

Grant Programme

Biology Centre of the Czech Academy of Science

GRANT RULES

The basic framework of the Programme

Grant programme of the Biology Centre CAS (hereinafter referred to as the “BC Grant Programme”) serves as non-investment subsidy for **early-stage researchers** to cover financial expenses associated with foreign stay at a host research institution. The BC Grant Programme is open once a year.

Preamble to the Programme

The aim of the BC Grant Programme is to support professional growth of early-stage scientists. It is preferentially addressed to the scientists, who have not been successful in obtaining financial support from grant programs yet. Obtained financial support must be related to the subject of the applicant's research and can be used **exclusively to cover travel expenses** associated with a foreign stay.

General conditions (who can apply)

The submitted application must meet the following conditions:

- the applicant is a PhD student, or
- the applicant is a post-graduate student or early-stage researcher. The length of the **research experience** since receiving the academic title of “Doctor ” (in short “Ph.D.”) or its equivalent at the time of the submission of the application is **no longer than 60 months** (the length of research experience does not include the time spent on maternity or parental leave, sick leave longer than 90 days and obligatory military service), or the applicant has started her/his scientific career after a parental leave and length of her/his research career is no longer that 60 months at the time of application
- the applicant is in labor law relation to the BC CAS at the time of submitting the application form and also during the whole project realization
- the subsidy requested in the application must be used in the year for which the current call is prepared (**in 2024**)
- stay is realized **outside** of Czech Republic and **is regulated by [Directive on Travel Allowances](#)**
- **the applicant can submit 1 application only**
- the mentor / supervisor of the applicant is a BC employee
- the subsidy can be used to cover travel expenses **directly** associated with applicant's foreign stay.
- financial support from BC Grant Programme for participation on an international stay can cover the **maximum 1 months'stay**. In the case the stay is longer than 1 months, it is necessary to co-finance the expenditures from other sources.

Maximum subsidy per application in 2024 is 70 000,- CZK

Total planned allocation is 500 000 CZK for 2024.

How to apply for the subsidy

The Application Form of the BC Grant Programme is to be submitted in English. All documents of the BC Grant Program are available on the Biology Centre CAS web pages [HERE](#). Applications will be delivered in one **printed copy** of completed Application Form together with all necessary documents to the Filing Office (Podatelna) of BC (Biology Centre CAS, Branišovská 1160/31, 370 05 České Budějovice). All documents will be in a sealed envelope labelled "Grant Programme of the Biology Centre CAS". The copy of the completed Application Form will **be e-mailed simultaneously** to the Grant Programme administrator Mgr. Tina Vrabcová (tina.vrabcova@bc.cas.cz) in the .pdf format. The name of the attached file must contain the applicant's surname with no diacritics.

In case of applying for a subsidy for a **foreign stay**, the application must include a **Letter of Interest**, or attached e-mail correspondence between the host institution and the applicant or his mentor as well. These additional attachments need to be inserted into the .pdf version of the Application Form. **Please, do not submit them as a separate attachments!**

Time schedule of the BC Grant Programme

Applications of the BC Grant Programme can be submitted **by April, 19, 2024 until 12:00**. An application is considered submitted after the envelope receives a stamp with a delivery date in the Filing Office.

Evaluation process of the submitted applications

All received applications will be evaluated in accordance with the following criteria: quality of the application, scientific results and the motivation of the applicant for scientific work and the amount of co-funds for the planned stay.

The evaluation process begins with the delivery of the application to the Filing Office of BC CAS and ends with the decision of the Evaluation Board for granting the subsidy.

All received and registered applications will be evaluated in three steps:

- Formal and preliminary content control
- Quality of the application
- Calculation of Expenses saving ratio (ESR)

For the detailed list of the evaluation criteria see the application rating criteria in the document Evaluation Process.

Based on the assessment in all three steps, the final list of granted and not-granted applicants will be compiled. The list of granted applications will be published on the Biology Centre CAS web <http://www.bc.cas.cz/o-nas/grantovy-program-bc>.

Contact and responsible person: Mgr. Tina Vrabcová (e-mail: tina.vrabcova@bc.cas.cz, tel. 387 775

068).

The Evaluation Board

Received applications are evaluated by 3 representatives of the research institutes of BC. Members of the Evaluation Board are nominated by the Director of BC CAS.

Assignment of subsidy

The subsidy is provided in the form of travel costs (Business trip). Administration/Payment of travel costs is subjected to the guidelines and rules of the Biology Centre CAS.

Changes during the running project

In very specific cases, the type or date of foreign stay can be changed. Changes to the original grant application must be approved by the Administrator of the BC Grant Programme Tina Vrabcová and Evaluation Board of BC Grant Programme. A request for a change needs to be submitted either electronically to the BC Grant Programme Administrator (tina.vrabcova@bc.cas.cz),

or as a written/typed document (by delivering the request to the office of BC Grant Programme – office 1.48, THS building).

The approval is required for the following changes:

- 1) Changing of the date of the stay, including a change concerning the length of originally planned duration
- 2) Changing of the host institution of planned stay
- 3) The impossibility to meet the deadline for submitting the Final Report.

The requested changes must not affect the total amount of funds allocated to the applicant in a particular year and must be justified.

Final Report submission

The Final Report must **be submitted no later than 10 business days** after the return of the applicant from a foreign stay and no later than **December, 15** of the calendar year more precisely. The Final Report will be submitted in the prescribed form (available on web pages of BC GP). **All changes made during the project will be described and justified in the Final report.**

Final Report will be submitted to the Administrator of BC Grant Programme (Mgr. Tina Vrabcová). The Final Report form can be downloaded from the Grant Programme of the Biological Centre CAS web pages [HERE](#).

All bookkeeping documents concerning financial clearance of granted budget together with all necessary forms will be submitted to the secretariat of the relevant institute. The subsidy will be granted when the completed Form for a foreign trip is submitted.

[Documents necessary for the final budget clearance of a foreign stay are available on BC's Intranet HERE – Form for a foreign trip – statement.](#)