

Tender Document for Public Tender in Research, Experimental Development and Innovation for the Support of Basic Research Grant Projects

EXPRO – 2019

Preamble

The Czech Science Foundation, established and operating according to Act No. 130/2002 Coll., on Support for Research, Experimental Development and Innovation from Public Funds and on the Amendment to Certain Related Acts (the Research and Development Act), as amended, in keeping with the National Policy for Research, Development and Innovation of the Czech Republic, in accordance with the other legislation of the Czech Republic and the rules and regulations of the European Union governing State aid for research, development and innovation, with the aim of supporting the conducting of basic research in the Czech Republic, launches invitations to tender in research, experimental development and innovation for the support of grant projects in basic research and subsequently provides the aid for such projects.

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1 Purpose of the Tender Document

(1) This tender document for declaring a public tender in research, experimental development and innovation (hereinafter “public tender”) has been drawn up in accordance with the provisions of Section 19 (1) of Act No. 130/2002 Coll. and comprises the set of documents and information required for drawing up and submitting a grant project proposal under the projects of excellence in basic research group of grant projects (hereinafter “EXPRO”; code GX according to the Information System for Research, Experimental Development and Innovation).

(2) This tender document uses the terms laid down by Act No. 130/2002 Coll.; in the case of clarification of terms in this tender document, this shall be considered an informative and explanatory interpretation.

(3) The rights and obligations of the provider and applicant (beneficiary) shall be governed by the provisions of Act No. 130/2002 Coll., Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty Text, Official Journal of the EU L 187 of 26 June 2014 (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 2016–2020, approved by the government of the Czech Republic on 17 February 2016 through the resolution No. 135 (hereinafter the “National Policy”).

(4) This tender document is published on the website of the Czech Science Foundation at the address <http://www.gacr.cz> for the duration of the tender and evaluation period.

2 Information on the Group of Grant Projects

The group of grant projects EXPRO, as approved by the government of the Czech Republic on 23 October 2017 through the resolution No. 756, is focused on dealing with basic research projects and all categories of beneficiaries under Article 2.1 (4) and (7) of this tender document may be involved. The condition for admitting a grant project proposal into the tender process is fulfilment of all conditions defined by Act No. 130/2002 Coll. and the conditions defined in this tender document.

The goal of this group of grant projects is to create favourable circumstances for development of excellent research, to set the standards of excellent science, to help to overcome barriers limiting the success rate of ERC project proposals, and to provide an opportunity to obtain valuable knowledge and experience for those interested in submitting highly prestigious European grant projects. A result of a successfully carried out EXPRO grant project is an ERC project proposal.

2.1 Basic information and definition of terms

(1) Grant project under the EXPRO projects group shall mean a basic research project in which the applicant sets its own objectives and methods in the scientific fields according to the Statute of the Czech Science Foundation (the breakdown of such into departmental committees is listed in Annex 1).

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

(3) A **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 objectives formulated by the applicant that are required to assess its scholarly benefit, quality and feasibility. The project proposal also contains the further information required as per this tender document and the related legislation that are necessary for the provision of aid.

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

(5) A **Co-applicant** shall mean a legal entity based in the Czech Republic, organisational unit of the State or self-governing territorial unit, or organisational unit of the Ministry of Defence or Ministry of the Interior, which is engaged in research and experimental development and which is responsible to the applicant for part of the project proposal and is applying for provision of targeted aid. The participation of the co-applicant in the grant project must be defined in the project proposal. Participation of co-applicants based outside the Czech Republic is governed by the provisions of Section 18 (11) of Act No. 130/2002 Coll. The co-applicant must be an entity separate from the applicant (in the case of a legal entity, with a different Registration Number).

(6) A **drafter** (or a **co-drafter**) shall mean the natural person responsible to the applicant (or co-applicant) for the professional quality of the project proposal; they must be in an employment or similar relationship (not however in a labour law relationship based on an agreement on work performed outside of employment) with the applicant (co-applicant) or such a relationship must be established no later than the date the grant project begins. Each project proposal must list who is the drafter (co-drafter). After a contract has been concluded or a decision to provide aid is issued, the drafter (co-drafter) becomes the **investigator (co-investigator)** for the grant project.

(7) A **Beneficiary** shall mean an applicant in whose favour a decision is made to provide targeted aid to carry out a grant project and with whom the provider concludes an agreement on provision of aid or in whose favour a decision on provision of aid has been issued. Should the beneficiary not be based in the Czech Republic, it is required – according to article 1 (5) (a) of the Regulation – to have a branch established in the Czech Republic to the date of the payment of the subsidy.

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

(9) Professional collaborators (members of a research team) are further natural persons who are to take part in carrying out a grant project. They shall be specifically named in the project proposal.

Should other professional collaborators (students or postdocs) take part in scientific carrying out a grant project, this fact is to be included in the project proposal and in the Financial interim report. In the project proposal, it is possible to fill these persons in under shortcuts as S_1, \dots, S_n , or PD_1, \dots, PD_n , respectively (a student shall mean a person enlisted as a student according to Section 61 of Act No. 111/1998 Coll.; a postdoc shall be a person being awarded Ph.D. degree or its equivalent no more than 8 years before the commencement of the project, not including maternity and parental leave, and sick leave in the case of a long-term illness).

(10) **Other collaborators** (e.g. technical staff) are further natural persons who are not specifically named in the project proposal and who will participate in support activities required to carry out the grant project.

(11) **Targeted aid** (subsidy) for carrying out a grant project is provided in the form of a subsidy to legal persons, or through an increase in the expenditure of organizational bodies of the State or self-governing territorial units or organizational units of the Ministry of Defence or Ministry of the Interior engaged in research and experimental development, following the execution and evaluation of a public tender and fulfilment of the conditions laid down by Act No. 130/2002 Coll. Targeted aid is designated solely to cover approved costs.

(12) **Approved costs** shall mean the eligible costs or expenditure that the provider approves and which are defined in the agreement or decision on provision of targeted aid for carrying out the grant project.

(13) **Items of the basic structure** shall be defined as the basic categories of approved costs, i.e. personnel, investment, and material costs.

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

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

2.2 Eligibility requirements for applicants and method of demonstrating eligibility

(1) **Eligibility** to carry out the proposed grant project is demonstrated by the applicant in accordance with the provisions of Section 18 (2) of Act No. 130/2002 Coll. **when submitting the project proposal** as follows:

- (a) the applicant demonstrates the professional qualifications to carry out a grant project pursuant to the provisions of Section 18 (2) (a) of Act No. 130/2002 Coll. in the project proposal in the section on the justification for the proposal; the provider shall assess these qualifications with a view to the nature of the

project and with regard to the content of the project proposal and its financial scope according to the criteria listed in this tender document;

- (b) those applicants that are not a public university¹, public research institution², or an entity established based on another generally binding regulation or published decision, shall demonstrate authorisation for activity pursuant to the provisions of Section 18 (2) (b) of Act No. 130/2002 Coll. with a document on authorisation to conduct business or other required authorisation; should the grant project require another requisite authorisation under special legislation³, all applicants shall submit such authorisation regardless of legal form⁴;
- (c) the applicant demonstrates eligibility according to the provisions of Section 18 (2) (c) through (f), (h), and (i) of Act No. 130/2002 Coll. with a solemn declaration (pursuant to Annex 2 hereof), with eligibility under the provisions of Section 18 (2) (e) and (f) of Act No. 130/2002 Coll. being demonstrated in the case of legal persons for the persons performing the function of the applicant's statutory body or member thereof (or all members thereof) with the exception of persons for whom similar conditions as the eligibility conditions laid down in the provisions of Section 18 (2) (e) and (f) of Act No. 130/2002 are laid down for performance of the function of statutory body or member thereof by other legislation (e.g. Act No. 341/2005 Coll., on Public Research Institutions, as amended).

(2) An applicant with whom an agreement on provision of aid is to be signed or in whose favour a decision on provision of aid is to be issued shall be obliged, at the request of the provider, to submit a certified copy no older than 90 calendar days of the act of constitution, foundation deed or other document on establishment or founding, should such information on the applicant not be possible to find in a public administration information system.

(3) An applicant with whom an agreement on provision of aid is to be signed or in whose favour a decision on the provision of aid is to be issued that is not a public university, public research institution or entity established according to another generally binding regulation or published decision shall demonstrate eligibility⁵ under the provisions of Section 18 (2) b) of Act No. 130/2002 Coll. **before conclusion of the agreement or issuing of the**

¹ Public universities established according to Annex 1 to the Act No. 111/1998 Coll., on Universities and Amendment to Other Acts (the University Act), as amended.

² Public research institutions established according to Act No. 341/2005 Coll., on Public Research Institutions, as amended.

³ E.g. Act No. 246/1992 Coll., on the Protection of Animals Against Cruelty, as amended; Decree No. 419/2012 Coll., on the Protection of Test Animals; Act No. 18/1997 Coll., on peaceful use of nuclear energy and ionizing radiation (the Nuclear Act); Act No. 263/2016 Coll., the Nuclear Act; Act 78/2004 Coll., on use of genetically modified organisms.

⁴ E.g. should the grant project require “authorisation for the use of test animals”, the applicant must provide an “authorisation for the use of test animals” within the tender period (formerly accreditation of user facilities) with a validity of at least until the start of the project.

⁵ E.g. Act No. 455/1991 Coll., on Trade Licensing (the Trade Licensing Act), as amended; Act No. 246/1992 Coll., on the Protection of Animals Against Cruelty, as amended; Decree No. 419/2012 Coll., on the Protection of Test Animals; Act No. 18/1997 Coll., on peaceful use of nuclear energy and ionizing radiation (the Nuclear Act); Act No. 263/2016 Coll., the Nuclear Act; Act 78/2004 Coll., on use of genetically modified organisms. Should the grant project require “authorisation for the use of test animals”, the applicant must provide an “authorisation for the use of test animals” within the tender period (formerly accreditation of user facilities) with a validity of at least until the start of the project.

decision with a certified copy no older than 90 calendar days of its authorisation for activity^{4,5} should it intend to conduct such activity as part of the project.

(4) The provider shall furthermore request from the applicant the requisite cooperation, consisting of provision of the information needed for submitting a request for an extract from the Criminal Register.

(5) An applicant shall submit, in accordance with the provisions of Section 14 (3) of Act No. 218/2000 Coll., on Budgetary Rules and Amending Certain Related Acts (the Budgetary Rules), as amended, in the form of a solemn declaration, information identifying:

- (a) the persons acting on its behalf with a statement on whether they are acting as a statutory body or on the basis of a power of attorney;
- (b) the persons with a stake in the legal entity;
- (c) the entities in which it has a stake, and the amount of this stake.

(6) Should a single applicant submit multiple project proposals as part of a single public tender, it shall demonstrate its eligibility for all project proposals at once:

- (a) in the phase of project proposal submission in the manner under Article 2.2, para. (1) and (5) and Article 6, para. (3) through (7) hereof; and
- (b) in the phase before the signing of an agreement or issuing of a decision on provision of aid pursuant to Article 2.2, para. (2) through (4) hereof.

(7) An applicant based outside the Czech Republic that meets the conditions of the provisions of Section 18 (11) of Act No. 130/2002 Coll. shall demonstrate its eligibility as per the provisions of Section 18 (2) (b) through f) with a solemn declaration. Based in a member state of the EU, such an applicant is obliged to demonstrate that a branch established in the Czech Republic meets all the eligibility requirements as per the provisions of Section 18 of Act No. 130/2002 Coll. in a manner similar to that of an applicant based in the Czech Republic before conclusion of the agreement.

(8) Eligibility must be demonstrated in full, i.e. for all requirements and all persons for which this eligibility is to be demonstrated (particularly for statutory bodies of legal entities). Should eligibility not be demonstrated in full or should the conditions of eligibility not be met, this fact shall be grounds for the project proposal to be disqualified from the tender.

2.3 Tender and evaluation period, declaration of results and expected date of project launch

(1) The tender period is the period in which it is possible to submit project proposals. It begins the day after the call to tender is announced and its length is stated in the tender conditions declared in the Commercial Bulletin, the Information System for Research, Development and Innovation and it also forms an annex to this tender document.

(2) The evaluation period is the period during which the provider provides for evaluation of the project proposals, and decides on and announces the results of the tender. The evaluation period begins the day following the end of the tender period and its length is listed in the tender conditions declared in the Commercial Bulletin, the Information System for Research, Development and Innovation and it also forms an annex to this tender document.

(3) Evaluation of project proposals ends with the announcement of the results of the tender. The provider announces the tender results on the last day of the evaluation period by publishing these results at the address <http://www.gacr.cz>.

(4) The expected date of launch of the EXPRO projects is 1 January 2019 and the date of completion 31 December 2023.

3 Tender Conditions

(1) Proposals may only be submitted under the call to tender under the conditions defined by Act No. 130/2002 Coll. and this tender document.

(2) The project proposal is an application by the applicant for provision of targeted aid in the form of a subsidy or in the form of an increase in the expenditure of an organisational unit of the State or self-governing territorial unit or organisational unit of the Ministry of Defence or Ministry of the Interior engaged in research and experimental development, in accordance with Act No. 218/2000 Coll.

(3) The project proposal may not be altered. The applicant is obliged to inform the provider in writing of any changes that took place between the submission of the project proposal and the potential conclusion of an agreement or issuing of a decision on provision of aid for the project and which affect its legal standing or information required to demonstrate eligibility, or information which could influence the evaluation of the project, or information that could influence the course of the tender process, this within 7 calendar days of the day that it learned of such facts. Should it occur that the changes could influence the course of the tender process (i.e. they are changes to those parts of the project proposal that are the subject of evaluation under Articles 4.2 through 4.4 hereof), the departmental committee shall make a statement as to whether such a fact is grounds for disqualifying the project proposal from the tender process and the board of the provider shall decide whether to leave or disqualify the public proposal from the tender process.

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

(5) The provider may cancel the call to tender under the conditions defined by the provisions of Section 24 (1) through (4) of Act No. 130/2002 Coll.

(6) Applicants have no right to compensation for costs associated with their participation in the tender process.

3.1 General conditions for submitting proposals

(1) Use of the texts of other authors in the project proposal must be supported by a bibliographic citation in the format of ČSN ISO 690 and ČSN ISO 690-2, or according to the citation practices of the given field. Use of reproduced text without citation comprises a gross violation of the respected standards of academic work and the conditions of this tender document and is grounds for disqualification of the project proposal.

(2) EXPRO is a scientific project in the field of basic research, the objectives and method of which the applicant (drafter) sets itself in the project proposal.

(3) Only one applicant and at most one co-applicant may be listed in the project proposal.

(4) A single person may only take part in at most a single project in the role of drafter and at most a single project in the role of co-drafter under the EXPRO call in a given calendar year.

Violation of this condition is grounds for disqualification of all projects in this tender process in which this drafter or co-drafter is listed in one of these positions.

Should a drafter or a co-drafter of an EXPRO project take part in a standard project as a drafter or a co-drafter in a given calendar year, he is not allowed to take part in both of them in the role of either a drafter or a co-drafter, instead he has to choose between carrying out only one of them in one of these roles. This regulation concerning the standard projects will be used in the same way in case of success in the call for international or junior projects support.

(5) The drafter, i.e. the leader of a research team applying for the support of an EXPRO grant, has to be a researcher involved in basic research demonstrably achieving excellent scientific results on an international scale. The condition for submitting the project proposal is that the drafter is an internationally recognized scientist and author (or co-author) of recent top-level publications with demonstrable high recognition in the international scientific community. The previous work of the drafter as an investigator of a project supported by national or transnational provider is also evaluated.

(6) The project proposal forms are available exclusively on the provider's website at <http://www.gacr.cz> in the web application created for this purpose (hereinafter the “application”). The provider shall only consider as a project proposal such proposals as are created by the application and sent via the data mailbox information system (ISDS) to the data mailbox entitled Grant Projects (Czech Science Foundation) with the identifier ntq92qs. After finalisation, the project proposal will be affixed with an electronic seal, thus it may no longer be altered in any way. For a project proposal the electronic seal ensures for each document sent proof of origin (the document was created in the application and record of it is kept there), security of data immutability (the applicant has not changed the figures or other text in the PDF and the document thus corresponds to the relevant data in the application) and the electronic seal also stores information that precisely identifies the version of the project proposal. The submitted version of the project proposal shall be the version that was last to arrive via the data mailbox specified in this paragraph before the end of the tender period – it need not necessarily be the last version of the project proposal in the application.

Project proposals for which the application's electronic seal has been removed or replaced with another shall be disqualified. Only such annexes as are specified in Article 3.2 (15) of this tender document and which are required for the given project shall be attached to the project proposal in the application. Annexes are to be entered into the application in PDF format. Only the project proposal generated by the application without annexes is delivered by data mailbox, as a file in PDF format containing the project proposal with the watermark FINAL and a file name containing the characters “_CZ_f.pdf”

(7) As part of the tender only a complete project proposal marked FINAL may be submitted, with incompleteness of the project proposal or submission of anything other than the version so marked being grounds for disqualification.

(8) By submitting a project proposal, the applicant confirms that it has acquainted itself with the tender document and commits to uphold the provisions thereof, in particular that:

- (a) the drafter is in an employment relationship with the applicant or such relationship will be established no later than the date the grant project launches;
- (b) it undertakes that after concluding a grant project aid agreement or issuing the decision to provide the aid, it shall fulfil all the obligations of a beneficiary under Act No. 130/2002 Coll., this tender document and the concluded agreement or issued decision on provision of aid;
- (c) it shall ensure that following conclusion of the grant project aid agreement, the investigator shall fulfil all obligations, in particular being liable for the professional quality of the project;
- (d) all information listed in the project proposal is true, complete and unbiased and is identical with the information entered into the project proposal via the application, and that the project proposal was drawn up in accordance with the tender document, that the persons listed in the project proposal meet and will meet for the whole period in which they are working on the project the conditions listed in this tender document, and if applicable that they will proceed in accordance with the provisions of Article 5, 5.1, 5.2 and 5.3 of Annex 4 of tender document (not included in this Extract);
- (e) co-applicants, the drafter, co-drafter and professional and other collaborators listed in the project proposal have been acquainted with the material content of the project proposal as well as the financial requirements specified therein and with the tender document;
- (f) before submitting the project proposal, it has ensured the consent of the aforementioned persons to participating in carrying out the grant project contained in the project proposal;
- (g) it has not accepted, is not accepting and will not accept aid from another source for a different project with the same or similar subject matter;
- (h) the content of a project proposal in which the same drafter or co-drafter is participating under different grant or programme projects is different from this project proposal and the proposed scope of work allows the drafter or co-drafter to work on all their projects;
- (i) it consents that the data listed in the project proposal be used for the provider's internal needs and published to the extent laid down by Act No. 130/2002 Coll. and the tender document;
- (j) in the case an agreement is concluded or a decision on provision of aid issued for carrying out the grant project, it shall be governed during the project by the conditions for carrying out grant projects listed in Annex 4 hereto;
- (k) following conclusion of a grant project aid agreement or issue of the decision to provide the aid, it shall secure co-financing of the given grant project in accordance with the submitted project proposal.

- (1) the personal data provided by submitting the project proposal shall be used by CSF as an administrator to meet its legal obligations according to Act No. 130/2002 Coll. on Support for Research, Experimental Development and Innovation, as amended; the applicant is acquainted with this provision and takes it under advisement.

(9) The applicant takes under advisement the fact that in the case of failure to uphold the conditions listed in para. (8) of this article, the project proposal shall be disqualified, and that failure to uphold these conditions may be grounds for termination of the grant project aid agreement without notice.

3.2 Project proposal

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

(2) The project proposal consists of the forms: Section A – basic identifying information and abstract and project objectives; Section B – overall financial items, breakdown of financial items, including justification of individual items, and a detailed definition of personnel costs; Section C (C1 and C2) – justification of the project proposal; Section D (D1 and D2) – information on the drafter and co-drafter; and Section E – information on other projects of the drafter and co-drafter carried out with public aid under Act No. 130/2002 Coll.

(3) **Section A – basic identifying information** shall contain:

- (a) the project proposal submission date (project proposal submission date shall mean the date the project proposal was delivered by data mailbox to CSF);
- (b) designation of the relevant discipline committee according to Annex 1 hereto corresponding to the general content specification of the individual discipline committees posted at <http://www.gacr.cz>; the project proposal may only be submitted to one discipline committee, under which it is also evaluated in terms of its professional qualification (subsequent movement to a different discipline committee is not permitted); should the project proposal have an interdisciplinary nature, the option “interdisciplinary project” shall be chosen and only in such a case shall another discipline committee be provided along with the justification therefor;
- (c) the basic information on the drafter, applicant and any potential co-drafter and co-applicant; mandatory information is the birth number – or date of birth for foreigners – of the drafter and co-drafter, the Organisation Registration Number ("Reg. No.") of the applicant and co-applicant; providing an incorrect birth number or Reg. No. is a reason to disqualify the project proposal;
- (d) the identifier of the scientist (if available), the Researcher ID shall be listed according to the database of WOS, Scopus Author ID and ORCID;
- (e) the name of the grant project in Czech and English in the wording intended for publishing; the title must be specific, clear and concise, without abbreviations or special symbols and may not exceed 150 characters including spaces; the

grant project may not have the same title as another project proposal submitted to CSF by the same applicant or as another project being conducted or completed with aid under Act No. 130/2002 Coll., on the basis of a comparison with the Information System for Research, Experimental Development and Innovation, in the section Central Register of Research and Development Projects (“IS R&D – CRP”) undertaken by the applicant;

- (f) the project duration in years and date of commencement of the grant project;
- (g) the codes characterising the grant project classification according to the fields for IS R&D – CRP and for OECD, according to Annex 3 to this tender document;
- (h) Czech keywords;
- (i) English keywords;
- (j) if the grant project includes activities requiring special authorisation under special legislation (see the provisions of Section 18 (2) (b) of Act No. 130/2002 Coll.), it is obligatory to include a copy of the relevant authorisations⁶.

(4) Section A – abstract and project objectives shall include:

- (a) abstracts in Czech and English expressing the essence of the proposed grant project and expected concrete results; neither the Czech nor the English abstracts may exceed 1100 characters including spaces and they are intended for publication;
- (b) the project objectives in Czech and English (max. 300 characters including spaces for each language version);
- (c) if it is possible to include the project objectives in any priority areas (or sub-areas) of National priorities of oriented research, experimental development and innovations⁷, applicant will state the corresponding area and sub-area (in accordance to their appropriate number).

(5) Section B – total funding shall contain a proposal of the overall eligible costs for carrying out the grant project broken down as follows:

- (a) total costs for individual years of the project (i.e. costs funded by all sources, public and non-public; in the structure of Government Regulation No. 397/2009 Coll., on the Information System for Research, Experimental Development and Innovation);
- (b) total costs for the whole project period divided up by various sources in the structure of Government Regulation No. 397/2009 and the ensuing description of Data for IS R&D – CRP;
- (c) total costs requested from the provider (proposed amount of aid), broken down into items of basic structure and broken down by project year;

⁶ E.g. should the grant project require “authorisation for the use of test animals”, the applicant must provide an “authorisation for the use of test animals” within the tender period (formerly accreditation of user facilities) with a validity of at least until the start of the project.

⁷ National priorities of oriented research, experimental development and innovations which had been approved by a Government Resolution of Czech Republic No. 552 of 19 July 2012.

- (d) proposed level of support expressed as a percentage; the support level corresponds to the level of aid requested from the provider from the targeted expenditure of the CSF as a proportion of the overall grant project costs.

(6) **Section B – breakdown of financial items** shall be filled out in English separately for the applicant and co-applicant. All funding shall be listed as integer values in thousands of CZKs. Provision of financial requirements in different values shall be grounds for disqualification. The total expected costs for carrying out the project for the whole project duration and in the individual years shall be listed according to the various sources broken down by funds requested from the provider from the targeted expenditure of the CSF, funds from other public sources (e.g. including institutional funds from the state budget for research, development and innovation, from other Czech State budget sources, from foreign public sources, incl. EU sources) and funds from non-public sources (e.g. own resources). The total expected costs for project implementation in the individual years shall be listed broken down by: items of basic structure (as per Article 2.1 para. (13) of this tender document).

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

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

(8) The form **Section B – justification for financial items** is always to be filled out in English separately for the applicant and each co-applicant. Information is provided for the first year of the project. In the case the requested costs are to increase significantly in the further years of the project, the justification thereof shall be provided on this project proposal form under the relevant item. Each cost item must be specified and justified, including what it is to be used for, even in the case that funding from other sources according to Article 3.2 para. (5) letter (b) and para. (6) of this tender document is being proposed. If not all cost items are specified and justified, the project proposal shall be considered incomplete; the main things to be included are:

- (a) breakdown of material costs;

- (b) justification of amount of travel costs, including expected purposes of travel for individual persons (e.g. active participation in conferences);
- (c) breakdown of other services and non-material costs;
- (d) Investment Cost, including Classification of production CZ-CPA;
- (e) the justification of personnel costs must include the following for each person:
 - i. their form, workloads (FTE or number of hours) appropriate to person's part in the expected grant project output;
 - ii. their amount according to Article 3.3.1 para. (5) of this tender document.

(9) **Section C1 – justification of project proposal** is to be filled out in English. A file made outside the application in PDF format and with a maximum size of 6 MB is entered into the application in a manner similar to the project proposal annexes. The maximum size of this section is 15 pages of A4 format using a standard font⁸. Failure to meet these conditions is grounds for the project proposal to be disqualified. The justification must clearly present the objectives, intentions and breakthrough ideas and provide sufficient information to assess the project proposal in accordance with the basic criteria for evaluating project proposals, section C1 has prescribed structure and has to include the following:

- (a) a summary of the current state of knowledge of the issue in the given scientific field and characterization of the previous contribution of the drafter to the research in a given or thematically close issues;
- (b) a statement of the essence and currency of the grant project, its objectives, methods including conceptual and methodical procedures, a detailed schedule and project phases. These project phases and accomplishing of each objective must be associated with expected results;
- (c) a previous and within the project planned collaboration between the drafter and the and foreign scientific institutions;
- (d) in case of a co-applicant's involvement information should be included justifying the necessity for the co-applicant's participation on the project and his or her contribution as well as a detailed description of the co-applicant's part on the research;
- (e) information on the readiness of the drafter, co-drafter and their workplaces, on the equipment of the workplace to be used for the project, and on the possibility of collaboration;
- (f) characterization of the team; justification of the participation of co-drafter and listed collaborators, definition of their part in dealing with the issue including expected aggregate workload of the individual workers;
- (g) characterization and review of potential risks to carrying out the project successfully and a proposal for their minimization;
- (h) references to the literature used.

⁸ I.e. 11-point font with single spacing.

(10) The information for Section C1 listed in Article 3.2 para. (9) hereof may be supplemented by information based on the specific focus of the given project.

(11) In **Section C2 – expected project results**, the estimated number and type of expected results to be achieved in the project, respecting the customs of the given field and with regard for the requirements of IS R&D – CRP, shall be listed broken down by the types of results defined in the Annex 7 in this tender document.

As results of the project may be recognised only publications in significant international journals (journals which fall under the first 10% in a given field) or articles in other journals published in a given time period and selected within the ISI Highly Cited, publications in journals with IF, papers in significant international conference proceedings, monographs or chapters in monographs published by prestigious international publisher.

(12) **Section D1 – CV of the drafter and co-drafter and the foreign drafter** is to be filled out in English. A file made outside the application in PDF format and with a maximum size of 1 MB is entered into the application in a manner similar to the project proposal annexes. The drafter and co-drafter shall include: a brief structured professional CV and a list of activities from the last 5 years in the field to be the subject of the grant project (if necessary this information can be included for the professional collaborators as well). The maximum size of this part is two pages of A4 format using a standard font⁹ (plus potentially a maximum of another two pages for co-drafter). CV may not include a photograph of the drafter and the co-drafter on the grounds of the protection of personal data. Failure to meet these conditions is grounds for the project proposal to be disqualified.

(13) In **Section D2 – bibliography and other results achieved by the drafter and co-drafter**, the drafter and co-drafter shall list the following:

- (a) the complete bibliographic information in the format of ČSN ISO 690 and ČSN ISO 690-2 (or other citation practices in the given field) on the five most significant results of their science and research activity achieved within the last 10 years (e.g. journal publications, monographs they originated, etc.) they consider essential, a short summary of benefits arising from these results to the current state of knowledge in the given field of research, and information on their share on their contribution to the achievement; for each result they shall state the number of citations not including self-citations determined using Web of Science¹⁰ or SCOPUS¹¹ ; for each article in an impact-rated journal monitored in these databases they shall list the impact factor¹² of the journal valid at the time of publishing; the number of citations determined by another methodology recognised in the given field (has to be described briefly), can also be included;
- (b) the total number of results for the whole career broken down by type of results defined in the Annex 7;
- (c) the total number of citations, including self-citation, for all their works according to Web of Science or SCOPUS; the number of citations found in

⁹ I.e. 11-point font with single spacing.

¹⁰ ISI Web of Science (<http://wokinfo.com>)

¹¹ SCOPUS (<http://www.scopus.com/>)

¹² Impact factor in the case of Web of Science database; SJR in the case of SCOPUS database.

other databases can also be included, or that of another methodology recognised in the given field (must be briefly described);

- (d) the H-index according to Web of Science (not required for experts that work in the fields SHVa and SHVb¹³)
- (e) educational activity, a number of educated and currently led Ph.D. students, other graduates, and undergraduates;
- (f) a list of invited lectures at established international conferences held within the last 5 years;
- (g) a list of significant prizes awarded to the drafter, including membership of foreign scientific organizations, membership of editorial boards of significant foreign journals, membership of scientific committees of established international conferences;
- (h) information on at most 5 significant projects carried out by the drafter (including identification of the provider and the amount of the subsidy allocated to the maternity workplace in thousands of CZK).

(14) In **Section E – information on other projects of the drafter and co-drafter carried out with public aid under Act No. 130/2002 Coll.** shall include information on:

1. all projects conducted according to Act No. 130/2002 Coll. with targeted aid provided from providers other than the CSF in which the drafter or co-drafter are taking part in conducting at the time the project proposal is submitted or which they have taken part in the last three years and in what role (investigator, co-investigator, professional collaborator); furthermore similar information should be provided on applications for targeted aid for projects in which the drafter or co-drafter are taking part;
2. all CSF projects which the drafter or co-drafter are taking part in carrying out at the time the project proposal is submitted and in what role (investigator, coinvestigator, professional collaborator); furthermore, similar information should be provided on applications for targeted aid for projects in which the drafter or co-drafter are going to be taking part in and in what role (investigator, co-investigator, professional collaborator);
3. all CSF projects in which the drafter or co-drafter took part in carrying out over the past three years and in what role (investigator, co-investigator or professional collaborator).

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

- (a) name of the entity providing the targeted funding (provider);
- (b) name of programme or other research and development activity (e.g. major infrastructure projects, etc.), project number, code characterising the project classification based on the fields for IS R&D – CRP, unabbreviated project title and duration (from – to) for projects under 1 or the registration number,

¹³ See Annex 3, field groups: AA, AB, AC, AD, AE, AG, AI, AJ, AL, AM. (Annex 3 is not included in this Extract).

discipline committee number, unabbreviated project title and duration (from – to) for projects under 2 and 3;

- (c) name of applicant/beneficiary;
- (d) role of drafter or co-drafter in the project;
- (e) the amount of requested/received aid for the whole duration of the project being/to be used by the drafter or co-drafter for their activity carrying out the project;
- (f) the workload (FTE) of the drafter (co-drafter) for conducting the individual projects, even if the aid did not include salary;
- (g) description of the relationship between the project for which information is being provided and the submitted project proposal (in particular a description of the topic, objectives, results and research team, etc.).

Failure to meet these obligations or provision of incomplete information shall be grounds to disqualify the project proposal.

(15) Only the following documents may be annexes to the project proposal:

- (a) copies of the special authorisations as per special legislation pursuant to Article 3.2 (3) (j) of this tender document;
- (b) a letter of Intent confirming the interest of a foreign investigator to cooperate on the proposed EXPRO project;
- (c) offer and identification of supplier, subject of supply and preliminary price pursuant to Article 3.3 (4) of this tender document if the project proposal requires supply or supplies from a single supplier totalling over CZK 500 000 over the whole duration of the grant project;
- (d) power of attorney to a third party to submit the proposal if the applicant does not have access to its own data mailbox; this power of attorney must also be delivered in another demonstrable manner (e.g. by post or in person).

3.3 Definition of eligible cost items

(1) Targeted aid may only be provided for activities defined in the project proposal. The maximal amount of the targeted aid is CZK 50 mil. over the whole duration of the grant project.

(2) Eligible are only those costs or expenditures (hereinafter “costs”) that are defined by the provisions of Section 2 (2) (k) of Act No. 130/2002 Coll., which are specified in this tender document 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 eligible cost items listed in the project proposal must be justified and it must be clear from the project proposal that they are indispensable for carrying out the grant project.

(4) If the project proposal requests supply or supplies from a single supplier for a total value of over CZK 500 000 over the whole duration of the grant project, it is necessary to submit the offer with identification of the supplier, the subject of supply and the preliminary price, including a justified calculation of the bid price in total and for individual supplies. The actual price may not be more than 10% higher than the original bid price. At the same time at

least two other competing bids for the same supply shall be submitted including justification for the selection. Competing offers are not submitted in cases where the selected supplier is the sole supplier offering supply of the required parameters necessary for carrying out the grant project. This fact is to be mentioned in the commentary attached to the bid.

(5) The supplier of the procured property or services (including publishing of project's results) may not be the investigator, co-investigator or other employee of the beneficiary or other project participant or person associated (within the meaning of the provision of Section 23 (7) of Act No. 586/1992 Coll., on Income Tax, as amended) with the beneficiary, other project participant, investigator or professional collaborator taking part in carrying out the grant project. Supplies realised in the form of internal supply are eligible if they do not exceed the conventional prices for the place and time and are charged in accordance with the legislation.

(6) The project proposal must state the proposed level of support. The decision on the final amount of allowed costs and level of aid for the allowed costs lies with the provider, based on the evaluation of the project proposal.

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

- (a) profit;
- (b) value-added tax (true for beneficiaries who are payers of this tax and who deduct it or deduct a percentage of it);
- (c) costs for marketing, sale and distribution of goods;
- (d) interest on debt;
- (e) shortfalls and damages;
- (f) costs for financial leasing and lease-to-own;
- (g) costs for securing the rights to the project results;
- (h) other costs not directly related to the subject of the grant project;
- (i) costs associated with the subject of the project that exceed the usual price for the time and place.

(8) The following cannot be included in the eligible costs paid from grant funds under items other than additional (overhead) costs listed under Article 3.3.3 (6) of this tender document:

- (a) costs for meals, gifts and entertainment;
- (b) costs for rental of spaces, devices, equipment, etc. with the exception of rental of packing materials and spaces for holding short-term events with academic output listed under Article 3.3.3 (4) of this tender document;
- (c) costs for furniture and other non-specialised equipment for work spaces;
- (d) costs for telecommunication services; costs for the acquisition, repair and maintenance of devices and equipment from the field of communication technology (telephones, dictation machines, readers, etc.);
- (e) costs for issuing periodical publications and textbooks;

- (f) costs associated with attending conferences and workshops with the exception of active presentation of results of the project;
- (g) costs for expanding the qualifications of persons taking part in the project (purchase of textbooks, training, courses, etc.);
- (h) costs for acquiring and using electronic information databases;
- (i) costs for the repair or maintenance of rooms; renovation of buildings or rooms;
- (j) costs for the services of consultants, both domestic and foreign.

3.3.1 Personnel costs

(1) Personnel costs are the costs spent to remunerate the work performed as part of basic employment relationships as per Act No. 262/2006 Coll., the Labour Code, as amended.

(2) The amount of eligible personnel costs for persons (drafter, co-drafter, professional collaborators, other collaborators) taking direct part in carrying out the project must correspond to the beneficiary's (or other participant's) internal regulations or through other demonstrable means, and simultaneously must correspond to the workload (FTE) expended on the grant project. For the purpose of establishing the amount of eligible personnel costs in the project proposal, remuneration under the provision of Section 134 of the Labour Code, targeted remuneration under the provision of Section 134a of the Labour Code and other similar remuneration shall not be considered as a part of the salary, including variable components, convalescence leave pay and temporary incapacity compensation (hereinafter "salary"). Failure to meet this condition is grounds for the project proposal to be disqualified.

(3) Zero workload (FTE) is not permitted. The sum of all workloads (FTEs) allocated for all projects supported by the CSF may not exceed 100% for a single employee. Failure to meet this condition is grounds for disqualification of the project proposal.

The workload (FTE) allocated for an EXPRO project cannot drop below 50% of average annual full-time equivalent for the drafter, co-drafter, for every professional collaborator and other professional collaborators. This requirement is not valid for technical and administrative staff, and undergraduates.

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

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

- (a) for the relevant part of the salaries as per para. (2) of this article for those employees carrying out the grant project based on an employment contract and in the amount corresponding with the workload in conducting the project. In such a case the subsidy requested in the project proposal may achieve the amount of gross salary or wage of the employee (prorated based on the employee's FTE);
- (b) for the payment of commitments from agreements on work performed outside of employment that were concluded exclusively for conducting the grant project; The maximum possible amount of subsidy for other personnel cost is 7% of total subsidy for the personnel cost.

(6) Under personnel costs it is possible to include the costs for the compulsory legal deductions and contribution to the fund of cultural and social needs (or another similar fund) or the proportionate amount thereof (unless such a fund is made up of allocations from profit) in an amount corresponding to the relevant personnel costs. The maximum possible amount of subsidy provided for such costs is set at an amount corresponding to the subsidy for the relevant personnel costs.

(7) For the drafter, co-drafter and professional collaborators remunerated according to para. (1) of this article, the project proposal shall include the name and surname of the worker (see Article 2.1 (7) hereof), or the designation of the person as a student or postdoc for the professional collaborators, as well as the workload (FTE) and the corresponding amount of requested subsidy. For other collaborators, only the aggregate workload (FTE) and corresponding amount of requested subsidy shall be stated.

3.3.2 Investment Cost (costs for procuring tangible and intangible assets)

(1) Eligible costs may include costs for acquiring or depreciation of tangible fixed assets (devices, machinery, equipment, separate movable items or sets of movable items with an independent technical/economical purpose and other tangible fixed assets that were acquired for consideration, by conversion or created through own activities where the input price is higher than CZK 40 000 and the operational/technical function is longer than one year) and intangible assets (software and other intangible fixed assets that were acquired for consideration, by conversion or created through own activities where the input price is higher than CZK 60 000 and the period of use is longer than one year) which are necessary for carrying out the grant project and are purchased and used in the direct connection with the grant project.

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

(3) In the case of acquiring tangible and intangible fixed assets with the operational/technical function equal to the duration of the grant project or shorter, the eligible costs shall be established using the formula: $U(N) = C \times D$, whereby the symbols $U(N)$, C and D have the same meaning as in the similar formula in para. (2) of this article.

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

(5) Subsidy allocated to expenditures on obtaining tangible and intangible fixed assets, which is essential for the carrying out the project, must not be higher than 20% of the total subsidy allocated to approved costs as per Article 3.3.1 and 3.3.3 para (2) to (5) of this tender document for the whole duration of the project as stated in the agreement, or in the decision, respectively, on provision of aid.

3.3.3 Material costs

(1) The material costs that can be included among eligible costs include costs for materials, travel costs, intangible costs, costs for other services and additional (overhead) costs.

(2) Costs for materials are expenses used exclusively in direct connection with the grant project that can be documented with a separate supply document or in another objective manner (e.g. independent measurement) comprising the consumption of material (e.g. consumption of office and lab material, acquisition of minor tangible assets as per Article 3.3.2 (4) hereof purchased or procured through own activity as part of the project, scholarly literature), in exceptional and justified cases the consumption of energy and other non-storable supplies.

(3) Travel costs are expenses comprising all costs for work trips in accordance with the provisions of Section 173 through 181 of Act No. 262/2006 Coll., the Labour Code, as amended, up to the amount laid down or allowed by this law, for the investigator and professional and other collaborators. These are costs incurred exclusively in direct connection with the grant project including work stays and trips made in connection with active participation at conferences. These are also the travel expenses and costs for stays associated with the participation of foreign employees taking part in the grant project. In the case of work trips abroad, these include only the costs for the length of stay that corresponds to the duration of the event for which the worker was dispatched.

(4) Costs for other services and non-material costs are expenses used exclusively for carrying out the grant project that can be documented by a separate supply document or in another objective manner, including costs: for the operation, repair and maintenance of assets used during the project; procuring of minor intangible assets as per Article 3.3.2. (3) hereof purchased or procured through own activity as part of the project; costs for additional services, e.g. orders. It is also possible to include among other services costs for publishing results (publishing and editorial costs). Furthermore conference fees, rental of spaces for holding short-term events with scholarly output (e.g. conferences, seminars, etc.), membership fees for institutions if membership is demonstrably necessary or cost-effective for carrying out the grant project; telecommunications with the exemption listed under Article 3.3. (8) d) hereof; other costs such as exchange rate losses, bank fees, taxes and fees tied exclusively to the grant project.

(5) Considered eligible costs are patent and licence payments for the exercise of industrial property rights that apply to the subjects of industrial property (e.g. patents, inventions, industrial designs, royalties for the use of copyrighted works) used in direct connection with the grant project and essential for carrying it out, this solely for the period during which the industrial property rights are exercised for conducting the grant project (at the longest for 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 for carrying out the grant project, the amount of eligible costs shall be established with the formula: $U(N) = (A/B) \times C \times D$, whereby $U(N)$ is the eligible costs, A the period for which the rights are to be used for carrying out the project, B is the period of operational/technical function (in accordance with Act No. 586/1992 Coll., on Income Tax, as amended), C is the purchase price of the

rights and D is the percentage of its use for the grant project. For industrial property rights exercised for a period equal to the duration of the grant project or shorter, the eligible costs shall be established using the formula: $U(N) = C \times D$, whereby the symbols U(N), C and D have the same meaning as in the previous formula in this paragraph.

(6) Eligible costs may include additional (overhead) costs incurred in direct material and temporal connection to carrying out the grant project assuming their expenditure contributed to realisation of the project (e.g. administrative costs, costs for infrastructure, or other costs listed under Article 3.3 (8) d) of this tender document). The maximum amount of the provided subsidy for the additional (overhead) costs is 20% of the approved costs for the total eligible costs as per Article 3.3.1 and 3.3.3 (2) to (5) of this tender document, listed in the contract or in the decision on provision of the targeted aid. If no additional (overhead) costs are requested in the project proposal, they may not be included among the eligible costs.

4 Method of Accepting and Selecting Project Proposals

(1) When accepting and evaluating project proposals, the procedure under Section 21 of Act No. 130/2002 Coll. shall be followed.

(2) A project proposal may not be altered or amended in any way after the tender period has ended.

(3) Evaluation of project proposals is commenced no earlier than the day following the last day of the tender period.

(4) Evaluation of project proposals consists of:

- (a) accepting of project proposals – carried out in accordance with the provision of Section 21 (2) of Act No. 130/2002 Coll.; this follows immediately after the end of the tender period and is ended by a decision by the provider to accept the project proposals into the public tender or to disqualify them;
- (b) evaluation of the truthfulness, completeness and accuracy of the information in the project proposals, which includes a check of any contradictions between the information contained in the project proposals; follows a decision by the provider to accept the project proposals into the public tender or to disqualify them and takes place over the whole duration of the evaluation period;
- (c) evaluation of the professional quality of the project proposals – an expert evaluation of the project proposals is carried out by departmental committees in accordance with the provision of Section 21 (4) to (8) of Act No. 130/2002; follows a decision by the provider to accept the project proposals into the public tender or to disqualify them and ends with the drawing up of a report on evaluation of the project proposals;
- (d) evaluation of the proposed eligible costs – a check of the relevancy and accuracy of the proposed eligible costs provided in the project proposals is conducted, both in terms of the scope and definition of eligible costs and in terms of the amount of proposed eligible costs; follows a decision by the provider to accept the project proposals into the public tender or to disqualify them and ends with the drawing up of a report on evaluation of the project proposals;

(5) Evaluation of the project proposals ends with the announcement of the results of the public tender.

(6) Act No. 500/2004 Coll., the Code of Administrative Procedure, as amended, shall not apply to decisions to accept project proposals into the public tender or to disqualify them

and the decision by the provider on selection of projects within the meaning of the provision of Section 21 (11) of Act No. 130/2002 Coll.

4.1 Accepting of project proposals

(1) The accepting of project proposals is provided for by the project proposal acceptance committee, which evaluates compliance with the tender conditions:

- (a) compliance with tender period – it is assessed whether the project proposal was submitted by the set tender deadline;
- (b) manner and place of submission of project proposal – it is assessed whether the method of submitting the project proposal given in Article 6 of this tender document, the title and originality of the file, and name of ISDS¹⁴ batch were observed;
- (c) completeness of the project proposal – it is assessed whether the project proposal contains all stipulated parts as per Article 3.2. of this tender document;
- (d) requirements for proving eligibility – it is assessed whether all the documents for demonstrating eligibility were submitted in the stipulated manner and whether these documents confirm the eligibility of the applicant (co-applicant).

(2) Failure to meet the conditions defined in para. (1) of this article shall be grounds for the project proposal to be disqualified from the tender.

(3) Should it be shown that the applicant (co-applicant) no longer meets the eligibility conditions at any point during the course of the tender process, this fact shall be grounds for disqualifying the project proposal from the tender.

4.2 Evaluation of truthfulness and accuracy of information in project proposal

(1) The evaluation of the truthfulness and accuracy of the information in the project proposal is also focused on checking that the data do not contradict each other. The evaluation is conducted independently by discipline committees and professional bodies of the provider over the course of the whole evaluation period.

(2) The following in particular shall be considered inaccurate and untruthful information:

(a) in Section A of the project proposal as per Article 3.2 (3) hereof:

- 1) incorrect information on Reg. No. of the applicant or co-applicant, with any deviation of the data from the true data or prescribed form, including a clerical error, being considered an incorrect piece of information;
- 2) information provided in a language other than the prescribed language;

(b) in Section B of the project proposal as per Article 3.2 (5) through (8) hereof:

- 1) numerical data that is not in the prescribed currency (i.e. in thousands of CZK) or the prescribed units;
- 2) sums of individual eligible cost items and items for the individual years do not correspond to the overall totals, or the proposed level of support

¹⁴ Data Mailbox Information System

does not correspond to the actual funding requested from CSF as a percentage of the total project costs;

3) proposed funding violates the valid legislation;

4) proposed subsidy for the personnel costs do not correspond to the relevant workloads (FTEs) or do not respect the provisions under Article 3.3.1. (2) through (5) hereof;

(c) in Sections C1 and D1 of the project proposal as per Article 3.2 (9) and (12) hereof:

1) information provided in a language other than the prescribed language;

2) failure to follow the prescribed form (length, font size, line spacing, etc.) for the submitted documents;

(d) in Section E of the project proposal as per Article 3.2 (14) hereof:

1) failure to provide complete information on the other projects of the drafter and co-drafter;

(e) in all parts of the project proposal:

1) failure to document the information with the requisite annexes pursuant to Article 3.2 (15) of this tender document;

2) texts taken from other sources without bibliographic citation pursuant to Article 3.1. (1) of this tender document;

3) information that is not true.

(3) The following in particular shall be considered contradictory information:

(a) difference in meaning between the grant project title, keywords and abstract in Czech and English;

(b) difference between the project duration in Section A of the project proposal and the period that follows from Sections B and C of the project proposal.

(4) The finding that the project proposal contains inaccurate or untruthful information, contradictory information, or that the conditions for participation in the tender have not been upheld shall be grounds for disqualifying the project proposal from the public tender.

4.3 Evaluation of professional quality of project proposal

(1) Evaluation of the professional quality of the project proposal is conducted by departmental committees that apply the principal of panel assessment in their activity.

(2) The following is assessed in the evaluation simultaneously:

(a) the originality, quality and breakthrough ideas of the proposed grant project;

(b) the capability and qualifications of the drafter and potential co-drafter and their professional collaborators to carry out the grant project, with assessment of their professional ability, creative contribution in the scientific field based on the project proposal's focus, and results in research and experimental development to date, alongside with drafter's contribution to the development

of the respective scientific field in the international context, taking into account the length of his scientific career;

- (c) the ability of the drafter and co-drafter to carry out the grant project with regard to their technical and institutional facilities and with regard to the collaboration proposed.

(3) In evaluating the quality and professional standard of the proposed grant project, assessment is made from the perspective of the specialisation of the discipline committee to which the proposal was submitted:

- (a) aim of the project proposal – whether the project aims to solve a question with an international significance and to improve the current state of a knowledge significantly, further whether clear and specific objectives have been defined, how demanding, significant and feasible they are; it is assessed whether the breadth of the problem proposed for study is commensurate to the requested funding and project duration, and a ratio of a significance of the project's objectives compared to a risk of not meeting them;
- (b) proposed method:
 - 1) the concept, the preparation and the adequacy of the proposed methodology, including a timetable of carrying out the project;
 - 2) the adequacy (in particular in terms of the workload and share of individual team members in the expected output of the grant project) and skill-set composition of the research team, the involvement of students or postdocs and the definition of the roles of individual team members in researching the problem;
- (c) expected publishing activity listed according to the definition in Annex 7 of this tender document;
- (d) foreign cooperation – expected involvement of foreign institutions in carrying out the grant project, sharing of equipment of collaborating institutions and use of complementary approaches and methodologies;
- (e) the course, results and methods of previous grant projects by the applicant and co-applicant and the drafter and co-drafter in carrying out grant projects with aid provided by the provider (if any such grant projects were conducted); taken into account are prior violations of the rules on the part of the applicant or co-applicant or drafter or co-drafter during economic management of the provided targeted aid, fulfilment of all obligations laid down by the agreement or decision on provision of targeted aid, and partial and final evaluation of such grant projects.

4.4 Evaluation of proposed costs

(1) Evaluation of the proposed costs is carried out independently by departmental committees and expert bodies of the provider.

(2) In evaluating the proposed costs the following is assessed:

- (a) the appropriateness of the proposed costs and the amount of full-time equivalents in relation to the project proposal and expected results;
- (b) the justifiability of the individual items of the proposed costs;

- (c) the amount of funding requested from the provider as a percentage of the total proposed costs (i.e. the proposed level of support);
- (d) fulfilment of the requirements for scope and definition of eligible costs pursuant to Article 3.2 (5) through (8) and Article 3.3. of this tender document.

4.5 Method of selecting projects

(1) The process of evaluating grant project proposals is based on a comparison between the professional standard of the grant projects. The evaluation process is divided into two phases.

(2) The first phase of the evaluation takes place in the following manner:

- (a) the members of the discipline committee draw up at least four independent expert assessments, one reviewer from the other discipline committee is appointed in case of interdepartmental project;
- (b) based on the drawn up assessments, the discipline committee compares the professional standard of all project proposals for the given field, assesses their quality in the context of the international excellence and proposes which projects will progress to the second phase of evaluation;

(3) The second phase of evaluation takes place in the following manner:

- (a) a project proposal that has progressed to the second phase of evaluation is sent for an assessment to the external reviewers with the aim of getting three external evaluations;
- (b) based on the drawn up assessments, the discipline committee compares the professional standard of all project proposals for the given field and proposes a preliminary ranking of the projects;
- (c) the chairmen of the discipline committees assess the results of the project evaluation from the individual discipline committees and recommend a final ranking of projects for all discipline committees, which it presents to the CSF board;
- (d) based on the recommendations of the chairmen of discipline committees, the CSF board decides on the selection of which projects are to be awarded subsidies.

4.6 Grounds for disqualifying a project from the tender

(1) Any violation or failure to uphold the conditions defined by this tender document explicitly stated in Article 2.2 (8), in Article 3 (3), in Article 3.1 (1), (4), (5), (6), (7) and (8), in Article 3.2 (3) (c), (6), (9), (12) and (14), in Article 3.3.1 (2) and (3), in Article 4.1 (1), (2) and (3), in Article 4.2 (4), and in Article 4.6 (2) and (3) of this tender document shall be grounds for disqualification of a grant project proposal from the public tender in accordance with the provision of Section 21 (3) of Act No. 130/2002 Coll.

(2) Submission of a project proposal that has already received targeted aid as per Act No. 130/2002 Coll. or which has been submitted twice or multiple times in the given calendar year to tenders of the provider shall be grounds for disqualification of a grant project from the public tender.

(3) The fact that the beneficiary has, in previous grant projects, demonstrably failed to uphold obligations laid down by the Budgetary Rules or has violated contract commitments or decision conditions shall be grounds to disqualify a grant project proposal from the tender in accordance with the provision of Section 21 (3) of Act No. 130/2002 Coll. In this case CSF may disqualify project proposals from this beneficiary for up to three years from the day this beneficiary's violation was demonstrated or it confessed to such in writing.

5 Definition of Information Intended for Publication

(1) For the purposes of the tender and fulfilment of other obligations of the provider, within the meaning of Section 17 (6) of Act No. 130/2002 Coll. and in order to fulfil the obligations under Section 31 of Act No. 130/2002 Coll., the provider shall be entitled to collect the necessary information on project proposals and applicants, including personal data. Both written and electronic forms of collection are permitted. This data is not publicly available information.

(2) When collecting, processing and publishing data, the provider is governed by special legislation¹⁵. The scope of data processed on project proposals and applicants is evident from the project proposal information.

(3) When announcing the results of the tender, only the data on projects which the provider has decided to approve shall be published, specifically as follows:

- (a) name of applicant;
- (b) name and surname of drafter;
- (c) registration number and title of the grant project;
- (d) field and duration of the grant project.

(4) After conclusion of an agreement or issuing of a decision on provision of targeted aid for carrying out the grant project, data pursuant to Sections 30 to 32 of Act No. 130/2002 Coll. shall be published.

6 Method of Submitting Proposals

(1) Project proposals are to be submitted in electronic form in accordance with Article 3.1 (6) of this tender document. The data mailbox identifier of the provider is "ntq92qs". Delivery via data mailbox is to be identified with the text "EXPRO" in the "Věc" (Re:) field.

(2) It is forbidden to modify the file in PDF format containing the project proposal and it may only be submitted in the form in which it was created by the application and in accordance with the procedure described in Article 3.1. (6) of this tender document.

(3) The forms for a solemn declaration in accordance with Act No. 130/2002 Coll. and Act No. 218/2000 Coll. are available on the CSF website. The solemn declaration must be filled out in accordance with the provided instructions and then affixed with the relevant signatures.

(4) The solemn declaration and other documents pursuant to Article 2.2 (1) and (5) of this tender document shall be delivered during the tender period in paper form by post or in person to the CSF filing room at the address Evropská 2589/33b, 160 00 Prague 6, with the envelope marked with the text "Způsobilost" (Eligibility), or signed by an advanced or recognised electronic signature to the provider's data mailbox "a8uadk4".

¹⁵ Act No. 101/2000 Coll., on the Protection of Personal Data and Amending Certain Act, as amended.

(5) Applicants that are not a public university, public research institution or entity established based on another generally binding regulation or published decision shall include with their solemn declaration a document on authorisation to do business or other required authorisation.

(6) Other required authorisations under special legislation shall be submitted if carrying out the grant project so requires. In such a case, all applicants shall submit copies of such authorisations regardless of their legal form as annexes to the project proposal. These annexes shall be submitted into the application with the project proposal; they are not a part of the PDF file generated by the application that contains the project proposal and are not delivered via the data mailbox.

(7) The project proposal and solemn declaration pursuant to Article 2.2 (1) and (5) of this tender document may be submitted by the prescribed procedure at the earliest on the first day of the tender period and at the latest on the last day of the tender period, which is defined under Article 2.3 (1) hereof. The deciding factor for assessing the deadline for a project proposal is the date of delivery into the provider's data mailbox; for assessing the deadline for solemn declarations the deciding factor is the date of submission to Czech Post or of delivery to the provider (the latter only in the case of personal delivery or use of another delivery service).

Annex 1 – Breakdown of scientific fields into departmental committees

- a) Mathematics and physics 1**
- b) Physics 2**
- c) Chemistry**
- d) Medical sciences**
- e) Biological and agricultural sciences**
- f) Social sciences**
- g) Humanities**
- h) Technical sciences, computer science**

Annex 3 – Structure of groups and sub-groups for IS R&D – CRP

SOCIAL SCIENCES

AA Philosophy and religion
 AB History
 AC Archaeology, anthropology, ethnology
 AD Political science
 AE Management and administration
 AF Documentation, librarianship, information management
 AG Legal sciences
 AH Economics
 AI Linguistics
 AJ Literature, mass media, audiovisual studies
 AK Sports and leisure
 AL Art, architecture, cultural heritage
 AM Pedagogy and education
 AN Psychology
 AO Sociology, demography
 AP Urban, regional and traffic planning
 AQ Safety and health protection, human-machine

PHYSICS AND MATHEMATICS

BA General mathematics
 BB Applied statistics, operational 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 vibrations
 BJ Thermodynamics
 BK Fluid mechanics
 BL Physics of plasma and gas discharges
 BM Solid matter 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 Pedology
 DG Atmospheric sciences, meteorology
 DH Mining industry including coal mining and processing
 DI Air pollution and control
 DJ Water pollution and control
 DK Soil contamination and decontamination including pesticides
 DL Nuclear waste, radioactive pollution and control
 DM Solid waste and its control, recycling
 DN Environmental impact on health
 DO Landscape protection

BIOSCIENCES

EA Morphological fields 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 internal medicine specialisations
 FF ENT, 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 Dermatovenereology
FP Other medical fields
FQ Public health, social medicine
FR Pharmacology and pharmaceutical
chemistry
FS Medical facilities, devices and equipment

AGRICULTURE

GA Agricultural economy
GB Agricultural machines and structures
GC Plant growing, crop rotation
GD Fertilisation, irrigation, soil treatment
GE Plant cultivation
GF Diseases, pests, weeds and plant
protection
GG Livestock raising
GH Livestock nutrition
GI Livestock breeding
GJ Animal diseases and pests, veterinary
medicine
GK Forestry
GL Fisheries
GM Food science

COMPUTER SCIENCE

IN Computer science

INDUSTRY

JA Electronics and optoelectronics,
electrical engineering
JB Sensors, measurement and regulation
JC Computer hardware and software
JD Use of computers, robotics and its
applications
JE Non-nuclear power engineering and
energy utilisation
JF Nuclear power engineering
JG Metallurgy, metal materials
JH Ceramics, refractory materials and glass
JI Composites
JJ Other materials
JK Corrosion and surface processing of
materials
JL Fatigue and fracture mechanics
JM Civil engineering
JN Construction
JO Surface transport systems and equipment
JP Industrial processes and processing
JQ Machinery and tools
JR Other mechanical engineering
JS Reliability and quality management,
testing
JT Propulsion, engines and fuel
JU Aeronautics, aerodynamics, aircraft
JV Space technology
JW Navigation, connection, detection
and countermeasures
JY Firearms, ammunition, explosives,
combat vehicles

MILITARY SCIENCE

KA Military science

Annex 3 – Two-digit research fields classification according to Frascati Manual of OECD¹⁶

¹⁶ For a more detailed classification, see
https://www.rvvi.cz/dokumenty/Ciselnik_oboru_Frascati_v20171207web.pdf

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 Nano-technology
- 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 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 Educational sciences
- 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 Art sciences

- 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

Annex 4 – Conditions for carrying out grant projects

1. Procedure for concluding an agreement or issuing a decision on provision of targeted aid

(1) The deadline and method for concluding an agreement or issuing a decision on provision of targeted aid are laid down to the provision of Section 25 of Act No. 130/2002 Coll. Should the same applicant or the same co-applicant succeed in any other public tender of the same provider (i.e. CSF) apart from EXPRO, the conclusion of an agreement on provision of targeted aid is based on a written promise of the beneficiary to renounce one of them. The provider shall notify each applicant in writing of the decision of the provider's board on the acceptance of the project proposal for carrying out a grant project and send the beneficiary a draft agreement or, for a beneficiary that is an organisational unit of the State or self-governing territorial unit, a decision; enshrined in the agreement or decision are the binding conditions for provision of targeted aid and the rights and the obligations of the beneficiary and investigator.

(2) Failure to meet the deadline set by the provider for concluding an agreement or issuing a decision on provision of targeted aid due to reasons caused by the beneficiary shall entitle the provider, pursuant to the provision of Section 25 (2) of Act No. 130/2002 Coll., to conclude an agreement on provision of targeted aid with the next applicant in the order of the results of the public tender, or to issue a decision on provision of targeted aid in favour of such an applicant.

1.1 Procedure for concluding an agreement on provision of targeted aid

(1) The provider delivers the draft agreement on provision of aid to applicants that are not an organisational unit of the State. The applicant is obliged to either accept or reject such a delivered draft agreement in its entirety. The applicant shall not be entitled to make any changes or amendments to the agreement on provision of aid with the exception of filling in the identifying information about the applicant that is required in the agreement; on the contrary the applicant shall be obliged to fill such identifying information into the agreement in the manner and place anticipated in the agreement.

(2) The applicant shall accept the draft agreement on provision of aid by delivering the signed draft agreement to the provider without undue delay.

(3) Should the applicant not accept the agreement on provision of aid in the above manner, it shall be assumed that it has refused to conclude the agreement.

(4) The agreement shall take effect at the moment of its conclusion, i.e. at the moment when acceptance of the draft agreement enters into force in accordance with the generally binding legislation. The agreement shall enter into force upon publication in the contract register according to special legislation. Costs incurred from the start date of the project according to the agreement on provision of targeted aid until this agreement enters into force according to special legislation shall be considered eligible and approved costs for the project assuming all other required conditions are met. Postponement of the signing of the agreement on support on the part of the provider due to failure to demonstrate eligibility before signature of the agreement shall not be grounds for postponing the end of the project.

(5) If another participant is to take part in carrying out the grant project, the beneficiary shall be obliged to conclude an agreement such a participant on carrying out its part of the grant project without undue delay once the agreement on provision of aid has entered into force. Such agreements must be concluded for the whole period that the other participant is to take part in carrying out the project and must be delivered to the provider along with all annexes thereto.

1.2 Procedure for issuing a decision on provision of targeted aid

(1) The provider shall issue a decision on provision of aid to the benefit of an applicant that is an organisational unit of the State with terms commensurate to the terms of an agreement on provision of aid. In such a case the provider provides aid on the basis of a decision on provision of aid in the manner laid down in the Act on Budgetary Rules.

(2) The decision is enforceable once a counterpart thereof has been delivered to the beneficiary. A condition of enforceability is that the beneficiary has demonstrated eligibility to carry out the project according to the tender document. In the case a data mailbox is used, the decision is enforceable once it has been delivered to the data mailbox.

(3) If another participant is to take part in carrying out the grant project, the procedure shall be commensurate to that under Article 1.1 (5) of this Annex.

(4) If the beneficiary and another participant are organisational units of the State operating under a single budget category administrator, no monetary payments shall be provided and the provider shall define their mutual relationships in the decision on provision of aid. If the other participant is an organisational unit of the State, the procedure shall be commensurate to the provisions of Article 1.1 (5) hereof.

2 Conditions, deadline and method of providing targeted aid

(1) Unless there is regulation of budget drawing due to a provisional budget as per the Act on Budgetary Rules, the provider shall begin providing targeted aid for newly launched grant projects once the agreement has entered into force, or as of the date the decision was issued. Should another participant be taking part in carrying out the grant project, provision of targeted aid in the first project year may only start once an agreement according to Article 1.1. (5) of this Annex has been concluded and submitted to the provider; it must also have been published in a due and timely manner pursuant to Act No. 340/2015 Coll., on Special Conditions for the Effectiveness of Certain Agreements, Publication of Such Agreements and the Register of Contracts (Contract Register Act), as amended. In such case the beneficiary shall be obliged to demonstrate the due and timely publication of such an agreement in the Register of Contracts to the provider.

(2) In the second and following years of the grant project, unless there is regulation of budget drawing due to a provisional budget as per the Act on Budgetary Rules, provision of targeted aid shall be initiated as long as all the conditions laid down by the agreement or decision are met. For ongoing grant projects, the following further conditions must be met:

- (a) according to the provision of Section 10 of Act No. 130/2002 Coll., the condition of data being entered into the Information System on Research, Experimental Development and Innovation must be met;
- (b) if it is necessary to conclude or issue an addendum to the agreement or decision on provision of targeted aid, it must enter into force or become enforceable by the given deadline.

(3) According to the provision of Section 10 of Act No. 130/2002 Coll., the provider shall only provide aid to the beneficiary, specifically through direct transfer to its bank account opened in accordance with the Act on Budgetary Rules and listed in the agreement. Should another participant that is not an organisational unit of the State or self-governing territorial unit be taking part in carrying out the project, the provider shall transfer the targeted aid to the beneficiary including the part thereof intended for the other participant and the beneficiary shall provide the other participant with its set amount of targeted aid based on the agreement between them as per Article 1.1 (5) of this Annex.

(4) If another participant is to take part in carrying out the project and its part in carrying out the grant project is clearly specified in the project proposal, provision of the part of the targeted aid to the other participant shall not be subject to assign the Public Procurement Acts¹⁷.

(5) If the beneficiary or another participant is an organisational unit of the State, the provider shall ask the Ministry of Finance to carry out a budget measure to transfer the funds earmarked for this beneficiary (or another participant).

3 Conditions for handling of targeted aid

(1) The beneficiary shall manage the targeted aid in accordance with the agreement or decision, and with any addenda thereto. Targeted aid provided in accordance with the agreement or decision for the relevant calendar year must be accounted for in that calendar year. Any adjustments to drawing of targeted aid for the given year may only be carried out in accordance with Article 5 of this Annex. Conduct contrary to Article 5 hereof shall constitute a violation of budgetary discipline and is grounds for terminating the agreement without notice or for issuing a decision on termination of aid, as well as further sanctions under the Act on Budgetary Rules.

(2) When drawing targeted aid, it is necessary to observe the basic structure of funds listed in the agreement or decision. Should the approved budget of the grant project differ in its structure or amount from the amounts requested in the project proposal (or specified in the relevant financial interim report), the provider shall send an approved revised breakdown along with the agreement (or addendum to the agreement or new decision), which is then binding for the recipient. Unless stated otherwise in this tender document, drawing of aid and the structure thereof is, in accordance with Decree No. 367/2015 Coll., on the Principles and Deadlines for Financial Settlement of Relations with the State Budget, State Financial Assets and the National Fund (Financial Settlement Decree), which lays down the principles and deadlines for financial settlement of relations with the State budget, State financial assets and the National Fund, binding with a precision of two decimal places (CZK 0.01) regardless of the precision of the data included in the financial interim report or professional final report.

(3) The beneficiary is liable for the whole project, including those parts carried out by another participant. The beneficiary is obliged to provide ongoing supervision of both the drawing of targeted aid and the course of the grant project. It is liable for the targeted aid being utilised in accordance with the directions of the investigator; if it discovers however that these instructions go against the generally binding regulations or that funds are being used ineffectively, inefficiently and uneconomically, it shall stop the carrying out of the instruction and inform the provider.

¹⁷ Act No. 134/2016 Coll., on assignment the Public Procurement Acts, as amended.

(4) The beneficiary and other participant shall keep, in accordance with the provisions of Section 8 (1) of Act No. 130/2002 Coll., separate records of project costs incurred with regard for the structure of approved costs so as to be able to provide the investigator or provider upon request with credible data on the drawing of funds without undue delay even over the course of the year. In accordance with the provisions of Section 8 (1) of Act No. 563/1991 Coll., on Accounting, as amended, the beneficiary and another participant are obliged to keep their accounting accurate, complete, conclusive, understandable, transparent and in a manner guaranteeing the permanence of the accounting records.

(5) All accounting documents with which the beneficiary and another participant document the drawing of targeted aid must meet the requirements laid down by the Accounting Act and must be identified with a number for the targeted aid separate records for the relevant project. Included in the separate accounting records must be the grant project registration number, all the revenue and costs for this analytical account in the given year, for each item the date and reason/purpose (connection with the grant project must be evident), the amount in CZK and classification of the item according to the beneficiary's accounting schedule.

(6) The beneficiary shall submit a detailed summary of the use of approved costs and provided targeted aid to the provider every year in the financial interim reports, including the amount of funds the beneficiary transferred to the targeted aid fund established in accordance with the Act on Universities or the Act on Public Research Institutions, with the exception of the last project year, when it is necessary to account for all the funds allocated for carrying out the given grant project. Data on the drawing of funds must be listed for both the beneficiary and the other participant. Any changes over the course of the year must be justified in the financial interim reports.

(7) By 15 February of each year, each beneficiary is obliged, in accordance with the special legislation, to send the provider the foundation for financial settlement of subsidies provided to the beneficiary (the beneficiary shall state the allocated amount for individual provider grant projects, the amounts drawn for non-investment costs for the whole fiscal period of the previous year, and information on transfer into the targeted aid fund if the beneficiary is entitled to create such a fund) according to the instructions on the provider's website. The provider shall process this information and pass it on to the Ministry of Finance for settling the targeted support with the State budget.

(8) The beneficiary shall economically manage the whole targeted aid provided. The beneficiary is liable to the provider for how this aid is handled. If the beneficiary provides part of the targeted aid to another participant in accordance with the conditions of the agreement or decision on provision of targeted aid and based on a separate agreement to carry out part of the grant project concluded between them, the other participant shall then economically manage the provided part of the targeted aid, being obliged in doing so to uphold all obligations under said agreement. The beneficiary is obliged to supervise the economic management of the targeted aid provided to the other participant.

(9) If the beneficiary or another participant discovers over the course of a given year of a grant project that situations have arisen that require modifications or shifts in the structure of approved costs or provided targeted aid listed in the agreement or decision and annexes thereto, it shall be obliged to proceed in the manner set out under Article 5 of this Annex.

(10) If the beneficiary is entitled to create a targeted aid fund based on special legislation and makes use of this right for the given grant project, it shall be obliged to draw

on this fund thus over the course of the project and settle the account at the latest by the last day of the last calendar year of the project.

(11) If the accounting in the separate analytical record kept for the given grant project in any given calendar year ends up with a surplus, i.e. not all the funds provided to the beneficiary or other participant for the relevant year were drawn, the beneficiary shall be obliged to inform the provider of this and return the undrawn funds for the grant project as a whole (including another participant) to the State budget (at the same time it is necessary to advise of this payment according to the instructions provided on the provider's website at the address <http://www.gacr.cz>):

- (a) a beneficiary that is an organisational unit of the State or self-governing territorial unit shall return the unused targeted support to the income account of its founding authority;
- (b) other beneficiaries shall return unused funds to the account listed on the CSF website at the address <http://www.gacr.cz>.

(12) According to the provision of Section 13 of Act No. 130/2002 Coll., the provider is obliged supervise the meeting of the grant project's objectives including checking the drawing and use of aid and the effectiveness of the approved costs under the agreement on provision of aid or decision on provision of aid, both for the beneficiary and another participant, including financial control according to Act No. 320/2001 Coll., on Financial Control in Public Administration and the Amendment of Certain Acts (Financial Control Act), as amended. The beneficiary and other participant are obliged to allow the provider to carry out supervision and provide the provider with all required cooperation.

(13) If shortcomings are found over the course of the inspection, the provider shall proceed in accordance with the legislation, the tender document and the agreement on provision of a subsidy or decision on provision of a subsidy for carrying out the project. If there has been unauthorised drawing of targeted aid from the State budget, the provider shall proceed in accordance with the special legislation (in particular Act No. 218/2000 Coll., Act No. 320/2001 Coll. and Act No. 280/2009 Coll., the Tax Code, as amended).

(14) The beneficiary shall be obliged to report revenue acquired from the results of carrying out the grant project over the course of the project to the provider in writing no later than 60 calendar days from the day the right to such income occurred, stating the amount and the reason therefor. In the financial interim report, the beneficiary shall be obliged to state the total amount of all revenue from the results of the grant project achieved in the given year of the grant project and propose the manner of use thereof for carrying out the grant project. Revenue from the results of carrying out the grant project acquired after the project has ended shall be:

- (a) State budget revenue if the beneficiary is an organisational unit of the State;
- (b) revenue of the self-governing territorial unit budget if the beneficiary is an organisational unit of a self-governing territorial unit;
- (c) revenue of the beneficiary for all other beneficiaries.

4 Principles for carrying out the grant project

(1) The beneficiary is obliged to launch and further implement the grant project in the manner and by the deadline under the agreement or decision.

(2) The beneficiary is obliged to document or present the results of the grant project in a manner that corresponds to the nature of the relevant scientific field and that of the grant project. The results must be submitted broken down by the types defined in Annex 7 of this tender document. A publication may only be recognised as a result of the grant project if it is explicitly stated therein that the work was carried out with the financial support of the provider while also listing the registration number of the relevant grant project. In case that a member of a EXPRO-team applies the results as outcomes of another ongoing project, these shall not be recognised as results of the EXPRO project. In documenting the results of the grant project the beneficiary shall proceed in accordance with the information contained in the project proposal. Should the conventions of the given field so allow, it is best to publish the results in the form of Open Access, or the publication output should be transferred to open digital archives in accordance with the licensing conditions of the publisher.

(3) All rights to the results of the grant project belong to the beneficiary in accordance with the provisions of Section 16 of Act No. 130/2002 Coll. The rights of authors and originators of results and owners of protective rights to such are dealt with by special legislation. For the use of results, the provisions of Section 16 (4) of Act No. 130/2002 Coll. shall apply.

(4) The beneficiary is obliged to deliver to the provider by the declared deadline for each year the data on the results of its grant projects for the provider that are specified for the Information System for Research, Experimental Development and Innovation (the part of the Registry of Information on Results) in accordance with Act No. 130/2002 Coll. and Government Order No. 397/2009 Coll.

(5) The beneficiary is obliged to inform the provider in writing of all changes that have taken place during the grant project that could have any influence on the project or which in any way affect its legal personality or the data required to demonstrate its eligibility no later than 7 calendar days from the day it learned of such a fact.

(6) If, over the course of the grant project or after it has ended, it is determined that the conditions of the agreement or decision on provision of targeted aid were not upheld or that a violation of the conditions under Act No. 130/2002 Coll. took place, the provisions of Section 14 of Act No. 130/2002 Coll. shall be followed.

(7) The beneficiary and other participant are obliged to keep all documentation directly or indirectly concerning the grant project and the procedure by which it was carried out for a period of at least 10 years after the grant project has ended, including but not limited to:

- (a) technical documentation on the grant project;
- (b) documentation concerning economic management of the provided targeted aid;
- (c) accounting documents relating to the separate accounting records on economic management of the provided targeted aid;
- (d) contractual documents relating to the grant project and the carrying out thereof, including any potential modifications or amendments thereto;
- (e) the results of the grant project.

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

4.2 Financial interim, professional interim and final reports on the grant project

(1) The beneficiary is obliged to draw up financial interim, professional interim and professional final reports on the grant project. The forms are available exclusively on the provider's website at the address <http://www.gacr.cz> in the online internet application created for this purpose. The financial interim, professional interim or professional final report on the grant project has to be filled out in the application according to the instructions given there and converted from it into PDF format according to the directions contained in the application.

(2) Only those executions of a financial interim, professional interim and professional final report that contain all parts thereof with all the relevant information required in the application shall be considered complete and proper.

(3) The financial interim, professional interim and professional final report has to be created by the application and sent by data mailbox to the data mailbox entitled Grant Projects (Czech Science Foundation) with the identifier “ntq92qs”. After finalisation, the financial interim, professional interim or professional final report will be marked with a qualified system label, so it may no longer be modified in any way. The electronic seal on the report ensures for each document sent proof of origin (that the document was created in the application and is also registered there), security of data immutability (the investigator has not changed the figures or other text in the PDF and the document thus corresponds to the relevant data in the application) and information is also stored in the qualified system label that precisely identifies the version of the report. The submitted version of the report shall be the version that was last to arrive via the data mailbox specified in this paragraph before the submission deadline – it need not necessarily be the last version of the report in the application. A financial interim, professional interim or a professional final report where the electronic seal has been removed or replaced with another will not be accepted. The delivery in ISDS must have the text “DZ” (financial interim), “PZ” (professional interim) or “ZZ” (final) in the field “Věc” (Re:).

(4) The file as per para. (1) of this article containing a financial interim, professional interim or professional final report must always retain the file name acquired during conversion by the process under para. (1) hereof.

(5) The financial interim, professional interim and professional final reports shall be submitted for a grant project as a whole and also contain the information concerning the part of the grant project dealt with by another participant.

(6) The financial interim report shall also include data on the drawing of approved project costs, i.e. provided targeted aid and costs covered from other sources. The beneficiary shall also provide data on the economic management of the other participant. Should the beneficiary be a public research institution or public university, it must notify the provider in the interim report of what part of the targeted aid and from under which item it transferred to the targeted aid fund. The professional interim and professional final report shall include information on the progress of the research and related works, stage of fulfilment of its objectives and its results.

4.3 Financial interim report on the grant project

(1) The financial interim report contains information on the economic management of the provided targeted aid and on the achieved results for the period covered by the financial interim report.

(2) The financial interim report must be drawn up for every started calendar year of the grant project and the beneficiary is obliged to deliver it to the provider no later than the date listed on the website <http://www.gacr.cz>. Should the beneficiary, in completely exceptional cases, not be able to draw up and hand in a financial interim report by the stipulated deadline due to serious objective reasons, it shall be obliged to notify the provider in writing before the stipulated deadline and state the reason for which the financial interim report cannot be handed in by the proper date. The provider is entitled to decide to extend the deadline for delivering the financial interim report in question.

(3) After conversion, the financial interim report is to be filled out in English and is comprised of the forms: Section DA, Section DB – Breakdown, Section Justification of DB – Breakdown, Section DB – Personnel Costs and Section DC.

(4) **Section DA** contains the basic information on the beneficiary and investigator for the grant project. The form shall include the total approved costs and provided targeted aid in the given year and the requested targeted aid for the next year, in total for the grant project as a whole. If it is possible to include the project objectives in any priority areas (or sub-areas) of National priorities of oriented research, experimental development and innovations, applicant will state the corresponding area and sub-area (in accordance to their appropriate number).

(5) **Section DB – Breakdown** shall be filled out separately for the beneficiary and for other participant. This section shall include the data on the economic management of the beneficiary and other participant of the targeted aid provided in the given year and specification of the requirements for the next year of the grant project. The data shall be presented broken down by:

- (a) personnel costs as defined in Article 3.3.1 of this tender document;
- (b) investment costs as defined in Article 3.3.2 of this tender document;
- (c) material costs as defined in Article 3.3.3 of this tender document;
- (d) creation of a targeted aid fund as of 31 December of the current year on the basis of the Act on Universities and the Act on Public Research Institutions; the funds transferred into this fund as of 31 December of the year for which the financial interim report is being submitted shall be stated; the manner of future use of these funds shall be stated in the form Justification of DB – Breakdown;
- (e) expected costs for the following year of the grant project from other public sources not falling under the State budget, structured according to Government Order No. 397/2009 Coll.;
- (f) expected costs for the following year of the grant project from non-public sources, structured according to Government Order No. 397/2009 Coll.;
- (g) drawing from the targeted aid fund created as of 1 January of the current year based on the Act on Universities and the Act on Public Research Institutions; to be listed are funds drawn from this fund and spent on the grant project in the period from 1 January to 31 December of the year for which the interim report

is being submitted, including a detailed description of the incurred costs in the form Justification of DB – Breakdown.

(6) The total specified requirements for the next year of the grant project listed in the financial interim report may not exceed the total amount for the given year listed and approved under the agreement or decision on provision of targeted aid.

(7) **Section Justification of DB – Breakdown** shall contain the following (including indication of and justification for all modifications or shifts of items of provided targeted aid made over the past calendar year of the grant project in accordance with Article 5 of this Annex):

- (a) specification and detailed justification of the individual items of drawn targeted aid in the given project year, also providing data in the structure under letter b);
- (b) breakdown and detailed justification of the items of specified costs requested for the next year of the grant project, specifically:
 - 1. specification and justification of all personnel costs listed under Article 3.3.1. of this tender document for the individual persons that were spent in the past calendar year of the grant project, also listing the specified personnel costs for the next year of the grant project with regard to the scope of the workload of employees taking part in carrying out the grant project and the relevant number of employees;
 - 2. investment costs as defined in Article 3.3.2 (2) of this tender document;
 - 3. breakdown and justification of material costs listed under Article 3.3.3 (2) of this tender document;
 - 4. breakdown and justification of the travel costs listed in Article 3.3.3 (3) of this tender document that were spent in the past calendar year of the project, stating the exact date, persons, destination and purpose of the trip; for conferences and similar events, specific information on active participation is to be stated; furthermore justification and the amount for the specified travel costs for the next year of the grant project, stating the exact destination and purpose of the trip (e.g. at what conferences the investigator, co-investigator and collaborators are planning active participation in direct connection with the grant project); if support from international partners is subsequently requested over the course of the project, the travel budget and payment of costs for stays associated with the participation of the international worker shall be modified and the budget modification justified, with the original amount of overall costs for the given year having to be maintained;
 - 5. breakdown and justification of the material costs listed in Article 3.3.3. (4) and (5) of this tender document with particular regard to the description and justification of publication and editorial costs;
- (c) specification of the targeted aid fund (if one has been set up based on the Act on Universities or the Act on Public Research Institutions):

1. what part was transferred into the targeted aid fund, in what structure (i.e. according to Articles 3.3.1 through 3.3.3 of this tender document) and how it will be used in the following year;
2. a detailed breakdown of drawing from the targeted aid fund created in past years of the grant project

(8) Attached to the form Section DB – breakdown as integral parts thereof must be the following annexes:

- (a) a copy of a statement from the separate accounting records on targeted aid provided for the given grant project being carried out by the beneficiary (or other participant); this statement must include the following:
 1. the designation of the separate accounting records and registration number of the grant project;
 2. all revenue and costs realised in the given year as part of the grant project;
 3. for each item the date, amount in CZK, and purpose of the expenditure and classification of the item according to the accounting schedule of the beneficiary (other participant);
 4. the final balance (profit or loss) of the economic management of the targeted aid provided and potential revenue from the grant project as of 31 December of the given calendar year of the project;
- (b) copies of all contracts based on which payments of over CZK 500,000 were made to third parties over the course of the grant project to date, and copies of the accounting documents documenting performance of these contracts.

(9) The provider is entitled to request at any time copies of any documents related to the given grant project.

(10) **Section DB – Personnel Costs** shall be filled out separately for the beneficiary and for other participant. Drawing of funds in the year for which the financial interim report is being submitted shall be stated, along with the specified financial demands for the next year broken down as follows:

- (a) subsidy on the costs under Article 3.3.1 (5) (a) or (b) of this tender document, by name for the investigator, co-investigator and professional collaborators (for specified financial requirements see Article 2.1 (9) of this tender document); or potentially designation of the person as a student or postdoc;
- (b) the workload (average annual full-time equivalent) of the individual employees for which personnel costs under letter a) of this article were drawn;
- (c) the aggregate wages or salary according to Article 3.3.1 (5) (a) and of this tender document for the other collaborators and the amount of subsidy requested;
- (d) the aggregate workload (average annual full-time equivalent) of the other collaborators;
- (e) the breakdown of requirements for payment of agreements on work performed outside of employment according to Article 3.3.1 (5) (b) of this tender

document; the requirements for payment of agreements on work performed outside of employment; designation of a person as a student or postdoc.

(11) **Section DC** contains a summary of the interim results of the grant project broken down by the types defined in Annex 7 of this tender document, unless they were already applied as results in previous interim reports.

(12) Along with the financial interim report it is necessary to submit all output according to Article 4 (2) of this Annex that are the result of the past year of the grant project in electronic form in the application.

4.4 Professional interim report on the grant project

(1) Professional interim report contains information on the results of the project up to the date of the submission of the report which is to be filled out in English after 2.5 years of carrying out the project.

(2) The beneficiary is obliged to deliver professional interim report to the provider no later than the date listed on the website <http://www.gacr.cz> in section “úřední deska”.

(3) After conversion, the professional interim report is comprised of the two forms – Section PA and Section PC.

(4) Section PA contains basic information on the beneficiary, the investigator and the grant project. Should it be possible to assign the project objectives to any area (or sub-area) of National priorities of oriented research, experimental development and innovations, applicant shall choose the corresponding area and sub-area from the list.

(5) **Section PC** contains an analysis of the carrying out of the grant project and a summary of achieved results. Should there be any publications which are not solely results of the efforts of the EXPRO-team (i.e. there are co-authors from outside the team), the investigator shall evaluate the contribution of the EXPRO-team to such a result. Only results meeting the requirements of Article 4 (2) of this Annex are allowed to be listed as results of the grant project. Section PC is to be filled out in English and shall contain an information on fulfilment of the project objectives, i.e. description of:

- (a) the progress of work and the stage of fulfilment of outlined project objectives in comparison with the project proposal;
- (b) foreign cooperation;
- (c) the contribution of each individual team-member to carrying out the grant project and to its results, including involvement of students and postdocs;
- (d) evaluation of the existing results in regard to international excellency;
- (e) personnel, organizational and technical aspects of the process of setting the research team up along with the cooperation between the beneficiary and the investigator, the integration of the team into the organizational structure of the institution, and the cooperation of the beneficiary with the other participant.

(6) Along with the professional interim report, it is necessary to submit all the outputs according to Article 4 (2) of this Annex which are results of the respective grant project and which have not been submitted in any financial interim report yet in electronic form via the application.

4.5 Final report on the grant project

(1) The final report contains information on the results of the grant project for the whole implementation period. The final report is to be filled out in English one year after the completing of the project, i.e. after six years.

(2) The beneficiary is obliged to deliver the final report to the provider at latest by the day listed on the website <http://www.gacr.cz> in the “úřední deska” (notice board) section.

(3) If the agreement on provision of aid has been terminated by withdrawal from the agreement, notice of termination served or becomes invalid on other grounds, or if a decision on provision of aid is rescinded, the beneficiary shall be obliged to draw up a final report and deliver it by the deadline set by the provider. The other responsibilities of the beneficiary are not affected.

(4) Following conversion, the final report consists of the following forms: Section ZA, Section ZB – Sums, as well as Section ZC.

(5) **Section ZA** contains the basic information about the beneficiary, investigator and the grant project. If it is possible to include the project objectives in any priority areas (or sub-areas) of National priorities of oriented research, experimental development and innovations, applicant will state the corresponding area and sub-area (in accordance to their appropriate number).

(6) The first and second parts of form **Section ZB – Sums** contain the data on total approved costs and the amount of provided targeted aid drawn to carry out the relevant grant project structured according to the provision of Section 2 of Government Order No. 397/2009 Coll.

(7) **Section ZC** contains a breakdown of the carrying out of the grant project and an overall summary including the results achieved. The final report shall always include a complete account of all results of the grant project. In case of results which co-authors are persons outside the research team of the EXPRO project, the investigator assesses an involvement of the research team in the result's development. Only results that meet the requirements of Article 4 (2) of this Annex can be listed as results of the grant project. Section ZC is to be submitted in English and has to contain a description of the period objectives, i.e. the description of:

- (a) progress of work and fulfilling of the set objectives in the comparison with the plan set in the project's proposal including a short summary;
- (b) international cooperation;
- (c) share of individual members of the research team in solving and the results of the grant project, including the involvement of the students and the postdocs;
- (d) evaluation of the project's outputs on the international excellence level, listing of the five most important ones including how many times it was cited;
- (e) personnel, organisational and technical progress of the team building, cooperation of the beneficiary with the investigator and integration of the team in the organisational structure of the institution, cooperation of the beneficiary with the other participant;

- (f) submitted grant project in one of the main ERC grants (year of submission, title, drafter, abstract);

(8) Along with the final report, all outputs under Article 4 (2) of this Annex that are the results of the whole grant project period have to be submitted in electronic form in the application unless they have already been applied as results in the financial interim reports, or in the professional interim report.

(9) Along with the final report, a copy of the ERC grant proposal has to be submitted in the electronic form in the application.

4.6 Evaluation of the course of the grant project

(1) The evaluation of the course of the grant project is carried out either by the expert bodies of the provider – that is yearly on base of submitted financial interim reports – or after 2.5 years on base of the submitted professional interim report by the departmental committee under whose jurisdiction the grant project falls.

(2) The provider shall evaluate the procedure in carrying out the grant project based on the following main criteria:

- a) progress of work and fulfilling of outlined objectives in comparison with the plan laid out in the project proposal and with the expectations for overall temporal and material fulfilment of the task;
- b) how well the conducting of the project is secured in terms of expertise and personnel; involvement of students and postdocs;
- c) the use of the technical equipment and devices procured from the provided targeted aid;
- d) achievement of objectives and output in comparison with the plan laid out in the project proposal; the expectations for overall temporal and material fulfilment of the task;
- e) evaluation of the economic management thus far of targeted aid provided and potentially the proposed budget for the next period (assessed are drawing of allocated funds, effectiveness of their expenditure and compliance of their structure, proper justification of potential shifts or adjustments);
- f) personnel, organizational and technical aspects of the process of setting the research team up along with the cooperation between the beneficiary and the investigator, the integration of the team into the organizational structure of the institution, and the cooperation of the beneficiary with the other participant;
- g) assessment of results broken down by the types defined in Annex 7 of this tender document.

(3) If the prerequisites for continuation of the grant project have been met and the provider decides to continue to support the grant project, and if the conditions under Article 2 of this Annex have been met, the beneficiary shall be provided with targeted aid for another year of the project.

(4) Should the prerequisites for continuing with the grant project not have been met, the provider shall be entitled to give notice of termination on the agreement on provision of aid without a notice period or rescind the decision on provision of aid according to the

provisions listed in the agreement or decision and stop the project. Should the project be stopped (i.e. premature termination of the project on the part of the provider based on evaluation of the financial interim report or the professional interim report, and termination of the agreement by the provider), the project shall be evaluated as “unfulfilled” and no review may be requested.

(6) The provider is entitled, with regard to the course of the grant project to date or with regard to the results of inspections pursuant to the provision of Section 13 of Act No. 130/2002 Coll., to reduce the targeted aid; in concluding an addendum to the agreement on provision of targeted aid or issuing a decision that alters the original decision on provision of targeted aid, the procedure of Article 1 of this Annex shall be applied as applicable.

4.7 Evaluation of a completed grant project

(1) Evaluation of a completed grant project is conducted by the departmental committee under whose jurisdiction the grant project falls based on the final report, submitted 6 years after the carrying out of the project was commenced, and the results of the supervisory activity on the economic management of the targeted aid provided. Apart from the criteria pursuant to Article 4.5, para. (2) of this Annex, the departmental committee:

- (a) assesses whether the main goals of the project were achieved and the project was carried out to the purpose, and evaluates the course of work;
- (b) evaluates, whether the results achieved by the research (co-research) team or with its decisive contribution are outstanding, with decisive impact on further development of the given field, regarding their scope, quality and impact on the international scientific community;
- (c) decides, whether the condition of submitting an ERC grant project proposal is fulfilled, i.e. the ERC grant project proposal was submitted by a member of either the research or the co-research team in the course of the project or within a year after its finalization, and the parent organisation has to be established in the Czech Republic.

In the overall evaluation of the completed grant project, the expert committee also take into consideration compliance with the conditions for economic management of the provided targeted aid.

(2) The CSF board decides on overall evaluation of the grant project based on evaluations results of the departmental committee, recorded in the evaluation protocol. Each grant project is to be evaluated separately. A project shall always be graded “unfulfilled” regardless of the expert evaluation in any of the following cases:

- (a) any financial interim, professional interim or professional final report was delivered incomplete;
- (b) the provider withdrew from the agreement on provision of aid, gave notice of termination on the agreement on provision of aid or rescinded its decision on provision of aid in accordance with Article 4.5, para. (4) of this Annex;
- (c) the outlined objectives have not been achieved;

- (d) the quantity or the potential of the results of the project are neither excellent nor very good and the probability of a decisive impact on the given research field is negligible;
- (e) an ERC grant project proposal was not submitted by any member of the research or co-research team in the given time period, i.e. in the course of the project or within a year after its finalization.

(3) During the final evaluation of grant projects after their completion in accordance with the provision of Section 13 (4) of Act No. 130/2002 Coll., the provider assesses the achievement of the objectives laid out in the agreement or decision on provision of targeted aid, the project results achieved, and their relationship to the project objectives, and provides the data on such to the Information System for Research, Experimental Development and Innovation according to Government Order No. 397/2009 Coll.

5 Changes over the course of the grant project

(1) The beneficiary is not entitled to deviate from the state arising from the concluded agreement or issued decision on provision of targeted aid, including the approved project proposal, which is part of the agreement or decision. Any changes to the agreement or decision must be supported by a valid and effective addendum to the agreement or a new decision.

(2) Over the course of the grant project, changes can only occur to the originally approved project proposal in the following cases:

- (a) an adjustment of the approved costs or an adjustment to the amount of targeted aid provided;
- (b) a change of the other participant or co-investigator of the grant project;
- (c) a change of the beneficiary.

(3) A change of beneficiary (with the exception of a legal successor) or change of objective or subject of the grant project is not permitted.

(4) An increase in approved costs of up to 10% of the approved costs listed in the agreement or decision for the relevant year while maintaining the amount of aid provided and an associated reduction in the level of aid, shifts within the basic structural items (within the item of material costs or within the item of personnel costs) of the grant funds allocated to the beneficiary (or other participant) under Article 3 of this Annex, and changes in the team of professional collaborators comprising a change of the aggregate workload (FTE) of the team of at most 20% of the aggregate team workload (FTE) approved in the agreement while respecting the minimum workload (FTE) (see the provisions of Article 3.3.1 (4) of this tender document) and maintaining the professional quality of the team, with the exception of replacing the co-investigator or another participant, which is dealt with under Article 5.2 of this Annex, or replacing the investigator which is dealt with under Article 5.3 of this Annex, are possible without making a request and no addendum to the agreement or new decision on provision of aid is required. In the following financial interim report however, the beneficiary must justify these changes in the section Justification of DB – Breakdown. It must demonstrate that these changes or shifts were effective, economical and efficient and backed up by approved activities and that they meet the conditions for support listed under Act No.

130/2002 Coll. and in the tender document. Should the beneficiary fail to duly demonstrate the validity of the changes or shifts as per the previous sentence, the beneficiary shall have the right not to recognise them and bring to bear sanctions under the agreement or decision on provision of aid.

(5) The procedure laid down in para. (4) of this article may not be used to make a transfer, nor to request a transfer, into the item of additional (overhead) costs referred to in Article 3.3.3 (6) of this tender document.

(6) Transfers between items of the basic structure (between the item of material costs and the item of personnel costs) of the grant funds allocated to the beneficiary or other participant under Article 3 of this Annex – up to CZK 50,000 – are possible without a request and there is no need for an addendum to the agreement or new decision on provision of aid.

(7) In case of transfer of unused funds to the following years of the grant project or if the beneficiary or another participant is entitled to create a targeted aid fund, it shall use the provisions of para. (4) and (5) of this article as applicable when drawing from it.

5.2 Procedure for changing a grant project

(1) If a substantial change of circumstances concerning the grant project should occur that the provider could not foresee and which it did not cause, it shall offer the beneficiary a change to the amount of approved costs, a change to the amount of targeted aid or a change to the agreement on provision of aid or decision on provision of targeted aid in writing no later than 7 calendar days from the day when it learned of such a fact. The beneficiary shall reply to the proposal in writing within 60 calendar days of the day it received such an offer.

(2) If a substantial change of circumstances concerning the grant project should occur that the beneficiary could not foresee and which it did not cause, the beneficiary shall request from the provider a change of structure or amount of approved costs, a change of the amount of targeted aid, or a change of the agreement on provision of aid or decision on provision of targeted aid in writing no later than 7 calendar days of the day when it learned of such a fact, but also no later than 60 days before the end of the calendar year. The provider shall not however be obliged to accept or acquiesce to this change of structure or amount of approved costs or change in amount of targeted aid.

(3) Should the provider agree to the beneficiary's request submitted as per para. (2) of this article, it shall conclude with the beneficiary an addendum to the agreement on provision of targeted aid or issue a decision changing the decision on provision of targeted aid, in either case within 60 calendar days of the day it received such a request. Should the provider refuse the beneficiary's request under para. (2) of this article, it shall notify the beneficiary of this fact within 30 calendar days of the day it assessed the request with a written statement; no decision on the request is issued.

(4) A request for changes under the grant project must contain the following elements:

- (a) the identification information for the beneficiary, investigator (as well as the other participant and co-investigator if the change affects another participant) and the grant project in question including its registration number;
- (b) specification of the requested change;
- (c) a detailed description of the causes and justification for the requested change;

- (d) information about the period when the cause of the requested change occurred;
- (e) the signatures of the beneficiary or the person authorised to act on behalf of the beneficiary (as well as other participant if the change affects another participant).

5.3 Procedure for changing another participant or co-investigator

(1) Should the investigator be unable for some serious reason to continue in carrying out the grant project at the beneficiary's workplace specified in the agreement on provision of targeted aid or decision on provision of aid, the beneficiary shall request from the provider in a manner analogous to that under Article 5.1 of this Annex a termination of the project.

(2) In case of departure of the investigator onto maternity (parental) leave, the investigator may request a reduction of the workload (FTE) as per Article 5.1 of this Annex. In the request, the investigator shall state the expected duration of the maternity (parental) leave.

(3) Should the co-investigator be unable for some serious reason to continue in carrying out the grant project at the workplace of the other participant specified in the agreement on provision of targeted aid or decision on provision of aid, the following procedure shall be followed:

- (a) the beneficiary shall request from the provider a change in the grant project consisting of the designation of a new co-investigator in a manner similar to that under Article 5.1. of this Annex; the professional qualifications of the new co-investigator must be corroborated with curriculum vitae as when submitting a project proposal. As a rule, the project investigator and original co-investigator also attach a written statement to the beneficiary's request.
- (b) the beneficiary shall request from the provider in writing a transfer of the rights and obligations in carrying out the grant project to another participant, which is the new workplace of the co-investigator; this request must include as an integral part the written consent of the original other participant and the new proposed other participant with such a procedure, including their signatures, or the signatures of those authorised to act on their behalf in this matter; it is also necessary to demonstrate the professional qualifications of the proposed other participant as under Article 2.2 of this tender document.

(4) Should the provider grant the beneficiary's request under para. (3) (a) of this article, Article 5.1 (3) of this Annex shall be applied with the caveat that if the beneficiary rejects the proposed addendum to the agreement on provision of aid, the provider shall be entitled to terminate the agreement on provision of aid without notice. The same shall apply in the case of issuing a new decision on provision of aid.

(5) Should the provider grant the beneficiary's request under para. (3) (b) of this article, the rights and obligations for carrying out the grant project shall be transferred from the existing other participant to the new other participant through a special tripartite agreement between the beneficiary, the existing other participant and the new other participant. At the same time, an addendum to the agreement on provision of aid between the provider and beneficiary shall be concluded. Should the beneficiary reject the proposed addendum to the agreement on provision of aid, or the original or new other participant refuse

the proposed tripartite agreement on the transfer of rights and obligations for carrying out the grant project, the provider shall be entitled to terminate the agreement on provision of aid without notice. The same shall apply in the case of issuing a new decision on provision of aid. An integral part of the tripartite agreement between the beneficiary, existing other participant and new other participant shall be an agreement on the settlement of assets acquired from the grant funds over the course of the project to date concluded between the existing other participant and the new other participant. Should the current and new other participants not come to an agreement, the provider shall be entitled to terminate the agreement on provision of aid without notice.

5.4 Procedure for changing the beneficiary

(1) Should circumstances preventing the research team from carrying out the project with efficiency and from achieving appropriate results in beneficiary's workplace specified in the agreement on provision of targeted aid or in the decision on provision of aid occur, together, the current beneficiary, a new applicant and the investigator of the project may request a change of the beneficiary. In addition to all substantial requirements defined in the model request for changing the beneficiary (see Annex 8 of this tender document), the request for changing the beneficiary shall contain the following:

- (a) detailed justification of all relevant facts that are considered grounds for the conclusion that to continue carrying out the project on the current workplace would be neither effective nor efficient;
- (b) breakdown of the drawn and the remaining approved costs for the carrying out the project in accordance to the articles II., III. and IV. of Annex 8 of this tender document;
- (c) interim financial statement of the project to the date of the change request submission;
- (d) the distribution of the drawn and the remaining approved costs for the carrying out the project and the manner of their mutual settlement in accordance to the article V., VI. and VII. of Annex 8 of this tender document;
- (e) a description of personnel, organisational, and technical arrangements ensuring the continuity of works and fulfilment of partial goals in the institute or workplace, respectively, provided by the new beneficiary once the change has taken place;
- (f) project results credited in favour of the current beneficiary, results remaining to be applied by the new beneficiary and the manner of their mutual settlement;
- (g) a proposal for mutual settlement between the current beneficiary and a new applicant covering – besides other affairs – assets procured from approved costs of the project and all property rights, including those to the results of the research, originated in the course of the project;
- (h) a demonstration of the new applicant's eligibility;
- (i) an agreement on handing the contract of provision of targeted aid over; in this agreement, a suspensive condition has to be included so as the agreement comes into force upon the approval of the request for change.

(2) By a change of beneficiary, the contractual relation created by the agreement or the decision on provision of aid may not be changed.

(3) The purpose of the approval process of a change of the beneficiary shall primarily be to verify the fulfilment of legal requirements on eligibility of a new applicant in the same manner as in public tender, i.e. new applicant must demonstrate full eligibility in accordance with the provisions of Section 18 (2) of Act No. 130/2002 Coll.

(4) In the next step it shall be verified, whether the new applicant has the ability to provide equal or better institutional and technical base for the investigator and his team. The new applicant is obliged to demonstrate that if he had been the applicant in the original public tender, the place of the project in the order of all approved projects would have been equal or better. For this purpose, the CSF board shall request the view of the main rapporteur of the project.

(5) The CSF board shall assess the request and decide without undue delay. To this point, the CSF board is entitled to request fulfilment of additional conditions or delivery of additional documents.

(6) Should the provider approve the request submitted as per para. (1) of this article, the new applicant takes over the legal status of the current beneficiary on the basis of a handover of the contract of provision of aid pursuant to the provision of Section 1895 and Act No. 89/2012 Coll., the Civil Code, as amended. In analogous manner, a new decision on provision of aid shall be issued.

(7) Should the provider not approve the request submitted as per para. (1) of this article, it shall be entitled to terminate the agreement on provision of aid without notice.

Annex 6 – Announcement of a Public Tender

Czech Republic - The Czech Science Foundation

of registered office Evropská 2589/33b, 160 00 Prague 6, Reg. No.: 48549037 (hereinafter "**CSF**"), in accordance with Act No. 130/2002 Coll., on Support for Research, Experimental Development and Innovation from Public Funds and on the Amendment to Certain Related Acts (the Research and Development Act), as amended, (hereinafter the "**Act**") and Act No. 89/2012 Coll., the Civil Code, as amended and the other generally binding legislation hereby

d e c l a r e s

a public tender in research, development and innovation for the support of Basic Research Grant Projects EXPRO (hereinafter "**Public Tender**").

Conditions of the Public Tender:

1. This Public Tender is declared for the support of **grant projects of excellence in basic research group EXPRO**, i.e. projects of basic research whose goal is to create favourable circumstances for development of excellent research, to set the standards of excellent science, to help to overcome barriers limiting the success rate of ERC project proposals, and to provide an opportunity to obtain valuable knowledge and experience for those interested in submitting highly prestigious European grant projects. Results of a successfully carried out EXPRO grant project is an ERC project proposal.
2. The expected duration of grant projects of excellence in basic research group EXPRO is five years with an expected start date of **1 January 2019**.
3. Applicants that meet all the conditions laid down by the generally binding legislation and conditions set out in the tender document may submit proposals for grant projects of excellence in basic research group EXPRO whose objectives and manner in **basic research** are stipulated by the applicant itself (hereinafter "**Project Proposal**") in the following fields:
 - a. **Mathematics and Physics 1**
 - b. **Physics 2**
 - c. **Chemistry**
 - d. **Medical sciences**
 - e. **Biological and agricultural sciences**
 - f. **Social sciences**
 - g. **Humanities**
 - h. **Technical sciences, computer sciences**
4. The applicant demonstrates **eligibility** to carry out the proposed project as required under the Provision 18 (2) a) through i) of the Act when submitting the Project Proposal, stating the professional abilities of the investigator – excellent researcher, their creative benefit in the scientific field under which the proposed project falls, and their scientific results to date. The CSF shall assess it with regard to the nature of the given grant project in view of the content of the Project Proposal according to the criteria listed under point 5. The applicant shall furthermore demonstrate eligibility according to the provisions of Section 18 of the Act.
5. The **evaluation criteria** for the Project Proposals are: the originality, quality and breakthrough ideas of the proposed grant project, the capability and qualifications of

the drafter and potential co-drafter and their professional collaborators to carry out the grant project and the ability of the drafter and co-drafter to carry out the grant project with regard to their technical and institutional. The assessment of Project Proposals is carried out by departmental committees according to the Act and CSF statute.

6. Detailed background documents and information necessary for processing and submission of the Project Proposals, the conditions for applicant eligibility, requirements for documenting eligibility and the method for evaluating Project Proposals are described in more detail in the **tender document**. The tender document will be published on the first day of the tender period on the provider's website <http://www.gacr.cz/>.
7. The **tender period** starts on the day following the day the Public Tender is announced in the Commercial Bulletin and

ends 28 June 2018.

8. The project proposal **forms** are available exclusively on the CSF website at <http://www.gacr.cz/> in the online internet application created by the CSF for this purpose (hereinafter the "**Application**"). The Project Proposal must be filled out in it and converted into PDF format in accordance with the instructions contained in the application.
9. The **Project Proposal** including annexes must be submitted to the CSF via the data mailbox information system by the last day of the tender period at the latest.
10. The **evaluation period** begins **29 June 2018** and ends **28 November 2018**.
11. **Name and registered address of the Provider**, telephone number and electronic address:

Czech Science Foundation

Evropská 2589/33b, 160 00 Prague 6

Tel. no./fax: +420 227 088 841

E-mail: info@gacr.cz

CSF website: <http://www.gacr.cz/>

The **results of the Public Tender** will be announced by the end of the evaluation period at the CSF website <http://www.gacr.cz/>. The CSF will subsequently notify each applicant on whether or not a grant has been awarded.

Annex 7 – Definition of Results

6.1 J type – article in a specialist periodical

A professional peer-reviewed article shall mean original or review article published in a specialist periodical (journal) regardless the location of the publisher presenting original research results achieved by the author by a team of which the author was part affiliated to a Czech research organisation. The text is comprehensive, structured as adequate for a scientific study according to the demands of the editorial board (generally summary, introduction, material and method, results, discussion, conclusion, bibliography), following appropriate citation rules and if needed, including notes. Such a text is usually listed as an original or as a review article.

A specialist periodical shall mean a peer-reviewed scientific journal with a scientific editorial board which is – or was – issued periodically, an ISSN (e-ISSN) is assigned to it, and is published either in print, electronically (including online), or in both forms.

Peer-reviewed professional articles in specialist journals are divided into following categories:

- **Jimp** – an original/review article in a periodical included in the Web of Science database of the Thomson Reuters Company (hereinafter “WoS”) indicated as either Article, Review, or Letter;
- **Jsc** – an original/review article in a source included in the SCOPUS database of the Elsevier company, which is not registered in WoS indicated as either Article, Review, or Letter;
- **Jost** – an original/review article in a peer-reviewed scientific journal (meets the criteria for J type result), which is not included in any of the above listed databases. A list of non-impacted reviewed periodicals shall not be used.

As a specialist periodical (journal) shall not be considered:

- a periodical having neither ISSN nor e-ISSN;
- a periodical or extraordinary periodical issued parallel with both ISSN and ISBN, i.e. issued as a book (this is often the case of conference proceedings registered in WoS or Scopus – these results are of the D type);
- a non-reviewed periodical or a periodical reviewed under non-published conditions;
- a periodical with the character of daily press or newspapers, both ordinary and professional, including various thematically focused popular science supplements;
- popular science magazines intended for general audience;
- popularising professional periodicals intended for broader scholarly audience issued for example in order to promote and popularise the science by professional societies or research institutions;
- a periodical issued by a trade union, political party, club or association, and so on;
- a periodical issued by a commercial company;
- a form, a bulletin, a report;
- a special issue of a journal publishing conference papers.

As a peer reviewed article shall not be considered:

- a reprint, an abstract, extended abstracts (e.g. at a conference) etc., even those published in a specialist periodical, and furthermore articles of an informative or popularizing nature regarding research results;
- editorial material, corrections, reviews, researches or summaries, even those published in a specialist periodical;
- article of the “preprint” type, i.e. a version of an article published prior to the review process;
- an article of Jost type of less than 2 pages of text, i.e. not counting charts, map annexes, pictures, tables and advertisements.

6.2 B type – Specialist book

A specialist book presents original research results achieved by the author of the book or a team of which the author was part. A book is a non-periodical specialist publication of at least 50 printed pages of text, i.e. not counting photographs, pictures, maps and similar annexes, issued in print or in electronic form and reviewed by at least one renowned expert on the appropriate field (the reviewer shall not be from author’s workplace. In such a book, a clearly defined issue of a certain research field is discussed, including a formulation of an identifiable and scientifically recognised methodology (explicitly formulated methodological foundations and/or formulation of a new methodology based on the current theoretical research in the given field). The formal attributes of a specialist book are references to literature, bibliography, summary in at least one world language, source bibliography, and if appropriate, notes.

To a book, an ISBN or ISMN is assigned. The writing is done by a single team of authors (the of the share of individual team members is variable), even if individual chapters have separate authorship. A specialist book is for example a monograph, scientifically composed encyclopaedia or lexicon, critical edition of a source, of translation of complex philosophical, historical or philological texts supplemented by a study, or of artistic (musical, visual arts etc.) materials supplemented by a study, scientifically commented and compiled language dictionary or a specialist explanatory dictionary, critical catalogue of an exhibition etc., if they meet the formal criteria listed above.

In case of a multi-volume scientific monograph, it shall be possible to register each volume in RIV and that under the conditions, that each single volume meets the criteria listed above and was published as a separate publication with its own ISBN. Should a specialist book be registered in RIV as a B-type result, the same submitter may not register any of its chapters as a C-type result.

As a specialist book shall not be considered:

- a publication having neither ISBN nor ISMN;
- a textbook;
- expert report and assessments, clinical studies, designs, translations, handbooks, informational and promotional publications, almanacs (with the exception of those, which meet the criteria for a specialist book), annual or other periodic reports;
- an ordinary dictionary;
- printed or electronically published set of research papers, purpose-issued sets of specialist papers (e.g. within one workplace);

- a methodological handbook, catalogue, norms;
- proceedings (individual contributions in proceedings are D-type results);
- fiction, popular science literature, travelogues, theatre play scripts;
- selected bibliographies, annual reports, speeches, news reports, sets of student competition papers, touristic guides;
- commercial translations;
- memoirs, information materials, popularising monographs, biographies, autobiographies, purpose-issued final reports of grants or projects.

Is the book published in the Czech Republic, an obligatory issued has to be registered in the Czech National Library. The verification of B-type results published abroad shall be a link to Digital Object Identifier (DOI) or Open Access (OA), or it should be possible to look such a book up in an internationally recognized catalogue, or by presenting a physical exemplar.

6.3 C – Chapter in a specialist book

A chapter in a specialist book (if the book fulfils the criteria for a B-type result) shall be applied in the case that the book has only an editor or should the author be listed as a co-author (albeit with a minor share in the content) of the book as a whole (front page, reverse front page) and is a member of the team of authors with clearly distinguished main authors. However, there has to be a single author or a team of authors listed to the chapter.

If the specialist book is classified as a B-type result in RIV, its chapters cannot be classified as a C-type result in the case the submitter is the same.

6.4 D – Article in proceeding registered in the Scopus database or in the Web of Science Conference Proceedings Citation database

An article in proceeding presents original research results achieved by the author of the book or a team of which the author was part. The article has the usual structure of a scientific work following appropriate citation rules (not an abstract or an extended abstract) and is published in proceedings.

Proceedings shall mean a peer reviewed non-periodic publication issued in the context of a conference, seminar or symposium, which contains independent theses by various authors, usually having a common element or related topics, and has assigned an ISBN or ISSN code, or both.

An “Article in proceeding” is an article of at least 2 pages of text, where photographs, charts, map annexes, pictures, tables and adverts are not counted towards the size. of text, i.e. not counting photographs, pictures, maps and similar annexes.

As an article in proceedings shall be considered an article included in:

- in the SCOPUS database as a Book Series or Conference Proceedings source and has an ISBN or an ISSN code, or both;
- in the Web of Science Conference Proceedings Citation Index database and has an ISBN or an ISSN code, or both;
- as an article in a special issue of a periodical registered in one of the above listed databases, which is dedicated to publishing conference papers.

As an article in proceedings shall not be considered:

- occasionally published sets of specialist papers (e.g. within one workplace, anniversary, annual conferences);
- collected and published abstracts or extended abstracts;
- articles published elsewhere etc.