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Methodology for head researchers, other researchers and mentors in the Start programme during project implementation

This methodology is binding for all researchers and mentors in the Start programme.

Head Researcher

- **Head researcher of successful project proposal:** in the course of March 2021 he/she shall enter into an Agreement on the Allocation of Funds with Charles University and the faculty.
- **Head researcher in the project implementation phase:** The head researcher is responsible for compliance with these Principles and for the proper claiming and economic use of the allocated funds and for compliance with the terms of the Agreement. He/she shall dispose of the allocated funds exclusively in connection with the implemented project. He/she shall implement any changes in accordance with the Principles of the Start Programme, Article VII.

He/she shall submit a monthly activity report in IS Věda no later than the 20th day of the following month (this also applies to the last month of project implementation). The form for monthly reports is open in IS Věda from the 9th to the 20th day of the month. If the monthly report is not submitted by any member of the team within the relevant deadline, the month in question becomes ineligible and the advances for the next month will be reduced (cf.

Recommendations section). **The monthly report** must contain in particular:

- a) description of activities in the given month,
- b) description of the progress of work on outputs,
- c) plan of activities for the next month
- d) summary of the work of the entire team in the given month, including any changes made to the project.
- e) if relevant, he/she includes attachments (scan - Internship Reports, Certificate, or other proof of completed education, or other attachments - see the Changes section and the Recommendations section).
- f) **The original of Internship Report, the original or an officially certified copy of the Certificate, or other document on completed education is handed over to the faculty clerk.**



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The sent report is made available to the mentor for confirmation, then it is made available to the faculty clerk for approval. The approved report is then made available to the university clerk. In the event of deficiencies, the report may be returned for completion at any stage of this inspection process.

- **Head researcher after the completion of the project:** participates in the preparation of the Final Report in IS Věda and signs the hard copy of final version of the Final Report (which also includes the final evaluation and assessment of the overall implementation of the project by the mentor) and obtains the signatures of other current team members and the mentor. The signed Final Report shall be submitted to the Research Support Department of the Rectorate of Charles University within one month of completion of the project (in the original, through the faculty clerk, while at the same time filing the electronic version in IS Věda).

Other researchers

- **Other researcher in the project solution phase:** cooperates on the project according to the instructions of the head researcher and within his/her proposed work capacity. Any changes concerning his/her person and related to the project must be discussed together with the main researcher. He/she shall submit a monthly activity report in IS Věda no later than the 20th day of the following month (this also applies to the last month of project implementation).

The monthly report must contain in particular:

- a) description of activities in the given month,
 - b) description of the progress of work on outputs,
 - c) plan of activities for the next month
 - d) if relevant, he/she includes attachments (scan - Internship Reports, Certificate, or other proof of completed education, or other attachments - see the Recommendations section).
- e) **The original of Internship Report, the original or an officially certified copy of the Certificate, or other document on completed education is handed over to the faculty clerk.**

The sent report is made available to the mentor for confirmation, then it is made available to the faculty clerk for approval. The approved report is then made available to the university clerk. In the event of deficiencies, the report may be returned for completion at any stage of this inspection process.

- **Other researcher after the completion of the project:** participates in the preparation of and signs the Final Report.

Mentor

- **Mentor in the project solution phase:** provides methodological and professional support, helps with planning individual steps during the project. The mentor confirms the monthly



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reports of all members of the research team in IS Věda, or returns them for completion. (Reports must be confirmed by a mentor and made available to the faculty clerk no later than two working days after being sent by the researcher in IS Věda.)

- **Mentor after the end of the project:** adds an evaluation of project implementation (summary of mentored activities, including assessment of project implementation, acquired knowledge and outputs, fulfilment of the educational goals of all researchers, recommendations for further/future research activities of each researcher) to the Final Report prepared by researchers in IS Věda. Signs the hard copy of the final version of the Final Report.

Changes in the project

- **Personnel changes, representing the replacement of most team members at once, are not possible in the first half of the project, with the exception of sudden, unforeseeable serious reasons (e.g. maternity leave, "sudden" termination of studies, or other very serious reasons).**
- **For all changes, it is necessary to bear in mind that the obligation to meet the minimum mandatory outputs of the student grant (and the goals of individual researchers) are binding for all members of the research team, irrespective of the time they spend on the project. If researcher does not meet the minimum requirements for mandatory outputs to which he/she has committed (e.g. mandatory internship abroad, educational goals, etc.), funds for the last month of implementation of the student grant for all researchers shall not be eligible (shall not be reimbursed from the Charles University Grant Schemes project), irrespective of whether work on the grant ends after a month or a year. Such a project is then deemed a project that has not met the requirements for minimum mandatory outputs.**
- **It is not possible to make changes in the project during the last four months of implementation, with the exception of necessary (properly justified and unplanned) changes of personnel.**
- **It is not possible to change the following during the project:**
 - the educational goals of existing researchers,
 - the ratio of personnel costs to the total amount of project funds,
 - reduce faculty overheads to less than 15% of total project costs,
 - increase the work capacity for the project as a whole,
 - waive the requirement to supply outputs.
- **Change request:** Change requests are submitted to the faculty clerk via IS Věda, or the head researcher fills in a change form, which he/she then files with the Help desk and sends to the faculty clerk. Applications must include a description of the change, the justification for the change and the expected date from which the change is to take effect. A change approved by the faculty clerk (and, in the case of personnel changes, by the university clerk, too) is described by the head researcher in the Monthly Report in the month in which the change took effect, in the section "Summary of teamwork", with the exception of changes to the planned destination or date of the internship abroad - such a change is described by the head researcher/researcher whose internship abroad the change concerns in the section "description of activities in the given month". The faculty clerk records his/her consent to the change as a reply to the Help desk.
- **Changes in the personnel make-up of the project (incl. mentors) can be implemented only on the first day of the month (the change comes into effect). The exception to this is the termination or interruption of studies in the course of a month.**
- **Change of the head researcher:** During the implementation of the project, it is possible to replace the person of the head researcher with another member of the research team. If only



a head researcher is working on a project, they cannot be replaced and the project shall be terminated when they leave. In such a case, the head researcher shall submit to the Research Support Office of the Rectorate of Charles University, through the Faculty / CERGE, a report on the results achieved and on the amount of funds actually drawn, and a Final Report on activities. Undrawn funds, including all prepaid funds, must be returned to the faculty without undue delay. In the event that personnel costs (scholarships) are not paid explicitly in the sense of Art. III (3) of the Agreement on the Allocation of Funds, the head researcher is obliged to return a proportionate part of the scholarship paid in advance.)

- **Replacement of the head researcher within a period of less than four calendar months** (in the last four months of project implementation) before the end of the project is possible only in serious cases (long-term illness, termination/interruption of studies, etc.). The outgoing head researcher must describe the fulfilment of his/her educational goals in his/her last monthly report. The new head researcher must complete an internship of proportionate length (one internship day for every eight days of involvement in project implementation) and have time for the proper completion of the project. If the new head researcher has already completed an internship abroad as part of the project, this internship is included in the mandatory length of the internship.
- **Change of another researcher:** If another researcher leaves, it is possible to:
 - replace him/her with another student who is enrolled in doctoral studies at Charles University (the nomination for a new researcher must include his/her identification and CV - **a completed change request form and completed new researcher form** - all of which must be sent via IS Věda - via the Help desk to the faculty clerk) .
 - divide their work capacity among the remaining researchers so that their changed work capacity will remain in the range corresponding to the full-time equivalent of 0.1 - 0.5, while at the same time the total amount of work capacity of each researcher at CU does not exceed 1.2 (cf. Art. II (10)). The overall work capacity of the team does not change. If the work capacity of one of the other researchers as calculated using this procedure reaches a value corresponding to a work capacity of 0.3 or higher, the obligation of an internship abroad shall also apply to him/her (cf. Art. II (12)), if they have a work capacity corresponding to a work capacity of 0.3 or higher, he/she is always obliged to complete the internship in full, irrespective of the duration of this increase in work capacity. (If he/she has already completed an internship abroad as part of the project, this internship is included in the mandatory length.)
 - adequately reduce the team's overall work capacity, which also reduces the project budget for the remaining period accordingly.

The outgoing other researcher must describe the fulfilment of his/her educational goals in his/her last monthly report.

- **Change of mentor:** A proposal for a change of mentor must include the identification of the new mentor and his/her CV - **a completed change request form and completed mentor form** - all of which must be sent via IS Věda - via the Help desk to the faculty clerk.
- **Change of project goals, procedures to achieve them and outputs of the project:** such a change is possible after consultation with the mentor. The mentor's consent is expressed by his/her consent to the monthly report, where these changes are described in the description of the activity in the relevant month (described which changes occur).
- **Budgetary changes:** during the implementation of the project, such changes can be made in which researchers use funds from the overhead costs item while maintaining the rule that overhead costs for the faculty do not fall below 15% of the total grant budget.
- **Change in the form of financing of the researcher's work capacity (personnel costs):** such a change can be implemented solely with the consent of the faculty management. This will be reflected in the implementation of the project only after its formal confirmation (award of scholarship, signing of document under employment law).



- **Change of internship abroad:** in agreement with the faculty clerk, it is possible to change the planned destination for an internship abroad and the dates of its completion. (If the internship abroad is connected with the fulfilment of educational goals, this change must always be connected with the possibility of fulfilling the planned educational goals.)

Final Report

- **Final Report. The Final Report is prepared by the research team under the leadership of the head researcher within one month after the end of project implementation:** It must contain in particular:
 - a) summary of project implementation,
 - b) summary of achieved outputs, or their documentation,
 - c) summary of research or educational internships abroad,
 - d) evaluation of the fulfilment of the research goal of the project,
 - e) evaluation of the fulfilment of the educational goals of all members of the research team (including researchers who terminated their participation in the research team prematurely).

The report is subsequently made available to the mentor for final evaluation and assessment of the overall implementation of the project. The mentor evaluates the summary of the mentored activity, including assessment of project implementation and acquired knowledge and outputs, and provides recommendations for the further/future research activities of each researcher. Above all, the mentor evaluates the fulfilment of the educational goals of all researchers. **The hard copy of the final version of the Final Report must be signed by all current researchers and mentors and submitted through the faculty clerk to the Research Support Department of the Rectorate of CU within one month of completion of the project. At the same time, the head researcher scans the signed Final Report (must be signed by all researchers and mentors) into IS Věda.** Every Final Report will then be evaluated by the Commission of Reviewers, which will focus in particular on the fulfilment of the set research goals and their corresponding outputs. Following evaluation by the mentor (educational goals) and self-evaluation (research goals and their outputs), the Review Commission evaluates the implementation of the project in accordance with the Methodology for Reviewers in the Start programme. Minutes shall be taken of the meetings of the Commission, which shall be published in the usual manner.

Ineligible expenditure

- If a **monthly report** is not compiled and submitted within the deadline (applies to any team member), the costs for that team member are ineligible, i.e. the total amount for the relevant team member will not be reimbursed to the faculty from the Charles University Grant Schemes project for the relevant month. In the cases listed below, the **funds for the last month of implementation of the entire project are always ineligible** (the amount of the budget of the entire project for one month), i.e. the total amount for the month of implementation of the relevant project will not be reimbursed to the faculty from the Charles University Grant Schemes project. If funds are provided to researchers in advance (funds from the project budget in for travel, training costs and, if applicable, material costs), the researchers must return these funds in full, irrespective of whether they have already been used for the project or not. The head researcher must return undrawn funds, including all prepaid funds, to the faculty without undue delay. In the event that personnel costs (scholarships) are not paid explicitly in the sense of Art. III(3) of the Agreement on the Allocation of Funds, the head researcher is obliged to return a proportionate part of the scholarship paid in advance **for all members of the research team**.
- a researcher has not fulfilled the obligation of the internship abroad, or has not fulfilled it to the specified extent (applies to any team member with this obligation),
- defined project outputs were not fulfilled, i.e. documented
- the educational goals of any researcher have not been met, irrespective of the length of his/her involvement in the implementation of the project,
- the Final Report has not been prepared/submitted within the deadline.

Recommendations

- **All researchers and mentors must update or check their e-mail addresses in IS Science! The system sends notifications of submission deadlines for monthly and final reports.**
- **Recommendations for monthly reports:** It is advisable and preferable to fill in reports in IS Věda in the middle of the month.
- **Recommendations for monthly reports** - in the event that one of the researchers is unable to participate in the project for a certain period of time for serious reasons and, as a result, unable to prepare a monthly report, he/she must contact the faculty clerk immediately; the situation will be resolved on an individual basis.
- **Recommendations for the internship:** internships should be planned in cooperation with the faculty clerk as early as possible. If the duration of the internship is less than 85 days¹, this is in breach of the conditions of the Start programme, the internship is considered unfulfilled, and the funds allocated to the **entire project** for the last month of implementation are

¹ If shorter than according to the exemption when replacing the head researcher, see Changes in the Research Team



deducted (these funds will not be eligible, i.e. they will not be paid to the faculty from the Charles University Grant Scheme).

- **Recommendations for changes in the research team:** changes in the research team are in many cases accompanied by changes in the project budget. The administration of these changes by the faculty and researchers will therefore require a lot of administration (changes in employment contracts, DPP/DPČ, changes in awarded scholarships, changes in the project budget and any necessary return of funds, etc.). Therefore, such changes should be requested well in advance (changes take effect on the first day of the month in all cases).
- **Recommendations for further changes:** changes during project implementation must always be made in sufficient time and in cooperation with the faculty clerk. When making changes to the research team, it should be borne in mind that, in the event of a reduction in the team's total work capacity, the overall project budget will decrease and it will be necessary to return part of the allocated funds (e.g. scholarship paid in advance). The head researcher must return undrawn funds, including all prepaid funds, to the faculty without undue delay. In the event that personnel costs (scholarships) are not paid explicitly in the sense of Art. III(3) of the Agreement on the Allocation of Funds, the head researcher is obliged to return a proportionate part of the scholarship paid in advance **for all members of the research team**.
- **Recommendations for reported costs:** it is always necessary to consult with the faculty clerk so that there is no breach of the faculty's internal regulations.
- **Recommended types of outputs:** achieved results of professional research, professional articles or publications in the phase of submission to review proceedings, proposed methods or methodologies, active participation in professional conferences e.g. as poster, improvement of communication and language skills during internships, training in working with new devices or a method usable in further professional activity, certificates of acquired education or training, and others.
- **Recommendations for learning outcomes:** the obtained certificates, certificates of participation, attestations, etc. must be **handed over in the original to the faculty clerk**; for this reason we recommend requesting a duplicate from the education provider on receipt. Another solution is to provide the faculty clerk with a **certified copy of the document**. The same applies to participation in conferences and similar events, if these were part of the educational goals. An exemption from this requirement applies to certificates, attestations, etc. obtained during the planned internship abroad, for which a completed and signed Internship Report is regarded as sufficient evidence.

Timetable

01. 03. 2021 – 31. 03. 2021: signing of Agreements on the Allocation of Funds (head researchers, deans, Rector)

01. 04. 2021 – 31. 03. 2023: project implementation

01. 04. 2023 – 30. 04. 2023: submission of final reports (head researchers)



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