



**PRACTICAL INFORMATION FOR
APPLICANTS AND RESEARCH
ORGANIZATIONS**

**STANDARD PROJECTS
2025**

STANDARD PROJECTS

- ❑ The duration of the projects is 2–3 years;
- ❑ Within this group of grant projects, Applicants at any stage of career, without any age limitation, may apply for funding;
- ❑ Project proposals can be submitted from all areas of basic research;
- ❑ The aim of the project and methods are chosen by the Applicant;
- ❑ The project is carried out by one person or a team of researchers from one or more institutions;
- ❑ The evaluation is based on the peer review system (GACR panel system and foreign opponents);
- ❑ The Research Organization may be also a natural person.

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 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.

DEFINITION OF TERMS

- ❑ **RESEARCH ORGANIZATION** (hereinafter “Organization”) shall mean a natural person or a legal entity based in the Czech Republic, an “organizational unit of the State” (governmental agency), or 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 Targeted Aid by submitting a Project Proposal. The participation of Organizations based outside of the Czech Republic is governed by the provisions of Section (18) (11) of Act No. 130/2002.
- ❑ **RESEARCH CO-ORGANIZATION** is responsible to the Organization for part of the Project Proposal. The Co-organization must be an entity separate from the Organization (if it is a legal entity, it must have a different registration number).
- ❑ **BENEFICIARY** shall mean an Organization in whose favour a decision has been made to provide grant funds to carry out a grant project;
- ❑ **CO-BENEFICIARY** shall mean a Co-organization whose participation in the Grant Project is defined in the Project Proposal, and with whom the Organization executes an Agreement on Participation in the Grant Project following the award of funding to the Project.
- ❑ Beneficiary and the Co-beneficiary based outside the Czech Republic are 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.

DEFINITION OF TERMS

- ❑ **APPLICANT (or Co-applicant)** shall mean the natural person responsible to the Organization (or Co-organization) for the professional quality of the Project Proposal,
 - Applicant (Co-applicant) must be employed, or in a similar relationship (but not in a labour-law relationship based on an agreement on work performed outside of employment, i. e. „employment-like agreements“ with the Organization (Co-organization), or such relationship must be established on or before the start of the Grant Project, in exceptional cases, with the Investigator, no later than 4 months after the start of the Grant Project or the entry into force of the contract.
- ❑ In case the Organization is a natural person, the Organization and the Applicant are the same individual.
- ❑ Once the Agreement is executed or a Decision on Grant Funding is issued, the Applicant (Co-applicant) shall become the Principal Investigator (Investigator) or (Co-investigator) of the Grant 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
- ❑ **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/en/panels/> – **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.

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 and Co-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 investment cost and 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 and/or related issues;
- A statement of the substance and timeliness of the Grant Project, its aims, methods including conceptual and methodical procedures, a detailed schedule, and Project phases (project phases 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 minimise the risks;
- A description of scope and content of the international collaboration planned within the project, if such collaboration is being planned within the Project;
- If a Co-organization is involved, its involvement in the project must be explained and justified, as well as its contribution and detailed description of its participation in the project;
- Information on the readiness of the Organization, Co-organizations;

PART C1 – STRUCTURE AND CONTENT

- Description of the team; justification of/reasoning behind the participation of Co-applicants, Professional Collaborators, and other collaborators, professional and other, the definition of their roles in dealing with the subject matter, including the expected aggregate workload of the individual workers;
- A brief description of the research data that will be used, collected or produced during the course of 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; the Beneficiary or Co-beneficiary will list GACR as the provider of grant support for the project;
- References/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 (in English) of the result types with an emphasis on quality (not quantity);
- Articles which may be recognized as outputs of the project shall only be:
 - 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).

See Annex 7 to the Tender Document for a description of the types of results.

CATEGORY OF “POOR-QUALITY” PROJECTS

Unfortunately, the possible inclusion of your Project Proposal in the category of „Poor-quality“ projects during the evaluation means the exclusion of your Project Proposals from all tenders and calls announced in the following calendar year.

Therefore, please make sure that your proposal does not have serious shortcomings, such as the following:

- ❑ „Knowledge gap“ is not defined or is defined insufficiently (project is not based on an original idea);
- ❑ Hypothesis is not formulated clearly, nor the method of its verification;
- ❑ Proposed methodology is inappropriate for the verification of the hypothesis formulated;
- ❑ Proposed outputs or aims cannot be achieved by the proposed research, or the collection and processing of the anticipated data.

PROJECT PROPOSAL – PART D1

☐ CV of the Applicant and Co-applicant(s):

- 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;
- potentially a maximum of two more pages for each Co-applicant.

☐ Content:

- a brief structured professional CV;
- a list of activities over the last 5 years in the field which is to be the subject matter of the project (if necessary, this information can be included for the Professional Collaborators as well);
- the Applicant and/or Co-applicant may describe and explain any career gaps and/or drops in research productivity.

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

PROJECT PROPOSAL – PART D2

Bibliography of Applicant and Co-applicant(s) – in English:

- A summary of scientific activity over the last 10 years with emphasis on his or her contribution to the current state of knowledge in the field – track record; specific scientific findings are to be provided (Article 3.2 para 13);
- Complete bibliographic information describing 5 significant results over the last ten calendar years;
 - 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 fields of social sciences and humanities);
- The number of educated and currently supervised postdocs, doctoral students and students of Mgr. and Bc. studies, data on teaching at universities;
- A list of invited lectures at established international conferences over the past 5 years and major awards;
- A maximum of five major projects that you have won in the past;
- Information on membership in evaluation panels or discipline committees of GACR or in evaluation panels of foreign grant providers.

For the details see Article 3.2 para 13 of the Tender Document (<https://gacr.cz/zadavaci-dokumentace/>).

PROJECT PROPOSAL – PART E

- Information on other projects of the Applicant and Co-applicant** (projects being carried out, other project proposals, completed projects) – in English:
- all GACR projects which the Applicant and/or the Co-applicant are 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 and/or the Co-applicant are 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 and/or the Co-applicant are 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 annual workload (FTE) on the project is recommended at 0.20 for the Applicant, and at 0.10 for the Co-applicant(s).
- 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 sum of all workloads allocated for all projects supported by GACR may not exceed 1.00 for any employee (for the purposes of the project proposal, it is possible for the sum of all the workloads of one person to exceed 1.00, but the proposal must include information on the procedure in the event of a grant being awarded);
- Funds requested to cover the salaries: max. 65,000 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 – INVESTMENT COST

☐ Investment Costs:

- May include tangible fixed assets necessary to carry out the Grant Project which are purchased and used in direct connection with the Grant Project;
- Tangible fixed assets (devices, machinery, equipment... etc.): the price exceeds CZK 80,000 and the operational and technical functionality is longer than one year;
 - If tangible fixed assets are acquired (the purchase price exceeds CZK 80,000, and their “operational and technical functionality” (useful life) is longer than one year, and in the event that the useful life is longer than the period of use during the Grant Project, the maximum amount of eligible cost shall be based on the depreciation of such assets using the following formula:
 - $U(N) = (A/B) \times C \times D$
 - U(N) is the eligible cost, A the period for which the assets are to be used during the project, B is the useful life, C is the purchase price of the asset, and D is the percentage of its utilisation for the Grant Project out of the total utilisation of the asset.
- The total cost for acquiring tangible fixed assets necessary to carry out the project must not exceed 10% of the total amount of approved costs without investment and without additional (overhead) costs.

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;
- 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;
- A Letter of Intent verifying the international cooperation or a commitment to perform the necessary work at an institution abroad.
 - 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 standard of the Proposal;
- ❑ Competence and qualifications of the Applicant and Co-applicant, and those of any Professional Collaborators, to carry out the Grant Project; creative contributions in the scientific field taking into account their research and experimental development results to date;
- ❑ Readiness of the Organization and Co-Organizations 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:
 - scientific aim (aims of the Project Proposal) – an assessment of whether clear and specific aims have been defined, and their level of difficulty, significance, and feasibility; the proportionality of the scale of the problem proposed for exploration shall be assessed in relation to the resources required and the time necessary for such exploration;
 - proposed Project methodology – 1. concept, preparation, and adequacy of the proposed methodology, including the time schedule of the solution; 2. adequacy (especially in terms of the amount of workload and the share of individual team members in the expected outputs of the Grant Project), and the composition of qualifications in the work team, the involvement of students and postdocs and the role of individual team members; the balanced representation of women and men in the team shall also be taken into account;
 - the expected quality of the project outputs;
 - international cooperation – expected involvement of institutions abroad in carrying out the Grant Project, mutual use of each other's equipment by the cooperating institutions, and the deployment of complementary approaches and methodologies;
 - process, outputs and ways of carrying out any previous grant projects carried out by the Organization, Co-organizations, Applicant and/or Co-applicant (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

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;
 - change of Co-beneficiary, Investigator or Co-investigator of the Grant Project;
 - change of the Beneficiary.
- A change of the aim or the subject matter of the Grant Project is not possible.
- 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 the basic structure items up to CZK 100,000;
 - an increase in the approved costs (co-financing) 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;
 - a change in the team including a change in total team work capacity (workload) of up to 20 % of the total team work capacity (workload) approved in the Agreement, while maintaining the professional quality of the team.
 - change in the Investigator's workload is calculated separately; any increase is possible without an amendment to the Agreement, reduction up to a maximum of 20%

CHANGES IN THE COURSE OF THE PROJECT

Change of the Investigator in the first year of the project - only in cases worthy of special consideration (serious illness, maternity/parental leave...)

If the request for a change of the Investigator in the first year of the project is not granted and the grant funds have already been paid, the beneficiary is obliged to reimburse the funds.

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

☐ Changes requiring special attention:

- In the event of the Investigator's departure on maternity (parental) leave, the Beneficiary may request a temporary change of the Investigator;
- 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;
- 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;
- ❑ A detailed report on the progress of the three-year project is submitted only after the second year of the project;
- ❑ For each year, financial management and publication outputs are reported.
- ❑ **The criteria:**
 - The progress of the work and the achievement of the aims compared to the plan set out in the Project Proposal, and the estimated schedule for the material completion of assignments;
 - Engagement of the appropriate professionals and personnel in the Project, involvement of students and postdocs;
 - 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 outputs in the structure defined by the types specified in Annex 7 of the current Tender Document.

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 final report is completed one year after the year when the provision of project support was terminated, with the exception of data on the use of funds, which are submitted one month after the end of the project implementation;
- At the request of the Beneficiary, the submission of this report may be postponed for half a year.
- 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 4.4. 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/>

