

PRACTICAL INFORMATION

**FOR APPLICANTS
AND RESEARCH
ORGANIZATIONS**

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Standard Projects



All areas of basic research



For Applicants at **any stage of their career**



The aim of the project and methods are **chosen by the Applicant**



One Investigator or a **team** from one or more institutions



Duration of the project — **2 or 3 years**



The **most popular** type of grant projects

IMPORTANT DATES

- Announcement of the tender: **12 February 2025**
- Tender Period: **13 February – 3 April 2025**
- Evaluation Period: **4 April – 28 November 2025**
- Expected date of the announcement of results: **28 November 2025**



DEFINITION OF TERMS



RESEARCH ORGANIZATION

A natural or legal entity engaged in research. In most cases, it is the **Research Institution**, which is applying for the provision of Targeted Aid by submitting a Project Proposal. In the case of a natural person, the Research Organization is also the Applicant



BENEFICIARY

The Research Organization in whose favour a decision has been made to provide grant funds to carry out a grant project becomes the **Beneficiary**



APPLICANT (CO-APPLICANT)

The natural person responsible for the professional quality of the Project Proposal. In most cases, it is the **scientist who is preparing the project**



INVESTIGATOR (CO-INVESTIGATOR)

Once the contract has been concluded, the Applicant, in whose case a grant has been awarded, becomes the project **Investigator**



ANOTHER PARTICIPANT (RESEARCH CO-ORGANIZATION, CO-BENEFICIARY)

Research Co-organization, i.e. the Co-applicant's organization, whose participation is defined in the Project Proposal and with whom the Beneficiary concludes an agreement



- **The Investigator must be an employee of the Research Organization (exceptionally, an employment agreement can be concluded within 4 months from the start of the project). Work based on an agreement on work performed outside of employment, i. e. "employment-like agreements" is not allowed!**
- **A Beneficiary or Co-beneficiary based outside Czechia are required to have a branch or an establishment registered in Czechia on or before the date of the first remittance of the funding**

PROJECT
PROPOSAL



AWARDING OF
GRANT

APPLICANT



INVESTIGATOR

RESEARCH
ORGANIZATION



BENEFICIARY

SUBMISSION OF THE PROJECT PROPOSAL and the GRIS app



(GRIS) is an online application operated by GACR for project administration. It enables Project Proposal submission, communication with GACR, management of awarded projects, submission of Interim and Final Reports, and access to key project information

- The **Project Proposal forms** are available exclusively **in the GRIS app**
- The file created by GRIS app **must not be altered in any way**

How to submit a Project Proposal?



GACR Data Mailbox ID: **ntq92qs**

Subject: **Project Proposal**

Files generated by the GRIS app are to be sent without attachments

- Project Proposals can also be sent to the Data Mailbox in bulk (one Research Organization can send Project Proposals of all their Applicants)



We recommend using only **1 user account in the GRIS app** so that you do not lose track of all your submitted proposals, their evaluation, or ongoing or completed projects

CONCURRENCE OF PROJECT PROPOSALS

LIMITS FOR SUBMISSION OF PROJECT PROPOSALS IN 2026

- **Maximum** of Project Proposals that one individual may submit:
 - **One** Project Proposal as an **Applicant**
 - **One** Project Proposal as a **Co-applicant**
 - **The exceptions** are the tenders for **POSTDOC INDIVIDUAL FELLOWSHIP, JUNIOR STAR** and **RESTART GRANTS** - here Proposals can be submitted regardless of the number of Proposals submitted in other tenders - but a Proposal may be submitted only to one of these three tenders!

WITHDRAWAL FROM THE TENDER

In case the Applicant withdraws from the tender or call before submitting another Project Proposal, this Proposal **will not count** towards the annual limit for submission

SUCCESS IN MULTIPLE TENDERS

In case of success in the **POSTDOC INDIVIDUAL FELLOWSHIP, JUNIOR STAR** or **RESTART GRANTS** tenders - either only this Project or up to two other Projects can be carried out (one as an Investigator, one as a Co-investigator)

EXAMPLE



A person submits two Proposals to the Standard Projects tender (one as an Applicant and one as a Co-applicant) and one proposal to the JUNIOR STAR tender. If all proposals are successful, they can either proceed with both Standard Projects (one as an Investigator and one as a Co-investigator), or only with the JUNIOR STAR project



INTERACTIVE TOOL TO CHECK THE POSSIBILITY OF CONCURRENCE OF PROJECT PROPOSALS (AVAILABLE ONLY IN CZECH)

<https://gacr.cz/soubehy-navrhu-projektu-2026/>

EVALUATION PANEL SELECTION

DISCIPLINE COMMITTEES

Permanent professional advisory bodies of the GACR Presidium are **Discipline Committees (DC)**. Each committee is composed of the Chairs and Vice-Chairs of the individual panels



DC1 – Technical Sciences



DC2 – Physical Sciences



DC3 – Medical and Biological Sciences



DC4 – Social Sciences and Humanities



DC5 – Agricultural and Biological-Environmental Sciences



EVALUATION PANELS

The Evaluation Panels are expert bodies of the Discipline Committees. The panels prepare internal peer reviews of the submitted Project Proposals and prepare recommendations for the Discipline Committee meetings. The panel as a whole evaluates and discusses Proposals in the context of other Proposals. Each of the 38 panels is composed of 8 to 15 experts



SPECIALIZATION OF EVALUATION PANELS

<https://gacr.cz/en/panels/>



The **selection of the right panel** to which the focus of the Project Proposal falls is **extremely important** for the eventual recommendation for funding

ELIGIBILITY REQUIREMENTS

- **Professional qualifications** shall be demonstrated in the section explaining the justification of the Project Proposal
- **Organizations**, which **are not a public institution of higher education**, nor a **public research institution**, **must submit a licence** to carry out the activities
- Information about the **beneficial owner of the legal entity** pursuant to the law regulating the registration of beneficial owners
- The **Standard affidavit forms** (documents) as stipulated by Act No. 130/2002 and Act No. 218/2000 **are available on the GACR website**
- Any other required license pursuant to a separate law or regulation shall be submitted if so required by the project (e.g. Act on the Protection of Animals against Cruelty; Act on the Protection of Laboratory Animals; Act on Peaceful Use of Nuclear Energy and Ionising Radiation; Act on the Use of Genetically Modified Organisms and Genetic Products; Nuclear Act)
- Eligibility must be delivered during the Tender Period, i.e. 13 February 2025 - 3 April 2025. It is sufficient to demonstrate eligibility once per organization. **The form is then valid for all tenders and calls announced in the given year**

How to deliver the eligibility documents?



By Data Mailbox

GACR Data Mailbox ID: **a8uadk4**

Subject: **Eligibility**

The form must be signed by a recognized digital signature



By Mail or in person

Address: Evropská 2589/33b, 160 00 Prague 6

Text on the envelope: **Eligibility**



Standard affidavit forms

<https://gacr.cz/formulare-cestnych-prohlaseni/>



Article 2.2 of the Tender Document

PROJECT PROPOSAL

Part A – Basic Identification Data, Abstract and Scientific Aim (Aims of the Project)

Part B – Breakdown of the financial items, including the justification for each item, and a definition of the personnel costs

Part C (C1 and C2) – Justification of the Project Proposal

Part D (D1 and D2) – Information about the Applicant and Co-applicants

Part E – Information about other projects of the Applicant and Co-applicants



All relevant periods are **extended by periods of career breaks** — caring for a child or other dependent, long-term illness or other serious work-related impediments



The entire Project Proposal is completed in English. Failure to comply with this condition is a reason to disqualify the Project Proposal from the tender

We recommend to check if the Project Proposal is correct and complete using the *Things to Watch For Checklist*

https://gacr.cz/checklist_STD_2026



PROJECT PROPOSAL - PART A and B

Part A – Basic Identification Data

Basic Identification Data shall be filled in according to the requirements in the **GRIS app**



The primary place of work does not have to be the same as the Research Organization, i.e. the organization applying for the grant



The link to the Organization's and Co-organization's Gender Equality Plan is necessary (if not yet adopted, it has to be submitted at the latest before the conclusion of the Grant Agreement)

Part A – abstract and scientific aim

- **Abstract** — in English; max. 1100 characters incl. spaces
- **Scientific intent** — aims of the Project; in English; max. 300 characters incl. spaces
- If applicable, **priority areas (or sub-areas) of the National Priorities of Oriented Research, Experimental Development, and Innovations**

Part B – funding

- Information shall be provided **for the entire duration of the project**
- All funding shall be **rounded up or down to the nearest thousand (CZK)**
- There is **no set minimum or maximum subsidy** for a project, but the requested **funding must be properly justified** in the Proposal
- Limits are set for personnel costs and the total amount of investment costs and additional (overhead) costs

PROJECT PROPOSAL - PART C1

Part C1 – justification of the Project Proposal

- A file created **outside the GRIS app**
- In **PDF** format with maximum size of **6 MB** uploaded into the **GRIS app**
- **Max. size of 10 pages** of A4 format using 11 point font and single spacing



Failure to provide the part C1 (completely in English, to the maximum extent specified) is a reason to disqualify the Proposal from the Public Tender

Structure and content

- A summary of the current state of knowledge of the subject matter in the given scientific field and a description of the **Applicant's planned contribution** to the research in the given matter and/or related issues
- The nature, relevance, **aims and modalities of the project**, including stages, timetable and expected results
- **Where relevant** (e.g. Medical and Biological Sciences) - **taking into account biological (sex) and gender differences in the issues under investigation**



EXAMPLE

Research of drugs for depression needs to take into account biological differences in hormone levels, for example the effect of estrogen and testosterone on the effectiveness of treatment

- **Identification of the risks** to the achievement of the project results, including the intensity of such risks, their probability, and ways to minimise the risks
- **A description of the international collaboration** (if planned)
- If a **Co-organization** is involved, **its involvement** and participation in the project must be **explained and justified**
- **Information on the readiness** of the Applicant, Co-applicants and their institutions
- **Description of the team** — justification of/reasoning behind the participation of Co-applicants, Professional Collaborators, and other collaborators. Definition of their roles and expected workload

- **A brief description of the research data** and ways of handling them (**DMP – Data Management Plan**). Alternatively, the DMP must be submitted no later than the date of submission of the first Interim Report (it has to be updated regularly if necessary)



To prepare a DMP, it is possible to use the **Data Stewardship Wizard** tool or templates based on the Horizon Europe program. More info at: <https://gacr.cz/en/gacr-and-open-science/>

- A brief description of the **potential benefits of the project** and of the potential future application potential
- A brief plan for **how the results of the project will be communicated** to their potential users and the public



GACR must be always listed as the provider of grant support

- **References/citations** of the literature and publications used



Article 3.2 of the Tender Document

PROJECT PROPOSAL - PART C2

Part C2 – expected project results

Expected results

- Description in words (in English) of the result types **with an emphasis on quality (not quantity)**
- Only the following **will be recognized as outputs** of the project:
 - Articles published in journals with IF (**Jimp type output**)
 - Articles published in specialised periodicals (**Jsc, Jost type outputs**)
 - Monographs (**B type output**)
 - Chapters in monographs (**C type output**)
 - Articles in proceedings registered in the Scopus database or in the Web of Science Conference Proceedings Citation database (**D type output**)



Annex 7 to the Tender Document

CATEGORY OF “POOR-QUALITY” PROJECTS

Unfortunately, the possible inclusion of your Project Proposal in the category of “Poor-quality” projects during the evaluation means the disqualification of your Project Proposals from all tenders and calls announced in the following calendar year

Please avoid the following shortcomings:

- “Knowledge gap” is not defined or is defined insufficiently (the project is not based on an original idea)
- The hypothesis is not formulated clearly, nor the method of its verification
- The proposed methodology is inappropriate for the verification of the hypothesis formulated
- The proposed outputs or aims cannot be achieved by the proposed research, or the collection and processing of the anticipated data

PROJECT PROPOSAL - PART D1 and D2

Part D1 – CV of the Applicant and Co-applicant(s)

The **CV** of the Applicant and Co-applicant(s) is to be submitted as a file created outside the GRIS app — a **PDF file** in English of max. **2 pages of A4** format (potentially a maximum of two more pages for each Co-applicant) with a maximum size of **1 MB**, font size 11 and single spacing

- A brief structured professional CV
- A list of activities over the last 5 years in the field which is to be the subject matter of the project
- The Applicant and/or Co-applicant may describe and explain any career gaps and/or drops in research productivity (for example: caring for a child or other dependent)
- Failure to submit the CV completely in English and to the maximum specified extent constitutes grounds for disqualification from the tender

Part D2 – bibliography of the Applicant and Co-applicant(s)

- Entirely **in English**
- Summary of **scientific activities over the last 10 years** - specific scientific findings or answers to important questions in the field (**track record**)
- **5 significant results**, including contribution to them, number of citations (without self-citations) and in the format according to ISO 690 (or according to citation practices in the field)
- **Total number of citations** (including self-citations) according to WoS or Scopus
- **H-index** according to WoS
- **Number of students educated and currently supervised** (postdocs, PhD students, MSc. and BSc. students) and information on teaching at universities
- List of **invited lectures at established international conferences** (last 5 years) and **major awards**
- Up to **5 major projects** received in the past
- **Information about membership in the GACR Evaluation Panels and Disciplinary Committees or in panels of foreign grant providers**

PROJECT PROPOSAL - PART E

Part E – information on other projects

Details of other projects are to be filled in **in English**

The Applicant and Co-applicant(s) provide information on:

- **All GACR projects** in which they **are involved** at the time of submission of the Proposal and applications for projects in which the Applicant and/or the Co-applicant **are going to take part**
- **All GACR projects** in which the Applicant and/or the Co-applicant have taken part over **the past 5 years**
- **All projects on a similar subject** funded by **providers other than GACR** (including foreign providers) in which the Applicant is participating at the time the Project Proposal is submitted, or in which they have participated in the last 5 years and on applications for projects in which the Applicant and/or the Co-applicant are going to take part



Failure to meet these obligations or a provision of incomplete information shall constitute grounds to disqualify the Project Proposal from this public tender

ELIGIBLE COST ITEMS

Personnel costs

- In accordance with the **Beneficiary's internal policies**
- Zero workload (FTE) is not permitted
- The recommended minimal annual workload (FTE) on the project is 0.20 for the Applicant, and 0.10 for the Co-applicant(s)
- The sum of **all workloads** allocated for all projects supported by GACR **may not exceed 1.00 for any employee**



For the purposes of the project proposal, it is possible for the sum of all the workloads of one person to exceed 1.00, but the proposal must include information on the procedure in the event of a grant being awarded; the agreement to a possible reduction of the Investigator's workload in ongoing GACR projects cannot be predicted

- Funds requested to cover the salaries: max. 65,000 CZK/month (prorated based on the employee's workload vs. FTE)
- Remuneration from agreements on work performed outside the employment relationship must not exceed CZK 400/hour

Investment costs

- May include tangible fixed assets necessary to carry out the grant project which are purchased and used in direct connection with the grant project
- **Tangible fixed assets** (devices, machinery, equipment etc.): the price exceeds **CZK 80,000** and the operational and technical functionality is longer than one year
- If tangible fixed assets intended for continued use beyond the project's completion are acquired, the maximum eligible cost will be determined based on the depreciation of these assets, calculated using the following formula:

$$U(N) = (A/B) \times C \times D$$

- U(N) = eligible cost
 - A = the period for which the assets are to be used during the project
 - B = the useful life of the asset
 - C = the purchase price of the asset
 - D = the percentage of the asset's use for the grant project
- Investment costs must not exceed **10%** of the total amount of approved costs without additional (overhead) costs

Material costs

The material costs that may be included among eligible costs are costs of materials, travel costs, costs of other services (incl. intangible assets) and non-material costs, and additional (overhead) costs



These costs can only be included **if they are used in direct connection with the grant project**, or, where appropriate, the proportion of them that relates to the project. Their amount must be proven by a separate document or by other objective means (e.g. measurement)



The costs of other services may include the costs of publishing results in the form of Open Access, the costs of managing research data and creating a Data Management Plan

- Additional (overhead) costs may include, for example, administrative costs, infrastructure costs, costs for the care of children of project participants and other dependants, or other costs incurred in the project
- The subsidy for additional (overheads) costs may amount to a maximum of 20% of the eligible other non-investment costs (i.e. excluding overheads themselves)
- Unspent funds from additional (overhead) costs cannot be carried over to subsequent years (neither within the earmarked fund nor within the carry-over of unspent earmarked funds) and must be spent or returned to GACR in accordance with the tender documentation in the year in question

ATTACHMENTS

Only the following attachments are allowed:

- Copies of the special authorizations/licences as per separate legislation, if required by the project; see [page 8](#) of this guide
- In the case of a request to purchase tangible fixed assets **exceeding 250,000 CZK**, or if the total value of deliveries from a **single supplier exceeds 750,000 CZK** over the entire project duration, the Applicant must submit **an offer from the supplier**, including the supplier's identification, the subject of the delivery, and a preliminary price. Additionally, two competing offers and a justification for the selection must be provided. If the Applicant has a general agreement with the supplier for the delivery, it must also be submitted
- If the Research Organization does not have its own Data Mailbox, it must **provide a power of attorney**, which must be submitted to GACR in a verifiable manner, such as by mail or in person

Optional attachments:

- **A Letter of Intent** verifying the international cooperation or a commitment to perform the necessary work at an institution abroad
- A list of institutions outside Czechia to which it would be **inappropriate to send the Project Proposal for evaluation**, including an explanation



The enclosure of attachments other than those listed above constitute grounds to disqualify the Project Proposal from the Public Tender

EVALUATION OF PROJECT PROPOSAL

Basic evaluation criteria

- **Originality, quality, overall standard** of the Proposal
- **Competence and qualifications of the Applicant and Co-applicant** to carry out the grant project
- **Readiness of the Organization and Co-organizations** to carry out the grant project with regard to its 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 strategic tools for developing human potential and improving working conditions

Evaluation of quality and level of Proposal

- The evaluation is carried out in terms of the **focus of the panel** to which the Proposal has been submitted
- **Scientific aim (aims of the project)** – an assessment of whether clear and specific aims have been defined, 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
- **Proposal of solution methods:**
 - **Concept, preparation, and adequacy of the proposed methodology**, including the time schedule of the solution
 - **Team composition** - the adequacy of the involvement of individual team members (including their workload) and their contribution to the expected project outputs. The professional level of the team, the involvement of students or postdocs and the clarity of the roles of individual members in the project are also assessed. **The balanced representation of women and men** in the team shall also be taken into account
- **The expected level and usefulness of the project results is assessed**
- **International cooperation** – expected involvement of institutions abroad in carrying out the project, mutual use of each other’s equipment by the cooperating institutions, and the deployment of complementary approaches and methodologies, and the contribution of this cooperation to the grant project
- **Evaluation of previous projects** - the process, results and methods of carrying out previously implemented GACR projects, if there were any such projects

Evaluation of the proposed costs

- Appropriateness of the proposed costs and the amount of workload, in relation to the aims and anticipated results of project
- Legitimacy of individual items of the proposed costs
- Proportion of funds requested from GACR in the total amount of proposed costs (i.e. the proportion of funding from GACR)
- Satisfaction of the requirements for the volume and definition of eligible costs pursuant to article 3.2. para. 5 to 8 and Article 3.3. of the Tender Document

Evaluation process

- The **evaluation of Proposals** takes place in **two phases** and within **three levels**



The GRIS app automatically prevents conflicts of interest - no evaluators participate in project discussions where they have a conflict of interest



Evaluators are bound by the **Code of Conduct for the Reviewers of Project Proposals**

<https://gacr.cz/code-of-ethics-reviewers/>

- Limitation of panelists' term of office to a **maximum of 4 years**



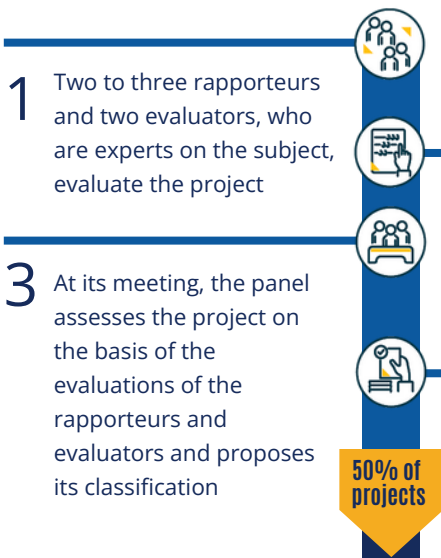
The result of the evaluation of the Project Proposal by the panel can be found after the tender in the GRIS app in project detail - Evaluation Protocol. The individual assessments can be found in the "Project Evaluation Results" tab

EVALUATION PROCESS



Inspired by the European Research Council process

first phase



1 Two to three rapporteurs and two evaluators, who are experts on the subject, evaluate the project

2 All panellists* become acquainted with all projects and their evaluations

3 At its meeting, the panel assesses the project on the basis of the evaluations of the rapporteurs and evaluators and proposes its classification

4 The panel's classification is reviewed by the Discipline Committee, which agrees on the classification of the project

second phase



5 Foreign reviewers evaluate the project that has advanced

6 Each panellist* individually becomes acquainted with the project and all the evaluations that have so far been made and classifies the project

7 The panel discusses all project evaluations and proposes a ranking of all projects

8 The Discipline Committee discusses the rankings proposed by the panels and determines the final ranking

9 The GACR Presidium makes the final decision on which projects to finance. Applicants can see their reviews in the GRIS app

* Except for panelists who have a conflict of interest

CHANGES IN THE COURSE OF THE PROJECT

Allowed changes to the project

- Change in the approved costs or reduction in the amount of the grant funds
- Change of the Beneficiary
- Change of Another Participant, Investigator or Co-investigator



A change in the person of the Principal Investigator is only possible in cases requiring special consideration (e.g. serious illness, maternity and parental leave)

- If the request for a change of Investigator is not approved and the grant funds have already been paid out, the Beneficiary is obliged to reimburse the funds

Changes allowed without an amendment to the Agreement

These changes are justified in the **next Interim or Final Report**:

- Redistributions between and among the items of basic structure of the grant funds (personnel, investment and material)
- Redistributions between the basic structure items up to CZK 100,000
- Changes in the team, including changes in workloads of up to 20% of the total team workload
- Change of the Investigator's workload — any increase is possible without an amendment to the Agreement, reduction up to a maximum of 20%
- An increase in the approved costs (co-financing) 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 GACR

Example of cases worth of special consideration:



Maternity and parental leave



Serious illness



Other serious barriers to work, e.g. long-term care for a dependent

In these situations, the Beneficiary may request:



Temporary change of the Investigator



Intermission in the Project, for a total of **6 to 18 calendar months** (only with the consent of all collaborators)



Reduction in the Investigator's **workload**



Extension of the project duration, but not **more than 18 months**, the Beneficiary shall use the unspent funds carried over to the following period to finance the costs incurred at the time of the extension. Alternatively, it may request an increase in the total cost of the project from its own resources



Specific measures taken to reconcile the family and professional life of the researchers can be found on the **GACR website**

<https://gacr.cz/rodicovstvi/> (only in Czech)



EVALUATION OF THE PROGRESS OF THE PROJECT

Evaluation of an ongoing project

- Evaluation is carried out annually on the basis of the Interim Reports submitted
- One detailed report is submitted during the project
- For each year, financial management and publication outputs are reported

The criteria:

- The progress of the work and the achievement of the aims compared to the plan and harmonogram set out in the Proposal
- **Engagement of the appropriate professionals and personnel in the project**, involvement of students and postdocs
- **Utilization of the material and technical resources**, equipment and instruments acquired with the use of the grant funds
- **Evaluation of the financial management** of the grant funds received
- An assessment of the outputs specified at [page 13](#)

Evaluation of a completed grant project

- Carried out by the relevant **Discipline Committee** based on the assessment by the Evaluation Panel, on the basis of the Final Report and the results of the financial management audit
- The Final Report is completed one year after the year when the provision of project support was terminated - the submission may be postponed by half a year
- Data on the use of funds are submitted one month after the end of the project implementation

The project shall be graded as “Incomplete” in the following cases:

- Not all parts of the Final Subject-Matter Report have been delivered
- Conditions for submitting results to RIV were not met
- 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 4.4. para 4. of the Annex 4 to the Tender Document

CONTACTS

Telephone contact



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Mon-Thu: 9:00—16:00

+420 227 088 861

Fri: 9:00—15:00

E-mail



For general questions

info@gacr.cz

For changes in personal information and institutions

kontakty@gacr.cz

Frequently asked questions



FAQ

<https://gacr.cz/faq>



HELPDESK

<https://info.gacr.cz>



This handbook provides practical and only brief information on the processes related to the GACR grants. This guide does not replace the [Tender Document](#)



Any use of the masculine gender refers to individuals regardless of their gender identity