



The Charles University Grant Agency

PRACTICAL INFORMATION FOR SUBMITTING A GA UK PROJECT PROPOSAL

- Before you begin, familiarize yourself with the relevant regulations and the call documentation available at <https://cuni.cz/UKEN-756.html>. This website contains all information related to submitting an application and implementing a GA UK project.
- Many faculties also offer training sessions on preparing GA UK project proposals, providing guidance tailored to faculty-specific requirements.
- Project applications are submitted through the **GA UK online application system**. The application is highly user-friendly: it validates the entered information and prevents submission if the basic requirements are not met. Any errors or missing information will be clearly indicated. Nevertheless, please read all instructions displayed within the application carefully.
- Applications may be submitted **from 1 October 2026 until 12 November 2026**. Please note that this is the **University Rectorate deadline**. Individual faculties usually set earlier internal deadlines, which it is advisable to check with your faculty - the faculty deadline is binding for the proposer. After the faculty deadline has passed, it will no longer be possible to submit the project to the rectorate.
- Verify that you are still within the **standard period of your studies** (preferably with your faculty's Student Affairs Office). If you have exceeded the standard duration of your studies, you will not be eligible to submit a project proposal. However, once awarded, a project may continue beyond the standard period of study.
- Carefully consider the proposed **project duration**. Make sure that you do not intend to complete your studies during the project implementation period. Otherwise, a change of principal investigator or premature termination of the project would be required. If you complete your studies before the grant agreement is signed, the project will be cancelled, potentially at the expense of other projects that could have been funded.
- Discuss the project thoroughly with your **project supervisor** before submission. The supervisor must formally recommend the project within the application system. This recommendation should not be merely a formality. You will also need to upload the supervisor's CV and publication list, so please obtain these documents in advance.
- Consider your planned **publication outputs** before submitting the proposal. We recommend reviewing the **Criteria for the Evaluation of Final Project Reports** available at <https://cuni.cz/UKEN-756.html>.
- Since the **Project Proposal** is uploaded as a PDF attachment, you may prepare this document outside the application system and carefully develop its content before submission.



- The **Project Proposal** is the most important part of the application. Follow the prescribed structure carefully. We recommend using the full **five-page limit** and providing detailed, specific information. Avoid submitting a proposal that is merely formal or superficial, as such projects are unlikely to be recommended for funding.
- Each project is assigned an expert **rapporteur**, who evaluates the proposal based on external peer reviews. Every proposal receives at least **two independent reviews**, which may also be provided by international reviewers. The proposal is subsequently evaluated by the relevant disciplinary group and the sections. The overall success rate for GA UK projects is approximately **30%**. Please devote sufficient attention to preparing a high-quality proposal.
- With regard to the project budget, avoid both **overestimating and underestimating** the requested funding. The amount requested does not determine whether a project will be funded. However, reviewers assess whether the proposed budget is realistic and appropriate for achieving the project's objectives.
- **All requested funding must be properly justified** in the application. If the justification is insufficient, the project rapporteur may recommend reducing the requested budget.
- Assemble your **research team** in advance and make sure you obtain the **Personal Identification Numbers** of all team members, as they must be entered into the application using these numbers.
- Verify your **email address**. The application automatically imports the email address from the University systém, but it can be changed in the application under the **gear icon → Personal Information**. For GDPR compliance, we recommend using your **faculty email address** rather than a private email account. All GA UK notifications will be sent to the email address specified in the application.
- Likewise, verify the **project supervisor's email address**. The request for the supervisor's recommendation is sent automatically to this address. **The project cannot be submitted without the supervisor's approval.**
- The application also requires information on the **supervisor's other research projects**. Please collect this information before completing the application.
- Applications may be created **from 1 October 2026**. However, there is **no need to submit the application immediately**. Once created, the proposal remains available in the system and can be edited until your faculty's submission deadline.
- After submission to your faculty, the application may be **returned for revision**. Subsequently, GA UK may also request revisions if formal deficiencies are identified. If you are asked to revise your application, please do so **without delay**. Failure to make the requested revisions may result in the



application not being evaluated. Requests for revisions are also sent to the project supervisor, who shares responsibility for the submitted proposal.

- If you require any assistance, please contact your **faculty grant officer** (contact details are available on the GA UK website <https://cuni.cz/UKEN-756.html>) or the **GA UK Office** at gauk@ruk.cuni.cz.

