

# INTERNAL NORMS

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Contents: **Directive of the Academy Council of the CAS on subsidy for research and mobility support of starting researchers**

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Handled: Science Support Division  
of the Head Office of the CAS  
Kateřina Křížová  
tel.: +420 221 403 415  
e-mail: [krizova@kav.cas.cz](mailto:krizova@kav.cas.cz)

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In order to support the development of the collaboration of the institutes of the Czech Academy of Sciences (hereinafter only “institute”) with important foreign host research institutions (hereinafter only “host research institution”) and enable starting researchers to resolve an independent research project in collaboration with host research institution (hereinafter only “project”), the Academy Council of the Czech Academy of Sciences (hereinafter only “CAS”) issues this directive for the Programme for Research and Mobility Support of Starting Researchers:

### § 1

#### **Subsidy in support of the implementation of the project**

- (1) The subsidy in support of the implementation of the project (hereinafter only “subsidy”) is at most CZK 1 million for one project. The subsidy can be used to cover these costs:
  - a) material costs to a total amount of CZK 280,000,
  - b) services (including participation fees for conferences and publication costs) to a total amount of CZK 120,000,
  - c) travel costs of the foreign stay at host research institution (at most 2x return journey in a divided stay or a stay at two host research institutions) and

travel and living costs for the presentation of the project results at conferences to a total amount of CZK 120,000,

- d) living costs of a foreign stay at two host research institutions at most (meals, accommodation, local transport, health insurance) to a total amount of CZK 480,000.
- (2) It is not possible to cover the investment expenditures of the institute or the personnel costs from the subsidy.

## § 2

### **Conditions of provision of a subsidy**

- (1) The investigator of the project can only be a researcher, who for the purposes of this directive is understood to be a university-educated research worker:
- a) who at the time of the commencement of the project's implementation holds the academic title of "Doctor" (in short "Ph.D.") or its equivalent,
  - b) the length of the research experience from the granting of the above-mentioned degree or its equivalent at the time of the submission of the application is no longer than 36 months (the length of experience does not count drawing maternity or parental leave, sick leave of longer than 90 days and obligatory military service),
  - c) for the entire duration of the project's implementation, the work relationship to the institute remains to the extent of full-time employment; to the extent of a reduced workload, at least half-time, if it is the only employment and care for a dependent child continues at the same time,
  - d) for the entire duration of the project's implementation, the institute provides a salary to him/her.
- (2) The subsidy can be granted to a researcher only once.
- (3) The project must fulfil the following conditions:
- a) the period of implementation is at least 12 and at most 24 months,
  - b) a component of the project is a foreign stay at a host research institution of at least 6 months in length for the purpose of implementing research tasks, which are the subject of the project; if the research activity requires it, the stay can be divided between two host research institutions, in such a case, the stay at one of the host research institutions must last at least two months, but all together at least six months at the two host research institutions.

## § 3

### **Application for a subsidy**

- (1) The application for a subsidy (hereinafter only "application") is submitted by the director of the institute after discussion in the board of the institute. The application is submitted to the Science Support Division of the Head Office of the CAS.
- (2) The application must contain particularly:
- a) basic data on the researcher including a professional CV,

- b) project and duration of project,
  - c) financial costs of the project,
  - d) information on the host research institution and its consent with the acceptance and support of the researcher at the time of the foreign stay.
- (3) The call for the submission of applications will be published on the internal website of the CAS and the institute is also informed on the call by a letter of the member of the Academy Council of the CAS responsible for coordination of the conception of international collaboration.

#### § 4

##### **Approval of the subsidy**

- (1) The application is judged by the Council of the Programme for Research and Mobility Support of Starting Researchers (hereinafter only "Council"), the members of which are appointed by the Academy Council of the CAS. The application is evaluated based on these assessment criteria:
- a) quality of the project,
  - b) quality of the professional CV and scientific activities of the researcher,
  - c) expected research contribution of the researcher and the project for the institute,
  - d) probability of the establishment of international collaboration of a longer-term character,
  - e) good reputation of the host research institute in relation to the project,
  - f) adequacy of the financial costs.
- (2) The Council will set two referees for judging each application according to the criteria listed in subsection 1. The Council will decide after judging the application whether it will recommend or not recommend granting the subsidy.
- (3) Provision of the subsidy is approved by the Academy Council of the CAS at the proposal of the Council.
- (4) The decision to provide a subsidy is announced in writing to the director of the institute by the member of the Academy Council of the CAS responsible for coordination of the conception of international collaboration. The assessments of the referees along with the statement of the Council will subsequently be made accessible to the director of the institute within the information system of the Head Office of the CAS.

#### § 5

##### **Provision and spending of the subsidy**

- (1) The subsidy is provided in the form of a one-off transfer of financial means into the budget of the institute. Financial means are provided for one calendar year. In the case that the duration of the project is longer than one year, a subsidy for the next calendar year is provided only after the control and confirmation of the periodic report by the Council.

- (2) The subsidy cannot be transferred to the fund of targeted means.<sup>1</sup>
- (3) The subsidy cannot be transferred to a host research institute. The project cannot be transferred to another institute and another researcher.
- (4) In the course of the project's implementation, it is possible in the calendar year to move parts of the subsidy in the categories of eligible costs up to the amount of CZK 50,000. The move made must be properly justified in the periodic or final report. The director of the institute must request the Council for a transfer over CZK 50,000 and properly justify the request.

## § 6

### **Return of the subsidy or its parts**

- (1) The director of the institute will provide no later than 1 November of the calendar year in which the subsidy is spent information to the Council on the possible incomplete spending of the subsidy or its parts and the amount of the returned financial means. The Council without unnecessary delay will inform the Division of Economics of the Head Office of the CAS of these facts.
- (2) The Academy Council of the CAS can decide on the return of a subsidy or its part at the proposal of the Council:
  - a) based on an announcement by the director of the institute, or along with the statement of the researcher, of a substantial change in the implementation of the project, particularly if:
    1. the implementation of the project was not begun,
    2. the researcher does not fulfil the work plan, or is only insufficient in its fulfilment,
  - b) the subsidy was not used according to the stipulated regulations or for the stipulated purposes.

## § 7

### **Reports on the project implementation**

- (1) The director of the institute will submit a periodic report for each calendar year of the project's implementation by the end of January of the following year. The components of the periodic report are the financial statement, information on the project's implementation in the given year, a list of the results and outputs of the project, the work plan and financial plan of spending the financial means in the following year of the project's implementation.
- (2) The director of the institute will submit a final report within 30 calendar days of the conclusion of the project. The final report must contain particularly a financial statement, information on the project's implementation in the final year, an appraisal of the collaboration with the host research institute, description of the benefits of the project for the researcher and for the institute and list of the results and outputs of the project. In the case that the project is completed in the first quarter of the calendar year, the periodic report of the previous calendar year is not submitted.

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<sup>1</sup> § 26 Subsection 2 of the Act Nr. 341/2005 Coll., on public research institutions.

- (3) Within 12–15 months of the conclusion of the project, the director of the institute will submit a report on the benefits of the project for the institute, a component of which is also an updated synopsis of the results and outputs of the project.
- (4) The Council will evaluate the periodic and final reports particularly according to the following criteria:
  - a) quality of the results and outputs achieved,
  - b) fulfilment of the project's objectives,
  - c) spending the subsidy.

## § 8

### **Final provisions**

- (1) The applications, evaluation forms, periodic reports, final reports, report evaluations and the reports on the benefits of the project for the institute will be processed and submitted through forms within the information system of the Head Office of the CAS.
- (2) The researcher and the institute are obliged to present in all of the outputs, which arise in the project's implementation, the CAS and number of the project. The institute must announce the publication results and other relevant outputs created within the project in the database of the scientific outputs of the CAS (ASEP).
- (3) The Council will decide on a possible delay of the commencement of the project, its suspension or extension based on a justified request by the director of the institute. The request for an extension of the duration of the project must be submitted at least three months before the end of the project. An extension of the duration of the project does not provide a foundation for a claim for the provision of an additional subsidy.

## § 9

### **Effect**

This directive was approved by the Academy Council of the CAS on 10 May 2016 and comes into effect on 16 May 2016.

prof. Ing. Jiří Drahoš, DrSc., dr. h. c.  
President of the CAS