



Charles  
University

Webinar for applicants

# CHARLESTON

## Second Call for Applicants

Eva Janů, Eliška Chrásková, Ernestina Černá



Co-funded by  
the European Union



# Content

1. Introduction & About Programme
2. Eligibility Criteria
3. Supervisors
4. Funding Coverage
5. Application
6. Submitting the Application
7. Selection Process
8. Start of Funded Projects
9. Q&A



# Webinar Practicalities

- All information about the Charleston Programme is available on the website:

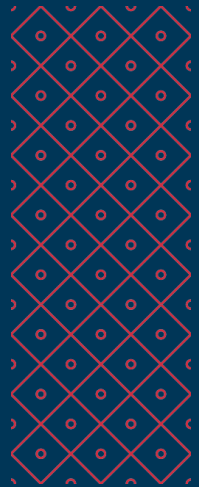
<https://cuni.cz/UKEN-2185.html>

- The slides will be shared on the website.
- **Please submit your questions via Slido.**

slido.com

#2294444





# About Programme



# CHARLESTON

- is a Charles University programme aiming to support postdoctoral researchers, the scheme co-funded by European Commission's **MSCA COFUND** (Horizon Europe).
- 10 projects were funded in 2025 and max. 12 will be funded in 2026.
- **projects will last between 27 and 30 months, of which:**
  - **24 months at Charles University (any faculty or institute)**
  - **and 3 to 6 months in non-academic institutions** on a secondment

# Call 2 Timeline



**Deadline: 1 June 2026, 1 p.m. (Prague time)**



# 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.



# SUSTAINABLE DEVELOPMENT GOALS

**1** NO POVERTY

**2** ZERO HUNGER

**3** GOOD HEALTH AND WELL-BEING

**4** QUALITY EDUCATION

**5** GENDER EQUALITY

**6** CLEAN WATER AND SANITATION

**7** AFFORDABLE AND CLEAN ENERGY

**8** DECENT WORK AND ECONOMIC GROWTH

**9** INDUSTRY, INNOVATION AND INFRASTRUCTURE

**10** REDUCED INEQUALITIES

**11** SUSTAINABLE CITIES AND COMMUNITIES

**12** RESPONSIBLE CONSUMPTION AND PRODUCTION

**13** CLIMATE ACTION

**14** LIFE BELOW WATER

**15** LIFE ON LAND

**16** PEACE, JUSTICE AND STRONG INSTITUTIONS

**17** PARTNERSHIPS FOR THE GOALS





# 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



# Secondment at non-academic institution

- 16 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



MINISTRY OF  
INDUSTRY AND TRADE



PARLAMENTNÍ  
INSTITUT



Charles  
University



The full list is available [here](#) on the programme website (section “Partners”).



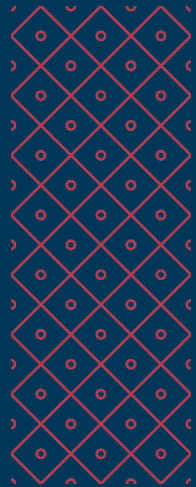
# Career Development Programme

- 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 3 workshops or training sessions throughout the project's duration.
  - training sessions from the [list of workshops](#) 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 2 pages**. 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 (June 1st 2026) 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 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.**

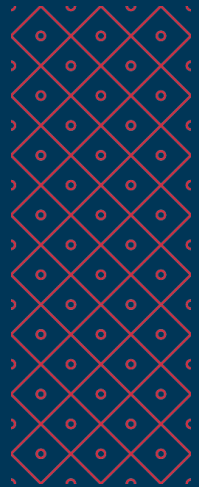


**Eligibility criteria – Can they be waived? Are any exceptions possible?**



**Eligibility criteria – Can they be waived? 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.**

The contact between the supervisor and the applicant must be strictly limited to formal consultations on research opportunities and disponible equipment and premises.

# Identifying 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](#)



# Identifying 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 (June 1st, 2026).

## 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.



# Identifying 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.



# Identifying external supervisor from a non-academic institution I.

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

**They can choose from 16 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 and arrange the secondment with its representatives.**

The external supervisor at the non-academic institution is required to have **a minimum of eight (8) years of working experience** and must be **an employee at the institution.** No Ph.D. title is required.



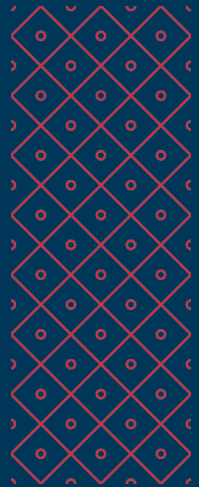
# Identifying external supervisor from a non-academic institution II.

## 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 [on our website.](#)

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



**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 (€3,100\*)
- **Mobility allowance:** €400 (€296\*)
- **Family allowance:** €200 (€148\*)
- **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 3100€ 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 296€ 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 148€ 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



# 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. 1/2026 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.

# Example of Secondment related travel costs distribution in the budget



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

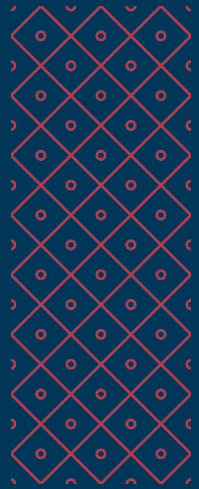
1. Estimate the secondment related travel costs forecast – fill in a table in section 3 of Part B1:

Cost category	Unit cost in €	Number units	of	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
<b>Total secondment related travel cost forecast</b>					<b>8380€</b>

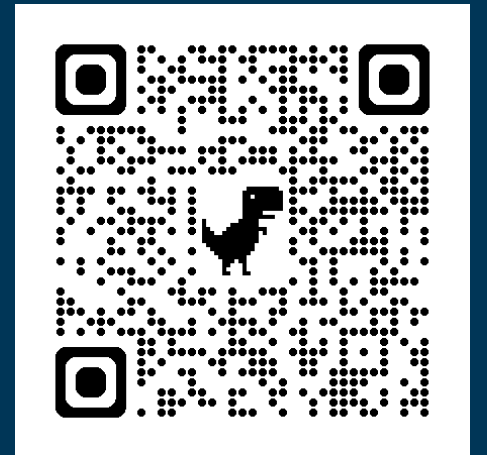
\*Based on "Decree No. 489/2025 Coll., on Setting the Basic Rates of Foreign Per Diems for the Year 2026"

Total secondment related travel cost is 8380€.

**Please consult the budget with the hosting faculty before submitting the proposal.**



# Application





# Structure of the application

Application is done electronically via CU's IS Veda system

**No applications via email are accepted.**

- 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



# Application

2 March 2026

**Charleston Programme: Second Call for Applications**

Charles University (CU) has launched the Charleston programme, co-funded by the European Union (EU) (Charleston programme, co-funded by the European Union (EU)). This call will support a maximum of 10 projects out their projects at the university for the secondment in a non-academic institution until June 2026 2 PM (Prague time).

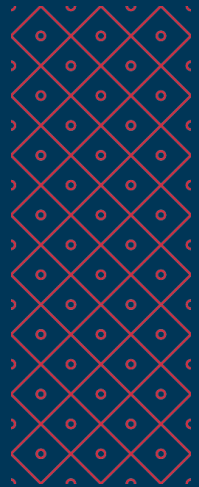
## How to apply

Applications must be submitted via the [IS Věda](#) portal. Please register in the portal first using [this link](#).

**The call is open from 2 March to 1 June 2026, 2 PM (Prague time).**

**The information and documents necessary for submitting the application include:**

1. [Guide for Applicants](#)
2. [User Manual for Submitting Online Application Form](#) (Annex I of the Guide for Applicants)
3. [Part B1 Template – Proposed Project Description](#) (Annex II of the Guide for Applicants)
4. [Part B2 Template – Ethics Issues Table](#) (Annex III of the Guide for Applicants)
5. [Letter of Commitment – Non-Academic Institutions](#) (Annex IV of the Guide for Applicants)
6. [Definitions of Terms for Completing Project Description](#) (Annex V of the Guide for Applicants)
7. [Frequently Asked Questions](#)



# 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.

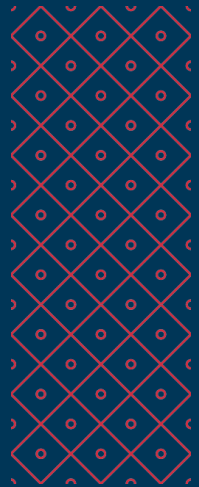


# Part A

- **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 – new template for 2nd call**

**Delete all text in green colour (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

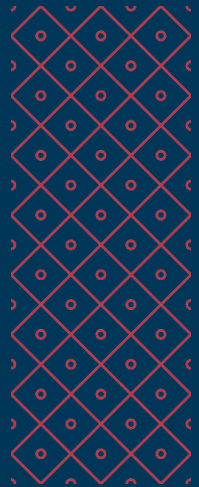
2.2. Quality of the proposed measures to communicate the project activities to different target audiences

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

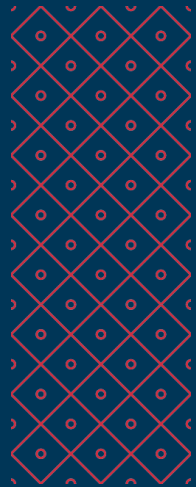


## Part B2



# 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.



# 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 Věda Portal.

This is the link to gain access and obtain your login information:

[https://kmenta.is.cuni.cz/pub/verso.fpl/\\_TS\\_/1771580009?fname=vav\\_registrace\\_form&id=29](https://kmenta.is.cuni.cz/pub/verso.fpl/_TS_/1771580009?fname=vav_registrace_form&id=29)



## CHARLESTON: Registration for applicants

This registration form is intended for applicants currently NOT affiliated to Charles University (CU).

Registration will close on June 1 2026 at 2:00 PM GMT+1

Fields marked \* are mandatory.

Name\*

Surname\*

Date of birth\*

Email\*

Citizenship\*

Sex\*

Choose hosting faculty / department\*

I'm not a robot



reCAPTCHA

Privacy - Terms

### Further steps:

1. After submitting this form, you will automatically receive a confirmation email. Please follow the link in the email.
2. Your registration will then be approved by our staff.
3. Once your registration is accepted, you will receive login information into the system.

Submit

- 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://kmenta.is.cuni.cz/pub/verso.fpl/fname/vav\\_registrace\\_form/id/29/id\\_fronta/1098/hash/04D6BBA0333DCCE22D8AA13F81C620D4/jazyk/en/](https://kmenta.is.cuni.cz/pub/verso.fpl/fname/vav_registrace_form/id/29/id_fronta/1098/hash/04D6BBA0333DCCE22D8AA13F81C620D4/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:

**is-xyxyxyxyx1**

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:

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

To authorize, please use the following information.

**is-xyxyxyxyx1**

Use the password you set when verifying your email address.

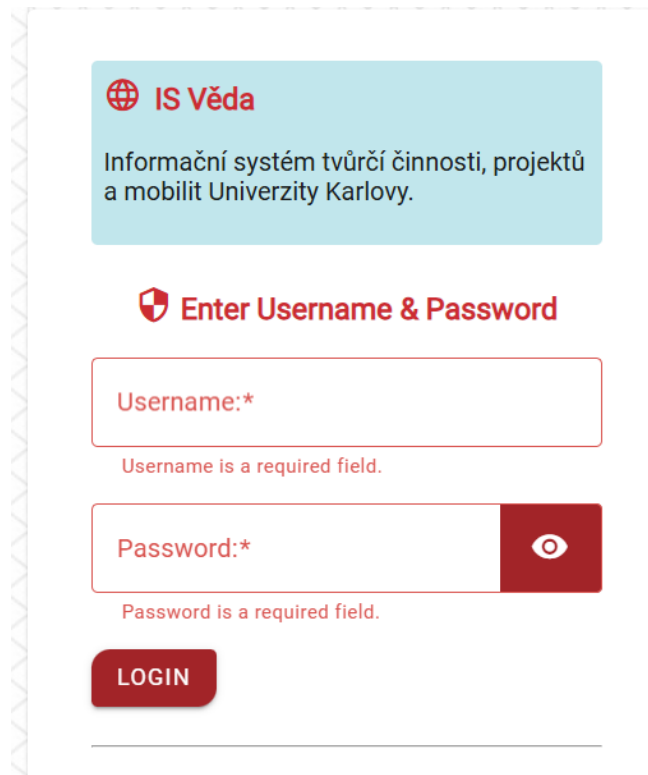
Thank you!

*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.

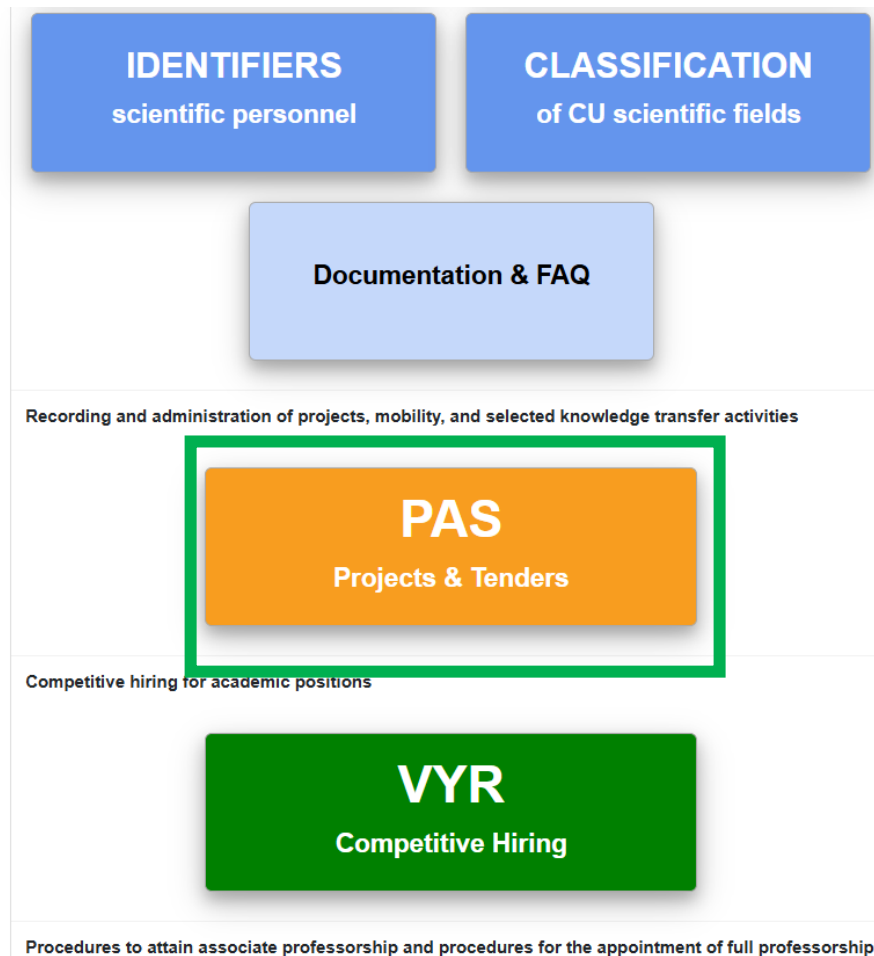


The screenshot shows the login interface for 'IS Věda'. At the top, there is a light blue header with a globe icon and the text 'IS Věda' and 'Informační systém tvůrčí činnosti, projektů a mobility Univerzity Karlovy.' Below this is a section titled 'Enter Username & Password' with a shield icon. It contains two input fields: 'Username:\*' and 'Password:\*'. Both fields have red error messages below them: 'Username is a required field.' and 'Password is a required field.' respectively. A dark red 'LOGIN' button is positioned at the bottom of the form.



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

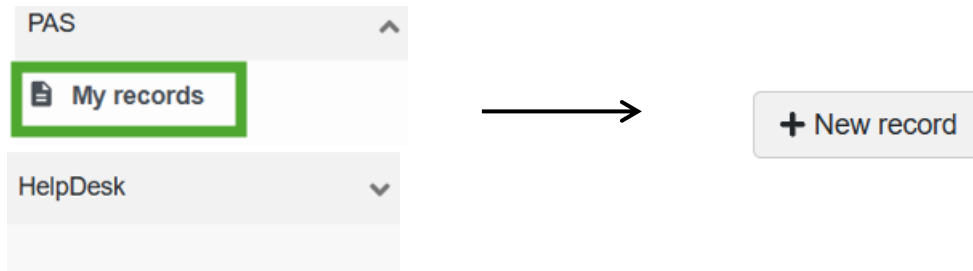
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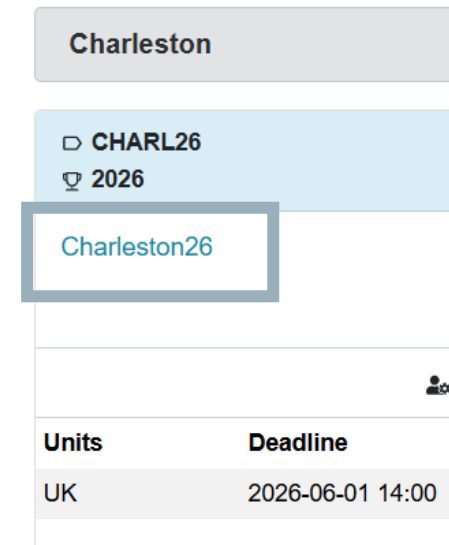
# Step 3) New record



- Click on “**My Records**”. (You will find this in the left menu). – **New Record**



- Select Charleston Project Application – “**Charleston26**”



- 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 identifier\*\*

Charleston26

University Unit 



Item is mandatory

Time Frame

2026-2029

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





# 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



PART A1 | PART A2 | PART A3 | PART B | Internal information | Requests & Issues | Sent notifications

Trial proposal

Show the record to co-researchers

Whole project

Call identifier\*\*

Charleston26

Project Number\*\*

CHARL26-004

University Unit ?

FF



Applicant\*\*

Mgr. Eliška Chrásková

Time Frame

2026-2029

PAS Id\*\*

41258

In preparation

Proposal Acronym\*\* ?

Proposal Name\*\* ?

Expand field

Abstract\*\* ?

Expand field

Keywords\*\* ?

Expand field

Scientific discipline(s)\*\* ?

SDGS 1\*\* ?

SDGS 2

SDGS 3


SDGS 4

SDGS 5

# PART A2



## Principal investigator

Person	Relation	Contacts	Other	Consent to participate
Jan Žadatel  <small>LK: is-ozadatel</small>	MFF: Faculty of Mathematics and Physics already in relation with LK			<b>Granted</b>

## Internal supervisor

Person	Relation	Contacts	Other	Consent to participate
No records found.				

## External supervisor

Person	Relation	Contacts	Other	Consent to participate
No records found.				

# 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 editor](#)



# PART B



- PART A1
- PART A2
- PART A3
- PART B**
- Internal information
- Requests & Issues
- Sent notifications

**Part B consists of the following attachments:**

- 1) **B1 Project description**
- 2) **B2 Ethics Issues Table**

**Do not upload any other documents except these two PDFs.**

**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

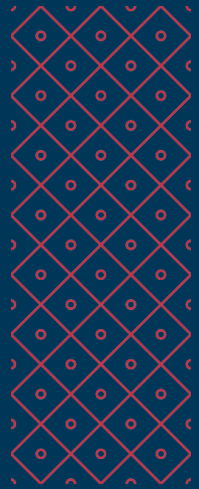
- Click “**Check**” to validate your application for any missing or incorrect entries.
- If there are any required fields left empty, they will be listed, and you must complete them.
- Once you have corrected all missing parts or filled everything in correctly, you should see a message indicating that 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.

The screenshot shows a web interface for application submission. At the top, a navigation bar contains a 'Check' button with a green checkmark icon, highlighted by a green box. To its right are 'Tender terms', a download icon, a vertical ellipsis, and '2 of 49' with left and right arrow icons. Below this is a 'Check result' dialog box with a close button (x) in the top right. The dialog contains a list of errors:

- PART A1
  - Field 'Length of secondment' is required. ↗
  - No value in 'Klasifikace\*\*', but minimum field size is 1. ↗
  - Field 'SDGS 1\*\*' is required. ↗
  - Operation result 'Length of secondment minimum' is not valid (value must be >= 3). Currently is 0 ↗
- PART B
  - The file itself is not yet uploaded to attachment of type 'Project description'. ↗
  - The file itself is not yet uploaded to attachment of type 'Ethics'. ↗

At the bottom right of the dialog is an 'Exit' button. Below the dialog is a green message box with a close button (x) in the top right, containing the text: 'Check was successful' and 'No problems were found.'





# 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
<b>1. Excellence</b>	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	
<b>2. Impact</b>	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	
<b>3. Implementation</b>	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 70%.
- 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 moderate and 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 31 and September 9, 2026.**



# Evaluation criteria – Interviews:

<b>Criterion</b>	<b>Weight</b>
<b>1. Scientific skills, including the strategic intent of the research and evidence of creative and innovative thinking</b>	<b>40%</b>
<b>2. Match between the candidate's profile and the hosting institution/group</b>	<b>30%</b>
<b>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</b>	<b>20%</b>

Each criterion will be evaluated on a scale of 1-5, where 0 indicates missing information and 5 represents excellent performance. Overall threshold of 70% applies.



# 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.



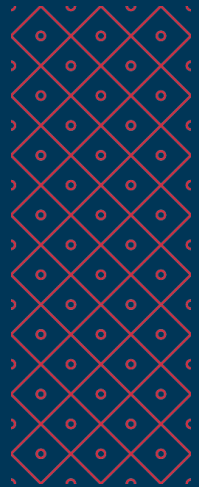
# Final results

- 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) in October 2026.**



# 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 November 2026 and March 2027**
- Successful applicants who are citizens of countries requiring a visa to enter and stay in the Czech Republic will receive support from the [Staff Welcome Centre](#) before the start of their project.
- All applicants must prove their compliance with the eligibility conditions prior to the project start.
- Successful applicants who require a visa to work in the EU must start the visa process immediately after the results are announced.



# Paperwork before the start of the project

- **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.



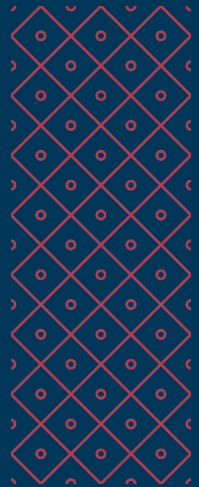
# Double your chances!

- 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.
- 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 on September 9th



# Double your chances!

- **Webinar for MSCA PF April 10th at 9:30 am Prague time**
- Link to the event is [here](#).
- „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.“



# 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>

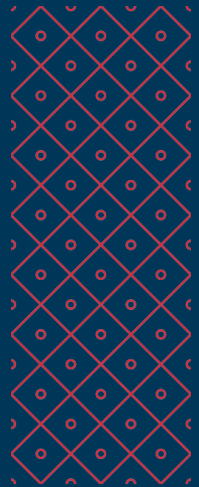
## 1. How do I apply?

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?



**Q&A**

**slido.com #2294444**





# Thank you!

[msca.charleston@cuni.cz](mailto:msca.charleston@cuni.cz)

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

Research Support Office

Ovocný trh 560/5  
116 36 Praha 1

[www.cuni.cz](http://www.cuni.cz)

 **Charles University**

