

# Terms and Conditions for International Grant Projects Evaluated by Lead Agency - 2022

**These terms and conditions (hereinafter “Rules”) shall apply to projects  
in which GACR is the Lead Agency.**

## **Preamble**

Established and operating pursuant to Act No. 130/2002, on Funding for Research, Experimental Development and Innovation from Public Funds and on the Amendment to Certain Related Acts (the Research and Development Act or “R&D Act”), as amended, in keeping with the National Policy for Research, Development and Innovation of the Czech Republic, pursuant to other legislation of the Czech Republic and the European Union rules and regulations governing State Aid for research, development and innovation, with the objective to provide funding to top basic research projects in the Czech Republic, and on the basis of agreements with partner agencies, **Grantová agentura České republiky** (“GACR” or the “Czech Science Foundation”) hereby makes this Call for Proposals for Grant Projects in basic research, and subsequently grants the funding for such projects.

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## 1. PURPOSE OF THESE RULES

(1) These Rules of International Grant Projects (hereinafter “Rules”) evaluated by the Lead Agency (hereinafter “LA Grants”) have been drawn up pursuant to the provisions of Section 7 (4) of Act No. 130/2002, and comprise the set of documents and information required for drawing up and submitting a Grant Project Proposal under the group of **International Grant Projects Evaluated by Lead Agency** (code GL under the Information System for Research, Experimental Development and Innovation), and shall apply where the Czech Science Foundation is the Lead Agency.

(2) On the basis of individual agreements made by and between the Czech Science Foundation and the individual partner agencies abroad, and following the consensus between and among the partner agencies and foundations abroad (hereinafter “Partner Agency”), and pursuant to Section 2 of its Charter<sup>1</sup>, the Czech Science Foundation provides Targeted Aid pursuant to Act No. 130/2002 for international projects.

(3) Within the LA Grants, the agencies and foundations (“Providers”) from the participating countries pool their efforts and funds to finance joint projects enabling the involvement of scientific teams from their respective countries in international cooperation on promising and interdisciplinary topics, and directions of the science of today. Each of the Providers only funds those parts of joint international projects which are carried out by organizations (individuals as well as scientific teams) domiciled in their respective countries (the Czech part of the Project vs. the part carried out in the Partner Country). In order to stipulate the rules of funding the parts of a joint, international project of a participating country, the legislation, internal guidelines, and policies applicable to such Provider, shall apply.

(4) These Rules use the terminology laid down by Act No. 130/2002; if any terminology in these Rules is being clarified, such clarification shall be considered an informative and explanatory interpretation only.

(5) The rights and obligations of the Provider and the Organization, i.e. Beneficiary, shall be governed by the provisions of Act No. 130/2002, Commission Regulation (EU) No. 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market pursuant to 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 Aid for Research and Development and Innovation, Official Journal of the EU C 198 of 27 June 2014 (hereinafter the “Framework”), and the National Research, Development and Innovation Policy of the Czech Republic for 2021+, approved by the Government of the Czech Republic on 20 July 2020 through Resolution No. 759 (hereinafter the “National Policy”), and the pertinent cooperation agreement.

(6) This Tender Document is published on the website of the Czech Science Foundation at <http://www.gacr.cz> for the duration of the tender and evaluation periods.

(7) This document is a translation of the Rules as published in the Czech language. In the event of any omission, inconsistency, or discrepancy between the translation and the original Czech text, including Annexes, exhibits, headings and footnotes, the Czech original text shall always prevail.

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

## 2. INFORMATION ON THE GROUP OF GRANT PROJECTS

The group of **International Grant Projects Evaluated by Lead Agency (“LA Grants”)** identified by the code “GL”, approved by Government Resolution No. 572 of 31 July 2013, as amended by Government Resolution No. 736 of 14 October 2019, is aimed at basic research projects. The evaluations of Grant Project Proposals shall be conducted on the basis of the individual cooperation agreements made by and between the individual partner grant agencies, i.e. they shall be international evaluations pursuant to Section 7 (4) of the Act on Funding for Research, Experimental Development, and Innovation, i.e. the selection of Projects shall be conducted internationally. As part of the “Weave” initiative, bilateral and trilateral Projects may be submitted. An international project must include the elements of well-founded cooperation between teams, the added value of joint research, and the scientific work of both teams must be interlinked closely.

“Weave” does not define the criteria to determine which agency will be “Lead” – such decision is at the discretion of the applying Organization and the international scientific team.

### 2.1. Basic Information and Definition of Terms

(1) **Grant Project** within the LA Projects group shall be understood as a basic research project in which the Organization sets its own aims and methods in the scientific fields defined by the Charter of the Czech Science Foundation (the breakdown of those fields into Evaluation Panels is listed in Annex 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 the aim to acquire new knowledge on the basic principles of phenomena or observable facts, without a 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 as defined by the Organization, which are necessary for the evaluation of the Proposal’s scholarly benefit, quality, and feasibility. The Project Proposal also contains further information, as necessary for the provision of aid (Grant Funding), required as per these Rules and the related legislation .

(4) **Research Organization** (hereinafter “Organization”) shall mean a legal entity based in the Czech Republic, an “organizational unit of the State” (governmental agency), or self-governing territorial unit, or an agency of the Ministry of Defence or Ministry of the Interior, which is engaged in research and experimental development, and which is applying for the provision of Targeted Aid (Grant

Funds or Grant Funding) by submitting a Project Proposal. The participation of Organizations based outside of the Czech Republic is governed by the provisions of Section (18) (11) of Act No. 130/2002.

(5) **Research Co-organization** (hereinafter “Co-organization”) shall mean a legal entity based in the Czech Republic, an “organizational unit of the State” (governmental agency), or self-governing territorial unit, or an agency 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 Aid. The participation of the Co-organization in the Grant Project must be defined in the Project Proposal. Such participation of Co-organizations based outside the Czech Republic is governed by the provisions of Section (18) (11) of Act No. 130/2002. Co-organization must be an entity separate from the Organization (if it is a legal entity, it must have 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 employed, or in a similar relationship (but not in a labour-law relationship based on an agreement on work performed outside of employment, i.e. “employment-like agreements”) with the Organization (Co-organization), or such relationship must be established on or before the start date of the Grant Project. Each Project Proposal must include an individual identified as Applicant (Co-applicant). Once the Agreement is executed or a Decision on Grant Funding is issued, the Applicant (Co-applicant) shall become the **Principal Investigator** (hereinafter “Investigator”) or (**Co-investigator**) of the Grant Project. The Applicant shall also act as the **Coordinating Applicant** of the entire international Project team within the meaning of the pertinent cooperation agreement. The **Partner-Country Applicant** (and subsequently Partner-Country Investigator) shall mean a natural person in the Partner Country responsible for the scientific quality of his or her part of the Project Proposal which is submitted as a Request for Funding in the Call for Proposals published by the Partner Agency on the basis of the international agreement signed by and between such Partner Agency and the Czech Science Foundation. The Partner-Country Applicant (and subsequently Partner-Country Investigator) must not be employed, within the meaning of Part II of the Labour Code, at any Czech institution. The Partner-Country Investigator shall also act as the **Corresponding Applicant** within the meaning of the pertinent cooperation agreement.

(7) **Beneficiary** shall mean an Organization in whose favour a decision has been made to provide Targeted Aid (Grant Funds or Grant Funding) to carry out a Grant Project, and with whom the Provider has executed the Agreement on Grant Project Funding, or in whose favour a Decision on Grant Funding has been made. Pursuant to article 1 (5) a) of the Regulation, a Beneficiary based outside the Czech Republic is required to have a branch or an establishment registered in the Czech Republic on or before the date of the first remittance of the funding.

(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 executes an Agreement on Participation in the Grant Project following the award of funding to the Project. Pursuant to article 1 (5) (a) of the Regulation, a Beneficiary based outside the Czech Republic is required to have a branch or an establishment in the Czech Republic on or before the date of the first remittance of the funding.

(9) **Professional Co-workers** (members of a research team) are additional natural persons (individuals) who are to take part in a Grant Project as scientists. They shall be identified by name in the Project Proposal.

Should any other Professional Co-workers (students or postdocs) participate in carrying out a Grant Project as scientists, this fact is to be included in the Project Proposal and in both the Interim and Final Reports. In the Project Proposal, it is possible to fill these individuals in under shortcuts as S1, ..., Sn, or PD1, ... PDn, respectively (**student** shall mean a person enrolled in the specific academic year of study pursuant to Section 61 of Act No. 111/1998<sup>2</sup>; a **postdoc** shall mean a person who completed a Ph.D. degree or its equivalent no more than 8 years before the date of the project launch; maternity and/or parental leave, as well sick leave in case of a long-term illness, do not count towards this 8-year period), or any similar, long-term, occupational obstacles defined by law (such as long-term care for a next of kin / a close person). Equal opportunity trends must be implemented in the formation of Project teams.

(10) **Other collaborators** (e.g. technical staff) are other natural persons who are not identified by name in the Project Proposal, and who will participate in supporting activities required to carry out the Grant Project.

(11) **Targeted Aid (subsidy, Grant Funds, Grant Funding)** for carrying out a Grant Project is provided in the form of a subsidy to natural persons or legal entities, or may cover an increase in the expenditures of governmental agencies or self-governing territorial units, or agencies of the Ministry of Defence, or the Ministry of the Interior, which are engaged in research and experimental development, following the evaluation of Project Proposals and the satisfaction of the terms and conditions laid down by Act No. 130/2002. Targeted Aid (Grant Funding) is designated solely to cover approved costs.

(12) **Approved costs** shall mean the eligible costs or expenditures<sup>3</sup> as approved by the Provider, and as defined in the Agreement or Decision on Grant Funding to carry out the Grant Project.

(13) **Items of Basic Structure** shall mean the basic categories of approved costs, i.e. personnel costs, investment costs, and material costs.

(14) **Proportion of Funding from Provider** expresses the amount of public aid (Grant Funding) provided by the Provider as a percentage of the total approved costs. Pursuant to Act No. 130/2002 and the Regulation, the maximum permitted proportion of funding is 100% of the approved costs.

(15) **Provider** of aid (Funding) for carrying out Grant Projects shall mean the Czech Republic – Grantová agentura České republiky (“GACR” or “Czech Science Foundation”) (hereinafter “GACR”), a governmental agency, Reg. No. 48549037, with its seat at Evropská 2589/33b, 160 00 Prague 6, Czech Republic.

## **2.2. Eligibility Requirements for Organizations and how to Demonstrate Eligibility**

(1) **Eligibility** to carry out the proposed Grant Project shall be demonstrated, pursuant to Section (18) (2) of Act No. 130/2002, by the Organization submitting a Project Proposal, as follows:

a) professional qualifications to carry out the Grant Project pursuant to the provisions Section (18) (2) (a) of Act No. 130/2002, shall be demonstrated by the Organization in the Project

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<sup>2</sup> Act No. 111/1998, on Higher Education Institutions and on Amendments and Supplements to Certain Other Acts (The Higher Education Act), as amended.

<sup>3</sup> Section 2 (2) (I) of Act No. 130/2002, on the Support of Research and Development from Public Funds and on the Amendment to Certain Related Acts (hereinafter “the R&D Act”), as amended.

Proposal in the section explaining the justification (reasoning) of the Project Proposal. The Provider shall evaluate these qualifications using the criteria given in these Rules, with regard to the nature of the Project Proposal, and the financial volume thereof.

b) a licence to carry out the activities pursuant to the provisions of Section (18) (2) (b) of Act No. 130/2002, in the form of a business license or another required license, is to be submitted by the Organizations which are not a public institution of higher education, as defined in Annex 1 to Act No. 111/1998, nor a public research institution<sup>4</sup>, nor a person/entity established under separate, generally binding legislation or under a published decision; if any other authorisation or license is required to carry out the Grant Project pursuant to a separate law or regulation<sup>5</sup>, each Organization shall submit such license or authorisation, notwithstanding its legal form<sup>6</sup>.

c) eligibility pursuant to the provisions of Section (18) (2) (c) to (f), (h) and (i) and for natural persons also under Section (2) (g) of Act No. 130/2002, shall be demonstrated by the Organization by way of an Affidavit (pursuant to Annex 2 to these Rules). The eligibility pursuant to the provisions of Section (18) (2) (e) and (f) of Act No. 130/2002 in case of legal entities, shall be demonstrated for individuals executing the office of the governing body of the Organization or a member thereof (or all members of the governing body thereof), except for individuals for whom the terms and conditions for executing the office of a governing body, or a member thereof, are stipulated by a separate law or regulation (e.g. Act No. 341/2005, on Public Research Institutions), and are similar to the conditions for eligibility stipulated in the provisions of Section (18) (e) and (f) of Act No. 130/2002.

(2) The Organization with which the Agreement on Grant Funding is to be executed, or in favour of which a Decision on Grant Funding is to be issued, must submit a certified copy, not older than 9 calendar days, at the Provider's request, of the constitutive documents, the deed of establishment, deed of incorporation, memorandum of association, or other documents and/or other evidence of establishment or foundation, provided that this information about the Organization cannot be found in any public administration information system.

(3) The Organization with which the Agreement on Grant Funding is to be executed, or in favour of which a Decision on Grant Funding is to be issued, which is not a public institution of higher education, a public research institution, or a person/entity established pursuant to a separate, generally binding law or regulation, or a published decision, shall prove eligibility **before executing the Agreement or before the Decision is issued** pursuant to the provisions of Section (18) (2) (b) of Act

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

<sup>5</sup> E.g. Act No. 246/1992, on the Protection of Animals against Cruelty, as amended; Decree No 419/2012 on the Protection of Laboratory Animals, Act No. 18/1997, on Peaceful Use of Nuclear Energy and Ionizing Radiation ("Nuclear Act"), as amended, Act No. 263/2016, Nuclear Act, as amended, Act No. 78/2004, on the Use of Genetically Modified Organisms and Genetic Products.

<sup>6</sup> E.g. if a "license to use laboratory animals" is required to carry out the Grant Project, the Organization must produce such "License to Use Laboratory Animals" by the Proposal Submission Deadline (formerly the "accreditation of user equipment") which is in effect at least until the start of the project.

No. 130/2002, with a certified copy of the authorisation of license to carry out the activity<sup>7,8</sup>, not older than 90 calendar days if the Organization intends to perform such activity during the project.

(4) In addition, the Provider shall request the necessary cooperation from the Organization, consisting of the provision of any data necessary for submitting a request for a copy of a record from the Criminal Register.

(5) Pursuant to provisions under Section (14) (3) of Act No. 218/2000, on Budgetary Rules and on Amendments to Certain Related Acts (hereinafter "Budgetary Rules"), as amended, an Organization which is a legal entity shall submit an Affidavit showing the identification of:

- a) individuals acting on its behalf, stating whether they act as the governing body of the Organization, or on the basis of a power of attorney;
- b) individuals who are shareholders in this legal entity;
- c) entities, in which the Organization is a shareholder, and the percentage of such shareholdings.

(6) Should an Organization submit more than one Project Proposal in multiple Calls for Proposals, the eligibility shall be demonstrated for all Project Proposals simultaneously:

- a) pursuant to Article 2.2. (1) and (5) and Article 6 (3) to (7) of these Rules before Project Proposals are submitted, and
- b) pursuant to Article 2.2. (2) to (4) of these Rules before the Agreement on Grant Funding is signed, or before the Decision on Grant Funding is issued.

(7) An Organization based outside the Czech Republic which meets the terms and conditions stipulated in Section (18) (11) of Act No. 130/2002, shall demonstrate its eligibility pursuant to the provisions of Section (18) (2 (b) to (f) by way of an Affidavit. In addition, before the Agreement on Grant Funding is executed, such Organization, as a legal entity with its registered seat in a member state of the European Union, must demonstrate that the establishment or the branch of the legal entity located in the Czech Republic meets all eligibility requirements pursuant to the provisions in Section (18) of Act No. 130/2002, in the same way as an Organization based in the Czech Republic would.

(8) Eligibility must be demonstrated to the full extent, i.e. to meet all the requirements for all individuals whose eligibility is to be demonstrated (particularly in case of the governing bodies of legal entities). Failure to demonstrate the eligibility to the full extent or to meet the eligibility terms and conditions shall result in the disqualification of the Project Proposal from the evaluation of Projects.

(9) The standard affidavit forms (documents) as stipulated by Act No. 130/2002 and Act No. 218/2000, are available from the Czech Science Foundation at <http://www.gacr.cz/mezinarodni->

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

<sup>8</sup> E.g. in case the Grant Project requires „authorization to use laboratory animals“, the Applicant must supply „authorization to use laboratory animals“ during the Project Submission Deadline (former accreditation of user equipment), with effect at least until the beginning of carrying out the project.



[aktivita/la-spoluprace/](#). The affidavit must be completed in compliance with the instructions and duly signed.

(10) The affidavit and other documents as stipulated in Article 2.2 (1) and (5) of these Rules shall be delivered by the Proposal Submission Deadline physically by post or in person to the GACR registry (mail room) located at the address Evropská 2589/33b, 160 00 Prague 6, Czech Republic, in an envelope marked "Eligibility"; or in digital format, signed with a recognized digital signature pursuant to a separate law or regulation<sup>9</sup>, and delivered into the Provider's data mailbox the address of which is "a8uadk4".

(11) Organizations which are not public institutions of higher education, public research institutions, or persons/entities established pursuant to a separate, generally binding law or regulation, or a published decision, shall submit a trade license or another required license along with the Affidavit.

(12) Any other required license pursuant to a separate law or regulation shall be submitted if so required by the Grant Project. In this case, all Organizations, notwithstanding their legal form, shall submit photocopies of these licenses as Annexes to the Project Proposal. These Annexes shall be enclosed into the Web Application with the Project Proposal; they are not part of the Web App-generated PDF file containing the Project Proposal, and shall not be transferred through the data mailbox.

### **2.3. Project Submission Deadline and Evaluation Period, Announcement of Results, and Expected Date of Project Launch**

(1) The countdown to the Project Submission Deadline (the "submission period") starts on the day following the day of the publication of the Call for Proposals, and the length of the submission period before the Project Submission Deadline is specified in the terms and conditions for the Call for Proposals.

(2) The Evaluation Period is the period during which the Provider evaluates the Project Proposals, decides on the results, and announces such results. The Evaluation period begins the day following the Project Submission Deadline, and its length is specified in the terms and conditions of the Call for Proposals.

(3) The evaluation of Project Proposals shall end upon the announcement of the results. The Provider shall announce the results on the last day of the Evaluation Period by publishing these results at <http://www.gacr.cz>.

(4) The expected launch date of the Standard Projects is 1st January 2022, and the date of completion 31st December 2024.

(5) Projects from another group of Grant Projects which are tendered in separate tenders may not be submitted as Proposals for LA Grants.

## **3. TERMS AND CONDITIONS FOR PROJECT SUBMISSIONS**

(1) Proposals may only be submitted pursuant to the terms and conditions defined by Act No. 130/2002 and these Rules. As a condition, a joint Proposal must be submitted, which has been drawn

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

up jointly by the Czech Applicant, and the Applicant from the country of the Partner Agency. In order to meet the terms and conditions of the LA Grant, the Partner-Country Applicant must submit the part of the Proposal originating abroad to the Partner Agency abroad which has an agreement with GACR. Proposals for LA Grants submitted to Partner Agencies shall be evaluated using the internal evaluation guidelines of each individual Partner Agency, and using the methods defined by the Partner Agency. Proposals for LA Grants submitted to Partner Agencies shall be evaluated as international projects pursuant to Section 7 (4) of the Act. The Calls for Proposals for LA Grants shall be made, and the rules and/or guidelines for the submission of Proposals for LA Grants shall be laid down, by the Partner Agency.

(2) The Project Proposal is an application by the Organization for the provision of Targeted Aid (Grant Funding) in the form of a subsidy, or may cover an increase in the expenditures of governmental agencies or self-governing territorial units, or agencies of the Ministry of Defence and/or Ministry of the Interior which are engaged in research and experimental development pursuant to Act No. 218/2000

(3) The Project Proposal may not be modified. The Organization must inform the Provider in writing of any changes occurring between the submission of the Project Proposal and the potential Execution of the Agreement on Grant Funding or issuance of a Decision on Grant Funding for the project, if such change(s) have impact on the Organization's legal standing or the information required to demonstrate eligibility, or the information which could influence the evaluation of the Project Proposal, within 7 calendar days of the day that the Organization becomes aware of such facts or developments. In the event that the changes could influence the course of the evaluation (i.e. they are changes to those parts of the Project Proposal which are the subject of Evaluation under Articles 4.2. to 4.4. of these Rules), the Discipline Committees shall issue their opinions on whether such fact constitutes grounds for a disqualification of the Project Proposal from the evaluation, and the Provider's Presidium shall decide whether to keep the Proposal in question in the evaluation process, or to disqualify it. Substantial modifications to the Project Proposal, in particular, modifications such as the change of the Applicant, the Organization, or the subject-matter and aims of the Project, are not permitted, and shall always constitute grounds for the disqualification of the Project Proposal from the evaluation process.

(4) The Organization may withdraw from the evaluation at any time by notifying the Provider of its withdrawal through a message to the data mailbox of the Czech Science Foundation the address of which is "a8uadk4".

(5) Organizations are not entitled to compensation for costs associated with their participation in this Call for Proposals.

### **3.1 General Terms and Conditions for Submitting Proposals**

(1) The use of the texts of other authors in the Project Proposal must be accompanied by a bibliographic citation in the format of Czech Standard "ČSN ISO 690", or in compliance with the citation practices of the given field. The use of another author's text without a citation shall be deemed a gross violation of the respected standards of academic work and the Terms and Conditions for these Rules, and shall constitute grounds for disqualification of the Project Proposal from the evaluation.

(2) The LA Grant is a scientific project in the field of basic research, the scientific aim(s), and methods of which the Organization (Applicant) defines in the Project Proposal.

(3) Only one Organization may apply within one Project Proposal.

(4) A single individual may submit no more than two Project Proposals within all of the public tenders administered by GACR in a given calendar year for Projects launched in 2022 (subject to the exception provided below), and may be in the role of Applicant in one of the Proposals, and co-Applicant in the other. If both such Project Proposals submitted by a single individual are selected for funding, he or she may proceed to carry out both Projects, unless any other circumstance resulting out of the pertinent tender document or applicable rules prohibits such involvement in two projects.

Three exceptions to the foregoing are the tenders for JUNIOR STAR projects and the POSTDOC INDIVIDUAL FELLOWSHIP (both INCOMING and OUTGOING), in which an Applicant may submit Project Proposals notwithstanding any other tenders or calls. That is to say that an individual who submits a Project Proposal for a JUNIOR STAR or POSTDOC INDIVIDUAL FELLOWSHIP project may submit a maximum of two more Project Proposals, one as Applicant, and the other as Co-applicant. That is to say, a single individual may be nominated as the Applicant in one of the Project Proposals only, either in JUNIOR STAR, or in POSTDOC INDIVIDUAL FELLOWSHIP. If an Applicant for JUNIOR STAR wins multiple public calls/tenders, he or she may carry out this JUNIOR STAR Project only, or a maximum of two other projects at a time (one Applicant and the other as Co-applicant). If an Applicant for POSTDOC INDIVIDUAL FELLOWSHIP wins multiple public calls/tenders, he or she may carry out this POSTDOC INDIVIDUAL FELLOWSHIP Project only, or a maximum of two other projects at a time (one as an Applicant and the other as the Co-applicant).

A breach of the above terms and conditions for concurrent Projects shall constitute grounds to disqualify all Project Proposals from the public tenders or calls for proposals in which this individual is nominated as Applicant or Co-applicant, contrary to the terms and conditions stipulated above.

(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 "Web App"). The Provider shall only consider a proposal to be a valid Project Proposal if it is created in the Web App and sent through the data mailbox information system (ISDS) to the data mailbox the name of which is Grant Projects (Czech Science Foundation) (in Czech: Grantové projekty (Grantová agentura České republiky)), the address of which is "ntq92qs". After being finalized in the Web App, the Project Proposal shall be affixed with a digital seal, and thus may no longer be altered in any way. The digital seal ensures for the Project Proposal the proof of origin of each document received (the document was created in the Web App and a record of it is recorded therein), the data become impossible to alter (the Applicant or Organization has not altered the figures nor other text in the PDF, and the document thus matches the relevant data in the Web App); the digital seal also stores information that identifies the version of the Project Proposal accurately. The version of the Project Proposal deemed submitted shall be the one that was the last to arrive through the data mailbox specified in this paragraph before the expiration of the Project Submission Deadline – it may not necessarily be the latest version of the Project Proposal in the Web App.

Project Proposals from which the Web App's digital seal has been removed or replaced with another one shall be disqualified. Only Annexes specified in Article 3.2 (18) of these Rules and those Annexes which are required for the given project shall be attached to the Project Proposal in the Web App. Annexes are to be submitted in the Web App in PDF format. Only the Project Proposal generated by the Web App without Annexes shall be 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) Only a complete Project Proposal marked FINAL may be submitted in the Call for Proposals. Incompleteness of the Project Proposal or a submission of anything other than the version marked in this manner shall constitute grounds for the disqualification thereof from the evaluation.

(7) By submitting a Project Proposal, the Organization warrants that it is familiar with these Rules, and agrees to abide by the provisions thereof, including but not limited to the following:

- a) the Applicant is in employment with the Organization or such relationship shall be established on or before the date of the Grant Project launch;
- b) the Organization agrees to carry out all the obligations of a Beneficiary, once it has executed the Agreement on Grant Project Funding, as stipulated in Act No. 130/2002, in these Rules, and in the executed Agreement or an effective Decision on Grant Funding;
- c) the Organization agrees to provide the Investigator with the appropriate administrative support;
- d) the Organization agrees to provide the Investigator with the appropriate technical and institutional resources, including but not limited to suitable space and/or access to existing equipment during the Project and, where appropriate, after its completion.
- e) the Organization agrees to create an ethical and non-discriminatory working environment, to stipulate an explicit Code of Ethics, and to ensure a transparent process to deal with any breach thereof;
- f) the Organization shall procure that following the execution of the Agreement on Grant Project Funding, the Investigator shall carry out all his or her obligations, including but not limited to being accountable for the professional quality of the project;
- g) all the information given in the Project Proposal is true, complete and undistorted, and it is identical with the information entered into the Project Proposal through the Web App, that the Project Proposal has been drawn up in compliance with these Rules, that the individuals listed in the Project Proposal meet and shall continue to meet, throughout the entire period during which they are working on the Project, the terms and conditions stipulated in these Rules, and if applicable, that they shall act in compliance with the provisions of Article 7.5. of these Rules;
- h) all Co-organizations, the Applicant, Co-applicants and professional and/or other collaborators nominated in the Project Proposal have been made aware of the material content of the Project Proposal as well as the financial requirements specified therein, and with these Rules;
- i) before submitting the Project Proposal, the Organization acquired the consent of the aforementioned individuals and/or entities to participating in the Grant Project specified in the Project Proposal;
- j) the Organization has not accepted, is not accepting and shall not accept funding from another source for a different project with the same or similar subject matter;
- k) the contents of this Project Proposal are different from any other grant project or programme project in which the same Applicant or Co-applicant is participating, and the proposed scope of work allows the Applicant or Co-applicant to work on all their projects;

l) the Organization consents that the data given in the Project Proposal may be used for the Provider's internal needs, and published to the extent laid down by Act No. 130/2002, and these Rules;

m) in the event that an Agreement is executed or the Decision on Grant Funding is issued in respect of the Grant Project, the Organization shall abide by the terms and conditions for carrying out Grant Projects as stipulated in Article 7 of these Rules;

n) following the execution of the Agreement on Grant Project Funding, the Organization shall secure co-funding of the given Grant Project in accordance with the submitted Project Proposal;

(8) The Organization acknowledges the fact that in the event of failure to meet the terms and conditions stipulated in paragraph (7) of this Article, the Project Proposal shall be disqualified from the evaluation, and that failure to meet these terms and conditions may constitute grounds for an immediate termination of the Agreement on Grant Project Funding without prior notice.

### **3.2. Project Proposal**

(1) The 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, which aims are necessary for the assessment of the scholarly benefit, quality, and feasibility.

(2) The Project Proposal consists of the following forms: Part A – basic identification data, abstract, and scientific intent (aims of the Project); Part B – overall financial items, breakdown of financial items, including the justification of individual items, and a detailed definition of personnel costs; Part C (C1 and C2) – justification (reasoning) of the Project Proposal; Part D (D1 and D2) – information about the Applicant and Co-applicant; and Part E – information on other projects of the Applicant and Co-applicant receiving public aid (funding) under Act No. 130/2002, and Part B – Financial Plan.

(3) In response to the Call for Proposals published by GACR and the Partner Agency, all Organizations interested in the Grant shall draw up and submit one Project Proposal only, pursuant to the rules and guidelines agreed between both Agencies. The joint international project must contain elements of well-founded cooperation between teams, the added value of joint research, and the scientific work of both teams must be interlinked closely. Failure to meet this condition shall constitute grounds to disqualify the Project Proposal from the evaluation.

Unless provided herein otherwise, the Project Proposal shall be 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 through the data mailbox to GACR);

b) designation of the relevant Evaluation Panel pursuant to Annex 1 of these Rules corresponding to the general content specification of the individual panels published at <http://www.gacr.cz>; the Project Proposal may only be submitted to one Evaluation Panel by which it shall be evaluated in terms of its expertise (a subsequent transfer to a different panel is not permitted); in the event that the Project Proposal has an interdisciplinary nature, the option “interdisciplinary project” shall be chosen (it is necessary to submit Projects on the borderline of scientific disciplines as interdisciplinary, and to identify the main panel as the one

that best matches the primary professional background of the Applicant, the primary focus of the Project, the methods applied, and the [outputs] planned), and only in this case shall another Evaluation Panel be designated along with the justification (reasoning) thereof;

c) the registration number of the part of the proposal originating abroad (please leave blank if the number has not been assigned);

d) the basic information about the Applicant, Organization and potentially Co-applicant and Co-organization; mandatory information includes the personal number ("birth number" assigned to a Czech citizen) – or the date of birth in case of non-nationals of the Czech Republic – of the Applicant, and all Co-applicants, and registration number ("Reg. No.") of the Organization and all Co-organizations; an incorrect personal ("birth") number or Reg. No. provided in the Project Proposal shall constitute grounds to disqualify the Project Proposal from the evaluation;

e) the identification of the Organization, Applicant, and Agency (Provider) from the other country

f) scientist's identifier; one of the following should be used: the ResearchID listed by the WOS database, Scopus Author ID or ORCID;

g) the title of the Grant Project in Czech and English in the wording intended for publication; 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, nor the same title as another project being carried out or completed with funding support under Act No. 130/2002, 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") carried out by the Organization;

h) the project duration in years and the date of launch of the Grant Project;

i) the codes characterizing the Grant Project classification according to IS VaVal - CEP and the OECD fields, and in compliance with Annex 3a and 3b to these Rules;

j) keywords in Czech;

k) keywords in English;

l) if the Grant Project includes activities requiring special authorization/license under separate legislation (see Section (18) 2 (b) of Act No. 130/2002), a photocopy of the relevant authorizations must be included (e.g. a statement from the ethics committee must be included for clinical trials; a valid "authorization for the use of test animals<sup>10</sup>" must be included for handling breeding or laboratory animals).

**(5) Part A – Abstract and Scientific Aim (Aims of the Project)** shall include:

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<sup>10</sup> 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" by the Project Submission Deadline (formerly "accreditation of user facilities") in effect at least until the start of the project.

a) abstracts in Czech and English expressing the substance of the proposed Grant Project, and the expected specific results; neither the Czech nor the English abstracts may exceed 1,100 characters including spaces, and they are intended for publication;

b) scientific intent (aims of the Project) in Czech and English (no more than 300 characters including spaces for each language version);

c) if the scientific intent (aims of the Project) fits within any priority areas (or sub-areas) of the National Priorities of Oriented Research, Experimental Development, and Innovations<sup>11</sup>, the Applicant shall identify the pertinent area and/or sub-area (using a number from the list).

(6) **Part B – total funding** shall contain a proposal of the total eligible costs to carry out the Grant Project broken down as follows:

a) the total costs for each year of the project (i.e. costs funded by all sources, public and non-public; in the structure of Government Regulation No. 397/2009, on the Information System for Research, Experimental Development, and Innovation);

b) the total costs for the entire project period broken down by various sources following the structure of Government Regulation No. 397/2009, and the ensuing Description of Data for IS R&D – CRP;

c) the total costs requested from the Provider (proposed amount of funding), broken down into Items of Basic Structure and broken down by project year;

d) proposed proportion of public funding expressed as a percentage; the proportion of public funding equals to the amount of funding requested from the Provider's budget of Targeted Aid, divided by the total amount of Grant Project costs.

(7) **Part B – breakdown of financial items** shall be completed in Czech or English, separately for the Organization and for each Co-organization. All funding shall be rounded up to the nearest thousand (CZK). The use of a different format of the financial requirements shall constitute grounds for disqualification of the Project Proposal from the evaluation. The total expected costs to carry out the Project for the entire duration of the project, and in the individual years, shall be sorted by the various sources broken down into the funds requested from the Provider's budget of Targeted Aid, the funds from other public sources (e.g. including institutional funds from the state budget for research, development and innovation, from other state budget sources of the Czech Republic, from public sources outside the Czech Republic, incl. EU sources), as well as funds from non-public sources (including own resources). The total expected costs for project implementation in the individual years shall be broken down by Items of Basic Structure (as per Article 2.1 (13) of these Rules), and Material Costs (as per Article 3.3.3. of these Rules).

(8) 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 wage or salary as per Article 3.3.1 (5) (a) of these Rules for the Applicant or Co-applicant, and wages or salaries of the professional and other Professional Co-workers (see Article 2.1 (9) (a) or (b) of these Rules); the name and surname shall be included for each of

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<sup>11</sup> National Priorities of Oriented Research, Experimental Development, and Innovations, as approved by Government Resolution of Czech Republic No. 552 of 19 July 2012.

these employees, with a possible exception of other Professional Co-workers, Professional Co-workers who shall be identified as a “student” or a “postdoc”;

b) the workload (average annual full-time equivalent) for the individual employees working on this Project, and listed under item (a) above;

c) the aggregate wage or salary as per Article 3.3.1 (5) (a) of these Rules overall for the other collaborators;

d) the aggregate workload (average annual full-time equivalent) of other collaborators;

e) a breakdown of personnel costs to pay for agreements on work performed outside of employment pursuant to Article 3.3.1 (5) (b) of these Rules; agreements on work performed outside of employment (other personnel costs); Professional Co-workers, the name and surname shall be listed for Professional Co-workers (see Article 2.1 (9) of these Rules); other Professional Co-workers shall be designated as “student” or “postdoc”.

(9) The form **Part B – justification (reasoning) for financial items** shall be completed in Czech or English, separately for the Organization and each Co-organization. Information shall be provided for the entire duration of the project. Each cost item must be specified and justified, including cases where funding from other sources pursuant to Article 7 (b) and (8) of these Rules is being proposed. In the event that not all cost items are specified and justified, the Project Proposal shall be deemed incomplete; the following amounts shall be included, without limitation, and explained:

a) a breakdown of material costs;

b) the amount of travel costs, including the expected purposes of travel for each individual person (e.g. active participation in conferences);

c) a breakdown of other services and non-material costs;

d) investment cost, including Classification of CZ-CPA production;

e) the justification of personnel costs must include the following items for each individual person:

1. format of involvement and workloads (FTE or number of hours) corresponding to their levels of participation in the expected Grant Project;

2. the amount of personnel costs pursuant to Article 3.3.1 (5) of these Rules.

(10) **Part C1 – justification of Project Proposal** contains a file created outside the Web App in PDF format and with a maximum size of 6 MB shall be uploaded into the Web App in a manner similar to the Project Proposal annexes. The maximum size of this part is 15 pages of A4 format using a standard font<sup>12</sup>. The enclosure of any annexes other than those listed in Article 3.2. (15) of these Rules shall be deemed to have exceeded the maximum page count allowed. Failure to meet these terms and conditions shall constitute grounds for the disqualification of the Project Proposal from the evaluation. The justification must clearly present the aims and intentions and provide sufficient information necessary for the evaluation of the Project Proposal pursuant to the basic criteria for evaluating Project Proposals. Part C1 has a prescribed structure and must include the following:

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<sup>12</sup> I.e. 11 point font and single spacing.



- a) a summary of the current state of knowledge of the subject matter in the given scientific field, and a description of the Applicant's contribution to date to the research in the given matter and/or related issues;
- b) a statement of the substance and timeliness of the Grant Project, its aims, methods including conceptual and methodical procedures, a detailed schedule, and Project phases. The Project stages and the accomplishment of each aim must be associated with the expected results; wherever relevant, the possible impact on women and men should be taken into account.
- c) a precise justification of both parts of the budget (the Czech one and the one for abroad).
- d) description of, and reasoning for, the necessity of cooperation with the Organization from the Partner Country, the exact division of the research assignments between the partners;
- e) a history of collaboration between the Applicant and the scientific institutions abroad, and international collaboration planned within the Project;
- f) if a Co-organization is involved, its involvement in the project must be explained and justified, as well as its contribution and detailed description of its participation in the project;
- g) information on the readiness of the Applicant, Co-applicants, and their facilities (including those of the Organization abroad), and on the equipment of the facilities to be used for the Project, and about the opportunities for collaboration; additionally, information about the enforcement of the principles of responsible research and innovations (RRI), including the strategic tools of human potential development and the improvements of the Organization's working conditions (e.g. emphasis on the assurance of high ethical standards of research, compliance with gender equity, including the development of gender equity plans and/or measures to improve gender equity within HR Awards, etc.);
- h) description of the team; justification of / reasoning behind the participation of Co-applicants, Professional Co-workers, and other collaborators, professional and other, the definition of their roles in dealing with the subject matter, including the expected aggregate workload of the individual workers;
- i) citations of the literature and publications used.

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

(12) **Part C2 – expected project results** contains a description of the result types defined in Annex 4<sup>13</sup> of these Rules which are expected to be published as part of the Grant Project (articles in leading journals, monographs, articles in international proceeding etc.).

Articles which may be recognized as outputs of the project shall only be those which have been published in leading international or in other journals published in the reference period, and have been selected among ISI Highly Cited, and other publications with IF , articles in proceedings from leading international conferences, monographs and articles in monographs published by prestigious international publishing houses.

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<sup>13</sup> If the output falls under Jost category, please state the title of the journal in which the investigating team expects to publish the outputs of the Project.

(13) **Part C3 – international cooperation** shall contain a description of the added value of the international cooperation in the course of the Project.

(14) **Part D1 – CV of the Applicant and Co-applicants**, and that of the **Applicant from abroad**. A file created outside the Web App in PDF format and with a maximum size of 1 MB which shall be uploaded into the Web App in a manner similar to the Annexes to the Project Proposal. The Applicant and Co-applicant shall provide: a brief structured professional CV, and a list of activities over the last 5 years in the field which is to be the subject matter of the Grant Project (if necessary, this information can be included for the Professional Co-workers as well). The Applicant and/or Co-applicant may describe and explain any career gaps and/or drops in research productivity. The maximum size of this part is two pages of A4 size, using a standard font<sup>14</sup> (potentially a maximum of two more pages for each Co-applicant). The enclosure of any annexes other than those listed in Article 3.2. (18) of these Rules shall be deemed to have exceeded the maximum page count allowed. Failure to meet these terms and conditions shall constitute grounds to disqualify the Project Proposal from the evaluation.

(15) In **Part D2 – bibliography of Applicant and Co-applicant(s) shall be completed**. The Applicant and Co-applicant(s) shall provide the following information:

a) complete bibliographic information in the format of Czech Standard “ČSN ISO 690” (or compliant with other citation practices in the given field) describing five significant results of the Applicant’s/Co-applicant’s scientific and research activities (e.g. journal publications, monographs they have authored, etc.) which they consider essential, and a short summary of their contribution to the achievement of these results; for each result, the Applicant/Co-applicant shall include the number of citations excluding self-citations counted by Web of Science<sup>15</sup> or SCOPUS<sup>16</sup>; for each article in an impact journal monitored in these databases, Applicant/Co-applicant shall state the impact factor<sup>17</sup> of the journal effective at the time of publishing; in addition, the number of citations found in other databases may also be included, and/or the number established through another methodology acknowledged in the given field (must be briefly described);

b) the total number of results over the last five years or, where appropriate, over a longer period due to a career break (mainly due to maternity/parental leave, long-term illness, or other serious occupational obstacles, such as long-term care for a next of kin / a close person), broken down by type of results defined in the definition of the results categories (see Annex 4 Methodology for Evaluating Research Organizations and RD&I Targeted Aid Programmes<sup>18</sup>)

c) the total number of citations, including self-citation, for all their works according to the Web of Science or SCOPUS; the number of citations found in other databases can also be included, or that of another methodology acknowledged in the given field (must be briefly described);

d) H-index according to the Web of Science (not required for professionals working in the selected fields of social sciences and humanities<sup>19</sup>);

e) training and educational activities, the number of supervised Ph.D. students supervised at present, the number of Ph.D. graduates, and the number of students of master and bachelor studies;

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<sup>14</sup> I.e. 11 point font and single spacing.

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

<sup>16</sup> SCOPUS (<http://scopus.com>)

<sup>17</sup> Impact factor in the case of Web of Science database; SJR in the case of SCOPUS database.

<sup>18</sup> The Definition of the result categories (<http://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796>).

<sup>19</sup> See Annex 3 (a), field groups: AA, AB, AC, AD, AE, AG, AI, AJ, AL, AM

f) a list of invitations to present at established international conferences over the last five years or, where appropriate, over a longer period due to a career break (mainly due to maternity/parental leave, long-term illness, or any other serious occupational obstacles, such as long-term care for a next of kin / a close person);

g) significant awards received by the Applicant, including memberships in scientific Organizations outside the Czech Republic, memberships in editorial boards of leading international journals, membership in scientific committees of well-established international conferences;

h) examples of no more than five projects for which the Applicant has obtained funding in the past (the provider and the amount of the financial subsidy for the institution in CZK thousands shall be disclosed), and a short summary of the topic of the project.

i) information on any membership in Evaluation Panels or Discipline Committees of the Czech Science Foundation, or in Evaluation Panels of grant providers in other countries (assessments of individual project proposals shall not be included).

**(16) Part E – information on other projects of the Applicant and Co-applicants carried out using public aid under Act No. 130/2002 shall include information on:**

1. all projects on a similar subject carried out pursuant to Act No. 130/2002 with Targeted Aid (Grant Funding) provided from providers other than GACR in which the Applicant or Co-applicants are participating 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 Aid (Grant Funding) for projects in which the Applicant and/or Co-applicant are taking part;

2. all GACR projects which the Applicant or Co-applicants are taking part in at the time the Project Proposal is submitted, and in what role (Investigator, co-Investigator, professional co-worker); furthermore, similar information shall be provided on applications for Targeted Aid (Grant Funding) for projects in which the Applicant or Co-applicant are going to take part, and in what role (Investigator, co-Investigator, professional co-worker);

3. all GACR projects in which the Applicant or Co-applicants have taken part over the past three years, and in what role (Investigator, co-Investigator, or professional co-worker).

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

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 identifying the project classification based on the fields for IS R&D – CRP, unabbreviated project title and duration (from – to) for projects under item 1, or the registration number, panel number, unabbreviated project title and duration (from – to) for projects under items 2 and 3;

c) name of Organization/Beneficiary;

d) role of Applicant or Co-applicant in the Project;

- e) the amount of funds requested/received for the entire duration of the project being used/to be used by the Organization and/or Co-organization to support their activity in the project;
- f) workload (FTE) of the Applicant (Co-applicant) to carry out the individual projects, even if the funds provided did not cover wages/salaries;
- g) description of the relationship between the project for which information is being provided and the Project Proposal submitted (especially a description of the topic, aims, results, research team, etc.).

Failure to meet these obligations or a provision of incomplete information shall constitute grounds to disqualify the Project Proposal from the evaluation.

(17) **Part B Financial Plan** shall include the funds in EUR requested from the Partner Agency abroad for the international Grant Project. Please state the total amount requested for the part of the Project originating abroad in this structure: operating costs, investment costs, travel costs, personnel costs, and miscellaneous.

(18) Only the following documents may be enclosed as **annexes to the Project Proposal**:

- a) copies of the special authorizations/licences as per separate legislation pursuant to Article 3.2. (5) (I) of these Rules;
- b) a list of the institutions outside the Czech Republic to which it would be inappropriate to send the Project Proposal for evaluation, including an explanation of why those institutions would not be appropriate;
- c) identification of a proposed supplier, nature of the supplier's performance, and the preliminary price pursuant to Article 3.3. (4) of these Rules if the Project Proposal requires the acquisition of long-term assets the value of which exceeds CZK 100,000 and/or the supply/supplies from a single supplier, and the total value of purchases from the single supplier exceeds CZK 500,000 throughout the duration of the Grant Project; or a framework agreement for the type of supplies required;
- d) power of attorney granted to a third party for the submission of the Project Proposal if the Organization does not have access its own data mailbox; this power of attorney must also be delivered in another demonstrable manner (e.g. by post or in person) showing confirmation of receipt;
- e) a Letter of Intent verifying the international cooperation or a commitment to perform the necessary work at the institution abroad which is not the employer of the team members.

The enclosure of annexes other than those listed above shall constitute grounds to disqualify the Project Proposal from the evaluation.

### **3.3 Definition of Eligible Cost Items**

(1) Targeted Aid (Grant Funding) may only be provided for activities defined in the Project Proposal.

(2) Eligible costs or expenditures (hereinafter “costs”) are only those which are defined under the provisions of Section (2) (2) (m) of Act No. 130/2002, which are specified in these Rules under Articles 3.3.1 through 3.3.3, and which are directly – both materially and in time – related to carrying out the Grant Project.

(3) All of the eligible cost items listed in the Project Proposal must be justified/explained and it must be clear from the Project Proposal that they are absolutely necessary to carry out the Grant Project.

(4) If the Project Proposal requires the acquisition of long-term assets the value of which exceeds CZK 100,000 and/or the supply or supplies from an individual supplier for a total value exceeding CZK 500, 000 throughout the Grant Project, a preliminary offer (quote) from the supplier must be submitted, showing the identification of the supplier, the items to be supplied, and the preliminary price, including an explanation of the calculation of the price quote, both in total and for individual supplies. The actual price paid for the supplies exceeding CZK 500,000 from a single supplier during the Project may not exceed the price quoted originally by more than 10%. In addition, at least two other competing quotes shall be submitted where the price of the supplies exceeds CZK 500,000, along with an explanation of which of the offers was selected and why. Competitive quotes need not be submitted in cases where the selected supplier is the only supplier whose offer meets the required parameters necessary to carry out the Grant Project. This fact is to be mentioned in the commentary attached to the offer. In the event that the Organization has entered into a framework agreement for the required type of delivery, this framework agreement shall be attached instead of a price quote.

(5) The assets or services being procured (including the publication of the Project’s outputs) may not be supplied by the Investigator, Co-Investigator nor any other employee of the Beneficiary, nor another project participant, nor an affiliate (as per Section (23) (7) of Act No. 586/1992, on Income Tax, as amended), of the Beneficiary, nor that of another project participant, nor that of the Investigator, nor that of the Co-investigator, nor that of a Professional Co-worker taking part in the Grant Project. Supplies procured by way of an internal supply are eligible as long as their prices do not exceed the usual and customary prices prevalent at the place and time of the delivery, and are charged in compliance with generally binding legislation.

(6) The Project Proposal must state the proposed Proportion of Funding. However, the decision on the final amount of costs accepted and Proportion of Funding for the costs accepted lies with the Provider, based on the evaluation of the Project Proposal.

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

- a) profit;
- b) value-added tax (VAT) (applies for beneficiaries who are registered to pay this tax, and who request VAT refunds, whether full or partial);
- c) costs for marketing, sales, and distribution of products;
- d) interest on debt;
- e) inventory discrepancies and damage;
- f) costs of financial leasing, and rent-to-own agreements;
- g) costs for securing the rights to the project results;

h) any costs not directly related to the subject matter of the Grant Project;

i) any costs associated with the subject of the project which exceed the usual and customary price prevalent at the place and time.

(8) The following items may not be included in the eligible costs paid out of the Grant Funds under items other than miscellaneous (overhead) costs listed under Article 3.3.3. (6) of these Rules:

a) costs of meals, gifts, and entertainment;

b) costs for renting space, devices, equipment, etc. with the exception of the rental of packaging materials, highly specialized laboratories, and venues for holding short-term events generating academic output as stipulated in Article 3.3.3. (4) of these Rules;

c) costs of furniture and other non-specialized equipment used at the institution;

d) costs of telecommunication services; costs of the acquisition, repair and maintenance of devices and equipment from the area of communication technology (telephones, dictation machines, readers etc.);

e) costs for issuing periodical publications and textbooks;

f) costs associated with attending conferences and workshops with the exception of an active presentation of the outputs 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 digital information databases;

i) costs of the repair or maintenance of premises; costs of the construction, or renovation of rooms;

j) costs of consultancy services, both local and from abroad.

### **3.3.1 Personnel Costs**

(1) Personnel costs are the costs incurred to remunerate the work performed within employment as per Act No. 262/2006, the Labour Code, as amended.

(2) The amount of eligible personnel costs for individuals (Applicants, Co-applicants, Professional Co-workers, other collaborators) taking direct part in the Project must be in line with the Beneficiary's (or other participant's) internal policies or set through other demonstrable means, and in addition, must correspond to the workload (FTE) dedicated to the Grant Project. In order to establish the amount of eligible personnel costs in the Project Proposal, items such as milestone bonuses as per Section (134) (a) of the Labour Code or similar bonuses shall not be considered part of the standard wage/salary pursuant to Section 134 of the Labour Code, including variable components, convalescence leave, and temporary incapacity compensation (hereinafter "Salary"). Failure to meet this condition shall constitute grounds to disqualify the Project Proposal from the evaluation.

(3) Zero workload (FTE) is not permitted. Failure to meet this condition shall constitute grounds to disqualify the Project Proposal from the evaluation. The sum of all workloads (FTEs) allocated for all projects supported by GACR may not exceed 1.00 per employee. The minimum workload (FTE) on the project is recommended at 0.20 for the Applicant, and at 0.10 for the Co-applicant. The time spent by Applicant (subsequently the Investigator) at his or her Organization (subsequently Beneficiary) is expected to correspond to the amount of his/her workload.

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

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

a) to cover the relevant part of the Salaries as per paragraph (2) of this Article paid to those employees carrying out the Grant Project based on an employment contract, in the amount corresponding to the workload in the Project. In that case, the subsidy requested in the Project Proposal may reach the amount of the gross salary or wage of the employee (prorated based on the employee's workload vs. FTE), and up to a maximum of CZK 60,000 per calendar month (prorated based on the employee's workload vs. FTE);

b) to cover the payment of amounts due from agreements on work performed outside of employment executed solely for the Grant Project, in which case the subsidy provided to cover the amounts due from the agreement on work performed outside of employment may reach the amount of total remuneration under an employee's agreement but may not exceed CZK 400/hour.

(6) Under personnel costs, it is possible to include the costs for the compulsory legal deductions and contribution to the account of cultural and social needs (or another similar account), or the proportionate amount thereof (unless such account is made up of allocations from profit) in the amount corresponding to the relevant personnel costs. The maximum possible amount of subsidy provided for such costs is hereby defined as equal to the subsidy for the relevant personnel costs.

(7) For the Applicant, Co-applicant and Professional Co-workers remunerated pursuant to paragraph (1) of this Article, the Project Proposal shall include the name and surname of the project member (see Article 2.1 (9) of these Rules); other Professional Co-workers shall be designated as "student" or "postdoc"; the Project Proposal shall also include the workload (vs. FTE), and the corresponding amount of the funds requested. For other collaborators, only the workload (vs. FTE) and the corresponding aggregate amount of the funds requested shall be stated.

### **3.3.2 Costs to Acquire Tangible Assets (hereinafter "Investment Cost")**

(1) The eligible costs may include the costs to acquire tangible fixed assets (devices, machinery, equipment, separate movable assets or complementary movable assets for an independent, technical and economic purpose, and other tangible fixed assets acquired for a consideration, through a conversion, or generated through own activities where the purchase price exceeds CZK **80,000**, and the operational and technical functionality (useful life) is longer than one year), or the depreciation of such tangible fixed assets, if such assets are necessary to carry out the Grant Project, and are purchased and used in direct connection with the Grant Project.

(2) If tangible fixed assets are acquired (the purchase price exceeds CZK 80,000, and their "operational and technical functionality" (useful life) is longer than one year, and in the event that the useful life is longer than the period of use during the Grant Project, the maximum amount of eligible

cost shall be based on the depreciation of such assets using the following formula:  $U(N) = (A/B) \times C \times D$ , where  $U(N)$  is the eligible cost,  $A$  the period for which the assets are to be used during the project,  $B$  is the useful life (pursuant to Accounting Act No. 563/1991, as amended, and Income Tax Act No. 586/1992, as amended);  $C$  is the purchase price of the asset, and  $D$  is the percentage of its utilization for the Grant Project out of the total utilization of the asset; if the useful life stipulated by the Accounting Act and/or the Income Tax Act is variable, the longest useful life as defined thereunder shall be used in order to determine the amount of the eligible costs).

(3) In the event of an acquisition of tangible fixed assets whose useful life is equal to the duration of the Grant Project or shorter, the eligible costs shall be based on the formula:  $U(N) = C \times D$ , wherein the symbols  $U(N)$ ,  $C$  and  $D$  have the same meaning as in the formula in the foregoing paragraph (2) above of this Article.

(4) Low-value tangible assets whose useful life is longer than one year, and the acquisition price **lower** than or equal to CZK 80,000, may be acquired under the category of material costs.

(5) The total cost for acquiring tangible fixed assets necessary to carry out the project must not exceed 10% of the total amount of approved costs as per Articles 3.3.1 and 3.3.3 (2) to (5) of these Rules for the entire duration of the Project, as stated in the Agreement, or in the Decision, respectively, on Grant Funding.

### **3.3.3. Material Costs**

(1) The material costs that may be included among eligible costs are costs of materials, travel costs, costs of various products and services, and miscellaneous (overhead) costs.

(2) Costs of materials are expenses used exclusively in direct connection with the Grant Project which may be proved by a separate confirmation of delivery or in another objective manner (e.g. independent measurement), including the consumption of material (e.g. consumption of office and laboratory material, acquisition of lower-value tangible assets, as per Article 3.3.2 (4) of these Rules, purchased and/or procured through own activity as part of the project, scholarly literature), and may, in exceptional and well-documented cases, also include the consumption of energy and/or other non-storable supplies.

(3) Travel costs are expenses comprising all costs of work-related trips pursuant to the provisions of Section 173 to 181 of Act No. 262/2006, the Labour Code, as amended, up to the amount defined or permitted by this Act, incurred by the Investigator, Co-Investigator, and/or professional and other co-workers. These are the costs incurred exclusively in direct connection with the Grant Project including working visits, and trips made in connection with active participation at conferences. These also include the travel expenses and costs incurred in the destination associated with the participation of employees from abroad taking part in the Grant Project. As for work-related trips abroad, these shall only include the costs for the duration of the stay that matches the duration of the event that the individual was attending.

(4) Costs of other services and non-material costs are defined as expenses incurred exclusively in order to carry out the Grant Project which can be documented by a separate confirmation of delivery or in another objective manner, including the costs of: the operation, repair and maintenance of assets used during the Project; costs of miscellaneous goods and/or services; the costs to acquire intangible assets as well as the costs of publishing the Project's outputs (publishing and editorial costs) may also be included among other services; also included may be conference fees, rental of venues for holding short-term events producing a scholarly output (e.g. conferences, seminars etc.), membership fees paid by institutions if the membership is demonstrably necessary or cost-effective in order to carry out



the Grant Project; telecommunications with the exceptions listed under Article 3.3. (8) d) of these Rules; and other types of costs, such as exchange rate losses, bank fees, taxes and fees tied to the Grant Project exclusively.

(5) The following costs are considered eligible: patent and license payments for the exercise of industrial property rights that apply to the objects 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 to carry it out, solely for the period during which the industrial property rights are being exercised within the Grant Project (and no longer than the duration of the Grant Project). If the period of exercising the industrial property rights is longer than the period for which the rights are to be used within the Grant Project, the amount of eligible costs shall be based on the formula:  $U(N) = (A/B) \times C \times D$ , wherein  $U(N)$  is the eligible costs,  $A$  is the period for which the rights are to be exercised within the Project,  $B$  is the useful life of the rights (pursuant to the Income Tax Act No. 586/1992, as amended),  $C$  is the purchase price of the rights, and  $D$  is the percentage of the utilization of such rights within the Grant Project. If the industrial property rights are being exercised for a period equal to the duration of the Grant Project or shorter, the eligible costs shall be based on 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 at the time and in a direct, substantive connection to the Grant Project, assuming such expenditure contributes to the progress and/or completion of the Project (e.g. administrative costs, costs of infrastructure, costs of childcare for the children of individuals involved in the Project, and the costs of care for other dependents, or other costs incurred during the project). The maximum amount of such costs is 25% of the total approved costs listed under Article 3.3.1. and 3.3.3. (2) to (5) of these Rules, or in the Agreement or Decision on Grand Funding. If no additional (overhead) costs are requested in the Project Proposal, no such costs shall be accepted at a later time.

## **4. ADMISSION AND SELECTION OF PROJECT PROPOSALS**

(1) The evaluation of Project Proposals shall be carried out on international basis pursuant to Section (7) (4) to (9) of the Act.

(2) A Project Proposal may not be altered or amended in any way after the Project Submission Deadline expires.

(3) The evaluation of Project Proposals shall commence on or after the day following the last day of the Project Submission Deadline.

(4) Once the individual partner agencies complete the evaluations, the agencies shall inform each other / one another about the results of the evaluations of each Project Proposal, and they shall reach consensus on which Project(s) to recommend for funding. Each participating partner agency shall have the right of veto, i.e. to decide that the Project selected by the Lead Agency shall not receive funding (e.g. due to the lack of funding available).

The evaluation of the Project Proposals shall end upon the announcement of the results.

### **4.1. Admission of Project Proposals**

(1) Admission of Project Proposals shall be carried out by the Project Proposals' Admission Committee, which shall evaluate the satisfaction of the following Terms and Conditions for this Tender:

a) compliance with the Project Submission Deadline – the Project Proposal's timely submission by the Project Submission Deadline shall be assessed;

b) method and place of submission of the Project Proposal – an assessment shall be made of compliance with the required submission method as stipulated in Article 6 of these Rules; the title and originality of the file, and the data mailbox identifier ISDS<sup>20</sup>, shall also be checked;

c) completeness of the Project Proposal – an assessment shall be made of whether the Project Proposal contains all the required parts as stipulated in Article 3.2. of these Rules;

d) requirements to prove eligibility – an assessment shall be made of whether all the documents demonstrating eligibility have been submitted in the manner as required, and whether those documents confirm the eligibility of the Organization (Co-organization);

e) satisfaction of the condition defined in Article 3.1. (4) of these Rules.

(2) Failure to meet the terms and conditions defined in paragraph (1) of this Article shall constitute grounds to disqualify the Project Proposal from the evaluation.

(3) The fact that the Beneficiary has, in previous Grant Projects, demonstrably failed to meet the obligations laid down by the Act on Budgetary Rules and/or has violated contractual obligations, or the terms and conditions for the Provider's decision, shall constitute grounds to disqualify the Grant Project Proposal from the evaluation. In this case, GACR may disqualify this Beneficiary's Project Proposals for up to three years from the day this violation by the Beneficiary is proved, or from the day the Beneficiary admits such violation in writing.

(4) If it comes to light that the Organization or Co-organization no longer satisfies the eligibility conditions and is no longer able to prove the satisfaction thereof, at any point during the course of the evaluation process, this fact shall constitute grounds to disqualify the Project Proposal from the evaluation as per Article 4.6. of these Rules.

## **4.2. Evaluation of Veracity and Accuracy of Information in Project Proposal**

(1) The evaluation of the veracity and accuracy of information in the Project Proposal shall also examine any discrepancies in the information provided in the Project Proposal. This evaluation shall be carried out by separate Discipline Committees, expert bodies of the Discipline Committees (Evaluation Panels), and the Provider's expert bodies during the entire evaluation period. In the process of their evaluation of the Project Proposals, members of Discipline Committees and members of Evaluation Panels shall follow the Charter, By-laws, and Rules of Procedure of the GACR's Discipline Committees and Evaluation Panels, and the Code of Ethics for GACR evaluators.

(2) The following information shall be deemed incorrect and/or false, included but not limited to:

a) in Part A of the Project Proposal under Article 3.2. (3) of these Rules:

1. incorrect personal (birth) number of the Applicant or Co-applicant(s), incorrect registration number of the Organization or Co-organization(s); any deviation of the information provided from the actual correct data or the prescribed form, including any typing or numerical error, shall be deemed incorrect data;

2. information provided in any language other than the required language;

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<sup>20</sup> Data Mailbox Information System

b) in Part B of the Project Proposal under Article 3.2. (7) to (10) of these Rules:

1. numerical data which are not stated in the required currency or form (i.e. in CZK thousands);
2. sums of individual items of eligible costs and items by individual years not corresponding to the total sums, or the proposed Proportion of Funding not corresponding to the actual proportion of funds requested from GACR in the total project costs;
3. the conflicted of the proposed funding with existing legislation;
4. proposed personnel costs not corresponding to the respective workloads (vs. FTE) or incompliant with the provisions of Article 3.3.1. (2) to (5) of these Rules;

c) in Parts C1 and D1 of the Project Proposal under Article 3.2. (11) to (14) of these Rules:

1. information provided in any language other than the required language;
2. failure to comply with the required form (maximum number of pages, font size, line spacing etc.) for the documents to be transmitted;

d) In Part E of the Project Proposal under Article 3.2. (16) of these Rules:

1. failure to provide complete information on the other projects of the Applicant and those of the Co-applicants;

e) in all parts of the Project Proposal:

1. failure to provide data/information required in the Annexes referred to in Article 3.2. (18) of these Rules;
2. texts adopted from other sources but missing bibliographic citations pursuant to Article 3.1. (1) of these Rules;
3. untrue information.

(3) The following information shall be deemed contradictory, including without limitation:

- a) differences in meaning between and among the title, keywords and abstract of the Grant Project in Czech and English;
- b) difference in the Project's timeline in Part A of the Project Proposal, and the timelines suggested by Parts B and C of the Project Proposal.

(4) Any finding that a Project Proposal contains incorrect or false information, inconsistent data, or that the terms and conditions for participating in this Call for Proposals have not been met, shall constitute grounds to disqualify the Project Proposal from the evaluation.

(5) The Partner Agency's rejection to fund the Project shall constitute grounds to disqualify the Project Proposal from the evaluation.

#### **4.3. Evaluation of the Professional Standard of the Project Proposal**

(1) Evaluation of the professional standard of the Project Proposal shall be carried out by Discipline Committees, which shall apply the principle of a panel assessment in their activity. The Project Proposals shall be evaluated and ranked against the other Project Proposals submitted in the tender for Standard Projects. This approach shall ensure a true competitive environment of Proposals

in the LA Grants group vis-à-vis competing Proposals submitted domestically and evaluated by the Czech Science Foundation.

(2) During the evaluation of the proposals, the following elements shall be assessed simultaneously:

- a) originality, quality, and overall quality of the Grant Project Proposal;
- b) competence and qualifications of the Applicant and/or Co-applicant, and those of any Professional Co-workers, to carry out the Grant Project, wherein the professional skills of those individuals shall be assessed as well as their creative contributions in their scientific field vis-à-vis the focus of the Project Proposal, taking into account their research and experimental development results to date;
- c) readiness of the Organization and Co-organization(s) to carry out the Czech part of the Grant Project with regard to their technical and institutional resources; the following shall also be taken into account: the adoption and enforcement of the principles of responsible research and innovation (RRI), including the strategic tools of human potential development, and the improvements of the Organization's working conditions, the existence of a plan for the development of gender equity and/or measures to improve gender equity within HR Awards, etc.

(3) During the evaluation of quality and level of the Grant Project Proposal, the following criteria shall be assessed from the viewpoint of the professional focus of the panel to which the proposal has been submitted:

a) scientific intent (aims of the Project Proposal) – an assessment of whether clear and specific aims have been defined for the Project, and their level of difficulty, significance, and feasibility; the proportionality of the scale of the problem proposed for exploration shall be assessed in relation to the resources required and the time necessary for such exploration; an evaluation shall be made of how interesting the aim of the Project Proposal is from the perspective of an international comparison, and whether the Project may represent a breakthrough in the given scientific field.

b) proposed Project methodology:

1. concept, preparation, and adequacy of the proposed methodology, including the time schedule of the solution;
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 composition of qualifications in the work team, the involvement of students and, postdocs and the role of individual team members in problem solving; the balanced representation of women and men in the team shall also be taken into account.

c) the quality of the national Applicant for a Grant Project (this evaluation shall take into account the length of the Applicant's career, and the specific nature of the given field):

1. Applicant's publication activity through his or her career to date (the number of publications), his or her citation counts (h-index, number of citations including self-citations as per the Web of Science), the quality of the journals in which he or she has published, and the biggest added value of his or her most significant publications;

2. Applicant's international cooperation to date;

3. Applicant's experience as an Investigator within Grant Projects funded by national or international providers;

d) the quality of the Applicant from the Partner Country (this evaluation shall take into account the length of the Applicant's career, and the specific nature of the given field):

1. Applicant's publication activity through his or her career to date (the number of publications), his or her citation counts (h-index, number of citations including self-citations as per the Web of Science), the quality of the journals in which he or she has published, and the biggest added value of his or her most significant publications;

2. Applicant's international cooperation to date;

3. Applicant's experience as an Investigator within Grant Projects funded by national or international providers.

e) type of expected project outputs;

f) the ability of the national Organization to procure the successful completion of the Grant Project with regard to the Organization's technical and institutional resources;

g) the ability of the national Organization to procure the successful completion of the Grant Project with regard to Organization's technical and institutional resources;

h) the added value of international cooperation proposed;

1. the potential of this international cooperation to expand and deepen future opportunities for international cooperation;

2. evaluation of the expected involvement of institutions abroad in carrying out the Grant Project, e.g. from the perspective of mutual use of each other's equipment or by the cooperating institutions, and the deployment of complementary approaches and methodologies;

(4) A positive evaluation of the part of the Project originating in the Partner Country shall not constitute a claim for an award of Grant Funds to an international project.

#### **4.4. Evaluation of the Proposed Costs**

(1) The evaluation of the proposed costs shall be carried out separately by Discipline Committees, Evaluation Panels, and the Provider's expert bodies.

(2) The following elements shall be assessed within the evaluation of proposed costs:

a) appropriateness of the proposed costs, and the amount of workload, in relation to the Project Proposal and its anticipated results;

b) legitimacy of individual items of the proposed costs;

c) proportion of funds requested from the Provider in the total amount of proposed costs (i.e. the Proportion of Funding from the Provider);

d) satisfaction of the requirements for the volume and definition of eligible costs pursuant to article 3.2. (7) to (10) and Article 3.3. of these Rules.

#### **4.5. Selection of Winning Projects**

(1) The process of evaluation of the Grant Project Proposals is based on the comparison of the quality of Grant Projects vis-à-vis one another. The evaluation process shall be broken down into two stages. The Project Proposals shall be evaluated and ranked against the other Project Proposals submitted in the tender for Standard Projects. This approach shall ensure a true competitive environment of Proposals in the LA Grants group vis-à-vis competing Proposals submitted domestically and evaluated by the Czech Science Foundation.

Once the individual partner agencies complete the evaluations, the agencies shall inform each other / one another about the results of the evaluations of each Project Proposal, and they shall reach consensus on which Project(s) to recommend for funding. Each participating partner agency shall have the right of veto, i.e. to decide that the Project selected by the Lead Agency shall not receive funding (e.g. due to the lack of funding available).

(2) The first stage of evaluation shall take place in the following manner:

- a) the Evaluation Panel members shall elaborate a minimum of two independent expert reviews, and three in case of interdisciplinary projects;
- b) the Evaluation Panel shall make a comparison of the quality of all Project Proposals of the respective panel, based on the reviews elaborated at the meeting, and shall recommend which Project Proposals should proceed to the second stage of evaluation;
- c) the Discipline Committee shall assess the results of projects evaluations from each Evaluation Panel, and shall compare the quality of all Project Proposals in the respective scientific field at a meeting, and shall choose which Project Proposals proceed to the second stage of evaluation; the Discipline Committee shall present its recommendations to the GACR Presidium;
- d) the GACR Presidium shall choose on the basis of the recommendations from the Discipline Committees which Project Proposals proceed to the second stage of the evaluation;

(3) The second stage of the evaluation shall take place in the following manner:

- a) Project Proposals proceeding to the second stage of evaluation shall be forwarded to reviewers abroad for an evaluation;
- b) the Evaluation Panel shall make a comparison of the quality of all Project Proposals of the respective panel, based on the reviews elaborated at the meeting, and shall propose a preliminary order of projects;
- c) the Discipline Committee shall assess the outputs of the project evaluation from each Evaluation Panel, and shall recommend the final order of Project Proposals within each scientific field, which the Committee shall then present to the GACR Presidium for a final decision;
- d) the GACR Presidium shall decide on the basis of the recommendations of the Discipline Committees on the final selection of Projects to receive a grant.<sup>21</sup>

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<sup>21</sup> The funding decision may be contingent upon the Partner Agency's approval of the Project's funding in the future if the Partner Agency has not yet completed the evaluation process.

#### **4.6. Additional Grounds to Disqualify a Project Proposal from the Evaluation**

(1) Any breach of or failure to comply with the terms and conditions defined in these Rules explicitly referred to in Article 3 (3), in Article 3.1. (1), (7) and (7), in Article 3.2. (3) (c), 3.2. (4) (d) (7), (10), (14), (16) and (18), in Article 3.3.1. (2) and (3), in Article 4.2. (4) and (5), and in Article 4.6. (2) of these Rules, shall constitute grounds to disqualify the Grant Project Proposal from the evaluation. The decision to disqualify such Project Proposal shall be made by the GACR Presidium. Failure to meet the above terms and conditions may also constitute grounds to terminate the Agreement on Grant Project Funding, or to revoke the Decision on Grant Funding, in respect of another Grant Project without prior notice.

(2) Any submission of a Project Proposal which has already received Targeted Aid (Grant Funding) under Act No. 130/2002, or which is submitted two or more times in a given calendar year into the Provider's Public Tenders, shall constitute grounds to disqualify the Grant Project Proposal from the evaluation. The decision to disqualify such Project Proposal from the evaluation shall be made by the GACR Presidium.

#### **4.7. Complaints about the Provider's Actions in the Evaluation of the Project Proposal**

(1) Anyone who feels affected by GACR's actions or procedures during the evaluation of a Project Proposal pursuant to Article 4 of these Rules may, pursuant to Section (36) (7) of Act No. 130/2002, file a complaint in respect of the Provider's actions or procedures during the evaluation of the Grant Project Proposal.

(2) Any complaint about GACR's actions in the evaluation of the Grant Project Proposal pursuant to Article 4 of these Rules must be submitted within 15 calendar days of the provision of access to the results, including the provision of access to the individual evaluations of the Project, or within 15 calendar days of the receipt of the notification of the Project Proposal's disqualification from the evaluation. The procedure pursuant to Section 175 of Act No. 500/2004, Code of Administrative Procedure, as amended, shall apply to any complaints submitted at a later time.

(3) The complaint must make clear who is filing it and about which project, and contain a detailed description of the subject of the complaint, i.e. what the complainant believes are the exact errors in GACR's procedures and/or actions in the evaluation of the particular Project Proposal.

(4) Complaints about GACR's actions and/or procedures must be submitted through the data mailbox information system (ISDS) into GACR's mailbox, identifier "a8uadk4". The complaint may only be submitted by the complaining Organization's authorised representative/agent, or by the Applicant through such representative/agent.

(5) A complaint filed by the above deadline about the actions and/or procedures of GACR in the evaluation of the Grant Project Proposal pursuant to Article 4 of these Rules shall be dealt with by the GACR Supervisory Board.

(6) Article 4.7. of these Rules shall be without prejudice to the right to file a complaint about GACR pursuant to Section 175 of Act No. 500/2004, Administrative Code, as amended.

### **5. DEFINITION OF INFORMATION INTENDED FOR PUBLICATION**

(1) In order to meet the obligations under Section 31 of Act No. 130/2002, the Provider may collect the necessary data about Project Proposals and Organizations, including personal data pursuant

to Section 17 (6) of Act No. 130/2002. Both physical and digital forms of data collection shall be permitted. Such data are not part of the public domain.

(2) Provider shall abide by separate legislation<sup>22</sup> in the process of collection, processing, and publication of data. The extent of processing data about Project Proposals and Organizations is apparent from the data contained in the Project Proposal.

(3) Only data related to the Projects that the Provider has decided to accept may be disclosed in the publication of the results, and only to 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 (duration) of the Grant Project.

(4) After the Agreement on Grant Project Funding is executed, or the Decision on Grant Funding is issued in favour of the Grant Project, data pursuant to provisions of Sections 30 to 32 of Act No. 130/2002 shall be published.

(5) GACR shall process personal data received in the submission of the Grant Project and/or in the next stage of this evaluation as the Controller pursuant to 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 satisfaction of a legal obligation, which is the proper evaluation of Project Proposals pursuant to Act No. 130/2002, the R&D Act, the purpose of which includes but is not limited to collecting proposals, assessment of the satisfaction of the terms and conditions for participation in this Call for Proposals, evaluation of the Project Proposals submitted, keeping the relevant records and documentation of the Project, and for publication in the R&D information system. Additional information on processing and protecting personal data in the Czech Science Foundation is available at <https://gacr.cz/uredni-deska/ochrana-osobnich-udaju-a-gdpr-v-grantove-agenture-ceske-republiky/>.

## **6. HOW TO SUBMIT PROJECT PROPOSALS**

(1) Project proposals shall be submitted in digital form pursuant to Article 3.1. (5) of these Rules. The data mailbox identifier of the Provider is "ntq92qs". The transmission through the data mailbox must be identified with the text "LA Grant" in the "Subject" (Re:) field.

(2) It is prohibited to modify the file in PDF format containing the Project Proposal, and the file may only be submitted in the form in which it was created by the Web App and following the procedure described in Article 3.1. (5) of these Rules.

(3) Standardised Affidavit forms pursuant to Acts No. 130/2002 and No. 218/2000 are available on the Provider's website at <http://www.gacr.cz>. The Affidavit must be filled in following the instructions given, and subsequently signed.

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<sup>22</sup> Act No. 110/2019, on the Protection of Personal Data and on Amendment of Certain Acts, as amended.



(4) The Affidavit and any other documents pursuant to Article 2.2. (1) and (5) of these Rules shall be delivered physically by the Project Submission Deadline in written form by post or in person to the GACR registry (mail room) located at Evropská 2589/33b, 160 00, Praha 6, in an envelope marked with “Eligibility”, or digitally – signed by a recognized digital signature pursuant to a separate law or regulation<sup>23</sup> to the Provider’s data mailbox, using the identifier “a8uadk4”.

(5) Organizations which are not public institutions of higher education, public research institutions, or persons/entities established under separate generally binding legislation or through a published decision, shall attach a trade licence or another type of license/authorisation as required, to their Affidavit.

(6) Other types of licenses/authorisations, as per separate legislation, shall be submitted if required for carrying out the Grant Project. In that case, photocopies of such licenses shall be submitted by all Organizations notwithstanding their legal form as annexes to the Project Proposal. These annexes shall be added as attachments in the Web App to the Project Proposal; they are not part of the PDF file generated by the Web App containing the Project Proposal, and shall not be delivered through the data mailbox.

(7) The Project Proposal and affidavit as per Article 2.2. (1) and (3) of these Rules may be submitted by the prescribed procedure as early as the first day following the publication of the Tender Notice, but no later than the Project Submission Deadline (the last day of the tender period), as defined under Article 2.3. (1) of these Rules. The deciding factor in assessing whether the deadline has been met for a Project Proposal is the date of delivery into the Provider's data mailbox; the deciding factor in assessing whether the deadline has been met for Affidavits is the date of handover to Czech Post, or the date of delivery to the Provider (the latter only in case of a personal delivery or delivery by courier).

## **7. CONDITIONS FOR, TIME PERIOD OF, AND MANNER OF PROVIDING GRANT FUNDS**

### **7.1. Deadline and Provision of Grant Funds**

(1) Unless remittances from the state budget are revised as a result of a provisional budget pursuant to the Act on Budgetary Rules, the Provider shall provide Grant Funding for newly launched Grant Projects after the Agreement takes effect, or after the day the Decision is issued. If any additional participants are involved in the Grant Project, the provision of the Grant Funding in the first year of the project may not start until an agreement between the Beneficiary and any other participant is entered into, and presented to the Provider, and until such agreement has been published duly and timely, in the Register of Contract, pursuant to Act No. 340/2015, on Special Conditions for the Effectiveness of Certain Contracts, Publication of Such Contracts, and the Register of Contracts (“Act on the Register of Contracts”), as amended.

(2) Unless remittances from the state budget are revised as a result of a provisional budget pursuant to the Act on Budgetary Rules, the Grant Funding in the second year and any subsequent year of the Grant Project shall start as long as the terms and conditions stipulated in the Agreement or the Decision are being met. For ongoing Grant Projects, additional conditions must be met, as follows:

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<sup>23</sup> Act No. 297/2016, on trust services for electronic transactions, as amended.

- a) pursuant to Section 10 of Act No. 130/2002, as a condition for continued funding, data must be entered into the research, experimental development, and innovation information system;
- b) if it is necessary to execute an Amendment to the Agreement or issue an amended Decision on Grant Funding for a given year, such Amendment must take effect or such Decision must become enforceable by the given deadline.

(3) Pursuant to Section 10 of Act No. 130/2002, the Provider shall only provide Grant Funding to the Beneficiary by a direct transfer to the latter's bank account established pursuant to the Act on Budgetary Rules, and specified in the Agreement. If an additional participant, which is not a governmental agency nor a territorial self-governing unit, joins the project, the Provider shall transfer the Targeted Aid (Grant Funding) to the Beneficiary including whichever portion is intended for the additional participant based on the agreement between Beneficiary and such additional participant.

(4) If an additional participant is involved in the Grant Projects, and such participant's share in the Grant Project is clearly specified in the Project Proposal, the provision of the portion of Grant Funding to such additional participant is not subject to the Public Procurement Act<sup>24</sup>.

(5) If the Beneficiary or additional participant is a governmental agency, 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 shall be transferred through the budget chapter of the respective founder of such participant.

## **7.2. Conditions for the Use and Management of Grant Funds**

(1) The Targeted Aid (Grant Funding) shall be managed by the Beneficiary pursuant to the Agreement or the Decision and any amendments thereto. Targeted Aid (Grant Funding) is provided for the entire duration of the Project, and any Targeted Aid (Grant Funds) already remitted shall be regarded as an entirety, not as a separate portion of Targeted Aid provided and exhaustible in the given year of the Project only. The use of the Grant Funding provided pursuant to the Agreement or the Decision for the respective calendar year must be reported and the accounts settled in the given calendar year. Any adjustments to the drawdowns and/or use of the Grant Funding in a given year may only be made pursuant to Article 7 of these Rules. Any action in violation of Article 7 of these Rules constitutes a breach of Budgetary Discipline, and shall constitute grounds to terminate this Agreement without prior notice, or to issue a Decision to Terminate the Grant Funding, and to impose other penalties under the Act on Budgetary Rules.

(2) As Grant Funds are being drawn down and used, it is necessary to abide by the basic structure of Grant Funds as specified in the Agreement or the Decision. If the approved budget of the Grant Project differs in its composition or total amount from the amounts requested in the Project Proposal (or those specified in the relevant Interim Report), the Provider shall send an approved revised financial schedule along with the Agreement (or Amendment to the Agreement, or a new Decision), which shall then be binding upon the Beneficiary. Subject as provided otherwise in these Rules, the drawdowns and use of Funding, and the composition thereof, are subject to Regulation No. 367/2015, on Principles and Deadlines for Financial Settlement of Relations with the State Budget, State Financial Assets and the National Fund (Financial Settlement Decree), which stipulates the principles and deadlines for financial settlement of relations with the state budget, state financial assets and the National Fund, which is binding to two decimal places (CZK 0.01) notwithstanding the accuracy of the data provided in the Interim or Final Report.

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<sup>24</sup> Act No. 134/2016 on Public Procurement, as amended.

(3) The Beneficiary is responsible for carrying out the entire Project, including those parts of it which are carried out by another participant. The Beneficiary is obliged to continuously monitor both the drawdowns and the use of the Grant Funds, and the progress of the Grant Project. The Beneficiary is responsible for the use of Grant Funds pursuant to the Investigator's instructions; however, if the Beneficiary discovers that such instructions are in violation of generally binding regulations or that the Funds are being used ineffectively, inefficiently and/or uneconomically, it shall suspend the execution of the instructions, and inform the Provider.

(4) Pursuant to the provisions of Section (8) (1) of Act No. 130/2002, the Beneficiary and the other participant shall keep separate accounting records of the project costs incurred in line with the structure of the approved costs in order to be able to provide the Investigator or the Provider with reliable information on the balances of the amounts drawn down and used upon request without delay at any time of the year. Pursuant to Section (8) (1) of Accounting Act No. 563/1991, as amended, the Beneficiary and the other participant are obliged to keep their accounting records correct, complete, traceable, comprehensible, clear and in a manner guaranteeing the durability of such accounting records.

(5) All accounting documents which the Beneficiary and another participant use as records of the drawdowns and use of the Grant Funds must comply with the required particulars as stipulated by the Accounting Act and must be labelled with the account number of the Targeted Aid (Grant Funds) assigned to the particular Project. Separate accounting records must always indicate the Grant Project registration number, all revenues and expenses for this analytical account in the given year, the date and purpose of each item (it must clearly show the connection with the Grant Project, the amount in CZK, and a classification of the item pursuant to the Beneficiary's chart of accounts.

(6) In its Interim and/or Final Reports in each year, the Beneficiary shall submit to the Provider a detailed overview of the use of approved costs and the Grant Funds received, and the amount of unused Grant Funds carried over to the following years of the Project, including the amount of Funds transferred by the Beneficiary to a dedicated Grant Fund Account established pursuant to the Higher Education Act or the Public Research Institutions Act, the balance of which Account may amount up to 5% of the total Targeted Aid (Grant Funds) received for the given Grant Project, except for the final year of the Project, during which it shall be necessary to report and settle all Funds allocated to the given Grant Project. Information shall be provided on the drawdowns and use of Funds by the Beneficiary and any other participant. Potential changes during the year must be explained/justified in the regular Interim Reports.

(7) The Beneficiary is obliged to submit to the Provider any background documentation as the basis for the financial settlement of the Funds received by the Beneficiary each year in compliance with the Provider's instructions, and upon termination of the Project Funding, pursuant to separate laws and regulations (the Beneficiary shall show the amount allocated for the individual Grant Projects funded by the Provider, the amounts drawn down for non-investment costs of the entire accounting period of the previous year, the amount of unused funds carried over to the following years of the Projects, and any information on the transfer to a separate Grant Funds Account for the Grant Funds if the Beneficiary is allowed to establish such account) in compliance with the instructions given on the Provider's website. The Provider shall process and submit this information to the Ministry of Finance of the Czech Republic in order to settle the Targeted Aid (Grant Funding) amounts against the state budget.

(8) The Beneficiary shall manage all the Grant Funds received, and shall be responsible to the Provider for the management thereof. If the Beneficiary assigns a portion of the Grant Funds to

another participant, pursuant to the Terms and Conditions of the Agreement, or the Decision on Grant Funding, and based on a separate agreement covering the portion of the Grant Project entered into by and between them, the other participant shall further manage this portion of the Grant Funds, and shall be obliged to comply with all the obligations stipulated in such separate agreement. The Beneficiary is also obliged to control the management of the Grant Funds assigned to another participant.

(9) If at any time during a given year of the Grant Project, the Beneficiary or any other participant discover circumstances requiring changes or reassignments, as compared to the structure of the costs approved and/or the Grant Funding received and specified in the Agreement or Decision and its Annexes, the Beneficiary and/or any other participant shall be obliged to follow the procedure specified in Article 7.5. of these Rules.

(10) If the Beneficiary is entitled under separate legislation to establish a Grant Funds Account, or if the Beneficiary exercises the option to carry over unused Funds to the following year(s), the Beneficiary shall be obliged to draw down and use these funds, and to settle them on or before the last day of the Project.

(11) If the accounting result in the separate analytical records for the given Grant Project shows a surplus on the last day of the year in which the project finished, i.e. if the funds provided to the Beneficiary or another participant of the Project have not been exhausted in full, the Beneficiary is obliged to notify the Provider to that effect, and return the unused funds for the Grant Project as a whole (including all other participants) to the state budget in a manner as explained below; furthermore, it is necessary to notify GACR about the payment in writing in compliance with the instructions given on the Provider's website, at <http://www.gacr.cz>) and as follows:

- a) any Beneficiary which is governmental agency or an agency of a territorial self-governing unit shall return unused Grant Funding to the bank account designated for incoming payments of such Beneficiary's founder;
- b) all other beneficiaries shall return Unused Grant Funds to the bank account specified on the GACR website, at <http://www.gacr.cz>.

(12) Pursuant to the provisions of Section 13 of Act No. 130/2002, the Provider is obliged to verify the achievement of the objectives of the Grant Project, including financial reviews, and monitoring of the drawdowns and the use of the Funds, and the effectiveness of the approved costs under the Agreement on Grant Funding or the Decision on Grant Funding, both on part of the Beneficiary and any other participants, including the audit and financial reviews pursuant to Act 320/2001, on Financial Control in Public Administration and on Amendments to Certain Acts (the "Financial Control Act"), as amended. The Beneficiary and any other participant are obliged to enable the Provider to perform reviews and to cooperate with the Provider upon request.

(13) If any deficiencies are discovered during the review, the Provider shall proceed in accordance with existing legislation, these Rules, the Agreement on Grant Funding, or the Decision on Grant Funding awarded to the Project. If the Grant Funds from the state budget have been drawn down and/or used unlawfully, the Provider shall proceed pursuant to separate applicable legislation (including but not limited to Act No. 218/2000, Act No. 320/2001, and Act No. 280/2009, the Tax Code, as amended).

(14) The Beneficiary is obliged to notify the Provider in writing of any revenues arising out of the results of the Grant Project in its course no later than 60 calendar days within the date that the

claim for such revenues arises, and shall disclose the amount and origin of such revenue. In the Interim or Final Reports, the Beneficiary is obliged to disclose the total amount of any revenues from the results of the Grant Project received in the given year of the Grant Project, and to propose the use of such revenues for the benefit of the Grant Project. Any revenues from the Grant Project results received after the completion of the Project shall be regarded as:

- a) state budget revenues if the Beneficiary is a governmental agency;
- b) budget revenues of a territorial self-governing unit if the Beneficiary is an agency of this territorial self-governing unit;
- c) the Beneficiary's revenue in case of all other beneficiaries.

### **7.3. Principles of Carrying out the Grant Project**

(1) The Beneficiary is obliged to launch and carry out of the Grant Project in the manner and within the time limits and deadlines as defined by the Agreement or Decision. The Investigator is obliged to follow the Code of Ethics for the Investigators of GACR projects at all times in the course of the Grant Project.

(2) The Beneficiary is obliged to demonstrate or present the results 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 structured by types, as defined in Annex 4 to these Rules. A publication may only be recognized as an output of a Grant Project if it explicitly states that the work was carried out through the Grant Funding of the Provider, and also if the registration number of the Grant Project concerned is given. Upon submitting the results of the Grant Project, the Beneficiary shall proceed pursuant to the information contained in the Project Proposal. It is advisable to publish the results in the Open Access form if the practice in the given field, the character of the results, and the terms and conditions for the Project so permit; alternatively, the publication results can be transferred to open digital archives pursuant to the terms and conditions of the publisher's license.

(3) Pursuant to the provisions of Section 16 of Act No. 130/2002, all rights to the results of the Grant Project shall be the property of the Beneficiary. The rights of authors and originators of the results, and holders of the intellectual property rights to such results, are subject to separate laws and regulations. The provisions of Section (16) (4) of Act No. 130/2002 shall apply to the use of the results.

(4) The Beneficiary is obliged to deliver the information about the results of the Grant Projects being carried out to the Provider within the deadline published annually; such results shall be entered into the Research, Experimental Development, and Innovation Information System (part of the Register of Information on Results) pursuant to Act No. 130/2002 and Government Regulation No. 397/2009.

(5) The Beneficiary is obliged to notify the Provider in writing of any changes that have occurred as the Grant Project was being carried out which could have any impact on the completion of the Project or which, in any way, affect the Beneficiary's legal personality, or the information required to prove its eligibility, no later than 7 calendar days within the date that the Beneficiary becomes aware of such fact(s).

(6) If, during or after the completion of a Grant Project, it is discovered that the Terms and Conditions of the Agreement or the Decision on Grant Funding have not been met, or that the terms and conditions have been breached pursuant to Act No. 130/2002, the provisions of Section 14 of Act No. 130/2002 shall apply.

(7) The Beneficiary and any other participant are obliged to keep for a period of at least 10 years following the completion of the Grant Project all documentation related directly or indirectly to the Grant Project and its progress, including but not limited to:

- a) expert documentation for the Grant Project;
- b) documentation relating to the management of the Grant Funding received;
- c) accounting documents related to the separate accounts for the management of the Grant Funding received;
- d) contractual documents related to the Grant Project and its progress, including any modifications or amendments thereto;
- e) results of the Grant Project.

(8) The Provider shall store the documents related to the evaluation of Project Proposals, including the Project Proposal themselves, for a period of 10 years.

#### **7.4. Interim and Final Reports on Grant Projects**

(1) The Beneficiary is obliged to draw up Interim and/or Final Reports on the Grant Project. Forms for those reports are available exclusively on the website of the Provider at <http://www.gacr.cz> in the on-line Web App created for this purpose. Interim and/or Final Reports on the Grant Project must be filled in using the Web App following the instructions therein, and converted to PDF format as per the same instructions.

(2) Only a version of the Interim and/or Final Report that contains all its parts with all relevant data required in the Web App shall be deemed a complete and proper Interim or Final Report.

(3) The Interim and/or Final Reports must be created in the Web App and transmitted through ISDS to a data mailbox named "Grantové projekty (Grantová agentura České republiky)" (in English: Grant Projects (Czech Science Foundation)) with the identifier "ntq92qs". After being finalized in the Web App, the Interim and/or Final Reports shall be affixed with a digital seal, and thus may no longer be altered in any way. The digital seal ensures for the report the proof of origin of each document received (the document was created in the Web App and a record of it is stored therein), the data become impossible to alter (the Applicant or Organization has not altered the figures or other text in the PDF, and the document thus matches the relevant data in the Web App); the digital seal also stores information that identifies the version of the report accurately. The version of the Project Proposal which is the last to arrive before the submission deadline through the data mailbox specified in this paragraph shall be deemed to have been submitted – it may not necessarily be the latest version of the Project Proposal in the Web App. The Interim and/or Final Reports the digital seal of which has been removed or replaced by another one shall not be accepted. The delivery in ISDS must be marked as "DZ" (*translator's note: Interim Report*) or "ZZ" (*translator's note: Final Report*) in the "Subject" field.

(4) The file referred to in paragraph (1) of this Article containing the Interim and/or Final Reports shall at all times retain the title assigned during the conversion process pursuant to paragraph (1) of this Article.

(5) The Interim and/or Final Reports shall be submitted for the Grant Project as a whole, and shall also contain information relating to the part of the Grant Project carried out by any other participant.

(6) The contents of the Interim and/or Final Reports shall include information on the use of the approved project costs, i.e. the Grant Funding received, as well as any costs reimbursed from other sources, and information about unused funds carried over to the following years of the Project. The Beneficiary shall also provide information on the financial performance of any other participant. If the Beneficiary is a public research institution or a public institution of higher education, it must notify the Provider in the Interim Report of how much of the Grant Funding and from which items of it the Beneficiary has transferred to the Grant Funds Account.

#### **7.4.1. Interim Report on the Grant Project**

(1) The Interim Report shall contain information on the progress made to date during the Grant Project, on the results achieved and on the management of the Grant Funds for the period covered by the Interim Report. The instructions in the Web App shall be followed for the Interim Report to be filled in.

(2) The Interim Report must be drawn up for each year of the Project or a fraction thereof, and the Beneficiary is obliged to deliver it to the Provider on or before the day published at <http://www.gacr.cz>. In extremely exceptional cases, if the Beneficiary is unable to draw up and submit the Interim Report by the deadline specified due to compelling and objective reasons, the Beneficiary shall notify the Provider to that effect in writing before the deadline, stating the reason why the Interim Report cannot be submitted by the deadline. The Provider may decide to extend the deadline for the submission of the Interim Report. In that case, the provision of the Grant Funding is subject to the execution of an Amendment to the Agreement on Grant Funding, or the amended Decision on Grant Funding.

(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** shall contain the basic information about the Beneficiary, the Investigator, and the Grant Project. The form shall show the total costs approved, and the Grant Funds provided in the given year, and the Grant Funds requested for the following year, cumulatively for the Grant Project as a whole. If the scientific intent (aims of the Project) can fit 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 each additional participant. In this part, the information on how the Beneficiary and any other participant have managed the Grant Funding received in the given year, and the specification of the requirements for the following year of the Grant Project, shall be included. Information on the Funding shall be broken down 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 Funds carried over to the following year of the Project, and the set-up of the Grant Funds Account as of 31 December of the current year pursuant to the Higher Education Act and the Public Research Institutions Act; the funds carried over on 31 December of the year covered by the Interim Report shall be indicated; the form DB Justification Part – Breakdown form shall contain information on how these funds will be used in the future;

e) the expected costs of the following year of the Grant Project covered by other public sources that do not fall under the state budget, in the structure according to the Government Regulation No. 397/2002;

f) the expected costs of the following year of the Grant Project from non-public sources in the structure according to the Government Regulation No. 397/2002;

g) the schedule for drawing down the unused Funds carried over from the previous year(s) of the Grant Project, and for drawing down funds from the Grant Funds Account established as of 1 January of the current year pursuant to the Higher Education Act and the Public Research Institutions Act; the funds drawn down and spent on the Grant Project in the period from 1 January to 31 December of the year covered by the Interim Report, including a detailed description of the costs incurred in the DB Justification Part - Breakdown, shall be specified.

(6) The total updated request for Funds for the following year of the Grant Project stated in the Interim Report may not exceed the total amount of the Grant Funds for the given year specified and approved in the Agreement or Decision on Grant Funding.

(7) Based on the progress of the Project work, the **DB Justification Part – Breakdown** shall contain (in addition to an indication and justification of all changes or transfers of the items of Grant Funds received which were made in the previous calendar year of the Grant Project pursuant to Article 5 of these Rules) the following items:

a) the specification and detailed justification of the individual items of the drawdowns and use of the Grant Funds received in the given year of the Grant Project, including information structured according to paragraph (b) below;

b) the breakdown and detailed justification of items of the specified Grant Funds requested for the next year of the Grant Project, broken down by:

1. personnel costs referred to in Article 3.3.1. of these Rules for individuals, as incurred in the previous calendar year of the Grant Project, including a specification of Grant Funds dedicated to personnel costs of the following year of 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. (2) of these Rules;

3. material costs referred to in Article 3.3.3. (3) of these Rules;

4. travel costs referred to in Article 3.3.3. (3) of these Rules, as incurred in the previous calendar year of the Project, specifying the dates, individuals, destinations and purposes of the travel; specific information on any active participation in conferences and similar events; further justification and the amount of the travel costs for the following year of the Grant Project, including the specific destinations and purposes of the travel (e.g. at which conferences the Investigator, co-Investigator(s) or collaborator(s) plan to participate actively in direct connection with the Grant Project; if any funds for international cooperation are required additionally in the course of the Grant Project, the budget for travel costs and/or the reimbursement of the costs incurred in the destination connected to the participation of a professional from abroad shall be modified and the budget modification must be justified, while preserving the original amount of total costs of the given year);



5. material costs referred to in Article 3.3.3. (4) and (5) of these Rules; with special emphasis on the description and justification of publishing and editorial costs;

c) the specification of unused funds and the Grant Funds Account (if established pursuant to the Higher Education Act and the Public Research Institutions Act):

1. which part of the funds was carried over to the following years of the Project and which part was transferred to the Grant Funds Account, in which structure (i.e. pursuant to Articles 3.3.1. to 3.3.3. of these Rules) and how will it be spent in the following year;

2. detailed breakdown of the drawdowns of the unused funds from the previous year of the Project, and the drawdowns from the Grant Funds Account established in the previous years of the Grant Project.

(8) The following annexes shall be enclosed with the DB Part – Breakdown, incorporated in the DB Part – Breakdown by reference:

a) copy of the statement(s) from the separate account(s) of the Grant Funding received for the given Grant Project as recorded on the Beneficiary's accounting books (and/or those of another participant); such statement(s) 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 the Grant Project;
3. date, amount in CZK, purpose of expenditure and classification based on the Beneficiary's chart of accounts (on that of another participant) for each item;
4. the final balance (profit or loss) generated by the management of the Grant Funds received, and any potential revenues from the Grant Project as of 31 December of the given calendar year of the Grant Project;

b) copies of all contracts and agreements, based on which a total of CZK 500,000 or more has been paid to a third party in the course of the Grant Project to date, and copies of accounting documents proving the performance of such contracts and/or agreements.

(9) The Provider may request copies of any documents connected to the respective Grant Project at any time.

(10) **DB Part – Personnel Costs** shall be filled in separately for the Beneficiary and for each additional participant. The drawdowns and use of the funds in the year covered by the Interim Report, as well as the financial request being made for the following year of the Grant Project, shall be presented in the following structure:

a) personnel costs referred to in Article 3.3.1. (5) (a) of these Rules, specified by name for the Investigator, co-Investigator and Professional Co-workers (for specified financial requirements see Article 2.1. (9) of these Rules); for any other Professional Co-workers, the individual shall be identified as a "student" or "postdoc";

b) work capacity (average annual working hours) of individual workers for which personnel costs have been incurred pursuant to paragraph (a) of this Article;

c) wages or salaries pursuant to Article 3.3.1. (5) (a) of these Rules in aggregate for other collaborators;

- d) total work capacity (average annual working time) of all other collaborators;
- e) breakdown of the costs to cover the liabilities under the work agreements outside of employment pursuant to Article 3.3.1. (5) (b) of these Rules; for any other Professional Co-workers, the individual shall be identified as a “student” or “postdoc”;

(11) **DC Part** shall contain an analysis of the progress of the Grant Project throughout the previous year, and a schedule/workplan for carrying out Project in the following year. This part shall be submitted in English only. The Interim Report which is submitted after the first year of the Grant Project shall contain an overview of the results of the Grant Project. This Interim Report shall only contain a detailed analysis and description of the Project's progress to date and an assessment of the scientific advancement of the Project if there is a significant deviation from the original project plan.

The Interim Report which is submitted after the second year of the Project (in case of three-year projects) shall contain the following information on the first two years of the Project:

- a) work progress in the course of the Grant Project at the Investigator's and/or Co-Investigator's institutions, partial results (milestones) achieved, including the involvement of students and postdocs;
- b) utilization of any technical equipment and instruments acquired with the use of the Grant Funds;
- c) brief information on the progress and results of trips abroad;
- d) work plan for the following year;
- e) overview of the results of the Grant Project to date, structured according to the types defined in Annex 4 of these Rules<sup>25</sup>, unless such results have been delivered as the results in the previous Interim Report(s).
- f) coordination of cooperation with the Investigator in the Partner Country;
- g) added value of cooperation with the Investigator in the Partner Country;
- h) mutual use of each other's equipment of the cooperating institutions;
- i) deployment of complementary approaches and methodologies.

(12) Along with the Interim Report, all outputs pursuant to Article 7.3. (2) of this Annex which are the results of the previous year of the Grant Project must be provided in the Web App in digital form.

#### **7.4.2. Final Report on the Grant Project**

(1) The Final Report shall contain information on the results of the Grant Project throughout the entire period, and on the results of the management of the Grant Funds for the final year of the duration of the Grant Project. The Final Report shall be completed one year after the completion of the Project, **except for the parts titled ZB – Amounts, ZB – Breakdown, ZB Justification – Breakdown and ZB Part – Personnel Costs**; those parts of the Final Report shall be submitted during the year following the completion of the project, on or before the date specified on the Provider's website at

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<sup>25</sup> The number of the results by individual type, e.g. the number of articles in impact journals (Jimp, Jsc), number of articles in another peer-reviewed journal (Jost), number of scholarly books (B), number of chapters in a scholarly book (C), number of articles in proceedings (D) etc.

<http://www.gacr.cz>. The submission of this Report may be postponed by up to six months upon the request of the Beneficiary.

(2) The Beneficiary is obliged to deliver the Final Report to the Provider on or before the date specified on the website <http://www.gacr.cz>.

(3) The Beneficiary may request the postponement of the evaluation of the Final Report by filling in the form Part ZO, which is to be submitted in the period as defined in paragraph (2) of this Article along with those parts of the Final Report the final version of which can already be drawn up and delivered. If the above request is granted, the Beneficiary is obliged to deliver the remaining parts of the Final Report, which will contain, including without limitation, all the information in the forms "Part ZC" and the "Final Project Card" with all the annexes to the Final Report on or before 31 July. A repeated requested as per the first sentence is inadmissible.

(4) If a Party to the Agreement on Grant Funding has withdrawn therefrom, or if the Agreement has been terminated by notice, or if it has ceased to have effect for any other reason, or if the Decision on Grant Funding has been revoked, the Beneficiary shall draw up the Final Report, and deliver it by a deadline specified by the Provider. This is without prejudice to any other obligations on part of the Beneficiary. The Beneficiary may request a postponement of the evaluation deadline of the Final Report under paragraph (3) of this Article. A repeated requested as per the previous sentence is inadmissible.

(5) After conversion, the Final Report shall consist of the following forms: ZA Part, ZB Part – Sums, ZB Part – Breakdown, ZB Justification – Breakdown, Part ZB – Personnel Costs, and also Part ZC and "Final Project Card".

(6) **Part ZA shall** contain basic information about the Beneficiary, Investigator and Grant Project. If the scientific intent (aims of the 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 following shall be stated: the information on the total costs approved, and the amount of the Grant Funding received to carry out the respective Grant Project in the structure defined by Section 2 of Government Regulation No. 397/2009. The third part shall show the costs of the Grant Project incurred in the final year of the Project.

(8) Forms **ZB Part - Breakdown, ZB Justification - Breakdown, ZB Part - Personnel Costs** shall be completed in a way similar to how the same or similar parts of the Interim Report under Article 7.4.1. of these Rules should be completed. Information related to the following year of the Grant Project shall no longer be provided.

(9) **ZO Part** - to be filled in by the Beneficiary in the event of a request for a postponement of the evaluation of the Final Report.

(10) **Part ZC** shall provide an analysis of how the Grant Project was carried out, 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. Only those results which meet the requirements of Article 7.3. (2) of these Rules may be presented as a result of the Grant Project.

(11) **The Final Project Card Part** shall summarize the basic information about the Grant Project and its results as the results of the entire Grant Project; no more than three publications resulting out

of the Grant Project shall be listed, and they should be those which the Beneficiary and the Investigator consider essential for summarizing the results of the Grant Project.

(12) All the outputs referred to in Article 7.3. (2) of these Rules which are the result of the entire Grant Project through all of its duration must be submitted digitally at the same time as the Final Report, unless they have been delivered as the results reported in the Interim Reports.

### **7.4.3. Evaluation of the Progress of the Grant Project**

(1) The Czech part of the Grant Project shall be evaluated annually, on the basis of the Interim Reports submitted, where the evaluation bodies of the Provider shall evaluate it from the financial perspective; after two years of the Project, it shall be evaluated by the Discipline Committee, under whose scope of authority the Grant Project falls, and the Discipline Committee shall do so on the basis of an assessment performed by its evaluation panel.

(2) The Provider shall evaluate the progress of the Grant Project using the main criteria as follows:

- a) the progress of the work and the achievement of the aims compared to the plan set out in the Project Proposal, and the estimated schedule for the material completion of assignments;
- b) engagement of the appropriate professionals and personnel in the Project;
- c) utilization of the material and technical resources, the equipment and instruments acquired with the use of the Grant Funds;
- d) personnel, organization, and technological process, cooperation between the Beneficiary and the Investigator;
- e) achievement of the aims and outputs of the Project compared to the plan set out in the Project Proposal, and the estimated schedule for the material completion of assignments;
- f) coordination of cooperation with the Investigator in the Partner Country;
- g) added value of cooperation with the Investigator in the Partner Country;
- h) mutual use of each other's equipment of the cooperating institutions;
- i) deployment of complementary approaches and methodologies.
- j) evaluation of the financial management of the Grant Funds received, and/or the proposed budget for the following period (the Provider shall review the drawdowns of the allocated Grant Funds, the effectiveness of spending the Funds, the compliance with the structure of the Funds, and a proper justification (explanation) of any possible transfers or changes);
- k) an assessment of the results in the structure defined by the types specified in Annex 4 to these Rules.

(3) If the prerequisites for the continuation of the Grant Project are satisfied, and the Provider decides to continue funding the Grant Project, and if the terms and conditions pursuant to Article 7.1. of these Rules have been met, the Beneficiary shall receive Targeted Aid (Grant Funds) for the following year of the Project.

4) If the prerequisites for the continuation of the Grant Project are not satisfied, the Provider may terminate the Agreement on Grant Funding without prior notice or revoke the Decision on Grant Funding pursuant to the provisions under the Agreement or the Decision, and discontinue the project.

If the Project is discontinued (i.e. it is terminated prematurely by the Provider based on the evaluation of the Interim Report, and the Agreement is terminated by the Provider), the Project shall be graded as “Incomplete”, and it shall not be possible to request its re-evaluation.

#### **7.4.4. Evaluation of a Completed Grant Project**

(1) The Discipline Committee of GACR under whose scope of activities the Grant Project falls shall carry out the evaluation of the Czech part of the completed Grant Project pursuant to the provisions of Article 7.4.3. (2) of this Annex, with necessary modifications, on the basis of an assessment by the pertinent Evaluation Panel, on the basis of the Final Report, and on the basis of the results of the reviews of the management of the Grant Funds provided. In the overall evaluation of the completed Grant Project, the Discipline Committee and the Evaluation Panel shall also take into account the compliance with the terms and conditions for the management of the Grant Funds provided. In the final evaluation of the Czech part of the Project, the Czech Science Foundation shall take into account the information from the Partner Agency about the result of the evaluation of the part of the Project originating in the other country if such evaluation is available.

In addition to the criteria pursuant to the provisions of Article 7.4.3. (2) of these Rules, the Discipline Committee shall also assess the following:

- achievement of the declared purpose of the LA Grant;
- progress of the work and its conformity with the achievement of the aims as defined;
- engagement of the appropriate professionals and personnel in the Project;
- utilization of the equipment acquired with the use of the Grant Funds;
- assessment of the overall management of the Grant Funds received (a review shall be made of the drawdowns of the Grant Funds assigned, the effectiveness of the use thereof, and the compliance with the prescribed composition thereof);
- added value of international cooperation
- evaluation of the outputs structured by type as defined in Annex 4 to these Rules.

Each Grant Project shall be evaluated separately. The Project shall always be graded as “Incomplete” independently of the expert evaluation in any of the following cases:

- a) not all parts of the Final Report have been delivered;
- b) the Provider has withdrawn from the Agreement on Grant Funding, has terminated the Agreement on Grant Funding, or revoked the Decision on Grant Funding pursuant to Article 7.4.3. (4) of these Rules; in that case, the Beneficiary shall not be entitled to submit a request for a reconsideration of the evaluation pursuant to paragraph (4) of this article;
- c) the terms and conditions for submitting the results into the Information System for Research, Development, and Innovation (IS R&D), Register of Information on Results (RIV) section, have not been met.

(2) If, on the basis of the evaluation of the Discipline Committee, the aims of the Project have not been met through the Beneficiary’s and/or Investigator’s substantial fault, such fault shall be deemed a breach of budgetary discipline. In this case, the financial penalty for the breach of budgetary discipline shall be 5 % of the total amount of the Grant Funds.

(3) Pursuant to the provisions of Section (13) (4) of Act No. 130/2002, and after Grant Projects have been completed, the Provider shall evaluate the achievement of the aims set out in the Agreement or Decision on Grant Funding, the results achieved by the Project and their relation to the

Project's aims, and include the aforesaid in the final evaluation of each Grant Project; the Provider shall then enter information pursuant to Government Regulation No. 397/2009 into the Information System for Research, Experimental Development and Innovation.

(4) The Beneficiary may submit a request for a reconsideration of the evaluation no later than 30 October of the second year following the completion of the Project; any requests submitted at a later time shall not be considered.

### **7.5. Changes in the Course of the Grant Project**

(1) The Beneficiary may not derogate from the existing legal situation resulting out of the Agreement as executed or Decision as issued, on Grant Funding, including the approved Project Proposal which is incorporated therein by reference. Any changes to the Agreement or Decision must be based on an amendment to the Agreement or a new Decision that has taken force and effect.

(2) In the course of the Grant Project, changes of the Project Proposal approved originally may only occur in the following cases:

- a) change in the approved costs or change in the amount of the Grant Funds awarded;
- b) change of another participant, Investigator or Co-investigator of the Grant Project;
- c) change of Beneficiary.

(3) A change of the aim or the subject matter of the Grant Project is not possible.

(4) The following changes are possible without a request, and do not require an amendment to the Agreement or a new Decision on Grant Funding: an increase in the approved costs by up to 10% of the amount of such costs specified in the Agreement or Decision for the year in question, while maintaining the amount of the Grant Funding provided, and causing the ensuing reduction in the Proportion of Funding by the Provider, redistributions between and among the Items of Basic Structure of the Grant Funds awarded to the Beneficiary or to another participant pursuant to Article 7.2. of these Rules, and changes in the team of Professional Co-workers, including a change in the total team's work capacity (workload) of up to 20% of the total team's work capacity (workload) approved in the Agreement, while maintaining the professional quality of the team; excluded are the change of the Investigator or co-Investigator or another participant, which is regulated by Article 7.5.2. of these Rules, and the change of the Beneficiary, which is regulated by Article 7.5.3. of this Annex. Eligible personnel costs pursuant to Article 3.3.1. (2) of these Rules are the costs of the relevant part of the Salaries of those employees who, under their employment contracts, participate in the Project to the extent of the work capacity dedicated to the Project. The amount drawn down in the course of the Project may reach up to the amount of the gross Salary of such employee (proportionately to the employee's workload in the Project), but may not exceed CZK 65,000 on average per calendar month (proportionately to the employee's workload in the Project). However, in the next Report (Interim or Final), the Beneficiary must justify such changes in the part DB Justification - Breakdown, or ZB Justification – Breakdown. The changes or redistributions must be proven to be effective, economical, efficient, and supported by activities approved, and must be proved to satisfy the Terms and Conditions for the Grant Funding, as specified in Act No. 130/2002 and in these Rules. If the Beneficiary fails to properly substantiate the changes or redistributions referred to in the previous sentence, the Provider has the right not to approve such changes, and to impose penalties pursuant to the Agreement or Decision on Grant Funding.

(5) The procedure referred to in paragraph (4) of this Article may not be used to request, nor to carry out, any redistribution of an item to the category of miscellaneous (overhead) costs referred to in Article 3.3.3. (6) of these Rules.

6) Redistributions between and among the basic structure items of the Grant Funds awarded to the Beneficiary, and/or to another participant pursuant to Article 7.2. of these Rules, up to CZK 40,000, are possible without a request, and do not require an amendment to the Agreement or a new Decision on Grant Funding.

(7) In the event that unused funds are carried over to the following years of the Project, or in the event that the Beneficiary, or another participant, is entitled to establish the Grant Funds Account, the provisions of paragraphs (4) and (6) of this Article shall apply, with necessary modifications, whenever funds are drawn down from such Grant Funds Account.

#### **7.5.1. Procedure to Implement Changes to the Grant Project**

(1) In the event of a material change in circumstances concerning the Grant Project which the Provider could not have foreseen or that the Provider has not caused, the Provider shall propose to the Beneficiary a change in the total amount of approved costs, and/or in the amount of the Grant Funding awarded, and/or an amendment to the Agreement on Grant Funding or the Decision on Grant Funding in writing no later than 7 calendar days within the day that the Provider becomes aware of such change in circumstances. The Beneficiary shall respond to the Provider's proposal in writing within 60 calendar days of the receipt of the proposal.

(2) In the event of a material change in circumstances concerning the Grant Project which the Beneficiary could not have foreseen or that the Beneficiary has not caused,, the Beneficiary shall request the Provider to modify the structure and/or the amount of approved costs, and/or the amount of Grant Funds, and/or an amendment to the Agreement on Grant Funding or the Decision on Grant Funding in writing, no later than 7 calendar days within the day that the Beneficiary becomes aware of such change in circumstances, but no later than 60 calendar days before the end of a calendar year. The Provider is not, however, obliged to accept or agree to the Terms and Conditions for the change in the structure nor the amount of the approved costs nor the amount of the Grant Funds.

(3) If the Provider grants the Beneficiary's request submitted pursuant to paragraph (2) of this Article, the Provider and the Beneficiary shall enter into an amendment to the Agreement on Grant Funding with the Beneficiary, or decide to amend the Decision on Grant Funding within 60 calendar days of the receipt of the request. If the Provider rejects the Beneficiary's request submitted under paragraph (2) of this Article, the former shall notify the latter in writing within 30 calendar days of the date that such request was considered; no decision on such request shall be issued.

(4) The request for changes in the Grant Project must contain the following:

- a) identification information of the Beneficiary, the Investigator (and, if applicable, any other participants and/or co-Investigator in case of a change relating to participants) and the relevant Grant Project, including the registration number;
- b) specification of the requested change;
- c) detailed description of the cause of the requested change, and a justification thereof;
- 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 any other participant, if applicable).

**7.5.2. Procedures to Implement Changes Requiring Special Attention in the Course of the Project, and Procedures to Change the Investigator, Co-investigator, or Another Participant**

(1) If the Investigator cannot, for serious reasons, continue carrying out the Grant Project at the Beneficiary's institution specified in the Agreement on Grant Funding or in the Decision on Grant Funding, the Beneficiary shall request the Provider in a manner similar to that defined in Article 7.5.1. of these Rules for a change of the Grant Project consisting of the appointment of a new individual as Investigator; the professional qualifications of the new Investigator must be documented by his or her CV in the same manner as in the Project Proposal. As a rule, the Beneficiary shall enclose a written statement of position from the original Project Investigator along with the request.

(2) If the Provider grants the Beneficiary's request pursuant to graph (1) of this Article, the procedure in Article 5.1. (3) of this Annex shall apply; however, if the Beneficiary rejects the amendment to the Agreement on Grant Funding, the Provider may terminate the Agreement on Grant Funding without prior notice. A similar procedure shall apply in case of a new Decision on Grant Funding.

(3) If the change of Investigator is being requested due to an upcoming maternity (parental) leave, the request referred to in paragraph (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 shall also specify the expected duration of the maternity (parental) leave. In that case, the amendment to the Agreement pursuant to Article 7.5.1. (3) of these Rules shall state that the new Investigator will only perform the activities of the original one 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, the responsibility for the Grant Project shall revert to the original Investigator pursuant to the amendment to the Agreement as per the previous sentence.

If all professionals and any other Professional Co-workers explicitly agree, the Beneficiary may request a suspension of the Grant Project always for an entire calendar year due to the Investigator's maternity or parental leave, long-term disease, or any other serious occupational obstacles, such as long-term care for a family member or a close person. The request for suspension shall be submitted by the Beneficiary in a manner similar to that defined in Article 7.5.1. of these Rules. The Beneficiary is obliged to enclose a written consent of all Professional Co-workers involved in the Project with this request. If the Provider agrees to temporarily suspend the Grant Project, the Provider shall proceed in a manner similar to that in Article 7.5.1. of these Rules, with necessary modifications. If that is the case, the foregoing shall be without prejudice to the obligation to submit an annual Interim Report.

If the Investigator takes a maternity (paternal) leave, and in other situations requiring special attention, the Beneficiary may request a reduction in the Investigator's workload dedicated to the Project pursuant to Article 7.5.1. of these Rules. The Beneficiary shall also state the reason(s) and the expected duration of the reduced workload in the request.

(4) If, for any serious reason, the co-Investigator is unable to continue carrying out the Grant Project at the institution of another participant specified in the Agreement on Grant Funding, or in the Decision on Grant Funding, the following procedure shall apply:

a) the Beneficiary shall request the Provider in a manner similar to that defined in Article 7.5.1. of these Rules for a change within the Grant Project consisting of the appointment of a new



co-Investigator; the professional qualifications of the new co-Investigator must be documented in the same manner as in the Project Proposal. As a rule, the Beneficiary shall submit a written statement of position from the original project Investigator along with the request;

b) the Beneficiary shall request the Provider in writing to transfer the rights and obligations attached to the Grant Project to another additional participant, i.e. the new co-Investigator's institution; the original other participant's written consent to such transfer, and that of the new additional participant proposed, must be incorporated in this request by reference, bearing their signatures, or the signatures of persons authorized to act on their behalf in this matter; furthermore, it is necessary to demonstrate the professional qualifications of the proposed new participant in a manner similar to Article 2.2. of these Rules.

(5) If the Provider grants the Beneficiary's request as per paragraph (4) (a) of this Article, the former shall proceed pursuant to Article 7.5.1. (3) of these Rules; however, if the Beneficiary rejects the amendment to the Agreement on Grant Funding, the Provider may terminate the Agreement on Grant Funding without prior notice. A similar procedure shall apply in case of a new Decision on Grant Funding.

(6) If the Provider grants the Beneficiary's request under paragraph (4) (b) of this Article, the rights and obligations attached to the Grant Project shall be transferred from the existing additional participant to the new additional participant by way of a separate trilateral agreement between the Beneficiary, the existing additional participant, and the new additional participant. Simultaneously, an amendment to the Agreement on Grant Funding shall be executed by and between the Provider and the Beneficiary. If the Beneficiary rejects such amendment to the Agreement on Grant Funding, and/or the original or new additional participant rejects the trilateral agreement on the transfer of rights and obligations attached to the Grant Project, the Provider may terminate the Agreement on Grant Funding without prior notice. The same procedure shall apply in case of a new Decision on Grant Funding. An agreement shall be executed by and between the existing additional participant and the new additional participant on the settlement of the assets acquired with the use of the Grant Funds through the history of the Project; such settlement agreement shall be incorporated by reference in 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 reach an agreement, the Provider may terminate the Agreement on Grant Funding without prior notice.

(7) If the Provider does not grant the Beneficiary's request pursuant to paragraph (1) of this Article, the Provider may terminate the Agreement on Grant Funding without prior notice, or revoke the Decision on Grant Funding. The Beneficiary is then obliged to return all unused Grant Funds after drawing up a proper financial report and settlement.

### **7.5.3. Procedure to Change the Beneficiary**

(1) If such circumstances arise on part of the Beneficiary's institution, which is specified in the Agreement on Grant Funding or in the Decision on Grant Funding, and which circumstances should render the expected results and the desired efficiency impossible to achieve within the Grant Project, the existing Beneficiary, the new Applicant, and the Project Investigator all together may request a Change of the Beneficiary. In addition to all the essentials defined in the standard-form Request for Change of Beneficiary, which is incorporated in these Rules by reference as Annex 5, the Request for Change of Beneficiary must contain, including but not limited to, the following:

- a) a detailed explanation of all relevant facts, justifying the conclusion that it is not efficient to continue the Project at the institution of the existing Beneficiary;
- b) a breakdown of the approved costs, both drawn down and remaining, within the Project pursuant to Articles II., III. and IV. of Annex 5 to these Rules;
- (c) the interim financial statements of the Project as of the date of the Request for Change;
- (d) the reallocation of approved costs, both drawn down and remaining, within the Project, and the mutual settlement thereof pursuant to Articles V., VI. and VII. of Annex 8 to these Rules;
- (e) a description of the personnel, organizational and technical arrangements for the performance and progress of work at the institution of the new Beneficiary after the change of Beneficiary;
- (f) the outputs of the project used to the benefit of the existing Beneficiary, and the results remaining to be used by the new Applicant, and the mutual settlement thereof;
- (g) a proposal for the mutual settlement between the existing Beneficiary and the new Applicant, including the settlement of the assets acquired with the use of the approved costs of the Project. This proposal must also include the settlement of all property rights which came into existence in the course of the Project, including the rights to the research results;
- (h) full demonstration of the qualifications of the new Applicant;
- (i) an agreement for the assignment of the Agreement on Grant Funding; the Provider's approval of the Request to Change the Beneficiary shall be condition precedent to the entry into effect of such agreement to assign the Agreement.

(2) The change of the Beneficiary must not change the contents of the contractual relationship established on the basis of the Agreement, or the Decision on Grant Funding for the Project.

(3) The purpose of the approval process for the change of Beneficiary shall be primarily to verify that the new Organization meets the legal requirements for the eligibility of the Applicant in the same way as the satisfaction of such requirements was verified originally within this Call for Proposals, i.e. the new Organization must prove qualifications to the full extent.

(4) The purpose of the subsequent approval process of the change of Beneficiary shall be to verify that the new Applicant is able to provide the Investigator and his team members with the same or better institutional and technical resources for the Project. The new Applicant must prove that if he or she had been the Applicant in the original Call for Proposals, the Project would have achieved exactly the same or better evaluation among the projects selected. To this end, the GACR Presidium shall seek the opinion of the project rapporteur and other members of the advisory bodies.

(5) The GACR Presidium shall review the Request and decide without undue delay – i.e. at the next meeting of the GACR Presidium, as a rule. The GACR Presidium may stipulate additional conditions and require the satisfaction thereof, and/or it may request additional documentation for the assessment of the Request.

(6) If the Provider grants the Request submitted pursuant to paragraph (1) of this Article, the new Applicant shall assume the legal status of the existing Beneficiary on the basis of the assignment of the Agreement on Grant Funding pursuant to Section (18) (95) et seq. of Act No. 89/2012, the Civil

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Code, as amended. The same procedure, with necessary modifications, shall apply in case of a new Decision on Grant Funding.

(7) If the Provider does not grant the Request submitted pursuant to paragraph (1) of this Article, the Provider shall be entitled to terminate the Agreement on Grant Funding without prior notice.

## **8. ANNEXES**

Annex 1 – Categorisation of Scientific Fields into Evaluation Panels

Annex 2 – Affidavit to Demonstrate Eligibility (standardised form)

Annex 3a – Structure of Groups and Sub-groups of Research Fields for IS R&D – CEP

Annex 3b – Structure of OECD Research Fields by Two-Digit Classification

Annex 4 – Definition of Types of Outputs

Annex 5 – Request for Change of Beneficiary

## **ANNEX 1 – CATEGORISATION OF SCIENTIFIC FIELDS INTO EVALUATION PANELS**

### **1. Technical Sciences**

- P101 Mechanical Engineering
- P102 Electrical Engineering and Electronic Engineering
- P103 Cybernetics and Engineering Informatics
- P104 Construction Materials, Architecture and Civil Engineering
- 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**

- P202 Mathematics and 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 Physics, Meteorology, Climatology and Hydrology, Geophysics and Physical Geography
- 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 Jurisprudence 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

## ANNEX 2 - AFFIDAVIT TO DEMONSTRATE ELIGIBILITY (STANDARDISED FORM)

### Affidavit – legal entities

#### I. Organization:

Business name or Organization name <sup>1)</sup>: .....

Registered seat of the Organization <sup>1)</sup>: .....

Registration number ("IČO") of the Organization <sup>1)</sup>:  
.....

Registered in a public (or other) register administered by <sup>1), 2)</sup> .....

Under section....., file number .....

being represented by all the individuals who make up the governing body of the Organization, or individuals who are members of the governing body of the Organization (identified in Section III of this Declaration) (hereinafter referred to as "the Organization").

**Type of Organization** (as per Central Project Database within IS VaVal) .....

**Type of Organization** (as per Ministry of Finance classification) .....

**Type of Organization** (as per European Commission classification) .....

#### II. Organization's Affidavit

Hereby, pursuant to the provisions of Section (18) 2 (c) to (f), (h) and (i) of Act No. 130/2002, on Funding for Research, Experimental Development, and Innovation from Public Funds and on the Amendment to Certain Related Acts (the Research and Development Act or "R&D Act"), as amended,

#### represents that the Organization:

- is not in liquidation and there are no insolvency proceedings pending, imminent or actual, in respect of a bankruptcy;
- has paid any liabilities, if due, owed to the State or a territorial self-governing unit, and/or any other liabilities, if due, owed to the State, a state fund, a health insurance company, or the Czech Social Security Administration;
- has not been convicted by final judgement of a criminal offence, the facts of which case relate to the object of the business of the Organization, and/or a financial offence and/or crime against property, nor is regarded as such by law;
- has not been subject to disciplinary action in the last three years under separate legislation governing the performance of professional activity if that activity is related to the subject matter of this Public Tender in research experimental development and innovation;
- is not in employment or any similar relationship with a legal entity authorized to administer this Public Tender in research, experimental development, and innovation pursuant to Section (23) (2) of Act No. 130/2002;
- is an entity which is not an organization in distress under a directly applicable regulation of the European Union;
- is not facing a recovery order issued as a result of a decision by the European Commission under the directly applicable regulation of the European Union.

**III. Individuals who make up the governing body of the Organization (or individuals who are members of the governing body of the Organization):**

Name and surname, position <sup>1)</sup> :	Residence <sup>1)</sup> :
.....	.....
.....	.....
.....	.....

*(If you run out of space, please provide the information about additional individuals on a separate sheet clearly labelled as an annex to this Affidavit.)*

**IV. Affidavit of the individuals who make up the governing body of the Organization, or the individuals who are members of the governing body of the Organization:**

The individuals referred to in Section III above of this Affidavit hereby, pursuant to the provisions of Section (18) (b) of Act No. 130/2002

**represent that they:**

- have not been convicted by final judgement of a criminal offence, the facts of which case relate to the object of the business of the Organization, and/or a financial offence and/or crime against property, nor are regarded as such by law;
- have not been subject to disciplinary action in the last three years under separate legislation governing the performance of professional activity if that activity is related to the object of this Public Tender in research experimental development and innovation;

**V. Organization’s Warranty and Representation in Respect of Grant Project Proposal Constituting a Request for Subsidy pursuant to Budget Rules**

The Organization hereby warrants and represents that the information below (completed in Sections VI to VIII of this Affidavit) required by Section 14 (3) (e) of Act 218/2000 on Budget Rules and Amendments to Certain Related Acts (the “Budget Rules”) is true and full.

**VI. Identification of all individuals acting on behalf of the Organization, specifying whether they act as its governing body or they act on the basis of a power of attorney (Section (14) (3) (e) (1) of Act No. 218/2000) <sup>3)</sup> <sup>4)</sup> :**

Title, name, and surname:  
.....

Place of residence:  
.....

Acting: a) as its governing body b) on the basis of a power of attorney<sup>7)</sup>

**VII. Identification of individuals who are shareholders in a legal entity of the Beneficiary (Section (14) (3) (e) (2) of Act No. 218/2000) <sup>4)</sup> <sup>5)</sup> :**

Title, name, and surname: .....

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Place of residence: .....

Amount of the shareholding in the legal entity: .....

**VIII. Identification of entities (subsidiaries) in which the Beneficiary, as a legal entity, holds a shareholding, and the amount of this shareholding (Section (14) (3) (e) (3) of Act No. 218/2000) <sup>4) 6)</sup>**

Name of the legal entity: .....

Registered seat: .....

Registration number: .....

Amount of the shareholding in the legal entity (subsidiary): .....

In.....date.....<sup>1)</sup>

.....  
Signatures of **all** individuals who make up the governing body of the Organization  
or **all** members of the governing body of the Organization

---

<sup>1)</sup> To be filled in on a computer, typewriter or in block letters.

<sup>2)</sup> To be filled in if the Organization is registered in the Commercial Register or any other public register.

<sup>3)</sup> To be filled in by all Organizations.

<sup>4)</sup> If necessary, please copy Sections III to V or, if you run out of space, please provide the required information falling under Sections III to V on a separate sheet clearly labelled as an annex to this Affidavit.

<sup>5)</sup> To be filled in by all Organizations except those which are a governmental agency, and/or an Organization co-financed from the state budget, a public research institution, a public or state university.

<sup>6)</sup> To be filled in by all individuals except those which are a governmental agency and/or an Organization co-financed from the state budget.

<sup>7)</sup> Strike out or delete whichever does not apply.



## **ANNEX 3A – STRUCTURE OF GROUPS AND SUB-GROUPS OF RESEARCH FIELDS FOR IS R&D – CEP**

### **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 Jurisprudence  
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

## **ANNEX 3B – STRUCTURE OF OECD RESEARCH FIELDS BY TWO-DIGIT CLASSIFICATION<sup>26</sup>**

### **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

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<sup>26</sup> Please see [https://www.rvvi.cz/dokumenty/Ciselnik\\_oboru\\_Frascati\\_v20171207web.pdf](https://www.rvvi.cz/dokumenty/Ciselnik_oboru_Frascati_v20171207web.pdf) for a more detailed classification of research fields

## ANNEX 4 – DEFINITION OF TYPES OF OUTPUTS

### J – a peer-reviewed article

A peer-reviewed article in a scientific periodical is an original article and/or a review article published in a scientific periodical (journal) notwithstanding the publisher's country, presenting the original research outputs achieved by the author or a team that included the author, and whose stated affiliation is with a Czech research organization. These are comprehensive texts featuring scientific works, organized as per the requirements of publisher(s) of the periodical in respect of the structure of scientific work (most frequently a summary, introduction, material and methods, outputs, discussion, conclusion, literature/sources overview) including the usual citation style, and an apparatus of footnotes, if any. These types of articles are usually placed in the group of original articles or the reviews in such scientific periodicals.

A professional periodical means a peer-reviewed, periodically published scientific journal with a scientific editorial board, which is assigned only the ISSN or e-ISSN code, and is published in print-only, digital-only, or print-and-digital form, including an on-line release.

The articles in a specialized periodical are classified as follows:

- **Jimp** – original / review article in a specialized periodical which is included in the Web of Science database with the tag “Article”, “Review”, or “Letter”;
- **Jsc** - original / review article in a specialized periodical which is included in the Scopus database with the tag “Article”, “Review”, or “Letter”;
- **Jost** - original / review article in a specialized periodical which does not fit in any of the two foregoing groups, and which meets the general requirements for an article in a scientific periodical. The list of peer-reviewed non-impact scientific periodicals shall not be used.

### The following are not deemed to be scientific periodicals:

- periodicals which do not have ISSN, nor e-ISSN assigned;
- periodicals or extraordinary periodicals published under an ISSN and simultaneously under an ISBN in book form (this often occurs in case of conference papers which are registered in the WoS and Scopus databases. Outputs published in this type of source fall under outputs of type D);
- periodicals for which the method of reviewing contributions is not published and/or established;
- daily or newspaper press and the like, i.e. regular daily press, focused “popular-science” supplements to daily press, weekly newspapers, specialized newspapers (e.g. Zdravotnické noviny, Hospodářské noviny, Učitelské noviny etc.);
- non-fiction popular science periodicals intended for the general public, published by commercial publishers, public institutions, and others;
- science-popularizing science periodicals intended for a broader professional public, e.g. published by professional societies, scientific institutions etc., in order to promote and popularize science;
- periodicals of trade unions, political parties, associations etc.;
- business and insurance periodicals;

- standardised forms and newsletters;
- special issues of journals in which texts of conference papers are published.

**The following are not deemed to be peer-reviewed articles:**

- reprints, abstracts, expanded abstracts (e.g. at conferences) etc., even if published in a specialised scientific periodical, articles of an informative or popularizing character on research outputs;
- editorial materials, corrections, reviews, literature searches and summaries, even if published in a specialised scientific periodical;
- a preprint article, i.e. the version of the article published before the peer-review process;
- in case of articles under “Jost” ones comprising fewer than 2 pages of text, exclusive of photographs, charts, map exhibits, images, tables, and/or.

**B – Monograph**

A monograph presents the outputs of research which was carried out by the author of the book or by a team of authors that included the author. A monograph book is a non-periodical scientific publication comprising of at least 50 printed pages of the author’s own text excluding exhibits such as photographs, graphics, maps etc., published in print or digitally, and reviewed by at least one broadly recognized expert in the respective field in the form of an expert review (such expert reviewer may not be from the author’s institution). Such monograph book deals with 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 citations, and possibly also an apparatus of footnotes, a bibliography of sources, and a summary in at least one world language.

A monograph book has an ISBN or ISMN assigned. The whole book is developed by a unified team of authors (regardless of each team member’s share in the content), even if the individual chapters of the book were written by different/separate authors. Scientific books include monographs, scholarly encyclopaedias and lexicons, critical editions of sources, critical editions of art (music, art etc.), materials accompanied by studies, critical commented translations of demanding philosophical, historical, or philological texts accompanied by studies, critical translations accompanied by commentary of demanding philosophical, historical or philological texts, scientifically designed dictionaries and Thesaurus- or encyclopaedia-type dictionaries in a given field, critical exhibition catalogues etc., as long as they meet the formal criteria set out above.

In case of a multi-volume scientific monograph, each volume may be recognized as an output (and included in the RIV) if each volume alone meets the criteria and has been published as a separate publication with its own ISBN. If a monograph is recognized (and classified in RIV) as type B output, its chapters may not be recognized (nor classified in RIV) as a type C output the same submitter.

**The following are not deemed to be monographs:**

- books which do not have an ISBN or ISMN assigned;
- teaching texts (i.e. textbooks, coursebooks);

- expert opinions and reports, 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 digitally published research summaries, purpose-made summaries of specialist papers (e.g. within one institution);
- printed or digitally published abstract summaries, or expanded abstracts, or oral communication from conferences;
- methodological manuals, catalogues, and standards;
- proceedings (individual contributions in the proceedings may be an output of type D);
- fiction, non-fiction, travelogues, texts of theatre plays;
- selective bibliographies, annual reports, speeches, reports, collections of students' contest 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, a mandatory copy must be registered in the National Library of the Czech Republic. "Monograph" type of outputs published outside the Czech Republic are verified by a reference to a Digital Object Identifier (DOI) or Open Access (OA), traceability in an internationally recognized catalogue, or 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 complies with the definition of type B output) may be acceptable if the entire book has only an editor, or in cases where the author is stated as a co-author (albeit with a minority share in the contents) of the entire 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 output in RIV, its chapters cannot be included as a type C output for the same submitter.

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

An article in proceedings presents the original outputs of the research carried out by the author or the team that included the author. The article has the regular structure of scientific work including the citation style (it is not an abstract nor an 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 usually have a mutual element or share a related topic, and have an ISBN and/or ISSN assigned.

An "article in proceedings" type of output is a paper with a total range of at least 2 pages, excluding photos, graphs, map exhibits, pictures, tables, and advertisements.

#### **An "article in proceedings" type of output is an article, which is registered:**

- in the Scopus database in sources ("Sources") as a Book Series or Conference Proceedings, and has an ISBN and/or an ISSN assigned;

- in the Web of Science Conference Proceedings Citation Index database and has an ISBN and/or ISSN assigned;
- 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 texts are not deemed to be articles in proceedings:**

- occasionally published summaries of scientific papers (e.g. within one institution, on the occasion of anniversaries, founding celebrations and/or annual conferences);
- collected and/or published abstracts, or expanded abstracts;

articles assorted and published elsewhere etc.

**ANNEX 5 – REQUEST FOR CHANGE OF BENEFICIARY**

**REQUEST FOR CHANGE OF BENEFICIARY**

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

.....

**PROJECT TITLE:** .....

**PROJECT INVESTIGATOR:** .....

**PROJECT START DATE:** .....

**PROJECT COMPLETION DATE:** .....

**PROPOSED DATE OF PROJECT ASSIGNMENT:** .....

**CURRENT BENEFICIARY:** .....

With its registered seat at: .....

Registration number: .....

Represented by: .....

Registered at: .....

Name and address of bank: .....

Bank account number: .....

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

**NEW ORGANIZATION:** .....

With its registered seat at: .....

Registration number: .....

Represented by: .....

Registered at: .....

Name and address of bank: .....

Bank account number: .....

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

The Current Beneficiary, the New Organization and the Project Investigator hereby request an Amendment to the Agreement on Grant Funding for Grant Project No. .... . Panel No. P ..... executed on ..... (hereinafter the “Agreement”) by and between the Current Beneficiary



and the Czech Republic – Grantová agentura České republiky (the Czech Science Foundation), with its registered seat at Evropská 2589 / 33b, 160 00 Prague 6, Czech Republic, registration number: 48549037 (hereinafter the “Provider”)

**I. Detailed explanation of all relevant facts, justifying the conclusion that the Project cannot continue at the Current Beneficiary’s institution:**

**II. Total approved costs for carrying out the Project from all sources of financing pursuant to the Agreement:**

	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	Total
Total funding remitted by the Provider to the Project				-	-	
Total funding received from other public sources (domestic and international)				-	-	
Total funding received from non-public sources (own funds, private grants)				-	-	
Total approved costs covered by all sources of financing				-	-	
Proportion of Funding from Provider				-	-	

**III. Breakdown of the total approved costs of the Project incurred by the Current Beneficiary from all sources of funding up until the date of this Request:**

	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	Total
Total funding remitted by the Provider to the Project				-	-	
Total funding received from other public sources (domestic and international)				-	-	
Total funding received from non-public sources (own funds, private grants)				-	-	
Total approved costs covered by all sources of financing				-	-	
Proportion of Funding from Provider				-	-	

**IV. Expected breakdown of the total approved costs to be incurred in the Project by the Current Beneficiary from all sources of funding up until the proposed date of assignment of the Project:**

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	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	Total
Total funding remitted by the Provider to the Project				-	-	
Total funding received from other public sources (domestic and international)				-	-	
Total funding received from non-public sources (own funds, private grants)				-	-	
Total approved costs covered by all sources of financing				-	-	
Proportion of Funding from Provider				-	-	

**V. Approved costs of the Project pursuant to the Agreement:**

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

**VI. Total approved costs incurred in the Project by the Current Beneficiary of the Project up until the date of submission of this Request:**

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

**VII. Estimate of approved costs to be incurred the Current Beneficiary of the Project up until the proposed date of Project assignment:**

	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	Total
Material costs				-	-	
Personnel costs				-	-	

Investment costs				-	-	
Total				-	-	

**VIII. Application of Project outputs:**

**Outputs applied to date:**

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

**Outputs being applied:**

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

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

**Expected outputs:**

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

**IX. Proposal for the mutual settlement of assets acquired with the use of the approved costs of the Project. This proposal shall also include the settlement of all property rights incurred during the Project, including rights to research outputs. The proposal of the settlement is being made so as to take effect on the intended date of Project assignment:**

The details of the mutual settlement effective as of the proposed date of assignment of the Project are contained in the agreement on the assignment of the Agreement, which is incorporated in this Request by reference.

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

- .....  
- .....  
- .....

**XI. Warranties and Representations**

1. The New Organization has been made aware in detail of the institutional and technical requirements, and those of the Project team, to carry out the Project and represents that it is able to provide and shall provide the Project Investigator and its team members with similar or better institutional and technical resources for the continuation of the Project.

2. The Project Investigator has been made aware in detail of the institutional and technical resources of the New Organization and is convinced that the New Organization is able to provide the Project Investigator and his/her team members with institutional and technical resources to carry out the Project which are similar as, or better than, the resources provided by the Current Beneficiary.

3. The Current Beneficiary represents and declares on its honour that it has made the New Organization aware of the detail of the institutional and technical requirements of the Project Investigator, and of the status of the Project as of the proposed date of assignment of the Project, and that it has not omitted any substantial circumstance that might impair the successful completion of the Project, and/or that the New Organization has been made aware of the potential risks in the continuation of the Project.

4. The Current Beneficiary, the New Organization, and the Project Investigator represent and declare on their honour 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 Agreement by the Current Beneficiary to the New Organization.

5. The Current Beneficiary and the New Organization hereby represent that they have exercised due care in their consideration of the settlement of property resulting out of the assignment of the Project, and that this complete settlement of property is included in the agreement on the assignment of Agreement, which is incorporated in this Request by reference.

6. The Parties hereto request the assignment of the Project based on the agreement on the assignment of the Agreement as of the proposed date of the assignment of the Project.

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

**Rules for International Grant Projects Evaluated by Lead Agency (LA Grants) - 2022**

For Current Beneficiary: \_\_\_\_\_

Done at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, 2021

For New Organization: \_\_\_\_\_

Done at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, 2021

For Project Investigator: \_\_\_\_\_

Done at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, 2021