

Questionnaire – 1. Statistical Section

In this section, list the quantitative data on the cooperation of the workplace with higher education institutions (HEIs): scientific education of undergraduate and postgraduate students, pedagogical activities of the employees, education of secondary-school students and cooperation of the workplace with HEIs in research (Chapter 1.1. *Researchers*), international scientific cooperation (Chapter 1.2), on the number of patents, inventions, utility models, licensing agreements concluded and trademarks (Chapter 1.3). In Chapter 1.4, list the name, address and director of a detached workplace.

You can find more detailed instructions by clicking on the icons on individual bookmarks. If a phenomenon does not appear, fill in a “0”; if you do not monitor a phenomenon, leave the relevant section blank.

Possible questions on the filling in of Chapter 1.3 Inventions will be answered by Ing. Nikola Minks, Legal Section of the Centre for Administration and Operations of the AS CR; Patent and Licensing Services, tel.: 221 403 355, email: minks@ssc.cas.cz.

Questionnaire – 2. Description of the Activities (Text Section)

2.1 Scientific Activities

2.1.1 Brief Characteristics of the Scientific Activity of the Workplace

Describe briefly and concisely (in Czech and English), the scientific activities of your workplace in 2013.

2.1.2 Enumeration of the Most Important Results of the Scientific Activity

Select the five most important results of your workplace that have been published or have been accepted for publication. Write a brief annotation in Czech and in English for each result and list the most significant publication supporting the result. (If you wish so, you may add further very important results below. If these results are among the most important ones, include their annotation.)

Please order the scientific activity results from the most important to the least important. You can change the order by dragging the line with the result to a new position.

Write the name of the result as well as the actual description of the result both in Czech and English. The result description (a maximum length of 500 characters) must clearly explain the scientific or social contribution of the new knowledge and place in the context of global research in the given field or direction of research. **The text must be comprehensible also for the general public; use specialized terminology adequately with regard to the reader of the annual report, with the minimal usage of foreign words.** The result achieved has to be within the bounds of possibility aptly illustrated (photographs, graphs, diagrams). List the illustrations according to the instructions above. With the given result, also list the name of the

contact person with whom the wording of the annotation and English text will be clarified if necessary.

Data on the Most Important Publications

The application is linked with the ASEP database, which is updated every day in the early morning. This makes it possible to search for publications based on a part of the title or the author's name. The publications have been loaded since 2012. It is also possible to perform a search by an ASEP record number. If a record cannot be found (the publication has not been published in the ASEP, it has only been accepted for printing etc.), it may be entered manually according to the following models:

Hanousek, J. – Kočenda, E. – Švejnar, J.: Origin and concentration: corporate ownership, control and performance in firms after privatization. *Economics of Transition*. Vol. 15, No. 1 (2007), pp. 1–31.

Mráz, M.: Smyslové vnímání a čas v Aristotelově filosofii. Praha: Filosofia, 2001. 63 p.

Domlátil, J. – Brožek, V. – Huber, Š. – Hlína, M. – Hrabovský, M.: Degradace ve vodě rozpustných organických látek v plazmovém generátoru. *Odpadové fórum 2008 – proceedings of lectures*. Praha: IT Design Praha, UTAX Praha, 2008. pp. 3276–80.

Semotanová, E.: Barokní krajina globálním tématem historické geografie. *Inter laurum et olivam*. Praha: Karolinum, 2007 – (Šouša, J.; Ebelová, I.) pp. 343–53.

Semotanová, E. – Jakešová, H. – Drápela, M. V. – Grim, T. - Hýbl, F.: *Mapy Moravy ze 16. –18. století*. Přerov: Muzeum Komenského v Přerově, 2003. CD-ROM.

Mahdian, B. – Saic, S.: Detection of Copy-Move Forgery Using a Method Based on Blur Moment Invariants. *Forensic Science International*. – Elsevier, in print.

2.1.3 Domestic and Foreign Awards of the Employees of the Workplace

Provide a list of the employees (full name and degree) who have received an award (honors, medals, prizes, honorary doctorates, etc.), the name of the award, award-winning work and the entity that granted the award.

2.1.4 Further Specific Information on the Workplace

List the information concerning changes in the structure of the workplace, research focus etc. related to the results of the evaluation of the research and professional activities of the workplace in the last period.

3. Educational Activity

2.2.1 Participation of the Workplace in Tertiary Education (Realization of Baccalaureate, Magisterial and Doctoral Study Programs)

With all types of study programs, list the name of the program and add all the information required and any other that you consider important. In the drop-down menu, select the type of study program, then tick the type of instruction (e.g. lecture, exercise, guiding work). You may specify the method of involvement in the item “Other”.

2.2.2 Organization of Practical Courses

List practical courses for undergraduate and postgraduate students organized by the workplace (outside regular instruction at the HEI within baccalaureate, magisterial and doctoral programs). Always list the name of the course, the description (or the objective) of the course, its place and date, the duration of the course (in days), the number of the participants in the course, of whom foreign, the number of teachers from the workplace, and further complementary information (if you wish so).

2.2.3 Participation of the Workplace in Secondary Education (Secondary-School Instruction)

Fill in all the information required. In the item “*Event*”, list the name of the activity; then fill in the name of the organizer or the school; in the line “*Activity description*”, specify the type of activity (e.g. a lecture, guiding work, evaluation activity, organization/co-organization of a competition etc.).

2.2.4 Education of the Public

Fill in all the information required. In the line “*Event*”, list the name of the activity; then fill in the name of the organizer or the school; in the line “*Activity description*”, specify whether it was a lecture, educational course, program in the media etc.

2.2.5 List of the Titles Published at the Workplace

List non-periodical titles and below it periodicals (professional journals issued by the workplace). In the case of non-periodical titles, list only the most important ones including the number of pages and the ISBN; in the first place, list the one that you consider as the most important. List published books according to the model:

Katuščák, P. (ed.) – Zemčík, P.: Czech Republic: the beginning of fiscal reform. Prague. 65 p. ISBN 978-80-7343-146-4

Meloun, M. – Militký, J.: Kompendium statistického zpracování dat. 970 p. (issued with the authors’ financial participation) ISBN 80-200-1396-2

Horák, J.: Matematické modelování v problémech klimatu. 246 p. (issued with the financial support of the AS CR) ISBN-200-1372-5

Vlček, R. (ed.): Slovanské historické studie, Vol. 31, 216 p. ISBN 80-7286-100-X

2.3 Practical Activity

List the most important results of cooperation with the entrepreneurial sphere, state and public administration and other organizations. List the results by importance.

2.3.1 Results of Cooperation with the Entrepreneurial Sphere and Other Organizations Acquired by Project Resolution

List the most important results; in the first place, put those that you consider as the weightiest. Describe the result achieved. In the line "*Application*", list the application of the result or also the citation of the publication. Furthermore, include the name of the project/program to which the result achieved is related, the name of the financial support provider and partner organization.

2.3.2 Results of Cooperation with the Entrepreneurial Sphere and Other Organizations Acquired Based on Business Contracts

List the most important results; in the first place, put those that you consider as the weightiest. Describe the results achieved in the line "*Annotation*". In the line "*Application*", specify its use and list the citation of the result if applicable.

2.3.3 Companies Created on the Basis of the Results of the Activity of the Workplace in the Area of Applied Research

Besides the name of the company and the reason for its establishment, list also the category of the new company (e.g. a.s., s.r.o.) and describe its activity.

2.3.4 Significant Patents, Utility Models, Inventions, Licensing Agreements, Trademarks

Beginning with the most important, list name of the patent (in Czech and English), the category, the description in Czech and in English as well as the number under which it is registered. Also list the area of possible usage below.

2.3.5 Results of Cooperation with the State and Public Administration

Describe the result and list the area of its application and the user, or commissioner. The order of the results given should reflect their importance.

2.3.6 Professional Expert Opinions Elaborated in Writing for State Bodies, Institutions and Entrepreneurial Entities

List the required data for the most important expert opinions; in the first place, put the one that you consider as the most important. List the total number of expert opinions.

2.3.7 Integration into Monitoring Networks

List the object monitored (in Czech and English), the name of the network (in Czech and English) and its provider. Justify the integration of the workplace in the monitoring and also the program in which the monitoring is taking place if applicable.

2.4 International Cooperation of the Workplace

List the information on the important international scientific cooperation projects of the workplace.

2.4.1 Projects of EU Community Programs

List projects of community programs (Framework Programs including Euratom, Culture 2007, Media 2007, Galileo, CIP, Grundtvig, Leonardo, etc.) and projects of individual directorates of the European Commission (EC). Do not include international multilateral and bilateral programs and programs of the COST, EUREKA or KONTAKT type (see the following subchapter). In the drop-down menu, select the type of the framework program of the EC, then list the project name, its acronym, coordinator (institution, country), the name of the investigator from the workplace responsible for the project, the year of completion and an estimate of the amount allotted to your workplace per year.

2.4.2 An overview of the International Projects that the Workplace is Resolving in the Framework of International Scientific Programs

Provide an overview of the international projects resolved within international scientific programs outside the EU framework programs (e.g. ESF, NATO, SRP, UNESCO, EUREKA, COST or KONTAKT, INGO and others). In the drop-down menu, select the type of international cooperation. List the name of the umbrella organization (its abbreviation), the name of the program and project (in Czech and English). (Do not mention the common grants resolved on the basis of bilateral inter-academic agreements, like CNRS, CNR, DFG etc.) Besides the coordinator and investigator (in Czech and English), list also the number of co-investigators. If necessary, specify the cooperation in the line “*Type of Activity*”.

2.4.3 Events with International Participation Which Were Organized by the Workplace or in Which It Appeared as the Co-Organizer

List the name of the event and the main organizer of the event in Czech and English and the number of the participants in total as well as the number of the foreign participants among them. If it was a congress or a conference of exceptional importance, or a remarkable result presented, mark it in bold (you may also mention the importance of the event in parentheses).

2.4.4 List of the Names of the Most Significant Foreign Scientists Who Visited the Workplace of the ASCR

These include eminent researchers in the given field, laureates of significant international awards etc. List the full name of the researcher along with his/her degree, the name of his/her workplace, country, field (as well as prominence if you wish).

2.4.5 Current Inter-Institute Bilateral Agreements

List the agreements which are fully financed by the workplace and are not connected with international cooperation within bilateral inter-academic agreements. Always include the name of the cooperating institution and the theme of cooperation.

2.5. Popularization Activities

List the significant promotional activities of the workplace (exhibitions, events within and Technology Week etc.) that the workplace organized itself or co-organized. Order the activities from the most important to the least important. Always include the name of the event, description, co-organizer, the place and date of the event.

2.6 Further Illustrations

Provide other illustrations and visual materials. For each of the illustrations, provide the data required as mentioned above. In the drop-down menu, select the topic of the illustration, the name of the illustration (in Czech and English) and the description of the illustration (in Czech and English).