

# GUIDELINES FOR MOBILITY PROJECTS (MP)

between  
the Czech Academy of Sciences (CAS)  
and Research Foundation - Flanders (FWO)  
2019-2020

## Contact person

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## General conditions

- **Project duration:** from 1. 1. 2019 do 31. 12. 2020.
- **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

- 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 FWO**
  - The partner organisation pays a flat rate of 66 EUR/person/day (the rate includes daily allowance, accommodation and domestic transport). 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](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 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**

Reg. č.	Project Name	CAS Principal Investigator	CAS Institute	FWO Principal Investigator	FWO Institute	2019		2020	
						CAS	FWO	CAS	FWO
FWO-19-01	Separating the invisible from the visible: mixture analysis of macroscopic elemental maps of valuable paintings	ZITOVÁ Barbara	ÚTIA	JANSSENS Koen	University of Antwerp	21	21	21	21
FWO-19-03	Critical comparison of block and gradient copolymer micelles as bioactive cargo carriers	HRUBÝ Martin	ÚMCH	HOOGENBOOM Richard	Ghent University	21	21	21	21
FWO-19-06	Art, Ontology and Politics	BIERHANZL Jan	FLÚ	COOLS Arthur	University of Antwerp	20	20	20	20