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Internal Regulations

Czech Academy of Sciences

Guideline No. 10 of the Academy Council of CAS

dated 12 March 2019

on the Programme for Research and Mobility Support of Starting Researchers

Guideline distributed on 2 April 2019

CHAPTER I

General Provisions

Article 1

Fundamental Provisions

- (1) The Programme for Research and Mobility Support of Starting Researchers (hereinafter the “MSM Programme”) aims to support independent research projects organised by emerging researchers of the Czech Academy of Sciences (hereinafter the “institute”) working together with important foreign research host institutes (hereinafter the “MSM Project”).
- (2) Only the following researchers may be proposed to be included in MSM Programme:
 - a) a holder of PhD degree or its equivalent at the time the MSM Project starts;
 - b) whose period of research experience after receiving the above title is not longer than 36 years at the moment of filing the motion to be included in MSM Programme (hereinafter the “candidate”).
- (3) The research experience period under paragraph 2(b) shall not include work disability exceeding 90 days, mandatory military service, maternity and parental leave, or period of care for a person who is considered dependent on assistance provided by another physical person in line with the Social Services Act.
- (4) The proposed candidate must be employed at the institute (full-time employment) throughout the entire time the candidate provides contribution to the MSM Project. It is possible to reduce the employment of the researcher included in the MSM Programme (hereinafter the “researcher”) up to half-time, provided that the researcher does not hold any other employment and at the same time cares for a child under 15, or continuously cares for a person (usually by themselves) who is considered dependent on assistance provided by another physical person pursuant to the Social Services Act.
- (5) The researcher may be included in the MSM Programme only once.

Article 2

Proposal for Involvement in the MSM Programme

- (1) The proposal to be included in the MSM Programme (hereinafter the “proposal” only) shall be submitted by the director of the institute after discussing the proposal in the institute’s council, usually before 31 August, unless specified otherwise.
- (2) The proposal shall include:
 - a) information about the proposed candidate, including their professional curriculum vitae;
 - b) information about the MSM Project, including the solution time;
 - c) information about the foreign research host institute in line with Article 1(1) (hereinafter the “foreign institute”) and the institute’s approval of the acceptance and support for the proposed candidate during their work stay while working on the solution for the MSM Project;
 - d) information about the work stay of the proposed candidate abroad lasting at least 6 months; should the solution of the MSM Project require it, the work stay may be divided between two foreign host institutes, and in such scenario, the work stay at one foreign institute must last at least 2 months while the total length of stay at both institutes must be at least 6 months;

- e) budget proposal including explanation.

Article 3

Discussing the Proposals to Be Included in the MSM Programme

- (1) The Council of the Programme for Research and Mobility Support of Starting Researchers (hereinafter the “MSM Council”) shall discuss the proposals. Members of the MSM Council and its Secretary are appointed by the Academy Council of the CAS. The Secretary is an employee of the Head Office of the CAS.
- (2) The proposals are evaluated particularly according to the following criteria:
 - a) scientific quality of the proposed MSM Project;
 - b) results achieved through previous scientific work of the proposed candidate;
 - c) estimated contribution and benefits of the MSM Project for the institute;
 - d) likelihood of starting a new perspective and long-term international cooperation;
 - e) adequate financial expenses.
- (3) The MSM Council shall appoint from within its members the reporting clerk for each proposal. The MSM Council submits the proposals to the Academy Council of the CAS for approval in two categories:
 - a) recommended;
 - b) not recommended.
- (4) After discussing the submitted proposals by the Academy Council of the CAS, the Council chairperson shall send a notice to the relevant institutes communicating whether the proposal has or has not been approved by the Academy Council of the CAS.
- (5) Evaluation reports prepared by the reporting clerks together with the opinion of the MSM Council are forwarded to the director of the institute through the Head Office of the CAS information system.

CHAPTER II

Financing Conditions

Article 4

- (1) Scientific activities of the researcher are supported by a subsidy (hereinafter the “subsidy”).
- (2) The subsidy is granted to the institute according to the guideline of the Academy Council of the CAS on subsidies provided by the Czech Academy of Science to the institutes.
- (3) The subsidy is granted for the period of 1 year at minimum and 2 years at maximum. The subsidy payment for the following calendar year is conditioned by the positive recommendation pursuant to Article 6.
- (4) The subsidy amounts to CZK 1,000,000.00 per one MSM Project. The subsidy may be used to cover the following:
 - a) material expenses up to CZK 280,000.00;
 - b) service costs (including conference attendance fees and publishing costs) up to CZK 120,000.00;

- c) traveling expenses to and from the institute (up to 2 return trips when the stay is divided or when staying at two different foreign host institutes) and travel and accommodation fees related to presentation of results achieved under the MSM Project at professional conferences, up to CZK 120,000.00;
 - d) business trip expenses covering up to 2 foreign host institutes (meals, accommodation fees, local commuting expenses, health insurance) up to CZK 480,000.00.
- (5) While staying at the foreign host institute, the employment of the researcher at the relevant institute shall still remain valid.
- (6) The subsidy cannot be used to pay for investment costs or personal expenses.

CHAPTER III

Evaluation

Article 5

- (1) Once a year the MSM Council shall evaluate the solution of the MSM Project.
- (2) The evaluation criteria include the fulfilment of the MSM Project objectives and the quality of the achieved results.

Article 6

Previous Period Report and Final Report

- (1) For the purpose of annual evaluation pursuant to Article 5(1), the director of the institute shall submit to the MSM Council a report for the previous period. The director shall do so within 1 month after the subsidy in the respective calendar year is terminated, unless otherwise specified.
- (2) The report prepared in line with paragraph 1 of this Article shall include the following:
- a) report on the MSM Project solution;
 - b) list of outputs published or accepted for publication created in relation to MSM Project solution;
 - c) subsidy use and cost report;
 - d) general work plan and budget proposal for the next calendar year including explanations.
- (3) The final report is to be submitted by the director of the institute to the Council within 1 month after the subsidy is terminated, unless specified otherwise.
- (4) The final report shall include the following:
- a) information about MSM Project solution from the date the report, prepared in line with paragraph 2, is submitted;
 - b) list of the outputs published or accepted for publication created in relation to MSM Project solution;
 - c) subsidy use and cost report;
 - d) assessment of the benefits of the cooperation with the foreign host institute;
 - e) evaluation of the benefits of the participation in MSM Programme for professional development of the researcher and for the institute.
- (5) The evaluation report is to be approved by the Academy Council of the CAS based on the proposal of MSM Council.

Article 7

Common Provisions

- (1) Motions, reports, and other documents are filed via the information system of the Head Office of the CAS, unless otherwise specified.
- (2) All outputs created in relation to the MSM Project shall mention the support provided by the CAS. Publication results and other relevant outputs arising from the MSM Project solution shall be reported by the institute to the Automated Evidence System Database (ASEP).
- (3) Any possible changes in the solution of the MSM Project, postponement of the beginning of the MSM Project, or cancellation or extension of the Project shall be decided by the chairperson of the MSM Council based on a reasonable request submitted by the director of the institute. Request to extend the solution time for the MSM Project shall be submitted by the director of the institute at least 3 months before termination of the MSM Project.

Article 8

Repealing Provision

Guideline No. 5/2016 of the Academy Council of the CAS defining subsidies for the support of international cooperation for emerging researchers is hereby terminated.

Article 9

Effectiveness

This Guideline shall come into force on the day of its announcement.

Prof. RNDr Eva Zažímalová, CSc.
President of the CAS