



UNIVERZITA
KARLOVA

Start Programme

Manual for Applicants, Other Researchers and Mentors

The project proposal, monthly reports and the Final Report are submitted to CU via the information system <https://is.cuni.cz/veda>.

1) Submission of project proposal:

After logging in to IS Věda....input to the "Internal Competition Module"... "New proposal".... Choose HUM, SOC, SCI or Med... or "change to English" (cannot be submitted in Czech).

Gradually fill in the individual sections (Basic information, Research team, Budget).

a) **Basic information:** to be filled in by the Head Researcher "HR"):

Category: Start (fixed data) click

Project title: (mandatory) should not contain abbreviations.... 120 characters

Faculty: (mandatory) selection from list of codes

Project solution period: (mandatory) system fills in the only option, 1. 4. 2021 – 31. 3. 2023

Annotation: (mandatory) the text will be used for the assignment of evaluators and reviewers with a corresponding professional focus 1,200 characters

Project aims: (mandatory) describe the main objectives of the project, the scientific hypothesis.... 3,000 characters

Selected procedures/Methodology: (mandatory) description of conceptual and methodological procedures... 3,000 characters

Expected outcomes: (mandatory) characteristics of the expected outputs and the expected phase of their processing as of the project completion date... 3,000 characters

Workplace specification: (mandatory) specification of location (department, laboratory, institute), instrumentation and workplace readiness 1,000 characters



Description of the implementation team: (mandatory) why the team is put together in this way, role of individual researchers.... 1,000 characters

Field of internal classification: (mandatory) selection from list of codes.... mark maximum 2

Collaborating CU units/institutes: (optional) enter if one of the other researchers is enrolled for doctoral studies at a faculty other than that of the head researcher or if the cooperation of another faculty / university institute of Charles University or a training institution of Charles University contracted to the relevant hospital or institute of the ASCR.

Participation of collaborating CU units/institutes: (mandatory only for projects cooperating at several units of CU) to be filled in only if participation is expected... e.g. part of the project solution will take place in laboratory XY, for the measurement of XY on instrument XY and so on..... 900 characters

b) **Research team and mentor:**

Other researchers (OR) and the mentor (M) are entered into the system by the HR by clicking on the field "+ **PhD student**" or "+ **Mentor**". The person (name) and their relationship to CU (click here and select the correct option), the proposed work capacity and the period of involvement in the project (or, the system always enters the entire project duration. It can be changed for an OR, but always to whole months) are entered.

The system then sends them a notification by e-mail and waits for the consent of the person concerned (GDPR) and the subsequent addition of personal data by that person.

After entering a person, the system will enter some data itself, such as titles, e-mail, phone number, etc. (if it is a person who is already known in the system).

If the HR wants to add a person who is about to start (graduate prior to enrollment in doctoral studies or external mentor prior to signing a work agreement (DPP/DPČ), he-she can do it before submitting the project proposal in a similar way to adding an OR or M - all he-she has to do is list all data manually, including name, e-mail, expected workplace, CV, etc. A document confirming the consent of the person concerned to participate in the project must also be attached.

Relationship: (mandatory) choice of options... whether he/she is employed at CU, will be employed, student

Person: (mandatory) name, titles, personal number...registered user entered as **Head researcher (HR)** without possibility to change (GDPR)

Other researcher (OR): selection from code list "+ **PhD**"...after the person is added, the system sends them a notification e-mail and waits for their consent (GDPR),

Mentor (M): selection from the code list "+ **Mentor**"... if he/she already has an employment relationship with CU, selection from the code list (only persons who are employed - academic staff, or have a DPP/DPČ - other relationship). After the person is added, the system sends them a notification e-mail and waits for their consent (GDPR)

Consent to participation in the project: (mandatory) to be filled in by OR, M

Faculty: (mandatory - HR, OR) selection from the code list

Workplace: (mandatory - M) selection from the code list

E-mail: (mandatory - HR, OR, M) entered by the system from Whols, used for notification, can be changed.... 50 characters

Phone: (mandatory - HR, OR, M) entered by the system from Whols - can be changed..... 50 characters

ORCID: (mandatory for M, optional for HR and DR) researcher's identification number. If it is in the ORCID system, the system enters it itself. (For future research work, it is appropriate to set up ORCID, cf. https://cuni.cz/UK-9221-version1-orcid_en.pdf.)

Curriculum vitae: (mandatory - HR, OR, M) previous experience in field, professional experience.... 3,000 characters

Publication activities: (optional - HR, OR) code list of publications from OBD displays publications... select 0 - 5 publications

Note: (optional - HR, OR, M) e.g. I plan xy... 200 characters

Dissertation topic: (mandatory - HR, OR).... 400 characters

Work capacity: (mandatory - HR, OR) enter number

for HR, the system automatically enters 0.5, cannot be changed)

for OR, select from options 0.1; 0.15; ...0.45; 0.5

Destination of internship abroad outside the EU: (mandatory - HR, OR, with work capacity of 0.3 and higher)... tick

Description of stay abroad: (mandatory - HR, OR with work capacity of 0.3 and higher) enter country, institution..... 500 characters

Educational goal: (mandatory - HR, OR).... 500 characters

Declaration of deviation from the topic of one's dissertation: (mandatory - HR, OR)... tick

Method of financing: (mandatory - HR, OR) choice of options... scholarship/employment relationship

Period of participation: (mandatory - HR, OR)... months

HR - system automatically enters entire project duration

OR - system enters the entire project duration. Can be changed, but it still has to be stated in whole months.

c) **Budget data** - to be filled in by the HR:

Total budget: (mandatory) read only

The system calculates the total amount according to the entered data on the work capacities of the research team according to the template (counts the value of 7,986 CZK for every 0.1 FTE and month of participation of the HR and OR).

Personnel costs: (mandatory) read only

Salary costs of researchers, including all deductions and employer deductions, scholarship costs - the system calculates the total amount according to the entered data on the work capacities of the



research team according to the template (counts the value of 4,700 CZK for every 0.1 FTE and month of participation of the HR and OR). The mentor is not included in the calculation.

Remuneration of mentor: (mandatory) read only

Fixed amount of 40,000 CZK.

Travel costs: (mandatory) enter number

Training costs: (mandatory) enter number

Costs for non-investment equipment, materials, etc.: (mandatory) enter number

Overhead costs: (mandatory) number

The system enters the total budget itself, as well as personnel costs and remuneration for the mentor, and fills in the rest in overhead costs. When you fill in the other fields of the budget, the system simultaneously deducts the same amount from the overhead costs.

The system ensures that the final amount in overhead costs does not fall below 15% of the total budget.

Budget justification: (mandatory) give a brief justification of the amount of each item and what you wish to use it for..... 3,000 characters

Notification START – Deadline START – Deadline – application for the Start project will be completed on 30 10. 2020 at 12: 00

2) **Submission of monthly report:** supplementation of manual later

3) **Changes in the project:** The HR records changes using the change form and sends them through the helpdesk in IS Věda to the faculty clerk, who attaches the related written documentation in IS Věda and duly enters the changes in the records of active projects.

In the event of a change of OR, the HR must enter in this form all data for the new OR and attach the OR's consent to their participation in the project.

4) **Submission of final report:** manual to be added later