;
- journals of character of daily or newspaper press, i.e. regular daily press, thematic “popular-professional” supplements to daily press, weekly newspapers, specialized newspapers (e.g. Zdravotnické noviny, Hospodářské noviny, Učitelské noviny, etc.);
- non-fiction journals intended for the general public, published by commercial publishers, public and other institutions;
- popularizing journals intended for the wider professional public, e.g. published by professional societies, scientific institutions etc., in order to promote and popularize science;
- journals of trade unions, political parties, associations etc.;
- business and insurance journals;
- forms and newsletters;

- special issues of journals in which texts of conference papers are published.

The following are not article in a specialist journal:

- reprints, abstracts, extended abstracts (e.g. at conferences) etc., even if published in a specialist journal, articles of an informative or popularizing character on research outcomes;
- editorial materials, corrections, reviews, researches and summaries, even if published in a specialist journal;
- a preprint article, i.e. the version of the article published before the review process;
- for Jost articles with less than 2 pages of text: photos, charts, map attachments, images, tables, and advertisements are not included in the page range.

B – monograph

A monograph presents original research outcomes that have been carried out by the author of the book or by a team of authors, of which the author was a member. A book is a non-periodical professional publication with a range of at least 50 printed pages of own text without photographic, pictorial, map etc. attachments published in print or electronically and assessed (reviewed) by at least one generally recognized expert in the respective field in the form of a lecture report (but not from the author's workplace). It concerns a well-defined problem in a particular scientific field, includes the formulation of an identifiable and scientifically recognized methodology (explicitly formulated methodological bases and / or formulation of a new methodology based on previous theoretical research in the field). The formal attributes of a monograph are references to literature in the text, a list of used literature, possibly notes and bibliography of sources and a summary in at least one world language.

The book has an assigned ISBN or ISMN. The whole book is created by a unified collective of authors (regardless of the share of individual members of the collective of authors in the content), even if the individual chapters of the book have separate authorship. Monograph are e.g. scholarly encyclopaedias and lexicons, critical editions of sources, critical editions of art (music, art, etc.) materials accompanied by studies, critical commented translation of demanding philosophical, historical or philological texts accompanied by studies, scientifically designed dictionary and professional dictionary, a critical exhibition catalogue etc., provided that they meet the formal criteria set out above.

For a multi-volume scientific monograph, each volume can be recognized as an output (and included in the RIV) if each one individually meets the required criteria and has been published as a separate publication with its own ISBN. If a monograph is recognized (and classified in RIV) as an outcome of type B, its chapters cannot be recognized (and classified in RIV) as an outcome of type C for the same submitter.

The following are not monograph:

- book that do not have an assigned ISBN or neither ISMN;
- teaching texts (i.e. textbooks, coursebooks);
- expert opinions and stances, studies, translations, manuals, information and promotional publications, yearbooks (except for those that meet the requirements of a monograph), annual or similar periodic reports;

- common language dictionaries;
- printed or electronically published research summaries, purpose-made summaries of specialist papers (e.g. within one workplace);
- printed or electronically published abstract summaries, or extended abstracts or oral communication from conferences;
- methodological manuals, catalogues and standards;
- proceedings (individual contributions in the proceedings may be an outcome of type D);
- fiction, non-fiction, travelogues, texts of theatre plays;
- selective bibliographies, annual reports, speeches, reports, collections of students' competition papers, tourist guides;
- commercial translations from foreign languages;
- memoirs, information materials, popularizing monographs, biographies, autobiographies, monographically issued final reports from grants or projects.

If the book is published in the Czech Republic, the legal deposit must be registered in the National Library of the Czech Republic. "Monograph" types of outcomes published abroad, are verified by a reference to a Digital Object Identifier (DOI) or Open Access (OA), traceability in an internationally recognized catalogue, or verification by a returnable borrowing from the reporting institution confirmed by the provider.

C – chapter in a monograph

A chapter in a monograph (if the book meets the definition of type B outcome) is applied in such a case, when the whole book has only an editor or in cases when the author is stated as a co-author (albeit with a minority share in the content) in the whole book (on title page, on the back of title page) and is a member of the team of authors with clearly identified main authors. However, the chapter needs to have an individual author or team of authors.

If the monograph is classified as a type B outcome in RIV, its chapters cannot be included as a type C outcome in the case of the same submitter.

D – article in proceedings registered in the Scopus database or in the Web of Science Conference Proceedings Citation database

An article in proceedings presents the original outcomes of the research carried out by the author or the team of which the author was a member. The article has the usual structure of scientific work with the usual way of citing resources (it is not an abstract or extended abstract) and is published in proceedings.

The proceedings are a reviewed non-periodical publication, published on the occasion of a conference, seminar or symposium, which contains separate articles by various authors, which have mostly a common element or related topic and have an assigned ISBN or ISSN, or both.

An "article in proceedings" type of outcome is a paper with a total range of at least 2 pages: photos, graphs, map attachments, pictures, tables and advertisements are not included in the page range.

An “article in proceedings” type of outcome is an article, which is registered

- in a Scopus database in sources ("Sources") of type of Book Series or Conference Proceedings and has either an assigned ISBN or an ISSN, or both;
- in the Web of Science Conference Proceedings Citation Index database and has an assigned ISBN or ISSN, or both;
- an article in a special issue of a journal registered in one of the above databases dedicated to the publication of conference papers.

The following is not an article in proceedings:

- occasionally published summaries of specialist papers (e.g. within one workplace, anniversaries, founding celebrations and annual conferences);
- collected and published abstracts or extended abstracts;
- sorted and published articles elsewhere etc.

Attachment 5 – Request for change of beneficiary form

REQUEST FOR CHANGE OF BENEFICIARY

REGISTRATION NUMBER OF THE GRANT PROJECT (HEREINAFTER REFERRED TO AS “PROJECT”):

.....

PROJECT TITLE:

PROJECT INVESTIGATOR:

PROJECT START DATE:

PROJECT END DATE:

PROPOSED DATE OF PROJECT ASSIGNMENT:

CURRENT BENEFICIARY:

With address of its registered office:

Organization identification number:

Represented by:

Registered at:

Bank details:

Bank account number:

(hereinafter referred to as “**Current Beneficiary**”)

NEW ORGANIZATION:

With address of its registered office:

Organization identification number:

Represented by:

Registered at:

Bank details:

Bank account number:

(hereinafter referred to as “**New Organization**”)

The Current Beneficiary, the New Organization and the project investigator hereby request an amendment of the Contract on the grant provision to support a grant project No. Panel No. P concluded on (the "Contract") between Current Beneficiary and the Czech Republic – The Czech Science Foundation, with its registered office at Evropská 2589 / 33b, 160 00 Prague 6, Organization identification number: 48549037 (hereinafter referred to as the "Provider")

I. Detailed justification of all relevant facts, justifying the conclusion that the project cannot be continued at the workplace of the Current Beneficiary:

II. Total approved costs for carrying out the project from all sources of financing according to the Contract:

	1 st year	2 nd year	3 rd year	4 th year	5 th year	Total
The total subsidy paid by the Provider for the Project				-	-	
Total paid support from other public sources (domestic and foreign)				-	-	
Total support paid from non-public sources (own funds, private subsidies)				-	-	
Total eligible costs incurred from all sources of financing				-	-	
Support rate at the Provider				-	-	

III. Breakdown of total eligible costs of the Current Beneficiary of the Project from all sources of funding spent at the date of this request:

	1 st year	2 nd year	3 rd year	4 th year	5 th year	Total
The total subsidy paid by the Provider for the Project				-	-	
Total paid support from other public sources (domestic and foreign)				-	-	
Total support paid from non-public sources (own funds, private subsidies)				-	-	
Total eligible costs incurred from all sources of financing				-	-	
Support rate at the Provider				-	-	

IV. Expected breakdown of the drawn total eligible costs of the Current Beneficiary of the Project from all sources of funding at the proposed date of assignment of the Project:

	1 st year	2 nd year	3 rd year	4 th year	5 th year	Total
The total subsidy paid by the Provider for the Project				-	-	
Total paid support from other public sources (domestic and foreign)				-	-	
Total support paid from non-public sources (own funds, private subsidies)				-	-	
Total eligible costs incurred from all sources of financing				-	-	
Support rate at the Provider				-	-	

V. Approved costs of the Project according to the Contract:

	1 st year	2 nd year	3 rd year	4 th year	5 th year	Total
Material costs				-	-	
Personnel costs				-	-	
Investment costs				-	-	
Total				-	-	

VI. Drawing of approved costs of the Current Beneficiary of the Project as of the date of submission of this request:

	1 st year	2 nd year	3 rd year	4 th year	5 th year	Total
Material costs				-	-	
Personnel costs				-	-	
Investment costs				-	-	
Total				-	-	

VII. Estimated drawing of approved costs of the Current Beneficiary of the Project as of the proposed date of Project assignment:

	1 st year	2 nd year	3 rd year	4 th year	5 th year	Total
Material costs				-	-	
Personnel costs				-	-	
Investment costs				-	-	
Total				-	-	

VIII. Application of Project outcomes:

Outcomes applied so far

Type of outcome	
Title of outcome	
Description (bibliographic information)	
Application rate in RIV of the institution	
Type of outcome	
Title of outcome	
Description (bibliographic information)	
Application rate in RIV of the institution	

Outcomes to be applied:

Type of outcome	
Title of outcome	
Description (bibliographic information)	
Application rate in RIV of the institution	
Type of outcome	
Title of outcome	
Description (bibliographic information)	
Application rate in RIV of the institution	

Estimated outcomes:

Type of outcome	
Title of outcome	
Description (bibliographic information)	
Application rate in RIV of the institution	
Type of outcome	
Title of outcome	
Description (bibliographic information)	
Application rate in RIV of the institution	

IX. Proposal for mutual settlement of assets acquired from the approved costs of the Project. This proposal also includes the settlement of all property rights incurred during the Project, including rights to research outcomes. The proposal of the mutual settlement is submitted on the intended date of the project assignment:

Details of the mutual settlement as of the proposed date of assignment of the Project are contained in the contract on the Contract assignment, which is an integral part of this request.

X. Annexes proving the eligibility of the New Organization which are attached to this request:

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XI. Final statements

1. New Organization has been familiarized in detail with the institutional and technical needs for carrying out the Project and its team and declares that it is able to provide and will provide the Project investigator and its team members with similar or better institutional and technical facilities for continuing the Project.

2. Project investigator has been familiarized in detail with the institutional and technical facilities of the New Organization and is convinced that the New Organization is able to provide the Project investigator and its team members with similar or better institutional and technical facilities for carrying out the Project, than it has with the Current Beneficiary.

3. Current Beneficiary declares honestly that it has informed the New Organization in detail about the institutional and technical needs of the Project investigator and the state of the project at the proposed date of assignment of the Project and that it has not concealed any substantial circumstance that could affect the successful implementation of the Project, or that the New Organization has been informed on the potential risks of carrying out the Project.

4. Current Beneficiary, New Organization and Project investigator declare honestly that they are not aware as of the date of submitting this request of any obstacles to the successful completion of the Project after the assignment of the Contract from the Current Beneficiary to the New Organization.

5. Current Beneficiary and New Organization hereby declare that they have considered, with the diligence of a professional manager, the mutual settlement of property resulting from the assignment of the Project and this complete settlement of property is contained in the contract on the assignment of Contract which forms an integral part of this request.

6. Contracting parties request the assignment of the Project based on the contract on the assignment of Contract as of the proposed date of assignment of the Project.

- Annexes:**
- 1) Interim Financial Statements of the Project of the Current Beneficiary as of the date of request submission
 - 2)
 - ..)

In	on	In	on	In	on
On behalf of Current Beneficiary:		On behalf of New Organization:		Project investigator:	
.....		