



ÚOCHB <sup>AV</sup>  
IOCB PRAGUE

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**CSF - the Czech Science Foundation**

# **Calls for STANDARD/JUNIOR PROJECTS(2019)**

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# deadlines& guidelines, links

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- CSF deadline: **April, 11<sup>th</sup> 2018** (the evaluation period ends on November, 28<sup>th</sup> 2018)
  - internal deadline: **April, 4<sup>th</sup> 2018**
  - project duration 2/3 years
  - tender documentation <https://gacr.cz/zadavaci-dokumentace/>
  - GRIS application (from the website <https://gacr.cz> top right corner]  
<https://cas.gris.cz/cas/login?service=https%3A%2F%2Fwww.gris.cz%2Fapex%2Ff%3Fp%3D103>
  - FAQ <https://gacr.cz/faq/>
  - GRIS guidelines [https://gacr.cz/wp-content/uploads/files/gris\\_uzivatelska\\_dokumentace\\_v1.6.pdf](https://gacr.cz/wp-content/uploads/files/gris_uzivatelska_dokumentace_v1.6.pdf)
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**Declaration on honour** – ensure the Grant Office for IOCB as a whole

Only the following documents may be annexes to the proposal (**GRIS application**):

- copies of the special authorisations as per special legislation,
  - a list of the foreign workplaces to which it would not be suitable to send the project proposal for assessment,
  - offer and identification of supplier, if project proposal requires a supply from a single supplier over CZK 500 000 over the whole duration of the grant,
  - power of attorney /submission via the data mailbox/
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## part C1, CV (part D1)

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### C1 (in English only)

- file created outside the application, in pdf format,
- max. 10 pages, 6 MB,
- font size 11 with a single spacing
- prescribed structure, please see page 11 of the tender documentation

### D1 (in English only)

- file created outside the application, in pdf format,
  - max. 2 pages, 1 MB,
  - font size 11 with a single spacing
  - 2 pages (including team members if necessary) + max. of another 2 pages for each co-drafter
  - CV may not include a photograph
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# eligible costs

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## personnel costs

- wage/salary + variable components (convalescence leave pay and temporary incapacity compensation),
- compulsory legal deductions and the fund and social needs and social needs,
- agreements.

## operating costs

- material costs,
  - travel costs,
  - costs for other services and non-material costs,
  - patent and licence payments for exercise of industrial property rights,
  - additional (overhead costs)
  - Investments costs are not allowed.
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# operating costs

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**material costs** – consumable/laboratory material, materiál, scholarly literature, minor tangible assets not exceeding CZK 40 000.

**travel costs** – exclusively with direct connection with the grant including work stays and trips made in connection with active participation at conferences, only the costs for the length of stay that correspond to the duration of the event.

**costs for other services** – the operation, repair and maintenance of equipment used during project, minor intangible assets not exceeding CZK 60 000, conference fee, publishing and editorial costs, rate losses, bank fees.

**patent and licence payments** for the exercise of industrial property rights (patents, inventions,... )

**additional costs** (overhead) max. 25 % of the total approved costs

Investments are not allowed.

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# ineligible costs

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## The following may not be included in the eligible costs:

profit, value added tax (while deducting), costs for marketing, sale and distribution of goods, interest on debt, shortfalls and damages, costs for financial leasing and lease –to-own, costs for securing the rights to the project results, other cost not directly related to the subject of the grant project, costs associated with the subject of the project that exceed the usual price for the time and place.

## Cannot be included under items other than additional:

costs for meal, gifts and entertainment, costs for rental of spaces, devices, equipment with the exception of rental of packing material and spaces for holding short-term events with academic output, costs for furniture and other non-specialised equipment, costs for telecommunication services, cost for acquisition, repair and maintenance of devices and equipment from the field of communication technology, costs for issuing periodical publications and textbooks, costs associated with attending conferences and workshops with the exception of active presentation of results of project, costs for expanding the qualification of team members (books, training courses, etc.), costs for acquiring and using electronic information databases, costs for the repair or maintenance of rooms, renovation of buildings or rooms, costs for the services of consultants and foreign.

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# personnel costs – standard projects

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- workload (FTE) on project
  - recommended – at least 20% for drafter, 10% for co-drafter,
  - zero workload is not permitted,
  - sum for 1 employee max. 100% on all CSF projects
- max. subsidy requested from CSF in project proposal
  - employee with employment contract CZK 40 000/month/full time
  - agreements CZK 250/hour
- compulsory legal deductions and social fund: 36 %

	name	Included in 20 % change
drafter/ investigator	yes	yes
professional collaborator	yes	yes
- student (university)	yes or $S_x$	yes
- postdoc	yes or $PD_x$	yes
other collaborator(technical staff)	no	no



# costs - example

1 x 40 000 x 12  
workload x limit x m

0,2 x 40 000 x 12

192 000 – 96 000  
sum - subsidy

Jméno / Name	role / role	úvazek / FTE	mzda / salary	za rok / per year	dotace / subsidy	kofinancování / cofinancing
Petr Pěkný	Ř/I	0,2	80 000	192 000	96 000	96 000
Jitka Zelená	OS/PC	1	60 000	720 000	480 000	240 000
Eva Modrá	OS/PC	0,1	60 000	72 000	48 000	24 000
Jan Červený	Postdoc	1	40 000	480 000	480 000	
Postdoc 2	Postdoc	0,1	40 000	48 000	48 000	
Anežka Černá	S	1	25 000	300 000	300 000	
Student 2	S	0,1	25 000	30 000	30 000	
Viktor Šikovný	DS / OC	0,1	35 000	42 000	42 000	
<b>Celkem / Sum</b>				<b>1 884 000</b>	<b>1 524 000</b>	<b>360 000</b>
<b>Odvody / deductions</b>				<b>678 240</b>	<b>548 640</b>	<b>129 600</b>

Jméno / Name	role / role	hod / hours	Kč/h ; CZK/h	za rok / per year	dotace / subsidy	kofinancování / cofinancing
Dorota Smutná	D / A	100	300	30 000	25 000	5 000
Tomáš Veselý	D / A	100	100	10 000	10 000	
<b>Celkem / Sum</b>				<b>40 000</b>	<b>35 000</b>	<b>5 000</b>

Osobní náklady / personnel costs	za rok / per year	dotace / subsidy	kofinancování / cofinancing
	<b>2 602 240</b>	<b>2 107 640</b>	<b>494 600</b>

Ř / I řešitel / investigator  
OS / PC odborný spolupracovník / Professional collaborator  
S student  
Postdoc  
DS / OC další spolupracovník / other collaborator  
D / A dohoda / agreement

100 x 250  
hours x limit

360 000 + 129 600 + 3 000  
cofi wages + deductions + agreements

additional costs calculation  
calculated from the subsidy without co-financing:

(material costs + travel costs + cost for services + personnel costs) \* 0,25

$$(110 + 0 + 40 + 2 107) * 0,25 = 564$$

Celkové způsobilé náklady na řešení projektu ze všech zdrojů financování

	1.rok	2.rok	3.rok	Celkem
Celková dotace poskytovatele na projekt	2 821 tis	2 896 tis	2 871 tis	8 588 tis
Podpora z ostatních veřejných zdrojů (tuzemských i zahraničních)	494 tis	494 tis	494 tis	1 482 tis
Podpora z neveřejných zdrojů (vlastní prostředky, soukromé dotace)	0 tis	0 tis	0 tis	0 tis
<b>Způsobilé náklady ze všech zdrojů financování</b>	<b>3 315 tis</b>	<b>3 390 tis</b>	<b>3 365 tis</b>	<b>10 070 tis</b>
Míra podpory u poskytovatele	85,28			

Rozdělení dotace na řešení projektu

	1.rok	2.rok	3.rok	Celkem
Věcné náklady	714 tis	789 tis	764 tis	2 267 tis
Osobní náklady	2 107 tis	2 107 tis	2 107 tis	6 321 tis
<b>Celkem</b>	<b>2 821 tis</b>	<b>2 896 tis</b>	<b>2 871 tis</b>	<b>8 588 tis</b>

Rozdělení ostatních zdrojů na řešení projektu

	1.rok	2.rok	3.rok	Celkem
Věcné náklady	0 tis	0 tis	0 tis	0 tis
Osobní náklady	494 tis	494 tis	494 tis	1 482 tis
<b>Celkem</b>	<b>494 tis</b>	<b>494 tis</b>	<b>494 tis</b>	<b>1 482 tis</b>

Část B - rozpis finančních položek

V této části návrhu se vyplňuje požadovaná dotace od GAČR

Dotace na věcné náklady

	1.rok	2.rok	3.rok	Celkem
Materiální náklady	110 tis	100 tis	90 tis	300 tis
Cestovní náklady	0 tis	50 tis	60 tis	110 tis
Náklady na ostatní služby a nemateriální náklady	40 tis	60 tis	40 tis	140 tis
Doplňkové (režijní) náklady	564 tis	579 tis	574 tis	1 717 tis
<b>Celkem</b>	<b>714 tis</b>	<b>789 tis</b>	<b>764 tis</b>	<b>2 267 tis</b>

Dotace na osobní náklady (souhrn)

	1.rok	2.rok	3.rok	Celkem
Mzdy odborných pracovníků	1 482 tis	1 482 tis	1 482 tis	4 446 tis
Mzdy dalších (tech.) pracovníků	42 tis	42 tis	42 tis	126 tis
Odměny z DPP/DPC	35 tis	35 tis	35 tis	105 tis
Sociální a zdravotní pojištění a SF (FKS)	548 tis	548 tis	548 tis	1 644 tis
<b>Celkem</b>	<b>2 107 tis</b>	<b>2 107 tis</b>	<b>2 107 tis</b>	<b>6 321 tis</b>

Rozpis mzdových nákladů a odměn DPP/DPC hrazených z dotace pro všechny roky řešení

Kat.	Jméno	Přijetí	Úvazek /1.rok	Úvazek /2.rok	Úvazek /3.rok
✗	Náplň práce / popis činnosti	Dotace	Dotace	Dotace	
✗	Petr Pěkný	0,20	0,20	0,20	
-	Náplň práce / popis činnosti	96	96	96	
✗	Jitka Zelená	1,00	1,00	1,00	
-	Náplň práce / popis činnosti	480	480	480	
✗	Eva Modrá	0,10	0,10	0,10	
-	Náplň práce / popis činnosti	48	48	48	
✗	Jan Červený	1,00	1,00	1,00	
postdoc	Náplň práce / popis činnosti	480	480	480	
✗	postdoc 2	0,10	0,10	0,10	
postdoc	Náplň práce / popis činnosti	48	48	48	
✗	Anežka Černá	1,00	1,00	1,00	
student	Náplň práce / popis činnosti	300	300	300	
✗	Student 2	0,10	0,10	0,10	
student	Náplň práce / popis činnosti	30	30	30	
✗	Další spolupracovníci (technici)	0,10	0,10	0,10	
-	Náplň práce / popis činnosti	42	42	42	
✗	Dorota Smutná	100,0 hod	100,0 hod	100,0 hod	
-	pipetování	25	25	25	
✗	Tomáš Veselý	100,0 hod	100,0 hod	100,0 hod	
-	synléza	10	10	10	

- workload (FTE) on project
    - recommended – 20% for drafter
    - zero workload is not permitted
    - sum for 1 employee max. 100% FTE on all CSF projects
  - max. subsidy requested from CSF in draft
    - employees with employment contract: up to gross salary
    - agreements: CZK 250 / hour
  - compulsory legal deductions and social fund: 36 %
  - 2/3 years projects, investment cost is allowed
  - the team must consist of at least
    - drafter (investigator)
      - Ph.D. degree awarded not earlier than 8 years (+ mat., par., sick leave)
      - Postdoc internship (other country than degree) at least 6 month
      - Author of several publications in renowned international journals
    - at least two professional collaborators
      - max 35 years (+ maternity, parental, long term sick leave)
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# check out of project proposals

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- pdf with watermark „**draft**“,
  - via email [jitka.hlavackova@uochb.cas.cz](mailto:jitka.hlavackova@uochb.cas.cz),
  - until April 4<sup>th</sup>, 2018,
  - please attach the Request for the project proposal approval  
<https://intraweb.uochb.cas.cz/137.html>
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# changes in the project

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- it is necessary to keep conditions laid down in the contract (including project proposal),
  - workload changes – maximum of 20 % (justification within the Interim report),
  - overhead – no changes allowed,
  - personnel costs allocated for students or postdocs can be used for other team members,
  - changes between operational costs and personnel costs – allowed up to CZK 20.000 without written permission,
  - max. subsidy requested for employees with contract: CZK 45 000/month (justification obligatory).
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# questions, consultations

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- **at any time** during the tender period,
  - personnel costs [jana.hronova@uochb.cas.cz](mailto:jana.hronova@uochb.cas.cz) , line 573,
  - operating costs, submission [jitka.hlavackova@uochb.cas.cz](mailto:jitka.hlavackova@uochb.cas.cz), line 437,
  - during the tender period we will be available in the A 4.58 office.
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**Thank you for your attention...**

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