

GUIDELINES FOR MOBILITY PROJECTS PLUS (MPP)

between the Czech Academy of Sciences (CAS) and Research Foundation – Flanders (FWO) 2021-2022

Contact person

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General conditions

- **Project duration:** from 1. 1. 2021 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.
- **Man-days approved for students and junior researchers** should not be transferred in favour of other team categories.
- 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** 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/>).

Financial conditions

- **Financial contributions** are provided solely to cover the mobility costs related to the **project implementation and in accordance with planned activities outlined in the project proposal**.
- 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	100.000 CZK
01/2022–12/2022	100.000 CZK
- **Eligible costs** are non-investment costs for mobility costs of Czech research team members:
 - **Travel and living expenses.**
- 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.