FAQ

When can applications for new projects be submitted?
The process for grant allocation for each new round of the grant competition begins at the latest at the beginning of
the academic year.
The start of the new round of GA UK competition is made public by the rector. You can find details on the university's
website.

Are there limits on the “travel costs”?
No, there are not. There is no financial limit to the "travel costs" line.

Is the approval of the Ethical Commission or approval of the project proposal part of the application?
These issues are dealt with by the project proposer at individual faculties. If clinical tests are part of the project, the
Ethical Commission's approval must be attached to the grant application. For multiple projects submitted by the same
workplace, only one approval by the Ethical Commission is necessary, however, copies of the approval must be attached
to each grant application.
If the project requires work with animals, approved complete project proposals must be attached only to projects accepted
for financing. Researchers should send approved applications to the faculty's research department where the documents
will be registered.

Is it possible to submit the project in a different language?
Forms are available in Czech/Slovak and English. You must pick one.

What is the deadline for application submissions, applications for continuing support or closing reports?
Faculty deadlines, which are typically earlier than those set by the rector, are binding. Contact the person overseeing
the relevant grant/research department of your faculty.

Who should I contact and how should I proceed if I am awarded a grant?
Please contact the individual overseeing the relevant grant/research department of your faculty, where you will be signing
the contract.

What should an application for change contain?
If a student is submitting a request by letter to the GA UK or the Chairman of the CU Grant Board, they must include a
contact address for future correspondence. The application must state the reason for the change and the purpose of the
change (new use of funds – for example, the transfer from travel costs to other noninvestment costs in order to purchase
specific resources for project research). Faculty of Mathematics and Physics, First Faculty of Medicine, Second Faculty
of Medicine, Third Faculty of Medicine, Faculty of Pharmacy in Hradec Králové, Faculty of Social Sciences, Faculty of
Science students should not send their application directly to the GA UK, rather via the faculty department for research
and foreign relations. However, even at other faculties it is appropriate to contact the person overseeing the relevant
grant/research department of the faculty.
A request form

What should the application for change of supervisor contain?
The application must contain the approval of both the original and new supervisor. The new supervisor must submit
their ID number.

Does an application need to be submitted for changes in the research team?
No. Information about any current or future changes in the research team must be noted in the application for continuing
support or the closing report. New researchers may be added to the team by the principal investigator by using their
ID numbers.

Is it possible to change the research collective while submitting the closing report?
It is not possible to change the research collective through the app in the final year of research. Changes must be
justified in the closing report.
I have left over funds. What should I do?
Unused funds must be returned to GA UK. Contact the research department of your faculty. If the unused funds can be used for the project in a different capacity, this change can be made without any sort of announcement, pursuant to the Contract, on the condition that the change accounts for no more than 20% or 10,000 CZK. Any change resulting in an amount greater than that must be requested by the accounting deadline.

What project number should be provided in a dedication or when submitting a request in writing for changes?
The grant number used should be the one provided in the app, not the accounting number of the faculty or the contract number.

Who should I contact if I need my application for continuing support returned to me?
Contact the person overseeing the relevant grant/research department for your faculty.

When can results for projects marked as “evaluation postponed” be submitted?
Results may be submitted with each new round of the GA UK competition, the start of which is determined by the rector. The principal investigator may submit results for a certain period after the conclusion of their studies.

Can financial resources be used during the principal investigator’s transition from the masters program to the doctoral program?
In the period between completing masters studies and beginning doctoral studies (at most, 3 months), no one from the research team, including the principal investigator, may concurrently with the research project, undertake any factual, for example, financial, operations.

Is it possible to finance workshops and conferences through the GA UK projects?
Workshops and conferences are funded only if the principal investigator is an active participant (a presentation, an article, a poster). Associated costs must be part of the application.

Is it possible to finance membership fees in professional societies through the GA UK projects?
Membership fees may be funded only for the principal investigator in a doctoral program. Associated costs must be part of the application.

How can I edit the project’s registration email?
The change may be made in WholS or as part of the GA UK app (by clicking on the gear icon in the top right corner). In “Options”, click on the line “My personal and contact information.” Then click on “Contacts” and change the email address.

An example of a brief dedication:
This study was supported by the Charles University Grant Agency (project No. ...).

Affiliation:
Official affiliation with Charles University in Appendix no. 1 CU Rector’s Provision no. 24/2018

Login to the CU web app
1. ID number / Login?
2. Password
3. Login

To access the web application you must know your Charles University personal number and password. More information about how to acquire a personal number or change password can be found here.