

Call for Bilateral Mobility Project Proposals

Identification information

Partner country:	Hungary
Partner organisation:	Hungarian Academy of Sciences
Programme:	Bilateral mobility projects
Period:	2016 - 2018

Legal framework

The call is based on Agreement on Scientific Cooperation of the year 1998 between The Czech Academy of Sciences (hereinafter referred to as CAS) and Hungarian Academy of Sciences (hereinafter referred to as MTA, and in accordance with art. 2 par. 2 of the Act No. 283/1992 Coll., on The Czech Academy of Sciences, as amended, and art. 3 par. 2 of the Statutes of The Czech Academy of Sciences.

Basic definition

Objectives

- Improve scientific cooperation between the partner countries.
- Stimulate involvement of young researchers and students.
- Establish new contacts for large collaborative projects in the future, such as the preparation of applications for European or national research funding agencies.

Project proposal, applicant and applicant's institute

Proposals from **all fields of science** are accepted. Project duration is **3 years**; extension beyond this period is not permitted.

Eligible for project proposal submission are:

- On the Czech side researchers from the institutes of the CAS;
- On the Hungarian side researchers from the institutes of the MTA.

The applicant is eligible to submit:

- Several project proposals within one call but only one project can be funded;
- A project proposal of the same, but previously unsuccessful project repeatedly with the same or with a different partner institution.

Research team

On Czech as well as the partner side the research team consists of one applicant (who with a successful project proposal becomes investigator) and one or more co-investigators.

Research team members can be:

- On the Czech side, employees of an institute of the CAS within a basic labour relationship, i.e. researchers in an employment relationship, students in a legal relationship based on agreements on work performed outside an employment relationship (“agreement to perform work, agreement to complete a job”); the applicant’s contract must have the duration of at least the length of the proposed project and the extent to ensure adequate capacity for the project; in the event of termination of his/her employment during the project, director of the institute must inform provider (contact person) promptly to notify which team member becomes the new investigator;
- On the Hungarian side, employees of an institute of the MTA.

Research team members are divided into four categories:

- Senior researchers (over 5 years since Ph.D.);
- Junior researchers – postdocs (within 5 years since Ph.D.);
- Students (Ph.D., Master’s, eventually Bachelor’s);
- Other (such as science-tech workers).

Range of exchanges

Number and length of exchanges and shares of individual co-investigators in exchanges must reflect the scope and objectives of the project and planned activities. **Days not used** during one calendar year cannot be transferred to subsequent years of the project.

Maximum exchange quota is 21 days/project/year for each of the parties.

Financial provisions

Funding is provided in the form of a financial contribution toward the costs of mobility (exchanges of Czech and partner members of the research team), in direct connection with the implementation of the project.

Financial contributors are:

- **On the Czech side** the CAS;
- **On the partner side** the MTA.

Financial contributions will be provided to the maximum amount specified in the project proposal, unless situations, such as budget cuts or limited budget drawing as a result of provisional arrangements, occur.

Management of funds is the responsibility of the investigator’s institute. Detailed conditions and rules of management of financial contributions are specified in internal guidelines of partner organizations.

Financial contribution may be provided only in the year of the exchange realisation, i.e. unclaimed requirements for financial contributions cannot be claimed in subsequent years.

Provision of financial contributions is only possible during the project implementation, not after its completion. Realisation of the project starts from **1 January 2016** and ends no later than **31 December 2018**.

Financial contributions to the members of partner research team

a) **For subsistence** - CAS (Head office) provides:

- **Meal allowance and pocket money** in accordance with applicable legislation (Part VII. Act No. 262/2006 Coll., the Labour Code, as amended) and in accordance with the internal rules - for 2015 the maximum amount is 546, - CZK/person/day;
- **Accommodation expenses** of up to **1.600**, - CZK/person/night;
- **Domestic transport expenses by Czech long-distance public transport (bus, train) in actual amount spent, original ticket receipts required**; the daily transfers between accommodation facility and the workplace are not reimbursable.

b) **For international transportation** – the partner organization covers the international transport expenses from partner country to the Czech Republic and back.

Financial contributions to the members of Czech research team

a) **For subsistence in partner country** – the MTA covers:

- **Meal allowance and pocket money** in accordance with applicable legislation and in accordance with the internal rules – for 2015 the maximum amount is **5 000,- HUF**/person/day;
- **Accommodation expenses**
- **Domestic transport expenses by Hungarian long-distance public transport (bus, train) in actual amount spent, original ticket receipts required** – in case the given trip was indicated in the programme of the project; the daily transfers between accommodation facility and the workplace are not reimbursable.

The above stated amounts are valid on the date of the call for proposals and are meant for the purposes of calculation of the project budget. In the event of significant changes in price levels or a change in legislation in the field of travel expenses, partner organizations reserve the right to make appropriate modifications to the above stated amounts and/or the method of calculation.

Selection process

Schedule

beginning of 6/2015	Announcement of the call for project proposals
mid of 9/2015	Deadline for submission of project proposals
mid of 11/2015	Completion of the assessment at national level
end of 11/2015	Completion of the joint assessment at international level
beginning of 12/2015	Approval of the final results by both partner organisations
end of 12/2015	Announcement of results

Process of project proposal submission

Proposals must be submitted to the CAS and to the partner organization within the above stated deadline; on the Czech side the date of posting is decisive.

The project proposal on the Czech side is available for download on the CAS website in the International cooperation section: <http://int.avcr.cz/>.

Czech applicant submits the project proposal to the CAS, namely:

- **by mail** in one copy (printed single sided in the A4 format, signed, stamped and unbound), envelope labelled „HU/ MTA – selection process 2016-2018“, addressed to the contact person (see below); and simultaneously
- **electronically** (one file copy - a completed form for administrative purposes) to the e-mail address of the contact person (see below)

Proposals submitted in other than the above described way, may be rejected on formal grounds.

Partner applicant submits the project proposal to the partner organisation. Conditions for submission and relevant form/s are available from the website of the [partner organisation abbreviation]:

By submitting project proposal, the applicant:

- agrees to processing of personal data within the meaning of the Act No. 101/2000 Coll., On Personal Data Protection, as amended;
- declares that the information he/she stated is accurate, true and complete and that he/she is aware that if otherwise they will face all the legal consequences;
- declares that, if approved, he/she will during the realization of the project follow:
 - [The Code of Ethics of researchers at the Academy of Sciences of the Czech Republic](#);
 - [The European Charter and Code for researchers](#);
 - [Recommendations of the International Commission "Self-Control in Science" \(Recommendations of the International Commission on Professional Self-Regulation in Science\)](#).

Method of evaluation and selection of projects

Evaluation and selection of projects take place in a two-step selection process:

- At the national level, project proposals are evaluated by both partner organizations based on their internal rules.
- At the international level, it is decided on the final selection of projects with regard to the results of national assessments; total number of projects approved for funding is dependent on the financial possibilities of both partner organizations.

Criteria for evaluation of project proposals on the Czech side

- **Quality of the project:**

- Scientific relevance (concept, innovative character in relation to the state-of-the art, quality of objectives);
- Methodology, work plan of activities and outputs;
- Impact of project results, their dissemination and use.
- **Quality of research teams:**
 - Qualification and skills: composition and expertise of research teams;
 - Involvement of junior researchers and students;
 - Complementarity in terms of content, methodology and equipment; previous cooperation and outputs;
 - Justification of collaboration needs.
- **Appropriateness and justification of exchanges (number of exchanges, total amount of days).**
- **Added value and broader impact of bilateral cooperation.**

Contact persons

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