

GUIDELINES FOR MOBILITY PROJECTS (MP)

**between
the Czech Academy of Sciences (CAS)
and the National Academy of Sciences of Belarus (NASB)
2020-2022**

Contact person

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 for given year from the destination country can be set in accordance with requirement of the partner organisation. In this case the contact person will inform Czech principal investigators about that.
- 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 NASB**
The partner organisation pays:
 - Daily allowance in accordance with the legal regulations in their respective countries; in Belarus up to 22, - USD per day – the daily allowance are not paid cash, but there is arranged meal in the Academic Café near the hotel.
 - The applicable daily allowances will be updated [here](#).
 - Accommodation up to 100 BYN/per person and night (it is arranged in the academic hotel (Академическая гостиница) near the NASB).
 - Domestic long-distance public transport (in accordance with previously approved programme of the visit).

- The visits are administered by the Division of International Cooperation at the Head Office of the Czech Academy of Sciences.
- The Czech principal investigator agrees with the Belarussian principal investigator details of the visit of the member of the Czech research team in Belarus – (period of visit, program, etc.).
- The principal investigator on the Czech side provides all relevant information about the visit (names, planned dates of arrival, dates of departure etc.) to the contact person at least 30 days before departure. The contact person submits the information to the PO. Once the visit receives PO's approval, the contact person informs the principal investigator (and provides further details if available).
- Once the visit is approved, the contact person provides all details of the visit (date of arrival and departure, program etc) with the PO.
- All formal requirements related to the Czech research team visit 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.

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.
- Czech principal investigator is required to provide the following information at least **10 calendar days before** the planned **arrival** of PO's research team to the Czech Republic. The information must be provided to the contact person via e-mail:
 - project ID number,
 - name, surname and scientific titles of all research team members,
 - arrival date, approximate time of Czech border crossing or flight arrival time in case of air travel,
 - departure date, approximate time of Czech border crossing or flight departure time in case of air travel,
 - any requirements for domestic transport,
 - details of the accommodation booked by the receiving CAS institute – name, address, number of nights, price per person/night (inclusive of VAT),

- number of meals provided free of charge during the day, e.g. breakfast in the accommodation, lunch and/or dinner at a conference etc.
- Before the arrival of PO's research team, the contact person prepares a draft budget of preliminary costs (Rozpočet předpokládaných nákladů - draft budget form) in a PDF format and an end-of-stay report (Hlášení - real budget form) in an Excel format. Both forms are e-mailed to the economics department of the receiving CAS institute (copy to the principal investigator).
- The receiving CAS institute (its economics department) pays the accommodation invoice, pays out the actual daily allowance (in cash, against signing of a cash receipt) and the domestic transport (in cash, after tickets and receipts are presented). Any discrepancies will be re-calculated in the end-of-stay report.
- The receiving CAS institute (its economics department) prints out, stamps and signs the **end-of-stay report** within 14 calendar days after PO's research team departure. **The original report stays at the institute, a scanned copy of the report is to be sent to the contact person.**
- **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 cancellation, 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

List of projects with reg. nr. and exchange quotas per research team and year:

Mobility Projects CAS - NASB 2020-2022						Quota		
						CZ Researchers/BELR. Researchers		
Project ID Number	Project Title	CAS Institute	Czech Principal Investigator	Foreign Institute	Foreign Principal Investigator	days 2020	days 2021	days 2022
NASB-20-01	Belarusian-West Slavic linguistic and cultural connections: past, present, perspective	Institute of Slavonic Studies, CAS	Miroslaw Jankowiak, Ph.D.	National Academy of Sciences of Belarus, Y. Kolas Institute of Linguistics of the Center for Belarusian Culture, Language and Literature Research, the National Academy of Sciences of Belarus	Ihar Kapylou, Ph.D.	21/21	21/21	21/21
NASB-20-02	High temperature processing of waste using steam plasma	Institute of Plasma Physics, CAS	Anton Serov, PhD	National Academy of Sciences of Belarus, A.V.Luikov Heat and mass transfer institute of NAS of Belarus	Vasili Sauchyn, PhD	21/21	21/21	21/21
NASB-20-03	Development and enhancement of luminescent materials for multipurpose applications	Institute of Physics, CAS	Mgr. Maksym Buryi, Ph.D.	National Academy of Sciences of Belarus, B.I. Stepanov Institute of Physics the National academy of sciences of Belarus (IP NASB)	Georgii E. Malashkevich, Dr. Sci (Phys. & Math.)	21/21	21/21	21/21