

GUIDELINES FOR MOBILITY PROJECTS (MP)

between the Czech Academy of Sciences (CAS) and Mongolian Academy of Sciences (MAS) 2021-2023

Contact person

Contact person

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General conditions

- **Project duration:** from 01. 01. 2021 do 31. 12. 2023.
- **Project ID number** (as stated in the letter informing about the selection process results and in the table at the end of the Guidelines) 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

- If the exact dates of the visit have not been confirmed, **the latest possible return date** from the destination country **can be determined** based on consultations with the partner organisation. The contact person shall inform the principal investigator about this date.
- 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 MAS**
The partner organisation pays:
 - **Accommodation** up to **150 000MNT** /person/night;
 - **Daily allowance** – **30 000 MNT** /person/day;
 - **Domestic transport expenses by Mongolian long-distance public transport (bus, train) in actual amount spent, original ticket receipts required**; the daily transfers between accommodation facility and the workplace are not reimbursable.
- The visits are administered by the Division of International Cooperation at the Head Office of the Czech Academy of Sciences.
- **Two months before a visit** the principal investigator on the Czech side provides all relevant information about the visit (ID Number, name, planned dates and time of arrival to Mongolia, dates and time of departure from Mongolia, requirement for a domestic transport, etc.) to the contact person. 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).
- Time of arrival and departure can be specified later, after a booking of the air ticket.

- Once the visit is approved, the Czech principal investigator and the PO's principal investigator agree on further details of the visit (date of arrival and departure, program etc).
- 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 2021 is 725 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

A table of projects with exchange quotas per research team and year

Proj. ID Nr.	Project Title	CAS Institute	Project Leaders	Quota/days/year CZ/MG		
		MAS Institute		2021	2022	2023
MAS-21-01	CO2 Dynamics from a Forest on Underlying Permafrost Area in a Warming Climate Region	ÚVGV AV ČR/ Institute of Geography - Geoecology (IGG), MAS	MAREK Michal V./ DASHTSEREN Avirmed	21/20	21/0	0/21