



Grantová agentura České republiky
Czech Science Foundation

Application Guidelines for Bilateral Projects

The English version of Guidelines may be used for informational purposes only.

The full version of the application guidelines for bilateral projects can be found at GACR's website www.gacr.cz (in Czech only)

In the event of a discrepancy, the Czech text shall take precedence.

GENERAL CONDITIONS

- Guidelines for proposals for preparation and submission of bilateral proposals have been drawn up in accordance with the laws of the Czech Republic relating to support of research and development.
- Within the programme of bilateral projects the research funding organizations (RFO) from both countries cooperate in joint projects of common interest.
- Each RFO will fund a part of the bilateral project within its own country.
- On the basis of an agreement with the partner RFO, the Czech Science Foundation (GACR) announces its Call for proposals (Call) in research and development aimed at supporting bilateral projects.
- A bilateral proposal may be submitted in all scientific fields of basic research. For more details see "Scientific disciplines and panel structure" and "A classification of scientific fields and sub-fields for Central Evidence of Projects" (CEP).
- A bilateral grant project is a scientific project in basic research; topic and aims are determined by the Applicant himself.
- The duration of a bilateral grant project is one to three years. The start of funding is specified in the Call.

WHO CAN APPLY?

- An Applicant from the Czech Republic may submit a bilateral proposal to the GACR. So that the terms and conditions of a bilateral project are met, a foreign partner must simultaneously submit a joint proposal to a partner RFO provided the GACR has concluded an agreement with it.
- Any natural or legal person residing in the Czech Republic concerned with research and development is eligible for funding.
- The Applicant may invite other researchers from other institutions from the Czech Republic to cooperate in a bilateral grant project.
- If the grant is awarded, the Applicant becomes the Principle Investigator (PI).

FUNDING CONDITIONS

General Principles

- Only eligible costs may be covered from a grant; eligible costs include costs that are approved by the GACR as being necessary for implementation of the project. All financial requirements must be clearly specified and fully justified in detail.
- Items of eligible costs are as follows:
 - Material costs and expenditures
 - Personnel costs
 - Infrastructure
- Transfers of money within above-mentioned categories are possible. Transfers of money between above-mentioned categories must be approved by the GACR Presidium.

Material costs and expenditures

- The requirements for payment of material costs and expenditures must be classified in the proposal by individual items and the proposal must indicate their necessity for the project.
- Material costs and expenditures consist of the following items:
 - consumables: material, minor equipment and instruments (the cost per item must be less than 40 000 CZK), operations, repairs and maintenance of the equipment necessary for the project;
 - costs and expenditures for services only directly related to the project: contracts, consultations, publication of project results;
 - overhead: administration, supporting services and infrastructure, energy and services not specified above and necessary for the project. Overhead may be covered from the grant up to a maximum amount of 20 percent of the amount requested from the GACR for all non-investment costs;
 - travel costs: reimbursement of travel and accommodation expenses of the PI and his colleagues during domestic and foreign trips or costs related to their active participation in conferences that are associated with the project.
 - taxes required in accordance with Czech legislation.

Personnel costs

- The GACR may allocate personnel costs to cover the following:
 - full or partial salaries of employees engaged in the project, according to the extent of their involvement;
 - other personnel costs or expenditures under an agreement to perform work, or an agreement to complete a job that was concluded in direct connection with the project.
- The total amount paid to one employee must correspond to the working capacity on the project.
- Stipends for students can not be provided from grant. Students can receive remuneration in form of other personnel costs.

Infrastructure

- This category includes major equipment; e.g., when the cost per item is more than 40000 CZK and long-term tangible assets instruments, machines, software and other equipment that are necessary for the project and are used in direct connection with it.
- Non-allowable costs: general equipment used by a given institution which has no direct connection to the project (construction or construction modifications, basic equipment of workplaces, common computer and reprographic technology, etc.).
- The equipment funded from the project becomes the property of the PI or Principle Co-Investigator.

- The aim of the grant project cannot only be purchase of equipment.

Grant Awarding Process

- Each Applicant will receive a notification letter with the decision of the GACR Presidium.
- If a contract is awarded, it is sent to PI institution. This contract must be signed by the GACR, PI and PI institution.
- Funds are transferred to the PI institution's bank account after the contract is signed.
- The GACR reserves the authority to cancel the contract if the preconditions for the grant project are not met.

Administration of the Grant

- The grant will be managed by the PI institution in accordance with conditions declared in the contract and effective legislation.
- Funds can be used only in accordance with the approved financial plan.
- Funds are allocated annually. The PI institution (PI, respectively) is obliged to submit an annual detailed financial and scientific report by the 15 January deadline.
- The PI institution is obliged to return any unused funds to the GACR account. A written notification of this payment must also be sent to GACR.

PROPOSALS

General Information

- GACR will announce a Call for research and development on its website at <http://www.gacr.cz>. The announcement of the Call will include specification of the competition and evaluation deadlines for the given Call.
- The proposal must contain the information required for administrative processing and all the information necessary for the evaluation, as follows:
 - quality of the bilateral proposal;
 - involvement of the applicant from the Czech Republic to the bilateral project;
 - abilities and potential of the applicant and his colleagues from the Czech Republic to accomplish the relevant part of the bilateral project;
 - appropriateness of the financial requirements.
- The proposal must be drawn up in accordance with:
 - the terms and conditions of the Call announced by the GACR;
 - the proposal for the joint bilateral project submitted by the foreign applicant to the foreign RFO.
- Proposals must be submitted through special online application at <http://www.gacr.cz>
- The proposal must be sent to the GACR only by means of Information system of data boxes.
- The deadline for submission of the proposal will be met if the proposal is sent to the GACR data box.
- A Proposal submitted after the deadline will not be accepted.
- An applicant must notify the GACR in writing of any changes occurring during the evaluation process, if appropriate, with respect to his legal status or data required for demonstrating eligibility that could affect the decision of the GACR, within seven calendar days from the date when he learnt of this fact.

Parts of Proposals

- Proposal for bilateral grant projects consists of forms “Část JA“, “Část JAbstrakt“, “Část JB-sumy“, “Část JB-rozpis“, “Příloha k JB-rozpis“, “Část JB-osobní náklady“, “Část JE“ (all in Czech) and “Part JA“, “Part JB“, “Část JC“, “Část JD1“, “Část JD2“ (all in English).

The financial parts of forms (JB) in Czech contain more detailed justification of the required funds.

- “Part JA“ - **Proposal** - will contain the following data in English:
 - date of submission of the bilateral proposal to the GACR;
 - name of the panel for which the proposal is submitted;
 - registration number of foreign Applicant proposal;
 - name of the Czech applicant, name and address of the institution;
 - name of the principal foreign applicant (coordinator), name and address of the institution;
 - title of proposal in English;
 - duration of project, date of the project start (as specified in the announcement of the Call);
 - abstract in English, and expected milestones; the abstract may not exceed 15 lines (1 100 characters) and is intended for publication.
- “Part JB“ – **Financial Plan** - financial amount will be given in Euros. Funds required from the GACR and from the partner RFO for a bilateral grant project which consists of: consumables, equipment, personnel, travel expenses and others.
- “Část JC“ – **Justification of the proposal**. This Part should not exceed 10 pages of A4 format in font size 11 or larger. It must clearly specify the intentions and provide additional information necessary for the evaluation, in accordance with the basic criteria for evaluation of proposals particularly the following data:
 - summary of the current state-of-the-art
 - main objectives, goals and time schedule of the project;
 - added value of the cooperation with international partner;
 - conceptual approaches and appropriateness of the methods for implementation of the project and for achieving the expected scientific result;
 - project results and outputs, the significance and exploitation;
 - broader impact (science policy, social policy, economic or technical reasons);
 - previous cooperation and coordination of joint activities;
 - scientific environment (staff, institutional and instrument requirements) of both cooperating parties;
 - justification of proposed staff needs and their contribution to the bilateral project;
 - references.

The above mentioned points are only suggestive and may be adapted to the specific needs of a given grant project.

In an annex to the Část JC the applicant may specify institutions (particularly those abroad), to which it would not be proper to send the proposal for evaluation, and the reasons for his request.

- “Část JD1“ – **Applicant and co-applicants** – must contain the following information:
 - brief curriculum vitae of the applicant and a list of his activities during the last five years in the field in which he is applying for a grant;
 - brief curriculum vitae of the foreign applicant and a list of his activities during the last five years in the field in which he is applying for a grant;
 - list of important publications, author’s certificates, etc. (maximum of eight citations) that have been published by the foreign applicant during the last five years and that are considered by the foreign applicant to be fundamental in the given field.

This part should not exceed one page of A4 format in font size 11 or larger for applicant, foreign applicant and each co-applicant.

- “Část JD2“ – **Bibliography of applicant and co-applicants**

Czech applicant and Czech co-applicants will give the following data:

- complete bibliographical data about eight significant results of their scientific activity (e.g. articles, monograph, patents etc.). The number of citations (without auto-citation) according to Web of Science should be given to each result
- the total number of outputs since 2005
- the total number of citations (including auto citations) according to Web of Science
- H-index according to Web of Science

EVALUATION OF BILATERAL PROPOSALS

- Proposals will be evaluated and selected for awarding a grant by expert advisory bodies of the GACR in cooperation with appropriate bodies of the partner RFO according to the following criteria:
 - qualification of the applicant; especially technical facilities of workplace
 - the applicant and his colleagues, their scientific and publication level - the scientific level of the applicant and his colleagues in relation to their scientific results, number of publications, working capacity and facilities of the workplace.
 - quality of proposal:
 - *goals of the project* - clear determination of goals, their relevance and objectivity.
 - *implementation of the proposal* - description of the applicant's plans to achieve determined goals and results (clear conception, preparation and adequacy of the proposed methodology); appropriateness and composition of the work-team.
 - *results* - list of supposed publications and other types of results defined according to the valid Methodology of evaluation results in research and development.
 - *international cooperation* - involvement of foreign partner to the project; plan of cooperation and coordination of research teams within the project; giving reasons for the necessity and benefits of international cooperation; mutual use of equipment; utilization of complementary approaches and methodology.
 - *evaluation of the previous cooperation of the applicant with the GACR* - results achieved in previous projects; possible break of the regulations by the applicant; evaluation of ongoing or finished projects.
 - appropriateness of the financial costs.

Evaluation Process

- If any member of the committee has been involved in the preparation of the bilateral proposal, he may not participate in its evaluation and must not have access to the evaluation documents.
- Evaluation process consists of three stages.
- Within the panel evaluation (the first stage of evaluation) all proposals are assessed on the basis of two objective reviews written by Panel members and at least another one from a foreign reviewer.
- During a panel meeting every proposal is discussed. A ranking list of proposals is the outcome of discussion.
- The Discipline Committees (the second stage of evaluation) discuss the ranking lists made by Panels and draw up a final ranking of proposals recommended for funding and a list of proposals not recommended for financial support.
- The Presidium (the third stage of evaluation) makes preliminary decision on awarding grant to the Czech part of proposals and informs partner funding organization.
- Positive evaluation of a national part of the Proposal does not guarantee the awarding of a grant for the bilateral project.

- The GACR Presidium decides on awarding grants (the international stage of evaluation) based on result of evaluation process from partner funding organization.
- Grant can be awarded only after final approval from both research funding organizations (GACR and partner organization).

EVALUATION OF ANNUAL PROGRESS REPORT

- The annual progress report in the Czech part of a bilateral grant project will be evaluated at the level of the GACR by panel and then by discipline committee. The report consists of scientific and financial parts. In decision-making on continuing the project, the discipline committee of the GACR will take into account evaluation of the foreign part of the joint bilateral project, if such an evaluation is available.
- The GACR will evaluate the course of the bilateral project according to the following main criteria:
 - progress of the work and its conformity with the approved intention;
 - project solution from professional and personal viewpoints;
 - use of the technical equipment and apparatus acquired through the grant;
 - achievement of partial objectives compared to the anticipated intentions, condition for temporal and substantive fulfilment of the task (only for interim reports);
 - coordination of mutual cooperation with a foreign partner;
 - benefits resulting from cooperation with a foreign institution;
 - mutual use of equipment by the cooperating institutions;
 - utilization of complementary approaches and methodologies;
 - evaluation of management of the funds (if funds have been expended for approved purposes; this is required for next year's proposed financial plan)
 - assessment of the importance of publications, communications, lectures, reports, potential for use of project results and other outputs;
 - reports or other documents submitted to the GACR.
- The discipline committee will summarize the results of the evaluation in a printed protocol and submit it to the Presidium of the GACR.
- A final decision of the Presidium of the GACR on continuation of financial support for a bilateral project is subject to information received from the partner RFO on the result of evaluation of the progress of the foreign part of the bilateral project. Continuation of a bilateral project is subject to the consent of both providers. If the above mentioned criteria are met, the GACR will provide funds, to the PI, for another year of the project.
- If the criteria for continuation of support for a grant project are not met, the GACR is authorized to cancel the contract at any time.

EVALUATION OF FINAL REPORT

- The Czech part of a completed bilateral grant project will be evaluated at the level of the GACR by panel and then by discipline committee. The report consists of scientific and financial parts. The final report will be evaluated according to the above-mentioned criteria. In the overall evaluation of a completed grant project, the discipline committee will also take into account compliance with the terms and conditions of management of grant funds. Within the final evaluation of the Czech part of a bilateral project, the GACR will consider information from the Foreign Provider on the result of the final evaluation of the foreign part of the bilateral project, if such evaluation is available.
- The discipline committee will summarize the results of evaluation in a printed protocol and submit it to the Presidium of the GACR. The results of evaluation will be approved by the GACR Presidium and published at <http://www.gacr.cz>

- The final evaluation of the project will not only consider the achieved scientific results but also the proper financial management of allocated funds.

CONFIDENTIALITY

- In accordance with the laws of the Czech Republic, the GACR will be authorized to publish the following information on grant projects:
 - the project proposals: the name of the PI, title of the proposal and an abstract.
 - the completed projects: a summary of the results submitted by PI; summary of the final evaluation by the GACR and the total funds per project.
- The GACR is not allowed to publish confidential information, such as scientific content of the proposal and personal data on the applicant(s) or PI. The reviews and the name of reviewers participating in the evaluation process must be treated confidentially.
- The GACR should not publish information on proposals that have not been awarded.
- Data on projects in research and development financed from public funds and on their results will be published in the central information system for research and development (CEZ) at: www.vyzkum.cz (R&D Information System / CEZ).

NOTIFICATION OF RESULTS OF THE CALL

- The GACR will publish the results of the Call for proposals on its website at <http://www.gacr.cz> promptly after the consensus of both RFO on funding. A notification letter will also be sent to each applicant.

Scientific disciplines and panel structure

1. Technical sciences:

- P101 Mechanical engineering
- P102 Electrical engineering and electronic engineering
- P103 Cybernetics and information processing
- P104 Construction materials, architecture
- P105 Structural mechanics and construction, fluid mechanics
- P106 Technical chemistry
- P107 Material preparation and metallurgy
- P108 Materials sciences and engineering

2. Physical sciences:

- P201 Mathematics
- P202 Computer science
- P203 Atomic, nuclear and elemental physics, low temperature physics
- P204 Condensed matter and materials physics
- P205 Biophysics, macromolecular physics, plasma physics and optics
- P206 Analytical chemistry – chemical and structural analysis of atomic, molecular and biomolecular systems
- P207 Chemical and biochemical transformations
- P208 Chemical physics and physical chemistry
- P209 Astronomy and astrophysics, atmospheric physics, meteorology, climatology and hydrology, physical geography
- P210 Geophysics, geochemistry, geology and mineralogy, hydrogeology

3. Medical and biological sciences:

- P301 Genetics, experimental oncology, medical biochemistry, toxicology, metabolism and nutrition
- P302 Morphological disciplines, microbiology, immunology, epidemiology and hygiene
- P303 Physiological disciplines, pharmacology, neurosciences
- P304 Clinical and preclinical research, experimental medicine
- P305 Molecular, cellular and evolutionary biology

4. Social sciences and humanities:

- P401 Philosophy, theology, religionistics
- P402 Economic sciences, macroeconomics, microeconomics, econometrics, quantitative methods in economics
- P403 Business sciences, finance, administration, management
- P404 Sociology, demography, social geography and media studies
- P405 Archeology and older history (up to 1780)
- P406 Linguistics and literary sciences
- P407 Psychology, pedagogy
- P408 Juridical and political sciences
- P409 Aesthetics, musical sciences and art sciences
- P410 Modern history (after 1780) and ethnology

5. Agricultural and biological/environmental sciences

- P501 Plant physiology and genetics, plant medicine
- P502 Animal physiology and genetics, veterinary medicine
- P503 Food technology, ecotoxicology and environmental chemistry
- P504 Landscape cultivation, forestry and soil biology, ecosystem ecology
- P505 Animal and plant ecology
- P506 Botany and zoology

A classification of scientific fields and sub-fields for Central Evidence of Projects (CEP)

SOCIAL SCIENCES		EF	Botany
AA	Philosophy and religion	EG	Zoology
AB	History	EH	Ecology - communities
AC	Archaeology, anthropology, ethnology	EI	Biotechnology and bionics
AD	Political sciences	MEDICINE	
AE	Management, administration and clerical work	FA	Cardiovascular diseases including cardio-surgery
AF	Documentation, librarianship, work with information	FB	Endocrinology, diabetology, metabolism, nutrition
AG	Legal sciences	FC	Pneumology
AH	Economics	FD	Oncology and haematology
AI	Linguistics	FE	Other fields of internal medicine
AJ	Literature, mass media, audio-visual activities	FF	ENT (ie. ear, nose, throat), ophthalmology, dentistry
AK	Sport and leisure time activities	FG	Paediatrics
AL	Art, architecture, cultural heritage	FH	Neurology, neuro-surgery, neuro-sciences
AM	Pedagogy and education	FI	Traumatology and orthopaedics
AN	Psychology	FJ	Surgery including transplantology
AO	Sociology, demography	FK	Gynaecology and obstetrics
AP	Municipal, regional and transportation planning	FL	Psychiatry, sexology
AQ	Safety and health protection, safety in operating machinery	FM	Hygiene
MATHEMATICS and PHYSICS		FN	Epidemiology, infection diseases and clinical immunology
BA	General mathematics	FO	Dermatology and venereology
BB	Applied statistics, operational research	FP	Other medical fields
BC	Theory and management systems	FQ	Public health system, social medicine
BD	Information theory	FR	Pharmacology and apothecary chemistry
BE	Theoretical physics	FS	Medical facilities, apparatus and equipment
BF	Elementary particle theory and high energy physics	AGRICULTURE	
BG	Nuclear, atomic and molecular physics, accelerators	GA	Agricultural economics
BH	Optics, masers and lasers	GB	Agricultural machines and construction
BI	Acoustics and oscillation	GC	Plant growing, crop rotation
BJ	Thermodynamics	GD	Fertilization, irrigation, soil treatment
BK	Liquid mechanics	GE	Plant cultivation
BL	Plasma physics and discharge through gases	GF	Diseases, pests, weeds and plant protection
BM	Solid-state physics and magnetism	GG	Zootechnics
BN	Astronomy and celestial mechanics, astrophysics	GH	Nutrition of farm animals
BO	Biophysics	GI	Farm animal breeding and farm animal pedigree breeding
CHEMISTRY		GJ	Diseases and animal vermin, veterinary medicine
CA	Inorganic chemistry	GK	Forestry
CB	Analytical chemistry, separation	GL	Fishery
CC	Organic chemistry	GM	Food industry
CD	Macromolecular chemistry	TECHNICS and ENGINEERING	
CE	Biochemistry	IN	Informatics
CF	Physical chemistry and theoretical chemistry	JA	Electronics and optoelectronics
CG	Electrochemistry	JB	Sensors, detecting elements, measurement and regulation
CH	Nuclear and quantum chemistry, photo chemistry	JC	Computer hardware and software
CI	Industrial chemistry and chemical engineering	JD	Use of computers, robotics and its application
EARTH, ATMOSPHERIC and ENVIRONMENTAL SCIENCES		JE	Non-nuclear power engineering, energy consumption and utilization
DA	Hydrology and limnology	JF	Nuclear energy
DB	Geology and mineralogy	JG	Metallurgy, metal materials
DC	Seismology, volcanology and Earth structure	JH	Ceramics, fire-proof materials and glass
DD	Geochemistry	JI	Composite materials
DE	Earth magnetism, geodesy, geography	JJ	Other materials
DF	Pedology	JK	Corrosion and material surfaces
DG	Atmospheric sciences, meteorology	JL	Fatigue and fracture mechanics
DH	Mining industry including coal mining and processing	JM	Structural engineering
DI	Pollution and air control	JN	Civil engineering
DJ	Pollution and water control	JO	Land transport systems and equipment
DK	Contamination and decontamination of soil including pesticides	JP	Industrial processes and processing
DL	Nuclear waste, radioactive pollution and control	JQ	Machinery and tools
DM	Solid waste and its control, recycling	JR	Other machinery industry
DN	Environmental impact on health	JS	Reliability and quality management, industrial testing
DO	Protection of landscape	JT	Propulsion, engines and fuels
BIOLOGY		JU	Aeronautics, aerodynamics, aeroplanes
EA	Morphological game parks and cytology	JV	Cosmic technologies
EB	Genetics and molecular biology	JW	Navigation, connection, detection and countermeasure
EC	Immunology	JY	Firearms, ammunition, explosives, combat vehicles
ED	Physiology	MILITARY	
EE	Microbiology, virology	KA	Militarism

