

GUIDELINES FOR MOBILITY PROJECTS (MP)

between
the Czech Academy of Sciences (CAS)
and Polish Academy of Sciences (PAN)
2020-2022

Contact person

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General conditions

- **Project duration:** from 1. 1. 2020 do 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 at the CAS.
- The principal investigator on the Czech side shall primarily be in contact with the contact person.
- **Financial contributions** are provided solely to cover **mobility costs related to the implementation of the project**. Financial contributions can be provided and spent only in the year when visits take place and cannot be claimed in the following year/s.
- **The length of visits (number of man-days)** must not exceed the number of days requested in the project proposal.
- **Man-days not used** during one calendar year cannot be transferred to the following year/s of project implementation.
- **Man-days approved for students and junior researchers** should not be transferred in favour of other team categories.
- **Changes in the Czech research team** during the project are possible only with a previous approval from the CAS. The principal investigator must send a written request for a change (including change justification) to the contact person via e-mail. The request will be submitted for consideration to the CAS. The contact person will then inform the principal investigator about the decision.
Changes in the research team must not result in an increase of the number of man-days

(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 in this case). Annual evaluation of the project must take place and is a condition for the project to continue into the next year.
- 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.
- 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. Once the reports are evaluated, the evaluation results will be also available in the KIS online application.
- 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/>).

Visits of the Czech research team abroad

- The latest possible return date from the destination country is **30 November** of the given year.
- Members of the Czech research team are sent abroad through their CAS institute. The **institute** shall cover their **travel expenses from/to the Czech Republic**.
- **Financial conditions of the PAN**
 - The partner organisation pays a daily allowance up to a maximum of 90 PLN/person/day, accommodation up to a maximum of 180 PLN/person/night and domestic transport (in accordance with the previously approved programme of the visit). The applicable daily allowances will be updated [here](#).
 - Daily allowances are to be paid on the day of arrival.
- Czech principal investigator and PO's principal investigator agree on the visit and discuss all relevant details (date of arrival and departure, program etc).
- All formal requirements related to the visit of the Czech research team shall be handled by the PO's principal investigator in accordance with PO's internal rules and regulations.
- The outgoing members of the Czech research team or their employer are obliged to secure **travel health insurance** for the entire duration of their stay abroad.
- If visa is required, the outgoing members of the Czech research team are responsible for securing their visa to the destination country.
- **It is recommended to inform the contact person** at the Czech Academy of Sciences (via e-mail) about **the details of the visit** in case of unexpected events that may require contact person's assistance.

Visits of the partner organization's team to the Czech Republic

- The latest possible departure date **from the Czech Republic is 30 November** of the given year.
- The visit of PO's research team to the Czech Republic is supported by the Head Office of the CAS via a financial contribution covering the following costs:
 - **accommodation** – up to 1,600 CZK/person/night,
 - **daily allowance** - in accordance with valid national legislation in the Czech Republic (Labour Code) and CAS internal rules – the maximum amount for 2020 is 689 CZK/person/day. An overview of the method for calculation of daily allowance is available here: http://www.avcr.cz/opencms/export/sites/avcr.cz/en/academic-public/international-affairs/bilateral-cooperation/practical-information-and-links/allowances_2020.pdf,
 - **domestic transport** – only in case that such a trip is necessary for the project. A bus or a train ticket (II. class) can be reimbursed, including seat reservation. No other means of transport can be reimbursed. The contribution does not cover daily commute to/from work.
- **Financial contributions to cover the costs of PO's research team visit in the given year will be provided to the receiving CAS institute/s in form of a grant. The institute must submit a Grant Application in the respective Call for Grant Applications (<http://www.avcr.cz/cs/veda-a-vyzkum/podpora-vyzkumu/aktualni-vyzvy-av-cr/>).**
- In case of visit cancelation, the receiving CAS institute must cancel any pre-booked accommodation immediately in order to minimize possible costs. If a cancellation fee is charged, the Head Office of the CAS can only reimburse the costs of the first night.
- Incoming members of the PO's research team are obliged to secure their entry visa to the Czech Republic, if required.

Specific conditions

AV ČR-PAN kvóty v návrzích projektů

Project ID	Princ. Czech Investigator	CAS Institute	Princ. Polish Investigator	PAS Institute	Quota in 2020		Quota in 2021		Quota in 2022	
					CAS	PAS	CAS	PAS	CAS	PAS
PAN-20-01	KESSLER Vojtěch	Institute of History	ĆWIEK-ROGALSKA Karolina	Instytut Sławistyki	21	21	21	21	21	21
PAN-20-04	WARSITZSKA Michael	Institute of Geophysics	KRZYWIEC Piotr	Institute of Geological Sciences	15	15	15	15	/	/
PAN-20-05	HAMPLOVÁ Dana	Institute of Sociology	SMOCZYNSKI Rafal	Institute of philosophy and sociology	20	15	20	15	20	15
PAN-20-07	SAWICKI Jakub	Institute of Archaeology	KOLENDA Justyna	Instytut Archeologii i Etnologii	21	21	21	21	21	21
PAN-20-08	STUHLÍK Aleš	Institute of Physiology	CZAJKOWSKI Rafal	Nencki Institute of Experimental Biology	21	21	21	21	21	21
PAN-20-09	FRIEDL Jiří	Institute of History	KALISKI Bartosz	Institute of History	21	21	21	21	21	21

PAN-20-11	HVORECKÝ Juraj	Institute of Phylosophy	MILKOWSKI Marcin	Institute of Philosophy and Sociology	14	14	14	14	14	14
PAN-20-12	MACUSOVÁ Eva	Institute of Plasma Physics	BIELECKI Jakub	Institute of Nuclear Physics	21	19	20	20	21	20
PAN-20-14	REINIŠ Milan	Institute of Molecular Genetics	PAJTASZ- PIASECKA Elżbieta	Hirsfeld Institute of Immunology and Experimental Therapy	12	20	12	20	9	20
PAN-20-17	BURGERT Pavel	Institute of Archaeology	WERRA Dagmara	Instytut Archeologii i Etnologii	20	10	20	10	15	10
PAN-20-18	SITEK Libor	Institute of Geonics	SKOCZYLAS Norbert	The Strata Mechanics Rock Institute	20	20	20	20	20	20
PAN-20-19	HOSPODKOVÁ Alice	Institute of Physics	LESZCZYŃSKI Michał	Institute of High Pressure Physics	21	21	21	21	21	21
PAN-20-20	ZYMAKOVÁ Anna	Institute of Physics	SZLACHETKO Jakub	Institute of Nuclear Physics	15	15	15	15	15	15
PAN-20-21	POTOCKÝ Štěpán (ŠTENCLOVÁ Pavla)	Institute of Physics	PUSZ Sławomira Ewa	Centre of Polymer and Carbon Materials	21	18	21	21	21	21