



**PRACTICAL INFORMATION FOR
APPLICANTS AND RESEARCH
ORGANIZATIONS**

**POSTDOC INDIVIDUAL
FELLOWSHIP
INCOMING – 2025**

POSTDOC INDIVIDUAL FELLOWSHIP INCOMING PROJECTS

- ❑ These grants enable excellent foreign or Czech scientists who have long-term international experience, and are in the early stages of their careers to carry out their own projects at an institution in the Czech Republic;
 - A minimum of 2 of the last 3 years as a doctoral student abroad or employment with a scientific institution abroad (or those two combined) shall be deemed long-term experience abroad;
 - The period of last 3 years can be extended due to maternity and parental leave, long-term illness or other similar long-term legal obstacles to the performance of work;
 - Long-term experience abroad must be fulfilled and documented by 30 September of the year of announcement of the public tender at the latest;
- ❑ The POSTDOC INDIVIDUAL FELLOWSHIP is a single-investigator project, and the Investigator is expected to work on this project exclusively;
- ❑ The duration of the project is 3 years;
- ❑ The Research Organization may not be a natural person.

THE APPLICANT

- ❑ The Applicant must meet the condition that he or she received his or her Ph.D. degree (or equivalent) no more than 4 years before 30 September 2024, i.e. he or she was awarded the Ph.D. academic title (or equivalent) on or after 30 September 2020;
 - This cut-off date shall be moved back for individuals with dependent minors by the amount of time spent on maternity (or parental) leave; for individuals who have undergone a long-term disease, the cut-off date shall be moved back by the amount of time of incapacity for work; the cut-off date shall also be moved back by the time of occupational obstacles defined by law (such as long-term care for other relatives or a close person);
- ❑ The Project Proposal may already be submitted before the Applicant's Ph.D. defence, but the Applicant must be awarded his or her title on 30 September at the latest; in this case the Applicant must enclose an affidavit with the Project Proposal (see the Tender Document Art. 3.2 para 16e), and hand in the certificate of earning the academic title to GACR on or before 10 October 2024.
- ❑ As of the date of the publication of the Tender Notice and during the Tender Period, the Applicant must not be employed by any scientific institution in the Czech Republic.

METHOD OF SUBMISSION OF THE PROJECT PROPOSAL and the GRIS app

- ❑ The Project Proposal forms are available exclusively on the GACR website in the GRIS app (<https://cas.gris.cz>);
- ❑ After being finalized in the app, the file shall be affixed with a digital seal, and thus may no longer be altered in any way;
- ❑ The file must be sent to the data mailbox the address of which is “**ntq92qs**”, it must be identified with the text “Project Proposal” in the “Subject” field;
- ❑ The Project Proposals can also be sent to the data mailbox in bulk.

- ❑ We recommend using only **1 user account** in the GRIS app so that you do not lose track of all your submitted proposals, their evaluation, or ongoing or completed projects.
- ❑ The result of the evaluation of the Project Proposal by the panel can be found in the project detail (**Evaluation Protocol**) after the Tender, the individual assessments in the "**Project Evaluation Results**" tab.

VIDEO TUTORIALS FOR THE GRIS APP*

Updated video tutorials will be added as soon as possible.

- * Video tutorials are created for standard projects, other types of projects are based on them.
- Video tutorials will be provided with English subtitles.

A THOROUGH CHECK OF THE PROJECT PROPOSAL - CHECKLIST

- ❑ Before submitting the project proposal, we recommend a thorough check – on the website <https://gacr.cz/faq/> there are checklists prepared for all announced tenders and calls, which will facilitate the work.

APPLICANT, RESEARCH ORGANIZATION, PROVIDER



navrhovatel
(applicant)



uchazeč
(research organization)



GAČR

DEFINITION OF TERMS

- ❑ **RESEARCH ORGANIZATION** shall mean a legal entity based in the Czech Republic, or an “organizational unit of the State” (governmental agency), or a self-governing territorial unit, or an agency of the Ministry of Defence, or Ministry of the Interior, which is engaged in research and experimental development, and which is applying for the provision of grant funds. Research organization is an institution – a scientific workplace;
- ❑ **BENEFICIARY** shall mean a Research Organization in whose favour a decision has been made to provide grant funds to carry out a grant project;
- ❑ A Beneficiary based outside the Czech Republic is required to have a branch or an establishment registered in the Czech Republic on or before the date of the first remittance of the funding;
- ❑ **APPLICANT** shall mean the natural person responsible to the Research Organization for the professional quality of the Project Proposal,
 - As of the date of the publication of the Tender Notice, the Applicant may not be employed by the Organization or any other scientific institution in the Czech Republic. The employment must be established subsequently, on or before the start date of the grant project; in exceptional cases, no later than 4 months after the start of the Grant Project or the entry into force of the contract.
 - Once the Agreement is executed or a Decision on Grant Funding is issued, the Applicant shall become the (Principal) **Investigator**.

GENERAL TERMS AND CONDITIONS

- ❑ The expected launch date of the Project is on or after 1 January 2025, and the duration is 3 years (1095 days);
- ❑ The Investigator's first day of employment with the Beneficiary in order to carry out the Project in accordance with the Project Proposal shall be deemed the launch date of the Project;
- ❑ The Project is expected to be launched by such entry into employment on or before 1 October 2025;
- ❑ The POSTDOC INDIVIDUAL FELLOWSHIP Project may be awarded to an individual only once;
- ❑ If – and only if – the Project is discontinued due to health reasons, maternity (or parental) leave, or any other occupational obstacles, the Investigator may take part in the Public Tender one more time.

GENERAL TERMS AND CONDITIONS

- ❑ The Investigator in the POSTDOC INDIVIDUAL FELLOWSHIP may not be the Investigator, Co-investigator or any other participant involved in any role in any other project funded by GACR;
- ❑ If the nature of the Project so requires, the Project may involve technical staff and/or students enrolled in a master's programme at the institution of the Beneficiary;
- ❑ Throughout his or her involvement in the POSTDOC INDIVIDUAL FELLOWSHIP, the Investigator may not participate as Applicant or Co-applicant in any other public tender or call made by GACR, except for Proposals submitted in the final year of the Project.

CONCURRENCE OF PROPOSALS IN THE CALENDAR YEAR 2024

- ❑ **A single individual** may submit no more than two Project Proposals within all the public tenders and calls administered by GACR in a given calendar year for Projects launched in 2025 (subject to the exception provided below) and may be in the role of Applicant in one of the Proposals, and Co-applicant in the other. If both such Project Proposals submitted by a single individual are selected for funding, he or she may proceed to carry out both Projects, unless any other circumstance resulting out of the pertinent Tender Document or applicable rules prohibits such involvement in two Projects;
- ❑ **Four exceptions** to the foregoing are the tenders for JUNIOR STAR projects and the POSTDOC INDIVIDUAL FELLOWSHIP (both INCOMING and OUTGOING) and EXPRO, in which an Applicant may submit Project Proposals notwithstanding any other tenders or calls. This means that an individual who submits a Project Proposal for a JUNIOR STAR (as the Applicant) or POSTDOC INDIVIDUAL FELLOWSHIP (as the Applicant) or EXPRO (as either the Applicant or the Co-applicant) may submit a maximum of two more Project Proposals, one in which such individual is the Applicant, and the other in which he or she is the Co-applicant;
- ❑ A single individual may be nominated as the Applicant in one of the Project Proposals only, either in JUNIOR STAR, or in POSTDOC INDIVIDUAL FELLOWSHIP, or in EXPRO.

CONCURRENCE OF PROPOSALS 2024 – withdrawal from the tender

- If the Research Organization, before submitting another project proposal, which would cause concurrence of Project Proposals,
 - withdraw from the tender in accordance with Article 3 para 4 of the relevant Tender Document or
 - withdraw from the evaluation according to the relevant provision of the rules for international grant projects evaluated on the principle of Lead Agency (LA grants),

the Project Proposal from which the organization withdrew will be treated as if it had never been submitted. Such a Project Proposal will then not count towards the limit of submitted Project Proposals in a given year.

CONCURRENCE OF PROJECT PROPOSALS 2024 – success in multiple tenders

- ❑ If an Applicant for JUNIOR STAR wins multiple tenders, he or she may carry out this JUNIOR STAR project only, or a maximum of two other projects at a time (one as the Investigator and the other as the Co-investigator).
- ❑ If an Applicant for POSTDOC INDIVIDUAL FELLOWSHIP wins multiple tenders, he or she may only carry out this POSTDOC INDIVIDUAL FELLOWSHIP project only, or a maximum of two other projects at a time (one as the Investigator and the other as the Co-investigator).
- ❑ If an Applicant or Co-applicant for EXPRO project wins multiple tenders, he or she may carry out this EXPRO project only, or a maximum of two other projects at a time (one as the Investigator and the other as the Co-investigator).

IMPORTANT DATES AND DOCUMENTS

- ❑ **8 February 2024** – publishing of Tender Notice in Business Journal (Obchodní věstník);
- ❑ **9 February 2024 – 3 April 2024** – tender period
- ❑ **4 April 2024 – 29 November 2024** – evaluation period
- ❑ **10 October 2024** – deadline for proving the acquisition of a Ph.D. (if not documented when submitting the Project Proposal)
- ❑ **29 November 2024** – expected date of announcement of results

- ❑ Tender documents are published on the website at <https://gacr.cz/zadavaci-dokumentace/> and <https://gacr.cz/en/extracts-from-tender-documents/>;
- ❑ In case of any omission, inconsistency, or discrepancy between the translation and the original Czech text, including Annexes, exhibits, headings and footnotes, the Czech original text shall always prevail.

EVALUATION PANEL SELECTION – SPECIALIZATION

Discipline Committees

- ❑ OK1 – technical sciences
- ❑ OK2 – physical sciences
- ❑ OK3 – medical and biological sciences
- ❑ OK4 – social sciences and humanities
- ❑ OK5 – agricultural and biological-environmental sciences

Selection of the right panel, which includes the focus of the Project Proposal, is extremely important for funding recommendations.

You can find a list of evaluation panels of individual discipline committees and their specializations on the GACR website <https://gacr.cz/o-ga-cr/poradni-organy/panely/> – **in upcoming project proposals, please use those that are VALID AS OF APRIL 1, 2024.**

ELIGIBILITY REQUIREMENTS

- Professional qualifications shall be demonstrated in the section explaining the justification of the Project Proposal;
- A licence to carry out the activities pursuant to the provisions of Section(18)(2)(b) of the Act No. 130/2002 (not to be submitted by the organizations which are a public institution of higher education, as defined in Annex 1 to Act No. 111/1998, nor a public research institution);
- Information about the beneficial owner of the legal entity pursuant to the law regulating the registration of beneficial owners;
- The standard affidavit forms (documents) as stipulated by Act No. 130/2002 and Act No. 218/2000, (available on the GACR website at <https://gacr.cz/formulare-cestnych-prohlaseni/>);
- Any other required license pursuant to a separate law or regulation shall be submitted if so required by the Project.

See Article 2.2 of the tender document (<https://gacr.cz/zadavaci-dokumentace/>).

DEMONSTRATION OF ELIGIBILITY – DELIVERY

- 1x per organization;
- Delivery during the tender period, i.e. **9 February 2024 – 3 April 2024**;
- The forms are available on GACR website at <https://gacr.cz/formulare-cestnych-prohlaseni/>;
- One form is valid for all tenders and calls announced in the given year;

- The documents shall be delivered in one of the following ways:
 - into the GACR data mailbox „a8uadk4“ (in digital format, signed with a recognized digital signature pursuant to a separate law or regulation; it must be identified with the text “Eligibility” in the “Subject” field);
 - physically by mail or in person to the GACR registry (in an envelope marked „Eligibility“ at the address GA ČR Evropská 2589/33b, 160 00 Praha 6, (office hours of the registry Mo, Wed 9 – 16).

PROJECT PROPOSAL

- All periods are extended by periods of career breaks** (in particular due to maternity and parental leave, long-term illness or other serious obstacles to work, e.g. long-term care for a family member/close relative);
- The entire project proposal is completed in English.**
- Reasons for disqualifying a project proposal from the public tender** – checklists on the GACR website.

PROJECT PROPOSAL – PART A, B

- Basic Identification Data** shall be filled in according to the requirements in the GRIS app.
- Abstract and Scientific Aim:**
 - Abstracts (in Czech and English; each version max. 1,100 characters incl. spaces);
 - Scientific intent – aims of the Project (in Czech and English; each version max. 300 characters incl. spaces);
 - If appropriate, priority areas (or sub-areas) of the National Priorities of Oriented Research, Experimental Development, and Innovations.
- Link to the Organization's gender equality plan** (if not yet adopted, to be submitted at the latest before the conclusion of the Grant Agreement).
- Funding:**
 - All funding shall be rounded up to the nearest thousand (CZK);
 - There is no minimum or maximum subsidy set for a Project, but it is necessary to justify the need for the required funding in the Proposal;
 - Limits are set for personnel costs and the total amount of additional (overhead) costs.
- Justification for financial items:**
 - Information shall be provided for the entire duration of the project (in English).

PROJECT PROPOSAL – PART C1

Justification of the project proposal:

- Is to be written in English;
- Maximum size of 10 pages of A4 format using 11 point font and single spacing;
- A file created outside the GRIS app in PDF format with maximum size of 6 MB;
- Part C1 is to be uploaded into the Project Proposal in the GRIS app.

Failure to provide part C1 (completely in English, to the maximum extent specified) is a reason to exclude the proposal from the public tender.

PART C1 – structure and content

- A summary of the current state of knowledge of the subject matter in the given scientific field, and a description of the Applicant's contribution to date to the research in the given matter;
- A statement of the substance and timeliness of the Project, its aims, methods including conceptual and methodical procedures, a detailed schedule, and Project phases. The Project stages and the accomplishment of each aim must be associated with the expected results; where relevant, a description of the impacts on addressing possible biological differences (sex) or differences in the experiences and needs of women and men (gender), where appropriate their interactions, and whether the results of the research will be most beneficial, functional and safe for both men and women;
- Identification of the risks to the achievement of the project results, including the intensity of such risks, their probability, and ways to minimize the risks;
- Description of the scope and content of history of collaboration between the Applicant and the scientific institutions abroad, and international collaboration planned within the Project;
- Information on the readiness of the Applicant and his or her Organization;

PART C1 – structure and content

- Reasoning behind the participation of other collaborators, professional and other, the definition of their roles in the Project, including the expected aggregate workload of the individual workers;
- A brief description of the research data that will be used, collected or created during the project and the ways of handling them; the Data Management Plan is submitted with the first interim report and later any subsequent updates;
- A brief description of the potential benefits of the project and of the potential future application potential;
- A brief plan for how the results of the project will be communicated to their potential users and the public; in the communication, the beneficiary will state the GACR as the provider of grant support;
- Citations of the literature and publications used;

See the Article 3.2 para 9 of the Tender Document (<https://gacr.cz/zadavaci-dokumentace/>).

PROJECT PROPOSAL – PART C2

☐ Expected project results (in English):

- Description in words of the result types with an emphasis on quality (not quantity);
- Defined in Annex 7 of the Tender Document:
 - articles published in journals with IF (Jimp type output),
 - articles published in specialised periodical (Jsc, Jost type outputs),
 - monographs (B type output),
 - chapters in monographs (C type output)
 - articles in proceedings registered in the Scopus database or in the Web of Science Conference Proceedings Citation database (D type output).

PROJECT PROPOSAL – PART D1

CV of the Applicant:

- is to be completed in English;
- a file created outside the GRIS app in PDF format with maximum size of 1 MB;
- maximum size 2 pages of format A4 using 11 point font and single spacing.

Content:

- a brief structured professional CV;
- a list of activities throughout the Applicant's career in the field which is to be the subject matter of the project;
- the Applicant may describe and explain any career gaps and/or drops in research productivity.

Failure to submit these annexes or Part D1 (completely in English, to the maximum extent specified) shall constitute grounds for disqualification from the public tender.

PROJECT PROPOSAL – PART D2

Bibliography (in English):

- A summary of the Applicant's scientific activity throughout his or her scientific career with emphasis on its contribution to current knowledge in the field – track record; specific scientific findings are to be provided (see Article 3.2 para 14);
- Complete bibliographic information describing 5 significant results;
 - short summary of the contribution to the achievement of these results; for each result the number of citations excluding self-citations counted by Web of Science or SCOPUS;
 - in format of Czech Standard “ČSN ISO 690” (or compliant with other citation practices in the given field);
- The total number of citations, including self-citations, for all the Applicant's works according to Web of Science or Scopus;
- H-index (not required for professionals working in the selected fields of social sciences and humanities – see the Tender Document Article 3.2);
- Any additional facts worthy of notice (such as awards received, featured speaker, memberships in editorial boards, evaluation panels, involvement in project teams of leading research projects, teaching activities, and the like).

See Article 3.2 para 14 of the Tender Document (<https://gacr.cz/zadavaci-dokumentace/>).

PROJECT PROPOSAL – PART E

- Information on other projects of the Applicant** (projects being carried out, other project proposals, completed projects) – in English:
- all GACR projects which the Applicant is taking part in at the time the Project Proposal is submitted, and in what role (Investigator, Co-investigator, Professional Collaborator); furthermore, similar information shall be provided on applications for Targeted Aid (Grant Funding) for projects in which the Applicant is going to take part, and in what role;
 - All GACR projects in which the Applicant has taken part over the past 5 years, and in what role;
 - All projects on a similar subject carried out pursuant to Act No. 130/2002 with Targeted Aid provided from providers other than GACR in which the Applicant is participating at the time the Project Proposal is submitted, or in which he or she has participated in the last 5 years and in what role. Similar information shall be provided on applications for targeted aid for projects in which the Applicant is involved.

Failure to meet these obligations or a provision of incomplete information shall constitute grounds to disqualify the Project Proposal from this Public Tender.

ELIGIBLE COST ITEMS – PERSONNEL COSTS

Personnel Costs:

- In accordance with the Beneficiary's internal policies;
- Zero workload (FTE) is not permitted;
- The minimum workload of the Applicant on the Project is set at 0.70 annually;
- For the Applicant (Investigator), the Organization undertakes to ensure that the time spent at the Organization's (subsequently the Beneficiary's) workplace carrying out the Project corresponds to the amount of the Investigator's workload;
- The Investigator must carry out the project at the workplace of the Beneficiary in the Czech Republic on the basis of employment;
- The sum of the workloads of all the other team members dedicated to the project may not exceed 1.00;
- The sum of all workloads allocated for all projects supported by GACR may not exceed 1.00 for any employee;
- The Investigator shall not participate in any other Project financed by GACR in any role;
- Funds requested to cover the Investigator's salary: max. 65,000 CZK/month (prorated based on the employee's workload vs. FTE);
- Funds requested to cover the team member's salary: max. 35,000 CZK/month (prorated based on the employee's workload vs. FTE);
- Funds for payment of amounts due from agreements on work performed outside of employment executed solely for the Grant Project may not exceed CZK 400/hour.

ELIGIBLE COST ITEMS – MATERIAL COSTS

☐ Material Costs:

- Costs/proportion of the costs of materials are expenses used exclusively in direct connection with the Grant Project;
- May be proved by a separate confirmation of delivery or in another objective manner (e.g. independent measurement);
- Costs of materials, travel costs, costs of other services (incl. intangible assets) and additional (overhead) costs;
- The costs of other services may include the costs of publishing results in the form of Open Access, the costs of managing research data and creating a Data Management Plan;
 - additional (overhead) costs incurred at the time and in a direct, substantive connection to the Project, assuming such expenditure contributes to the progress and/or completion of the Project (e.g. administrative costs, costs of infrastructure, costs of childcare for the children of individuals involved in the Project, and the costs of care for other dependents);
- The maximum amount of additional (overhead) costs is **20%** of the total approved costs listed under Article 3.3.1. and 3.3.3. para 2 to 5 of the Tender Document.

For details see Article 3.3.3 of the Tender Document

ATTACHMENTS

- Copies of the special authorizations/licences as per separate legislation;
- Photocopy of the certificate of the completion of a Ph.D. programme (a photocopy of a diploma), or an affidavit of a defence reasonably expected to be completed by 30 September (according to Art. 3.2 para 16e)
- Identification of a proposed supplier, nature of the supplier's performance, and the preliminary price pursuant to Article 3.3. para 4 of the Tender Document;
- Power of attorney granted to a third party for the submission of the Project Proposal if the Organization does not have access to its own data mailbox; this power of attorney must also be delivered in another demonstrable manner, e.g. by post or in person (GACR registry office hours: Mo, Wed 9 – 16);
- A list of the institutions outside the Czech Republic to which it would be inappropriate to send the Project Proposal for evaluation, including an explanation of why those institutions would not be appropriate.
 - The enclosure of attachments other than those listed above shall constitute grounds to disqualify the Project Proposal from the public tender.

EVALUATION OF THE PROFESSIONAL STANDARD OF THE PROJECT PROPOSAL

- ❑ Originality, quality, overall quality of the Proposal;
- ❑ Competence and qualifications of the Applicant taking into account the length of his/her career;
- ❑ Creative contributions in the Investigator's scientific field taking into account his/her research and experimental development results to date;
- ❑ Readiness of the Organization to carry out the Grant Project with regard to its technical and institutional resources;
- ❑ The following shall also be taken into account: the adoption and enforcement of the principles of responsible research and innovation (RRI), including the strategic tools of human potential development.

EVALUATION OF THE PROFESSIONAL STANDARD OF THE PROJECT PROPOSAL

□ The following criteria shall be assessed from the viewpoint of the professional focus of the panel to which the proposal has been submitted:

- The focus area of the project:
 - the potential for a breakthrough and the potential impact,
 - the degree to which the research proposed addresses important challenges,
 - the ambition of the research project, and how far the proposal goes beyond the current status quo
 - the extent to which the proposed project is “high risk/high gain”;
- The proposed approach:
 - an assessment shall be made of the degree to which the proposed scientific approach is feasible, considering the fact that the proposed research is high risk/high gain,
 - the degree to which the proposed scientific methods and work approaches are suitable for the achievement of the project’s intent,
 - the degree to which the project proposal involves new methods,
 - the degree to which the approximate schedule of the project is being proposed, and the degree to which the resources and commitments proposed by the Applicant are reasonable and properly justified;

EVALUATION OF THE PROFESSIONAL STANDARD OF THE PROJECT PROPOSAL

- The quality of expected project outputs;
- International experience – the quality and length of the Applicant’s international activities to date;
- The process, outputs and methods of carrying out any previous projects by the Research Organization financed by GACR (if there are any).

EVALUATION OF THE PROPOSED COSTS

Evaluation of the proposed costs

- Appropriateness of the proposed costs and the amount of workload, in relation to the Project Proposal and its anticipated results;
- Legitimacy of individual items of the proposed costs;
- Proportion of funds requested from GACR in the total amount of proposed costs (i.e. the proportion of funding from the GACR);
- Satisfaction of the requirements for the volume and definition of eligible costs pursuant to article 3.2. para 5 to 8 and Article 3.3. of the Tender Document.

THE EVALUATION PROCESS

- 2 phases, 3 levels, a series of consecutive steps;
- Measures to eliminate conflicts of interest;
- Evaluator's Code of Ethics (<https://gacr.cz/en/legislation/>).
- A detailed description of the evaluation process can be found on the website at: <https://gacr.cz/en/evaluation-process-of-project-proposals/> or <https://gacr.cz/proces-hodnoceni-navrhu-projektu/>

CHANGES IN THE COURSE OF THE PROJECT

In the course of the grant project, changes of the Project Proposal approved originally may only occur in the following cases:

- change in the approved costs or change in the amount of the Grant Funds awarded;
 - modification of the individual milestones which must, however, be properly explained in the Interim Subject-Matter Report;
 - change of the Beneficiary.
- Changes of the Investigator, the aim, or the subject matter of the Grant Project, are inadmissible.
- Changes allowed without an amendment to the Agreement (in the next Interim or Final Report, the Beneficiary must justify such changes):
- redistributions between and among the items of basic structure of the grant funds;
 - redistributions between and among the basic structure items up to CZK 100,000;
 - an increase in the approved costs by up to 10% of the amount of such costs specified in the Agreement or Decision for the year in question, while maintaining the amount of the grant funding provided, and causing the ensuing reduction in the proportion of funding by GACR.

CHANGES IN THE COURSE OF THE PROJECT – maternity and paternal leave and other situations requiring special attention

Changes requiring special attention:

- The Beneficiary may request an intermission in the Project always from the first day of the month for the entire calendar month, for a total of 6 to 18 calendar months due to maternity or parental leave, long-term disease, or any other serious occupational obstacles on part of the Investigator, such as long-term care for a family member or a close person;
- If the Investigator takes a maternity (paternal) leave, and in other situations requiring special attention, the Beneficiary may request a reduction in the Investigator's workload, even below the minimum workload limit set in the Tender document;
- Due to the departure of the Investigator for maternity or parental leave, long-term disease or other serious occupational obstacles, e.g. long-term care for a family member / close person, the Beneficiary may also request an extension of the project duration, but not more than 18 months. The Beneficiary shall use the unspent funds carried over to the following period to finance the costs incurred at the time of the extension. Alternatively, it may request an increase in the total cost of the project from its own resources.

EVALUATION OF THE PROGRESS OF THE GRANT PROJECT

- An evaluation is carried out annually on the basis of the Interim Reports submitted, and after 2 years, by the Discipline Committee on the basis of the Interim Subject-matter Report submitted.
- The criteria:
 - The progress of the work and the achievement of the aims by international standards;
 - The arrangement of the expert and subject-matter aspects of Project activities, including the development of international scientific cooperation;
 - Utilization of the material and technical resources, equipment and instruments acquired with the use of the Grant Funds;
 - Achievement of the individual milestones of the Project compared to the approximate timeline set out in the Project Proposal;
 - Evaluation of the financial management of the Grant Funds received;
 - An assessment of the results in the structure defined by the types specified in Annex 7 of the current Tender Document.
- If the prerequisites for the continuation of the Grant Project are satisfied, the Beneficiary shall receive Targeted Aid (Grant Funds) for the following year of the Project.
- If the prerequisites for the continuation of the Grant Project are not satisfied, GACR may terminate the Agreement on Grant Funding.

EVALUATION OF A COMPLETED GRANT PROJECT

- ❑ The Discipline Committee within whose scope of activities the Grant Project falls shall carry out the evaluation of the completed Grant Project, on the basis of an assessment by the Evaluation Panel, and on the basis of the Final Subject-Matter Report, and the results of the reviews of the financial management of the Grant Funds provided.

- ❑ The Project shall be graded as “**Incomplete**” independently of the expert evaluation in any of the following cases:
 - Not all parts of the Final Subject-Matter Report have been delivered;
 - The terms and conditions for submitting the results into the Information System for Research, Development, and Innovation (IS R&D), Register of Information on Results (RIV) section, have not been met;
 - The Provider has withdrawn from the Agreement on Grant Funding, has terminated the Agreement on Grant Funding, or revoked the Decision on Grant Funding pursuant to Article 4.5. para 4 of the Annex 4.

CONTACTS AND HELPDESK GACR

- **Phone:** +420 227 088 841, +420 227 088 861
Mon–Thu: 9:00–16:00
Fri: 9:00–15:00
- **E-mail:** info@gacr.cz – for general questions;
kontakty@gacr.cz – for changes in personal information and organizations in the GRIS app
- **Helpdesk:** <https://info.gacr.cz>
- **Information on calls and project implementation:** <https://gacr.cz/faq/>
- Find detailed information in the Tender Document on the website:
<https://gacr.cz/zadavaci-dokumentace/> and
<https://gacr.cz/en/extracts-from-tender-documents/>

