

Grant Programme

Biology Centre of the Czech Academy of Science

EVALUATION AND SELECTION PROCESS, EVALUATION CRITERIA

The evaluation process of applications submitted to the Grant Programme of Biology Centre CAS (hereinafter referred to as “BC Grant Programme”) begins with the delivery of the application to the Filing Office of BC and ends with the decision of the Evaluation Board for granting the subsidy and publishing the list of supported applicants. All applications submitted to the BC Grant Programme will be registered by the Administrator of Grant Programme. Registration number of the application will be used in all subsequent steps of the evaluation process.

Evaluation Board

Submitted 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.

Three members of the Evaluation Board are appointed among the representatives of the research institutions of BC according to the following algorithm:

- 1) three members represent 3 institutions at the same year
- 2) each year, at least one member of the Evaluation Board will be altered. The Director of BC nominates a new member of the Evaluation Board from the representatives of those research institutions which are not represented in the Evaluation Board in the current year. A new member of the Evaluation Board will replace one of the 3 members.
- 3) each of the representatives of the research institutes may be a member of the Evaluation Board for a period of up to 3 years (in the sum of years) during the duration of the BC Grant Programme.

All entities involved in each of phase of individual phases of the evaluation process ensure that the assessment is objective, impartial and respects the obligation of confidentiality when assessing applications, both during the evaluation and in the subsequent period.

Evaluation process of the submitted applications

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

- Formal and preliminary content control

Formal control, whether the applicant and the content of the application comply with the terms of the BC Grant Program, including the budget. Formal assessment of applications is carried out by the Grant Programme administrator Mgr. Tina Vrabcová. If the control of an application reveals formal shortcomings, the applicant will be asked (just once) to correct the application within 3 business days. If an application does not meet the formal requirements, it will be removed from further assessment process. This fact will be recorded in the Evaluation Protocol.

- Quality of the application

Applications which meet preliminary formal control will be further evaluated by the Evaluation Board. The Evaluation Board assesses the substantive content of the application according to the evaluation criteria defined by the BC Grant Programme, see the Table below.

- Calculation of Expenses saving ratio (ESR)

Having all the criteria in the application rated, the so-called **Expenses savings ratio x** will be calculated. Expenses saving ratio will be calculated according to the formula $x = 70\,000 / \text{total funding requested (in CZK)} * \text{total number of credits obtained for criteria A-E} * 0,1$ (see model example). The coefficient x will then be added to the total number of credits obtained for criteria A-E.

Model example – calculation of Expenses saving ratio x

number of credits (criteria A-E)	Maximum funding	Total funding requested	Expenses saving ratio x	Total credits /application
80	70 000	70 000	8	88
80	70 000	50 000	11	91

The results of the Evaluation Board's assessment will be recorded in the Evaluation Protocol and the comments on the evaluation criteria. Based on the results of the evaluation process and total number of credits received in the process, a list of applications recommended for granting will be prepared by the Evaluation Board. The list of all the applications receiving subsidy within the BC Grant Programme will be published on the BC website.

Table - Evaluation criteria rating in evaluation process for granting of starting researchers

Criterion	Upper limit of obtained credits	Main aspects of credit consideration
A) Applicant's publishing activity (SCOPUS)	10	The criterion serves as an indicator of the active engagement and cooperation of the applicant in the scientific work. The length of the applicant's scientific career is taken into account by evaluating the criteria.
B) Applicant's grant activity overview	10	The applicant's activity in applying for financial support up to now is considered. The criterion serves as an indicator of applicant's efforts for continuous grant support of scientific work on a long-term basis, including master's or doctoral studies (e.g. in the form of student/junior grants). It is considered even if the grant application was unsuccessful.
C) Engagement of the applicant in scientific activities	20	Applicant is expected to present their engagement in activities related to scientific work (e.g. participation in popularization and educational programs, scientific awards etc.)
D) Applicant's motivation	10	The applicant's motivation and the vision of their scientific career in the short-term horizon is considered. The overview and coherence of planned activities related to scientific work and the expected results, perspective of planned scientific cooperation, etc. is taken into account.
E) Details concerning main benefit of the stay	30	What is the main benefit of the stay to the scientific career of the applicant?
Total number of received credits	80	