

# Charles University

## 4EU+ Student Mini-Grants 2025

Application Form

\* Required

### Identification of the Applicant

1. Project leader at CU \*

2. Email address \*

Please enter an email

3. Faculty \*

4. CU ID \*

"UKČO" to be found in SIS or on ISIC

The value must be a number

5. Stage of study \*

- Bachelor studies
- Master studies
- PhD studies

6. Year of studies \*

at the time of submitting the application

The value must be a number

7. Do you have an employment contract at CU? \*

- Yes
- No

## Identification of the Project

8. Project title \*

9. Participating Universities \*

- Heidelberg University
- Paris-Panthéon-Assas
- Sorbonne University
- University of Copenhagen
- University of Geneva
- University of Milan
- University of Warsaw
- Other

10. Type of project \*

- Research
- Education
- Socio-cultural collaboration
- Other

11. Core team members at other 4EU+ universities \*

indicate name, institution, department, position (academic or student)

12. Other team members at CU \*

indicate name, faculty, department, position (academic or student); if there are no other colleagues, indicate so by "N/A"

13. Abstract of the project \*

Please enter at most 1000 characters

14. Aims of the project \*

Please enter at most 500 characters

15. How does the project correspond with the 4EU+ Strategy 2025-2035 \*

<https://4euplus.eu/4EU-1001.html>

Please enter at most 500 characters

16. Schedule of planned activities \*

Please describe the activities that will be carried out, indicate the planned dates or at least months of the event(s).

17. Expected outputs \*

## Expected Budget

for the budget calculation you can download an auxiliary table available at [https://cuni.cz/UK-14286-version1-student\\_minigrants\\_2025\\_ok.xlsx](https://cuni.cz/UK-14286-version1-student_minigrants_2025_ok.xlsx)

### 18. BUDGET TOTAL (CZK) \*

sum of TRAVEL COSTS (question 19) and OTHER COSTS (question 24)  
Staff costs are not eligible for students' projects.

The value must be a number

### 19. TRAVEL COSTS TOTAL (CZK) \*

sum of student travels costs (question 20) and academic travels costs (question 22)

if N/A, indicate "0"

The value must be a number

### 20. student travels costs total (CZK) \*

if N/A, indicate "0"

The value must be a number

### 21. justification of student travels costs \*

For each travel scheduled, indicate number of students, destination, and number of days. For costs calculation, use the student travel tariff as explained on <https://cuni.cz/UK-13891.html>  
if N/A, indicate "N/A"

### 22. academic travels total (CZK) \*

if N/A, indicate "0"

The value must be a number

### 23. justification of academic travels costs \*

For each travel scheduled, indicate name of travelling employees, their faculty, destination, and number of days, calculation of the costs for travelling, accomodation and diets as required by law.

if N/A, indicate "N/A"

**24. OTHER COSTS TOTAL (CZK) \***

sum of scholarships (question 25), catering (question 27), material (question 29), travel costs of external persons (question 31), and other relevant costs (question 33)

if N/A, indicate "0"

The value must be a number

**25. scholarships total (CZK) \***

if N/A, indicate "0"

The value must be a number

**26. justification of scholarships \***

For each scholarship, indicate the name of the student and expected number of hours. The hourly rate for student support is 200 CZK.

If N/A, indicate "N/A"

**27. catering total (CZK) \***

if N/A, indicate "0"

The value must be a number

**28. justification of catering \***

Justify the costs expected for catering services.

If N/A, indicate "N/A"

**29. material necessary for the implementation of the project total (CZK) \***

if N/A, indicate "0"

The value must be a number

**30. justification of material costs \***

Justify the costs expected for material costs by the list of items and/or services to be purchased.

If N/A, indicate "N/A"

31. **travel costs of external persons (based on the Contract for reimbursement) total (CZK) \***

if N/A, indicate "0"

The value must be a number

32. **justification of travel costs of external persons \***

For each person, indicate name, home destination, host destination, approximate costs for travelling and accomodation.

If N/A, indicate "N/A"

33. **Other relevant costs not listed above total (CZK) \***

if N/A, indicate "0"

The value must be a number

34. **justification of any other relevant costs \***

justify any other costs not listed above that you need for the implementation of the project.

If N/A, indicate "N/A"

## Confirmations

35. I have submitted the letter of intent signed by the project partners on the email [4euplus@cuni.cz](mailto:4euplus@cuni.cz) \*

Confirm

36. I have submitted the confirmation letter provided by the faculty (faculty coordinator) on the email [4euplus@cuni.cz](mailto:4euplus@cuni.cz) \*

Confirm

37. I have submitted the filled out budget table on the email [4euplus@cuni.cz](mailto:4euplus@cuni.cz)

Confirm

38. I have read and understand the rules for utilizing and reimbursing costs within 4EU+ projects (<https://cuni.cz/UK-13891.html>) and will adhere to them throughout the project implementation. I am aware of the consequences of violating the rules for utilizing and reimbursing costs under 4EU+. \*

Confirm

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