

GUIDELINES FOR MOBILITY PLUS PROJECTS (MPP)

between
the Czech Academy of Sciences (CAS)
and Japan Society for the Promotion of Science (JSPS)
2021-2022

Contact person

CAS:

RNDr. Zdeněk Kresl

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General conditions

- **Project duration:** from 1. 1. 2021 to 31. 12. 2022.
- **Project ID number** (as stated in the letter informing about the selection process results) must be mentioned in all communication with the contact person.
- The principal investigator on the Czech side shall be in primary contact with the contact person at the CAS.
- The outgoing member of the Czech research team or their employer is obliged to secure travel health insurance for the entire duration of their stay abroad.
- If visa is required, the outgoing member of the Czech research team is responsible for securing their entry visa to the destination country.
- Changes in the Czech research team within the project implementation period are possible, however these must be duly justified in the running/final project report. In case of a replacement of the principal investigator, a written request for approval of this change must be submitted to the contact person as soon as possible. Changes in the research team must not result in a budget increase (compared to the original project proposal).

Any changes in partner organisation's team shall be administered by the principal investigator from the partner organisation in accordance with their internal rules and regulations.

- The principal investigator is required to submit a **running project report** annually. **The report is to be submitted by 31 January of the following year exclusively via the KIS online application** (<https://kis.avcr.cz/kis2/oms>) using the KIS account of the director of the institute (who is the project applicant).
- At the end of the project implementation period, the principal investigator is required to submit a **final project report**. **The report is to be submitted by 31 January of the following year exclusively via the KIS online application** (<https://kis.avcr.cz/kis2/oms>) using the KIS account of the director of the institute (who is the project applicant).
- Running/final project report forms are sent to the investigator's e-mail address at the beginning of December or can be downloaded from the KIS application (again, using the account of the director of the institute), where they are available from 1 December. Outcomes of the project report evaluations are available in the KIS online application in due course.
- Running/final project reports shall include the following information: project ID number, description of research activities undertaken within the project, overview of project outcomes and outputs, information on the course and progress of the project in the given year, overview of grant spending including justification of individual costs, planned activities and costs for the following year of project implementation (applies to the running project report only).
- Project reports can be filled in either in English or Czech.
- The principal investigator is required to record all project outputs in the ASEP common academic database in accordance with the Guideline of the Academy Council of the Czech Academy of Sciences no.4/2013 from 12 March 2013 (further information on the ASEP database can be found at: <https://www.lib.cas.cz/asep/>).

Financial conditions

- **Financial contributions** are provided solely to cover the costs related to the **project implementation and in accordance with planned activities outlined in the project proposal**.
- **At least 50%** of the grant spending shall be **used to cover mobility costs** and **at least 30%** of the grant spending shall be **used to cover research costs**.
- Financial contributions in the maximum amount as specified in the project proposal are provided in form of a grant, always for a given billing period.
 - Billing periods:

01/2021–12/2021	500.000 CZK
01/2022–12/2022	500.000 CZK
- **Eligible costs are non-investment costs:**
 - Mobility costs of Czech research team members:
 - Travel and living expenses
 - Research costs:
 - Consumables;
 - Services;
 - Equipment up to 40 000 CZK;
 - Networking.
- **Non-eligible costs are investment costs and the following costs:**

- Personnel;
 - Large equipment exceeding 40 000 CZK;
 - Overheads.
- Should the grant spending in the given calendar year/billing period change against the approved budget in the original project proposal (e.g. change in the planned budget structure, not full grant spending etc.), the principal investigator must inform the contact person or directly Ms Adéla Kopecká (kopecka@kav.cas.cz, tel.: 221 403 232) from Grant Administration Section, immediately. Depending on the change that is being requested, the matter shall be forwarded for consideration to the relevant authority.
 - Financial contributions will be provided to the institute based on a Grant Application submitted by the institute in the respective Call for Grant Applications (<http://www.avcr.cz/cs/veda-a-vyzkum/podpora-vyzkumu/aktualni-vyzvy-av-cr/>)
 - The institute will handle the grant according to the official Grant Award Decision instructions.
 - The grant cannot be transferred to an institute/entity outside of the Czech Republic.
 - Any questions related to the eligibility of costs should be discussed with the contact person.
 - Financial contributions for the second and further billing periods can be provided only after the running project report for the previous period has been evaluated.