



RE: Preparation for the Annual Report for 2012

Intended: Leaders of the Research and Research-Service Teams

Like every year, it is necessary again this year to prepare an Annual Report of the IOCB for 2012; the first stage of the report is in the same format as last year. It has two parts: a text (WORD) and a numerical/tabular (EXCEL). The second part of the report with mainly economic information will be prepared after the closure of the audit in the middle of 2013.

I task the team leaders with preparing the background materials for the first stage of the final report for their teams according to the instructions given below and submitting the background materials by the date set to Dr. Koutek, who will perform the complementation of the report.

Please follow the enclosed instructions precisely. I remind you that the only font and type size useable is according to the instructions ARIAL 12, the full citation (it can be taken from the ASEP database) is listed summarily at the end of the form with the assigned number (to simplify the final compilation of the publication, use number in the form of VED_X., hence e.g. ROS_1. is the first citation of the team of Rosenberg), only the numbers of the citation are then in the column citation of outcome in Sections 2b, 2c and 4. Please pay attention also to the requested (see instructions) atypical format of the citation and the fact that some items do not require an English version.

Important deadline:

Wednesday, January 3, 2013 is the last day for the acceptance of the completed forms and tables at the email address koutek@uochb.cas.cz.

Notes:

Please **immediately complement the data for all of the work for 2012** which the library does not have recorded yet!

1. For point 2b) of the text part: List the truly most important results (for the entire institute their number should not exceed ca 40–50).
2. For point 4a-2) of the text part: Only the most significant economic contracts belong here (not for instance a contract for performing an analysis of one mixture at a cost of ca CZK 6,000).
3. Do not fill in the last table of the numerical part (patents). It will be compiled centrally by Dr. Součková.
4. Also section 2e) (reflection of the results on the evaluation of the workplace) and the data on international grants and invited lectures will be compiled centrally.
5. If you do not have a result/data in some item, please cross it through like this --- so that it is clear that it has not been overlooked.
6. In the attachment, you will find a) instructions for filling in the questionnaire, b) the form for the textual part and c) the form for the numerical report.

Prague, November 27, 2012

RNDr. PhDr. Zdeněk Hostomský, CSc.
Director