

Guidelines 3/2015: Research support

Effective from October 1, 2015. Minor amendments in November 2019, February 2021, August 2022 and January 2023.

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) 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.

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 memberships, databases, licences, small research expenditures, notebooks, project fees and language editing.

The condition of 50+% AP contract can be temporarily relaxed by the Director of the Institute.

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 a speaker for research seminar.

- Nomination: Each proposal is sent to both Director of Institute and Director for Research. Both Directors have to approve the proposal. Proposals with non-

tenured faculty, faculty members from universities below our rank, and non-economists will be subject to detailed scrutiny.

- Full coverage: 1-2 nights, 1 joint lunch/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.
- Conditions: At least **3 faculty members** must 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, short courses and self-funded visits do not count.
- Organization: The hosting faculty member fully organizes the visit. Administration assists with remuneration.
- PR: The faculty member sends full information about the seminar at least a week in advance to both Director of the Institute and PR Coordinator (Barbora Holkova).
- 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.

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