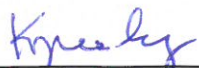




Institute of Physiology CAS, p. r. i. Vídeňská 1083 142 20 Prague 4	Department: Secretariat	Replaces: Instruction / Guideline of 17 October 2012 StartUp Program
SME FGU 2018/005_Aj		
INTERNAL GUIDELINE		
START-UP VÝZKUMNÝ PROGRAM START-UP RESEARCH PROGRAM		
Effective from: 1 August 2018		Date of approval by the Council: 19 July 2018
Created by: Ing. Petra Janečková – Secretary MUDr. Jan Kopecký, DrSc. – Director	Approved by: MUDr. Jan Kopecký, DrSc. Director	Approver's signature: 
Mandatory review: Three years after the issue date	Person in charge of the review: Ing. Petra Janečková – Secretary	

This Internal Guideline defines the conditions and criteria for the support of talented young scientists who, based on an announced call and a filed application, want to start their independent scientific career at the Institute of Physiology CAS, p. r. i. (the "Institute") as part of the *Start-Up Research Program* (the "Program").

The Program is designed as an elite scheme and is targeted at applicants with extremely strong prospects. It is not expected that the Program will be announced every year. The decisive criterion for assessing each application is the quality of the proposed research project and its contribution to the growth of the Institute. Applicants are expected to come up with new original ideas and to challenge the current research conducted at the Institute. The project should suitably complement the current research, but should not duplicate it.

The call to open the Program must be approved by the Council of the Institute (the "Council"). The call will be drafted by the Director and it will be published on the Institute's website and other websites, including foreign ones.

The call must specify the deadlines for filing applications and the deadlines for assessing applications in each round of the call. The call for round 1 will be open for 30 days after publication and will provide instructions concerning the required assessment data and will include a reference to this Guideline, which will be available in English on the Institute's website. Applications must be made in English and sent in electronic form by e-mail in the scope prescribed for round 1 to the Director's Secretariat (fgu@fgu.cas.cz).

Applications will be evaluated by an expert commission appointed by the Director of the Institute. Permanent members of the commission for a particular call include the Director of the Institute (chairman of the commission), a representative of the Council, a member of the Director's Collegium and at least 2 scientists from the area of expertise of the applicant's project (they may come from outside the Institute or from abroad).

When evaluating an application, the expert commission will especially assess the applicant's professional profile and how the project fits in with the research policy of the Institute and will also assess the potential for its future growth. The commission should assess the received applications no later than within 10 days. The selected applicants will be invited to submit a complete project proposal and to present it through a public lecture (round 2).

A complete project proposal for round 2 of the assessment process will have to be delivered in electronic form to the e-mail address of the Director's Secretariat (fgu@fgu.cas.cz) within 15 days of the invitation after the end of round one.

1. Applicant eligibility assessment criteria

- a. No more than 12 years after obtaining a PhD degree; this period does not include any maternal or paternal leave
- b. Intellectual self-reliance, independence (demonstrated e.g. by a publication without a PhD mentor as a corresponding author, a successfully implemented junior grant, etc.)
- c. Proven experience gained during a postdoctoral placement abroad
- d. Submission of a quality research project
- e. Publication activities
- f. Experience with the work on grant projects.
- g. The applicant's readiness to apply, as soon as possible, for grant support on behalf of the Institute

2. Required content of the application for round 1 of the call (everything in English):

- a. Cover letter with a brief description of the project (2 A4 pages, single spacing, font 11)
- b. Professional scientific resume
- c. Copy of PhD diploma
- d. 2 reference letters (e.g. PhD. mentor, postdoctoral mentor)

3. Required content of the application for round 2 of the call (everything in English):

- a. Submission of a more detailed project proposal (max. 6 A4 pages, single spacing, font 11) that contains:
 - i. Brief introduction
 - ii. Hypothesis
 - iii. Project goals
 - iv. Project benefits and impacts
 - v. Brief description of the necessary premises, equipment and personnel for the group
- b. Public lecture held at the Institute and introducing the proposed project (or an online broadcast of the lecture)

After round 2, the expert commission will draw up a written opinion on providing assistance under the Program. The commission's assessment must provide reasons for recommending or not recommending the project, especially in terms of the quality, originality and contribution to the growth of the Institute. The results will be announced to the applicant within one week after the lecture (see 3.b).

4. Scope and conditions of the assistance provided:

- a. Duration: 3–5 years
- b. The Program assistance is as follows:
 - i. Personnel costs:
 - Total costs up to a maximum of CZK 1,500,000 incl. legal contributions, consisting of a wage plus legal contributions for the full-time Head of the 'Junior Group' and a wage plus legal contributions to cover the employment of the remaining members of the group. In all cases, the financial compensation must correspond to the standard rates of compensation at the Institute and is subject to the Director's approval.
 - ii. Material and operating costs:
 - CZK 400,000 per year
- c. The above-mentioned financial assistance will be provided on a fixed basis for the first 3 years of the assistance
- d. For years 4 and 5, a maximum assistance of CZK 1,500,000 for personnel costs will be granted on the basis of assessment results.
- e. In the case of a gross breach of the approved research project, the Director, after discussing and approving the issue in the Council, may reduce or completely remove the financial assistance and terminate the Start-Up Research Program.

5. Status: the applicant and the applicant's team will obtain assistance under the Program. At the end of year 3 after the start of the assistance under the Program, the work done on the project will be evaluated. This evaluation will be made by the Council on the basis of the results achieved. After this evaluation, the Council will propose to the Director either transformation into a scientific department or extension of the assistance under the Program (see 4.d) by a maximum of another two years or termination of the assistance.6. After a maximum of another two years, the Council will reevaluate the team's activities and results and will propose to the Director either transformation into a scientific department or extension or termination of the assistance.

7. An employment contract with the selected applicant will be signed for a fixed term of 3 years, as well as with the members of the applicant's team, with an option to extend depending on the results at the end of year 3. (see item 5).

