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Educational programme for grant applicants - part II
START internal grant programme
16. 9. 2020

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It is not possible to award a student grant from the **START** grant programme for a topic that is <u>identical</u> to the topic of the dissertation of the main researcher or other members of the research team. However, the outputs of the student grant can be used for the dissertation.

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I. Basic information about the START grant programme

- Principles of the Start programme - https://cuni.cz/UK-10158-version1-or_2020_19.pdf

- Total allocation for the Start programme 224,246,880 CZK

- Deadline for receipt of project proposals: from 12:00 on 15 September 2020 to 12:00 on 30 October 2020

- Project proposals will be accepted through the IS Věda information system

- Duration of project implementation - 24 months (from 1 April 2021 to 31 March 2023) in all cases

- The Start grant programme is implemented in English

- Form of funding - employment (employment contract, work performance contract (DPČ), contract for work (DPP)) or scholarship)

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Preliminary schedule of the program START

- 15.09.2020 12:00 CEST – 30.10.2020 12:00 CET : **submission of the project proposal to the IS Věda** (Head researchers)

- 02.11.2020 – 06.11.2020: **1. round of evaluation**– formal evaluation (appointed university clerk)

- 02.11.2020 - 20.11.2020: period for the rectification of the formal deficience (Head researchers)

- 23.11.2020 – 06.12.2020: **2.round of evaluation** (external evaluators)

- 14.12.2020 - 29. 1. 2021: **3. round of evaluation**– assessment of the project proposals by the commission of the rapporteurs appointed by the Rector

- **01.02.2021 – 26.02 2021: announcement of the results-** in the IS Věda (appointed university clerk) will announce the final status of the project proposal, assessments and the points will be available to all the head researchers

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Preliminary schedule of the program START

- 01.03.2021 – 31.03.2021: signature of the **Agreement on the Allocation of Funds** (Head researchers, Deans, Rector)

- 01.04.2021 – 31.03.2023: Project implementation period

- 01.04.2023 – 30.04.2023: Submission of the final report (Head researchers)

- 01.05.2023 – 31.05.2023: Evaluation of the final reports (Commission of rapporteurs)

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Educational programme for applicants to the START grant programme

I.   part – seminar/on-line form (or combination) organized by OSREP– **6 hours** – can/will be split into two **3** hour blocks. Each of the participants (applicants) will be upon completion of the each part of the Educational programme asked to fill in document „Karta účastníka" and the presence list.

II. part – individual consultation and self study – individually organized by OSREP for each research team or for group of research teams – **18 hours** (consisting of 8 hours of individual consultation and 10 hours of self study). For second part of the Educational programme participants (Research teams or individuals) will confirm to OSREP Record of consultation (which confirms also self study part).

Both parts of Educational programme completes 24 hours of Education and are designed for applicants as complementary to each other. It is advised to first undertake I. part and then follow with II. part.

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Research team:

- Head researcher and up to 4 other researchers - CU students in doctoral studies for the entire period of their involvement in the project - the researcher's participation in the team ends on the day on which their studies are interrupted/terminated

- Individual researcher - one-member team

- No researcher may be listed in more than one project proposal

- No researcher may participate in more than one project at the same time

The participation of the main researcher must last for the entire period of implementation of the project. The participation of other researchers may in justified cases be scheduled for a shorter period of project implementation.

Each research team has its own **mentor**

- The mentor shall be the holder of a Ph.D., Th.D., CSc., DrSc., or equivalent title

- The mentor is neither a researcher nor the project leader and can mentor only one project supported by the START grant

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Work capacity of members of the research team

- Work capacity - the degree of involvement of individual researchers in the implementation of the student grant - the degree of work capacity is expressed in the form of full-time equivalent work
- The head researcher must have a dedicated work capacity for the project corresponding to 0.5 full-time equivalent
- Other researchers have a work capacity of 0.1-0.5 full-time equivalent reserved for the project

The following condition applies: researchers with a work capacity of 0.3 and higher must complete educational or research activities abroad (both EU and non-EU countries, e.g. work placement, summer school, research or educational stay) for a minimum total length of three months (can be divided into several stays of at least 3 weeks per stay - e.g. 4x3 weeks, or 3 weeks + 9 weeks, etc.) - hereinafter referred to as an "internship".

Note: the total amount of work capacity of individual researchers at Charles University (sum of all concurrent employment contracts, DPP, DPČ at Charles University and planned work capacity within the START grant project) must not exceed **1.2 full-time equivalents.**

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Project proposal:

- submitted in English only,
- submitted by the head researcher - with an affiliation to the faculty at which they are enrolled for doctoral studies
- cannot be submitted by another person on their behalf,
- cannot be submitted by a student who has exceeded the standard period of study.

The project proposal can be submitted to one of the following four subject panels

  HUM - Humanities and the Arts

  SOC - Social Sciences,

  SCI - Natural Sciences

  MED - Medical and Healthcare Sciences.

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The project proposal must include:

- project name,
- brief annotation of the project,
- research goal of the project,
- data on members of the research team (including the amount of work capacity),
- CVs of all researchers and mentors,
- educational goals of all researchers,
- topic of each researcher's dissertation,
- naming of the faculty of the head researcher, or a list of faculties at which the project will proceed,
- a statement by each researcher that the topic of the project is not identical to the topic of their dissertation,
- in the case of an internship, also the destination country (if outside the EU) and a description of the internship (where - institution, planned month/year period)

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II. Preparation of project proposal

Project design:

- brief annotation - the annotation will be a basic guide for a potential evaluator as to whether to accept the evaluation of the project (i.e. briefly but concisely describe what the project concerns, what the project deals with, and its research goal)
- research goal of the project - formulated topic, scientific hypothesis and questions for resolution, method of hypothesis verification
- CVs of all researchers and mentors - in the form of a text box, not insertion of an attachment
- method of financing (employment contract/DPP/DPČ or scholarship - for each researcher) - it is necessary to communicate with the faculty when preparing the application - can be changed during project implementation
- project budget data, incl. justification of items not permitted by the rules.

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Project design:

- educational goals of all researchers - must be defined by each researcher - educational goal to be achieved by the researcher during the project.

➢ Formal education

- goal set in connection with the planned internship - summer school, educational stay, language courses (language course can be part of, but cannot be the only content of the internship), etc., - evidenced by the Internship Report + evaluation in the Final Project Report

- in connection with the planned participation in lifelong learning programmes, educational programmes implemented by CU for doctoral students, language courses, etc. - during the implementation it will be necessary to present the certificate (duplicate or officially certified copy) + evaluation in the Final Project Report

Please note that these must not be educational programmes implemented (and therefore financed) from operational programme projects!

➢ Educational goal set on the basis of non-formal education during the grant solution - e.g. team communication, team leadership, communication skills, practical use of English, etc. - evidenced by evaluation in the Final Project Report.

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Grant outputs

Recommended output types:
- Achieved results of professional research, professional articles or publications/monographs in the phase of submission to the review procedure (preprints or confirmation of so-called submission), proposed methodologies.
- Certified methodology, etc. - according to official procedures so that it can be reported within the RIV
- Active participation in a professional conference, e.g. in the form of a poster
- Training to work with a new device or method usable in other professional activities - certificates of education or training etc.
- Participation in internship - Internship report

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Internships abroad

- Each head researcher and every researcher with workload of 0,3 FTE must realize an internship abroad. Internship must be at least 85 days (or in case of ending his participation in the project researcher must realize at least 1 day of internship for each 8 days of participation at the project)

- It is recomended to realize internship at partners in 4EU+ alliance - https://4euplus.eu/4EU-9.html

- Internship can be planned at institutions based in EU

- Internship can be planned at institutions based in third countries (outside of EU)

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III. Budget

Project budget - no investment!

The basic structure of the budget consists of:

- personnel costs (salary costs of researchers, including all contributions and employer contributions) and/or scholarship costs ("personnel costs") - to be entered automatically based on the specified work capacity,
- remuneration for the mentor (including all contributions and employer contributions) - to be entered automatically,
- travel costs - traineeship costs (if relevant), or short-term trips in the Czech Republic and abroad (if planned),
- education costs - in the case of formal education (fees for participant in an educational programme, etc.),
- costs of **non-investment** equipment, materials, services, etc.
- faculty overhead costs in the amount of at least 15% of the total project budget - when processing the application, the system checks and does not allow the lowering of this limit. Funds that will not be used in the other budget items in the application budget automatically remain as overheads.

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III. Budget

The total amount of funds for the project is multiples of the unit cost of work capacity corresponding to a full-time equivalent of 0.1 per month.

The value of this unit is 7,986 CZK, of which 4,700 CZK is intended for the researcher's personnel costs

Unit cost:

Grant unit - work capacity/full-time equivalent	total amount of unit per month	of which minimum personnel costs per researcher per month	other costs (mentor, stay abroad, aids and equipment)	min. overhead costs 15%
0.1	7,986	4,700	2,088.10	1,197.90

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III. Budget

Amount of funds per month depending on the work capacity of one researcher

work capacity	total amount per month	personnel costs per month	additional costs per month	min. overhead 15% per month
0.1	7,986	4,700	2,088	1,198
0.2	15,972	9,400	4,176	2,396
0.3	23,958	14,100	6,264	3,594
0.4	31,944	18,800	8,352	4,792
0.5	39,930	23,500	10,440	5,990

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III. Budget

Amount of funds for implementation of the grant (24 months) depending on the work capacity of one researcher

Work capacity	total amount for 24 months	pers. costs 24 months	additional costs 24 months	min. overhead 24 months
0.1	191,664	112,800	50,112	28,752
0.2	383,328	225,600	100,224	57,504
0.3	574,992	338,400	150,336	86,256
0.4	766,656	451,200	200,448	115,008
0.5	958,320	564,000	250,560	143,760

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III. Budget – what to keep in mind

Carefull planning of work capacities - will you have enough money for all activities you plan?

Internship – how many team members would go abroad?

How much have we left for research equipment and other costs?

Research team - Head researcher (0,5 work capacity) + 1 researcher (0,2 work capacity), 2 years of project implementation		
	no of units	overheadcosts 15%
Total sum of grant	7	1 341 648 Kč
personnel costs	7	789 600 Kč
mentor	unit cost/project	40 000 Kč
Travel costs head researcher	should be planned at least	300 000 Kč
other costs laboratory material, services, equipment etc.	7	10 784 Kč
faculty overhead costs		201 247 Kč

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Research team - Head researcher (0,5 work capacity) + 1 researcher (0,1 work capacity), 2 years of project implementation		
	no of units	overheadcosts 15%
Total sum of grant	6	1 149 984 Kč
personnel costs	6	676 800 Kč
mentor	unit cost/project	40 000 Kč
Travel costs head researcher	should be planned at least	300 000 Kč
other costs laboratory material, services, equipment etc.		-39 328 Kč
faculty overhead costs		172 498 Kč

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III. Budget

The sum of the work capacity of the entire research team must always be expressed in whole units.

Correct: 0.5 + 0.25 + 0.25 + 0.2 + 0.2 = 1.4, i.e. 14 units

Incorrect: 0.5 + 0.25 + 0.2 + 0.15 + 0.15 = 1.25, i.e. 12.**5** units (the sum is not expressed in whole units)

In the case of employment, the amount of 4,700 per unit also includes all contributions, including employer contributions (the researcher's gross salary is therefore 3,450 CZK per unit/month).

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IS Věda

- IS Věda https://is.cuni.cz/veda

- **Submission of project proposal:** After logging in to IS Věda….input to the "Internal Competition Module"… "New proposal "…. Choose HUM, SOC, SCI or Med… or "change to English" (cannot be submitted in Czech).

- How to work in the IS Veda - **Manual for Applicants, Other Researchers and Mentors**

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Evaluation - 3 rounds

1. round - formal evaluation

In the event that the project topic is identical to the topic of the dissertation of any of its researchers - the application shall be rejected

In the event of the participation of a researcher in several applications - the applications shall be rejected

Other formal errors - the application will be returned for modification (14 days)

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2nd round - evaluation by evaluators

- Evaluators shall be selected from the Database of External Evaluators with regard to the thematic focus of the submitted project proposal. In the event of a shortage of evaluators, they can be supplemented by internal evaluators - but the principle is that one project shall be evaluated by a min. one external evaluator.

- Each evaluator assigns 0 - 100 points to the project proposal and the project proposal is evaluated with marks A - D according to the number of points awarded (A: 81 - 100 points, B: 61 - 80 points, C: 41 - 60 points, D: 0 - 40 points)

- If the project proposal is rated D by both evaluators, it is excluded from further evaluation

- Points from both evaluators are added up and proceed to the 3rd round of evaluation

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2nd round - evaluation by evaluators

Criteria

- overall quality of the project: 0 - 40 points *(max. points will be given to the innovative and excellent project)*

- clearly defined research goal of the submitted project and/or scientific hypothesis: 0 - 30 points *(max. points will be given to the clearly and preciselly defined hypothesis and research goal)*

- composition of the research team: 0 - 20 points *(appropriate composition of the team (research interest) and corresponding work capacity)*

- adequacy of the budget, including justification: 0 - 10 points *(only the costs of non-investment equipment necessary for the project, services, internship costs and training costs will be the subject of evaluation).*

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3rd round - Commission of Rapporteurs

- Members appointed by the Rector of CU
- Subject panels by area - HUM, SOC, SCI and MED.
- The proceedings of the commission are governed by the Statute and the Rules of Procedure (to be published)
- Especially for projects where one of the evaluations from the 2nd round is "D" - assessment of the quality of processed assessments according to the given criteria (specified in the methodology for evaluators) - if the assessment is evaluated 1 or 2 points - new assessment
- If neither assessment is satisfactory - commission requests new version - external evaluator and selected rapporteur
- Commission criterion - feasibility and innovativeness of the approach - 0 - 60 points - the criterion has an internal scale
- The Commission will approve the final list of all project proposals ranked according to the sum of the points awarded in the 2nd and 3rd round of evaluation with the marked limit for granting or not granting financial support (according to the available funds in the START programme)
- Minutes of the commission meeting will be taken - published

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Confidentiality, conflict of interest, bias

- All evaluators shall sign an affidavit after receiving the evaluation (before the evaluation starts)
- After receipt of annotations - obligation to report a conflict of interest/bias - evaluator is excluded from the entire evaluation process
- After acceptance of the evaluation - obligation to report a conflict of interest/bias - withdrawal from evaluation of the project
- Rapporteurs - non-participation in the discussion of a specific project in the commission, or resignation from the commission

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Appeal

- Comments on the evaluation process can be submitted only after the announcement of the results (publication of the final list of supported projects, signed by the Rector of CU)
- Comments are submitted to the Rector of CU through the Vice-Rector for Research
- In writing within 7 days of announcement of the results

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- Cases listed below are considered breakage of the rules of the program START, so there will be financial correction applied.

➢ a researcher has not fulfilled the obligation of the internship abroad, or has not fulfilled it to the

➢ specified extent (applies to any member of the team, if he/she had this obligation),

➢ defined project outputs were not fulfilled and/or documented

➢ no monthly report has been processed/sent (applies to any team member), *in this case project will be interrupted for a month. If situation won't change, project will be terminated early.*

➢ The Final Report was not processed/sent on time.

In these cases, the funds for the last month of implementation of the entire project are ineligible (the amount of the budget of the entire project for one month). If the funds are provided to researchers in advance, the researchers must return these funds in full, irrespective of whether they have already been used in the implementation of the project or not.

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- ## <u>Documents:</u>

Principles of the Start Programme:

- *Rector's Measure no. 19/2020*

Applicants, other researchers, mentors:

- *Manual for applicants, other researchers and mentors*

- *Methodology for submitters of project proposals, other researchers and mentors*

Evatuators:

- *Methodology for evaluators*

- ## <u>Rellevant websites:</u>

FoP web https://www.faf.cuni.cz/Faculty/European-projects/Programme-START/

UK web https://cuni.cz/UKEN-1340.html

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Discussion and your Questions

- **Is it possible to fully finance Internship by Erasmus+ (or other programme) and still count it as an Internship in START programme?** No, it is not possible to count internship fully financed by other programme as an internship in START programme.

- **Dedication in case of monographies and articles. Is is possible to dedicate one monohraphy/article etc. To START programme and other programmes (GAUK, OP VVV)?** Yes, thi is possible but authors shall have in mind ban of double financing.

- **Can the head researcher be a PhD student in his first year?** Technically yes, but from the point of view of the evaluator this team might be considered problematic (due to the lack of of experience on the head researchers side) and therefore will be awarded less points.

- **Can students studying in distant form (or student studying from abroad) prepare their project?** Yes, there is only limitation that students can't exceed standard period of study.

- **If students now have their studies interrupted and are planning to start studying again in February 2021, can they also be part of the project?** Yes, but can't be on the position of the head researcher. Head researcher must study in standard study period when submitting the project. Other researchers must be affilliated to the CU before the start of project implementation.

- **Can be some research team members added later?** No. It is not possible to add people and therefore add up to the budget. There can only be changes on the already approved positions.

- **Can mentor be externist (not affiliated to the CU)? What are the requirements for the mentor?** Yes. The mentor shall be the holder of a Ph.D., Th.D., CSc., DrSc., or equivalent title.

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Thank you for your time

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