

Grant meeting

Jindřich Matoušek

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Why to apply for a grant

- **Interesting research idea** needing finance
- **Data** not available for free
- **Travel costs** to conferences
- **Data collection** itself costly (experiments etc.)
- **Scholarship**

- **Sharpening your research idea above all!**

- **Result:** quality publication in a good journal!

Sources of financing

- **Private sources**
 - company, foundation, bank
- **Grant agencies**
 - Grant Agency of the Charles university (GAUK)
 - We encourage you to apply for the GAUK!
 - Global Development Network (GDN)
 - CERGE-EI foundation
 - Other e.g. on [PhD funding opportunities](#)

How to apply for a grant at ...

GRANT AGENCY OF THE CHARLES UNIVERSITY - GAUK

Preconditions

- **You must have:**
- **Interesting research** idea
- Approval of your **supervisor**
- Be a MA / PhD **student** at Charles University
... i.e have a student identification number

GAUK: Administrative reqs

- Each can submit / be involved in **max 3** projects at once
- Main researcher responsible for money
- **1 to 3** year long
 - MA students transferring to PhD continue with their grant
- Application **online** at <https://is.cuni.cz/webapps/>
- **Recommendation** of supervisor
 - In the webapp – he/she will be notified
- **Language**
 - in Czech / **English** / Slovak
 - Only abstract in CZE as well as in EN

GAUK: Administrative reqs

- Attach **CV of team + list of publications**
 - Students - Point out conferences, publications, participation on other GAUK projects
 - Academic workers – 10 most important publications
 - It is worth to have high quality supervisor 😊 !
- (# students) \geq (# academic workers)
 - i.e. higher or equal number of students than non-students
- Condition of successful completion – **publication** with **dedication** to the specific GAUK project at the end
 - „Publication in print“ (IES WP)
 - (Impacted journals needed only for medical sciences)

GAUK: Proposal

- **Only the quality of proposal matters!**
- **Criteria:**
 - Scientific value
 - Proposal form & attainability of goals
 - Conception & methodology
 - Adequacy of finance requirements
- **Time you spend on writing proposal is worth for your research!**
 - Makes you structure your work
 - Makes you express main ideas clearly & in detail
 - Referees' reports provide usually **valuable feedback**

GAUK: Structure of application

- **Research team**
- **Finance requirements**
 - Structure of requested financial support
 - Financial outlook for following years
- **Summary (Abstract)**
 - Both EN and CZ
- **Current state of knowledge**
 - Main part
- **Benefit** for university
- **Facilities** (Material support = computers etc.)
- **Research objectives**
- **Methodology**
 - Main part
- **Presentation of results**
- **Attachments** – DO NOT FORGET !
 - References, pictures, summaries, etc. – the whole document? 😊

GAUK: Finance structure

- Reasoning why you need money – important!
 - Persuade referees
- 2 and 3 year projects: finances change y.o.y. max +10%
 - Budget should be balanced with small year-to-year changes
 - **Budget** only for **first year** in **detail**, estimates for year 2 and 3
- Max. **300.000** CZK per year
- **Structure** of finance (sub-sections):
 - **Other non-investment costs** (conference fees)
 - **Travel expenses**
 - **Overhead costs** (doplňkové náklady)
 - **Scholarship**
 - **Wages, other personal costs and insurance**

GAUK: Finance structure

- **Other non-investment costs**
 - Small assets (hardware – hard-drive, laptop; software licenses, books, articles, data, proofreading, etc.)
 - Invoice-based
 - Not possible buy hardware over 40.000CZK or software over 60.000 CZK
 - Mention in the proposal intention to buy sth. **+reason well**
 - Material bought **is** and stays property of university!
- **Travel expenses**
 - e.g. to conferences, consultation, seminars
 - active involvement of student required – **give a presentation!**
- **Overhead costs (doplňkové náklady)**
 - max 15% of the direct cost, set by FSV
 - obligatory & automatically calculated in app

GAUK: Finance structure

- **Wages, other personal costs & insurance**
 - Your **supervisor's wage**
 - **all people** paid on contract-basis (with the university)
 - programming, data processing...
 - Team can be changed ex-post
 - Not needed if invoice-based payment (buying ready made services)
 - Wage – **gross** amount
 - includes social + medical **insurance**

GAUK: Financial limits

Personal costs – limits:

- Scholarship **max 160.000 CZK** p.a. **per project** in total,
- **max 80.000 CZK** scholarship **for** main researcher (per project)
- max 100.000 per person in scholarship or wages **for all projects** (s)he is involved in p.a.
 - Includes other SVV projects – careful!
- max 40.000 CZK on wages
 - **max 20.000 CZK for supervisor** on wages
- Scholarship must be at least 60% of personal costs
 - „Scholarship > wages“
 - i.e. students have to get more than non-students involved in projects
- Go for full limits! small projects not worth administration..

After submission

- If formal **mistakes**, notified from FSV to **correct** it
- Project receives „project **coordinator**“ (zpravodaj projektu)
- Coordinator will find **referees**
- Referees will write **reports**
 - Takes time
- Based on the reports, **coordinator** either **supports** your **project or not** for financing
 - Reports visible in web-app
- **GAUK** Council will make **final decision** (Y/N) (March)
 - Notification by **email**
 - If yes, you will sign a contract & get money (May)

End of Project

- **Final report**
 - Fill in the web-app, describe project solution, include all results (publications, presentations, etc.)
- Main result - **Printed publication** (patent)
 - IES WP, Master's thesis, journal article
 - Author / co-author must be team-member
 - Acknowledgement to GAUK project(s)
 - Affiliation to Faculty
- **No affiliation or acknowledgement = no result!**
 - No dedication - possible, but problematic

GAUK: Deadlines

- **Deadline for applications: November 6, 2016**
 - **Binding** – has to be "submitted" in the web-app
- Notification of approval: March 2017
- For those who have GAUK already:
 - Last orders: December 2, 2016 (but invoice based deposits November 14!)
 - Accounting completed: December 10, 2016 ??
 - Project continuation: January 12, 2017
 - Final report: March 26, 2017
 - Purpose is to make all paperwork in November in order to allow for double-checking in December -> do not let everything for the end of November! See the official schedule:
- **Contact for research questions - IES:** jindrich.matousek@fsv.cuni.cz
- Contact for financial type questions – IES: helena.koutna@fsv.cuni.cz
- **Contact for (administrative) questions & FSV grant coordinator:**
 - Eva Horníčková, 222112267, hornickova@fsv.cuni.cz
- **Cookbook** for GAUK available in PhD section:
 - What to do when you get it



Document

THANK YOU FOR YOUR ATTENTION