
Rector's Directive No. 43/2019

To implement: Art. 6(1) of the Rector's Directive No. 16/2016, as amended, Art. 6 (7) and (9) and Art. 7 (4) of the Rector's Directive No. 43/2017, Art. 3 (1) of the Rector's Directive No. 44/2017, Art. 6 (5) and (8) of the Rector's Directive No. 17/2017, as amended

Lead office: Research Support Office (OVaV)

Date of effect: 1 January 2020

Details of Certain Obligations and other Elements Concerning the Progres, UNCE, and Primus Programmes

Article 1 Introductory Provision

This directive stipulates the details of certain obligations and other elements concerning the Progres, University Research Centres ("UNCE"), and Primus internal programmes at Charles University ("CU"). More specifically it sets out:

- a. Concerning Progres programmes, the details of the general overview of financial resources spent in 2019;
- b. Concerning the UNCE programme, the details of the progress report submitted after the first two years of activities of a centre and of the overview of financial resources spent in 2019;
- c. Concerning the Primus grant scheme, the details of the progress reports for 2019 for projects of the 2nd and 3rd rounds of the grant scheme and the extended projects of the 1st round of the grant scheme; final reports of projects of the 1st round of the grant scheme, and applications for the extension of projects of the 2nd round of the grant scheme.

Article 2 General Overview of Financial Resources Spent on Progress Programme in 2019

1. The general overview of financial resources spent in 2019 ("the general overview") is filled in a standard form. The form also includes detailed instructions for the preparation of the general overview. If Progres programme resources were used in 2019 to acquire long-term tangible and intangible property whose value exceeds the value stipulated in the legal regulation for small-scale public contracts,¹ the overview of such property constitutes an integral part of the general overview.
2. The general overview forms with filled-in data on individual programmes will be provided by the Research Support Office of the Rectorate of CU ("the Rectorate") to faculties and higher education institutes no later than on 10 January 2020.
3. After approval by the dean of the faculty (director of the higher education institute) the general overview is submitted upon an instruction from the programme coordinator by the coordinator or an officer in charge of the registration of activities at the faculty (higher education institute) via the GAP module of the "IS Věda" information system.
4. In the case of joint programmes, the approvals of the deans (directors) of the participating faculties (higher education institutes) are obtained by the coordinators or officers in charge of the registration of activities at the faculties (higher education institutes) and they enter such approvals in the GAP module of the "IS Věda" information system.
5. The general overviews may be submitted no earlier than 31 January 2020. The deadline for submitting the general overview including all approvals under paragraph 4 is 28 February 2020.
6. If a discrepancy is identified, the Research Support Office of the Rectorate may request the relevant faculty (higher education institute) to correct or supplement the general overview.
7. The general overviews of all Progres programmes will be referred to the Commission for Research Support Programmes at CU ("the Commission") as part of the basic documents for the examination of status reports submitted after the fourth year of implementation of Progres programmes.

Article 3 Progress Report Submitted after the First Two Years of Activities of a UNCE Centre

1. The progress report submitted after the first two years of activities of a UNCE centre relates to the 2018-2019 period. It is filled in a standard form published on the CU website no later than on 10 January 2020.
2. The progress report contains in particular:

¹ A value exceeding 2 million CZK excluding VAT.

- a. A synoptic description of the centre's activities to date including the achievements and a brief commentary and evaluation of the overall career growth of junior investigators;
 - b. Data on the number of persons participating in the activities of the centre effective as of 31 December 2019 (specified separately for each faculty/higher education institute); justification of personnel changes made in 2019; and list of names in the categories of senior and junior investigators;
 - c. 5–10 principal research outputs (outcomes) of the centre for the evaluation period including justification of the benefits and highlighting of the names of junior authors;
 - d. Overview of publication outcomes and achieved outputs for the monitored period for all junior investigators.
3. The progress report is submitted by the relevant coordinator or officer in charge of the registration of activities via the GAP module of the "IS Věda" information system after approval by the principal investigator of the project and the deans of all participating faculties (directors of higher education institutes).
 4. The deadline for submission of the progress report is 28 February 2020.
 5. The Commission will express its opinion on all progress reports. The Commission findings will be submitted to the Research Board of CU.

Article 4 Overview of Financial Resources Spent in UNCE in 2019

1. The overview of financial resources spent, including records of changes in the composition of junior and senior investigators and complete details of all members of the research team for the year 2019, is uploaded by the relevant coordinator or officer in charge of the registration of activities via the GAP module of the "IS Věda" information system after approval by the principal investigator of the project and the deans of all participating faculties (directors of higher education institutes).
2. The deadline for uploading the overviews is 28 February 2020.

Article 5 Progress Report of Primus Grant Scheme for 2019

1. The progress report for 2019 is submitted by all Primus projects of the 2nd and 3rd rounds of the grant scheme and all projects of the 1st round of the grant scheme whose funding was extended in 2019.
2. The progress report contains in particular:
 - a. A synoptic description of the overall activities in 2019 including a list of defended diploma, rigorosum, and dissertation theses; recommended scope 2-3 pages;
 - b. A list of principal outputs (publication outcomes) achieved in 2019;
 - c. Data on the number of persons in the research team including personnel changes for 2019;
 - d. An overview of financial resources spent in 2019 which is completed in the GAP module of the "IS Věda" information system on the screen for uploading the progress report form.
3. The progress report is filled in a standard form which will be published on the CU website no later than on 10 January 2020.
4. The progress report is submitted by the relevant coordinator or officer in charge of the registration of activities via the GAP module of the "IS Věda" information system after approval by the principal investigator of the project and the dean of the faculty (director of the higher education institute); in the case of a project implemented at multiple faculties it is necessary to have the approval of the deans of all participating faculties and the co-investigator.
5. The deadline for submission of the progress report is 28 February 2020.
6. All progress reports will be submitted to the Commission and a summary will then be submitted to the Research Board of CU.

Article 6 Final Reports of Ending Primus Projects of the 1st Round of the Grant Scheme

1. A final report is submitted by all projects of the 1st round of the Primus grant scheme with the exception of those whose funding was extended in 2019. Unless specified otherwise, the final report concerns the entire implementation period of the project.
2. The final report is filled in a standard form which will be published in the public section of the CU website no later than on 10 January 2020.
3. The final report includes in particular a description of the overall activities, a list of publication outcomes, overall verbal evaluation of the outputs, and an overview of financial resources spent in 2019. Projects which end later than on 31 December 2019 will also submit an overview of financial resources spent in 2020.
4. The final report is submitted by the relevant coordinator or officer in charge of the registration of activities via the GAP module of the "IS Věda" information system after approval of the principal investigator of the project and the dean of the faculty (director of higher education institute).
5. The deadline for submission of the final report for projects ending on 31 December 2019 is 31 March 2020. Projects ending later than on 31 December 2019 submit the final report within three months of the termination of the project.
6. All final reports will be submitted to the Commission and a summary including the results will be submitted to the Research Board of CU.

Article 7 Application for Extension of Funding of Primus Projects of the 2nd Round of the Grant Scheme

1. An application for the extension of funding of a Primus project may be submitted by all projects of the 2nd round of the Primus grant scheme.
2. The application for the extension of funding is filled in a standard form which will be published in the public section of the CU website no later than on 10 January 2020.
3. The application for extension contains in particular:
 - a. A synoptic description of the overall activities of the project to date;
 - b. Description of the project activities to be implemented over the period of extended funding;
 - c. Description and abstract of the planned ERC grant or other prestigious international grant;
 - d. The required length of extension of the project funding;
 - e. Draft budget for the extension period.
4. The application for the extension is submitted by the relevant coordinator or officer in charge of the registration of activities via the GAP module of "IS Věda" information system after approval of the principal investigator of the project and the dean of the faculty (director of higher education institute).
5. Applications for the extension of funding may be submitted from 1 April to 20 April 2020.
6. All applications for the extension of funding will be submitted for consideration to the Commission, International Board of CU, and the Research Board of CU. The decision on the extension of funding is made by the Rector. The results will be announced no later than on 30 September 2020.

Article 8 Final Provisions

1. Rector's Directive No. 36/2016, Rector's Directive No. 75/2017, Rector's Directive No. 77/2017, Rector's Directive No. 50/2017, Rector's Directive No. 49/2018, Rector's Directive No. 59/2018 and Rector's Directive No. 9/2019 are hereby repealed.
2. The Bioethics Platform of Charles University is hereby repealed.
3. This directive become effective on 1 January 2020.

Prague, 17 December 2019

Prof. MUDr. Tomáš Zima, DrSc., MBA