
Charles University Grant Agency Regulations

Call for the 18th round of applications of the Grant Agency of Charles University (2021)
Information for researchers with regard to the crisis situation (COVID-19):

1/ Using finances from item "Travel costs"

At its meeting on 16 April 2020, the University Grant Council decided that it is possible to transfer funds from the "Travel costs" item to any other item for 17th round (year 2020), even in full and without additional request. The condition is that the changes are effective, economical, efficient and related to the crisis situation (COVID-19). The change must be recorded and commented in the annual report and the condition should be compliant according to all GAUK rules and limits. If the above conditions of change cannot be ensured, the funds can be returned to GAUK.

Note: According to the Ministry of Education, Youth and Sports, the funds are intended for a calendar year and they cannot be transferred to the next year.

2/ In the *annual reports*, must be recorded, how the situation about COVID-19 affected the solution of the project.

The GA UK Competition

The GA UK is funded by particular university research resources. It differentiates between student research (grant) projects and student academic conferences. While in the SVV Competition, both of these project types are possible, GA UK's resources can only support research (grant) projects.

Details regarding the GA UK competition can be found in Principles of Activities of the Grant Agency of Charles University and [Grant Rules](#) of Charles University.

The process for grant allocation for each new round of the grant competition begins at the latest at the beginning of the academic year and is announced by the rector. Applications for new projects are submitted exclusively through the GA UK app, accessible at www.is.cuni.cz/webapps approximately from October to November. What the application looks like: [The Grant Proposal Look](#). The rector sets specific deadlines annually. Faculty representatives must submit applications to the rectorate collectively on behalf of the faculty within these deadlines. Proposers submit applications according to faculty deadlines, which are generally several days earlier than those set by the rector (information about these deadlines is given by the project proposer's faculty). We recommend working closely with the faculty department for research prior to submitting the application - the Faculty Department organizes informational meetings for its students prior to the start of the competition.

Grant projects may last one to three years. The application (or application for continuing support of an existing grant project) may be submitted by any student enrolled at the university and studying in the doctoral or masters programs in standard length of study. The student's studies must be uninterrupted. The application must also contain the names of and additional information about the proposed members of the research team. All individuals must be listed as members of the team in order to get paid a salary/award/scholarship from the grant. Bachelors students may not be awarded scholarships according to the MŠMT regulations. The applicant's advisor, or, if the student is not in a doctoral program, a different academic employee who is generally the head of whatever thesis work the student has been given, is always a member of the research team. The number of doctoral or masters students in the research team must be at least equal to the number of the other members in the team.

A student can begin work on the project while studying in the masters program and continue as a doctoral student. In the period between finishing their masters studies and beginning doctoral studies (approximately 3 months), the student may not, concurrently with the project, be engaged in any other factual, for example, financial, operations. As soon as they become a doctoral student at CU, they can continue with the project in its full scope.

Basic Conditions of the Competition

The two basic pieces of information, without which the student is unable to access the app, are the student's 8-digit ID number and their password.

- The student number: it is the responsibility of each CU student to ensure they have their Charles University student ID. The ID is a chip card with the student's personal information, a barcode, photograph, and signing strip and is valid throughout the student's uninterrupted study at Charles University. IDs are given to students by individual issuing centers. Complete information on student IDs is available on the independent webpage for CU IDs.
- When the student is given their ID, they are also given a password. If they forget their password, they must follow the instructions published on the webpage Central authorization of CU services.

The project proposer must know the ID numbers of the other members of the research team - team members use their ID numbers to enter the GA UK app.

The proposer may submit the application either in Czech (Slovak) or in English - the proposer will use the corresponding version of the form as well (it is not possible to submit the project proposal in English with a Czech form or vice versa; the text of the application must also be in one language). CVs in English version must be in English only.

The proposer may submit only one application as the principal investigator in the given application term.

A student acting as principal investigator may work on only one project at a time. The student may contribute to up to three projects at a time and they may be named in up to three project applications at a time. If the student contributes to one project, they may be named on up to two project applications; if they contribute to two projects, they may only be named on one project application; and if they contribute to three projects, they may not be named on any project applications.

Students (in the doctoral program or in a combined form of study) may, in the context of the item "financial claims" request a scholarship for research, which is governed by the CU Scholarship Regulations.

The application must include the proposer's program of study and the project workplace. The proposer must categorize the project into the appropriate Section of the Department Board. They must also indicate whether the project is interdisciplinary or not (interdisciplinarity has to do with sections - A/B/C, not various groups within one section, for example, A-PP/A-FGM). These projects are in no way advantaged over others - the application is submitted into the main section, but the project reporter chooses one of the project reviewers from other sections.

If the proposer has submitted a project proposal in the past, they must provide the project number. The project proposer may also include the names of reviewers who will not be judging the particular project.

The filled-out application must be approved by the supervisor of the proposer (the approval is electronic and works via the GA UK app. The request for approval is sent to the supervisor automatically after the project proposer adds the supervisor and their email to the project).

The application includes, among other things:

- A statutory declaration of the proposer of the grant project:

„I declare that I am the sole author of this proposal and as far as I know, its targets aren't same with any other project financed by or submitted to the GA UK or any other grant agency. I am aware that any thematic similarity or link to an ending, ongoing or proposed project must be announced and explained under the heading "Explanation of linkage to other ongoing projects". I further declare that if I get a project in the Start Programme as the Principal Researcher I will give up my GAUK project.

I have introduced to all members of research team content of proposed project and I am aware that without the approval of the Project Leader text of the project is not allowed to be shared with anyone outside the research team.“

Supervisor must confirm that they agree with this honor statement.

- The resumes of the researcher and supervisor of the project:

The resume of the project supervisor must contain their 10 most prominent publications over the last five years. Part of the resume of the project supervisor for the fields of Natural Sciences and Medicine is the total number of citations and h-index according to WoS. In the humanities and social sciences, the number of citations may be sourced from other databases, for example, SCOPUS or ERIH. The CU GB recommends including the ORCID identifier (possibly also with the proposer of the grant project) or Researcher ID.

- A statement from the ethical commission or the Form for the project test:

- o Only if they are part of the clinical tests / work with animals projects.

- o The approval of the Ethical commission must be attached to the project application. For several projects submitted by one workplace, only one approval by the Ethical commission is necessary, however, each grant application must attach a copy of the approval.

- o The Form for the project proposal is attached to the accepted project.

Submitting the proposal and the operation of the competition

The proposer submits the application to the faculty's Department of Science within the deadline determined by the faculty. The dean of the faculty will approve the application if:

- The application for the new project is in accordance with the strategic goals of the faculty and university;
- It is possible to secure the necessary operational space for the project from faculty resources; and
- The composition of the project team is in line with the established goals.

If the dean of the relevant faculty does not approve the application submission, they must provide a reason; in this case, the application will be filed into evidence, but it will not be evaluated in any way.

The project application is assigned to a so-called reporter. The reporter is not from the same workplace as the project proposer. The reporter sends the project application for evaluation to at least two reviewers who are experts in the given issues and are also from a different workplace to the project proposer. Reporters for interdisciplinary projects will secure an reviewer from both sections. The reviewers evaluate the project first and foremost according to the following criteria:

- Scientific relevance of the project;
- Treatment of the project proposal and the realistic nature of the project's goal;
- Conceptualization and method of the project work;
- Measure of the financial burden;

After a sufficient number of reviewers have reviewed the application, it is evaluated by the project reporter. The reporter judges the quality of the project and the reviewers' evaluations, but does not make a final decision about the project's funding.

The application is further evaluated within the group of the relevant Department Board. After that it is evaluated by the Department Board and then by the Grant Board. The findings of the CU Grant Board are subject to approval by the Rector's College.

Because all evaluators are operating based solely on the information provided in the projects, it is necessary to develop certain parts of the application in light of this fact.

The applicant will be notified whether the grant project was accepted or not, that is, continued, eliminated, or terminated, via email. The researcher must sign a contract at the faculty detailing the conditions for receipt of funds from Charles University's budget for the grant project within the GA UK. After the contract is signed, funds may be distributed. For information regarding the distribution of funds, go to [www](#) your faculty's webpages or ask at your faculty's financial department. The results of the GA UK competition are expected to be released in April of the given academic year.

Requests for reevaluation of negative grant receipt decisions may be submitted up to 30 days after the results are announced. They should be submitted to the CU Grant Board at the GA UK's address.

If the principal investigator is a student in the doctoral program, the use of the allocated funds will be determined by a contract between the university and the principal investigator. The principal investigator is responsible for the proper withdrawal and use of allocated funds. If the principal investigator is not a student in the doctoral program, the use of the allocated funds will be determined by a contract between the university and the academic employee named in no. 7 para. 3 of the Grant Regulations. This contract must also be signed by the principal investigator. The contract determines the responsibilities of the academic employee and the principal investigator with respect to the proper withdrawal and use of the allocated funds.

Financial Resources

Financial resources are always allocated to the project for one calendar year and may not be transferred to the following year. Unused funds are returned by the faculty to the GA UK. If unused funds for a particular item may be used for a different item in the project, the contract allows for changes to be made in the schedule of allocated funds, provided that the change in finances accounts at most 10,000 CZK. Any transfer greater than that must be requested in writing by the accounting deadline.

The amount of financial resources that may be allocated to new projects is capped at 300,000 CZK annually. These resources are divided as follows:

- Wage resources, other personal costs, and deductions for social security and health insurance
- Scholarship
- Travel costs (these include travel items proposed for researchers and members of the student research team; there is no limit to the amount of funds that may be requested.
- Other non-investment costs

- Indirect costs (formerly overhead costs) pursuant to no. 5 para. 2 of the Principles of GA UK operations for the faculty of the principal investigator, advisor, or academic employee. Indirect costs are 15 % of the project's direct costs (that is, those listed in the preceding bullets). The amount is not set by the proposer, rather it is generated automatically by the app.
- Notice: if you are unable to fill in a certain amount in a certain item line, make sure that you have not exceeded the limit for the project. Double check the amounts already filled in - in such situations, the app may automatically reduce certain item costs.

Limits on the financial resources which may be allocated to a project over the course of one year are as follows:

- Wage resources and other personal costs: no more than 40,000 CZK per project, max. 20,000 CZK of which goes to the advisor or academic employee pursuant to no. 5 para. 3 of the Principles
- Stipend resources: no more than 160,000 CZK per project, max. 80,000 CZK of which goes to the principal investigator.

These amounts include deductions for social security and health insurance. The amount listed under (b) must make up at least 60% of the total amounts under (a) and (b).

One person may receive from GA UK resources allocated to projects over the course of one calendar year:

- No more than 40,000 CZK in the form of wage resources and other personal costs,
- No more than 100,000 CZK in the form of a scholarship,
- No more than 100,000 CZK in the form of wage resources and other personal costs or scholarships.

Potential proposals for changes in the research project (changes to the research team, changes regarding the financial needs of the project which need to be requested via contract, etc.) or requests for reevaluation of the decision not to fund the project must be sent to the GA UK office (with the applicant's signature and a return address provided) by mail at Ovocný trh 560/5, 116 36 Praha 1, or by email, as a scan of the relevant document, to gauk@ruk.cuni.cz, addressed to the Chairman of the CU Grant Board, prof. Volf. [A request form](#)

Requests for reevaluation of decisions not to fund projects should be sent to the CU Grant Board, to the GA UK address. Letters to the CU Grant Board or its Chairman should be addressed to the GA UK correspondence address, or by email (scanned documents) to gauk@ruk.cuni.cz.

Students of First Faculty of Medicine, Second Faculty of Medicine, Faculty of Pharmacy in Hradec Králové, Faculty of Social Sciences, Faculty of Science, Faculty of Mathematics and Physics should not send applications directly to GA UK rather via faculty.

Submitting annual/closing reports

Researchers must submit an annual report (application for continuation) or closing report via the GA UK app within the term set by the rector. Faculty deadlines are again binding for the researchers and are usually earlier than those set by the rector. Just like the project proposals, applications for continuation/closing reports must be submitted to the rectorate collectively on behalf of the faculty by the deadline set by the rector. The annual/closing report must contain the results of the project and a detailed commentary of the project's budget. If certain financial resources were not used, they must be returned to the GA UK and this must be noted in the annual/closing report. Publications resulting from the GA UK project must be listed as affiliated with the university and the faculty and must be dedicated to the GA UK, otherwise they will not be considered results of the project. Annual and closing reports are evaluated by the project reporter, the Department Board, and the Grant Board.

Criteria for evaluating closing projects

a) Authorship

The author/co-author must be a student from the team. If the author is the supervisor of the project alone, without a student researcher, the publication may not be considered a result of the project – therefore, it may not be included in the closing report;

b) Types of publications that allow the project to be considered “fulfilled”

Only original publications either printed or patented. In the case of section C, these may be publications in an impacted magazine;

c) Evaluation

“Excellent” – multiple relevant publications (by department); in the case of section C, with a high IF

“Fulfilled” – in sections A and B, an original publication accepted into print in a peer-reviewed periodical; in section C, an original publication with IF

“Fulfilled with reservations” - from 17th round of the grant competition (2020)

“Evaluation postponed” – the closing report contains at least a manuscript ready for publication

“Unfulfilled” – no publication and no expected publication and/or inappropriate use of funds;

d) Affiliation, dedication

The contract for allocation of funds contains a pledge by the principal investigator and the faculty that all project works, including all publications, are a product of complete or partial GA UK financial support. Furthermore, the authors pledge that all publications will be affiliated with the university and the relevant faculty; publications that do not contain an affiliation or dedication will not be considered as products of the GA UK project.

Dedications

Dedications to GA UK or to both GA UK and another sponsor are allowed, however, each publication may be presented as a result of only one GA UK project. Publications must relate to the project topic. In order for grant projects to be considered fulfilled, they must result in at least one publication.

The official Charles University affiliation is listed in Appendix no. 1 of CU Rector’s Provision No. 24/2018

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