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Internal Regulations

Czech Academy of Sciences

Guideline No. 4 of the Academy Council of the Czech Academy of Sciences

dated 28 May 2024

**amending the Guideline of the
Academy Council of the CAS
No. 10/2018, on Programme to
Support Prospective Human
Resources – post Ph.D. candidates,
in the wording of the Guideline of
the Academy Council No. 7/2019,
the Guideline of the Academy
Council No. 18/2021 and the
Guideline of the Academy Council
No. 9/2023**

Guideline distributed on 10. 6. 2024

FULL WORDING

Guideline of the Academy Council of the Czech Academy of Sciences No. 10/2018 from 17 July 2018

on the Programme to Support Prospective Human Resources – post Ph.D. candidates, as subsequently amended

Amendments:

Guideline No. 7/2019

Guideline No. 18/2021

Guideline No. 9/2023

Guideline No. 4/2024

CHAPTER I

General Provisions

Section 1

Basic Provisions

- (1) The Programme to Support Prospective Human Resources – post Ph.D. candidates (hereinafter referred to as the “PPLZ Programme”) aims to support the category of early career researchers who are promising for the development of existing and new scientific fields at CAS institutes (hereinafter referred to as “institutes”).
- (2) Only the following researchers may be nominated for inclusion in the PPLZ Programme:
 - a) those who are classified at the “Postdoctoral” qualification level according to the Career Development Rules for CAS Employees with a University Degree,
 - b) who have no more than 2 years of research experience since being awarded a Ph.D., Dr. or equivalent title, at the time of submission of the proposal for inclusion in the PPLZ Programme(hereinafter the “proposed candidate”).
- (3) The research experience referred to in subsection 2(b) does not include:
 - a) maternity and parental leave,
 - b) work disability lasting more than 90 days,
 - c) compulsory military service,
 - d) the period during which care is provided to a person who is considered to be dependent on the assistance of another natural person under the Social Services Act,
 - e) the period of a long-term study placement abroad, if no more than 4 years have elapsed between the Ph.D., Dr. or equivalent title being awarded and submission of the proposal for inclusion in the PPLZ Programme.
- (4) The proposed candidate does not have to be an employee of the institute at the time the proposal for inclusion in the PPLZ Programme is submitted, but his/her employment with the institute must last for the entire duration of the full-time support provided by the Czech Academy of Sciences.
- (5) The working hours of a researcher included in the PPLZ Programme (hereinafter referred to as the “postdoctoral researcher”) may be reduced to a minimum of 0.5 FTE if the postdoctoral researcher has no other employment relationship and simultaneously cares

for a child under 15 years of age or cares for a person who is considered to be dependent on the assistance of another natural person under the Social Services Act.

Section 2

Proposal for Inclusion in the PPLZ Program

- (1) The proposal for inclusion in the PPLZ Programme (hereinafter referred to as the “proposal”) shall be submitted by the director of the institute after discussion with the institute board, usually by either of two deadlines - 30 April or 30 September.
- (2) The proposal shall include:
 - a) details of the proposed candidate, including the name of the unit of the research institute to which the proposed candidate is to be assigned and the duration of the support,
 - b) details of the title of the research topic, the proposed candidate’s work programme and information on the projects on which he/she is working, which have received special purpose funding,
 - c) the proposed candidate’s structured CV and evidence of his/her scientific and, where appropriate, teaching and organisational skills, including his/her career prospects at the institute,
 - d) cover letter,
 - e) statement from the institute board,
 - f) statement from the institute director,
 - g) the proposed candidate’s declaration that he/she accepts the proposed conditions of employment and the work programme.
- (3) The information referred to in subsection 2(b), (c) and (d) may be in English.
- (4) The proposal may be accompanied by a recommendation from a prominent expert.
- (5) In the case of multiple submissions, the institute shall indicate the order of importance of the proposals.

Section 3

Discussion of Proposals for Inclusion in the PPLZ Programme

- (1) The proposals are discussed by the PPLZ Programme Committee, which consists of members of the Academy Council of the CAS and the Science Council of the CAS (hereinafter referred to as the “Committee”). The Committee is chaired by the member of the Academy Council of the CAS responsible for promoting excellence. The members of the Committee and its secretary are appointed by the Academy Council of the CAS. The secretary of the Committee is an employee of the CAS Head Office.
- (2) The proposals will be evaluated using the following criteria:
 - a) the proposed candidate’s expected professional contribution to the institute,
 - b) the proposed candidate’s previous scientific activities.

- (3) The Committee submits proposals to the Academy Council of the CAS in three categories:
 - a) 1 - recommended
 - b) 2 - recommended conditionally - depending on the CAS budget,
 - c) 3 - not recommended.
- (4) Once the CAS Academy Council has discussed the proposals, the Committee chair sends the institute information as to whether or not the proposal has been approved by the CAS Academy Council.

CHAPTER II

Terms and Conditions of Financing

Section 4

- (1) The postdoctoral researcher's personal costs shall be supported by a grant (hereinafter referred to as the "grant").
- (2) The grant is provided to the institute in accordance with the Guideline of the Academy Council of the CAS on grants provided by the Czech Academy of Sciences.¹
- (3) The amount of the grant is CZK 720,000 per calendar year, if the postdoctoral researcher's working capacity on their research topic is at least 0.8 full-time equivalent. The amount of the grant shall be reduced proportionately due to the postdoctoral researcher's lower working capacity on his/her research topic.
- (4) The grant is awarded for a minimum of 1 year and a maximum of 2 years. A positive recommendation under Section 6 is a condition for the provision of the grant for the following calendar year.
- (5) The director of the institute shall inform the chairperson of the Committee without delay:
 - a) in the event that the postdoctoral researcher plans to take a foreign work placement lasting for more than 60 days,
 - b) about projects receiving special purpose funding, on which the postdoctoral researcher will be working.
- (6) As a rule, the grant is not provided for the duration of a postdoctoral researcher's work placement abroad if this exceeds 60 days.

CHAPTER III

Evaluation

Section 5

- (1) The Committee evaluates the solution of the postdoctoral researcher's research topic once a year, and that is after the first year of the grant, or after the end of the grant.
- (2) The evaluation criteria are the achievement of objectives within the focus of the postdoctoral researcher's work programme and the quality of the achieved results.

¹ Guideline of the Academy Council of the CAS No. 5/2021 on Grants Provided by the Czech Academy of Sciences.

Section 6

Progress Report and Final Report

- (1) For the purposes of the annual evaluation referred to in Section 5(1), the director of the institute shall submit a progress report for the past period to the Committee. The report is to be submitted within one month of the end of the grant provision in the given calendar year, unless otherwise specified.
- (2) The report referred to in subsection (1) shall contain:
 - a) information about the solution of the postdoctoral researcher's research topic,
 - b) list of the outputs published or accepted for publication that have been produced during the implementation of the work programme,
 - c) statement from the director of the institute on the postdoctoral researcher's implementation of his/her work programme.
- (3) The director of the institute shall submit the final report to the Committee within one month after the end of the grant provision, unless otherwise specified.
- (4) The final report shall include:
 - a) information on the solution of the postdoctoral researcher's research topic since the date of submission of the report referred to in subsection (2),
 - b) list of outputs published or accepted for publication that have been produced during the implementation of the work programme since the date of submission of the report referred to in subsection (2),
 - c) statement from the director of the institute on the postdoctoral researcher's implementation of his/her work programme for the entire grant period,
 - d) evaluation of the benefits of participation in the PPLZ Programme for professional development of the postdoctoral researcher and for the institute.
- (5) The information referred to in subsections (2) and (4) may be in English.
- (6) The report on the use of the grant finances during the past period shall be submitted by the director of the institute in the manner and within the time limit specified in the grant approval decision.
- (7) The Academy Council will discuss the annual evaluation reports based on:
 - a) the reports mentioned in subsection (1) and (3) prepared by the Committee,
 - b) the report mentioned in subsection (6).

Section 7

General Provisions

Proposals, reports and other documents are submitted via the CAS Head Office information system, unless otherwise specified. The deadlines are set by the competent body of the CAS.

Section 8

Transitional Provision Introduced by Guideline No. 4/2024

The provision of grants in the case of a postdoctoral researcher who was enrolled in the PPLZ Programme before the entry into force of this Guideline shall be subject to this Guideline if the grant is still in progress.

Section 9

Repealing Provisions

Guideline of the Academy Council of the CAS No. 2/2013 – Prospective Human Resources Programme Support – wage support for post Ph.D. candidates at CAS institutes, as amended, is hereby repealed.

Section 10

Effect

This Guideline comes into effect on 1 August 2018.

Prof. RNDr. Eva Zažímalová, CSc.
President of the Czech Academy of Sciences