

# THINGS TO WATCH FOR

## WHEN APPLYING IN A PUBLIC TENDER FOR STANDARD PROJECTS

The Tender Document contains all the terms and conditions which your Project Proposal must meet to avoid being disqualified from the tender. **Before sending the file generated by the GRIS web app, please check the following items in particular:**

- Evidence has been provided of the **Applicant's eligibility** (Section 2.2. (8));
- Conditions have been met for possible **concurrent Project Proposals** (Section 3.1. (4));
- Your entire Project Proposal is in **English only** (Section 3.2. (2));
- Your Project Proposal contains **all the required parts** (Section 4.1. (1));
- The **Organization has been filled in correctly** (the institution at which the Applicant will carry out the Project and whose data mailbox will be used to send the Project Proposal; please, **do not** confuse the identification of the Organization with the "**Applicant's primary institution**"); please double-check the Organization's registration number ("IČO") and other identifiers in the final PDF file (Section 3.2. (3) (c));
- The **Applicant's and Co-applicant's personal number** ("birth number" - rodné číslo in Czech) are stated correctly in the final PDF file (Section 3.2. (3) (c));
- The scientific part of the Project (**C1**) is attached and the maximum size (page count) is not exceeded (Section 3.2. (9));
- Citations/references** are used with text from other sources (Section 3.1. (1));
- The Applicant's CV (**D1**) is attached and the maximum size (page count) is not exceeded (Section 3.2. (12));
- Your Project Proposal does **not** contain **attachments other than those permitted** (Section 3.2. (15));
- Your Project Proposal is not missing **information about the Applicant's and Co-applicant's other projects in Part E** (Section 3.2. (14));
- Financial amounts in your Project Proposal are **rounded up to the nearest thousand in CZK** (Section 3.2. (6));
- Your Project proposal does not contain any planned **bonuses** for team members (Section 3.3.1. (2));
- No staff member is scheduled to **work zero hours** (Article 3.3.1 (3));
- The Organization has complied with **its obligations under the budgetary rules** in any previous Grant Projects, and has not breached any obligations under the Agreement or conditions of the Decision (Article 4.1 (3));
- None of your Project Proposals submitted to GACR in the previous calendar year were graded as **poor quality projects** (Article 4.1 (4));
- None of the projects of the same Organization or Applicant has been graded as **'not met with a penalty'** in the previous 3 years (Article 4.1 (5));
- The Project Proposals does not contain **incorrect or false information, contradictory information** (see Article 4.2 (2) and (3) to understand what is considered as such);
- The **conditions for submitting a proposal in the tender** are met (Article 4.2 (4));
- You are not submitting a Project Proposal that has already received targeted aid under Act No 130/2002, and you are not making **duplicit or multiple submissions** to tenders or calls in a given calendar year (4.6 (2));
- Your Project Proposal is submitted during the **Tender Period** and on or before the **Tender Deadline** (Section 4.1. (1));
- Your Project Proposal is **sent from the Organization's data mailbox** and if it is not, a Power of Attorney is necessary as shown in Section 3.2. (15) (d) (see Section 4.1. (1)) is required;
- The **digital seal** of the GRIS application **has not been compromised** for the Project Proposal (Article 3.1 (5));
- No incomplete proposal or no other than the **'FINAL' version of the Proposal** has been submitted (Article 3.1 (6));



### **DURING THE EVALUATION PERIOD (UNTIL THE ANNOUNCEMENT OF RESULTS):**

- The Organization meets the eligibility conditions throughout the tender process (Article 4.1 (6)).
- The Organization is required to inform the Provider in writing of any changes that have occurred between the submission of the Project Proposal and the potential execution of the Agreement on Grant Funding, or the award of the Decision on Grant Funding for the project, where such changes affect the Organization's legal standing or the information required to demonstrate eligibility, or information that could have impact on the evaluation of the Project Proposal, or information that could have impact on the tender process, within 7 calendar days of the date that the Organization becomes aware of any such facts or information.
- Material changes to the Project Proposal, in particular changes of the Organization, Applicant, the aims and the subject of the project, are not permissible, and are always grounds for disqualifying the Project Proposal from the tender (Article 3.3 of the Tender Document).



### **UPON THE SUBMISSION OF THE PROPOSAL AND IN COURSE OF THE PROJECT:**

- By submitting the Project Proposal, the Organization agrees to comply with the provisions of the Tender Document. Failure to comply with the conditions set out in the Organization's warranty/declaration (pursuant to Article 3.1 (7) of the Tender Document) will result in the disqualification of the Project Proposal from the public tender or call; any failure to comply with these conditions may also constitute grounds for the termination of the Agreement on Grant Funding without notice.



The full text of the Tender Document can be found on GACR'S website here:

<https://gacr.cz/en/extracts-from-tender-documents/>



### **Need advice?**

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(Mon-Thu 9:00 a.m. - 4:00 p.m.; Fri 9:00 a.m. - 4:00 p.m.)



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