**INFORMATION – GA CR 2024**

**POSTDOC INDIVIDUAL FELLOWSHIP (Incoming/Outgoing)**

**JUNIOR STAR**

**20/02/2023**

**Prepared by the Dean's Office of the Faculty of Science on the material of Zdenka Žampachová (Rectorate, Research Office)**

# IMPORTANT DATES

|  |  |
| --- | --- |
| Call announcement | 14/02/2023 |
| **Deadline for project** **submission** | **04/04/2023 Deadline of Faculty of Science: 3/4/2023 till 18:00** |
| Deadline for submission to MU Research Ethics Committee ([Mgr. Blanka Jančeková, Ph.D.)](https://www.muni.cz/lide/184692-blanka-jancekova) | **Please, send the request as soon as possible, at the latest until 06/03/2023; 6 PM** |
| Results of the evaluation | 03/11/2023 (JUNIOR STAR)  30/11/2023 (PIF) |
| Beginning of the project | 01/01/2024, at the latest 01/10/2024 (PIF)  01/01/2024 (JUNIOR STAR) |
| Project duration | 3 years (PIF)  5 years (JUNIOR STAR) |
| Budget limits | Limit is not specified (PIF)  max. CZK 25 million/project (JUNIOR STAR) |
| **GRIS** – complete part B (Funds in detail,  breakdown of Funds + justification of Costs | **22/03/2023 ‐ Deadline of Faculty of Science** |
| **ISEP** ‐ deadline for starting an electronic  approval and for the declaration for cofinancing | **29/03/2023 ‐ Deadline of Faculty of Science** |

# INSTRUCTIONS FROM DEAN´S OFFICE FACULTY OF SCIENCE

**ALL OF THE BELOW APPLIES EVEN IF THE FACULTY OF SCIENCE TAKES THE ROLE OF CO-PROPOSER.**

**2.1 CREATION OF A PROJECT PROPOSAL**

* **ISEP** – project proposal must be created in ISEP. (Project Proposal Editor ‐ GAČR Investor ‐Program Framework “GM - JUNIOR STAR“ or “GN - POSTDOC INDIVIDUAL FELLOWSHIP”
* **GRIS** ‐ in the GRIS application, it is necessary to add the account **“GACRSCIMUNI”** in the “Users” in the **Project editor role**.

**2.2 FACULTY LEVEL CONTROL**

* **Proposals must be SUBMITTED in GRIS no later than Wednesday 22/03/2023** ‐ FACULTY LEVEL CONTROL follows, after which the applicants will be invited to generate a FINAL pdf. The FINAL PDF needs to be send to gacr@sci.muni.cz **no later than 03/04/2023 at 18:00.**
* Inserting the proposal means: **part B** ‐ breakdown of financial items and justification of financial items (material + personnel costs) is filled in. Project description (part C1) can be inserted later.
* **Generated pdf ‐ must not be renamed!!!!**
* !!**It is NECESSARY to create a project proposal also in ISEP**!! The proposal will be approved electronically in ISEP. To do this, you first need to insert the project proposal into documents (Documents tab), select **"Project proposal (including attachments)"** as the document type. Then start the electronic approval of the Evidence Sheet (Pruvodka in Czech) - Approval tab. The Evidence Sheet must be fully approved before the final project proposal can be sent via data mailbox. If the final project proposal is not yet available, it is possible to insert a **draft in which the budget will be final and agreed.**

**2.3 INVESTMENT** (only for JUNIOR STAR)

* Acquisition of investments is possible only if the director of the institute agrees with the cofinancing.
* Prior to the submission of the proposal, it will be necessary to give evidence of **the Affidavit of the Director of the Institute on co‐financing of investments**, which is set out **in** [**Annex 1a**](https://www.sci.muni.cz/media/3391704/annex1a_affidavit_investment.pdf)**.** Send the filled out Affidavit form by email (it will be submitted for electronic approval) to the relevant project economist of the institute at which the project is submitted **no later than Wednesday, 29/03/2023**, (see the contact persons below)
* In the case of investment planning, please consult in advance your intention with Petra Rozíkova, [rozikova@sci.muni.cz](mailto:rozikova@sci.muni.cz); tel: 549 49 5291

**2.4 WAGE PLANNING**

* When planning personnel costs, please follow the [Methodology for planning personnel costs](https://www.sci.muni.cz/media/3503890/metodika-osobni-naklady-projektu-2023.pdf). Plan of personal cost consult in advance with the relevant project personnel officer of the institute at which the project is submitted (see contact persons below)
* Wage levies ‐ 34.8%
* Levies from the agreement to perform work ‐ 33.8%
* **In case of necessity of co‐financing of personnel costs, it will be necessary to give evidence the** Affidavit of the Director of the Institute on co‐financing of non‐investments ([Annex No. 1b](https://www.sci.muni.cz/media/3391703/annex1b-affidavit_non-investment.pdf)). Send the filled out Affidavit form by email (it will be submitted for electronic approval) to the relevant project economist of the institute at which the project is submitted **no later than Wednesday, 29/03/2023**, (see the contact persons below)

**2.5 APPLICABLE CONDITIONS**

* **do not insert not allowed attachments!**
* Basic Identification Data must be provided **in Part A** ‐ The Researcher ID, Scopus Author ID or ORCID. You can find a presentation with instructions on how to create these identifiers (Researcher ID and ORCID) [here](https://www.sci.muni.cz/media/3389407/priloha-c-4-prezentace-s-navodem-na-zalozeni-idenfitikatoru.pdf). Scopus ID is an identifier that is assigned to the author, if he has a publication in the SCOPUS database, otherwise it cannot be created.

**2.6 CONTACT PERSONS**

**Economists:**

Ing. Iveta Svobodová; [iveta.svobodova@sci.muni.cz,](mailto:iveta.svobodova@sci.muni.cz, ) 549 49 8183**,** 771 273 449

(institutes: 4010, 3050, 4070, 5040)

Ing. Tereza Johnová; [johnova@sci.muni.cz](mailto:johnova@sci.muni.cz), 549 49 3873,733 614 433

(institutes: 1010, 2020, 2030, 2040, 5010, 5030)

Ing. Jitka Kosinová, [jitkak@sci.muni.cz](mailto:jitkak@sci.muni.cz), 549 49 3702, 773 251 776

(institutes: 4020, 3010, 6000)

**Personalists:**

Ing. Michaela Manová, manova@sci.muni.cz , 549 49 4491, 771 239 310

(institutes: 3050, 4020, 6000, 3010)

Mgr. Ivana Ludíková, ludikova@sci.muni.cz , 549 49 4859, 778 737 171

(institutes: 4070, 1010, 2020, 2030, 2040, 5010,5030)

Ing. Eva Žufanová, evazufan@sci.muni.cz , 549 49 3437, 604 919 243

(institute: 4010)

**Factual control and dispatch**

Ing. Martin Hovorka, hovorka@sci.muni.cz , 549 49 1412

**Investment**

Petra Rozíková; [rozikova@sci.muni.cz](mailto:rozikova@sci.muni.cz); 549 49 5291

**ALL OF THE ABOVE APPLIES EVEN IF THE FACULTY OF SCIENCE TAKES THE ROLE OF CO-PROPOSER.**

**ATTACHEMENTS:**

1. the Affidavit of the Director of the Institute on co‐financing of investments ([Annex 1a](https://www.sci.muni.cz/media/3391704/annex1a_affidavit_investment.pdf)) and of

non‐investments ([Annex No. 1b](https://www.sci.muni.cz/media/3391703/annex1b-affidavit_non-investment.pdf))

2. Range of gross salaries determined by the faculty for individual job positions

3. [Guidelines of the Research Ethics Committee](https://www.muni.cz/o-univerzite/fakulty-a-pracoviste/rady-a-komise/eticka-komise-pro-vyzkum/aktuality/pokyny-pro-souteze-ga-cr-s-pocatkem-reseni-v-roce-2024) for GACR 2024

4. Offer to insert text in section C1, point (f) [“Human Resources and Gender“ in Horizon Europe and GACR](https://is.muni.cz/auth/do/sci/web/HRA/hra_pro_projekty/), ["Data Management" for GACR proposals](https://www.sci.muni.cz/media/3401653/data-management-muni-sci_gacr-230322.pdf) (The offers represents the maximum usable version. The text can be individually shortened/edited for your own use.)

5. [MU Gender Equality Plan](https://www.muni.cz/media/3371580/gender_equality_plan_mu_gep_mu_en.pdf) - reference to the existing gender equality plan is a mandatory part of section C1 - justification of the project proposal. Insert only the link to section C1, not the entire document as an attachment (this would be an unallowed attachment).

# DOCUMENTATION

The Czech and English versions of the POSTDOC INDIVIDUAL FELLOWSHIP ([Incoming](https://gacr.cz/pif-in-2024/), [Outgoing](https://gacr.cz/pif-out-2024/)) and [JUNIOR STAR](https://gacr.cz/js-2024/) documentations are published [here](https://gacr.cz/en/tenders-for-2024-projects/).

Call documentation and other documents for these calls are available on the [MU Portal](https://portal.muni.cz/vyzkum-a-projekty/projekty-a-granty/narodni-schemata/projekty-na-podporu-vyzkumu/grantova-agentura-ceske-republiky/ga-cr-2024).

# CALL INFORMATION

The Calls are open to project proposals within all disciplines and topics of basic research.

**POSTDOC INDIVIDUAL FELLOWSHIP Incoming** – applicants should be outstanding researchers in the early stages of their careers, with long-term experience abroad in basic research, who will be given the opportunity to carry out his/her own scientific intent at an institution in the Czech Republic for the entire duration of the project, i.e. 3 years (a minimum of 2 of the last 3 years as a doctoral student abroad or employment with a scientific institution abroad, or those two combined, shall be deemed long-term experience abroad).

In addition, **the applicant must meet the condition that he/she received his or her Ph.D. degree** (or its equivalent) **no more than 4 years before September 30, 2023**. (The project proposal may already be submitted before the applicant´s Ph.D. defence, and the applicant must add the affidavit to the project proposal and send the certificate to GA ČR before October 10, 2023).

**The applicant of PIF Incoming, may not be employed by the organization or any other scientific institution in the Czech Republic from February 14th until April 4th, 2023** (that means from the date of announcement till the Call deadline).

**POSTDOC INDIVIDUAL FELLOWSHIP Outgoing** – applicant should be an outstanding researcher in his/her early career with an institution in the Czech Republic and **must meet the condition that he /she received his/her Ph.D. degree** (or its equivalent) **no more than 4 years before September 30, 2023**. (The project proposal may already be submitted before the applicant´s Ph.D. defence, and the applicant must add the affidavit to the project proposal and send the certificate to GA ČR before October 10, 2023). **The expected duration of the Fellowship is 730 days** **abroad** (minimum 670 days abroad). The fellowship must take place at one institution only. The launch date of the project must match the first day of the fellowship abroad. After the completion of the fellowship abroad, **the applicant must continue to carry out the project at the institution of the beneficiary for a minimum of 365 days**.

**JUNIOR STAR** - **aims at scientists at the beginning of their career to establish an independent group**. **The condition of the excellent junior researcher is limited up to 8 years (exactly it means till 30th September 2023) after the Ph.D. title** or its equivalent **was granted**. The project applicant can be researcher before the term of the defence of Ph.D. (the project proposal may already be submitted before the applicant´s Ph.D. defence, and the applicant must add the affidavit to the project proposal and send the certificate to GA ČR before October 10, 2023).

**The applicant must already have substantial international experience.** The following may be accepted as substantial international experience: **a Ph.D. completed abroad, or a long-term research mission at an institution abroad within the applicant’s Ph.D. programme or after the completion thereof, or multiple short-term research missions at an international institution (or institutions), or cooperation with authors abroad which has culminated in joint publications**. The applicant must be an author of prestigious international journals or to achieve another comparable result to prove his/her excellence.

**Any person who has already received a grant in the past aimed at scientific independence or the establishment of his/her own scientific group (e.g. ERC Starting Grant, GAMU MASH JUNIOR, previous GA CR Junior Grant etc.) may not be the applicant of a JUNIOR STAR project!**

**Limits:**

**A single person can apply (within all Calls announced in 2023, with the beginning of the projects in 2024) for max. 3 proposals** ([all options](https://gacr.cz/soubehy-navrhu-projektu-2024/))**:**

1. one project proposal as

- POSTDOC INDIVIDUAL FELLOWSHIP applicant **OR**

**-** JUNIOR STAR applicant

1. one project proposal as applicant in all other Calls (Standard Call, International Call, LA grants Calls)
2. one project proposal as co-applicant in all other Calls (Standard Call, International Call, LA grants Calls)

**In case of success in all Calls, one person may participate only in:**

1. POSTDOC INDIVIDUAL FELLOWHIP project as applicant, **OR**
2. JUNIOR STAR project as applicant, **OR**
3. Max. 2 projects that were submitted in Standard Call, International Call, LA grants Calls (one as applicant, one as co-applicant)

***In case of not following the rules above, all projects of the applicant/co-applicant can be excluded from the evaluation!***

*If the applicant withdraws from the Call or withdraws from the LA grant evaluation before submitting another project proposal that would cause concurrence of projects, the project proposal will be treated as if it had never been submitted - so it will not count towards the limit. LA project proposals that have been disqualified from evaluation for formal reasons by GA ČR and disqualified from evaluation by foreign agency will not count towards the limit of project proposals submitted in a given year.*

***The Investigator of the POSTDOC INDIVIDUAL FELLOWSHIP may not be the Investigator, co-investigator or any other participant involved in any role in any other project funded by GA CR. Throughout his/her involvement in the POSTDOC INDIVIDUAL FELLOWSHIP, the Investigator may not participate as applicant or co-applicant in any other tender or Call made by GA CR, except for proposals submitted in the final year of the Project.***

## APPLICANTS ELIGIBILITY

- MU eligibility (will be provided by the Rector's Office)

## PROJECT PROPOSAL OF CZECH PART

The proposal of Czech part has to be filled and submitted to GA CR via [GRIS](https://cas.gris.cz/cas/login?service=https%3A%2F%2Fwww.gris.cz%2Fapex%2Ff%3Fp%3D103) application.

**Video-instructions for filling the GRIS application will be published soon (including English subtitles)** [**here**](https://gacr.cz/faq/)**.**

**Attachments:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attachments/Scheme** | **PIF Incoming** | **PIF Outgoing** | **JUNIOR STAR** |
| **C1 (scientific part)** has predefined structure (more details in tender documentation) | in English language, in pdf. format, max. 6 MB (max. 10 pages) | in English language, in pdf. format, max. 6 MB (max. 10 pages) | in English language, in pdf. format, max. 6 MB (max. 15 pages) |
| **CV of the applicant** | in English language, in pdf. format, max. 1MB (max. 2 pages) | in English language, in pdf. format, max. 1MB (max. 2 pages) | in English language, in pdf. format, max. 1MB (max. 2 pages) |
| **Scan of the certificate of the completion of a Ph.D.** programme | Scan of the diploma or an affidavit of a defence reasonably expected to be completed by September 30, 2023 | Scan of the diploma or an affidavit of a defence reasonably expected to be completed by September 30, 2023 | Scan of the diploma or an affidavit of a defence reasonably expected to be completed by September 30, 2023 |
| **Specific permit** (e.g. GMO, ethics) | Only if necessary | Only if necessary | Only if necessary |
| List of the institutions outside the Czech Republic to which it would be inappropriate to send the project proposal for evaluation, including an explanation | Not required, it depends on the applicant | Not required, it depends on the applicant | Not required, it depends on the applicant |
| **Identification of the proposed supplier**, nature of the supplier´s performance, and the preliminary price  (more detailed in the tender documentation page 23 for PIF Incoming; page 23 for PIF Outgoing and page 18 for JUNIOR STAR) | if the project proposal  requires a supply/ supplies from a single supplier, and the total value of purchases from the single supplier exceeds CZK 750,000 throughout the duration of the project | if the project proposal  requires a supply/ supplies from a single supplier, and the total value of purchases from the single supplier exceeds CZK 750,000 throughout the duration of the project | if the project proposal requires the acquisition of long- term assets the value of which exceeds CZK 250,000 and/or the supply/ supplies from a single supplier, and the total value of purchases from the single supplier exceeds CZK 750,000 throughout the project |
| **Letter of Intent** | -  (this Annex is not allowed) | Expression of support to the fellowship within the project executed by  the host institution’s authorised representative, explicitly stating the duration of the fellowship, and the title of the project; template in the tender documentation, Annex 10 | Letter of Intent verifying the international cooperation or a commitment to perform the necessary work at an institution abroad. |
| Copies of documents evidencing substantial international cooperation | -  (this Annex is not allowed) | -  (this Annex is not allowed) | Copies of documents evidencing substantial international cooperation |

The MU [Research Ethics Committee](https://www.muni.cz/o-univerzite/fakulty-a-pracoviste/rady-a-komise/eticka-komise-pro-vyzkum/aktuality/pokyny-pro-souteze-ga-cr-s-pocatkem-reseni-v-roce-2024) will assess the project proposals for these Calls. The applications are to be submitted through [ISEP](https://inet.muni.cz/app/proj/navrh_find) where is necessary to upload the official request (current version of template can be found [here](https://is.muni.cz/auth/do/rect/metodika/VaV/vyzkum/etika/)).

## PROJECT RESULTS

Definition of types of outputs (according to tender documentation)

* **Jimp** - an original/review article in a peer-reviewed journal which is included in the Web of Science database and tagged as "Article", "Review", or "Letter"; Only articles published in journals with a non-zero impact factor registered in the WoS Core Collection SCI or SSCI database may be considered Jimp outputs.
* **Jsc** - original / review article in a scientific periodical which is included in the Scopus

database with the tag “Article”, “Review”, or “Letter”; **Jost** - original / review article in a scientific periodical which does not fit in any of the two foregoing groups, and which meets the general requirements for an article in a scientific periodical

* **Monograph**
* **Chapter in a monograph**
* **Article in proceedings** registered in the Scopus database or in the Web of Science Conference Proceedings Citation Index

**JUNIOR STAR** - Only publications in major international journals (journals ranked among the top 10% in the field), or articles in other journals published in the period under review and selected as ISI Highly Cited, other publications in journals with an impact factor (IF), papers in proceedings of major international conferences, monographs or chapters in books published by prestigious international publishers will be recognized as outputs.

# SPECIFIC CALL INFORMATION

* By submitting a proposal, the applicant confirms that he / she has not received, does not accept and will not receive support from another provider for another project with the same or similar issues.
* The content of a project proposal involving the applicant or co-applicant in other projects is different from the project proposal submitted. The proposed scope of work will allow the applicant or co-applicant to address all their projects.
* Indication of an incorrect birth number (for foreigners the date of birth) is a reason to exclude the project proposal from the public tender.
* The project proposal of the same institution submitted to the public tender announced by the GA CR or with the project already solved or completed must not have the same name.
* The beneficiary undertakes to ensure that the time spent at the beneficiary´s workplace corresponds to an investigator´s workload.
* The beneficiary confirms that is not aware of any breach of ethical standards of scientific work by the applicant or the co-applicant over the last 5 years.

## PROJECT ELIGIBLE COSTS

* **PERSONNEL COSTS**

POSTDOC INDIVIDUAL FELLOWSHIP (Incoming/Outgoing) - no co-applicants are allowed and it is assumed that the applicant will work exclusively for this project. If needed, technicians and master students can be part of the project team.

|  |  |  |  |
| --- | --- | --- | --- |
| **Personnel costs/scheme** | **PIF Incoming** | **PIF Outgoing** | **JUNIOR STAR** |
| Applicant (workload) | min. 0,7 FTE  (gross wage max. CZK 60 ths. /month/1FTE) | min. 0,7 FTE  (gross wage max. CZK 60 ths. /month/1FTE); gross wage max. CZK 25 ths. /month/1FTE during the fellowship abroad) | min. 0,5 FTE  (gross wage limit is not set) |
| Co-workers (except technicians and administrative workers, Bc. and Master students) | -  (not allowed to be a part of the team) | -  (not allowed to be a part of the team) | min. 0,5 FTE  (gross wage limit is not set) |
| Technicians and Master students | Can be involved in the project (**the total sum of workloads for these employees max. 1FTE**; gross wage max. CZK 35 ths. /month/1FTE) | Can be involved in the project only in the period of the applicant´s stay in the workplace in the Czech Republic (**the total sum of workloads for these employees max. 1FTE**;  gross wage max. CZK 35 ths. /month/1FTE) | Can be involved, (gross wage limit and workload limit are not set) |
| Agreement on work (DDP, DPČ in Czech) | max. CZK 400/h | max. CZK 400/h | limit max. 7 % of the total budget for personnel costs |

The sum of all workloads (FTEs) allocated for all projects supported by GACR may not exceed 1.00 for any employee.

* **INVESTMENTS COSTS** - **not allowed in POSTDOC INDIVIDUAL FELLOWSHIP** projects; **allowed in JUNIOR STAR** project (max. 20% from personnel costs and material costs, excluding indirect costs)
* **MATERIAL COSTS** - material costs, travel costs, costs for other services and non-material costs, patent and license payments; **low-value tangible assets may be acquired up to CZK 80,000**

**POSTDOC INDIVIDUAL FELLOWSHIP Outgoing**

* material costs shall be excluded from eligible costs during the fellowship abroad (except for conference fees with active presentation of project results, Open Access fees; publications have to be affiliated to the Czech institution and except for Data Management Plan)
* costs to cover the investigator´s increased costs of living abroad – for the days of the first travel from the Czech Republic to the place of work and back, the investigator is entitled to compensation as for a foreign travel; if a family member also travels with the investigator with the consent of the employer, the investigator is also entitled to reimbursement of proven fare, accommodation and necessary expenses incurred by this family member; calculation for increased costs of living abroad [here](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fgacr.cz%2Fwp-content%2Fuploads%2F2022%2F02%2FVypocet-zvysenych-zivotnich-nakladu-v-jednotlivych-zemich-pro-PIF-OUTGOING-2023-1.xlsx&wdOrigin=BROWSELINK)
* **INDIRECT COSTS** - **max 20 %** of personnel costs and material costs (excluded indirect costs)
  + **POSTDOC INDIVIDUAL FELLOWSHIP Outgoing:**
* **max 20** % of personnel and material costs (excluded indirect costs and the costs to cover the investigator´s increased costs of living abroad)

## PROJECT EVALUATION

Selection of panel/panels – [specialization of individual panels](https://gacr.cz/o-ga-cr/poradni-organy/panely/) (POSTDOC INDIVIDUAL FELLOWSHIP); [Discipline Committees](https://gacr.cz/wp-content/uploads/2020/06/Discipline-Committees-2020.pdf) (JUNIOR STAR)

Project proposals are to be evaluated according to following criteria:

* **Originality and quality**
  + Focus area of the project (new concept and/or approaches, the extent to which the project proposal is “high risk/high gain”)
  + Proposed approach (feasibility)
  + Type of expected project outputs
  + Evaluation of already implemented projects (or projects in implementation) with

GA CR support

* + Quality of the independent team concept in case of project need (JUNIOR STAR)
  + International cooperation (JUNIOR STAR)
  + International experience (PIF)
  + Quality of the host institution abroad (PIF Outgoing)
* **Competence and qualifications of the applicant to carry out the project**
* **Creative contributions in the Investigator’s scientific field**, taking into account his/her research and experimental development results will be also evaluated) PIF
* **Feasibility of the project regarding to technical and institutional resources** (including the strategic tools of human potential development, and the improvements of the organization’s working conditions, the existence of a plan for the development of gender equity and/or measures to improve gender equity within HR Awards, etc.)
* **Evaluation of proposed costs**