



FILOZOFICKÁ FAKULTA
Univerzita Karlova



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

GA UK 2024

Guidelines for applicants

Contents

Important deadlines	3	Wage costs: deductions	16
First steps	4	Wage costs: contracts	17
Basic information	5–7	Other non-investment costs	18
Work with the web app	8	Subsistence expenses, formerly travel expenses	19
Application structure	9–11	Indirect costs	20
Research team	12	Financial requirements for multiple-year projects	21
Budget	13	Ineligible costs	22
Wage costs: scholarships	14	Budget limits	23
Wage costs: remuneration for supervisors and external staff	15	Output	24
		Method of assessment	25
		Important links	26

Important deadlines

- The application for submitting a project is available from
2 October 2023
- The deadline for submitting a project is
24 October 2023

The deadline is final for all applicants from the Faculty of Arts.

The application will be accessible after the deadline ONLY for resolving comments from the Grant Office.

First steps

- Familiarize yourself with the GA UK 2024 procurement documents – ***Principles of the activities of the Grant Agency of Charles University*** ([Rector's directive no. 11/2023](#)) and the ***Announcement of the 21st round of the Grant Agency of Charles University (2024)*** ([Rector's directive no. 36/2023](#))
- Clarify the project's objective and prepare the project (taking into account the relevance and topical nature of the project, the feasibility of the research objectives, concepts, methodology, and adequacy of the financial costs).
- Reach out to the team.
- Consult the proposal with your supervisor, colleagues, and the team. Discuss any uncertainties with the **Grant Office of the Faculty of Arts – do not contact the GA UK or any other unit of the dean's office for advice.**
- Write the application and upload it to the web app at <https://is.cuni.cz/webapps/>.

Basic information

- Applications may be submitted by students enrolled at the university and studying **within the standard period of study** in a **PhD** study programme or **Master's** study programme (only research projects).
- In the case of PhD students, preference will be given to projects that have a realistic expectation of completion within the **regular period of study**.
- An applicant may submit no more than **one application in the role of principal investigator** by the specified deadline. A student may be a member of more than one research team or may be included in more than one application, but only for a maximum of **three** projects.
- The research team must consist of either the **same number** of students and other members (e.g. faculty employees) or a **higher** number of students (in master's and/or PhD study programmes).
- Applications may be submitted for **projects that are a minimum of one year and a maximum of three years** – the budget must be planned for each year separately. Budgets for additional years are based on estimates (maximum increase of 10%).

Basic information

- If the project investigator is a **PhD student**, the dissertation supervisor is usually the head of the project.
- The head of the project may be another person too, but according to the rules the supervisor should be a member of the research team.
- If the investigator is a **student of a master's study programme**, the head may also be a PhD student, provided they are employed at the faculty as an academic staff member.
- The head of the project or a member of the team may be from another workplace (faculty, workplace outside the university). They are added to the project using their ID number – if this cannot be found in the database (i.e. they do not have an ID number), **you must contact the Grant Office without delay**, which will register them in CAS (<https://cas.cuni.cz>) as an external co-researcher.

Basic information

- The following **output** is permitted: **articles, publications, conference proceedings, professional catalogues** (including sources, literature, research procedure)

-> **Output must be accepted for publication.**

- When reviewing your proposal, the Grant Office may return the project to you for revision, so be prepared **to respond to any comments** after sending the proposal. If the applicant does not respond to the comments at this stage of review, the Dean of the Faculty of Arts, Charles University is not obligated to recommend the application to GA UK.
- If an applicant **terminates** their studies during the tender procedures or in the period prior to announcing the results, the project will be cancelled.
- Due to the GDPR, we recommend students to state their faculty email in their proposal rather than private one. You must have this email listed in CAS in the first place.

Work with the web app

- The application is submitted via the web app:
<https://is.cuni.cz/webapps>.
- You log in to the web app using **your ID number and password registered in CAS** (Charles University Central Authentication Service – <http://cas.cuni.cz>).
- Before preparing the application, we recommend first reading the application guidelines.
- The guidelines for submitting the application are available in the web app:

Charles University web app -> Grant Agency GA UK ->
[User manuals](#).

Application structure

- **Basic information about the project**

- Applications are submitted in Czech, Slovak, or English; one language must be used consistently throughout the application.
- The project title must be in Czech and English.
- A project may be a maximum of three years (you must request support for each year of the project).
- The section of the subject-area board and group must be specified for the project.*
- The workplace and study area must be specified for the project.

- **Research collective and characteristics****

- **Financial requirements, Structure of the funds, Financial outlook for additional years**

- **Additional information:**

- Brief summary or abstract in Czech and English (the texts must be the same in both languages)
- Current state of knowledge
- Explanation of the connection to other projects undertaken by the head and applicant
- Material support for the project
- Project objectives
- Methods for carrying out the project
- Presentation of results

- **Attachments:** CV of the principal investigator and of the head

***There are often mistakes when selecting a group; economic sciences are in the first position, but select according to the nature of your project.**

***In the case of interdisciplinary projects, the applicant has the option of selecting a Secondary Section for the Subject-Area Board – the rapporteur will thus arrange reviewers from both sections.**

****The number of students in the research team must be at least the same as the number of other members in the team.**

Application structure

▪ Required attachments

- Brief CV of the principal investigator
 - Participation in university competitions/grants
 - Presentation of own results at conferences
 - List of no more than 10 of the most important publications for the past five years
 - Involvement in other projects
 - Brief CV of the head, including 10 of the most important publications for the past five years (include ORCID ID and/or Researcher ID, you can find ORCID ID at: <https://orcid.org/>).
- The project application must also include an affidavit on the independent nature of the application in the form of a checkbox.

Application structure

- A head must be assigned to every proposal; as soon as you fill in the “head” field in the application, an informative e-mail is sent to the supervisor with a request to fill in the project recommendation.
 - The head sees the proposal in the form in which it was at the time of their assignment to the project, i.e. in an incomplete form
 - **The project may not be submitted until a recommendation is received from the head;** hence, you need to obtain the head’s recommendation sufficiently in advance
- Dean’s approval (arranged by the Grant Office).

-> Carefully complete the application; reviewers and rapporteurs evaluate projects only with respect to the information contained in the application.

Research team

- Applications may be submitted by students enrolled at the university and studying **within the standard period of study** in a **PhD study programme** or **master's study programme**.
- Students who have interrupted their studies cannot submit an application.
- The application contains the names and other data on persons who should be members of the proposed research team (provided that the team has additional members).
- The supervisor of the applicant is always a member of the research team.
- **The number of PhD or master's students** in the research team should be at least **the same as the other members of the research team**.
- Students in bachelor's study programmes may be members of the team, but with no remuneration. These students are not counted in the number of student research team members.
- A description of all members of the team must be included in the characteristics of the research team (at least their involvement in work on the project).
- Information on cooperating persons who are not specified in the research team table do not need to be included in the characteristics.

Budget

- The maximum requested amount for **one project: CZK 300,000 per year.**

Structure:

1. Wage expenditures and other personnel costs, deductions and scholarships
 2. Subsistence costs
 3. Other non-investment costs
 4. Indirect costs
- Amounts are specified in the application in thousands of CZK.
 - Amount in the application are rounded to CZK thousand.
 - In the „Structure of financial requirements“, you must state the specific amounts for the planned costs of the project.
 - The investigator is required to return any funds not drawn down to GA UK via the faculty; the investigator is required to justify any returns.
 - Co-funding with other projects is possible, but it is recommended to consult it with the GO in advance; however, double funding (e.g. paying the fee for the same conference) cannot be applied; and it is necessary to check with any other provider whether co-funding with GAUK is an obstacle on their side.

Wage costs – scholarships

- Only for students of Charles University,
- Students are always funded via scholarships, not a contract or wages; faculty staff always have wages, not a scholarship or contract,
- A scholarship cannot be paid out during the interruption of studies,

During a calendar year:

- The total amount of scholarships for the project may be a maximum of CZK **160,000**,
- The principal investigator may request a maximum of CZK **80,000**,
- The total amount of scholarships for all GA UK projects for one person may not exceed CZK **100,000**,
- The share of funds for scholarships in the total funds for wages and scholarships must be at least **75%** (the application monitors this).

Wage costs – remuneration for supervisors and external staff

- The total amount of remuneration for a project in one calendar year may not exceed CZK 40,000.
- Of which, a maximum of CZK 20,000 for the supervisor; remuneration for the supervisor is not required, and thus can be zero.
- A maximum of CZK 40,000 may be provided to one person from GA UK funds.
- For faculty staff, remuneration can only be planned in the form of wages (or wage remuneration).
- External staff may only be involved in a project under a contract.
- **The amounts are specified in the budget together with any required deductions** (social security, health insurance, social fund).

Wage costs – deductions

- The following amounts are automatically deducted for faculty staff: **35.8%** for employment contracts and 33.8% for non-employment contracts (DPČ).

- For example:

Remuneration of CZK 10,000 (= gross wage with deductions) is planned for the supervisor as a part of the project.

35.8% for insurance is deducted from the amount when calculating the monthly wage: health insurance (9%) and social security (24.8%), social fund (2%)

-> 10,000 divided by 1.358 = CZK 7,363 (= gross wage)

-> This amount is also subject to income tax.

Wage costs – contracts

- If a team member is external staff, wages are paid out in the form of a contract for the performance of work activities (DPČ).
- The scope of work for the performance of work activities (DPČ) must not exceed **20 hours** in a week. You should consult this with the co-researcher/head prior to concluding the contract.
- If the monthly remuneration does not exceed **CZK 3,999** for DPČ (for all contracts together), such income is not subject to health insurance and social security deductions.
- If the monthly remuneration exceeds this amount, it is necessary to plan the social and health insurance contributions of **33.8%**.

Other non-investment costs

- Include, for example, lab and office materials, small tangible assets, services (translation, proofreading), and fees (e.g., entrance fees), literature, publication costs, including fees for open access, computer technology.
- It is recommended to request computer technology **only in justified cases and for a reasonable amount** (optimally +/- CZK 20,000) and according to the actual requirements for the area of computer technology, including programs.
- Do not include programs and books which can be provided by Faculty; hardware over CZK 40,000 or software over CZK 60,000, even if you have several receipts for one item; travel, bank fees, etc. for a particular purchase; student licences
- No remuneration may be paid out from this budget heading.
Exception: If you need to pay the respondents in your research, you can make an Agreement on payment with them.

Subsistence expenses

- **Include:** international and local travel, travel insurance, accommodation, conference fees (reimbursed just from this item, not from Other non-investment costs), entrance fees to archive or library
- Only trips in connection with the project may be reimbursed. In the event of a conference, active participation of the student is required.
- May be requested **for students**, academic staff, and researchers only in exceptional and demonstrable cases.
- If the principal investigator is also an employee, travel expenses may be paid out as a part of a travel order in accordance with legal regulations.
- **Do not include:** long-term stays of six months or more, payment of food, out-of-pocket expenses, or any expenses connected to the use of an automobile, tuition fees, courses, training, workshops, summer/winter schools and conferences without active participation (if more than one investigator claims a trip to the same conference, each participant must have a different conference paper).
- For GA UK projects, co-financing is possible, e.g. from the Mobility Fund or other faculty resources (if allowed by the rules of the project).
- GA UK is not possible to co-finance from Specific University Research (SVV).

Indirect costs

- This is handled by the faculty; researchers do not have these funds at their disposal.
- The web app calculates indirect costs automatically, and they are established as **15%** for new projects and requests for extensions.

Financial requirements for multiple-year projects

- With multiple-year projects, the applicant also fills in the field „Financial outlook for following years“ the anticipated financial requirements for the additional years of the project.
- If the outlook does not change significantly from the requirements of the first year, the financial breakdown for the following years is not included in the text of the financial structure. Only the current year is commented on here.
- If the project is successful, the applicant may increase the requirement for the upcoming year in the interim report/request for extension by **10%** compared to the original plan.

Ineligible costs

Costs that **cannot be covered by GA UK projects:**

- costs that do not relate directly to the project,
- costs that exceed the prices at the customary place and time,
- postage, telephone costs, bank fees,
- Entertainment costs, gifts and representations,
- training and the payment of courses – paid out only if the researcher actively participates or prepares a poster,
- creation of websites, the preparation of concerts, exhibitions, conferences and symposia. Exhibitions can be recognized as an output of GA UK if the output is also a professional catalog for the exhibition (with citations and a description of the research process).
- computer programs that the faculty can provide,
- hardware exceeding CZK 40,000 and software exceeding CZK 60,000,
- computer technology in unjustified cases,
- costs of remuneration for respondents or gifts for respondents – respondents cannot be financed in the form of remuneration or contracts (DPC and DPP), because, in such a case, these persons would need to be specified as members of the research team according to the rules of the Ministry of Education, Youth, and Sport). If you need to pay the respondents in your research, you can make an Agreement on payment with them.
- meal allowance, out-of-pocket expenses, and any expenses associated with the use of an automobile,

Budget limits

- The total amount of one grant (including the automatically calculated incremental costs) must not exceed **CZK 300,000**.
- Total amount of an application for an extension must not exceed **10%** of the amount specified in the outlook.
- **Personal costs (wages and deductions) and other personal costs:** a maximum of CZK 20,000 per year for the head/co-investigator, maximum of CZK 40,000 per year per grant
- **Scholarships:** maximum of CZK 160,000 per grant; maximum of CZK 80,000 for the principal investigator; a maximum of CZK 100,000 per person (for all applications),
- Share of scholarships in relation to the total of all scholarship financing, personal expenses (wages and deductions), and other personal expenses must be more than **75%**.
- Total of all wages and scholarships per person – maximum of CZK 100,000 (for all GA UK applications)
- **Incremental costs** must not exceed **15%** of the direct costs for the project.

Output

- A requirement for completing the project is a **publication at least accepted by a publisher that contains a dedication for the GA UK project and affiliation to Charles University and the Faculty of Arts.**
- The investigator must attach the publication (or confirmation of publication) to the final project report.
- **Without the affiliation and dedication, the output cannot be considered as the results of the project.**
- Any output may include acknowledgments from multiple grants; two GA UK projects should not have the same publication output.
- GA UK cannot have the same project output as from Specific University Research (SVV) or KREAS. It is not possible in OBD/RIV to record the output for both projects.
- A student from the team must be the author/co-author.

Method of assessment

- The application for a new project is assessed by at least two **reviewers**, especially with respect to the following criteria:
 - a. Academic/scientific relevance and topical nature of the project,
 - b. Elaboration of the project proposal and feasibility of the objectives,
 - c. Concepts and methodology,
 - d. Adequacy of financial costs.
- Projects are further assessed according to groups by **rapporteurs** who focus mainly on the accuracy of the reviewers' opinions, especially when the reviewers have different opinions.
- The rapporteurs participate in the assessment meetings of the subject-area board and provide the board with information on the projects when establishing the order of projects.
- In the case of applications for an extension, the subject-area board may propose to the Grant Agency that a project be terminated in the following cases: the procedures and objectives are different than in the application, insufficient/no output, gross errors in drawing down funds.
- The results of the assessment are published in the web app usually at the **end of March/beginning of April**.
- Within 15 days of the announcement of the results, a request may be filed with the Grant Council to **review the decision** on not recommending a project for funding (only in particularly serious cases).

Important links

- Basic terms of the competition: <https://cuni.cz/UK-2446.html#10>
- Web app for submitting the application: <https://is.cuni.cz/webapps/>
- Grant Rules: <https://cuni.cz/UK-8906.html>
- Principles of GA UK activities: [Rector's directive no. 11/2023](#)
- GA UK on the Faculty of Arts web pages: <http://www.ff.cuni.cz/vyzkum-a-veda/granty-a-projekty/interni-projekty/grantova-agentura-uk-gauk/>

On behalf of the **Grant Office**
of the Faculty of Arts
We wish you all the success with your application

Mgr. Jiří Tříška
and
Mgr. Monika Sechovcová

door no. 424 (main building)

e-mail: jiri.triska@ff.cuni.cz, phone: 221 619 321

e-mail: monika.sechovcova@ff.cuni.cz, phone: 221 619 397