



## 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 or participation in an international conference. The BC Grant Programme was created and is funded under the project "Incorporation of the Biology Centre of the CAS into the European Research Area" (hereinafter referred to as IBERA) and is open once a year.

The BC Grant programme is administered within the project IBERA and has been established to set up conditions for long-term financial support of early-stage researchers within the financial budget of the Biology Centre CAS.

#### 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 or an active participation in an international conference.

BC Grant Programme is divided into two sub-programmes:

- Participation in an international scientific conference (Sub-programme A)
- Participation in a foreign stay (Sub-programme B)

#### 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 his scientific career after a parental leave (no longer that 60 months after finishing maternity or parental leave)

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- 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 (2020)
  - conference/stay is realized **outside** of Czech Republic
  - 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 **instantly** associated with applicant's foreign stay or an international conference only (conference organized outside of the Czech Republic).
- The maximum subsidy per application is shown in the following table:

**Table - expected number of approved applications and maximum subsidy per application in 2020**

Sub-programme	Expected <u>minimum</u> number of approved applications	Maximum subsidy allowed / application
Participation at an international scientific conference	13	50 000,-CZK
Participation at a foreign stay	3	110 000,-CZK

### 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 <http://www.bc.cas.cz/en/about-us/grant-program-bc/>. 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 Manager of International Cooperation of BC and Grant Programme administrator Mgr. Daša Bastlová, Ph.D. (dasa.bastlova@bc.cas.cz) in the .pdf format. The name of the attached file has to contain the applicant's surname with no diacritics. All delivered applications will be registered at the Project Department of BC CAS.

In case of applying for a subsidy for a **foreign stay**, the application has to 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 October 23, 2019, 2:00 p.m.** An application is considered submitted after the envelope receives a stamp with a delivery date in the Filing Office. Evaluation process will be finished and results will be published **by November 29, 2019.**



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## 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 or conference.

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 for each sub-programme 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/vysledky-gp-bc-2020>.

The administration of BC Grant Programme is within the IBERA grant provided by Project Department of BC CAS. Contact person: Mgr. Daša Bastlová, Ph.D. (e-mail: [dasa.bastlova@bc.cas.cz](mailto:dasa.bastlova@bc.cas.cz), tel. 387 775 045).

## The Evaluation Board

Received applications are evaluated by the Evaluation Board consisting of 2 representatives of the Governing Board of the project IBERA and 3 representatives of the research institutes of BC and SoWa. Members of the Evaluation Board are nominated by the Director of BC CAS after consulting the Administrator of BC GP and the Principal Investigator of the IBERA project.

## Assignment of subsidy

The subsidy is provided in the form of travel costs administrated by the Financial Accountant of the IBERA project Mrs. J. Mráčková. Administration/Payment of travel costs is subjected to the guidelines and rules of the Biology Centre CAS.

## Changes during the running project

Changes to the original grant application must be approved by the Administrator of the BC Grant Programme Daša Bastlová and Evaluation Board of BC Grant Programme. A request for a change needs to be submitted either electronically to the BC Grant Programme Administrator ([dasa.bastlova@bc.cas.cz](mailto:dasa.bastlova@bc.cas.cz)), or as a written/typed document (by delivering the request to the office of BC Grant Programme – BC project department, office 209).

The approval is required for the following changes:

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- 1) Changing of the date of the stay/conference, including a change concerning the length of originally planned duration
- 2) Changing of the host institution of planned stay/conference or venue of the conference
  
- 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

The Final Report must **be submitted no later than 14 business days** after the return of the applicant from an international conference or 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 (including all attachments) will be submitted to the Administrator of BC Grant Programme (Mgr. Daša Bastlová, Ph.D.).

All bookkeeping documents concerning financial clearance of granted budget together with all necessary forms (see list below) will be submitted to the Financial Accountant of the BC GP and IBERA project Mrs. Jitka Mráčková.

Documents necessary for the final budget clearance of a foreign stay or conference (besides the Final report):

- 1) „*Request for a foreign trip*“ form
- 2) “*Foreign travel expenses form\_ Vyúčtování ZSC*”
- 3) “*Foreign travel expenses form\_per diem\_ Vyúčtování ZSC\_diety*” as Att. 1 of Foreign travel expenses form
- 4) “*Foreign travel expenses form\_ additonal costs\_ Příloha ZSC\_ další výdaje*” as Att. 2 of Foreign travel expenses form. This form is needed in case of requesting the reimbursement of other expenses in respect of your stay/conference (e.g. local tickets)
- 5) All **bookkeeping documents** concerning trip budget (including bus/train tickets, boarding passes, etc.). Besides all above mentioned documents
  - a. Original invoice for airline ticket, including trip itinerary and boarding passes. Together with an invoice, it is necessary to submit the results of the **passive price survey/inquiry** of three different airlines.
  - b. Original invoice for accommodation. In cases, when the price of accommodation exceeds 100 EUR/night/person, a **passive price survey/inquiry** for accommodation is required.
- 6) In case of applicant's participation on conference, the Appendix of the Final Report also include a printed **Conference Programme** (also the Schedule-at-a-glance is sufficient if the Program is too extensive)



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All the forms required for final clearance of the foreign conference / stay and submitting the Final Grant Report can be downloaded from the Grant Programme of the Biological Centre CAS (<https://www.bc.cas.cz/o-nas/grantovy-program-bc/#anchor>)

České Budějovice, September 24, 2019.