Information for researchers regarding conclusion of grants in START programme

Table of Content

1. Changes in the final four months of implementation
2. Recommendation for the head researchers
3. Duties of researchers
4. Final reports
5. Content of the Final report

1. Changes in the final four months of implementation

- Changes are no longer possible apart from necessary (properly explained and not planned in advance) personnel changes
- Termination / interruption of studies, long lasting illness and the like should only be regarded as a serious cause for a personnel change
- Change of HR – the new HR must take part in internship in proportionate length (1 day of research stay for 8 days in the position of HR)
- If the new HR has already taken part in internship during the project, it will be recognized

2. Recommendation for the head researchers

- Checking of implementation of the project – whether all changes have been approved and written down properly in the project
- Checking of all certificates, confirmations of attendance, Internship reports
- Checking of fulfilment of educational goals and planned activities abroad (including researchers that have left the project prematurely) and its evidence
- Checking of documents that confirm fulfilment of the planned outputs
- Checking of acknowledgement in publications (in case it is not mentioned, it is necessary to comment upon the connection of the output to the project in the monthly report
- Checking of the fulfilment of the project goals
- In case of discrepancy => hand over the Change Request Form until 15th November 2022
- Reminder: in case of change of goals, methods of implementation and outputs it is the agreement of the mentor that is necessary!
3. Duties of researchers

- Monthly reports
- Fulfilment of educational goals
- Fulfilment of planned activities abroad – it is now possible to take part online on such activities, but only in justified cases (update of the methodology). Ask for a change of form of activity abroad in time in a regular way (via HelpDesk).
- In case of changes do inform HR and ask for Change Request Form in HelpDesk
- Document original prints of certificates, confirmation of attendance, internship reports
- Take part in the fulfilment of planned outputs
- Take part in the completion of Final report and sign it

4. Final reports

- To be prepared by the research team under the leadership of HR until one month following the end of implementation in IS Věda
- The mentor hands over its evaluation after the final report has been turned in
- The final version signed by all current researchers and the mentor is to be handed over to the rectorate in print by HR

Attention: It is necessary to hand over both March monthly report and the final report in April 2023

5. Content of the Final report

- Summary of implementation of the project
- Summary of achieved outputs or possibly its evidence
- Summary of Research/educational stays abroad and further planned foreign activities of all participants of the project
- Evidence of Internship reports and confirmation of attendance
- Evaluation of fulfilment of research goal of the project
- Evaluation of fulfilment of educational goals of all researchers of the project

It must also contain information and evidence concerning researchers who have already finished its part in the project