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# Educational programme for grant applicants - part I

## START internal grant programme

2. 7. 2020



EVROPSKÁ UNIE  
Evropské strukturální a investiční fondy  
Operační program Výzkum, vývoj a vzdělávání

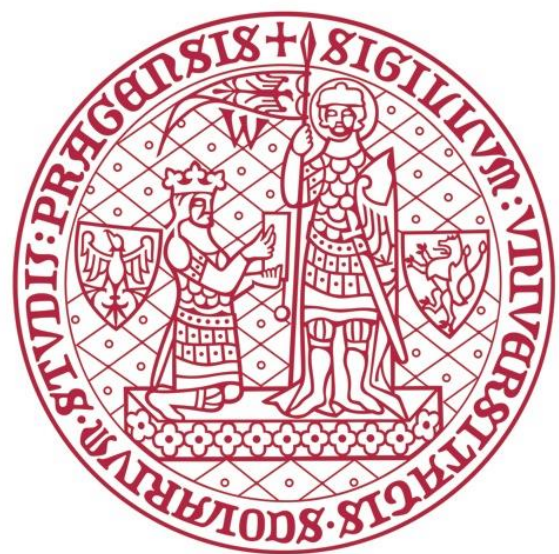


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# I. Basic information about the START grant programme

**It is not possible to award a student grant from the **START** grant programme for a topic that is identical to the topic of the dissertation of the main researcher or other members of the research team. However, the outputs of the student grant can be used for the dissertation.**



# I. Basic information about the START grant programme

- Principles of the Start programme - [https://cuni.cz/UK-10158-version1-or\\_2020\\_19.pdf](https://cuni.cz/UK-10158-version1-or_2020_19.pdf)
- Publication of supporting methodological materials by the end of June 2020, Manual for work with IS no later than the start date for receiving proposals for the Start programme website <https://cuni.cz/UK-10538.html>
- Total allocation for the Start programme 224,246,880 CZK
- Deadline for receipt of project proposals: from 12:00 on 15 September 2020 to 12:00 on 30 October 2020
- Project proposals will be accepted through the IS Věda information system
- Duration of project implementation - 24 months (from 1 April 2021 to 31 March 2023) in all cases
- The Start grant programme is implemented in English
- Form of funding - employment (employment contract, work performance contract (DPČ), contract for work (DPP)) or scholarship)



# Preliminary schedule of the program START

- 15.09.2020 12:00 CEST – 30.10.2020 12:00 CET : **submission of the project proposal to the IS Věda** (Head researchers)
- 02.11.2020 – 06.11.2020: 1. round of evaluation– formal evaluation (appointed university clerk)
- 02.11.2020 - 20.11.2020: period for the rectification of the formal deficiency (Head researchers)
- 23.11.2020 – 06.12.2020: 2.round of evaluation (external evaluators)
- 14.12.2020 29. 1. 2021: 3. round of evaluation– assessment of the project proposals by the commission of the rapporteurs appointed by the Rector
- 01.02.2021 – 26.02 2021: announcement of the results- in the IS Věda (appointed university clerk) will announce the final status of the project proposal, assessments and the point will be available to all the head researchers



# Preliminary schedule of the program START

- 01.03.2021 – 31.03.2021: signature of the **Agreement on the Allocation of Funds** (Head researchers, Deans, Rector)
- 01.04.2021 – 31.03.2023: Project implementation period
- 01.04.2023 – 30.04.2023: Submission of the final report (Head researchers)
- 01.05.2023 – 31.05.2023: Evaluation of the final reports (Commission of rapporteurs)
- 30. 06. 2023: End of implementation period of the program START



# Support for applicants to the START grant programme

## Educational programme for applicants to the START grant programme

- I. part – seminar/on-line form (or combination) organized by OSREP– **6 hours** – can/will be split into two 3 hour blocks. Each of the participants (applicants) will be upon completion of the each part of the Educational programme asked to fill in document „Participant card“ („Karta účastníka“) and the presence list.
- II. part – individual consultation and self study – individually organized by OSREP for each research team or for group of research teams – **18 hours** (consisting of 8 hours of individual consultation and 10 hours of self study). For second part of the Educational programme participants (Research teams or individuals) will confirm to OSREP Record of consultation (which confirms also self study part).

Both parts of Educational programme completes 24 hours of Education and are designed for applicants as complementary to each other. It is advised to first undertake I. part and then follow with II. part.





# I. Basic information about the START grant programme

## Research team:

- Head researcher and up to 4 other researchers - CU students in doctoral studies for the entire period of their involvement in the project - the researcher's participation in the team ends on the day on which their studies are interrupted/terminated
- Individual researcher - one-member team
- No researcher may be listed in more than one project proposal
- No researcher may participate in more than one project at the same time

The participation of the main researcher must last for the entire period of implementation of the project. The participation of other researchers may in justified cases be scheduled for a shorter period of project implementation.

## Each research team has its own mentor

- The mentor shall be the holder of a Ph.D., Th.D., CSc., DrSc., or equivalent title
- The mentor is neither a researcher nor the project leader



# I. Basic information about the START grant programme

Work capacity of members of the research team

- Work capacity - the degree of involvement of individual researchers in the implementation of the student grant - the degree of work capacity is expressed in the form of full-time equivalent work
- The head researcher must have a dedicated work capacity for the project corresponding to 0.5 full-time equivalent
- Other researchers have a work capacity of 0.1-0.5 full-time equivalent reserved for the project

The following condition applies: researchers with a work capacity of 0.3 and higher must complete educational or research activities abroad (both EU and non-EU countries, e.g. work placement, summer school, research or educational stay) for a minimum total length of three months (can be divided into several stays of at least 3 weeks per stay - e.g. 4x3 weeks, or 3 weeks + 9 weeks, etc.) - hereinafter referred to as an "internship".

Note: the total amount of work capacity of individual researchers at Charles University (sum of all concurrent employment contracts, DPP, DPČ at Charles University and planned work capacity within the START grant project) must not exceed **1.2 full-time equivalents**.





## II. Preparation of project proposal

Project proposal:

- submitted in English only,
- submitted by the head researcher - with an affiliation to the faculty at which they are enrolled for doctoral studies
- cannot be submitted by another person on their behalf,
- cannot be submitted by a student who has exceeded the standard period of study.

The project proposal can be submitted to one of the following four subject panels

HUM - Humanities and the Arts

SOC - Social Sciences,

SCI - Natural Sciences

MED - Medical and Healthcare Sciences.



## II. Preparation of project proposal

The project proposal must include:

- project name,
- brief annotation of the project,
- research goal of the project,
- data on members of the research team (including the amount of work capacity),
- CVs of all researchers and mentors,
- educational goals of all researchers,
- topic of each researcher's dissertation,
- naming of the faculty of the head researcher, or a list of faculties at which the project will proceed,
- a statement by each researcher that the topic of the project is not identical to the topic of their dissertation,
- in the case of an internship, also the destination country (if outside the EU) and a description of the internship (where - institution, planned month/year period)

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## II. Preparation of project proposal

### Project design:

- brief annotation - the annotation will be a basic guide for a potential evaluator as to whether to accept the evaluation of the project (i.e. briefly but concisely describe what the project concerns, what the project deals with, and its research goal)
- research goal of the project - formulated topic, scientific hypothesis and questions for resolution, method of hypothesis verification
- CVs of all researchers and mentors - in the form of a text box, not insertion of an attachment
- method of financing (employment contract/DPP/DPČ or scholarship - for each researcher) - it is necessary to communicate with the faculty when preparing the application - can be changed during project implementation
- project budget data, incl. justification of items not permitted by the rules.



## II. Preparation of project proposal

### Project design:

- educational goals of all researchers - must be defined by each researcher - educational goal to be achieved by the researcher during the project.

### ➤ Formal education

- goal set in connection with the planned internship - summer school, educational stay, language courses (language course can be part of, but cannot be the only content of the internship), etc., - evidenced by the Internship Report + evaluation in the Final Project Report
- in connection with the planned participation in lifelong learning programmes, educational programmes implemented by CU for doctoral students, language courses, etc. - during the implementation it will be necessary to present the certificate (duplicate or officially certified copy) + evaluation in the Final Project Report

Please note that these must not be educational programmes implemented (and therefore financed) from operational programme projects!

- Educational goal set on the basis of non-formal education during the grant solution - e.g. team communication, team leadership, communication skills, practical use of English, etc. - evidenced by evaluation in the Final Project Report.





# II. Preparation of project proposal

## Grant outputs

### Recommended output types:

- Achieved results of professional research, professional articles or publications/monographs in the phase of submission to the review procedure (preprints or confirmation of so-called submission), proposed methodologies.
- Certified methodology, etc. - according to official procedures so that it can be reported within the RIV
- Active participation in a professional conference, e.g. in the form of a poster
- Training to work with a new device or method usable in other professional activities - certificates of education or training etc.
- Participation in internship - Internship report



- <https://www.uni-heidelberg.de/en>

- <http://www.sorbonne-universite.fr>

- <https://www.ku.dk/english/>

- <https://www.unimi.it/en>

- <https://en.uw.edu.pl>





# 4EU+ Flagships

Four broadly defined priority thematic areas of cooperation in science, research and education



# Opportunities, information and contacts

Alliance website:

[www.4euplus.eu](http://www.4euplus.eu)

Current opportunities for students and academics:

<https://4euplus.eu/4EU-8.html>

European Centre website - international cooperation in science and research

[www.ec.cuni.cz](http://www.ec.cuni.cz)

Information on 4EU+ activities:

<https://ec.cuni.cz/EC-127.html>

Contact on 4EU+ matters and communication with partner universities: [4euplus@cuni.cz](mailto:4euplus@cuni.cz)

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# III. Budget

Project budget - no investment!

The basic structure of the budget consists of:

- personnel costs (salary costs of researchers, including all contributions and employer contributions) and/or scholarship costs ("personnel costs") - to be entered automatically based on the specified work capacity,
- remuneration for the mentor (including all contributions and employer contributions) - to be entered automatically,
- travel costs - traineeship costs (if relevant), or short-term trips in the Czech Republic and abroad (if planned),
- education costs - in the case of formal education (fees for participant in an educational programme, etc.),
- costs of **non-investment** equipment, materials, services, etc.
- faculty overhead costs in the amount of at least 15% of the total project budget - when processing the application, the system checks and does not allow the lowering of this limit. Funds that will not be used in the other budget items in the application budget automatically remain as overheads.



### III. Budget

The total amount of funds for the project is multiples of the unit cost of work capacity corresponding to a full-time equivalent of 0.1 per month.

The value of this unit is 7,986 CZK, of which 4,700 CZK is intended for the researcher's personnel costs

Grant unit - work capacity/full-time equivalent	total amount of unit per month	of which minimum personnel costs per researcher per month	other costs (mentor, stay abroad, aids and equipment)	min. overhead costs 15%
0.1	7,986	4,700	2,088.10	1,197.90





# III. Budget

Amount of funds per month depending on the work capacity of one researcher

work capacity	total amount per month	personnel costs per month	additional costs per month	min. overhead 15% per month
0.1	7,986	4,700	2,088	1,198
0.2	15,972	9,400	4,176	2,396
0.3	23,958	14,100	6,264	3,594
0.4	31,944	18,800	8,352	4,792
0.5	39,930	23,500	10,440	5,990



### III. Budget

Amount of funds for implementation of the grant (24 months) depending on the work capacity of one researcher

Work capacity	total amount for 24 months	pers. costs 24 months	additional costs 24 months	min. overhead 24 months
0.1	191,664	112,800	50,112	28,752
0.2	383,328	225,600	100,224	57,504
0.3	574,992	338,400	150,336	86,256
0.4	766,656	451,200	200,448	115,008
0.5	958,320	564,000	250,560	143,760





# III. Budget

Specimen calculations of total funds for a grant project

a) Research team - head researcher 0.5 work capacity/month, one additional researcher 0.2 work capacity/month = total 0.7 work capacity per research team/month

Calculation 0.7 work capacity represents 7 units

$7 \times 7,986 = 55,902$  CZK is the total amount of funds per month of grant implementation

$55,902 \times 24 = 1,341,648$  CZK for 24 months of grant implementation

b) Research team - main researcher 0.5 work capacity/month, 4 further researchers with a total work capacity/month of 0.9 hours ( $0.25 + 0.25 + 0.2 + 0.2$ ) = total 1.4 work capacity per research team/month

Calculation 1.4 work capacity represents 14 units

$14 \times 7,986 = 111,804$  CZK is the total amount of funds per month of grant implementation

$111,804 \times 24 = 2,683,296$  CZK for 24 months of grant implementation



### III. Budget

The sum of the work capacity of the entire research team must always be expressed in whole units.

Correct:  $0.5 + 0.25 + 0.25 + 0.2 + 0.2 = 1.4$ , i.e. 14 units

Incorrect:  $0.5 + 0.25 + 0.2 + 0.15 + 0.15 = 1.25$ , i.e. 12.5 units (the sum is not expressed in whole units)

In the case of employment, the amount of 4,700 per unit also includes all contributions, including employer contributions (the researcher's gross salary is therefore 3,450 CZK per unit/month).





# IV. Evaluation of project proposals

## Evaluation - 3rd round

**The methodology for evaluators and rapporteurs will be published, and at the same time the information will be incorporated into the methodology for grant applicants/researchers.**

### **I. round - formal evaluation**

In the event that the project topic is identical to the topic of the dissertation of any of its researchers - the application shall be rejected

In the event of the participation of a researcher in several applications - the applications shall be rejected

Other formal errors - the application will be returned for modification (14 days)

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# IV. Evaluation of project proposals

## 2nd round - evaluation by evaluators

- Evaluators shall be selected from the Database of External Evaluators with regard to the thematic focus of the submitted project proposal. In the event of a shortage of evaluators, they can be supplemented by internal evaluators - but the principle is that one project shall be evaluated by a min. one external evaluator.
- Project annotations will be sent to the evaluator - they will confirm which projects they are accepting for evaluation
- Each evaluator assigns 0 - 100 points to the project proposal and the project proposal is evaluated with marks A - D according to the number of points awarded (A: 81 - 100 points, B: 61 - 80 points, C: 41 - 60 points, D: 0 - 40 points)
- If the project proposal is rated D by both evaluators, it is excluded from further evaluation
- Other projects - points from both evaluators are added up and proceed to the 3rd round of evaluation



# IV. Evaluation of project proposals

## 2nd round - evaluation by evaluators

### Criteria

- overall quality of the project: 0 - 40 points
- clearly defined research goal of the submitted project and/or scientific hypothesis: 0 - 30 points
- composition of the research team: 0 - 20 points
- adequacy of the budget, including justification: 0 - 10 points (the subject of the evaluation is: non-investment equipment necessary for the project, internship costs, training costs).

The individual criteria have an internal scale - to be published





# IV. Evaluation of project proposals

## 3rd round - Commission of Rapporteurs

- Members appointed by the Rector of CU
- Subject panels by area - HUM, SOC, SCI and MED.
- The proceedings of the commission are governed by the Statute and the Rules of Procedure (to be published)
- Especially for projects where one of the evaluations from the 2nd round is "D" - assessment of the quality of processed assessments according to the given criteria (specified in the methodology for evaluators) - if the assessment is evaluated 1 or 2 points - new assessment
- If neither assessment is satisfactory - commission requests new version - external evaluator and selected rapporteur
- Commission criterion - feasibility and innovativeness of the approach - 0 - 60 points - the criterion has an internal scale - to be published
- The Commission will approve the final list of all project proposals ranked according to the sum of the points awarded in the 2nd and 3rd round of evaluation with the marked limit for granting or not granting financial support (according to the available funds in the START programme)
- Minutes of the commission meeting will be taken - published



# IV. Evaluation of project proposals

## Confidentiality, conflict of interest, bias

- All evaluators shall sign an affidavit after receiving the evaluation (before the evaluation starts)
- After receipt of annotations - obligation to report a conflict of interest/bias - evaluator is excluded from the entire evaluation process
- After acceptance of the evaluation - obligation to report a conflict of interest/bias - withdrawal from evaluation of the project
- Rapporteurs - non-participation in the discussion of a specific project in the commission, or resignation from the commission



# IV. Evaluation of project proposals

## Appeal

- Comments on the evaluation process can be submitted only after the announcement of the results (publication of the final list of supported projects, signed by the Rector of CU)
- Comments are submitted to the Rector of CU through the Vice-Rector for Research
- In writing within 7 days of announcement of the results





# V. Project implementation

Every month, each researcher prepares a monthly report (incl. in the last month of grant implementation) - no later than the 14th day of the following month - electronically in IS Věda

Confirmed by mentor and university clerk - electronically in IS Věda

Requirements of the Monthly Report:

- summary of the work of the whole team in the given month (to be filled in by the head researcher only) - (including a description of changes in the grant and their justification - personnel and material)
- description of activities in the given month
- description of progress in work on outputs
- plan of activities for the next month
- option to attach files (e.g. Internship Reports, attestations, certificates)

Attestations/certificates must be submitted in the original/officially certified copy to the faculty clerk (does not apply to attestations and certificates obtained during the internship)

Internship Report - the original must be submitted to the faculty clerk



# V. Project implementation

If the researcher is financed in the form of employment (employment contract, DPČ, DPP):

- total number of hours worked at CU in the given month (sum of all jobs + START grant)
- leave claimed YES/NO, if yes, number of days
- incapacity for work YES/NO, if yes, from when to when, with option to state "ongoing" (overlap to the next month)
- unpaid leave taken YES/NO, if yes, number of days

For reporting statistics

- Participant card
- Review of educational activities - only applicants who are also employees of CU at the time of participation in the educational programme - electronic form - filling in of form (mobile, e-mail)



# V. Project implementation

Final Report - one report for the entire research team - filled in electronically in IS Věda

Requirements of the Final Report:

- summary of grant implementation
- evaluation of achievement of planned outputs
- summary of activities of the implementation team
- summary of changes in the project, incl. their justification (if there have been no changes, state that there have been no changes)
- fulfillment of educational goals - FOR INDIVIDUAL RESEARCHERS - to be filled in by everyone
- option to attach files (e.g. attestations, certificates, Internship Reports)





# V. Project implementation

## Requirements of the Final Report:

### Mentor

- assessment of overall implementation of the grant, acquired knowledge of the implementation team and achieved outputs, summary of mentored activities
- recommendations for further research activities of researchers - **FOR INDIVIDUAL RESEARCHERS**
- to be filled in electronically in IS Věda

After filling in by the research team and the mentor, the report must be printed out, signed by everyone (researchers and the mentor) and submitted to the faculty clerk - within one month of the end of the grant - i.e. by 30 April 2023

This is confirmed by the university clerk



# VI. Changes in the project

It is not possible to change the following during the project:

- Educational goals of researchers
- Ratio of personnel costs to the total amount of the project budget (amount of personnel costs, determined per unit)
- Amount of the mentor's remuneration
- Reduce faculty overheads below 15% of total project costs
- Increase the total work capacity for the whole project (total project budget)
- Waive the delivery of outputs
- Individual researcher - the grant is terminated



## VI. Changes in the project

The changing of the project goal or procedures to achieve the project goals - after consultation with the mentor - included in the monthly report - head researcher includes a summary of the team's work. The mentor's consent is expressed by confirming the monthly report.

All changes listed below are announced by the head researcher in good time in the IS Věda to the faculty officer (nature of change, justification of change)

Faculty clerk:

- Ensures that changes are made in accordance with the conditions (Principles)
- Attaches any related written documentation in IS Věda (e.g. CV)
- Duly enters changes in the project register

These changes are made (validated) by entry in the project register





# VI. Changes in the project

## Other changes:

- Change of planned destination for the internship, or change of planned date (after approval by the faculty clerk, a description of activities in the given month will be stated in the monthly report in the month in which the change was approved - for the given researcher - description of activities in given month)
- Changes to the project budget (movements between items) - except for the mentor and the ratio of personnel costs to the total project budget - changes made by the principal investigator in the monthly report - approved by the faculty clerk - summary of team work - in the month in which the change was approved
- Change of the form of financing of a researcher - from employment to scholarship and vice versa - only with the consent of faculty management - can be listed in the project only after formal confirmation (termination of scholarship financing and employment or vice versa) - same rules as for personnel changes



# VI. Changes in the project

Personnel changes can always be made only on the 1st day of the month (validity so that they are reflected in implementation from the 1st day of the following month):

- Change of mentor - identification of the mentor and presentation of their CV
- Change of head researcher - can be replaced only by another member of the research team
- Departure of other researcher (e.g. when a current researcher leaves the team or moves to the position of head researcher)
  - Other researchers can be replaced with another student - student must be identified and their CV presented
  - The work capacity of the other researcher is divided among the remaining researchers
  - Change of budget - reduction of total project budget by units, corresponding to the workload of the outgoing researcher
- The head researcher summarises the team's work in a monthly report preceding the month in which the change occurs

In the case of personnel changes, other defined conditions must be met - limitation of the total amount of full-time equivalent work at CU, implementation of internship abroad with full-time equivalent of 0.3 and higher.



## VII. Evaluation of Final Reports

- Evaluated by the Commission of Rapporteurs
- The commission evaluates the fulfillment of the project research goal and outputs and fulfillment of the educational goals of individual researchers
- Minutes shall be taken of the commission's meeting, which shall include any list of prematurely terminated projects
- The minutes of the meeting will be published
- Criteria - will be part of methodological materials for applicants/researchers, newsletters





# Thank you for your time

## Faculty of Pharmacy in Hradec Králové

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