GRANT AGENCY OF CHARLES UNIVERSITY

INFORMATION FOR SUBMITTING NEW PROJECT PROPOSALS

Basic Conditions of the Competition

New project applications must be submitted exclusively through the GA UK application accessible via www.is.cuni.cz/webapps. The application typically opens for proposal creation at the beginning of October. Specific deadlines for submitting projects are set annually by the Rector's directive. Applications for projects are submitted collectively by faculty representatives to the Rectorate according to the deadlines published in this directive. You can find the deadlines on the GA UK website. **The proposer must submit the application according to faculty deadlines, which are generally a few days earlier (information about these deadlines will be provided by the faculty of the project proposer).**

A project application can be submitted by a student during the standard duration of their master's or doctoral studies. However, the project can also be completed **after exceeding the standard study period**. Interrupted studies are not included in the standard study period. A student with interrupted studies cannot submit an application. Applications should be submitted only by students who do not plan to terminate their studies during the project duration. The proposed project duration should also be in line with the expected length of the studies. If the proposer finishes their studies during the selection process or before the results are announced, the project will be canceled.

A master's student may start and continue the project as a doctoral student. During the period between completing a master's degree and starting a doctoral program, the student cannot conduct any financial operations related to the project. Once the student becomes a regular doctoral student at Charles University, they can continue working on the project to its full extent. A proposer may submit at most one application as the principal investigator per submission deadline. They can participate in a maximum of three projects simultaneously and can be listed in no more than three project applications at the same time. If the student is already involved in one project, they can be listed in up to two applications simultaneously; if they are involved in two projects, they can be listed in only one application; and if they are involved in three projects, they cannot be listed in any new applications. **If a student is completing a project, they may submit a new project proposal – the completed project is not counted**.

The application can be submitted in either Czech (Slovak) or English (particularly recommended for sections B and C) – the proposer must use the corresponding version of the form (it is not possible to submit a project proposal in English using the Czech form and vice versa; the application text must not be in different languages). CVs in the English version must be in English only.

Logging into the Application

New grant project applications are created through the Charles University web application located at https://is.cuni.cz/webapps.

Log into the application using your personal number and password registered in CAS (Central Authentication Service of Charles University – http://cas.cuni.cz). After a successful login, the "Main Page" will appear with a list of available applications. Select the "Grant Agency of Charles University" module. Click on the link "Submit a Grant Project Application."

Projects can be submitted in either Czech (Slovak) or English, and languages cannot be mixed within one project. Click on the flag to choose the language in which you wish to complete the application.

After selecting the language version, you must agree to the Honorary Declaration: *I declare that I have prepared this application independently and am not aware that the objectives of this project are identical to any other project financed or applying for funding from GA UK or another grant agency. I acknowledge that if there is thematic similarity or continuity with ongoing or proposed projects, this fact must be indicated and explained in the section "Other Projects Managed by the Principal Investigator and Proposer." I have informed all members of the research team about the content of the proposed project and am aware that without the principal investigator's consent, the project text must not be provided to individuals outside the research team.*

Additionally, confirm that you agree with the project fulfillment conditions. It is now necessary to confirm in the application whether artificial intelligence was used in preparing the project.

I. PART OF THE APPLICATIONS - WEB FORM

A. Basic Information about the Project

- Enter the project title in both Czech and English.
- **Current Principal Investigator**: the name and titles of the proposer are automatically generated based on the personal number. Note that the proposer's email is also automatically generated. The application stores the email listed first in the WhoIS. The application does not use emails listed in SIS or CAS but those in WhoIS. The email order can be changed by clicking the gear icon on the top bar – here you can update personal details. **Due to GDPR, it is recommended to use a faculty email rather than a personal one!**
- If submitting a similar project that was not funded in previous rounds of the GA UK competition, provide the project number.
- **Study**: The project must be conducted within the current study of the principal investigator. If the principal investigator has multiple ongoing studies, choose the one in which the proposed project will be realized.
- **Project Duration**: The project can be submitted as one-year, two-year, or three-year. Although every year, in the case of project acceptance, you must submit a continuation request, you should indicate the TOTAL duration of the project here. If you set the project duration incorrectly, it is not possible to extend the duration or increase the funding for subsequent years of the project!!!
- **Interdisciplinarity**: (Interdisciplinarity refers to sections A/B/C; not different groups within the same section, e.g., A-PP/A-FGM). If you mark the project as interdisciplinary, you must provide appropriate justification. Justification of interdisciplinarity must be between 50 and 500 characters. A project marked as "interdisciplinary" will be sent to experts with the required specializations for evaluation. The assessment of whether the project is correctly labeled as interdisciplinary is at the discretion of the Grant Council.
- **Institution:** chosen by the proposer
- **Section of the Specialized Council** – in all sections (A - Social and Humanities Sciences, B - Natural Sciences, C - Medical Sciences), the proposer must select a group. The option to choose a group in section C is new from the 22nd round, and proposers now also register in the BIO sub-group (Biology).

- Opponents - do not address for project opposition. You can list up to three names of individuals you do not want as opponents of your project. It is not necessary to provide specific names; you can, for example, list opponent No. 1 from the previous project No. xxxx.

B. Research Team

The mandatory member of the proposed research team is always the supervisor of the applicant, or, if the applicant is not enrolled in a doctoral study program, another academic staff member, who, if the applicant has a thesis assigned, is usually the thesis supervisor. The project leader does not have to be the supervisor, but if this is the case, they must be a member of the research team! The application may also include other co-researchers, both students and non-students. The maximum number of co-researchers is not restricted. However, the number of doctoral or master's students in the research team must be at least equal to the number of other team members (the application monitors this!). If a person is not listed in the team, they cannot be paid from the grant salary/compensation/scholarships. Bachelor's students cannot receive scholarships according to MŠMT rules (they must be paid within personal expenses as salary/DPP).

All team members are added to the project application using their employee number. **The share of funds for scholarships must be more than 75% of all personal costs! (the application monitors this).**

Research Team Table: Add team members using their personal number (you must know the personal number before entering team members!!!).

- **WARNING! Use the red cross to add employees and the yellow student. If you choose incorrectly, you will need to cancel and resubmit the application**!
- The researcher must always have scholarships.
- A bachelor's student cannot request scholarships according to MŠMT requirements.
- Select the roles of team members (supervisor/co-researcher).
- Non-student team members receive salary or DPP (if they are not employees of the faculty) – must have DPP).
- Include only those team members who are paid through personal costs (scholarships, salaries, DPP).
- Add the supervisor only after you have completed the entire project proposal, as when you add the supervisor to the research team, they will receive an email to approve the project (if you add the supervisor's email before, they might review an incomplete project!). Be careful with the supervisor's valid email! **The supervisor should not approve the project without knowing the complete proposal.**

In this section, the application monitors:

- The share of funds for scholarships (more than 75% of personal costs)
- The limit of personal costs for the project (salary and other personal costs including contributions: up to CZK 40,000 per project, of which up to CZK 20,000 for the supervisor or academic staff / funds for scholarships: up to CZK 160,000 per project, of which up to CZK 80,000 for the principal investigator,
- Compliance with the ratio of at least 50% student researchers.

Characterization of the Research Team:

- **Minimum 50 characters, maximum 750 including spaces**

Expand the characterization of the research team in the PDF section "Project Proposal".

- In this section, include the team members, their year of study, and department.
- The characterization must list all research team members who participate in the project (and are financed through ON), do not include other members not listed directly in the research team table.
- Do not include CVs or lists of publications – these are part of the attachments!
- **Provide detailed specification of the role and extent of involvement of the researcher and co-researchers in the PDF section of the project proposal**!
- If there are changes in the research team during the project, explain them in in the text box provided within the progress report

Financial Requirements:

Requested financial resources should be indicated for the **current project year**. The maximum amount of financial resources that can be allocated to the project per year is 300,000 CZK. In the case of project proposal funding, the funds are allocated for one calendar year and cannot be carried over to the next year. Unspent funds must be returned through the faculty to GA UK.

Financial resources are divided into:

- Personal costs, other personal costs, and contributions to social and health insurance
- Scholarships
- Travel and accommodation expenses
- Other non-investment costs (ONN)
- Supplementary costs

Personal Costs, ONN, Scholarships:

The limits for financial resources that can be allocated to a project for one year are as follows:

a. Salary costs and other personal costs, including contributions:

- Up to 40,000 CZK per project, with a maximum of 20,000 CZK allocated to the supervisor or academic staff member as per Article 5, Paragraph 3 of the Principles.

b. Scholarship funds:

- Up to 160,000 CZK per project, with a maximum of 80,000 CZK allocated to the principal investigator.
- The share of funds according to item b) of the total funds according to items a) to b) must exceed 75%.

In a calendar year, one person can receive from GA UK funds allocated to projects: a. As salary costs and other personal costs, up to 40,000 CZK, b. As scholarships, up to 100,000 CZK, c. As either salary costs and other personal costs or scholarships, up to 100,000 CZK.

Travel and Accommodation Expenses:

These are expenses incurred exclusively in direct connection with the execution of the grant project. Travel and accommodation expenses can be used for work-related stays and trips, short-term internships (up to six months), active participation in conferences, workshops, summer and winter schools. There is no set limit. Travel and accommodation expenses can only be covered for student researchers; for supervisors, only in exceptional and well-justified cases. Travel and accommodation expenses include costs for transportation and lodging. Students without a work contract with the faculty cannot be reimbursed for per diem, meals, or pocket money. Conferences, workshops, and internships can only be funded with declared active participation of the researcher. Active participation must be adequately justified in the project proposal. If multiple team members attend a conference, each should present a separate contribution. Participation in courses and training cannot be included in the requested expenses, even with declared active participation.

Other Non-Investment Costs (ONN):

Other non-investment costs include material costs (minor tangible assets, laboratory and office supplies; literature; computing equipment – in justified cases) and services (costs for publication results - publication costs including open access fees; conference fees). Within services, participation of subjects and respondents can be covered, but they cannot be members of the project team and must not be paid as personal costs.

Supplementary Costs (Overheads):

According to Article 5, Paragraph 2 of the GA UK Principles for the faculty where the principal investigator is registered or where the supervisor or academic staff member is employed. Supplementary costs amount to 15% of the direct (i.e., costs listed in the preceding points) costs of the project. The applicant does not need to specify this amount; the application will calculate it automatically. Supplementary costs do not need to be justified.

Costs Not Eligible for Inclusion:

- Costs unrelated to the project execution;
- Costs exceeding local and time-typical prices;
- Long-term intangible and tangible assets with a useful life longer than one year and valued over 80,000 CZK (see OR 41/2022);
- Computing equipment in unjustified cases;
- Software that can be provided by the faculty;
- Payments or gifts to respondents;
- Training, courses, and tuition;
- Preparation of concerts, exhibitions, conferences, etc.;
- Travel and accommodation expenses for incoming individuals;
- Costs for refreshments, representation expenses;
- Conferences, workshops, and summer/winter schools, internships without active participation.

Financial Requirements Table:

- First, enter personnel costs in the "Project Team" table, then fill in other items.
- All amounts should be entered in thousands of CZK and rounded to the nearest thousand.
- Note: If you are unable to enter a certain amount in a specific item, ensure that you have not exceeded the project limit. Also, check the entered amounts – the application may automatically adjust individual items.

Structure of Financial Requirements:

- **Minimum 50 characters, Maximum 7500 characters**
- Specify the requested funds for each item. The requested financial resources must be justified!!! If the requested amounts are not adequately justified, the project reporter may reduce the funds.
- Proceed by item (ONN, travel expenses, personnel costs broken down by each team member)
- Amounts in the financial requirements table must match those in the justification (if there are discrepancies, the amounts listed in the table are relevant!!!)
- If it is not clear at the time of submitting the project proposal which conferences, workshops, or internships you plan to attend, at least mention the ones under consideration.
- Travel and accommodation expenses: Provide preliminary amounts you plan to cover, and justify active participation adequately.
- Supplementary costs (overheads) do not need to be justified.
- In this section, justify the funds for the first year of the project. Justification for subsequent years is only required if there is an increase in funding. However, you may also indicate and justify financial requirements for subsequent years even if there is no increase. This is not considered a formal error.

Financial Outlook for Subsequent Years:

- If you choose a one-year project, the table for the financial outlook for subsequent years will not be displayed.
- Enter the amount including supplementary costs!!!
- Significant increases compared to previous years must be justified (in the section on the structure of financial requirements).
- Pay attention to the financial outlook, as funding increases in continuation applications are allowed up to a maximum of 10% of the plan in the application. Further increases are not permitted.

C: Extended Requirements

Abstract:

Min. 500 characters, Max. 1500 characters including spaces.

Provide a description of the project, its nature, and the work expected to be carried out during the proposed project year, including any plans for subsequent years. In the Czech version of the application, this section should be completed in both Czech and English. Note: Based on the abstract, the invited reviewer decides whether to accept or decline the review.

Project Objectives:

Min. 300 characters, Max. 1000 characters including spaces

The project objectives should be realistic, specific, and clearly formulated. They must be achievable within the requested project duration. **Objectives must be expanded and further specified in the "Project Proposal" section.**

In the Czech version of the application, this section should be completed in both Czech and English.

Keywords:

Min. 20 characters, Max. 150 characters including spaces

In the Czech version of the application, the information must be provided in both Czech and English.

Other Projects Currently Managed by the Principal Investigator or Applicant (in the Czech version, in Czech only):

Minimum 50 characters, Maximum 25000 characters
Here, list other projects in which you or your supervisor are involved at the time of the project proposal submission. Include the funding agency, project number, project duration, project title, name of the principal investigator, and role in the project. Indicate whether these projects address similar issues. If so, explain the connection or relevance. **This explanation should also be provided for completed projects.** It is also useful to explain the connection if the project proposal falls under a broader research area addressed at the supervisor's institution or by any of the co-investigators. Similarly, mention and justify any use of the same methodology across different samples/materials studied in various GA UK projects. It is advisable to also mention thematically similar projects undertaken by team members.

All other sections that were part of this section in previous years are now included in a separate PDF file (Project Proposal), which should be attached to the application. Instructions for the structure of the PDF are provided in a separate document.

II. PART OF THE APPLICATION - ATTACHMENTS

- **Curriculum Vitae of the Principal Investigator:**
  - Focus on the past 5 years, **maximum 2 pages** in PDF.
  - The CV should include: a) participation in higher education research competitions; b) presentation of own results at conferences and, if applicable, publications; c) involvement in solving specific tasks of other projects (attachment named "Curriculum Vitae of Principal Investigator").
- **Curriculum Vitae of the Supervisor:**
  - Focus on the past 5 years, **maximum 2 pages** in PDF.
  - The CV should list the ten most significant publications from the past 5 years. For medical and natural sciences, it should include total citations and h-index according to WoS. For humanities and social sciences, citation counts from other databases, such as SCOPUS or ERIH, can be provided. GR UK recommends also including the ORCID identifier (and/or Researcher ID). The CV of the project supervisor should be attached under "attachments," not under "description of the research team" (attachment named "Curriculum Vitae of Project supervisor").
- **Scientific Proposal**
  - (**maximum 5 pages**, A4 format using standard font size 11, single-spaced) (attachment named "Project Proposal")
- **References**
  - (PDF file without page limit) – attachment named "References"
- **Ethics Committee Statement**
  - (attachment named "Ethics Committee")
  - **An Ethics Committee statement is required only if the project involves clinical trials.** It should be attached electronically to the project application in the GA UK system. For multiple projects submitted by one institution, a single Ethics Committee approval is acceptable, but a copy of this approval must be included in each grant application. The Ethics Committee statement must be current (e.g., statements from rejected proposals from previous years cannot be used for new submissions).
  - If in doubt about the necessity of providing an Ethics Committee statement, please contact the faculty, not GA UK.

Please note:

- **Animal Experimentation Form**
  - If the project involves animal work, the Ethics Committee statement is not used; instead, the Animal Experimentation Form should be provided. This form should be submitted in hard copy to the scientific department of the respective faculty, where it will be recorded. **It should not be uploaded to the application as an attachment.**

Maximum file size is 5 MB.

Information on Opening Attachments: If you are unable to open an attachment directly, try saving it first and then opening it.

Do not include any attachments other than those specified above. This includes graphs, diagrams, and preliminary results. All should be part of the PDF attachment – Project Proposal.

Failure to include all mandatory attachments will result in the inability to submit the application!!! This does not apply to the Ethics Committee statement.

Once all sections of the application are completed and the mandatory attachments are provided, you may submit the application.

Please note, there is no SAVE button. **However, you can exit the project at any time, and the draft version will remain among your projects in the application**!

Submission of the Application

To successfully submit a grant project application, all required data must be entered. After correcting any issues, you can submit the project by clicking the icon. The submitted project can be canceled by clicking the icon.

1. After your project is reviewed by the faculty, it may be returned to you for revisions. After making the necessary corrections, the process outlined in point 1 is repeated. You can view the status of your project in the basic information table under "Status History" and also in the list of your projects under "Project Status." Possible project statuses are: new, submitted, returned for revision, reviewed by faculty, submitted to GAUK, reviewed by GAUK, approved/not approved for funding.
2. In case of issues, use the helpdesk, located in the upper right corner of your project's first page. The helpdesk is also accessible from the main page under "List of Available Applications" in the UK Web Applications (WAUK).
3. Results will be published on the Grant Agency of UK website http://www.cuni.cz/UK-12280.html. If your new grant project is approved, you will receive a contract for the grant project via your faculty, which will include the approved project finances.
4. After your project is accepted, you can view the reviewers' reports and the report from the project reporter using the icon next to the basic project information.

Additional Information:

The Project Reviewer Assesses:

- Whether the project will provide new approaches or insights in the field.
- How clearly the goals and methods are defined and formulated.
- Whether the proposed methodology or experimental design and approach are adequate and aligned with the project goals.
- Equipment and Timeline
    - Whether it is realistic to expect the project goals to be achieved within the proposed time and with the proposed resources; whether the proposal indicates that the equipment at the facility is adequate to achieve the project goals.
- Research Team
    - Whether the team composition provides assurance for achieving the project goals; the publication activity of the supervisor and other relevant academic staff (in natural sciences, particularly publications in journals with IF, citations according to SCI) and potentially also teaching activities in doctoral education.
- Financial Costs
    - Whether the requested funds are appropriate for the project goals and are adequately justified by item.
- Overall Comment on the Project Proposal
    - The reviewer will provide an overall assessment of the project and state reasons for their recommendation (e.g., original idea, handling of unique material, highly relevant topic, potential for top-tier publication) or non-recommendation.