



Guidelines 2/2024: Research Support

Effective from March 1, 2024. These guidelines replace Guidelines 3/2015: Research support.

Research Package

Every year, an employee at Institute of Economic Studies (IES) is eligible for an annual **research package** if he or she meets the following conditions:

- (i) PhD graduate,
- (ii) 50%+ AP contract,
- (iii) 90+ AIS points or 100+ Book points for the Institute over the last 5 years. For new employees, zero points are required in Years 1 and 2, and 50 AIS or Book points are required in Years 3 and 4.

IES Director and IES Deputy Director for Research receive the research package automatically.

Upon official request, and in exceptional circumstances, IES Director can temporarily approve the research package if the condition of a 50+% AP contract or of the required AIS or Book points is not fulfilled.

The research package is at least **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 memberships, databases, licenses, small research expenditures, notebooks, project fees, 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), must be jointly approved by the IES Director and the IES Deputy Director for Research. The request must be submitted before November 20 of the respective year.

Research Seminars in Economics and Finance

Research package recipients are expected to propose, invite, and host speakers for our research seminar series. Each recipient is expected to host at least one speaker every two years. Other academic staff not holding a research package are also encouraged to propose speakers.

- **Proposals:** should be sent to the Research Seminar Coordinator, who will decide about inviting the speaker after consulting with the IES Director and IES Deputy Director for Research.
- **Funding:** depending on the priority of the speaker. For standard speakers, the IES will cover the accommodation (for up to 2 nights) and 1 joint lunch/dinner. For high-priority speakers, the IES will cover the accommodation (for up to 2 nights), a joint lunch, a joint dinner, and an economy flight ticket within Europe. Extra expenses can be covered out of the proposer's research package or other eligible grant funds of the proposer.
- **Organization:** The proposer/host fully organizes the visit with the support of the Research Seminar Coordinator (spreading information about the seminar) and administration (arranging remuneration). Further details are specified in an internal IES guidance.
- **Discussion slots:** It is expected that the proposer/host organizes discussion slots for those faculty members and doctoral students who want to discuss their research with the visitor.

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