Primus – manual for applicants

# 1. Access to the application

Submitting a competition proposal is possible using the application **http://is.cuni.cz/veda**(We recommend using recent version of Chrome or Mozilla Firefox.)

**CUNI employees and students:**

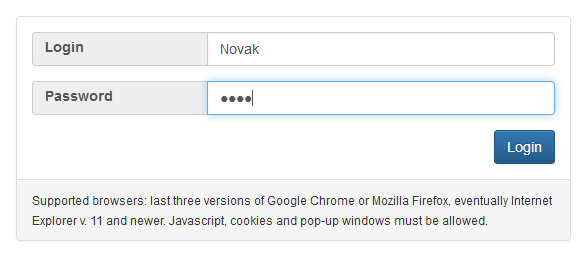
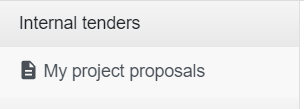
for logging in, use your personal identification number, which you will find below the photograph on your CUNI ID card and the password from the CUNI Central Authentication Service: [**http://cas.cuni.cz**](about:blank)

**Applicants from outside CUNI:**

to acquire login data, register using a form at [**http://veda.is.cuni.cz/primus**](about:blank)

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| Registration of applicants from outside Charles University The registration form for access to the system for submitting applications is available at [http://veda.is.cuni.cz/primus](about:blank)     1. After you fill in all information and submit the form, you will receive a confirmation email containing a link. Clicking this link (or copying it to the browser address bar), will verify your email address. 2. Your registration will be then checked by the staff of the CUNI Rector’s office, and within a few work days you will receive an email with your login details. |

After logging in, navigate to the „My project proposals“ page via menu on the left side of your screen.



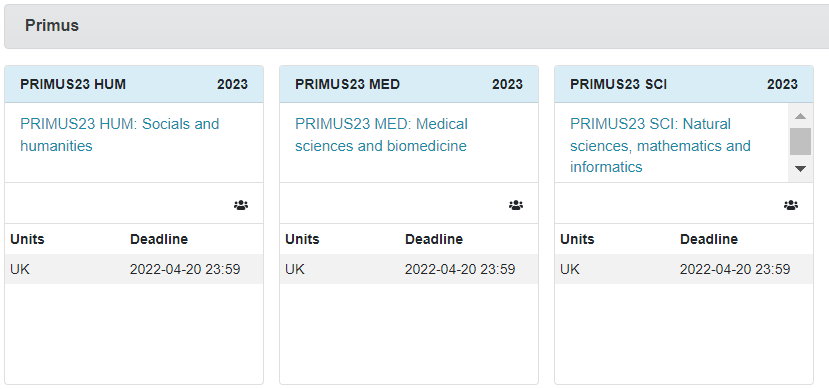
# 2. Creating your proposal

If this is the first time you have entered the system or if you have not started to prepare a proposal, click the **New proposal** (in the My project proposals) button. Otherwise do not create a new proposal and open a proposal already created by clicking the name or number of the proposal and go straight to Chapter 3.

## 2.1 Selecting a category

When setting up a new proposal, first select the relevant competition category:

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| **PRIMUS HUM** | Humanities and Social Sciences |
| **PRIMUS SCI** | Sciences, Mathematics and Informatics |
| **PRIMUS MED** | Medical sciences and Biomedicine |



Each proposal must be assigned to one of the categories. Please explain any interdisciplinary ties in the project description.

## 2.2 Creating a proposal

After selecting a category (by clicking its name), you can read the ltender terms (you can return to this any time later by clicking the **Tender terms** button, which will appear on the proposal form above on the right and offer for downloading the recommended CV template). Then click the **Create proposal (right arrow)** button. During the first step, fill in all the form's fields.

#### Project title in Czech and Project title in English OBLIGATORY, 120 characters for each language (incl. spaces)

The project name should not include abbreviations and must not exceed 120 characters including spaces.

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#### Faculty/institute OBLIGATORY

If this field is not filled in automatically on the basis of your personal details, select from the code list of the faculty or university institute where the project will be conducted.

#### Commencement of the project OBLIGATORY; Termination of the project OBLIGATORY

The implementation of an approved project must start earliest 1st January and latest 1st September of the year following the year of application. The maximum duration of each project is four years. Please fill in the dates.

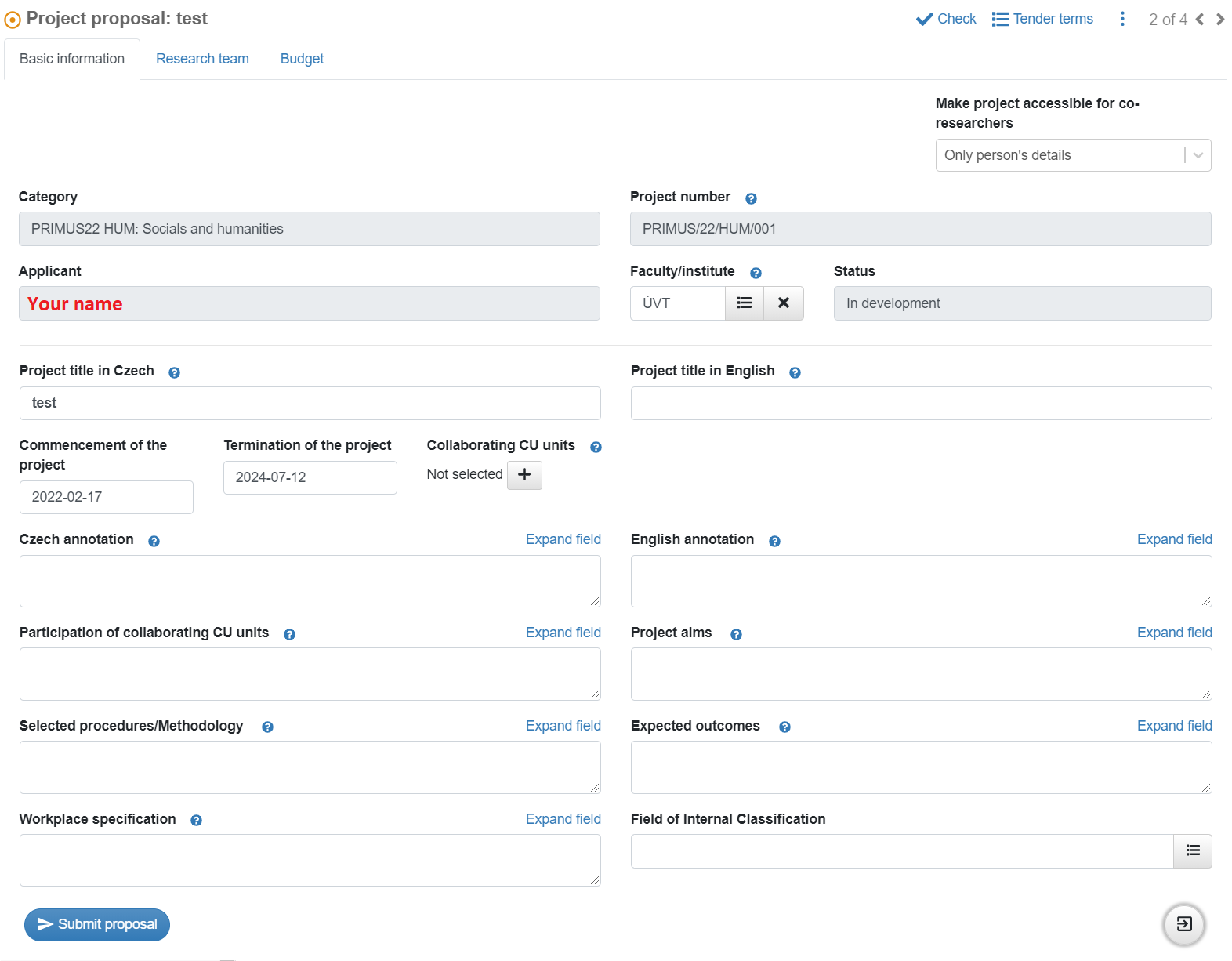
Then click the **Create project** button, by which the form of the project will be created, and you can continue editing it.

# 3. Editing your proposal

Please fill in the details in individual tabs and regularly save the information by clicking the **Save changes** button (bottom right). You can always return to the saved unfinished proposal.

## 3.1 Basic information

In the first tab, describe the basic idea of the scientific plan submitted.



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#### Czech annotation and English annotation OBLIGATORY, max. 1,200 characters for each language

Give a brief annotation of the project in Czech and in English. The text of the annotation will be used to present the Primus competition and the individual projects.

#### Collaborating CUNI units OPTIONAL

#### Participation of collaborating CUNI units OPTIONAL, max. 900 characters

If other faculties/institutes are expected to participate on the project, please specify them together with a brief description of the scope of their participation.Please state any financial contributions made by the faculty/university institute in the comment.

#### Project aims OBLIGATORY, max. 3000 characters

Identify the main aims/objectives of the project and describe the project outline. Justify his contribution to the national and international context.

#### Selected procedures/Methodology OBLIGATORY, max. 3000 characters

Describe new conceptual and methodological procedures or their connection to well recognized international results.

#### Expected outcomes OBLIGATORY, max. 3000 characters

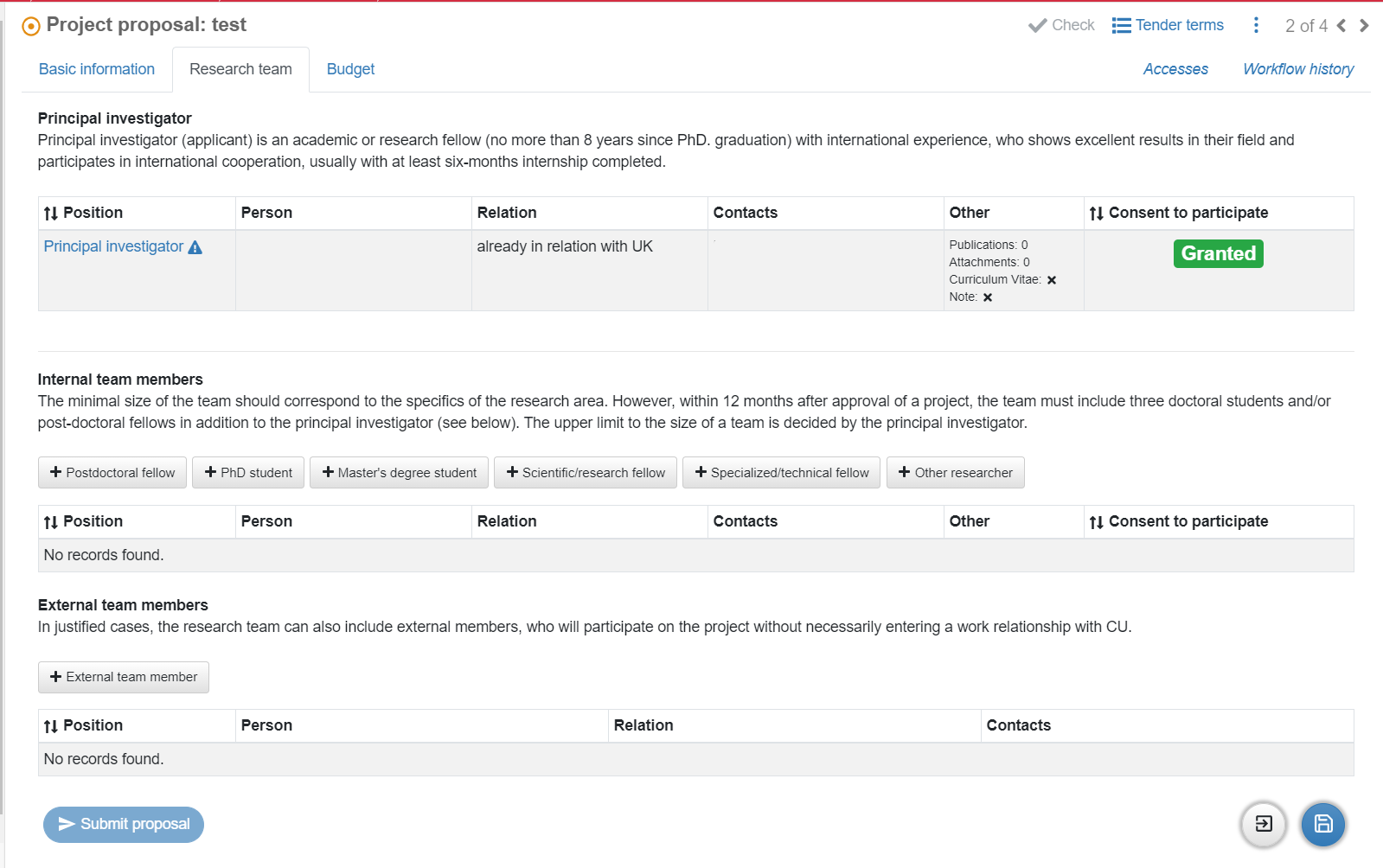
What results are expected during the project and on its completion (eg. journals articles, monographs, patents, etc.) or other possible implementations?

#### Workplace specification OBLIGATORY, max. 1000 characters

Is your organization able to support you with relevant equipment/ facility needed for the project? If the project requires a purchase of a new device, etc. please specify this information in the budget statement.

## 3.2 Project team

The minimal size of the team should correspond with the specifics of the research area. However,the project team must include three doctoral students and/or postdoctoral fellows in addition to the principal investigator (see below) by 31st December (of the year following to the application) the latest. There is no maximum limit of the research group size given, the PI decides on such limit.



### 3.2.1 Principal Investigator (PI)

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| **It is expected that the applicant is also the principal investigator (PI). The PI of the project meets the following criteria:**   * an academic or research fellow with international experience who has achieved excellent results in his/her field and takes part in international cooperation; * he/she has attended an internship of at least 6 months or spent a significant part of his/her professional career outside of the Czech Republic; * he/she has obtained a PhD diploma no more than **8** years prior to the submission of the proposal (this does not include documented maternal or parental leave, military service and attested long-term illness); * at the time of submitting the proposal, he/she does not have to be an employee of the university. However, he/she must become a CUNI employee by the time the project starts with the majority of his/her working time spent at the university, its faculty hospitals or at the joint workplace of CUNI and the Academy of Sciences (work carried out in various parts of the university can be added together; * a PI can only submit one project proposal to the Primus programme; * he/she can be involved in other internal university programmes or competitions, but not as a PI.   It is expected that the principal investigator will apply for an ERC grant (or in case of the humanities and social sciences for another major international grant) before the project ends. |

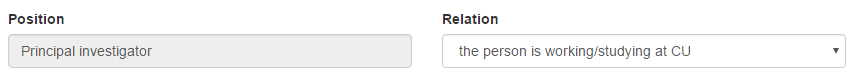
At the creation of a new proposal, the applicant is automatically inscribed as the project's PI. However, additional data must be filled in. You can edit each person’s details by clicking the name of the position (Principal investigator).

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#### Relationship with CUNI OBLIGATORY

Choose the relevant value in the drop-down list on the right next to the position:

* **the person is working/studying at CUNI**
* **the person will become employee of CUNI if the project receives funding**

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#### Workplace OBLIGATORY IF THE PERSON IS ALREADY AFFILIATED TO CUNI

If the workplace (or future workplace) has not been filled in automatically,

* open the list
* click the Filter button
* select the appropriate workplace

If the project is to be conducted at a workplace other than the present one, select the appropriate workplace and state this in the Notes. (Workplaces are filtered automatically according to the faculty selected in the proposal; you can alter the searched faculty by changing the setting in the drop-down menu in the upper part of the code list.)

#### Planned workplace OBLIGATORY IF THE PERSON IS NOT YET AFFILIATED TO CUNI

If the PI becomes CUNI employee only in case the project will receive funding, and the workplace has not been filled in automatically, select the planned workplace at which the person will be employed.

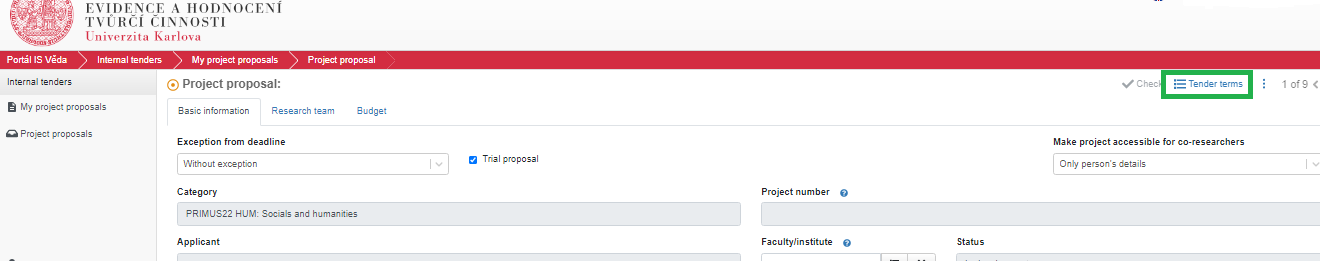
#### Contact person OBLIGATORY

The PI is one of the contact persons for the project. Fill in his or her email address, telephone number and post address.

#### ORCID OBLIGATORY

Please fill in your ORCID user ID (Open Researcher and Contributor ID). In case you do not have one, register at:  [https://orcid.org/](about:blank)

#### Curriculum Vitae OBLIGATORY

The curriculum vitae is entered in the template form, which you can find by clicking on the “*Tender terms”* button in the upper right-hand corner of the competition proposal. The completed CV form is saved in the attachments on the principal investigator’s card (see the paragraph on “Attachments” below). No other CV form will be accepted!

#### Publishing activity OBLIGATORY (3 - 5 publications)

#### Attachments Allowed file formats: DOC, DOCX or PDF

Insert the attachment by dragging the file into the dashed box or by clicking inside it. After choosing the file from the hard disc, choose the ‘CV’ type of attachment (see below) and save it.

To delete an erroneously added attachment, hover your cursor above the left column of the table of inserted files until the waste bin icon appears. You can then remove the attachment from the proposal by clicking this icon.

##### Bibliography **OBLIGATORY**

In the PI section, attach a file with full list of publications.

##### Other attachment **OPTIONAL**

If you need to attach a file containing full text of one of the most important publications (see above) or other scientific outputs, you can do so by attaching it as a file and specifying the “Other attachment” type of attachment.

### 3.2.2 Internal team members

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| For the purposes of the Primus programme the following internal co-researcher positions have been introduced:   * **post-doctoral fellow:** a scientist who has gained a PhD diploma during the last 8 years and has not been working as an assistant professor or professor yet * **PhD student:** PhD student in a CUNI programme * **Master's Degree student:** in a CUNI programme * **other researcher:** CUNI employee or future employee working in science, research or education not covered by the given definition of a post-doctoral fellow * **scientist/researcher:** employee or future employee of CUNI with a job description comprising scientific/research activities only, not fulfilling the the above definition of a post-doctoral fellow * **technician:** employee or future employee of CUNI performing specialized jobs and partial conceptual or methodical work, e.g. a lab assistant, technician, etc. |

You can add further team members by clicking the button with the corresponding position. Current students and employees but also expected future employees of CUNI should be listed among internal members.

#### Relationship with CUNI OBLIGATORY

Choose the relevant value in the drop-down list on the right next to the position:

* **the person is working/studying at CUNI**
* **the person will become employee of CUNI if the project receives funding**
* **position will be assigned after the commencement of the project**

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| By selecting the ‘**position will be assigned after the commencement of the project**’option, you agree to assign a person to the given position the latest by 31st December (of the year following to the application) in the Description field, specify the presumed job description for this position.  Should the project proposal contain, for example, two positions later assigned to PhD students, enter both of them one by one and for each of them specify the presumed job description. |

#### Person and Workplace OBLIGATORY IF THE PERSON IS ALREADY AFFILIATED TO CUNI

A person that is already an employee of CUNI must be selected from a code list for the correct workplace at which the project will be conducted. If the project is to be conducted at a workplace other than the present one, select the appropriate workplace and state this in the Notes. (Workplaces are filtered automatically according to the faculty selected in the proposal; you can alter the searched faculty by changing the setting in the drop-down menu in the upper part of the code list.)

#### First name, Last name and Planned workspace OBLIGATORY IF THE PERSON IS NOT YET AFFILIATED TO CUNI

If a person becomes an employee of CUNI only in case the project will receive funding, fill in the person’s name and surname and select the presumed workplace at which the person will be employed.

#### Contact person OPTIONAL

If the given person is one of the of the contact persons of the project, check this option and fill his/her email address and telephone number.

#### ORCID OBLIGATORY

Please fill in the ORCID user ID (Open Researcher and Contributor ID).

#### Publishing activity OPTIONAL (3 publications maximum)

It is not obligatory to specify the publishing activity of co-researchers. If, however, you wish to insert this information, proceed the same way as in the case of the PI (see above).

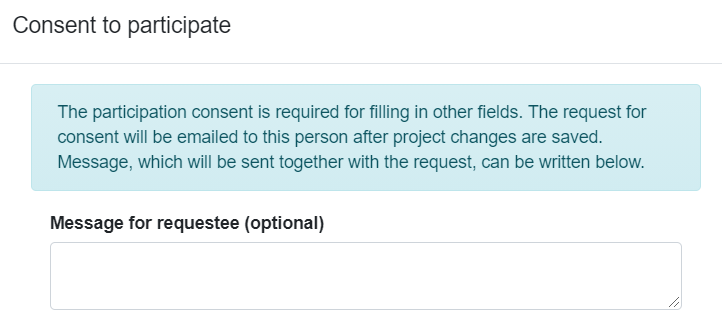
#### Attachments NOT REQUIRED

No attachments are required in the case of co-researchers.

Consent for participation is needed for all persons in the research team, which also ensures that they are aware of the use of their personal data (GDPR) as a part of the application.

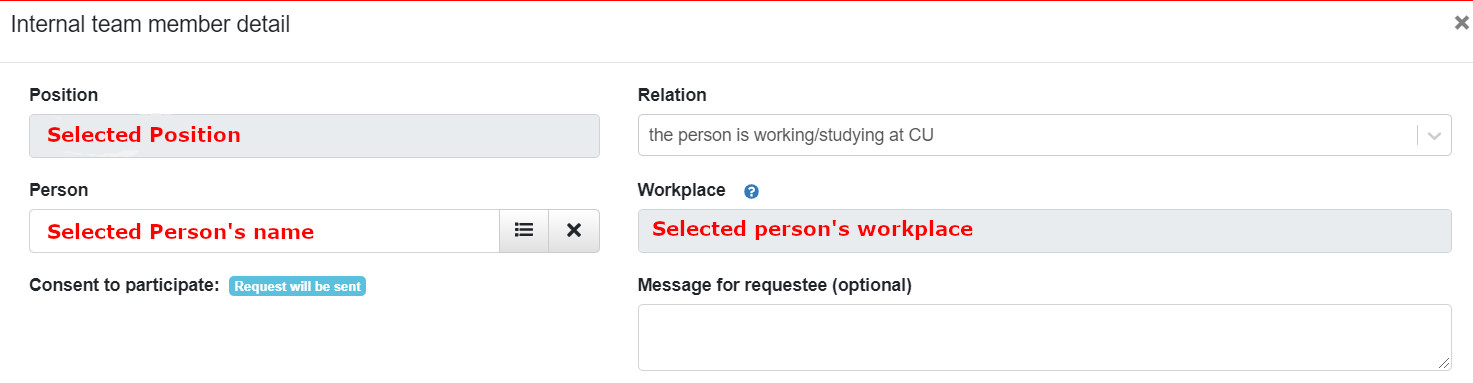
If you add a **person who is already an employee or student of Charles University**, the system automatically requests their consent by email. For persons who will be employed at Charles University in the event that the project is supported, the completed GDPR consent form must be obtained and uploaded (see below).

After selecting a person who is already in a relationship with Charles University, a window is displayed to complete an optional personal message, which the system will insert into the automatic email requesting consent to participate.



The email is not yet sent when this window is confirmed! The emails will be sent to all added persons when the entire application is saved.

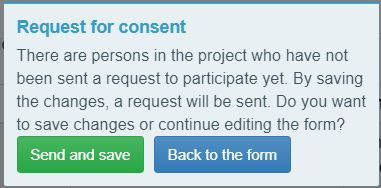
After confirming this window, it will not be possible to edit any other fields relating to the person’s details, and no personal or study information will be loaded until the person consents to participate. A label with the current status of the request (“Request will be sent”) will be displayed next to the name of the added person.



The status label for the request is also displayed in the overview of the research team.



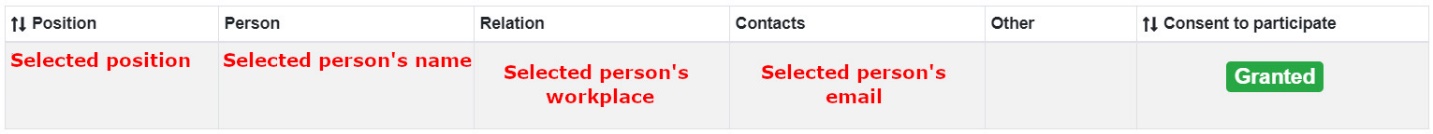
The system sends the emails with the requests only after all requests have been saved and the sending has been confirmed:



After saving the changes, the status label changes to “Waiting”.



You will receive an email message about the person’s decision to grant or reject the consent. The resulting decision is displayed as a green or red label:

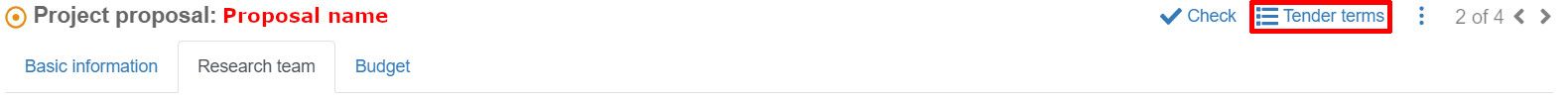


If rejected, the respective team member must be removed.

If consent is granted, the system automatically unlocks all locked fields and retrieves the remaining information, if available.

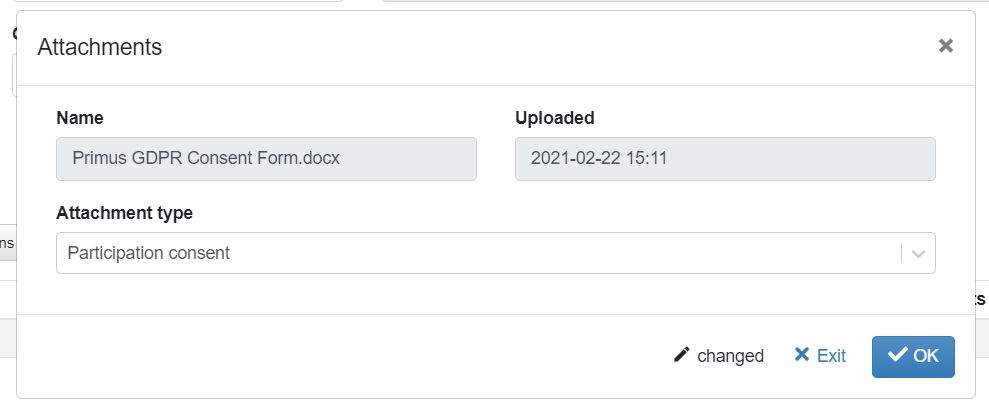
After completing the **details of the person who will be employed only if the project is accepted**, the status label of the request will be displayed in blue with the text “**External**”.

The completed GDPR consent form must be uploaded for the person, which can be downloaded by clicking on the “**Tender terms**” button on upper right-hand side of the open application.



Please submit the form to the appropriate person for completion and then attach it to the person’s details by clicking in the designated space and then attach the file from the disk or drag the file into this space.

After selecting the file, choose “Participation consent” as the **Attachment type**.



After saving the changes to the project, the status label changes to green.



### 3.2.3 External team members

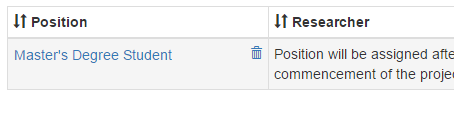
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| In justified cases, the research team can also include external members, who will participate on the project without necessarily entering a work relationship with CUNI. |

In the case of external team members, the only required details are their name, surname and main affiliation. If the workplace is not offered in the menu, please specify it in the Notes.

With respect to a person’s consent to participate in the project, the terms for those who will be employed if the project is accepted for funding (see above) also apply to external team members.

### 3.2.4 Removing an erroneously added person

If you need to remove a person added to the project, hover your cursor above the name of the person’s position (in the left column of the table), until the rubbish bin appears. Clicking this icon will remove the person.



## 3.3 Project budget (both parts of budget)

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| **The funding of Primus projects is governed by the following basic rules:**   * Projects are co-financed equally by the university and faculty. * Projects are financed from the university’s resources by the same amount as that by the supporting faculties / institutes of higher education, but only up to the amount of CZK 1.5 million/year by the university (except for selected projects according to RD 55/2020, article 3 point 3) * Later transfers between non-investment and investment resources are possible only with the approval of the Economic department of CUNI Rector’s office * The funding provided cannot be used to pay administrative staff. * Resources allocated to scholarships/personnel costs cannot be used to pay for travel expenses. * Resources allocated for the acquisition of long-term property cannot be used to finance write-offs. * The maximum general and administrative expenses received equal the maximum of 15% of the sum of non-investment resources (this condition applies separately to means provided by the university and those provided by the faculty/university institute). * CUNI reserves the right to amend/cut the structure and the total sum total of allocated resources |

### 3.3.1 Budget for the first year of the project

Provide an itemized budget of the project in a **round amount of CZK** for the first year of the project:

* personnel costs (salaries incl. obligatory social and health insurance, work contracts (such as ”Dohody o pracovní činnosti“ and/or “Dohody o provedení práce“), other personnel costs/remunerations, scholarships)
* operational costs, travel expenses and services
* costs of long-term acquisitions (investments)
* general and administrative costs/overheads

Enter the requested sum by clicking the name of the item.

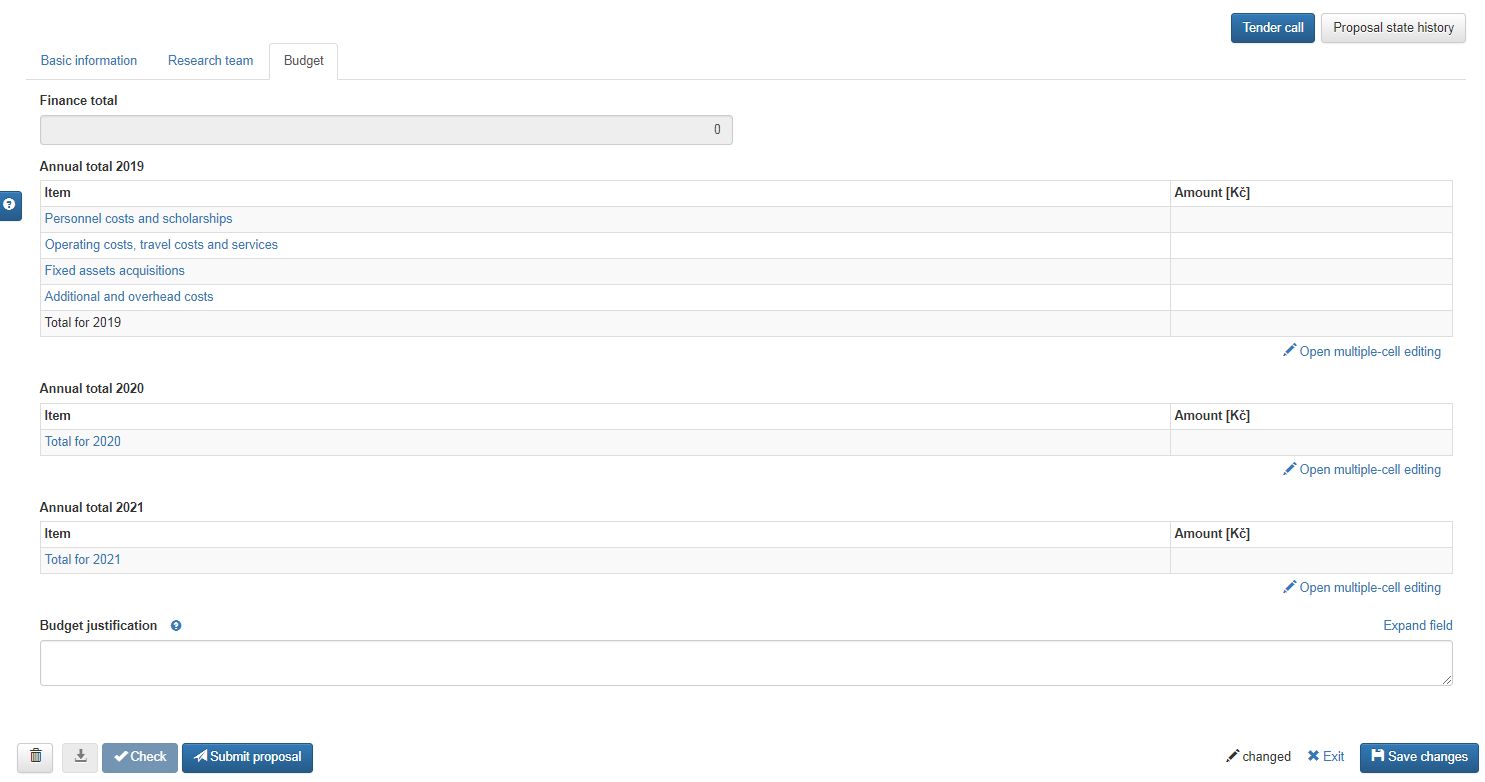
### 3.3.2 Annual costs for the following years of the project

For the remaining years of the project, please provide only the total expected sum of annual costs of the project in a round number of CZK (which you can enter after clicking the ‘**Annual total…**’ link).

The total sum requested will be summed up automatically and displayed in the top field as you edit each item.

### 3.3.3 Budget justification

In the **Budget justification** field, provide a brief justification for each requested item in the requested budget (max. 3 000 characters including spaces).



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# 4. Checking and submitting your proposal

## 4.1 Formal check

While working on your proposal, you can at any time check whether all required fields are filled in and that other formal requirements are met by clicking the **Check** button at the bottom left. This button becomes enabled after the proposal has been saved using the **Save changes** button.

This check is, of course, carried out automatically also before the final proposal is submitted.

## 4.2 Submitting your proposal

To submit your finished proposal, click on the **Submit proposal** button (bottom left).

The system check whether all required fields are filled in and all of other formal requirements are met, and display the result; if it detects an error, the **Submit proposal** will reappear. After this button is pressed a second time, the proposal gets submitted, and you will no longer be able to edit its content.

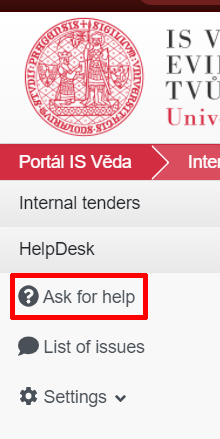
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# 5. Exporting your proposal

After clicking the Export button the PDF file with your proposal will start to download.

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# 6. Do you need help?

You may contact the system support module for Internal Competitions via the HelpDesk.

On the left-hand side of the screen, click on **Ask for help**, and a window will open for you to fill in your information.

Describe in detail what you need help with. Select the PRIMUS officer from the recipients and send the question by clicking on the **Create** button.

As soon as someone answers your question, they will send a notification to your email address, where you will also find a link leading directly to the details of this question. You can also view the status of your query at any time by going to the **List of issues** from the menu on the left-hand side of the page. Here you can find all the queries you have ever entered or dealt with in the system.

# 7. Logging out

To log out, please click your name in the top right corner and select the Logout option.