

Charles University

Rector's Measure No. 19/2020

- Title:

Principles of the Start programme

- Administrator:

Department of Science and Research

- Comes into effect as of:

1 July 2020

Principles of the Start programme

Art. I. Opening Provisions

1. The objective of this programme is to support the internationalisation, mobility and interdisciplinarity of research, and the development of the professional language competencies of researchers and the skills of doctoral students in the practical application of soft skills.
2. The Start programme primarily supports research teams consisting of two and more researchers.
3. Records are kept of the projects in accordance with OR 24/2018 as amended by OR 18/2020 (the "rules of registration") and later regulations.

Art. II - Conditions of Competition

1. Applications for competitions (the "project proposal") are submitted to Charles University ("CU") through the IS Věda information system ("IS Věda").
2. Project proposals can be submitted from 15 September 2020 12:00 until no later than 30 October 2020 12:00.
3. Project proposals can be submitted to one of the following four subject panels:
 - a) HUM - Humanities and the Arts
 - b) SOC - Social Sciences
 - c) SCI - Natural Sciences and
 - d) MED - Medical and Healthcare Sciences.
4. The project proposal is submitted by the head researcher with an affiliation to the faculty¹ at which they are registered for doctoral studies. Proposals cannot be submitted by a student who has exceeded the standard period of study. It is not possible to submit a project proposal on behalf of another party.
5. The topic of the project must not be identical with the topic of the dissertation of any member of the team, but the outputs of the project can be used for dissertation work.
6. All projects will start on 1 April 2021 and end on 31 March 2023.
7. A research team shall be composed of doctoral students, consisting of the head researcher and up to four other researchers.
8. No researcher may participate in more than one project at the same time, nor may they be listed in more than one project proposal.
9. All researchers must be CU students in doctoral studies for the entire period of their involvement in the project.
10. The head researcher must have a dedicated work capacity for the project corresponding to 0.5 full-time equivalent². Other researchers must have a dedicated work capacity for the project corresponding to a workload of 0.1–0.5, whereby the sum of work capacities of all

¹ In the case of students in the Economics and Econometrics study programme, the Center for Economic Research and Doctoral Studies (CERGE) fulfils the role of the faculty as the head researcher.

² For students who will be employed for the project by the relevant faculty, this is the full-time equivalent. For students who are not employed for the project (scholarship recipients), this is an adequate part of their time capacity.



members of the research team must be expressed in full tenths. The total amount of work capacity of individual researchers at Charles University (sum of all concurrent employment

contracts, DPP, DPČ and planned work capacity within the project) may not exceed 1.2.

11. The project proposal must specify the planned participation of individual members of the research team, while the head researcher is in place for the entire period of project implementation to the amount stated under paragraph 10. For other researchers, participation in the project can be shorter in justified cases, but must be stated in whole months in the project proposal.
12. Each researcher with a work capacity corresponding to a full-time equivalent of 0.3 or more must complete educational or research activities abroad³ (e.g. internship, summer school, research or educational stay - hereinafter referred to as an "internship abroad") for a minimum total period of 3 months. If this minimum mandatory length of activity abroad is not realised by a single internship abroad, it can be replaced by several internships abroad, the minimum length of which is 3 weeks. Internships abroad can be completed in both EU and non-EU countries.
13. Each research team shall have its own mentor, who shall provide it with methodological and professional support and assist it in planning individual steps in the project. The minimum qualification for a mentor is the successful completion of a doctoral study programme or an equivalent qualification. The mentor shall be the holder of a Ph.D., Th.D., CSc., DrSc., or equivalent title. A mentor shall be neither a researcher nor the project leader, nor shall they evaluate it.

Art. III - Project proposal

The project proposal shall be submitted in English only and must include:

- a) project name,
- b) brief annotation of the project,
- c) research goal of the project,
- d) data on the members of the research team,
- e) CVs of all researchers and mentors,
- f) educational goals and topic of the dissertation of each researcher,
- g) naming of the faculty of the head researcher, or a list of faculties at which the project will proceed,
- h) a statement by each researcher that the topic of the project is not identical to the topic of their dissertation,
- i) project budget data, incl. justification.

Art. IV - Structure of funds

1. Funding for the project shall be provided by the University; faculties shall contribute 5% of their own resources to the financing of project budgets⁴.

³ CU prefers 4EU+ Alliance partners and CU strategic partnerships as destinations for activities abroad.

⁴ A faculty's own resources for the purposes of joint financing of projects as part of the Operational Programme Science, Research and Development are deemed the revenues of public universities under Section 18 (2) a), e), g), h), as well as resources listed in Section 18 (6) a), b), d) and g) of Act no. 111/198 Coll., on higher education institutions, as amended.



2. 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 personnel costs
3. Members of the research team can work on the project on the basis of a closed employment relationship or a scholarship. It is possible to apply both approaches at the same time within a single research team.
4. Faculty overhead costs shall be at least 15% of the total project budget, calculated on the basis of the procedure referred to in paragraph 2.
5. The basic structure of the budget consists of:
 - a) personnel costs (salary costs of researchers, including all contributions and employer contributions) and scholarship costs ("personnel costs"),
 - b) remuneration for the mentor (including all contributions and employer contributions, total 40,000 CZK for the period of project implementation),
 - c) travel costs,
 - d) education costs,
 - e) costs of non-investment equipment, materials, services, etc.
 - f) faculty overhead costs in the amount of at least 15% of the total project budget.

Art. V - Evaluation of project proposals

1. In the first round, project proposals are formally evaluated by a university clerk (appointed according to the rules of registration). In the event that the topic of a project is identical to the topic of the dissertation of any of its researchers, the project proposal is excluded from the competition.
 In the event of other formal deficiencies, the applicant will be asked to rectify them within the set deadline. If rectification does not take place within the given deadline, the project proposal is excluded from the competition.
2. Project proposals accepted for substantive evaluation are assessed in the 2nd round by two evaluators⁵. Each of the evaluators assigns 0 to 100 points to the project, and the project is awarded marks A - D depending on the number of points awarded (A: 81-100 points, B: 61-80 points, C: 41-60 points, D: 0-40 points).
3. The following is evaluated for each project proposal:
 - a) overall quality of the project (0-40 points)
 - b) clearly defined research goal of the submitted project (0-30 points),
 - c) composition of the research team (0-20 points)
 - d) budget adequacy (0-10 points).
4. If the project proposal is rated D by both evaluators, it is excluded from further evaluation.
5. For all other project proposals, the points from both evaluators are added up and they proceed to the 3rd round of evaluation.
6. In the 3rd round, project proposals that have not been rejected are assessed by a Review Commission appointed by the Rector. This is composed of representatives of the subject

⁵ Evaluators will be selected from the database of external evaluators. In the event of a shortage of evaluators, they may be supplemented by internal evaluators.



panels from HUM, SOC, SCI and MED. If necessary⁶, the Rector may additionally increase the representation of reviewers on the Commission.

7. The reviewer shall become acquainted with the project proposals belonging to their subject panel and with both of their assessments.
8. The Commission will first assess the quality of the opinions produced.
 - a) If an opinion is found to be inadequate (decision described and justified in the minutes of the Commission meeting), it is replaced by a new opinion, which is submitted to a rapporteur for processing.
 - b) If both opinions are found to be inadequate (decision described and justified in the minutes of the Commission meeting), it is replaced by new opinions, whereby one is given to one reviewer for processing and the other is assigned to another evaluator.
 - c) New opinions shall be prepared in accordance with paragraph 3.
 - d) If the proposal is thus rated with two D marks, it is excluded from further evaluation.
9. The Commission shall further assess project proposals for their feasibility and innovative approach and allocate additional points in the range of 0-60 points.
10. The Commission shall approve the final list of all project proposals, ranked according to the sum of the points awarded in the 2nd and 3rd rounds of evaluation, with a threshold for granting or not granting financial support.
11. Minutes shall be taken of the meetings of the Commission, which shall be published in the usual manner.
12. The Rector shall decide on the allocation of funds to project proposals on the basis of the opinion of the Committee of Rapporteurs.
13. The university clerk shall then announce the final status of the project proposal, assessments and points available to all head researchers through IS Věda.
14. In the event that the head researcher refuses the allocation of funds, the Rector may decide to allocate funds to the next project proposal in the order.
15. There is no legal entitlement to financial support for a project proposal.

Art. VI - Terms of project realisation and financing

1. The head researcher is responsible for compliance with these Principles and for the proper claiming and economic use of the allocated funds and for compliance with the terms of the Agreement.
2. The allocated funds may be used exclusively in connection with the implemented project.
3. Scholarships paid for the project are awarded in accordance with Art. 15 of the CU Scholarship Regulations, "Scholarships from other sources". The scholarship is awarded in accordance with Art. 3 (2) of the CU Scholarship Regulations to team members by the dean of the faculty⁷ that is realising the study programme in which the student is registered.
4. In the event that the research team consists of students from several faculties of CU, the faculty of the main researcher will transfer the corresponding part of personnel costs to the faculty in which the student is enrolled, and which is obliged to use these transferred funds exclusively for the relevant personnel costs.

⁶ E.g. if the number of projects in one panel significantly exceeds the number of project proposals in the other panels.

⁷ Students of the doctoral programme in Economics and Econometrics are awarded a scholarship by the Dean of the Faculty of Social Sciences



5. The property acquired from the funds allocated for the implementation of the project is the property of CU, and its administration is the responsibility of the faculty at which the head researcher is enrolled for study.
6. The handling of funds, the accounting of their use and the implementation of controls over the management of these funds are governed by the regulations of CU, the faculty and generally binding statutory regulations. The control of the funds spent is the responsibility of the faculty.
7. The participation of any researcher in the team ends on the day on which their doctoral study is completed or interrupted.
8. The total amount of work capacity of individual researchers at Charles University (sum of all parallel employment contracts, DPP, DPČ and planned work capacity within the project) must not exceed 1.2 during the entire project implementation period.
9. The educational goals of all researchers must be maintained during the project.
10. The project must have outputs.
11. Researchers and faculties further undertake the following:
 - a) to handle subjects of copyright and property rights to the results of research and development in accordance with the relevant statutory regulations⁸,
 - b) in results achieved with the support of this programme, list in the dedication of the project the Grant Schemes at CU, reg. no. CZ.02.2.69/0.0/0.0/19_073/0016935⁹ and the exact affiliation of the authors to CU and their specific faculty¹⁰,
 - c) submit, upon request, detailed documents for the claiming of funds.
12. The researchers further undertake:
 - a) to submit an activity report, confirmed by their mentor, at the end of each month,
 - b) submit a final report on the project no later than one month following its completion,
 - c) in the event of a change in the topic of the dissertation, to confirm a new statement on the difference between the new topic of their dissertation and the topic of the project,
 - d) to immediately report the termination or interruption of their studies (to the head researcher in the case of another researcher, and to the faculty officer in the case of the head researcher).
13. The faculties further undertake:
 - a) to finance 5% of costs from own resources,
 - b) to exercise control over the spending of allocated funds,
 - c) to create suitable material and spatial conditions for researchers and appropriate administrative and technical support for the entire duration of the project,
 - d) to appoint, in accordance with the rules of registration, a contact person (agenda clerk) who will ensure communication and feedback between the researcher, the faculty and the Rectorate of CU (the "faculty clerk").
14. Details on the solution of the project, allocation of funds and their management are governed by the Agreement on the Allocation of Funds (the "Agreement"). The Agreement is concluded between CU, the faculty and the head researcher. If the Agreement is not concluded within one month before the planned start of a project, the project shall not be implemented.

Art. VII - Changes during the project

1. It is not possible to change the following during the project:
 - a) change the educational goals of researchers,
 - b) change the ratio of personnel costs to the total amount of project funds,

⁸ in particular the Rector's Measure on the Application of the Employee Works Regime at Charles University (No. 17/2018, as amended)

⁹ This dedication must also be included in the result record in the record of research results (OBD IS Věda module).

¹⁰ see rules of registration



- c) reduce faculty overheads to less than 15% of total project costs
 - d) increase the work capacity for the project as a whole,
 - e) waive the requirement to supply outputs.
- 2. After consultation with the mentor, it is possible to change the project objectives, procedures for achieving project objectives, and project outputs. The mentor's consent is expressed in their agreement with the monthly report in which these changes are listed.
- 3. It is possible to change the form of financing of a researcher's participation in the project only with the consent of the faculty management. This can then be listed in the project implementation only after its formal confirmation (scholarship award, signing of an employment contract).
- 4. Other changes shall be announced by the head researcher in good time through IS Věda to the faculty clerk, who then:
 - a) ensures that the change is effected in accordance with the conditions set out below,
 - b) attaches any related written documentation in IS Věda,
 - c) duly enters changes in the project register
- 5. Changes are made to projects are made by entering them in the records.
Changes in the personnel composition of the project (incl. staffing of mentors) can be implemented as of the first day of the month. The exception is the termination or interruption of studies in the course of a month.
- 6. It is possible to replace the person of the head researcher with another member of the research team during the implementation of a project. If only a head researcher is working on a project, they cannot be replaced and the project shall completed when they leave.
- 7. When another researcher leaves, it is possible to:
 - a) replace them with another student who is enrolled in doctoral studies at CU (the proposal for a new additional researcher must include their identification and CV),
 - b) divide their work capacity among the remaining researchers so that their changed work capacity will remain in the range corresponding to the full-time equivalent of 0.1 - 0.5, while at the same time the total amount of work capacity at CU does not exceed 1.2 (cf. Art. II (10)). The overall work capacity of the team does not change. If the work capacity of one of the other researchers by this procedure reaches a value corresponding to a full-time equivalent of 0.3 or higher, the obligation of an internship abroad shall also applies to them (cf. Art. II (12)),
 - c) adequately reduce the team's overall work capacity, which also reduces the project budget for the remaining period accordingly.
- 8. It is possible to change the person of the mentor during the project. A proposal to change a mentor must include the identification of the new mentor and their CV.
- 9. During the project it is possible to change the planned destination for an internship abroad in agreement with the faculty clerk.
- 10. If necessary, funds may be transferred between budget items not listed in paragraph 1 with the consent of the faculty clerk.

Art. VIII - Reports

1. Each researcher shall prepare a monthly activity report in IS Věda no later than the fourteenth day of the following month. It must include, in particular:
 - a) description of activities in the given month,
 - b) description of the progress of work on outputs,
 - c) plan of activities for the next month.

The head researcher's main report must also contain a summary of the work of the entire team in the given month, including any changes made to the project. After confirmation of the report



by the mentor, it is then made available to the faculty clerk for approval. The approved report is then made available to the university clerk, who can return it for completion in the event of deficiencies.

2. After the completion of the project, the head researcher will prepare a final report on the activities of the entire research team in IS Věda. It must include, in particular:
 - a) summary of project implementation
 - b) summary of research or educational internships abroad
 - c) evaluation of the fulfilment of the research and educational objectives of all members of the research team. The report is subsequently made available to the mentor for final evaluation and assessment of the overall implementation of the project. The final version of the final report in printed form must be signed by all researchers and mentors and submitted to the Research Support Office of the Rectorate of CU within one month of completion of the project. Each final report will then be evaluated by the Review Commission, which will focus in particular on the fulfilment of set objectives and the corresponding outputs. Minutes shall be taken of the meetings of the Commission, which shall be published in the usual manner.

Art. IX - Common and Closing Provisions

1. The program is coordinated by the Vice-Rector for Research and administered by the Research Support Office of the Rectorate.
2. Basic information about the competition and its results, including minutes of committee meetings, is published in the public area of the University's website.
3. Following completion of the projects, the Vice-Rector for Research shall submit a final evaluation report to the Rector's Board of CU.

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