



The Charles University Grant Agency

INFORMATION ON SUBMITTING A GRANT PROJECT APPLICATION – 24th CALL FOR PROPOSALS

Basic Conditions of the Competition

Applications for new projects must be submitted exclusively through the Charles University Grant Agency (GA UK) online application available via the University Information System at www.is.cuni.cz/webapps. The application is usually opened for creating project proposals at the beginning of October. The specific deadlines for submitting projects are determined each year by a Rector's Directive. Faculty grant officers submit all applications from their faculty collectively to the Rectorate by the deadlines specified in the Directive. Applicants must submit their applications according to their faculty's internal deadlines, which are usually several days earlier (information is provided by the applicant's faculty).

A project application may be submitted by a student enrolled in the standard period of a Master's or Doctoral degree programme, either in full-time or combined form of study. The project may be completed even after the standard period of studies has been exceeded. Periods of interrupted study are not counted towards the standard period of studies. If the standard period

has already been exceeded, the GA UK application will not be available through the link above. If a student believes that they are still within the standard period of study, they should contact the Student Affairs Office of their faculty.

Students whose studies are currently interrupted are not eligible to submit a project application.

Project applications should only be submitted by students who do not plan to complete their studies during the proposed project period. The proposed duration of the project should therefore correspond to the expected duration of the applicant's studies. If the applicant graduates during the evaluation process or before the announcement of the competition results, the project will be cancelled.

A Master's student may begin a project and continue its implementation after becoming a doctoral student. However, during the period between completing the Master's programme and enrolling in the doctoral programme, no financial transactions related to the project may be carried out. Once officially enrolled as a doctoral student at Charles University, the applicant may continue working on the project without restriction.

An applicant may submit **only one application as the principal investigator** in each call for proposals.

A student may participate in **no more than three projects simultaneously** and may be listed in **no more than three project applications** at the same time. Specifically:

- if the student is currently involved in one project, they may be listed in at most two additional applications;
- if involved in two projects, they may be listed in only one additional application;
- if already involved in three projects, they may not be listed in any further applications.



- If the student is completing a project that is ending in the current year, they may submit a new project proposal; the ending project is not counted toward the above limits.

Logging into the Application

Applications for new grant projects are created through the Charles University web application available at:

<https://is.cuni.cz/webapps> Log in using your **Personal Identification Number** and the password registered in the **Central Authentication Service (CAS)** at Charles University (<http://cas.cuni.cz>).

After successful login, the **Home Page** will appear, displaying the list of applications available to you. Select the **Charles University Grant Agency (GA UK)** module and click "**Submit a Grant Project Application.**"

Saving Your Work

Please note that **there is no "Save" button**. However, you may leave the application at any time. Your partially completed project will remain available in the list of your projects.

Language Version

Projects may be submitted **either in Czech (or Slovak) or in English**. It is **not permitted to combine languages within a single project application**.

Click on the appropriate flag to select the language in which you wish to prepare your application.

The use of **English is particularly recommended for Sections B and C**.

Declaration of Honour

After selecting the language version, you will be asked to confirm the following Declaration of Honour:

I declare that I have prepared this application independently and that, to the best of my knowledge, the objectives of this project are not identical to those of any other project funded by, or currently applying for funding from, the Charles University Grant Agency (GA UK) or any other funding agency.

I acknowledge that if this project is thematically related to or follows an ongoing or proposed project, this relationship must be disclosed and explained in the section "**Other Projects Conducted by the Supervisor and the Applicant.**"

I confirm that I have informed all members of the research team about the content of the proposed project and understand that, without the supervisor's consent, the project proposal must not be disclosed to anyone outside the research team.

Agreement with the Project Conditions

The applicant must confirm their agreement with the project conditions published on the GA UK website, to which the application provides a link.



PART I – APPLICATION FORM

Section: Grant Project Application – Basic Project Information

Project Title

Enter both the **Czech** and the **English** title of the project.

Current Principal Investigator

The applicant's name and academic titles are generated automatically based on their personal identification number.

Please note that the applicant's **email address** is also generated automatically. The application uses the **first email address listed in the Charles University WhoIS directory**. It does **not** retrieve email addresses stored in SIS or CAS.

The email address can be edited by clicking the **gear icon** in the upper toolbar, where personal information may be updated.

For GDPR compliance, applicants are strongly advised to use their **faculty email address** rather than a private email account.

All automatic notifications from GA UK (such as requests for project revisions or information on whether the project has been accepted for funding) will be sent to the email address specified in the application.

Resubmission of a Previously Unsuccessful Project

If you are submitting a revised version of a project that was **not funded in a previous GA UK competition**, enter the previous project number.

Study Programme

The project must be carried out within the applicant's **current, ongoing study programme**.

If the principal investigator is enrolled in more than one active study programme, they must select the programme under which the proposed project will be conducted.

Project Duration

Projects may be submitted as **one-year, two-year, or three-year projects**.

For multi-year projects, although an annual continuation request must be submitted if funding is awarded, the application must state the **total planned duration** of the project (two or three years).



If the project duration is entered incorrectly, it **cannot be extended after funding has been awarded**, nor can additional funding be requested for subsequent years. In such a case, the project would effectively become a one-year project.

Faculty/Department

Selected by the applicant.

Subject Area Section

Applicants must choose the appropriate disciplinary group within one of the following sections:

- **Section A – Social Sciences**
- **Section B – Natural Sciences**
- **Section C – Medical Sciences**

Applicants selecting the **BIO (Biology)** group must also choose the relevant **subgroup**.

The available groups (and subgroups where applicable) are offered automatically by the application.

Applicants may review the disciplinary structure in advance at <https://cuni.cz/UK-729.html>

The Subject Area Board reserves the right to change the selected section or group if another classification better reflects the scientific focus of the project.

Artificial Intelligence

Applicants must indicate whether **artificial intelligence (AI)** was used in preparing the project proposal.

If the answer is **Yes**, an additional text field will appear in which the applicant must briefly explain **how and to what extent AI was used** (maximum **500 characters**).

This information **is not used as an evaluation criterion** for the project.

Section: Reviewers – Individuals Not to Be Invited as Reviewers

You may specify **up to three individuals** whom you do **not** wish to review your project.

If you are resubmitting a project and do not know the identities of the previous reviewers, you may indicate, for example:

Reviewer No. 1 for previous project No. XXX.



Section: Research Team

This section consists of three parts: Supervisor's recommendation, Research team table, Description of the research team

The application may (and in some cases must) include additional co-investigators, including both **students** and **non-students**.

The number of student members in the research team must be **at least equal to** the number of all other team members. This ratio is checked automatically by the application.

A **mandatory member** of every proposed research team is:

- the applicant's supervisor, or
- if the applicant is **not** enrolled in a doctoral programme, another academic staff member, who is usually the supervisor of the applicant's Master's thesis if one has been assigned.

In the application, this person is designated as the **Project Supervisor**.

The project supervisor does **not necessarily have to be the doctoral supervisor**. However, if another person serves as project supervisor, the doctoral supervisor must still be included as a member of the research team.

Student co-investigators may be enrolled in:

- Bachelor's programmes,
- Master's programmes, or
- Doctoral programmes.

Students from **other universities** are **not counted as student members** for the purpose of calculating the required team composition.

Only individuals listed as members of the research team may receive **salary, remuneration, or scholarships** funded by the grant.



1. Research Team Table

Members of the research team are added using their **Personal Identification Number**.

When adding a person, you must assign their role:

- **Project Supervisor**
- **Co-investigator**

To add a person:

- use the **red cross** for an employee,
- use the **yellow icon** for a student.

Important: If a person is added under the wrong category, the application **cannot be corrected**. The entire application must be cancelled and created again.

For each team member, you must also specify:

- the type of remuneration, and
- the amount of remuneration.

The **principal investigator** and all **student co-investigators** must always receive **scholarships**.

Non-student members of the research team receive either:

- a salary, or
- remuneration under a **Contract for Work (DPP)** if they are not employed by the faculty.

Only those team members whose work is financed through **personnel costs** (scholarships, salaries, or DPP remuneration) should be listed in the research team.

Automatic Financial Checks

The application automatically verifies:

Scholarship ratio

More than **75% of all personnel costs** must be allocated to scholarships.

Personnel cost limit

Maximum personnel costs (including salaries, other remuneration, and mandatory employer contributions):

- **CZK 40,000 per project**
- of which **no more than CZK 20,000** may be allocated to the supervisor or another academic staff member.



The amount allocated to the supervisor or academic staff member **should not exceed 10% of the principal investigator's scholarship.**

Scholarship limits

Maximum scholarship funding:

- **CZK 160,000 per project**
- of which **no more than CZK 80,000** may be awarded to the principal investigator.

2. Supervisor's Recommendation

It is recommended to add the project supervisor **only after the entire project proposal has been completed.**

As soon as a person is added to the research team in the role of **Project Supervisor**, the application automatically sends them an email requesting approval of the project.

If the supervisor has been entered incorrectly, the approval request email will not be sent (although access to the application will still be available).

The supervisor's recommendation (or non-recommendation) will subsequently appear beneath the heading of the **Research Team** section.

3. Description of the Research Team

Minimum length: 50 characters

Maximum length: 750 characters (including spaces)

Describe only those members of the research team who:

- actively participate in the project, and
- are financed through personnel costs.

Do **not** include any additional persons who are not listed in the Research Team Table.

Do **not** include CVs or publication lists of the principal investigator or the project supervisor. These belong to the mandatory attachments. (CVs of other co-investigators are **not required**.)

A more detailed description of the research team should be provided in the PDF attachment **"Project Proposal."**



Section: Financial Requirements

This section consists of two parts:

- **Financial Requirements Table**
- **Breakdown of Financial Requirements** (text justification)

The requested funding must always be specified **for the current year of the project**.

The **maximum amount** that may be awarded to a project is **CZK 300,000 per year**. No minimum amount is specified.

If the project is funded, the funds are allocated **for one calendar year only**. Unused funds **cannot be transferred** to the following project year and must be returned through the faculty to the Charles University Grant Agency (GA UK).

The principal investigator is responsible for the proper and economical use of the awarded funds.

If the principal investigator is enrolled in a **doctoral programme**, the management of the awarded funds is governed by a contract concluded between Charles University and the principal investigator.

If the principal investigator is **not** a doctoral student, the financial management is governed by a contract concluded between the University and an academic staff member pursuant to Article 7(3) of the GA UK Grant Rules. This contract is also signed by the principal investigator and defines the responsibilities of both parties for the proper and economical use of the allocated funds.

Categories of Financial Support

Project funding is divided into the following categories:

- Salaries, other personnel costs, and mandatory social and health insurance contributions
- Scholarships
- Travel and mobility costs
- Other non-investment costs (ONC)
- Overhead (supplementary costs)



Salaries, Other Personnel Costs, and Scholarships

The annual funding limits are as follows:

a) Salaries and Other Personnel Costs (including statutory contributions)

Maximum:

- **CZK 40,000 per project**
- of which **no more than CZK 20,000** may be allocated to the supervisor or the academic staff member referred to in Article 5(3) of the Guidelines.

The **recommended amount** for the supervisor or academic staff member is **10% of the principal investigator's scholarship**.

b) Scholarships

Maximum:

- **CZK 160,000 per project**
- of which **no more than CZK 80,000** may be awarded to the principal investigator.

Scholarships must account for **more than 75%** of the combined total of personnel costs and scholarships.

Annual Limits per Individual

Within one calendar year, a single individual may receive from all GA UK-funded projects:

- up to **CZK 40,000** in salaries and other personnel costs;
- up to **CZK 100,000** in scholarships;
- no more than **CZK 100,000 in total**, regardless of whether the funding is provided as salaries, scholarships, or a combination of both.

Travel and Mobility Costs

Travel and mobility costs may be requested for:

- research visits,
- official travel,
- short-term research stays (up to six months),
- conferences - only in case of active participation of the researcher
- workshops - only in case of active participation of the researcher



- summer schools - only in case of active participation of the researcher
- winter schools - only in case of active participation of the researcher

Planned costs must be included in the application and provided that the applicant or another student team member is expected to deliver an **active scientific contribution**, which must subsequently be documented in the project's annual report.

There is **no financial limit** for travel and mobility costs.

These costs may generally be covered **only for student members** of the research team.

Funding for the project supervisor is permitted only in **exceptional and well-justified cases**, for example when accompanying students to a hazardous research location.

Travel and mobility costs include:

- transportation,
- accommodation.

Students who **do not have an employment contract with the faculty** may **not** receive:

- daily allowances,
- meal allowances,
- per diem,
- incidental expenses

from this budget category.

If several student members attend the same conference, **each student must present a different contribution**.

Other Non-Investment Costs (ONC)

Eligible ONC include:

Material Costs

- minor equipment,
- laboratory supplies,
- office supplies,
- literature,



- computer equipment (only in justified cases).

Services

- publication costs,
- Open Access publication fees,
- conference registration fees.

This category may also cover services provided by external participants, including:

- study participants,
- respondents,
- research subjects.

However, these individuals:

- **must not be members of the research team**, and
- **must not receive personnel costs from the grant**.

Overhead (Supplementary Costs)

According to Article 5(2) of the GA UK Guidelines, overhead is allocated to the faculty at which the principal investigator is enrolled.

Overhead amounts to **15% of the project's direct costs** (i.e. all categories listed above).

Applicants **do not enter this amount manually**.

The application calculates it automatically.

Applicants should respect the automatic rounding applied by the system.

No justification is required for overhead costs.



Ineligible Costs

The following expenditures **cannot** be included in the project budget:

- costs unrelated to the project;
- costs exceeding the usual market price;
- long-term tangible or intangible assets with a useful life exceeding one year and a value above **CZK 80,000** (see Rector's Directive No. 56/2023);
- computer equipment without proper justification;
- software that can already be provided by the faculty;
- gifts or rewards for research participants;
- training courses, educational courses, or tuition fees;
- preparation of concerts, exhibitions, conferences, etc.;
- travel or accommodation costs for incoming visitors;
- hospitality or representation expenses;
- conferences, workshops, summer/winter schools, or research stays **without active participation**.



1. Financial Requirements Table

Personnel costs should be completed **first** in the **Research Team** table. The remaining budget items are then entered in the Financial Requirements table.

All amounts must be entered in **thousands of Czech crowns (CZK)** and rounded to whole thousands.

Important: If you are unable to enter a specific amount in a budget category, verify that you have not exceeded the applicable financial limits.

Also review the amounts already entered. If a limit has been exceeded, the application may automatically reduce individual budget items.

2. Breakdown of Financial Requirements

Minimum length: 50 characters

Maximum length: 7,500 characters

Provide a detailed explanation of how the requested funds will be used in each budget category.

Every requested expense **must be justified**. If the requested funding is not adequately justified, the project rapporteur may reduce the proposed budget.

The justification should be organised by individual budget categories:

- Other Non-Investment Costs (ONC)
- Travel and Mobility Costs
- Personnel Costs (broken down for each team member)

The amounts listed in the **Financial Requirements Table** must correspond exactly to those described in the written justification.

If discrepancies occur, **the amounts entered in the table are considered authoritative by GA UK**.

If, at the time of submitting the proposal, it is not yet known which conferences, workshops or research stays will be attended, applicants should indicate at least the expected events together with the estimated costs.

The expected **active participation** should also be described.

No justification is required for **Overhead (Supplementary Costs)**.

The application calculates this amount automatically and applies its own rounding rules.



Section: Justification for Future Years

This section primarily concerns the **first year of project implementation**.

A justification for later years is required **only if the requested funding increases** compared to the previous year.

However, applicants may also include and justify the planned budget for future years even if no increase is expected.

Doing so **is not considered a formal error**.

Section: Financial Outlook for Subsequent Years

If the project is submitted as a **one-year project**, this section is not displayed.

The projected amount must include **overhead (supplementary costs)**.

If there is a **significant increase** compared with the previous year(s), the increase must be justified in the **Breakdown of Financial Requirements** section.

Applicants should plan future budgets carefully.

When submitting the annual continuation request, the requested funding may exceed the original financial outlook stated in the application by **no more than 10%**.

Section: Additional Information

This section consists of four parts:

- Abstract
- Project Objectives
- Keywords
- Other Projects Currently Managed by the by the Principal researcher or Supervisor

1. Abstract

Minimum length: 500 characters

Maximum length: 1,500 characters (including spaces)

The abstract should describe:



- the project,
- its scientific nature,
- the work planned during the first calendar year,
- where appropriate, the expected activities in subsequent years.

In the **Czech version** of the application, the abstract must be completed **both in Czech and in English**.

In the **English version**, only the English text is required.

Important: Invited reviewers decide whether to accept or decline the review assignment primarily on the basis of the abstract.

2. Project Objectives

Minimum length: 300 characters

Maximum length: 1,000 characters (including spaces)

The project objectives should be:

- realistic,
- specific,
- clearly formulated,
- achievable within the proposed project duration.

The objectives should be described in greater detail in the **Project Proposal** attachment.

Applicants are also advised to consider the **Criteria for the Evaluation of Final Project Reports**, available on the GA UK website.

3. Keywords

Minimum length: 20 characters

Maximum length: 150 characters (including spaces)

Provide keywords that best characterize the project.

4. Other Projects Currently Managed by the Principal researcher or Supervisor

Minimum length: 50 characters

Maximum length: 25,000 characters



List all other research projects in which you are involved at the time of submitting the proposal, regardless of the funding provider, including GA UK.

For each project, specify:

- funding provider,
- project number,
- project duration,
- project title,
- principal investigator,
- your role in the project.

Also indicate whether these projects address a topic similar to the proposed project.

If they do, explain:

- the relationship between the projects,
- how they differ,
- or how they complement one another.

This explanation should be provided **both for ongoing and completed projects**.

It is also advisable to explain any connection if the proposed project forms part of a broader research programme conducted by the supervisor's or co-investigators' department.

Similarly, if different GA UK projects use the **same methodology** but investigate different samples or materials, applicants are encouraged to explain this relationship.

It is also recommended to mention thematically related projects carried out by other members of the research team.



PART II – APPLICATION ATTACHMENTS

Attachments are uploaded at the bottom of the online application form.

To upload an attachment, click the **yellow edit icon** on the right-hand side. This opens the attachment upload form, where you can select the appropriate attachment type.

The following attachments are **mandatory**:

- Brief CV of the Principal Investigator
- Brief CV of the Project Supervisor
- References (Bibliography)
- Ethics Committee Approval (where required)
- Project Proposal

Attachment: Principal Investigator's CV

Maximum length: 2 pages (PDF)

The CV should cover the **last five years**.

It is recommended that the CV include:

- participation in university student research competitions;
- presentations of the applicant's own research at conferences and any publications;
- involvement in other research projects or specific research tasks.

Upload this document under the attachment type "**Principal Investigator's CV.**"

Attachment: Project Supervisor's CV

Maximum length: 2 pages (PDF)

The CV should cover the **last five years**.

The supervisor's CV must include:

- a list of the **ten most significant publications** from the past five years.

For applicants in **medical and natural sciences**, the CV should also state:

- total number of citations;
- **h-index** according to **Web of Science (WoS)**.



For applicants in the **humanities and social sciences**, citation counts from other databases (such as **Scopus** or **ERIH**) may be provided.

The Grant Council also recommends including:

- an **ORCID identifier**, and/or
- a **Researcher ID**,

both for the supervisor and, where applicable, the principal investigator.

The supervisor's CV should be uploaded under **Attachments**, **not** in the **Research Team Description** section.

Upload this document under "**Project Supervisor's CV.**"

Attachment: References (Bibliography)

Upload a PDF containing the references cited in the proposal.

There is **no page limit**.

Upload under "**References.**"

Attachment: Ethics Committee Approval

Upload under "**Ethics Committee.**"

An Ethics Committee approval is mandatory for all projects involving:

- clinical trials of medicinal products;
- clinical investigations of medical devices;
- human biological material;
- sensitive personal data;
- any other intervention affecting the provision of healthcare.

If several projects from the same department are covered by a single Ethics Committee approval, **a copy of the approval must nevertheless be attached to each individual application**. The Ethics Committee approval must always be **current**. For example, an approval issued for an unsuccessful application submitted in a previous year **cannot** be reused.

If you are unsure whether your project requires Ethics Committee approval, **contact your faculty, not GA UK**.

Some faculties accept Ethics Committee applications only during specific periods.

Applicants should check the relevant deadlines with their faculty.



Attachment: Project Proposal

Maximum length:

- **5 A4 pages**
- standard font
- font size **11**
- **single line spacing**

Upload under "**Project Proposal.**"

The proposal **must** follow the prescribed structure consisting of the following **eight mandatory sections**.

The order and headings must be preserved.

1. Current State of Knowledge

Provide an overview of the current state of knowledge in the relevant research field.

Describe:

- the current state of research in the Czech Republic;
- the current international state of research.

Support all statements with appropriate references.

It is also recommended to explain:

- why the problem is worth investigating;
- the scientific motivation for the project;
- whether the topic is entirely new;
- whether similar research has already been conducted elsewhere.

2. Material Resources

Describe the readiness of both the applicant and the host institution.

Include information on:

- laboratory equipment;
- research infrastructure;
- facilities available for carrying out the project.



Indicate whether:

- the entire project will be conducted at the applicant's institution;
- part of the work will be carried out during a research stay;
- external research infrastructure or specialised services will be used.

Experimental projects should provide a particularly detailed description of the available equipment.

If funding from GA UK is **not** requested for certain costs, it is recommended to explain how those parts of the project will be financed so that the rapporteur can assess the project's feasibility.

3. Project Objectives

Explain:

- the scientific significance of the topic;
- why it is timely;
- the objectives of the proposed research.

The objectives should be:

- realistic;
- clearly formulated;
- achievable within the proposed project period.

This section should expand upon the shorter objectives entered in the online application, where the text length is limited to 1,000 characters.

4. Methodology

Describe the proposed research methodology in detail.

Include:

- research design;
- conceptual framework;
- methodological procedures;
- methods of data collection;
- statistical analyses;



- all research techniques that will be used.

This is considered **the most important chapter of the proposal** and should therefore be prepared in sufficient detail.

5. Project Timeline

Provide a timeline for each year or stage of the project.

The use of a **Gantt chart** is recommended.

The timeline should:

- follow **calendar years**, not academic years;
- correspond to the proposed project duration rather than the expected duration of the applicant's studies.

The minimum project duration is **one calendar year**.

6. Risk Assessment

Identify the risks that may affect the successful completion of the project.

For each risk, describe:

- its nature,
- its likelihood,
- its potential impact,
- the measures that will be taken to minimise or mitigate it.

7. Description of the Research Team

Justify the participation of every team member and define their role in the project.

Specify:

- the responsibilities of the principal investigator;
- the responsibilities of each co-investigator;
- the extent of each member's involvement.

Where appropriate, explain why particular specialists are included, especially if they contribute expertise in a specific methodology or technology.

Highlight the strengths of the research team as a whole.



If collaboration with foreign research institutions is planned, describe:

- the scope of the collaboration,
- its scientific purpose,
- the expected contribution to the project.

Do **not** include CVs or publication lists in this section, as these are submitted as separate attachments.

This section should expand upon the shorter description of the research team included in Part I of the application.

8. Expected Project Outcomes and Dissemination

Describe the expected scientific outputs of the project.

The emphasis should be on the **quality** rather than the quantity of outputs.

Include:

- the expected number of publications;
- the planned forms of dissemination;
- how the research results will be communicated to potential users and the wider public.

Specify, where possible:

- the journals in which you intend to publish;
- the publishers you are considering.

Applicants are advised to take into account the **Criteria for the Evaluation of Final Project Reports**, available on the GA UK website.



Important Information

If the project involves **animal experiments**, an Ethics Committee approval is **not required**.

Instead, a **Project Experiment Form** must be submitted.

This form is provided **only after the project has been approved for funding**.

The principal investigator submits the signed paper form to the Research Office of their faculty, where it is officially registered.

The form is **not uploaded** to the online application and **must not be sent to GA UK**.

The **maximum file size** for uploaded attachments is **5 MB**.

Do **not** upload attachments other than those explicitly required.

Do not include information unrelated to the purpose of a particular attachment.

This also applies to:

- figures,
- diagrams,
- preliminary research results,

which should instead be included in the **Project Proposal PDF**.

If all mandatory attachments are not uploaded, **the application cannot be submitted**.

(The only exception is the Ethics Committee approval, which is required only where applicable.)



Submission of the Application

A grant application can only be submitted after **all required information has been completed** and **all mandatory attachments have been uploaded**.

Step 1

Once your application is complete, you may check it using the **validation icon** .

Any errors or missing information will be highlighted in **red**.

After correcting all issues, submit the application using the **Submit icon** .

A submitted application may be withdrawn using the **Cancel Submission icon** .

Step 2

Following the faculty review, your application may be **returned for revision**.

After making the requested corrections, the submission procedure is repeated.

If the application meets all faculty requirements, it is forwarded by the faculty to the Charles University Grant Agency (GA UK).

GA UK may also return the application for further revisions.

In that case, the revised application must again be submitted to the faculty, which will subsequently resubmit it to GA UK.

Project Status

The current status of your project is displayed:

- in the **Project History** section of the project information page;
- in the **Project Status** column of your project list.

Possible statuses include:

- New
- Submitted
- Returned for Revision
- Reviewed by the Faculty
- Submitted to GA UK



- Reviewed by GA UK
- Accepted for Funding
- Not Accepted for Funding

Project Evaluation

Applicants submit their proposals to the faculty research office by the deadline established by the faculty.

The Dean of the faculty then assesses whether:

- the project is consistent with the strategic objectives of both the faculty and the University;
- the necessary institutional support and facilities can be provided;
- the proposed research team is appropriate for achieving the stated project objectives.

If the Dean does **not** support the submission, the decision must be justified.

In such a case, the application is recorded in the system but **is not evaluated further**.

Project Evaluation Process

After submission, each project proposal is assigned to a **rapporteur**.

The rapporteur must not be affiliated with the same department as the applicant.

The rapporteur sends the proposal for evaluation to **at least two independent reviewers**, who:

- are experts in the relevant research field; and
- must not have any conflict of interest.

The reviewers assess the proposal primarily with regard to the following criteria:

- whether the project will provide **new approaches or scientific knowledge** in the field;
- whether the project's objectives and research approach are **clearly defined**;
- whether the proposed methodology, experimental design, and overall research strategy are appropriate for achieving the project's objectives.



Review Criteria

Research Facilities and Project Schedule

The reviewer evaluates whether:

- the project objectives can realistically be achieved within the proposed timeframe;
- the available research capacity is sufficient;
- the facilities and equipment described in the proposal are adequate for successful completion of the project.

Research Team

The reviewer assesses whether the composition of the research team provides sufficient expertise to achieve the project objectives.

The reviewer also evaluates the scientific record of the supervisor and other relevant academic staff members, including:

- publication activity;
- citation record;
- (for natural sciences) publications in journals with an Impact Factor (IF) and citations indexed in the **Science Citation Index (SCI)**;
- where relevant, experience in doctoral supervision and teaching.

Financial Requirements

The reviewer considers whether:

- the requested budget is appropriate for the proposed research objectives;
- all requested costs are adequately justified;
- the proposed budget is reasonable for each expenditure category.

Overall Assessment

Finally, the reviewer provides an overall evaluation of the proposal and explains the reasons for recommending or not recommending the project for funding.

Positive aspects may include, for example:

- an original research idea;



- work based on unique materials or datasets;
- a highly topical research question;
- strong potential for publication in leading scientific journals.

Further Evaluation Procedure

After receiving a sufficient number of reviews, the proposal is evaluated by the **project rapporteur**, who assesses both:

- the quality of the project proposal; and
- the quality and consistency of the reviewers' reports.

The proposal is then discussed within the relevant disciplinary group of the Subject Area Board.

Subsequently, it is evaluated by:

1. the **Subject Area Board**;
2. the **Charles University Grant Council**.

The final funding decisions are confirmed by the **Rector's Board**.

Because both reviewers and rapporteurs can evaluate **only the information contained in the application**, applicants should ensure that every section of the proposal is prepared as clearly and comprehensively as possible.

Announcement of Results

The results of the GA UK grant competition are expected to be announced between **March and April** of the relevant academic year.

The results are published on the **Charles University Grant Agency website**.

Applicants are also notified by email using the address provided in the application.

At the same time, applicants may access:

- the reviewers' reports; and
- the rapporteur's evaluation,

through the corresponding icon displayed in the project information page.



If the Project Is Funded

If your project is selected for funding, your faculty will provide you with the following document for signature:

Agreement on the Conditions for the Use of Financial Resources Allocated from the Charles University Budget for a Grant Project Funded by the Charles University Grant Agency (GA UK).

The agreement specifies the amount of funding approved by GA UK.

The agreement is signed by the principal investigator at the faculty.

For information on when project funds become available, applicants should consult:

- their faculty's website; or
- the relevant administrative office at their faculty.

Request for Reconsideration

If a project is **not recommended for funding**, the applicant may submit a **Request for Reconsideration**.

The request must be submitted **within 15 days** of the publication of the competition results.

Requests should be sent to the **Charles University Grant Council** at: gauk@ruk.cuni.cz

A decision on the request will be issued **within 30 days**.

Assistance

If you need any assistance, please contact:

- your faculty grant officer (contact details are available on the GA UK website);
- the GA UK Helpdesk; or
- the **Charles University Grant Agency Office** at gauk@ruk.cuni.cz.

