

## **Instructions:**

The questionnaire is comprised of two parts: I. Text and II. Numerical. In filling it out, please proceed according to the following instructions. At the end of the text as well as the table parts, list who has completed the relevant part of the questionnaire.

## ***General***

### **Text**

When filling in the questionnaire, use the ARIAL 12 font, without formatting (do not press Enter at the end of lines, do not justify the margins of the text), single-spaced, if necessary, highlight the text in bold, alternatively set the left indentation of the first line of the paragraph at 0.75 cm.

If you copy and paste into the table of the questionnaire, use the command 'Paste Special' as 'unformatted text'.

If the observed phenomenon does not appear at the workplace, fill in '0' in the questionnaire in the relevant column; if you do not monitor the phenomenon, leave the cell blank.

### **Illustration**

In the interest of presentation, illustrations are requested for all results! Choose illustrations carefully so that they have a sufficient informative value on the given result (its annotation) or activity (e.g. popularisation, cooperation with higher education institutions, practical activity, foreign cooperation). Every illustration (graphs, sketches, diagrams, photographs) must have a title and description (in Czech and English). List all of the selected illustrations in Section 8: *List of Illustrations*.

Every illustration (graphs, sketches, diagrams, photographs) is an **independent file**, attached to the Questionnaire. This file does not contain any accompanying text; the title and description of the illustration are already contained in Section 8.

The file is named (labelled) in the form 'Fig.\_IIII\_XX\_YY', where IIII is the abbreviation of the institute, XX is the number corresponding to the section (e.g. 2b), YY is the number of the line (sequential number) in which the result or activity is listed (e.g. 2).

For instance: 'Fig.\_UMG\_2b\_2' means: the figure to the report of the ÚMG/IMG illustrating the scientific result in Section 2b listed under number 2.

The illustrations are to have the format \*.jpg or \*.gif, 2000–3000 kB, i.e. 5 million pixels, the longer side with a maximum of 500 points, photographs with the longer side with a maximum of 300 points.

### **Data on the Publication (Citation)**

The citation includes the names of the investigators (authors) and the data on the publication of the result. It is possible to use extracts from the ASEP database (when copying from the database, use the command 'Paste Special' as 'unformatted text'). The first names of the authors need to be shortened to initials and shown according to the model:

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

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

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

In Section 6: *List of Citations*, list the citations which are related to Sections 1b) and 3d), each under sequential number. In these sections, list only the sequential number of the relevant citation (according to the List).

## **Questionnaire I. Text Section**

1. List the name of the workplace

### **2. Scientific (Main) Activity of the Workplace and Application of Its Results**

#### **2a) brief characteristics of the scientific activity**

In the labelled section, describe concisely and briefly in Czech and English the scientific activity of the workplace in 2011. Do not press Enter at the end of the lines and do not justify the text.

#### **2b) enumeration of the most important results of the scientific activity**

Rank the results and assign them numbers. If a result has emerged from cooperation, list the cooperating entity. If there is a higher number of results, add lines in the necessary number. Select only those results that are supported by a publication already issued or at least accepted for printing. In the item '*Result citation number*', list its number from the overall list of publications in Section 6: *List of Citations*.

#### **2c) annotation of the most important results from point 2b)**

Order the annotations of the results according to their weight and assign them sequential numbers. If a result has emerged from cooperation, list the cooperating entity. If there is a higher number of annotations than three (3), copy the section. Every annotation of a result must have all items filled in. Select only those results that are supported by a publication already issued or at least accepted for printing.

In the item '*Result citation*', list the relevant citation relating to the annotated result. In the item '*Illustration number*', list the relevant number from Section 8: *List of Illustrations*.

List the '*Title*' of the result as well as the actual '*Result description*' in Czech and English. In the item '*Result description*' (a maximum length of 1800 characters), the scientific or social contribution of the new knowledge must be clearly explicated and placed in the context of global research in the given field or direction of research. **The text must be comprehensible also for laypeople in the field; use specialised terminology suitably with regard to the reader 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, in Section 8: *List of Illustrations*.

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.

### **2d) 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 (honours, medals, prizes, honorary doctorates, etc.), the name of the award, awarded activity and entity that granted the award. Assign every name a sequential number. If necessary, add more lines.

### **2e) reflection on the results of the evaluation of the workplace from the period 2005–2009 and further specific information on the workplace**

List in what way the workplace has dealt with the results of the evaluation of the research and professional activities in the given period and the associated information concerning the changes of its structure, scientific orientation, attestation results, hurdles in the activity of the workplace etc.

## **3. Educational Activity**

### **3a) participation of the workplace in tertiary education (realisation of baccalaureate, magisterial and doctoral study programmes)**

Assign every educational activity a sequential number. If necessary, add more lines. In column 2, list the name of the programme. By writing 'Yes' in the relevant columns 4–7, label the method of involvement. You may specify the method of involvement in the item '*Other*'. If the school does not differentiate between the Bachelor's and Master's levels in the given type of education, list it all collectively as magisterial study.

### **3b) participation of the workplace in secondary-school education**

Assign every educational activity a sequential number. If necessary, add more lines. In the item '*Event*', list the name, in the item '*Activity*' specify whether it was a lecture/lectures, guiding work, activity as an evaluator, or organisation/co-organisation of a competition. List the organiser of the event or the school in which the given activity took place.

### **3c) education of the public**

Assign every educational activity a sequential number; in the first place, list the activity which you consider to be the most significant. If necessary, add more lines. In the item '*Event*', specify the activity (e.g. the name), list the organiser of the

event where the event took place and in the item 'Activity' specify whether it was a lecture, educational course, programme in the media etc.

### **3d) list of the titles published at the workplace**

List the most important titles including the number of pages and the ISBN; in the first place, list the one 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 pp. ISBN 978-80-7343-146-4

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

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

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

## **4. Practical Activity**

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

### **4a–1) results acquired from resolving projects**

List the most important results; in the first place, put those that are the weightiest in your opinion. Assign each result a sequential number. Describe the result achieved. In the relevant item, list the application of the result or the citation of the publication. In the case of a higher number of results, copy Section 4a) in the necessary quantity.

### **4a–2) results acquired on the basis of business contracts**

List the most important results; in the first place, put those that are in your opinion the weightiest. Assign each a sequential number. If necessary, add lines. Describe the achieved results in the item 'Result (annotation)'. In Column 4, specify its use and list the number of the relevant citation of the result (from the list of citations in Section 6) if applicable.

List the total number of results acquired.

### **4a–3) new companies created on the basis of the results 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.

### **4b) significant patents, utility models, inventions, licensing agreements, trademarks**

List the sequential number, the category, the name and the description in Czech and in English as well as the number under which it is registered. Also list the area of possible usage and the contact person (name, telephone, email). If necessary, copy the entire section. In the first place, list the most important in your opinion.

### **4c) results of cooperation with state and public administration**

List the sequential number, describe the result and list the area of its application and the user, or commissioner. If necessary, copy the entire section. The order of the results given should reflect their importance.

**4d) 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 most important in your opinion. List the total number of expert opinions.

**4e) integration into monitoring networks**

List the sequential number, the object monitored, the name of the network and its provider. Justify the integration of the workplace in the monitoring and also the programme in which the monitoring is taking place if applicable. List the essential information also in English.

**5. International Scientific Cooperation of the Workplace**

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

**5a) overview of the international projects**

Provide here the overview of the international projects resolved within international scientific programmes outside the framework of the programmes of the EU (e.g. ESF, NATO, SRP, UNESCO, EUREKA, COST or KONTAKT, INGO and others). If necessary, add lines. List the title of the umbrella organisation (its abbreviation), the title of the programme 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 co-investigators; if there is a large number of co-investigators, provide only the list of states from which the investigators are and the number of investigators. If necessary, specify the cooperation in the item '*Activity*'.

List the data on the projects of community programmes of the EU (e.g. Framework Programmes, Culture 2007, Galileo etc.) and projects financed from the structural funds of the EU in the numerical part on the page '5. Programmes of the EU' and '6. Projects of the SF'.

**5b) events with international participation which were organised by the workplace or in which it appeared as the co-organiser**

Assign each event a sequential number. If necessary, add lines. List the names of the event and the main organiser 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 conference of exceptional importance or an important result was presented, emphasise it in column 6.

**5c) list of the names of the most significant foreign scientists who visited a workplace of the ASCR last year**

These include eminent researchers in the given field, laureates of significant international awards etc. Assign each guest a sequential number; provide the investigator's full name and degree. If necessary, add lines.

**5d) 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.

## **6. List of Citations**

List all of the citations related to Sections 2b), 2c) or 4a). List the citations according to the model. Assign each citation a number.

## **7. Popularisation and Promotional Activity**

List the significant promotional activities of the workplace (exhibitions, events within the open houses etc.) that the workplace organised itself, or co-organised. Assign each event a sequential number. If necessary, add lines. In the first place, list the most important event in your opinion.

## **8. List of Illustrations**

Every illustration must be entered in this list. Provide the requested data for every illustration (relevant section to which the illustration is related, the relevant number of the line or sequential number, the name of the illustration in Czech and in English). List the name of the file that contains the illustration, namely in the form 'Fig.\_III\_XX YY', where III is the abbreviation of the institute, XX is the number corresponding to the section (e.g. 2b), YY is the number of the line in which the result or activity is listed (e.g. 2).

For instance: 'Fig.\_UMG\_2b\_2' means: the illustration of the ÚMG for the scientific result in Section 2b listed under sequential number 2.

## **Questionnaire – II. Numerical Part**

The quantitative data on the cooperation of the workplace with higher education institutions, on the number of employees, shared scientific-pedagogical workers (an institute of the ASCR and a HEI), scientific education and study programmes (pages 1–3), international scientific cooperation (page 4), European cooperation (pages 5–6), on the number of patents, inventions, utility models, licensing contracts concluded and trademarks (page 7). On page 8, list the name, address and director of any detached workplace. On page 9, list the name and contact information for the employee who filled in the numerical part.

If a phenomenon does not appear, fill in a '0'; if you do not monitor a phenomenon, leave the relevant section blank.

You can find more detailed instructions on the individual pages of the Excel file.

Possible questions on the filling in of **Table 7. Inventions** will be answered by Mgr. Martin Podrápský, Legal Section of the Centre for Administration and Operations of the ASCR, tel.: 221 403 528, email: [podrapsky@ssc.cas.cz](mailto:podrapsky@ssc.cas.cz).