

Guidelines 3/2015: Research support

Effective from October 1, 2015. Major amendment in November 2019.

Research package

Every year, an employee is eligible for an annual **research package** if he or she meets the following conditions:

- (i) PhD graduate,
- (ii) 50%+ AP contract,
- (iii) 70+ AIS points for the Institute over the last 5 years. For new employees, zero points are required in Years 1 and 2, and 40 points are required in Years 3 and 4.

The research package is about **60,000** CZK. The exact amount is announced by email at the beginning of the year.

The package can be used to cover any research-related expenses, including conference travel, travel costs of invited collaborators, submission fees, society membership, databases, small research expenditures and language editing.

Packages are closed by **November 20**; hence, after November 20, only pre-planned expenditures can be reimbursed.

Outstanding amounts are automatically transferred into the next year. However, each transfer is limited to 80% of the annual package.

Transfers above 80% of the package, typically associated with research visits planned for the next year, have to be jointly approved by Director of the Institute and Director for Research. The request has to be submitted before November 20 of the respective year.

Research seminars

Each research package recipient is allowed to invite speakers for research seminars at IES.

- Nomination: Each proposal is sent to both Director of Institute and Director for Research. Both Directors have to approve the proposal. Proposals with PhD students, non-tenured faculty, faculty members from universities below our rank, and non-economists will be subject to scrutiny.
- Right: At most 2 nominations per year per recipient.
- Finance: IES fully covers the 1st slot and co-finances the 2nd slot.

- Full coverage: 1-2 nights, 1 dinner (max. 2,000 CZK), economy ticket (typically in Europe), in total **up to 10,000 CZK**. Extra expenses are covered out of research package or other eligible grant funds of the faculty member.
- Partial coverage: Like above, only coverage **up to 5,000 CZK**.
- Conditions: At least **3 faculty members** have to attend.
- Attendance by PhD candidates: For PhD candidates, attendance at research seminars counts equivalently to attendance at pre-defenses and defenses; but research seminars are not counted in the base out of which the required attendance is measured.
- Research seminars organized with visitors coming for dissertation defenses (and self-funded visits) do not count as slots.
- Organization: The hosting faculty member fully organizes the visit. Lenka Sojkova assists with remuneration.
- PR: The faculty member sends full information about the seminar at least a week in advance to PR Coordinator (Ema Stasova).
- Discussion slots: It is expected that the hosting faculty member organizes discussion slots for those faculty members who want to discuss their research with the visitor.

Martin Gregor

Director

Institute of Economic Studies

Faculty of Social Sciences, Charles University