Webinar for applicants

CHARLESTON
First Call for Applicants
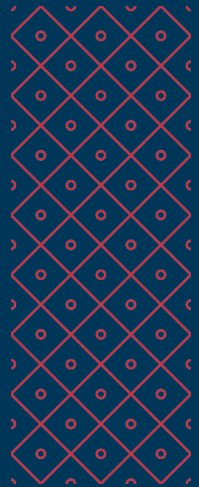
Eva Janů, Eliška Chrásková, Ernestina Černá

Charles University

Co-funded by
the European Union

Webinar practicalities

- All available information about CHARLESTON Programme is

  at our website: https://cuni.cz/UKEN-2185.html

- No need to write things down – you'll get the presentation.

- **Please send us your questions via chat.**

- **Ask for an individual consultation in case of many very**

  specific questions that may not be relevant for others –

 **we are here for you.**
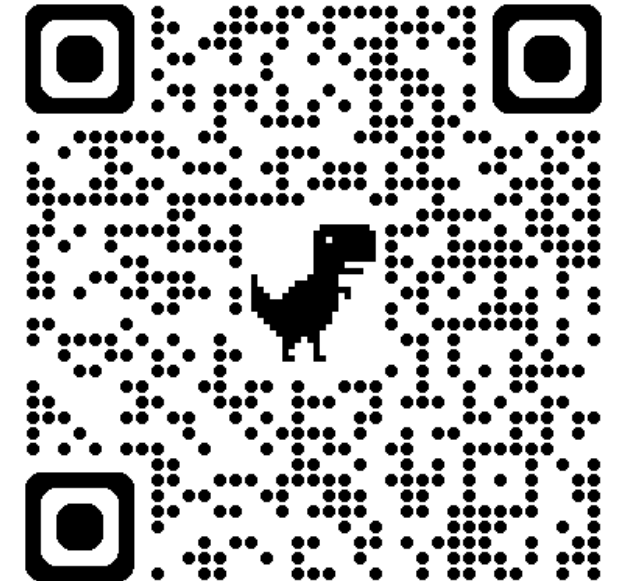
About the programme

CHARLESTON

- is a Charles University programme aiming to support postdoctoral researchers, the scheme co-funded by European Commission's **MSCA COFUND** (Horizon Europe).

- a total of **20 projects will be supported**: 10 in 2025 and another 10 in 2026.

- **projects will last between 27 and 30 months, of which:**

  o **24 months at Charles University (any faculty or institute)**

  o and **3 to 6 months in non-academic institutions** on a secondment
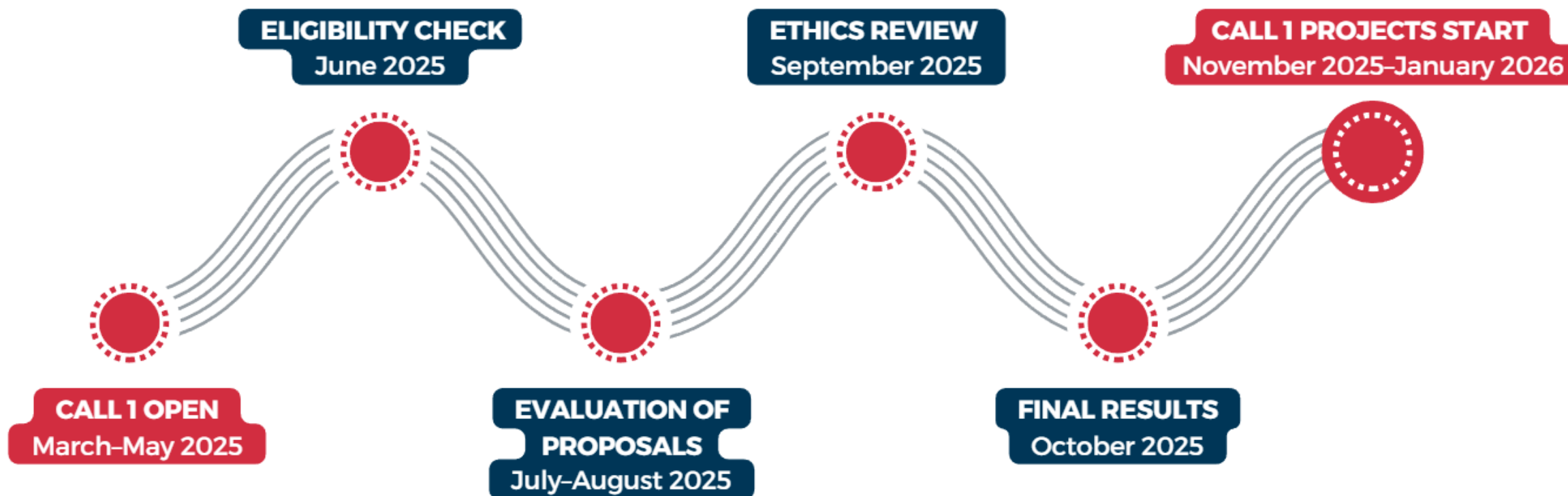
Pillars of the Programme

CHARLESTON is built on **three main pillars:**

1) **Contribution to the United Nations' Sustainable Development Goals (SDGs)**
2) **Secondments in non-academic institutions**, which will strengthen the desired intersectoral collaboration
3) **Postdoctoral researcher's career development**.

KEEP THESE THREE PILLARS IN MIND WHEN DRAFTING THE PART B1 OF THE APPLICATION!

United Nations Sustainable Development Goals

- The Charleston programme is a bottom-up, curiosity-driven funding scheme that allows applicants to **choose their research topics freely** SDGs and they **contribute to achieving one or more of the United Nations' Sustainable Development Goals (SDGs)**,

- The initiative reflects CU's strong commitment to the SDGs and also complies with the objectives of the Horizon Europe programme.

- UN SDGs have their targets and indicators, check: https://sdgs.un.org/goals

- For your information you may consult the University of Auckland SDG Keyword mapping for a list of keywords associated with each SDG.

Secondment at non-academic institution

- A key goal of the Charleston programme is to provide fellows with direct hands-on experience across sectors.

- This will be achieved through a **mandatory secondment** in the non-academic sector, **lasting between 3 and 6 months**, which must be integrated into their research project.

- The secondment **can be split into up to two parts** and scheduled at any point during the project (except the first 60 days of the programme duration)

Secondment at non-academic institution

- Thirteen pre-arranged institutions are available to you (next slide).

- If none of them align with your focus, you may propose a different one.

- Secondment can take place anywhere in the World

- Specific rules apply to secondments outside of Prague (Plzeň or Hradec Králové respectively); we will discuss this further in the budget section.

List of partners

- Motol University Hospital
- Forum 2000
- European Valuation Institute
- Post Bellum
- OG Research
- Czech National Bank
- Ella CS

- Mama AI
- Rossum
- IKEA Czech Republic
- Antikomplex
- Ministry of Industry and Trade
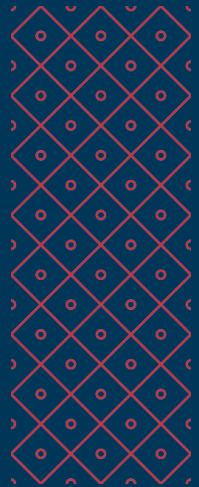- Parliamentary Institute
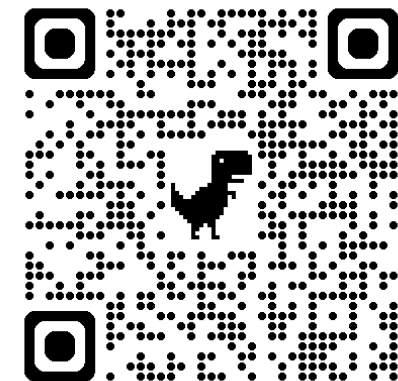
Career Development Programme

- Following the nature of MSCA, Charleston aims to support postdocs with career development.

- Selected postdocs will be invited to participate in the CU activities to support postdocs in their career development – namely in the tailored training opportunities and the mentoring programme for postdocs.

- researcher is required to participate in a minimum of five (5) workshops or training sessions throughout the project's duration.

  - training sessions from the <u>list of workshops</u> provided by CU

  - other relevant training topics aligned with proposed project

- The chosen workshops should be included in section 1.2 of Part B1.

Research topic

- The research topic should primarily be **proposed by the postdoc**

- in **collaboration with the CU department and a non-academic institution** where the applicant will be hosted.

- Project proposals must clearly **link to one or more UN's Sustainable Development Goals** (SDGs) and provide reasoning for this connection.

Eligibility criteria

Eligibility criteria - Proposal

1. **Completeness**

All parts of the application are submitted.

2. **Page limit**

The Part B1 of the application does not exceed the given page limit of 15 pages including a start page, a page for table of contents and the end page. All excess pages will be disregarded. Applicant's CV must be no longer than 2pages. No other page limits are applied.

Eligibility criteria - Researcher

1.   Doctorate degree

The researcher must have at the date of the call deadline, successfully defended their doctoral thesis but not necessarily been awarded the Ph.D. degree.

2.   Mobility rule

The researcher cannot have resided or carried out their main activity (work, studies, etc.) in the Czech Republic for more than 12 months in the 36 months immediately prior to the call deadline.

3.   Employment at CU

At the call deadline, the applicant must not be an employee of CU.

4.   Research experience

Maximum 8 years from date of award of the (first) doctoral degree.
 - This limit can be extended (in days) for the following reasons: Maternity leave; Paternity leave; Compulsory national service; Time spent not working in research; Long-term sick leave, Seeking asylum, Natural disaster, Clinical training.

Eligibility criteria - Researcher

- Applicants are the **postdoctoral researchers**, not CU faculties/departments

- They can be of **any nationality** provided they comply with the mobility condition.

- Czech Republic citizens who comply with the mobility condition are welcome to apply.

Eligibility criteria - Project

1. **Project length**

The project is planned for 24 months plus 3-6 months mandatory non-academic secondment.
The total project duration will be between 27 and 30 months.

2. **SDGs**

The project has stated one or more SDGs it aims to contribute to.

Eligibility criteria – supervisor experience, host institution

1. **Experience**
- The supervisor at Charles University (internal supervisor) has minimum 8 years of research experience after completing their Ph.D. degree. The call deadline (May 31st 2025) is the decisive date for a calculation of the length of the supervisor's research experience.
- This criterium will not be applied to the external supervisor at the non-academic institution.

2. **Non-academic host institution**
- The proposed host institution for the mandatory secondment is of a non-academic nature

Applications that do not meet one or more eligibility criteria will be rejected and will not advance to the scientific evaluation stage.

Selected candidates must provide proof of their eligibility regarding their researcher status (doctoral degree, mobility rule, and research experience) before signing the grant agreement.

This can be demonstrated through the following documents:

- Doctoral Degree: A verified copy of the diploma or confirmation of dissertation defence.
- Mobility Rule: Work contracts, confirmation of doctoral studies, rental agreements, or other documents verifying compliance with the mobility condition.
- Research Experience: Supporting documents for any extensions related to research experience criteria, such as confirmation of maternity or parental leave, if applicable.

Please prepare the documents in advance in order to speed up the process leading to the signature of the grant agreement.
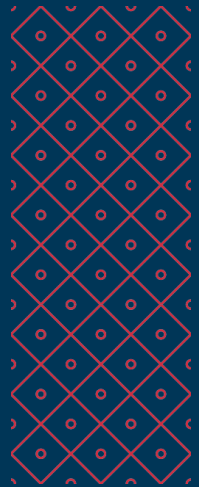
Eligibility criteria – Can they be waived? Or are any exceptions possible?

Eligibility criteria – Can they be waived? Or are any exceptions possible?

NO.

Supervisors

How do I find a supervisor?

Applicants (postdocs) must identify:

1. **an internal supervisor at a faculty or unit at Charles University** where they will conduct their research,

2. **an external supervisor at non-academic institution** where they will undertake their secondment.

Prior consultation with both supervisors is necessary as their approval is required at the beginning of the application process (Part A2). **The application cannot be submitted without their approval.**

Identify your internal supervisor from Charles University I.

1. Choose a Relevant Faculty or Unit

See the list of faculties and university units and select the one that best aligns with your research topic.

Faculties

- Catholic Theological Faculty
- Protestant Theological Faculty
- Hussite Theological Faculty
- Faculty of Law
- Faculty of Humanities
- First Faculty of Medicine
- Second Faculty of Medicine
- Third Faculty of Medicine
- Faculty of Medicine in Plzeň

- Faculty of Medicine in Hradec Králové
- Faculty of Pharmacy in Hradec Králové
- Faculty of Arts
- Faculty of Science
- Faculty of Mathematics and Physics
- Faculty of Education
- Faculty of Social Sciences
- Faculty of Physical Education and Sport

University Institutes:

- Institute of the History of Charles University and Archive of Charles University
- Center for Theoretical Study
- Center for Economic Research and Graduate Education
- Environment Centre

Identify your internal supervisor from Charles University II.

2. Identify a Suitable Supervisor

Visit the website of your chosen faculty/unit and find a potential supervisor whose expertise matches your research area.

The supervisor must have at least eight years of research experience after completing their Ph.D. The decisive date for calculating this experience is the call deadline (May 31, 2025).

3. Contact Your Potential Supervisor

Send an email introducing yourself and your proposed research topic. Express your interest in working under their supervision and inquire about their availability and willingness to take on this role.

Identify your internal supervisor from Charles University III.

4. Add the Supervisor in IS Věda Portal

If the supervisor agrees, you can list them as your supervisor in the IS Věda portal as part of your project proposal. They will receive a notification requesting their approval.

You can find a step-by-step guide on how to add a supervisor in the IS Věda portal in the User Manual for Submitting Online Application Form.

Important: You cannot finalize the submission of the project proposal in the IS Věda portal until your internal supervisor approves it.

Identify your external supervisor from a non-academic institution

Applicants must have an external supervisor at the non-academic institution where they will spend their secondment.

They can choose from 13 pre-arranged partner institutions. A list of these institutions, along with contact details for identifying an external supervisor and arranging the secondment, can be found in the Partners section on our website.

If a suitable host institution is not found within the existing network, **the postdoc can propose an alternative non-academic institution.**

There are no specific experience requirements for the external supervisor at the non-academic institution.

Letter of Commitment

- Regardless of the chosen institution, the applicant must submit a "Letter of Commitment" (PART A2 in the Application). This document must include the non-academic institution's commitment to hosting the fellow:

  - the project title

  - the duration of the secondment

  - the name of an external supervisor from the host institution

  The template is available <u>on our website</u>.

  Signature of the proposed external supervisor and the institution's authorised representative is required on the Letter of Commitment.

Qs & As
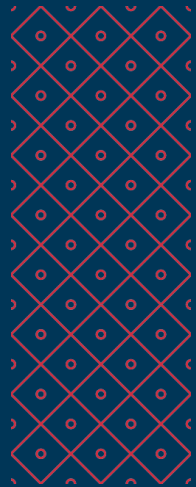
What does the funding cover?

What does the funding cover?

The Charleston grant consists of the following cost categories (monthly amounts):

- **Living allowance:** €4,180 (€3,068*)

- **Mobility allowance:** €400 (€293*)

- **Family allowance:** €200 (€146*)

- **Research cost contribution:** €600

- **Training costs:** €200

- **Non-academic secondments costs** (if relevant)

Living allowance

- The living allowance is 4180€ per month.

- This amount includes all employer's social and health contributions as mandated by Czech legislation. In result the gross salary is 3068€ per month (amount stated in the work agreement).

Mobility allowance

- The mobility allowance is 400€ per month.

- It will be paid as a part of the salary.

- This amount includes all employer's social and health contributions as mandated by national legislation. In result the mobility allowance will top-up the gross salary for 293€ per month (amount stated in the work agreement).

Family allowance

- The family allowance is 200€ per month for postdoctoral researchers who have child or children under 18 years of age.

- It will be paid as a part of the salary.

- This amount includes all employer's social and health contributions as mandated by national legislation. In result the family allowance will top-up the gross salary for 146€ per month (amount stated in the work agreement).

The postdoctoral researcher's gross salary will be then calculated as living allowance plus mobility allowance plus family allowance (if eligible for the family allowance).

Research cost contribution

The research cost contribution is 600€ per month.

The following costs can be covered from the Research cost contribution:

- Consumables and Supplies
- Equipment
- Travel and Subsistence for Research Activities
- Publication and Dissemination Costs
- Access to Research Infrastructure

Detailed information in the Guide for Applicants. (Section 15 – What does the funding cover)

Training costs

A monthly allowance of €200 will be available to the fellows to meet their additional training needs not covered by the Training opportunities of the Charleston Programme.

This can include:

- Organization of Training Events
- Participation in External Training
- Language Training
- Professional Development
- Secondments and Exchanges

If the secondment at a non-academic institution is planned outside of Prague (Plzeň, Hradec Králové), the training costs will be used to cover related travel expenses.

Non-academic secondments costs

- The travel costs related to the non-academic secondments should be calculated based on the real cost forecast and must be in line with the Rector's Directive No. 54/2023 on Employees' Business Trips, or its valid update respectively.

- Calculation of the non-academic secondment costs (real cost forecast) must present the application (part 3 – Implementation) if relevant

Non-academic secondments costs

- The following restrictions apply to travel costs related to the secondment:

    - Accommodation costs must not exceed €2,000 per month.

    - Allowance for Personal Needs for a Business Trip to a Foreign Country (pocket money – "kapesné") is not an eligible expense.

    - Expenses for public transport are eligible only if incurred in economy class.

- The funds allocated under "Training costs" should be utilized to cover travel expenses associated with the non-academic secondment. As a result, the budget for secondment-related costs must be calculated as follows: real cost forecast minus 200€ x number of months (27-30).

Example of Secondment related travel costs distribution in the budget I.

A secondment lasting 3 months in a non-academic institution in Bosnia and Hercegovina is proposed by the applicant.

1. Estimate the secondment related travel costs forecast – fill in a table in section 3 of Part B1:

Cost category	Unit cost in €	Number of units	Unit	Total costs
Accommodation	1000	3	month	3000
Meal allowance*	40	92	day	3680
Travel costs	1000	1	trip	1000
Other necessary costs	700	1	trip	700
Total secondment related travel cost forecast				8380€

*Based on "Decree No. 373/2024 Coll., on Setting the Basic Rates of Foreign Per Diems for the Year 2025"

Total secondment related travel cost is 8380€.

Example of Secondment related travel costs distribution in the budget II.

2. Deduct available budget for Training cost from this amount:

With secondment lasting 3 months, the total project duration is 24+3 = 27months. Available budget for Training costs is 200€x27months = 5400€.

8380€ - 5400€ = 2980€.

2980€ is the amount to be inserted into budget category f – Secondment costs.

In case of any unclarities, contact the programme coordinator.
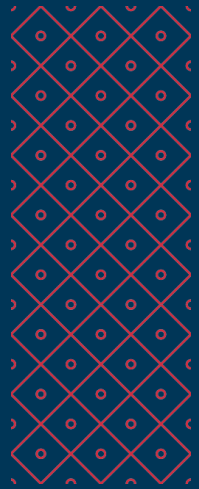
Application
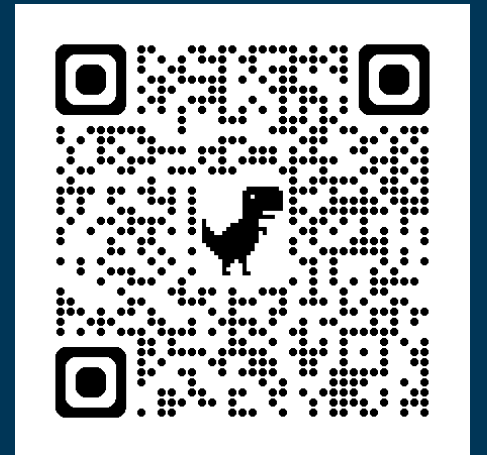
Structure of the application

Application is done electronically via CU's IS Veda system

- Link is available at the Call website: https://cuni.cz/UKEN-2187.html

- The application consists of the following parts:

  - A1 – Information about the Project

  - A2 - Information about the Applicant and the Supervisors

  - A3 – Budget

  - B1 – Project description – PDF upload

  - B2 – Ethics issues table – PDF upload
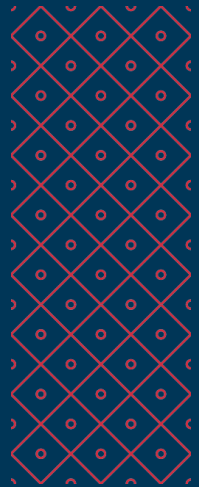
Part A

Part A

- **Part A is an online form.**

  - A1 – **Information about the proposed project**

  Next to some predefined fields such as the call identifier, the applicant will fill in the **proposal name, acronym, abstract, keywords, scientific discipline(s)**, and an affiliation of the proposal to one or more UN **SDGs**.

  - A2 – **Information about the Applicants and the Supervisors**

  Personal details of the **applicant, internal supervisor (at CU), and external supervisor** must be entered in this section. The applicant's **CV** (maximum 2 pages) must also be uploaded. The internal supervisor must be chosen from a predefined list of CU employees. Additionally, a **Letter of Commitment** from the non-academic institution confirming its willingness to host the applicant for the mandatory secondment must be uploaded.

Part A

- **Part A is an online form.**

  - A3 – **Budget of the proposed project**

  For detailed information on budget categories and their calculations, please refer to Chapter 15 of the GfA and Annex II (Project Description Template).

- Identical budget table is also inserted in part 3 (Implementation) of Part B1 – please ensure that both tables are identical.

Part B1

PART B1 – PROJECT DESCRIPTION

Template is available for drafting Part B1

Delete all text in green color (instructions)

The page limit is 15, including one start page, one page table of contents, and one end page. The main text of the application must not exceed 12 A4 pages and **should start on page 3 of the document.** All excess pages will be disregarded.

Part B1 consists of the following parts:

1. Excellence

2. Impact

3. Implementation

PART B1 – PROJECT DESCRIPTION

Please adhere to the formatting requirements (font size, margins, etc.) for Section B1 as specified in the template.

The application template also includes instructions for writing each section of the project proposal.

These instructions cover the minimum aspects that should be described.

PART B1 – 1. Excellence

1.1. Quality and credibility of the project's research and innovation objectives, level of novelty, methodology, appropriate consideration of inter/multidisciplinary and gender aspects

1.2. Potential of the researcher to reach or reinforce professional maturity/independence during fellowship

1.3. Potential of the proposed collaboration with non-academic partners

PART B1 – 2. Impact

2.1. Enhancing the potential and future career prospects of the researcher

2.2. Quality of the proposed measures to communicate the project activities to different target audiences

2.3. Contribution to the achievement of the United Nations Sustainable Development Goals

PART B1 – 3. Implementation

3.1. Coherence and effectiveness of the work plan including the appropriateness of the allocation of tasks and resources

3.2. Appropriateness of the management procedures, including risk management

Part B2

Ethics Issues Table

- Part B2 is **self-assessment form** related to the ethical principles of the proposed research activities

- Template of this form is available in Annex III of the GfA.

Qs & As
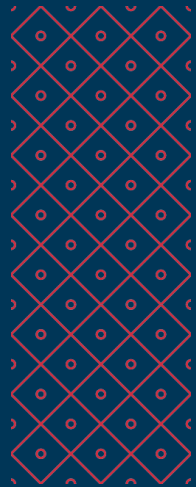
Submitting Online Application Form

General rules

- Remember, the postdoc is the applicant, not the supervisor.

- It is highly recommended not to leave the application filling until the last moment.

- After submitting the proposal (by clicking the Submit button), no changes can be made to the proposal, even before the deadline.

- Before you start with the online application, you need to know at which faculty of Charles University and under whose supervision are you planning your project

- Everything is described step by step in **User Manual for Submitting Online Application Form** – you'll find it at our website in section Application

Step 1) – Get your login

As external researchers you need an access to our internal IS veda system.
The link to gain access and obtain your login information is this:

https://verso.is.cuni.cz/pub/verso.fpl/_TS_/1739873413?fname=vav_registrace_form&id=8

- You fill in all your details and then you follow the link you get in your email after we accept your request.

- Remember – this is only done during working hours, so please be patient if you don't get the link right away.

After filling out the information you should receive this email:

Dear Applicant,

you have requested access to the system, where you can fill in your project proposal for the CHARLESTON Programme. Please follow the confirmation link:

https://verso.is.cuni.cz/pub/verso.fpl/fname/vav_registrace_form/id/8/id_fronta/117/hash/817ECF8797D7A6D9AC8F763AF1DD6774/jazyk/en/

Please note that the confirmation link is available for only 24 hours. If you do not confirm your registration within this period, the registration will be invalid and you will need to fill it again.

Thank you!

This email is only from informational purposes, please do not reply.

After confirming your email, you should receive this:

Your email has been successfully confirmed, and your registration is now being reviewed by our staff.

When the registration is accepted, you will be able to login using following username: **login123**

A notification will be sent when your registration is approved.

This email is only from informational purposes, please do not reply.

After confirmation of programme coordinators, you'll receive this message:

CHARLESTON: Registration for applicants

Dear Applicant,
you have been granted access to the system, where you can fill in your project proposal for the **CHARLESTON** call for proposals:
http://veda.is.cuni.cz

To authorize, please use the following information.

login123
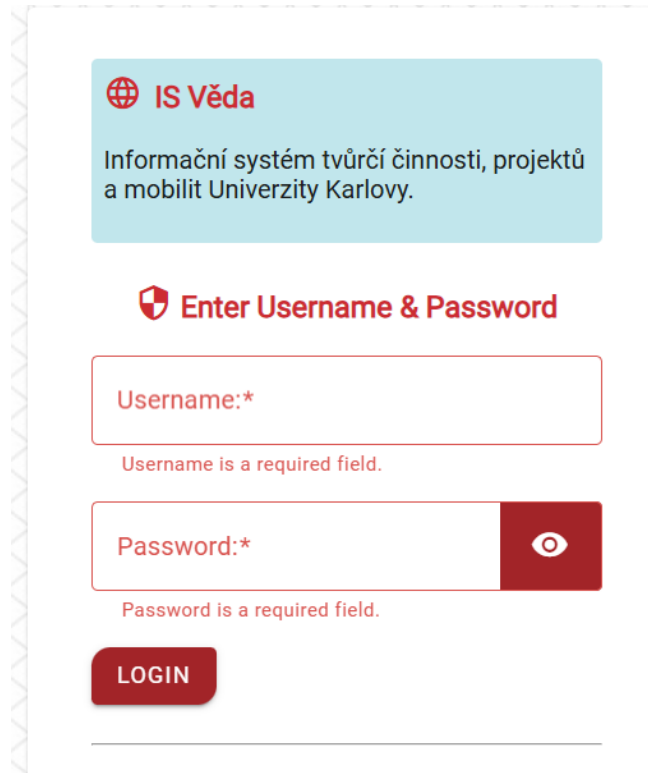
Thank you!
This email is only from informational purposes, please do not reply.

Step 2) Login to IS veda

- Now go to https://is.cuni.cz/veda and log in with the login information from the previous step.

- Navigate to the PAS portal. PAS = Projekty a Soutěže (Projects and Tenders)

Step 3) New record

- Click on "**My Records**". (You will find this in the left menu). – **New Record**
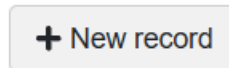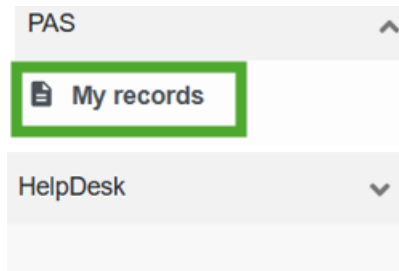
- Select Charleston Project Application – "**Charleston25**"
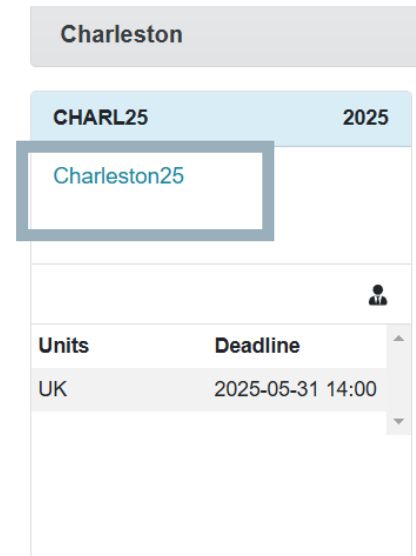
- Read the introductory instructions carefully.

- **Click the blue arrow** to proceed to the first step.
(You can find it in the bottom right corner of the screen.)
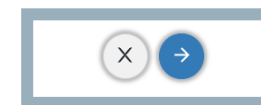
- Select your **university unit**

Call identificator**
Charleston25

Project Number**

University Unit
⚠ ☰

Time Frame
2025-2027/28

- Then continue with the **blue arrow again.**

X →

Step 4) Completing the Application Form

There are 4 tabs:

- Part A1 – information about the project proposal

- Part A2 – information about you and your supervisors

- Part A3 – budget

- Part B – Project Description (B1) and Ethics Issues Table (B2)

PART A1

☑ Trial proposal

Show the record to co-researchers

Whole project

PAS Id**
12592

Call identificator**
Charleston25

Project Number**
CHARL25-003

University Unit
RUK

Applicant**
Mgr. Eliška Chrásková

Time Frame
2025-2027/28

In preparation

Proposal Name**   Expand field

Proposal Acronym**

Abstract**   Expand field

Scientific discipline(s)**

SDGS 1**

Keywords   Expand field

SDGS 2

Submit

SDGS 3

PART A2

Principal investigator

Principal investigator

Person	Relation	Contacts	Other	Consent to participate	
Jan Žadatel ⚠ UK: is-zadatelj	MFF: Faculty of Mathematics and Physics already in relation with UK				Granted

Internal supervisor

Internal Supervisor

➕ Internal Supervisor

Person	Relation	Contacts	Other	Consent to participate
No records found.				

External supervisor

External Supervisor

➕ External Supervisor

Person	Relation	Contacts	Other	Consent to participate
No records found.				

Additional information

Residence of the applicant ❔

➕ Add

	Period from	Period to	Place of residence
No records found.			

➤ Submit

PART A3

Instructions for completion: please refer to chapter 16 of the Guide for Applicants - "What does the funding cover"

Family allowance: insert either number of months (27-30) or 0 in case you're not eligible for family allowance.

Secondment costs: insert an amount calculated based on the instructions provided in the Guide for Applicants, chapter 16 f.

Calculated amounts are in EUR.

Item		Number of months / amount in EUR
Secondment length - number of months		
Project duration - number of months	24	
Living allowance	100,320	
Mobility allowance	9,600	
Family allowance - number of months	0	
Family allowance	0	
Research cost contribution	14,400	
Training cost	4,800	
Secondment costs	0	
TOTAL	129,120	

➤ Submit   ✎ Open multiple-cell

PART B

Part B consists of the following attachments:

1) B1 Project description

2) B2 Ethics Issues Table

<u>**Do not upload any other documents except these two PDFs.**</u>

Please name the files as follows:

project number_ Project_description.pdf

project number_Ethics_issues_table.pdf

e.g.: CHARL25_002_ Project_description.pdf

Obligatory attachments: Project description (Max. count 1, Allowed suffixes pdf), Ethics (Max. count 1, Allowed suffixes pdf)
Allowed suffixes: pdf

Attachments

⬆ Drop file here to upload, or browse.

⇅ Name	⇅ Attachment type	⇅ Attachment description	Actions
No records found.			

Step 5) Submitting the Application

- Click "**Check**" to validate your application for any missing or incorrect entries.

- If there are any required fields left empty, they will be listed, and you must complete them.

- Once you have corrected all missing parts or filled everything in correctly, you should see a message indicating that your **Check was successful**.

- Click "**Submit**" to finalize your application.

- Read and accept the **terms and conditions**.

- You will receive a **confirmation email** upon successful submission.

Selection

The selection process consists of the following stages:

- **Eligibility check**

  Each proposal will be checked against a set of eligibility criteria described in section 10 of the [Guide for Applicants](#).

  It will be done by the programme administrator (CU).

- **Scientific evaluation**

The scientific evaluation consists of the following parts:

- Individual scientific evaluation

- Interviews

Individual scientific evaluation

- Proposals that pass the eligibility check will undergo an independent remote evaluation by **two experts** specializing in the proposal's scientific field, based on predefined evaluation criteria (detailed below).

- For highly interdisciplinary projects, a third evaluator may be assigned if necessary.

- An **online consensus meeting** between the two independent experts will be held to determine the final score for each application.

Individual evaluation criteria:

Criterion	Sub-criterion	Weight
1. Excellence	1.1. Quality and credibility of the research/innovation project; level of novelty, methodology, appropriate consideration of inter/multidisciplinary and gender aspects	50%
	1.2. Potential of the researcher to reach or re-enforce a professional maturity /independence during the fellowship	
	1.3. Potential of the proposed intersectoral collaboration with non-academic partners	
2. Impact	2.1. Enhancing the potential and future career prospects of the researcher	30%
	2.2. Quality of the proposed measures to communicate the project activities to different target audiences	
	2.3. Contribution to the achievement of the United Nations Sustainable Development Goals	
3. Implementation	3.1. Coherence and effectiveness of the work plan including the appropriateness of the allocation of tasks and resources	20%
	3.2. Appropriateness of the management procedures, including risk management	

Individual scientific evaluation

- Each criterion will be valued on a scale 0-5

- The maximum value is 15 points (100%). The value can be stated to one decimal place.

- In order to avoid a recruitment of underqualified applicants, an overall threshold, applying to the sum of the 3 individual scores, is 10,5 (70%) points.

- In case of equal results, the preference will be given to the proposal scored higher in the criterion 1. Excellence.

- In case both proposals scored equal points in the criterion 1. Excellence, the preference will be given to the proposal scored higher in criterion 2. Impact.

Individual scientific evaluation

- **Up to 18 top-ranked applicants** from the independent evaluation will be invited for an online interview.

- Only proposals that achieve a **minimum score of 70%** will advance to this stage, hence eighteen being the maximum number of candidates invited to the interviews.

Interviews

- **Eighteen applications** that received the highest score during the Individual evaluation stage will be invited to present their proposed project at an interview panel.

- The Interview committee will consist of **four independent experts** and **two members of the SC**.

- The programme administrator will be also present to keep notes of the interview.

- The interviews will be executed **online, in English, with an oral presentation** of the applicant followed by the Q&A session.

- The interview will last **30 minutes**, with 15 minutes dedicated to the applicant's presentation and 15 minutes to a Q&A section.

- **The interviews will take place between August 27 and September 3, 2025.**

Evaluation criteria – Interviews:

Criterion	Weight
1. Scientific skills, including the strategic intent of the research and evidence of creative and innovative thinking	40%
2. Match between the candidate's profile and the hosting institution/group	30%
3. Communication and people skills, encompassing the ability to engage in scientific discussions, clarity and consistency of presentation, leadership skills, and the capacity to successfully execute the project	20%

Each criterion will be evaluated on a scale of 1-5, where 0 indicates missing information and 5 represents excellent performance.

Final evaluation score

Subsequently, the final evaluation score will be calculated as follows:

- the score of the **individual evaluation** (maximum 15 points) will have a weight of **50%**

- the **interview** result score (maximum 15 points) will also have a weight of **50%.**

In case of equal total score, preference will be given to the proposal scored higher in the interviews part of the evaluation.

Ethics review

- The ethics review will be conducted by Charles University's Research Integrity Officer based on the **ethics self-assessment questionnaire** included in the application (**part B2**).
- Proposals recommended for funding, along with those on the reserve list, will undergo an ethics review to ensure compliance with established ethical principles.
- The process will adhere strictly to **Horizon Europe's ethical standards for research**. It will begin with an Ethics Screening, and if necessary, proceed to an in-depth Ethics Assessment.
- The review may result in ethics requirements that become contractual obligations.
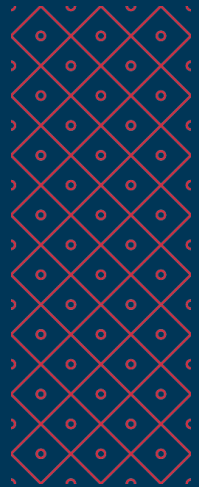
Final results

- The results of the individual evaluation & interviews will be **approved by the Steering Committee**

- Final list of proposals recommended for funding and those on reserve list will be **published on the programme website (proposal number and final score will be published)**.

Equal opportunities

- **Female researchers are welcome to apply.**

- The programme administrator will make sure that at least 50% of the experts appointed as the independent evaluators are women.

- The independent evaluators will be trained on the Unconscious Bias in order to prevent any gender biases and stereotypes during the selection.

Start of the funded projects

Projects start

- The **projects' start dates** are expected **between Nov 2025 and Feb 2026**

- Successful applicants who are citizens of countries requiring a visa to enter and stay in the Czech Republic will receive support from the <u>Staff Welcome Centre</u> before the start of their project.

- All applicants must prove their compliance with the eligibility conditions prior to the project start

- Keep in mind that there will be some paperwork before the project starts.

By paperwork we mean:

- **Grant agreement** will be signed between the hosting faculty and the Rector's office to cover the fellowships of the selected postdocs.

- **Employment contract** will be signed between the postdoc and CU to cover the entire period of the fellowship (including the non-academic secondment).

- **Partnership agreement** will be signed between CU and the non-academic host institution to cover the conditions of the postdoc's non-academic secondment.

Double your chances!

- Charleston is inspired a great deal by **MSCA postdoctoral fellowships**.

- The grant application in the Charleston program shares many similarities with the MSCA PFs application.

- Given the number of consultations, we have provided so far, we expect a high level of interest in the Charleston grants.

- Therefore, consider submitting your (adjusted) application to the MSCA PF as well to double your chances.

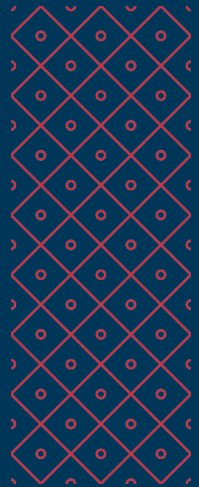- Deadline for MSCA PF is in September

Double your chances!

- **Webinar for MSCA PF** applicants takes place on **April 10th**, register by emailing to my colleague Ondřej at: ondrej.daniel@ruk.cuni.cz

- „This year, we are strengthening our support for both supervisors and applicants through closer collaboration. To help applicants maximize their chances of success, we are organizing an **Info Session on April 10**, where they will receive strategic tips, best practices, and comprehensive guidance for submitting a strong application."
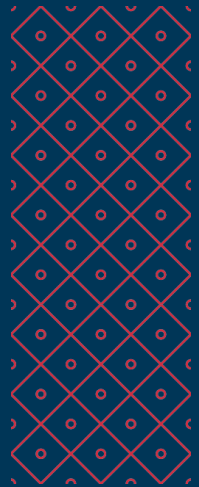
Qs & As

FAQ
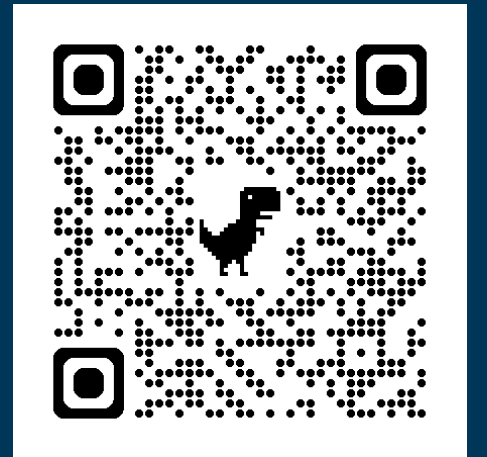
Frequently asked questions

We have prepared a list of frequently asked questions to help you with the proposal preparation.

You'll find it here:

https://cuni.cz/UKEN-2226.html

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1. How do I apply?

Application, including all required documents, must be submitted in English through the application form which will be available here in the Application Section along with the Guide for applicants.

Applications submitted by any other means will not be considered. No reminders will be sent by Charles University regarding missing documents; the applicant is responsible for timely submission and completeness of their application.

2. What are the eligibility criteria for applicants?

3. What is the latest date by which the eligibility criteria must be fulfilled for the application?

Thank you!

Mgr. Eva Janů
Mgr. Eliška Chrásková
Mgr. Ernestina Černá

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