Charles University
4EU+ Academic Mini-Grants 2025

Application Form

Identification of the Applicant

1. Project leader at CU *

2. Email address *

Please enter an email

3. Faculty *

4. Department *

5. CU ID *

"UKČO" to be found in SIS or on CU employee card

The value must be a number

Identification of the Project

6. Project title *

[   ]

7. Participating Universities *

- ☐ Heidelberg University

- ☐ Paris-Panthéon-Assas

- ☐ Sorbonne University

- ☐ University of Copenhagen

- ☐ University of Geneva

- ☐ University of Milan

- ☐ University of Warsaw

- ☐ Other

8. Core team members at other 4EU+ universities *

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

[   ]

9. Other team members at CU *

indicate name, faculty, department, position (academic or student); if there are no other colleagues, indicate so by "none"

[   ]

10. Flagship *

- ○ Flagship 1

- ○ Flagship 2

- ○ Flagship 3

- ○ Flagship 4

11. Type of collaboration *

    ◯ New collaboration

    ◯ Continuation of existing collaboration

12. Has you project team already received financial support from any of the 4EU+ project/institution or other source? Please specify (ideally by the project(s)' ID number(s)). *

if the collaboration has been indicated as new, please insert "none".

[ ]

13. Project type *

    ◯ Research

    ◯ Resarch&Education

14. Abstract of the project *

[ ]

Please enter at most 500 characters

15. Aim of the project *

[ ]

Please enter at most 250 characters

16. Complementarity of project aims with 4EU+ Strategy 2025-2035 *

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

[ ]

Please enter at most 250 characters

17. Schedule of activities *

please indicate the planned dates or at least months of the activities carried out of the project

[ ]

18. Expected outputs *

19. Further funding: please specify the funding scheme or call under which you intend to apply. *

The plan to submit an application for additional funding after the minigrant project concludes will be part of the evaluation process for new collaborative team project proposals. It is a crucial condition for continuous projects.

Please enter at most 250 characters

Expected Budget

for the budget calculation you can download an auxiliary table availble at https://cuni.cz/UK-14288-version1-academic_minigrants_2025_ok.xlsx

20. Budget table

Download the budget table to fill out here: https://cuni.cz/UK-14288-version1-academic_minigrants_2025_ok.xlsx

⤒ **Upload file**

File number limit: 1   Single file size limit: 10MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

21. **BUDGET TOTAL (CZK)** *

sum of TRAVEL COSTS (question 21), STAFF COSTS (question 26) and OTHER COSTS (question 28)

The value must be a number

22. **TRAVEL COSTS TOTAL (CZK)** *

sum of student travels costs (question 22) and academic travels costs (question 24)

if N/A, indicate "0"

The value must be a number

23. **student travels costs total (CZK)** *

if N/A, indicate "0"

The value must be a number

24. 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"

25. **academic travels costs total (CZK)** *

if N/A, indicate "0"

The value must be a number

26. 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"

27. **STAFF COSTS TOTAL (CZK)** *

if N/A, indicate "0"

The value must be a number

28. justification of staff costs *

For each employee, indicate name and role of the employee in the project, define the category of the work, expected number of hours scheduled and the salary bonus including statutory contributions. The salary bonus of each employee is to be counted as ([number of hours] x [hourly rate for the category of work]) +([number of hours] x [hourly rate for the category of work] x 34,8 %). Total salary bonus is the sum of individual employees' salary bonuses.

Categories of work: (i) Organizing support activity - 200 CZK/h; (ii) Asistant teaching/research activity - 300 CZK/h; (iii) Teaching/research activity - 400 CZK/h

If N/A, indicate "N/A"

29. **OTHER COSTS TOTAL (CZK)** *

sum of scholarships (question 29), material costs (question 31), travel costs of external persons (question 33), and other relevant costs (question 35)

if N/A, indicate "0"

The value must be a number

30. **scholarships total (CZK)** *

if N/A, indicate "0"

The value must be a number

31. 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"

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

if N/A, indicate "0"

The value must be a number

33. 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"

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

if N/A, indicate "0"

The value must be a number

35. 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"

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

if N/A, indicate "0"

We remind you that catering and refreshments is not eligible cost.

The value must be a number

37. justification of any other relevant costs *

justify any other costs not listed above that you need for the implementation of the project. We remind you that catering and refreshments is not eligible cost.

If N/A, indicate "N/A"

Files

38. Confirmation of the project partners *

↑ Upload file

File number limit: 8   Single file size limit: 10MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

39. Confirmation of the Faculty (faculty coordinator) *

↑ Upload file

File number limit: 1   Single file size limit: 10MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Confirmation

40. 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