Rules for Applicants and Beneficiaries

Specific Section

Call "International Mobility of Researchers"

Operational Programme Research, Development and Education

Programming period 2014–2020

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MINISTERSTVO ŠKOLSTVÍ, MLÁDEŽE A TĚLOVÝCHOVY

Contents

1. Chapter – **INTRODUCTION**

The specific section of the Rules for Applicants and Beneficiaries of the Call "International Mobility of Researchers" supplements/adjust the Rules for Applicants and Beneficiaries – General Section. While the general section governs the rules for all Applicants and Beneficiaries of OP RDE, this specific section contains additional rules of the call "International Mobility of Researchers" in the relevant chapters.

The Rules for Applicants and Beneficiaries – Specific Section Version 1 are issued together with the text of the call as of the date when the call is announced in IS KP14+ at latest. This version of the Rules is binding for all Applicants and Beneficiaries of the call. The Managing Authority has the power to issue other versions or methodological letters containing additional conditions for Applicants and Beneficiaries. The Applicants and Beneficiaries are informed about the publication of these updates through the news on the website of the MEYS in the EU Funds – OP Research, Development and Education section or through internal dispatches in IS KP14+.

The binding nature of relevant versions of the rules and subsequent project implementation are defined in Chapter 1 of the Rules for Applicants and Beneficiaries – General Section.

2. Chapter – Definitions of Terms Used

Covered in Rules for Applicants and Beneficiaries – General Section.

For the call "International Mobility of Researchers", the following terms are defined below:

Czech Research Organisation/ Research Organisation in the Czech Republic

It means a research organisation with the seat in the territory of the Czech Republic.

Key Activity / Unit / Unit Cost / Expenditure / Output

Key Activity means mobility including mobility preparation and mandatory return phase for departures from the Czech Republic. It is a comprehensive and interconnected set of activities aiming to achieve the defined output. Key activities may be supplemented by a support tool.

Unit means a basic part of the output (mobility), which the output can be divided into for the purposes of project administration and payment of the subsidy.

Unit Cost shall mean financial valuation of the unit, i.e. average amount of costs specified by the aid provider required to carry out the unit, or fulfil the activity output. Unit valuation was performed by the Managing Authority of OP RDE and the unit will be issued by the European Commission in the Delegated act. The term unit cost is used within the meaning of Section 14 (7) of Act No. 218/2000 Coll., on Budgetary rules and on amendment to certain other acts, as amended (hereinafter "Budgetary Rules").

Expenditure shall mean unit cost equal to the number of the accomplished units.

Key Activity Output shall mean completed mobility of researcher evidenced by required documents. Specific conditions for the accomplishment of the output and its documentation are specified in Chapter 5.2.4 "The Eligibility of Project Activities" and in Chapter 11 "OP RDE Indicators".

Correction Coefficient

Correction Coefficient is a dimensionless constant number set for each country separately reflecting the cost of living level in each country. Correction Coefficients are multiplied by the unit costs by the country of the researcher's stay abroad (mobility). Correction Coefficients are taken from the rules of the European Commission for MSCA-IF and recalculated so that the basic initial value (1) of the Correction Coefficient would be the Czech Republic, not Belgium. The list of Correction Coefficients is attached as Annex No. 3 of the call.

Mobility

Mobility means the work-stay of a researcher abroad in the event of departures from the Czech Republic or work-stay of a researcher in the Czech Republic in case of arrivals to the country. Each Mobility means the stay of a staff member in the Czech Republic or abroad.

Return Phase

A Return Phase is a mandatory period of 6 months, during which the researcher who has used the mobility outside the Czech Republic must stay employed with the applicant/beneficiary institution with the place of work in the Czech Republic. The aim of the Return Phase is the knowledge transfer from abroad into the Czech Republic. The scope of working time in the return phase is not set. The Return Phase relates to mobilities carried out outside the Czech Republic (departures from the Czech Republic). The Return Phase also includes dissemination of mobility results (arrangement of at least one seminar, workshop, etc. for employees/students of the beneficiary).

Mentor

It is a researcher performing professional supervision and looking after the researcher performing the mobility, helping him/her in his/her professional development and adaptation in the host research organisation.

International Grant

International Grants shall mean funds received by the researcher in international grant competitions, particularly in H 2020, but also in other international programmes and schemes when an international or multinational institution decides on the selection of the grant beneficiary in the competition (e.g. European Commission, COST, European Science Foundation, foreign grant agency, foreign foundation awarding research grants etc.). At the same time, the International Grant must meet the following conditions: a) it is an international grant in the RDE field, b) project from different states compete with each other, c) at least a portion of the funds received (private or public) originate from foreign sources.

National Grant

National grants shall mean funds received by the researcher in grant competitions at the national level in the RDE field. Internal grants of individuals cannot be deemed national grants.

Post-doc

A post-doc means a researcher within 7 years after receiving the Ph.D. degree or its equivalent. The said period may be extended for the maternity and paternity leave period, long-term sickness (more than 90 days), care for a family member (more than 90 days), pre-attestation preparation and military training.

Publication Outputs

An expert publication registered in Thomson Reuters Web of Science, Scopus or ERIH PLUS databases and at the same time, publications such as "articles", "books", "book chapters", "letters" and "reviews".

Ph.D. Student

A Ph.D. Student is a person enrolled in studies (full-time or combined) in doctor's study programme at the university as of the grant application submission date.

Junior Researcher

A Junior Researcher shall mean a researcher, being a Ph.D. student or meeting the post-doc definition.

The said period may be extended for the maternity and paternity leave period, long-term sickness (more than 90 days), care for a family member (more than 90 days), pre-attestation preparation and military training.

Senior Researcher

A Senior Researcher shall mean a researcher who was awarded a Ph.D. degree or similar (equivalent to Level 8 according to ISCED) 7 and more years before the date of submission of the grant application.

Researcher from Abroad

A Researcher from Abroad shall mean a researcher, who worked at least 2 whole years (as of the aid application submission date) over the course of last 3 years outside the territory of the Czech Republic in the field of research with working time of at least 0.5, or was a Ph.D. student (or similar form) abroad. Czech citizens are not excluded.

3. Chapter – Legal Basis and Other Underlying Documents

Specified in the Rules for Applicants and Beneficiaries – General Section.

For the call "International Mobility of Researchers", the following documents are of particular importance:

- Communication from the Commission Framework for State Aid for Research and Development and Innovation 2014/C 198/01 (hereinafter the "Framework")[1];
- Article 14.1 of Regulation of the European Parliament and of the Council (EU) No. 1304/2013 of 17 December 2013 on the European Social Fund and repealing Regulation (EC) No. 1081/2006 followed by the regulation in the so-called EC's Delegated Act, as amended.[2]

[1] EU Official Journal, C198, 27 June 2014, pp. 1-29.

[2] Commission Delegated Regulation (EU) 2015/2195 of 9 July 2015, on supplementing Regulation (EU) No. 1304/2013 of the European Parliament and of the Council on the European Social Fund, regarding the definition of standard scales of unit costs and lump sums for reimbursement of expenditure by the Commission to Member States, as amended.

4. Chapter – Contacts and Communication with the Applicant and Beneficiary

Specified in the Rules for Applicants and Beneficiaries – General Part.

5. Chapter – Processes and Rules of a Grant Application, Project Evaluation and Selection

5.1. Announcement of Call for Proposals

The call "International mobility of Researchers" is announced as a running call using a **single round evaluation model**. All data necessary for the evaluation are submitted by the Applicant in the aid application; that is followed by the process of approving the projects.

Additional information is given in the Rules for Applicants and Beneficiaries – General Section.

5.2. Preparation of the Grant Application

Covered in Rules for Applicants and Beneficiaries – General Section.

5.2.1. Eligibility of Applicant

An eligible applicant is defined in the text of the Call - Chapter 4.

The Applicant must be awarded at least 100 RIV points according to results of the research, experimental development and innovations evaluated by the Council for Research, Development and Innovation in 2015. Depending on the RIV score, the maximum level of support will be set – see the call, Chapter 3.3. "Maximum Amount of Total Eligible Costs".

The Applicant must meet all of the criteria below arising from the definition of an organisation for research and knowledge dissemination according to the Framework and must ensure that it will meet such conditions for the whole time of the project implementation.

a) The primary objective of an Applicant is to independently conduct fundamental research, industrial research or experimental development, or to widely disseminate the results of such activities by a way of teaching, publication or knowledge transfer.

b) Enterprises (i.e. entities engaged in economic activities) which can exert a decisive influence upon the Applicant, for example in the quality of shareholders or members, may not enjoy preferential access to the results generated by the Applicant.

c) Where such entity also pursues economic activities, the financing, costs and revenues of those economic activities must be accounted for separately.

d) The obligations referred to in (a) to (c) must be incorporated in the internal guidelines of the Applicant (e.g. Articles of Association, formation deed) no later than on the date of submission of the grant application.

Documents required to verify the eligibility of an Applicant:

When submitting the application, the documents confirming formal setting for meeting the requirements arising from the definition of an organisation for research and knowledge dissemination according to the Framework (definition of main activity, separation of economic and non-economic activities, elimination of the impact of enterprises etc.). These documents may include, for example: formation deed, articles of association, memorandum of association, formation charter, etc. These documents are to be submitted only by Applicants that meet the definition of a research and knowledge dissemination organisation according to the Framework, but are not a public higher education institution, state higher education institution conducting research, or a public research institution or entities not listed on the list of research organizations led by the MEYS by the date of submitting the application.

The case the Applicant is listed on the list of research organizations led by the MEYS by the date of submitting the application, is sufficient to prove that the definition of a research organization and the dissemination of knowledge under the Framework is met.

An eligible Applicant is also obliged to meet all the following criteria[3]:

A. Applicant type (is included in the list of eligible applicants in the Call);

B. Pursuant to Section 14 (3) letter e) of the budgetary rules, the Applicant must identify an ownership structure. The Applicant will identify the ownership structure in the grant application in the tab Project Entities/Person of the Entity. The Applicant will submit identification details of:

- Any persons acting in its name, stating whether they act as its governing bodies or under a power of attorney;
- Any persons with a share in this legal person;
- Any third persons in which the applicant/partner has a share, and the amount of that share.

C. The Applicant other than the legal person under public law is obliged to accompany the grant application with a list of its beneficial owners using the annex demonstration of Ownership Structure (please see Chapter 18.10.) in accordance with the provisions of Section 4(4) of Act No. 253/2008 Coll., on certain measures against the legalization of proceeds from crime and financing of terrorism, as amended (hereinafter the "AML Act"). If such beneficial owners cannot be identified under the AML Act because a particular legal form of the beneficiary is not expressly provided in the AML Act, the Applicant shall provide, using the annex demonstration of Ownership Structure, information on the natural person or persons working as the applicant's top managers.

   In connection with the demonstration of the ownership structure and in order to avoid any potential conflict of interest, the Applicant must, at the request the OP RDE or other entities authorised to the inspection (such as PCA, AA, EC or ECA), submit documents proving the facts specified on the tab Project Entities / Entity Persons in the Annex "Demonstration of Ownership Structure".

   The Applicant that fails to demonstrate its ownership structure does not meet the conditions to become an eligible applicant.

[3] Exceptions to documenting are given in chapter 5.2.1. Rules for Applicants and Beneficiaries – General part.

D. The Applicant is not subject to insolvency proceedings, private enforcement proceedings, or liquidation;

E. The applicant meets the conditions of absence of debt with State and self-government authorities, tax office and health insurance companies and the Czech Social Security Administration (i.e. with the Czech Republic does not have enforceable tax arrears in the tax records, has no insurance arrears or public health insurance penalties, or on social security and contribution to the state employment policy). The fact that the applicant has no insurance arrears or public health insurance penalties is documented in relation to those health insurance companies in the Czech Republic where the applicant's employees are registered in the form of the Proof of the absence of debt. In the case of other health insurance companies for which its employees are not registered, the applicant shall prove this fact by affidavit.

F. The Applicant has a clean criminal record;

G. The applicants must, through an annex to the grant application, demonstrate that the **annual turnover of the organization** is at least 30% of the amount of the total expected eligible project expenditures specified in the grant application. The condition for achieving the required turnover must be met by the Applicant for the last two consecutive closed accounting periods lasting 12 months (that exist), for which the applicant was required to file a tax return, and which precede the submission of the application. The Applicant shall demonstrate this by submitting the Profit and Loss Statement for the above-mentioned accounting periods.

Annual turnover is defined in Section 1d (2) of Act No. 563/1991 Coll., on Accounting, as amended: "For the purposes of this Act, the annual aggregate net turnover means the amount of revenue net of sales discounts, divided by the number of commenced months of the accounting period multiplied by twelve. Publicly beneficial payers[4] as defined in Section 17a of Act No. 586/1992 Coll. on the Income Tax Act, as amended, shall include the annual aggregate of the net turnover of the overall activity, i.e. both the main and economic activity. Taxpayers who keep tax records shall indicate the total of all revenues in the taxable period, or the period for which they filed the last income tax return.

H. The Applicant must, using the Annex to the Grant Application, demonstrate that it will adhere to the principles given in the Commission Recommendation of 11 March 2005[5], i.e. the Charter for Researchers, Code of Conduct and Reception of Researchers and the European Code of Conduct for Research Integrity.

[4] A taxpayer who in accordance with its founding legal acts, statutes, Articles of Association, law or a decision of a public authority body performs non-business like activities as its main activity. A public benefit taxpayer is not a) business corporation, b) Czech Television, Czech Radio and Czech News Agency, c) professional chamber or a taxpayer founded for the purpose of protecting and defending business interests of its members whose membership fees are not exempt from tax payment with the exception of an organisation of employers, d) health insurance companies, e) association of unit owners f) foundation, 1. which according to its founding actions serves to support persons close to the founder or 2. whose activity inclines to support people close to the founder.

[5] http://eur-lex.europa.eu/legal-content/CS/ALL/?uri=CELEX%3A32005H0251.

5.2.2. Territorial Eligibility of OP RDE Projects

The programme area for less developed regions is designated for projects under this Call. However, in this Call, it is possible to benefit from the exemption under Article 13 of the Regulation on ESF, i.e. it is also possible to implement projects outside the programme area (i.e. in the entire territory of the Czech Republic and the EU and also outside the EU). The place of project implementation and project implementation impact location is determined **as a total for all implemented mobilities**.

The financing rates between more and less developed regions are **fixed** and are given in Chapter 8.1.5. The financing rate between programme areas will be filled by the Applicant in the grant application in the tab Specific Objectives under Chapter 8.1.5.

5.2.2.1 Permissible Project Impact Location

In this Call, the potential impact on less developed regions (regions except for the Capital City of Prague), or on both regions, the so-called more developed region (Capital City of Prague) and less developed region simultaneously. In the grant application, the Applicant will determine the territory where the project activities will be performed for the benefit of the target group, i.e. regions benefiting from the project implementation.

For each mobility (project) the project impact location **is always in the territory of the Czech Republic:**

- In the event of departures, the place of work of employees in the return phase is decisive for the determination of the impact location.
- In the event of arrivals of staff from abroad, the place of work is in the Czech Republic, i.e. mobility implementation.

Possible alternatives:

- In case of impact on **less developed regions**, the place of work of an employee (all employees) in the return phase, and foreign staff (all foreign staff) must be in less developed regions.
- If the place of work of any employee in the return phase or foreign staff member in the Czech Republic is in the more developed region (i.e. Capital City of Prague), then there is a simultaneous impact on **less and more developed regions**.

During the project implementation, the Applicant is not obliged to document other than the above mentioned relation of the target group to less or more developed regions.

5.2.2.2 Permissible Location of the Project

The project implementation may take place in the whole territory of the Czech Republic, both in and outside the EU. The project implementation location means any place where mobility and return phase will take place.

However, in the grant application (in IS KP14+), the territory outside the Czech Republic cannot be defined in the "implementation territory" tab. Therefore, in the event of mobilities abroad the Applicant will only select the place of implementation of the return phase in the "implementation territory" tab as the implementation territory (municipality (LAU1), ORP or district (LAU2) will suffice), and will give any locations abroad where the mobilities will take place in the description of the supported activity.

5. 2. 3. Target Group Eligibility

Specified in the Rules for Applicants and Beneficiaries – General Section.

5.2.4. Eligibility of Project Activities

Specified in the Rules for Applicants and Beneficiaries – General Section.

A separate key activity of the Project Management is not relevant for this Call and may not be included in the application.

In addition, the following applies to the call “International Mobility of Researchers”:

In the grant application, the Applicant will define separate key activities according to the supported activities of the call; each supported activity may be performed several times (multiple key activities), or not at all[6]. The projects with requested amount of support exceeding CZK 4,000, 000 must include at least one Activity No. 1 or Activity No. 2. The support tool, if selected, is only a part of the key activity and may not constitute a separate key activity.

The key activities include individual mobilities, return phase and application of the support tool. The Applicant/Beneficiary is obliged to initiate, within 6 months from the date when the legal act on the grant award/transfer is issued, the mobility of researchers whose aggregate amount of claimed unit costs reaches at least 60 % of the total amount of unit costs claimed in the project, i.e. the amount of the subsidy stated in the legal act. The non-observance of this condition will be determined by the OP Managing Authority of the OP RDE for a reduced deduction, see chapter 8.10.

The time between the issuance of the legal act and start of Mobilities can be used for the preparation of Mobilities.

Minimum duration of the project implementation is 12 months (including the fulfilment of return phase, if relevant). The duration of mobility (i.e.net work-stay of a researchers) must be from at least 6 months to 24 months.

Date of the project commencement is identical with date of the (physical) project implementation.

The mobility of the researcher can be suspended. If the suspension of the researcher’s mobility is planned in advance, it is must be reflected in the submitted schedule. The suspension of mobility means suspension of the key activity performance. The mobility can be suspended repeatedly, however the suspension may not cumulatively exceed 6 months, i.e. 180 days (1 month = 30 days).

In serious and duly justified cases, there may be an unplanned suspension of researcher’s mobility for 6 months , i.e. 180 days (1 month = 30 days) at maximum (aggregate of all suspensions) – see Chapter 7.2.2.

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[6] For projects with ted level of support of CZK 4,000,000 and less.

Each key activity must be described in the grant application (in IS KP 2014+ chapter Key Activities, annex Compliance with RIS3 strategy) in the following scope at minimum:

- General description of the mobility focus and its justification (need, field of research, category according to RIS3 – generic knowledge domain and/or at least one key application sector).
- The target destination of mobility specified at the state level for mobilities "departures from the Czech Republic".
- In the key activity description, the Applicant will also give expected costs (given by the sum of planned units) per activity according to the budget (see Chapter 5.2.5 "Setting of the Project Budget and Financial Plan).

After selecting a particular researcher, any change to the information provided in the grant application has to be submitted to the MA through the changeover mode, see Chapter 7.2.1. The change of key activity in connection with the selection of the researcher must correspond to all the conditions of the call.

Project Structure

The Applicant composes the project of each of the key activities focused on the supported activities of the Call (and the support tool):

Arrivals to the Czech Republic

Supported Activity No. 1: Work-stays of Post-docs from abroad in the Czech Republic

Supported Activity No. 2: Work-stays of Senior Researchers from abroad in the Czech Republic

Departures from the Czech Republic

Supported Activity No. 3: Work-stays of Junior Researchers abroad

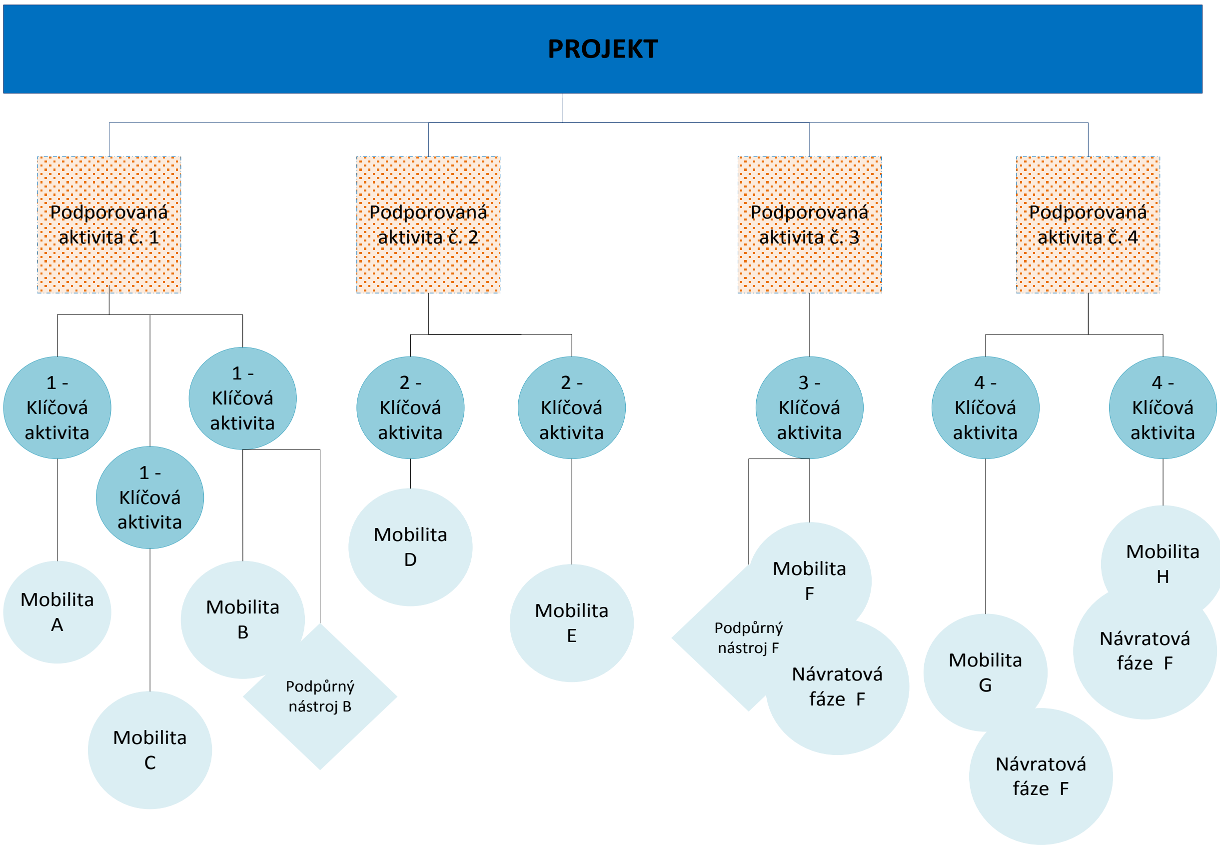
Supported Activity No. 4: Work-stays of Junior Researchers abroad

These activities are supplemented by **the support tool - "Support** of Researcher's Family". This tool cannot be a separate key activity.

Key activities must be **designated by the number of the supported activity and individual name of the mobility**. The title of mobility is created at the applicant's option (such as names, countries, field of expertise) and it is attached after the number of the supported activity.

E.g. For the supported activity No. 1: „1 – J. Dubois; Germany“; „1 – Research of polymers“.

Example of a project structure:



Note*: blue = project; pink = relation to the call*

Mandatory Return Phase of Mobilities

For the supported Activity No. 3 *“Work-stays of Junior Researchers Abroad”* and Activity No. 4 *“Work-stays of Senior Researchers Abroad,* a mandatory return phase of 6 months is set for each mobility. The objective of the return phase is the transfer of knowledge gained during the mobility in the organisation of the Beneficiary. The return phase must start without undue delay following the completion of the mobility of the researcher, is part of the project implementation and must be included in the key activity schedule. During the return phase, the supported researcher must be involved in research activities of the Beneficiary. The return phase also includes dissemination of mobility results to employees/students of the Beneficiary (at least one seminar, workshop, etc.). **The return phase is performed exclusively by the researcher who took part in the mobility, at least for the duration of a small-scale aid, please see Chapter 11.3.1.** Each return phase fulfils the result project indicator 2 08 10.

Following the completion of the return phase, the researcher must prepare Activity Report in the Return Phase (for sample see here).

Selection of the Researcher

Every project activity is oriented at **the job position**, not a specific person, and thus the Applicant/Beneficiary must ensure a transparent selection of each researcher participating in the mobility. Following the selection of researchers, the Beneficiary must inform the provider of the process of selection and selected persons (complete documentation regarding the selection proceedings, justification, conversion to h-index etc.).

The method of selection of researchers is submitted by the Applicant together with the grant application in the form of an annex. The approved method of selection must be adhered to during the project implementation.

One researcher may only participate in one mobility in the project. In the event of participation of two persons in two mobilities, the costs (unit costs) related to the mobility that was started later are not eligible for funding under OP RDE.

The following conditions for selecting a researcher must be fulfilled by the date of selection of the researcher by the applicant / beneficiary, unless stated otherwise.

Conditions for Selection of a Scientist-Researcher for Each of the Mobilities

During the performance of the selection procedure, the applicant must comply with the following parameters (for each mobility). The person selected for participation in the mobility "**Work-stays of Post-docs from abroad in the Czech Republic"** must meet simultaneously the following:

1. Be a post-doc as defined above. If the selected person has not been awarded the Ph.D. degree, then the degree must correspond to Level 8 ISCED (International Standard Classification of Education). If the degree cannot be clearly determined according to Level 8 ISCED, the researcher has an obligation to demonstrate the validation during the mobility (until the end of their mobility).
2. Be a researcher from abroad as defined above.
3. Demonstrate publication activity – in the last 3 years, at least 2 publication outputs.

For the duration of mobility, the researcher must be a full-time employee in the beneficiary's organisation with the place of work in the Czech Republic.

For the whole duration of mobility, the Post-doc must have a mentor available, with whom he/she may consult.

Following the selection of the researcher, the Beneficiary will submit simple copies of the following documents in the project PIR:

- Labour-law document entered into with the selected candidate
- Diploma (or recognition)
- Justification for the selection of the researcher or a record from the selection procedure (signed by the statutory body of the Beneficiary)
- Professional CV with a reference to publication activity
- Schedule of mobility

- Document(s) proving activities outside the Czech Republic for 2 years over the course of the last 3 years and/or documents regarding Ph.D. studies. (can be submitted in the professional CV)
- Brief description of the research that the researcher will conduct, justification of the need for the field (justification of the mobility relevance, for template see here).

The person selected to participate in the mobility "***Work-stays of Senior Researchers from Abroad in the Czech Republic"*** must simultaneously meet the following:

1. Be a researcher from abroad who has worked for at least 2 years over the period of the last 3 years in an organisation/organisations outside the Czech Republic in the field of research, with working time at least 0.5 FTE. Czech citizens are not excluded.
2. Be a Senior Researcher.
3. Meet the following performance criteria of a Senior Researcher:
   - H-index – minimum value of 8.5 according to the conversion of the normalisation table given in Annex No. 14 "Manual for the Calculation of the Normalised H-index". The Web of Science or Scopus is a source for the conversion of the h-index value. The calculation of the normalised h-index will be submitted for each mobility together with additional documentation demonstrating the selection of the staff member in line with the conditions of the Call. Researchers working in the field social and humanistic sciences do not submit h-index value,
   - A contribution in at least one international grant or national grant over the last 5 years as a solver or co-solver,
   - Publication activity – in the last 5 years, at least 3 publication outputs, please see the definitions.

During the mobility implementation, the researcher must be an employee of the Beneficiary, working for at least 0.5 of working time and with the place of work in the Czech Republic.

Following the selection of the researcher, the Beneficiary will submit simple copies of the following documents in the project PIR:

- Labour-law document entered into with the selected candidate
- Diploma (or recognition)
- Professional CV with a reference to publication activity
- Document(s) proving activities outside the Czech Republic for 2 years over the course of the last 3 years (can be submitted in the professional CV).
- Calculation of the normalised h-index, if relevant (signed by the researcher)
- Justification for the selection of the researcher or a record from the selection procedure (signed by the statutory body of the beneficiary)
- Brief description of the researcher that the researcher will conduct, justification of the need for the field (justification of the mobility relevance, for template see here).

- Schedule of mobility

The person selected to participate in the mobility "***Work-stays of Junior Researchers Abroad"*** must simultaneously meet the following:

1. Be a Junior Researcher. If it is a Ph.D. student, he/she must have the status of a Ph.D. student (in an institution based in the Czech Republic) and
2. During the mobility implementation, be an employee of the Beneficiary, working for at least 0.5 of the working time and with the place of work outside the Czech Republic, and
3. Must have a recommendation of the tutor (of it is a Ph.D student) and
4. Must have a mentor abroad, who must meet the following **performance criteria**:
   - H-index – minimum value of 8.5 according to the conversion of the normalisation table given in Annex No. 14 "Manual for the Calculation of the Normalised H-index". The Web of Science or Scopus is a source for the conversion of the h-index value. The calculation of the normalised h-index will be submitted for each mobility together with additional documentation demonstrating the selection of the staff member in line with the conditions of the call. Researchers working in the field of social and humanistic sciences do not submit h-index value,
   - A contribution in a least one international or national grant over the last 5 years as a solver or co-solver and at the same time it must not be an internal grant or the mentor must demonstrate publication activity – over the period of the last 5 years, at least 3 publication outputs.

MA recommends that the mentor tend to the researcher 4 hours a week on average and for the mobility duration, mentor simultaneously 5 researchers at maximum[7].

Following the selection of the researcher, the Beneficiary will submit simple copies of the following documents in the project PIR:

- Labour-law document entered into with the selected candidate
- Diploma (or recognition, in the event of a Ph.D. Student, confirmation of studies.)
- Professional CV of the researcher.
- Professional CV of the mentor
- Schedule of mobility
- Referral of the tutor in the event of a Ph.D. student
- Calculation of the normalised h-index of the mentor, if relevant
- Justification for the selection of the researcher or a record from the selection procedure (signed by the statutory representative of the beneficiary)
- Brief description of the research that the researcher will conduct, justification of the need for the field (justification of the mobility relevance, for template see here)

[7] The fulfilment of this recommendation will not be monitored.

- The Contract/agreement/memorandum of cooperation or a similar document with the host research organisation (containing an obligation to perform exclusively non-economic activities by the researcher for the mobility duration. In addition, financial flows between the stakeholder institutions and their consent with the mobility schedule must be addressed).

The person selected to participate in the mobility "***Work-stays of Senior Researchers Abroad"*** must simultaneously meet the following:

1. Be a senior researcher, and
2. Meet the following performance criteria of a senior researcher:
   - H-index – minimum value of 8.5 according to the conversion of the normalisation table given in Annex No. 14 "Manual for the Calculation of the Normalised H-index". The Web of Science or Scopus is a source for the conversion of the h-index value. The calculation of the normalised h-index will be submitted for each mobility together with additional documentation demonstrating the selection of the staff member in line with the conditions of the Call. Researchers working in the field of social and humanistic sciences do not submit h-index value, and
   - A contribution in a least one international grant or national grant over the last 5 years as a solver or co-solver while it must not be an internal grant of the research organisation, and
   - Demonstrate publication activity – in the last 5 years, at least 3 publication outputs.
3. During the mobility implementation, be an employee, working for at least 0.5 of working time/monthly.

Following the selection of the researcher, the Beneficiary will submit simple copies of the following documents in the project PIR:

- Labour-law document entered into with the selected candidate
- Diploma (or recognition)
- Justification for the selection of the researcher or a record from the selection procedure (signed by the statutory representative of the beneficiary)
- Professional CV of the researcher.
- Schedule of mobility
- Calculation of the normalised h-index of the senior researcher, if relevant
- Brief description of the research that the researcher will conduct, justification of the need for the field and information of the host organisation (justification of the mobility relevance, for template see here)
- The Contract/agreement/memorandum of cooperation or a similar document with the host research organisation (containing an obligation to perform exclusively non-economic activities by the researcher for the mobility duration, in addition, any financial flows between the stakeholder institutions and their consent with the mobility schedule must be addressed.)

The relevance of each mobility is evaluated as part of the project implementation based on the points given below:

- The Applicant must justify the need for the mobility and relevance of the selection of the researcher for the specific facility (department, laboratory etc.) where the mobility will be performed, among other based on the description of the planned research activities as part of the mobility, including the description of relevance for the research conducted by the researcher before the mobility implementation.
- The Applicant must define specific and clear objectives and benefits of the mobility, such as starting new or extending the existing cooperation, obtaining contacts, knowledge transfer, transfer of research methods and so on. The benefit of the mobility for the research organisation (beneficiary). will always be evaluated
- Involvement of the researchers into the research in the organisation must be adequate with regard to the contribution of the researcher to the research conducted within the organisation (his role, involvement, knowledge and experience in the given research field). In the event of departures from the Czech Republic, also involvement of the researchers in the research work in the host organisation, must be adequate with regard to the potential development of his skills (with corresponding quality, experience of the researcher and his involvement in the team).
- In the event of departures from the Czech Republic, the host organisation must have sufficient experience and capacities for the stay of the researcher.

Meeting of all parameters specified by the Call and related documentation for the researcher mobility and his selection will be evaluated by the Managing Authority as part of the project implementation. The Overview of activities and their interpretation states what documents the Applicant/Beneficiary must submit.

The application for a project budget change related to the beneficiary's selection of the researcher is submitted after the selection of the researcher. These changes are submitted by the beneficiary on a continuous basis, but no later than the last day of the reference period. The beneficiary submits to the next PIR project evidence of the parameters set out in the call for proposals and subsequent documentation for researcher's mobility and his selection, incl. any changes made to the plan indicated in the grant application, . The acceptance of the selected researcher is part of the PIR project approval. If the OP RDE MA does not accept the selected researcher and the related budget changes, the beneficiary will be asked to transfer related budget changes back to Chapter 1.5 of the project budget. For more information, see Chapter 5.2.5 Project Budget and Financial Plan. If the OP RDE MA does not accept the selected researcher who has already started the mobility, the already fulfilled units are considered ineligible.

Example:

The beneficiary plans two mobility in the grant application. In activity 1 there is a planned work-stays of post-doc from abroad in the Czech Republic for 12 months. In Activity 4 there is a planned work-stays of senior researcher in the USA for 24 months with the family.

The selection of a researcher under Activity 1 took place in March 2018. After the researcher is selected, the beneficiary submits a request for a change to the project budget, i.e. a transfer of funds from chapter 1.5. Planned Funds for Distribution to be allocated to newly created items 1.1.1.1. 1 - Ethnomusicology - 1 474 740 CZK and 1.1.2.1. R - 1 - Ethnomusicology - 0, - CZK.

The selection of a researcher under Action 4 took place in April 2018. After the researcher's selection, the beneficiary submits a request for a change to the project budget, i.e. a transfer of funds from Chapter 1.5. Planned Funds for Distribution to be allocated to newly created items 1.4.1.1. 4 - Brain ischemia, USA - 4,225,704, and 1.4.2.1. R - 4 - Brain ischemia, USA - 316 728, - CZK.

In the nearest PIR project, the beneficiary will submit all documents demonstrating compliance with the parameters set by the call for proposals for mobilities of selected researchers (CV, Justification for the selection, labour law document, calculation of the standard h-index, affidavit of the researcher for entitlement to a family allowance, etc.).

Overview of activities and their interpretation

Number of the supported activity according to the Call	**1**
Title of supported activity	**Work-stays of Post-docs from Abroad in the Czech Republic**
Objectives of activity implementation	Use of the potential of researchers from abroad in the Czech Republic and research internationalisation.
Description of activity implementation	A work-stay of a post-doc in the research organisation of the Beneficiary in the Czech Republic in the scope of 1.0 working time on the research project/projects. Post-doc brings international experience into the Czech research organisation and skills related to his/her previous experience abroad. The researchers must actively[8] participate in a conference / seminar / workshop etc., organised by the institutions of the Beneficiary, at least once during each 6 months of the mobility duration. (Mobility duration of 6 months – at least one participation in such event, mobility duration of more than 6 and a maximum of 12 months - at least two participations in such events, mobility duration of more than 12 and a maximum of 18 months - at least three participations in such events, mobility duration of more than 18 and a maximum of 24 months - at least four participations in such events.)
Activity unit	1 month of scientific-research activity of a Post-doc from abroad in the Czech Republic (30 days).
Unit cost	The value of unit cost is CZK 122,895. The minimum amount that must cover the staff costs of a researcher mobility (including all mandatory expenses[9]) is CZK 84,622. To be inspected by the Managing Authority in the employment-legal document and/or similar document during the monitoring following the selection of the researcher and subsequent payment as part of the on-site inspection, must be in accordance with the law.

[8] Active participation is understood as the contribution of a researcher in the form of a presentation, poster presentation, participation in a panel discussion, etc. The active participation of the researcher must be clearly demonstrable.

[9] Obligatory expenses usually include payments for social and health insurance, FKSP, social fund and health insurance for an employee staying abroad etc.

	The maximum amount that the beneficiary can use to cover the administrative and organizational costs associated with the implementation of mobility is CZK 38,273.
Target group	Staff of research organisations.
Outputs of activity	The performed mobility of the researcher in the research organisation in the Czech Republic.
Documenting the project PIR	After the selection of the researcher, documents given in Chapter 5.2.4 in the section Researcher Selection will be demonstrated in the project PIR (only once). Monthly report of activities for each performed activity unit (for sample please see here).
Documenting the output during the on-site inspection	During the on-site inspection, the following will be inspected, including but not limited to: • Fulfilment of the mobility objectives via an interview with the researcher • Attendance • Original copy of employment-legal documents including any other documents that would imply that the researcher is entitled to the provision of a minimum amount from the unit cost value • Original copy of Activity Reports • Original copy of Mobility Schedule • Documentation of payments to the researcher • Original copy of documents demonstrating the participation of the researcher at conferences/seminars/workshops etc. Any other original copies of documents presented to demonstrate outputs of the activity in project PIR.
Output indicator	2 04 03 Number of services provided by newly incoming researchers from abroad *Note: Each mobility represents value 1 of the output indicator, indicator values add up in the projects and form a target value.* *Documentation of the output indicator is identical to the documentation of the activity output.*

Number of the supported activity according to the call	2
Title of supported activity	**Work-stays of Senior Researchers from Abroad in the Czech Republic**
Objectives of activity implementation	The aim of the activity is the transfer of international experience into the research organisation in the Czech Republic by involving quality researchers from abroad. Another long-term objective is the research internationalisation.
Description of activity implementation	Guest appearance of an experienced researcher from abroad – senior in the research organisation of the Beneficiary in the Czech Republic working at least 0.5 working time. The supported researcher in the Czech Republic is involved in the research, or partially in instruction (outside standard instruction). The researchers must actively[10] participate in a conference / seminar / workshop etc., organised by the institutions of the beneficiary, at least once during each 6 months of the mobility duration. (Mobility duration of 6 months – at least one participation in such event, mobility duration of more than 6 and a maximum of 12 months - at least two participations in such events, mobility duration of more than 12 and a maximum of 18 months - at least three participations in such events, mobility duration of more than 18 and a maximum of 24 months - at least four participations in such events.)
Activity unit	1 month of scientific-research stay of a senior scientist from abroad (30 days).
Unit cost	The initial value of unit cost is **CZK 156,944**. The unit costs of the completed unit are a product of the initial value of the unit costs and working time. The minimum amount that must cover the staff costs of a researcher mobility (including all mandatory expenses[11]) is calculated as follows: CZK 118,671 x working time To be inspected by the Managing Authority in the employment-legal document and/or similar document during the monitoring

[10] Active participation is understood as the contribution of a researcher in the form of a presentation, poster presentation, participation in a panel discussion, etc. The active participation of the researcher must be clearly demonstrable.

[11] Obligatory expenses usually include payments for social and health insurance, FKSP, social fund and health insurance for an employee staying abroad etc.

	following the selection of the researcher and subsequent payment as part of the on-site inspection, must be in accordance with the law. The maximum amount that the beneficiary can use to cover the administrative and organizational costs associated with the implementation of mobility [12]) is calculated as follows: CZK 38,273 x working time.
Target group	Staff of research organisations.
Outputs of activity	The performed mobility of an experienced senior researcher from abroad in the research organisation in the Czech Republic.
Documenting the project PIR	After the selection of the researcher, documents given in Chapter 5.2.4 in the section "Researcher Selection" will be demonstrated in the project PIR (only once). Monthly report of activities for each performed activity unit (for sample please see here).
Documenting the output during the on-site inspection	During the on-site inspection, the following will be inspected, including but not limited to: • Fulfilment of the mobility objectives via an interview with the researcher • Attendance • Original copy of employment-legal documents including any other documents that would imply that the researcher is entitled to the provision of a minimum amount from the unit cost value • Original copy of Activity Reports • Original copy of Mobility Schedule • Documentation of payments to the researcher • Original copy of documents demonstrating the participation of the researcher at conferences/seminars/workshops etc. Any other original copies of documents presented to demonstrate outputs of the activity in project PIR.

[12] Obligatory expenses usually include payments for social and health insurance, FKSP, social fund and health insurance for an employee staying abroad etc.

Output indicator	2 04 03 Number of services provided by newly incoming researchers from abroad *Note: Each mobility represents value 1 of the output indicator, indicator values add up in the projects and form a target value.* *Documentation of the output indicator is identical to the documentation of the activity output.*

The supported activities No. 1 and No. 2 fulfil the result project indicator 2 04 15, for more information of the setting of target values, monitoring and documentation please see Annex No. 1 of the Call and Chapter 11.3.

Number of the supported activity according to the call	**3**
Title of supported activity	**Work-stays of Junior Researchers Abroad**
Objectives of activity implementation	The aim of this activity is to support a professional development of starting young researchers through gaining new knowledge and experience abroad, which will in return improve the Czech research.
Description of activity implementation	Sending of a junior researcher in foreign research organisation and his/her involvement in the research project abroad. The junior researcher remains employed in the organisation of the beneficiary for the whole time of mobility and return phase performance. The minimum working time during the mobility performance is 0.5. The researchers must participate in a conference / seminar / workshop etc., at least once during each 6 months of the mobility duration. It may be an event organised by other than host institution or if the event is organised by the host institution, it must be an international event. (Mobility duration of 6 months – at least one participation in such event, mobility duration of more than 6 and a maximum of 12 months - at least two participations in such events, mobility duration of more than 12 and a maximum of 18 months - at least three participations in such events, mobility duration of more than 18 and a maximum of 24 months - at least four participations in such events.) The mobility can be performed both in and outside the EU.
Activity unit	1 calendar month of activity of a junior researcher in research organisation abroad (30 days).

Unit cost	The initial value of unit cost is **CZK 122,895**. The unit cost of the completed unit is given by multiplying the part of the initial value of the unit cost, the correction coefficient and the working time. The amount of correction coefficient is given in Annex No. 3 of the Call. The minimum amount that must cover the staff costs of a researcher mobility (including all mandatory expenses[13]) is calculated as follows: [(CZK 68,785 x correction coefficient) + 15,837] x working time To be inspected by the Managing Authority in the employment-legal document and/or similar document during the monitoring following the selection of the researcher and subsequent payment as part of the on-site inspection, must be in accordance with the law. The maximum amount that the beneficiary can use to cover the administrative and organizational costs associated with the implementation of mobility [14]) is calculated as follows: CZK 38,273 x working time.
Target group	Staff of research organisations.
Outputs of activity	The performed mobility of a Junior Researcher in the foreign host organisation including the completed return phase.
Documenting the project PIR	After the selection of the researcher, documents given in Chapter 5.2.4 in the section Researcher Selection will be demonstrated in the project PIR (only once). Monthly report of activities for each performed activity unit (for sample please see here). Activity Report in Return Phase (for sample please see here). It is only documented after the end of the return phase.
Documenting the output during the on-site inspection	During the on-site inspection, the following will be inspected, including but not limited to: • Fulfilment of the mobility objectives via an interview with the researcher

13 Obligatory expenses usually include payments for social and health insurance, FKSP, social fund and health insurance for an employee staying abroad etc.

14 Obligatory expenses usually include payments for social and health insurance, FKSP, social fund and health insurance for an employee staying abroad etc.

	• Original copy of employment-legal documents including any other documents that would imply that the researcher is entitled to the provision of a minimum amount from the unit cost value • Original copy of Activity Reports • Original copy of Mobility Schedule • Documentation of payments to the researcher • Original copy of documents demonstrating the participation of the researcher at conferences/seminars/workshops etc. Any other original copies of documents presented to demonstrate outputs of the activity in project PIR.
Output indicators	2 08 00 Number of supported researchers and academics 5 46 01 Number of students of research-oriented study programmes and post-graduate students who participated in traineeships Each mobility fulfils only one indicator depending, whether a researcher or Ph.D. student participate in the mobility And also, the output indicator, the so-called milestone 6 00 00. Total number of participants (to be reported once the small-scale aid is reached, please see Chapter 11.3). Note: *Each mobility represents value 1 of the output indicator, indicator values add up in the projects and form a target value.* *Documentation of the output indicator is identical to the documentation of the activity output.*

Number of the supported activity according to the call	**4**
Title of supported activity	**Work-stays of Senior Researchers Abroad**
Objectives of activity implementation	The aim of the activity is to support quality researchers in their further professional growth. The long-term goal is to contribute to the development of the research organisation that employs and dispatches the researchers.
Description of activity implementation	Sending of a Senior Researcher in foreign research organisation and his/her involvement in the research project abroad.

	The Senior Researcher remains employed in the organisation of the Beneficiary for the whole time of mobility and return phase. The minimum working time during the mobility performance is 0.5. The researchers must participate in a conference / seminar / workshop etc., at least once during each 6 months of the mobility term. It may be an event organised by other than host institution or if the event is organised by the host institution, it must be an international event. (Mobility duration of 6 months – at least one participation in such event, mobility duration of more than 6 and a maximum of 12 months - at least two participations in such events, mobility duration of more than 12 and a maximum of 18 months - at least three participations in such events, mobility duration of more than 18 and a maximum of 24 months - at least four participations in such events.) The mobility can be performed both in and outside the EU.
Activity unit	1 calendar month of an activity of a senior researcher (30 days).
Unit cost	The initial value of unit cost is **CZK 156,944**. The unit cost of the completed unit is given by multiplying the part of the initial value of the unit cost, the correction coefficient and the working time. The amount of correction coefficient is given in Annex No. 3 of the Call. The minimum amount that must cover the staff costs of a researcher mobility (including all mandatory expenses[15]) is calculated as follows: [(CZK 102,834 x correction coefficient) + 15,837] x working time To be inspected by the Managing Authority in the employment-legal document and/or similar document during the monitoring following the selection of the researcher and subsequent payment as part of the on-site inspection, must be in accordance with the law. The maximum amount that the beneficiary can use to cover the administrative and organizational costs associated with the implementation of mobility [16]) is calculated as follows:

[15] Obligatory expenses usually include payments for social and health insurance, FKSP, social fund and health insurance for an employee staying abroad etc.

[16] Obligatory expenses usually include payments for social and health insurance, FKSP, social fund and health insurance for an employee staying abroad etc.

	CZK 38,273 x working time.
Target group	Staff of research organisations
Outputs of activity	The performed mobility of a Senior Researcher in the foreign host organisation including the completed return phase.
Documenting the project PIR	After the selection of the researcher, documents given in Chapter 5.2.4 in the section "Researcher Selection" will be demonstrated in the project PIR (only once). Monthly report of activities for each performed activity unit (for sample please see here). Activity Report in Return Phase (for sample please see here). It is only documented after the end of the return phase.
Documenting the output during the on-site inspection	During the on-site inspection, the following will be inspected, including but not limited to: • Fulfilment of the mobility objectives via an interview with the researcher • Original copy of employment-legal documents including any other documents that would imply that the researcher is entitled to the provision of a minimum amount from the unit cost value • Original copy of Activity Reports • Original copy of Mobility Schedule • Documentation of payments to the researcher • Original copy of documents demonstrating the participation of the researcher at conferences/seminars/workshops etc. Any other original copies of documents presented to demonstrate output of the activity in project PIR.
Output indicator	2 08 00 Number of supported researchers and academics And also, the output indicator, the so-called milestone 6 00 00. Total number of participants (to be reported once the small-scale aid is reached, please see Chapter 11.3). *Note: Each mobility represents value 1 of the output indicator, indicator values add up in the projects and form a target value.*

	Documentation of the output indicator is identical to the documentation of the activity output.

The supported activities No. 3 and No. 4 fulfil the result project indicators 2 04 10 and 2 43 10, for more information of the setting of target values, monitoring and documentation please see Annex No. 1 of the call and Chapter 11.3.

Any potential research output conceived during mobility performance must be published in an Open Access form.

Activity Report

The Activity Report is a document that must be prepared by each person on the mobility with a frequency of once a month[17] during the whole time of the mobility. The researcher will state what he/she worked on in the monitored period, whether partial goals set by him/her were accomplished and will specify other partial goals for the next monitored period, how he/she has progressed in his/her development and so on. In addition, he/she will state any outputs or dissemination or other activities, such as participation in conferences/seminars/workshops (if organised). Through the Activity Report, the research will also inform of any potential mobility suspensions or changes of relationships of person to the researcher, if relevant. In addition, the report will state the total monthly fund of working hours, number of the hours worked in the given month which is not included in the small-scale aid/ the minimum duration of mobility and total number of eligible hours in the given month. The Activity Report is part of the project PIR and is intended to document the performed activity units. A sample of the Activity Report is available here. All fields shown in the template must be filled in, in accordance with the guiding information in each area.

Activity Report in Return Phase

The Activity Report in Return Phase is a document prepared by the researcher following the end of the return phase. The report must include a description of activities performed by the researcher during the return phase. Among other, the description should focus on the transfer of experience gained during the mobility into the beneficiary's organisation and dissemination of mobility results through the arrangement of seminars, workshops etc. The Activity Report in Return Phase will also include information regarding the ratio of the performed economic and non-economic activities in the return phase. The Activity Report in Return Phase is intended to document the activity output in the project PIR. A template of the Activity Report in Return Phase is available here. All fields shown in the template must be filled in, in accordance with the guiding information in each area.

Support tool:

Support tool name	**Support for the Researcher's Family**

[17] In the case of mobility starting on a day other than the first day of the month, only a part of the unit will be reported in the first month. Subsequently, the beneficiary will continue to report the unit every calendar month, and after completing the last full unit/month, the beneficiary will still report the remaining days not worked in the first unit. Activity reports are reported in calendar months. Even incomplete calendar months must be reported.

Objectives of instrument implementation	The aim is to align work and private life of researchers.
Description of the instrument	It is a support tool for the development of human resources in research while taking into account personal needs of the researcher. The support tool is intended to ensure a contact of the researcher with his/her family members. The family member is defined as husband/wife or an equivalent relationship legally defined in the country where it was formalised, or own dependent child or dependent child entrusted into care.
Documenting the support tool in the project PIR	A statutory declaration demonstrating the relationship between the researcher and another person. The Beneficiary submits the documents only once, following the selection of the researcher. In the project PIR, either in Czech or English, or an officially certified translation into one of these languages (at least for one person). Any changes in the relationship of such persons with the researcher will be stated by the Beneficiary in the Activity Report.
Support tool unit	1 calendar month. The number of completed units is set according to the number of calendar months, in which mobility units of the same key activity were performed. The units where the conditions for the provision of support under the support tool were met for the whole calendar month will be included.
Units costs of support tool	Unit cost is **CZK 13,197**. The unit costs are set regardless of the number of family members and without the application of the correction coefficient. The unit costs of the completed unit are a product of the initial value of the unit costs and working time. The claimed funds for the support tool of the given mobility must be provided for the benefit of the researcher.
Documenting the support tool in the project PIR	The support tool is deemed demonstrated when the mobility unit to which it is related is documented.
Target group	Staff of research organisations.
Support tool output	The performed mobility of the researcher, which includes the support tool.
Indicators	The support tool has no output or result indicator.

5.2.5. Project Budget and Financial Plan

As of the grant application submission date, OP RDE MA recommends that applicant only calculates the budget chapter “**Planned Funds for Distribution”**[18]**.** The total amount of this chapter is based on the value given in the so-called Mobility Calculator which is attached as an annex to the grant application. It means that when drafting the budget, all funds are budgeted in this chapter (number of units = 1), whereas the value of this chapter must correspond to the total budget established using the Mobility Calculator. Other chapters of the project budget continue to stand at zero.

During the project implementation, it is not possible to absorb funds directly from this chapter, but first they must be assigned to a specific mobility (i.e. transferred to one of the project budget chapters 1.1 to 1.4). After selecting the researcher, beneficiary notifies the OP RDE MA the changes made in the project budget related to the selection of the researcher (for more details, see chapter 5.2.4 and chapter 7.2.1.1). Based on this, the budget of the project is already broken down into chapters representing the individual supported activities according to the call. Each chapter has two sub-chapters “Mobility of Researchers” and “Family Support[19]”, in which the Applicant creates individual budget items of the project. **Each key activity always includes both these sub-chapters of the project budget.** If support tool is not used together with the mobility, the relevant sub-chapter of the project budget entitled “Family Support“ will be zero in the budget. The sum of costs of mobility and costs of support tool represents total eligible expenditures of the key activity.

The titles of the **budget items** (such as items at the level of 1.1.1.1., 1.1.1.2 etc.) are identical with the names of each of the key activities, only items in sub-chapter “Family Support” will be designated with “R” (this symbol will allow the beneficiary to identify the support tool when preparing project PIR/PA as part of the project monitoring). The project budget item is defined by the number of units and unit cost once the correction coefficient and working time are taken into account. Their product represents the total cost of the given item of the project budget (“*total amount*”), i.e. The costs of mobility or cost of support tool. Only one type of unit and one value of the unit costs can be budgeted for a single project budget item. It means, it is not possible to combine unit costs with different correction coefficient, or different mobilities under a single project budget item.

The total eligible expenditure is a sum of costs for each of the key activities (i.e. only expenditures on key activities can be submitted for approval and payment). The total eligible expenditure can be calculated before the drafting of the project budget using the so-called Mobility Calculator which will be made available at MEYS website.

The costs of individual mobilities and support tools (*according to the column “P” Mobility Calculators*) will be given by the Applicant in the grant application in the costs overview field.

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[18] In the case that different budget chapters / sub-chapters / budget items will be nonzero in the grant application than budget chapter of the project “Planned Funds for Distribution”, this will not be perceived by the OP RDE MA as a break of the rules of the call for proposals and the applicant/beneficiary will not be asked by the OP RDE MA to revise the budget of the project.

[19] It is a support tool according to the list of activities, please see Chapter 5.2.4.

Budget Illustration - Call "International Mobility of Researchers":

1.	Total eligible expenditure
1.1.	1 - Work-stays of Post-docs from Abroad in the Czech Republic
1. 1. 1.	1 – Mobility of Post-doc Researchers in the Czech Republic
1.1.1.1	1 - Title of key activity 1
1.1.1.2	1 - Title of key activity 2
1.1.1.3	1 - Title of key activity 3
1.1.2.	R – 1 – Family Support
1.1.2.1	**R** – 1 – Title of key activity 1
1.1.2.2	**R** – 1 – Title of key activity 2
1.1.2.3	**R** – 1 – Title of key activity 3
1.2.	2 - Work-stays of Senior Researchers from Abroad in the Czech Republic
1.2.1.	2 – Mobility of Senior Researchers in the Czech Republic
1.2.1.1	2 - Title of key activity 4
1.2.1.2	2 - Title of key activity 5
1.2.2.	R – 2 – Family support
1.2.2.1	**R** – 2 – Title of key activity 4
1.2.2.2	**R** – 2 – Title of key activity 5
1.3.	3 - Work-stays of Junior Researchers Abroad
1.3.1.	3 – Mobility of senior researchers abroad
1.3.1.1	3 - Title of key activity 6
1.3.1.2	3 - Title of key activity 7
1.3.1.3	3 - Title of key activity 8
1.3.2.	R – 3 – Family Support
1.3.2.1	**R** – 3 – Title of key activity 6
1.3.2.2	**R** – 3 – Title of key activity 7
1.3.2.3	**R** – 3 – Title of key activity 8
1.4.	4 - Work-stays of Senior Researchers Abroad
1.4.1.	4 – Mobility of Senior Researchers Abroad
1.4.1.1	4 - Title of key activity 9
1.4.1.2	4 - Title of key activity 10
1.4.2.	R – 4 – family support
1.4.2.1	**R** – 4 – title of key activity 9
1.4.2.2	**R** – 4 – title of key activity 10
1.5.	Planned Funds for Distribution
2.	Ineligible expenditure

* Grey lines (chapters, sub-chapters are pre-set in IS KP 14+; white lines (items) are created by the Applicant.

5.2.5.1. Financial Milestones

This chapter is not relevant for the Call "International Mobility of Researchers".

5.2.6. Cost Benefit Analysis (CBA)

This chapter is not relevant for the Call "International Mobility of Researchers".

5.3. Receipt of Grant Applications

Specified in the Rules for Applicants and Beneficiaries – General Section.

5.4. Project Approval Stage

The approval stage is the stage between the grant application receipt closing date to the issue of the legal act on grant award / transfer.

Following receipt of the grant application on the basis of the published call for application submission every grant application undergoes the approval process with observed principles of transparency, equal approach and non-discrimination. The process of approval of grant applications under these calls includes the check of eligibility and formal requirements which is performed by internal evaluators of OP RDE MA.

For the Call "International Mobility of Researchers", the following evaluation model is specified:

Approval process stages incl. partial time limits[20] (WD – working day)[21]

Check of eligibility and formal requirements – internal evaluators	30 PD
↓	
Issue of legal act on grant award /transfer – MA	50 PD

5.4.1. Eligibility Check and Formal check

Specified in the Rules for Applicants and Beneficiaries – General Section.

In addition, the following applies to the Call "International Mobility of Researchers":

The check of eligibility and formal requirements is to be ensured by internal evaluators of OP RDE MA in CSSF14+. The eligibility and formal check is to be completed within 30 working days from the receipt of grant applications.

The criteria of eligibility and formal check, incl. the description of the evaluation method, form a separate annex to the Call, Annex No. 2 "Evaluation Criteria". The criteria have an exclusionary function, they are evaluated as a YES/NO, i.e. pass/fail (or irrelevant for the project). The criteria for formal and eligibility checks are divided into correctable (i.e. the Applicant may make additions during the approval process at the request of OP RDE MA), and non-correctable (i.e. non-compliance always means exclusion from the approval process without the Applicant being allowed to make any additions).

If the Applicant fails to comply with any of the correctable criteria as part of the formal check, the Applicant is requested to supplement the missing information through IS KP14+ within a period of 10

[20] Partial time limits are indicative.

[21] The approval process stage shall only mean the check of eligibility and formal requirements, the preparation of the legal act on grant award /transfer is only a follow-up administrative act.

working days from the date on which the request is delivered. If, at the request of the OP RDE to supplement the data, the Applicant fails to supplement the missing information/documents (sufficiently as required by the OP RDE MA and within the time limit), the grant application is excluded from the approval process. Failure to meet any of the non-correctable criteria leads to the application being excluded from the approval process.

With regard to this Call, the check of eligibility and formal requirements is the last phase of the grant application evaluation (For more information, please see Chapter 5.5 and Chapter 6.3).

5.4.2. Objective Evaluation

This chapter is irrelevant for the Call “International Mobility of Researchers”, in the event of this Call the objective evaluation phase is not applied. The acceptance of individual mobilities by OP RDE MA will be provided following the selection of researchers based on the meeting of qualitative parameters placed on the researcher by the activity type.

5.4.3. Project Selection

This chapter is not relevant for the Call “International Mobility of Researchers”. The list of recommended and non-recommended projects for support is made by OP RDE MA on the basis of fulfilment of criteria of eligibility and formal requirements (Please see Chapter 5.4.1).

5.4.4. Approval of the EC Major Projects

This chapter is not relevant for the Call “International Mobility of Researchers”.

5.5. Method of Notification of the Approval Process Results to the Applicant

In 10 business days from completion of process stage, the Applicants will be notified about the result by a change of the project status in the IS KP14+ and by an internal message.

In the case of unsuccessful Applicants who do not make use of the possibility to submit comments and in the case when the grant application is not be returned to the approval process after the settlement of the comments, the MA shall issue a Notification to Terminate the Application Administration and in accordance with the legal requirements for delivery and through the MS2014+ will deliver it to the Applicant. The Notification to Terminate the Application Administration will include at least:

- The result of the evaluation and selection of projects;
- A justification of the withdrawal of the grant application or of the non-recommendation of the project for financing, stating the reasons and documentation for the decision and how the MA dealt with an eventual statement of the Applicant on the decision of MA;
- The findings that led to the termination of administration of the grant application;
- The information that it is not possible to file a remedy against the notification to terminate the administration.

Unsuccessful Applicants may file a redrafted grant application under the call repeatedly.

Successful Applicants will be notified of the approval of the grant application, please see Chapter 6.3 "Notification of Approval of Grant Application from OP RDE".

6. CHAPTER – PROCESSES AND RULES FOR THE ISSUANCE OF THE LEGAL ACT ON GRANT AWARD/TRANSFER

6.1. Provision of Financial Support to the Applicant

Specified in the Rules for Applicants and Beneficiaries – General Section.

6.2. Forms of Grant Award

Specified in the Rules for Applicants and Beneficiaries – General Section.

6.3. Notification of Approval of Grant Application from OP RDE

Successful Applicants are notified about the recommendation of the grant application for funding in the form of the **Notice of Recommendation of Grant Application for Funding.** This notification is sent to successful Applicants (or the governing bodies provided in the grant application) through IS KP14+, typically within 10 business days from signing the list of recommended / not recommended projects by the deputy minister for the management of DM section. The content of the notification is described in the Rules for Applicants and Beneficiaries – General Section (Chapter 6.3).

6.4. Documents Needed to Issue a Legal Act on Grant Award / Transfer

This chapter is not relevant for the Call "International Mobility of Researchers".

6.5. Granting of Aid

Documents needed to issue a legal act on grant award / transfer are submitted by the Applicant in the form of annexes to the grant application (see Chapter 18 of the Annex). Before issuing the legal act on grant award /transfer, the Applicant may be required to provide additional documents related to project changes until the time when the grant application is submitted (For more information, please see Chapter 7.2).

7. Chapter – Processes and Rules of Project Management

7.1. Monitoring

Specified in the Rules for Applicants and Beneficiaries – General Section.

In addition, with regard to the Call "International Mobility of Researchers", for 12 months projects, the monitored period is 3 months and for projects taking more than 12 months, the monitored period is 6 months, except for the first monitored period, which is set to be 3 months.

7.1.1. Preliminary Report of Project Implementation (including preliminary payment request)

Specified in the Rules for Applicants and Beneficiaries – General Section.

In addition, the following applies to the Call "International Mobility of Researchers":

The demonstration of unit completion means that the expenditures are documented.

The OP RDE MA sets the content of the report and the content and the format of the Annexes in the MS2014+ in relation to the announced Call for the submission of grant applications for support.

The Beneficiary will document the following in the project PIR/Final Implementation Report:

- outputs and results of key activities/mobilities (see Chapter 5.2.4 and 11.3),
- completed units (see Chapter 5.2.4) and related eligible costs (see Chapter 8.7.1),
- meeting of conditions for researcher selection,
- updated RIS3 annex after the completion of the selection of researchers (it concerns 1. or 2. PIR and Final Project Implementation Report).

Documents required to be documented together with project PIR and form of their submission are given in Chapter 11.3 Instructions for Beneficiaries and Chapter 5.2.4 Eligibility of Project Activities.

The document submitted together with the project PIR may be presented in Czech, Slovak or English, or in the event of irregularities in English documents, OP RDE MA may request their translation into Czech.

Return phase of the supported activities No. 3 and No. 4 (please see Chapter 5.2.4) is documented in PIR/Final Implementation Report by "Activity Report in Return Phase". During the return phase, the units are not completed, i.e. there is no entitlement to the payment of individual costs of the completed units.

Rules for reporting completed units and their eligibility for supported activities with return phase

During the project implementation, the Beneficiary will continuously include all completed units of the given mobility (i.e. the key activity) except for the last completed unit in the list of units for billing. It concerns the implementation period, before the implementation of the return phase of the given mobility.

The last completed unit for the given mobility can be presented for billing by the Beneficiary after the end of the return phase. If the condition of the return phase of mobility is not met by the Beneficiary, the expenditures equal to unit costs for the last completed unit of the mobility are designated as non-eligible and will not be paid by the provider[22]. Such last completed unit will always be included in the time of mobility implementation, eventually in the small-scale aid, if it was not filled earlier.

[22] Should the applicant agree a non-competition clause with the employee pursuant to Section 310 of Act No. 262/2006 Coll., the Labour Code, and this will be higher than the amount of a single unit, the amount of contractual penalty will be non-eligible expenditure, and if it is higher, the proportion of non-eligible units will be recalculated.

Example: Unit cost per unit: CZK 10,000 Number of planned units of the given mobility: 12 Number of completed units of the given mobility for the whole time of the project implementation: 12 The calculation of eligible expenditures for the given mobility while meeting the condition of a return phase: unit cost x number of units, i.e. 10 000 x 12 = CZK 120,000. The calculation of total eligible costs for the given mobility when the condition of the return phase is not met: (unit cost x number of completed units) – unit cost per unit, i.e. (10 000 x 12) = 120,000 – 10,000 = CZK 110,000

Deadlines for the submission of project Report on project implementation/Request for payment

For projects lasting 12 months, the Beneficiary will submit:

- **The first project PIR and PA including all required annexes** are submitted by the beneficiary within 20 working days following the expiry of 3 months[23] from the date of the adoption of the legal act on the grant award/transfer
- **every other ongoing** PIR/PA within 20 working days following the 6 months of the end of the preceding monitoring period.

For projects with a duration of more than 12 months, the beneficiary will submit:

- **The first project PIR and PA including all required annexes** are submitted by the beneficiary within 20 working days following the expiry of 6 months from the date of the adoption of the legal act on the grant award/transfer
- **every other ongoing** PIR/PA within 20 working days following the 6 months of the end of the preceding monitoring period.

Request for payment

The provider will pay a subsidy of up to co-financing share of EU and SR at maximum, in line with the co-financing level according to Chapter 8.1.5 of the Rules for Applicants and Beneficiaries – General Section, and at the same time up to the amount of funds planned in project budget Chapters 1.1. and 1.2. (Except for the chapter of project budget "Planned Funds for Distribution", see Chapter 5.2.5 "Setting of the Project Budget and Financial Plan). The co-financing will be required according to the specified ratio for each grant application.

The amount of each grant application corresponds to the total unit costs according to the completed and demonstrated units in the monitored period. Reduction of the number of documented units due to non-approval by the OP RDE MA means the reduction of these total unit costs in the PA (i.e. the reduction of the eligible expenditures in PA by the OP RDE MA).

[23] The last day of the monitoring period, from which the subsequent time limit for submission of the PIR/PA is determined, falls on the last calendar day of the last month of the monitoring period.

Units for each of the supported activity are defined in Chapter 5.2.4.

As part of each unit, the provider will only pay expenditures for the days worked.

For each completed unit, only 100 % of the unit costs as part for the mobility can be paid at maximum (or including the support tool).

The provider will pay eligible expenditures that are equal to the unit costs for fully or partially completed nits, demonstrated in the given project PIR and charged in PA.

The time of incapacity for work in excess of 14 days is not included in the unit performance. It means, a proportional part of the unit costs corresponding to the time of incapacity for work in excess of 14 days cannot be submitted for billing as part of the project PIR/PA. Other instances and corresponding time (e.g. the employee is entitled to salary compensation from external resources or other allowances from public funds (social security), are not included in the unit performance and the corresponding portion of the unit cost is not eligible for the project (i.e. only the actual time worked is eligible).

Note

The performance of unit, or inclusion of the unit performance time does not have to correspond to the inclusion of time in the mandatory mobility duration and minimum mobility duration/small-scale aid, e.g. a period of incapacity for work longer than 14 days but less than 2 months shall not be counted into the unit fulfilment (that is the cost of these units is not reimbursed), it is not included in 320 hours of small-scale aid, **<u>but the time is included in the mobility performance time for the determination of its minimum and maximum duration (6–24 months</u>).**

The minimum part of the unit that can be paid is 1 day (mobility including the support tool). For the purposes of the unit fulfilment, the day that have not been worked in its entirety or in part is not deemed a day worked, i.e. it will not be paid by the provider. Other rules for unit reporting are given in the following table.

In the case of mobility starting on a day other than the first day of the month, only a part of the unit will be reported in the first month. Subsequently, the beneficiary will continue to report the unit every calendar month, and after completing the last full unit, the beneficiary will still report the remaining days not worked in the first unit. The unit is set to 30 calendar days.

Auxiliary table of rules for the inclusion of the mobility work idle time and for the performance of the units as part of the given mobility

Absence type	Is included/ is not included into minimum duration/small-scale aid (320 hours.)	Is included/is not included in the mobility performance time	Is included/is not included in the unit fulfilment (or including the support tool)
Holidays (aliquot part)[24]	NO	YES	YES
Holidays (above the aliquot part)	NO	NO	NO
Incapacity for work up to 14 days (incl.)	NO	YES	YES
Incapacity for work from 14 days to 2 months (incl.)	NO	YES	NO

[24] Compensation for holidays reflects the implementation of mobility, i.e. if the mobility lasts for 6 months, then there is a maximum of 6/12 compensation for holidays (in accordance with valid legislation), the so-called aliquot part.

Incapacity for work exceeding 2 months	NO	NO	NO
Obstacle from work, with entitlement to salary/wage and salary/wage compensation paid by the employer[25]	NO	YES	YES
Absence without an entitlement to salary/salary compensation (wage) such as unpaid leave	NO	NO	NO

7.1.2. Information on Project Implementation Progress

Specified in the Rules for Applicants and Beneficiaries – General Section.

7.3.1. Final Report on Project Implementation

Specified in the Rules for Applicants and Beneficiaries – General Section.

7.1.4. Final Report of the Project for the Whole Period of the Project Implementation (hereinafter FPCR for the whole implementation period)

This chapter is not relevant for the Call “International Mobility of Researchers”.

7.1.5. Interim Report on Project Sustainability

This chapter is not relevant for the Call “International Mobility of Researchers”.

7.1.6. Final Report on Project Sustainability

This chapter is not relevant for the Call “International Mobility of Researchers”.

7.2. Project Changes and Project Supplementation

For this call, only project modifications and additions are relevant.[26]

The project must be implemented in accordance with the legal act or in accordance with the legal act and changes implemented during the project. All changes are recorded on IS KP14+ in the form of the so-called **change procedures**.

When making changes before the issuance of the legal act the Applicant is obliged to proceed similarly as in the case of changes made during the project implementation. The significant changes that can be made in this period include especially:

- A change in the registered office of the Beneficiary – only if the legal conditions acc. to the Budgetary Rules are met.
- A change in the Beneficiary’s name – only if the legal conditions acc. to the Budgetary Rules are met.

[25] Including benefits agreed in the employment contract/collective agreement (such as sick day) are deemed performance of work and are included in the unit fulfilment.

[26] The procedures are given in Chapter 7.2. Rules for Applicants and Beneficiaries – General Part: are not relevant for this call.

- A change of the ID of the Beneficiary – only if the legal conditions acc. to the Budgetary Rules are met.
- Change to the legal form of the Beneficiary – the corporate entity of the Beneficiary did not expire or its assets are not transferred to its successor; only its legal relations and the legal position of their partners are changed. A change in the legal form of the Beneficiary is only possible in cases where all the conditions of the authority of the Applicant stated by the Call are fulfilled (or related documentation in the Call);
- Change in the name of the project.

The applicant shall submit any changes made before the issuance of the legal act via the IS KP14+ at the earliest after receiving an internal dispatch with a notice on the approval of the grant application.

Each change must respect the conditions for the implementation of the project stated by the OP RDE and must have a relevant justification.

The following changes are distinguished:

a) **Insignificant changes –** changes that can be made by the Beneficiary without the consent of OP RDE MA;

b) **Significant changes** – changes for which the consent of the OP RDE MA is required;

- initiating the change to the legal act on grant award / transfer;
- not initiating the change to the legal act on grant award / transfer;

Significant changes cannot be approved with retroactive effect. The exception is an approval of changes falling within the period before the issuance of the legal act and changes the cause of which could not be influenced by the Beneficiary.

A change is usually effective from the day of the approval of the substantial change by MA. The effective date may be set later than the date of approval. In this case, the change is effective only after the determined date.

The Beneficiary will be notified about the approval/rejection of the substantial change via an internal dispatch.

OP RDE MA encourages all beneficiaries of the grant to consult the character[27] and the content of the amendments with OP RDE MA sufficiently in advance.

Returning the application for change or amendment

If the application is returned to the Beneficiary for revision, correction or amendment, OP RDE MA will always define the full list of defects in the application for change. The Beneficiary must settle the comments sent and submit the amended application for change within the deadline stated in the OP RDE MA. The OP RDE MA states the deadline as **5 business days** however, depending on the character

[27] Signifies a substantial/non-substantial change.

and the scope of the defects, a shorter or longer period may be stated[28]. Should the applicant fail to submit a corrected/supplemented application, the provider will turn down the original change request.

Unless specified otherwise below, any modifications to the budget will always be assessed by the character of the substantive change (significant/insignificant) that was behind the modification and will always be administered together with the change of the substantive character.

The projects do not allow:

- Reduction of the mobility implementation under the limit of small-scale adi /minimum duration.

7.2.1. Insignificant Changes in the Project

These are changes in the project that do not require previous consent of OP RDE MA before implementation ("acknowledged" only). The Beneficiary **notifies insignificant changes on a regular basis however, no later than before submitting PIR.**

If insignificant changes fall within the monitoring period of the given PIR/PA, OP RDE MA encourages the beneficiary to report the changes sufficiently in advance in such a way so that they are confirmed by OP RDE MA before the submission of this PIR/PA into the monitoring system. Otherwise, the beneficiary will run the risk that the change will not be reflected in this PIR/PA.

7.2.1.1. Insignificant Changes of a Material Character

- **Change in the contact person**.
- **Change in the Beneficiary's contact data.**
- **Change of the legal form of the Beneficiary** resulting from the change in legislation.
- **Change of the statutory body/person** authorised to act on behalf of the Beneficiary. The Beneficiary must send the notification within five business days about the change of the representative of the statutory body together with the source materials that prove this change.
- **Change in the key activity [29] when conditions of the Call related to the researcher selection are met** - until the time when the researcher selection is approved by OP RDE MA.
- **Earlier project termination** when all obligations are complied with (all mobilities and return phases have taken place as planned or following the changes, target values of indicators are fulfilled).
- **Change in the planned mobility suspension** while adhering to all limitations for the planned mobility suspension (Please see Chapter 5.2.4).
- **Mobility suspension** for serious reasons for a necessary period of time (the total mobility time remains unchanged, it only spreads over time).

[28] This time limit may be extended only on the basis of a proper justification by the Beneficiary with proper justification being especially an operation of the force majeure. Considered irrelevant is any taking of leave of the implementation team members, the absence of a representative of the statutory body of the beneficiary etc.

[29] Its means a change of the mobility schedule, change of the destination, change of working time, change in the family support absorption, change in the host organisation, change in the research field etc. and related changes in the project budget.

In case of individual incapacity for work:

- up to 2 months (inclusive) of incapacity for work, the time of the incapacity for work is included in the specified mobility duration, therefore a change request does not have to be filed.
- after 2 months of incapacity for work the incapacity for work is not deemed mobility implementation time with all consequences, therefore a request for significant change must be filed.

In the event of an approval, the Beneficiary must state the mobility suspension in the Activity Report (suspended from-to), which is part of the project PIR.

- **Legal change of the Beneficiary** when from a certain date there is renaming or the change of legal form.
- **Other changes that do not affect the achievement of indicators and the fulfilment of the project objectives** (following the consultation with OP RDE MA).

7.2.2. Significant Changes in the Project

These are changes that principally change parameters and the content of the project. All significant changes in the project establish the obligation of the Beneficiary to submit, within the change proceedings in the IS KP14+, the application for the evaluation of the OP RDE MA change. In the application, it is necessary to mention and justify the reason of the change. The approval of a substantial change by MA does not automatically establish the eligibility of the unit cost spent on the basis of the substantial changes made. Eligibility will be assessed by OP RDE MA based on the presentation of relevant documents within the relevant PIR/PA.

If substantial changes are made within the monitoring period of the respective PIR/PA, OP RDE MA recommends beneficiaries to notify such changes well in advance to be approved by the OP RDE MA before founding PIR/PA in the monitoring system. Otherwise, the Beneficiary runs the risk that the change will not be included in PIR/PA.

The application for a significant change, which changes the period of the implementation of the project must be submitted to the granting authority no **later than 40 business days** before the termination of the project, if the granting authority does not allow a shorter deadline. We distinguish significant changes, which:

- initiate the change to the legal act;
- initiate the change to the legal act.

We recommend submitting the change request to OP RDE MA in advance, **at least 30 working days before the date when the significant changes takes effect**, otherwise the consideration of the change request by the specified date cannot be guaranteed.

7.2.2.1. Significant Changes Constituting a Change to the Legal Act on Grant Award/Transfer

Changes constituting a change to the legal act are, including but not limited to:

- **A change in the registered office of the Beneficiary** – only if the legal conditions acc. to the Budgetary Rules are met.

– **Changing the name of the Beneficiary´s entity** – only if legal conditions are met in accordance with budgetary rules.

– **Change of the Beneficiary´s ID number** – only if legal conditions are met in accordance with budgetary rules.

– **Change in the person of Beneficiary** is possible only in the following cases:

- Change to the legal form of the Beneficiary whereas the personal details shall remain unchanged[30]; the corporate entity of the Beneficiary does not cease to exist nor are its assets transferred to its successor; only its legal relations and the legal position of their partners are changed. Change to the legal form of the Beneficiary is only possible in cases where all the conditions of the authority of the applicant stated by the call are fulfilled (or related documentation in the call) and the legal act;
- Change of business company or cooperative according to the Business Corporation and Cooperative Transformations Act within the scope stated in Section 14a of the Budgetary Rules;
- Merger and division of school legal entities pursuant to Section 14d (3) of the Budgetary Rules;

– **Change in the name of the project**

– **Change in the target values of binding project indicators**. Exceeding the target values of indicators is not deemed a significant project change. All the binding indicators cannot be cancelled.

– **Adding an indicator** (only indicators defined in the call can be added).

– **Change in the project implementation time, except for earlier termination if all obligations are fulfilled**.

– **Early "premature" project termination** – see Chapter 7.3.5.

– **Suspension of return phase resulting in the extension of the project implementation** – only for serious reasons if the conditions of the Call with regard to the maximum project implementation time are met, if there is a risk that the return phase could not be fulfilled which is beyond the Beneficiary's control.

– **Change to the bank account of the beneficiary** – the intention to change the bank account/sub-account must be notified in advance by the Beneficiary to the granting authority. The Beneficiary is entitled to make the change after the issuance of the Decision to amend the legal act (before the issuance of the Decision to amend the legal act the Beneficiary submits a verified copy of the contract on the opening of the bank account or the form of financial identification). The granting authority states for the Beneficiary in the Decision to amend the legal act the obligation to transfer all OP RDE funds designated for the implementation of the project from the original bank account of the Beneficiary to the new bank account of the Beneficiary. Unless another deadline is stated in the Decision to amend the legal act the Beneficiary is to make the transfer of funds within 10 business days from the date stated in the Decision to amend the legal act as the date of the implementation of the change. In the case that the change of the bank is enforced by concluding

[30] In case of the change of the legal status or legal change of the Beneficiary, the granting authority takes note of the change on the basis of the notice written by the Beneficiary, however, it does not change the actual legal act on grant award/transfer (i.e. does not issue an amendment to the legal act on grant award/transfer).

the bank operations of the bank where the original bank account of the beneficiary was opened, the Beneficiary is to immediately send within 5 business days to the provider of the support the notification of the change of account, which must include a certified copy of the contract on the opening of the new account or a printed form of financial identification confirmed by the bank together with the document on the transfer of funds from the original bank account to the new bank account.

- **Changes in the payment account of the founder (municipality), if relevant**.
- **A change in the account of the territorial self-governing unit (region),** which is designated for receiving funds in connection with the approved project by the provider under the legal act.

7.2.2.2. Significant Changes Not Establishing the Change of the Legal Act on Grant Award / Transfer

Significant project changes not establishing change to the legal act are deemed facts that were declared in the grant application and are not given in Chapter 7.2.1 or 7.2.2.1 in connection with the researcher selection in the project PIR and the mobility implementation. These changes include, but are not limited to:

- **Earlier submission of the PIR/PA** – with the approval of the proposal by MA deadlines for the submission of the following PIR/PA are revised.
- **Change in key project activities**
- **Change in the researcher** while adhering to the conditions of the Call – in exceptional cases and in duly justified cases.
- **Change in the mentor** during the mobility implementation (Supported Activities No. 3). A new mentor must meet parameters specified in Chapter 5.2.4).
- **Suspension of return phase not resulting in the termination of the project implementation** – only for serious reasons, if there is a risk that the return phase could not be fulfilled which is beyond the beneficiary’s control.
- **Change in host organisation** – only in exceptional and duly justified cases.

In the case of any doubt about the type of change, it is regarded that it concerns a significant change.

7.2.2.3. Changes in the Sustainability Period

This chapter is not relevant for the Call “International Mobility of Researchers”.

7.3. Project Termination and Sustainability

7.3.1. Time Framework for Termination of Projects

Specified in the Rules for Applicants and Beneficiaries – General Section.

7.3.2. Project Completion in Terms of Formal Aspects

Specified in the Rules for Applicants and Beneficiaries – General Section.

7.3.3. Project Completion in Terms of Monitoring and Financing

Specified in the Rules for Applicants and Beneficiaries – General Section. The provision related to the establishment of arrears of payments/returns including the keeping of the bank account and provisions of financial settlement will only be applicable.

In addition, the following applies to the Call "International Mobility of Researchers":

For the purposes of financial settlement, the total volume of absorbed funds shall mean the total amount of unit costs paid under the approved activity unit where the conditions for their absorption specified in the legal act on the grant award /transfer, i.e. the amount of subsidy equal to the number of fulfilled outputs.

7.3.4. Failure to Achieve the Purpose of the Grant upon Project Completion

Specified in the Rules for Applicants and Beneficiaries – General Section.

In addition, the following applies to the Call "International Mobility of Researchers":

The purpose of the subsidy is to complete activity units in the total amount of at least 50 % of the subsidy amount, i.e. The total of unit costs for completed units documented by the approved units must at least constitute 50% of the subsidy amount given in the legal act on grant award / transfer.

7.3.5. Early/Non-standard Project Termination

1) Cancellation of the implementation of the project by the applicant before the legal act on grant award / transfer is issued

Specified in the Rules for Applicants and Beneficiaries – General Section.

2) Early termination of the implementation of the project with the issued legal act grant award / transfer

Specified in the Rules for Applicants and Beneficiaries – General Section.

In addition, the following applies to the Call "International Mobility of Researchers":

Early termination of the project when all obligations are fulfilled is not deemed early termination within the meaning of this chapter.

7.3.6. Project Sustainability

This chapter is not relevant for the Call "International Mobility of Researchers".

7.4. Retention of Documents

Specified in the Rules for Applicants and Beneficiaries – General Section.

7.4.2. List of Documents and Project Outputs that Are the Subject of Retention

With regard to the Call "International Mobility of Researchers", the obligation to retain documents demonstrating the purpose of the absorption of funds via accounting records, invoices and bank account statements, is irrelevant.

8. Chapter – Processes and Rules for Financial Management

8.1. Project Financing

The projects will be financed ex-ante (see Chapter 8.1.2.) or ex-post (see Chapter 8.1.1.). The combination of these two methods of funding within one project is not permissible. In the event of ex-ante funding, units can be documented/ outputs can be presented in the project PIR up to the amount of paid advance payments by OP RDE MA.

The beneficiaries are only provided funds of a non-investment nature.

The provisions of funds, by the so-called flow subsidy, is described in Chapter 8.3.

8.1.1. Ex-post Financing

Specified in the Rules for Applicants and Beneficiaries – General Section.

With regard to the Call "International Mobility of Researchers", from the expenditure reporting perspective, this type of funding is used, if a contributory organisation of the state organisational unit (CO SOU) where other SOU than MEYS is a founder is the Applicant/Beneficiary**.** In this Chapter, the designation of the ex-post financial flow is used from the perspective of European reporting in the relationship between the beneficiary and OP RDE MA. Concerning the real financial flows between the Beneficiary and the provider, the funding method will be specified by the provider (usually being ex-ante funding). Other information regarding the payments of PCO SOU are set out in Chapter 8.1.4. of the Rules for Applicants and Beneficiaries – General Section.

8.1.2. Ex-ante Financing

Specified in the Rules for Applicants and Beneficiaries – General Section.

With regard to the Call "International Mobility of Researchers", ex-ante funding method is specified for all Applicants/Beneficiaries, except for those given in Chapter 8.1.1. **The Beneficiaries will receive the first advance payment as the sum of the planned expenditures for the first two reference periods specified in the financial plan; however, 25% of the estimated total eligible project costs.** The provider of support will provide advance payments up to the amount of co-financing of EU and SB share in line with the co-financing level under Chapter 8.1.5. of the "Rules for Applicants and Beneficiaries – General Section.

The first advance payment will be sent to the beneficiary usually within 30 working days from the issuance of the legal act, however 60 calendar days prior to the planned commencement of the physical implementation of the project at earliest.

In the project, the beneficiary will receive funds only up to the **difference** between the approved eligible expenditures (please see Chapter 8.7.1.) and the amount given in the chapter of the project budget "Planned Funds for Distribution".

8.1.3. Combined Payment Financing

This chapter is not relevant for the Call "International Mobility of Researchers".

8.1.4. Making Payments of SOUs to publicly co-funded organizations of SOUs (PCO SOU)

Covered in the Rules for Applicants and Beneficiaries – General Section.

With regard to the Call "International Mobility of Researchers", this method of making payments is applicable to Applicants/Beneficiaries being PCO SOUs.

8.1.5. Co-financing in OP RDE Projects

Specified in the Rules for Applicants and Beneficiaries – General Section.

In addition, the following applies to the Call "International Mobility of Researchers":

The ratio of distribution of funds among the OP RDE programming areas is entered in Specific Objectives in IS KP14+ tab (among less and more developed regions):

Project location	Project impact location:	Percentage payable to a less developed regions	Percentage payable to more developed regions
Less developed region	Less developed region	100 %	0 %
More developed region	More developed region and less developed region	74 %	26 %
More developed region and less developed region	More developed region and less developed region	74 %	26 %

8.2. Accounting and Reporting

Covered in Rules for Applicants and Beneficiaries – General Section.

8.3. Bank Account

Covered in the Rules for Applicants and Beneficiaries – General Section.

In addition, the following applies to the Call "International Mobility of Researchers":

If a contributory organisation founded by a territorial self-governing unit is the Beneficiary, the funds are paid via the so-called **flow subsidy through the founder**, or using the account of the region and founder.

In the legal act the account number of both the Beneficiary's account and account of the region are given in case of flow subsidies. Even though, the funds are provided using accounts of the region, the region (municipality/association of municipalities) may not take whatsoever decision regarding the volume and purpose of the funds designated to the approved project implementation. The provider will send the competent regional authority an accompanying letter containing information of the granted subsidy, necessary details for the identification of the financial transfer and also, the date for further transfer of funds to the municipality (voluntary association of municipalities)/PCOs, so that the transfer is made without undue delay. A copy of the legal act on the grant award/transfer are attached to this letter. If funds of a contributory organisation of a municipality (voluntary association of municipalities) are provided), i.e. in a two-stage process through budgets of both the region and municipality, such information and dates are included in the accompanying letter which is addressed by the region to the relevant municipality.

8.4. Cash

This chapter is not relevant for the Call "International Mobility of Researchers".

8.5. Value Added Tax

This chapter is not relevant for the Call "International Mobility of Researchers".

8.6. Reporting of Expenditures

8.6.1. Full Reporting of Expenditures

This chapter is not relevant for the Call "International Mobility of Researchers".

8.6.2. Simplified Reporting of Expenditures

With regard to the Call "International Mobility of Researchers", the total eligible project expenditures will be reported using a **standard scale of unit costs (see Chapter 8.6.2 of the Rules for Applicants and Beneficiaries –General Section, clause a)).**

The simplified cost reporting does not fully release the Beneficiary from the obligation to comply with rules of the EU and legal regulations of the Czech Republic applicable to e.g. publicity, awarding of public contracts, equal opportunities, sustainable development, state aid etc.

8.7. Eligible Expenditures

8.7.1. General Conditions for Eligibility of Expenditures

In addition, the following applies to the Call "International Mobility of Researchers"[31]:

The fulfilment of the condition in line with legal regulations of the EU and the Czech Republic, in line with OP rules and aid conditions, adequacy, time eligibility, relation to the programme area and demonstrableness is always evaluated in relation to the demonstration of the completed unit within the given mobility.

Territorial Eligibility of Expenditures

From the viewpoint of the location of the project, the project expenditures are assessed in relation to the physical project implementation – the project expenditures are eligible if the project is implemented in the territory to which the programme relates within the framework that is supported. The implementation of the project outside the programme area is possible under the fulfilment of the following terms.

[31] Procedures given in Chapter 8.7.1. of the Rules for Applicants and Beneficiaries – General Section are not relevant for this call.

In the case of the project implementation:

1. In the territory of the EU:
   a) the project must be in favour of the programme areas, and, at the same time,
   b) the obligations in the area of the management, inspection and audit must also be specified in the union legislation,
2. Outside the territory of the EU:
   a) the project must be in favour of the programme area of OP RDE, and, at the same time
   b) the obligations in the area of the management, inspection and audit must also be specified in the union legislation,

From the time perspective, the eligibility of expenditures is assessed in relation to the physical project implementation – if the units were completed within the project implementation time, it is deemed that unit costs are also eligible from the time perspective.

The amount of project eligible expenditures composed of unit costs is equal to the sum of products of the number of completed units and relevant unit cost. It means, **an expenditure shall mean** unit cost equal to the number of the completed units. The unit of activities and unit costs will be specified by OP RDE MA– see Chapter 5.2.4.

If a violation of procedures regarding public contract awards or publicity rules is found, it can be difficult or even impossible to establish the exact impact on the project. If such violation is established, OP RDE MA will impose a sanction to the beneficiary for the violation of such procedures or rules according to the list of financial remedies for the breach of obligations when awarding contracts specified in the annex to the legal act and according to the overview of financial corrections for publicity tools in a legal act.

The first possible date to commence project physical implementation is the date when the call is announced in IS KP14+.

8.7.2. Eligible Expenditures by Their Type

In addition, the following applies to the Call "International Mobility of Researchers":

Only unit costs equal to the completed activity units specified in Chapter 5.2.4 are eligible expenditures.

Only units where the small-scale aid was fulfilled (supported activity No. 3 and 4) are eligible for payment of the unit cost. It means, units after the fulfilment of the small-scale aid, see Chapter 11.3. can be submitted in the project PIR.

Only units where the minimum duration of mobility was fulfilled (Supported Activity No. 1 and 2) are eligible for payment of the unit cost. The minimum duration of mobility in the Supported Activity No. 1 and 2 is 320 hours.

During expenditure reporting, the Beneficiary must submit any documents necessary to verify that the activities or outputs that are listed in the legal act were actually carried out.

If, as part of administrative verification, OP RDE MA discovers an irregularity resulting in the failure to approve the completed units/outputs with an impact on unit costs, these unit costs are deemed non-eligible expenditures and will not be paid by the provider.

Accounting documents or other documentation of equivalent evidence nature are not submitted to demonstrate eligible expenditures. For the purposes of payment of the payment request, the beneficiary demonstrates the completion of units, or degree of unit fulfilment.

8.7.3. In-kind Contributions in OP RDE

This chapter is not relevant for the Call “International Mobility of Researchers”.

8.7.4. Indirect Costs

This chapter is not relevant for the Call “International Mobility of Researchers”.

8.8. Ineligible Expenditures

With regard to the Call “International Mobility of Researchers”, the eligibility of expenditures is always considered in relation to completed or approved units.

Any expenditures that do not correspond to the unit costs of completed units are not deemed eligible.

Ineligible expenditures are considered to be the achieved units related to researcher mobility, which selection was not approved by the OP RDE MA (see chapter 5.2.4.).

Failure to meet the conditions under which a researcher is required to attend a conference / workshop / workshop, etc., at least once every 6 months of mobility, the unit costs of these 6 months are considered ineligible.

8.9. Project Revenue

8.9.1. General Rules for Projects Generating Income According to Article 61

This chapter is not relevant for the Call “International Mobility of Researchers”.

8.9.2. General Rules for Projects with Income Outside of Article 61

Covered in Rules for Applicants and Beneficiaries – General Section.

8.10. Financial Penalties for Breach of Duties by the Beneficiary

Covered in the Rules for Applicants and Beneficiaries – General Section.

In addition, the following applies to the Call “International Mobility of Researchers”:

Early termination of researcher's mobility when the minimum duration of mobility/small-scale aid is fulfilled:

Supported activity / support tool	The amount of payment as a result of a breach of budgetary discipline in case of an early mobility termination
Activity No. 1 Stays of Post-docs from Abroad in the Czech Republic	10% from the total value of unit costs of non-completed mobility units
Activity No. 2 Stays of Senior Researchers from Abroad in the Czech Republic	10% from the total value of unit costs of non-completed mobility units
Activity No. 3 Stays of Junior Researchers Abroad	10% from the total value of unit costs of non-completed mobility units
Activity No. 4 Stays of Senior Researchers Abroad	10% from the total value of unit costs of non-completed mobility units
Researcher's Support *(related to Activity No. 1, 2, 3, 4)*	It is not a breach of budgetary discipline

The amount of payment for the breach of budgetary discipline that will be specified in the legal act.

Failure to meet the condition to initiate researcher mobilities within 6 calendar months from the date when the legal act is issued, whose aggregate amount of unit costs reaches at least 60 % of the total amount of unit cost claimed in the project:

The amount of the charge for the violation of the budget discipline represents 15 % of the difference between the total amount of unit costs claimed in the project and the required amount of actually started mobilities of researchers within 6 calendar months from the date when the legal act is issued.

Example:

1.	Total eligible project expenditure (total amount of unit cost claimed in the project)	CZK 91,000,000.00
2.	Requested total amount of researcher mobility (60 % from the line 1.)	CZK 54,600,000.00
3.	The total amount of researchers' mobility actually started within 6 calendar months from the date when the legal act is issued	CZK 45,500,000.00
4.	Amount of the charge for violation of the budget discipline in case of non-compliance	**CZK 1,365,000***

* (54 600 000 – 45 500 000) * 0,15 = 1 365 000.

9. Chapter – Processes and Rules of Inspections and Audits

9.1. General Provisions on Checks, Verifications and Audits

Covered in Rules for Applicants and Beneficiaries – General Section.

9.2. Irregularities and Methods of their Resolutions

Covered in Rules for Applicants and Beneficiaries – General Section.

10. Chapter – Processes and Rules on Comments to MA Documents

Specified in the Rules for Applicants and Beneficiaries – General Section.

10.1. Comments on MA Source Materials in the Process of Project Approval

Specified in the Rules for Applicants and Beneficiaries – General Section.

10.2. Comments on MA Source Materials in Projects under Implementation

Specified in the Rules for Applicants and Beneficiaries – General Section.

11. Chapter – Indicators of OP RDE

11.1. Glossary of Terms

Specified in the Rules for Applicants and Beneficiaries – General Section.

11.2. Instructions for Applicants

When preparing the grant application, the Applicant will select all relevant output and result indicators. The output indicators are reported for every mobility and are given for every activity, see Chapter 5.2.4, **results indicators and output indicators, the so-called milestones (6 00 00) are monitored and reported for the whole project.**

11.3. Instructions for Beneficiaries

The output indicators are given for individual supported activities, including the documentation of output indicators.

Indicators of Milestones and results reported for the Call "International Mobility of Researchers"

	Code	Indicator	Monitoring and documentation
Output indicator for project – milestone	6 00 00 (milestone)	Total number of participants	The indicator is fulfilled by the implementation of Supported Activities No. 3 and 4. The supported individual is reported in the reference period in which the person reached small-scale aid. A small-scale aid is set to be **320 hours**. The Beneficiary will attach a name list of participants who reached the small-scale aid with designation of new names for the monitored period to the project PIR where indicator 6 00 00 will be reported. On-site inspection: A participant card which must be signed by the participant and kept by the beneficiary in case of an on-site inspection. **Not demonstrated in the project's Implementation Report.** The participant card will be filled in IS ESF2014+ on-line or off-line when the participant enters the education process. The procedure of how to work in IS ESF2014+ is described on MEYS website. http://www.msmt.cz/strukturalni-fondy-1/is-esf-2014-evidence-podporenych-osob-2. The Beneficiary gradually registers the included hours adjusted for "incapable" hours in IS ESF2014+ system, see 7.1.1 "Auxiliary Table" for the inclusion of the mobility work idle time.
Indicators of results for the project	2 08 10	Number of organisations whose employees upgraded their qualification in R&D, its management and related fields	The organisation of the beneficiary is included and reported in the project just once, following the end of the return phase, with at least 50% of the approved individual mobilities in Supported Activities No. 3 and 4. The accomplished value of the indicator must be reported in the Final Project Implementation Report at latest. Together with the reporting of the target value, the Beneficiary will submit a list of staff members according to the performed mobilities, including

	Code	Indicator	Monitoring and documentation
			the time of return phases and at the same time a final report of researchers where he will describe their contributions to achieving the results of individual research activities, benefit for each of the staff members and subsidy beneficiaries, will calculate the number of mobilities following the end of the return phase and the total number of the mobilities under Activities No. 3 and 4 that have been carried out and also the percentage ratio between the mobilities and return phases that have been carried out.
	2 04 15	Number of research organisations with new incoming researchers either from abroad or from private sector	The organisation of the beneficiary is included and reported in the project just once, following the end of at least 50% of all of the relevant indicator output units 2 04 03 (in Supported Activities No. 1 and 2). The accomplished value of the indicator must be reported in the Final Project Implementation Report at latest. Together with the reporting of the target value, the Beneficiary will submit a list of involved staff members and the final report of the organisation regarding the work of researchers and their added value for the organisation.
	5 43 10	Number of supported cooperation	Relevant for Supported Activity No. 3 and 4. Required for Activity No. 3 and 4. The indicator value is reported in project Final Project Implementation Report. Collaboration will be established during the project; it is documented by a contract / agreement / memorandum of cooperation or a similar document. Continuously in the PIR project, the recipient describes the course and the fulfillment of the cooperation. The contract / agreement / memorandum of cooperation must generally include the following elements: The contracting parties, purpose, or objective, description of the cooperation and period, for which the cooperation is concluded, information of any financial flows and declaration that the researcher will work exclusively on the non-economic activity in the host country.

	Code	Indicator	Monitoring and documentation
			The final progress cooperation report will be submitted as part of the project's Final Implementation Report by the Beneficiary. It is necessary to submit copies; the originals are kept by the Beneficiary with project documentation for on-site controls. The indicator is fulfilled by the performance of each supported activity.

Definitions of OP RDE indicators are available at MEYS website: http://www.msmt.cz/strukturalni-fondy-1/monitorovaci-indikatory-op-vvv. The website also contains document templates for submitting the indicators: http://www.msmt.cz/strukturalni-fondy-1/prehled-vzoru-prilohy-monitorovacich-zprav.

11.3.1. Common indicators

Small-scale Aid

The project must be designed so that the educational activities (mobility) of the supported person would overall accomplish the limit of a small-scale aid.

The small-scale aid is set to be **320 hours**. When this limit is achieved, the person is included into indicator 6 00 00 "Total Number of Participants".

In the monthly Activity Reports, the participant must fill monthly the allocated working hours, hours of absence in the month and hours included in the small-scale aid adjusted for the types of absence - please see Chapter 7.1.1 "Auxiliary Table for the Inclusion of the Mobility Work Idle Time" - for each performed activity unit. The calculation is made based on the monthly allocation of working hours, from which the absence will be deducted. If the working time is lower than 1.0, the working hours allocation is reduced accordingly.

Example: Mr. Novak has 0.5 working time. In January, the monthly allocation of working hours in Germany is 176 hours for 1.0 working time. Therefore, for Mr. Novak it is relevant to work 88 hours. In January, Mr. Novak will take two days off, therefore he will deduct 4+4 hours from 88 hours. In total, he will report 80 hours in the monthly activity report and 80 hours in the small-scale aid.

These 80 hours of the Beneficiary will be reported in IS ESF14+ for the supported person. Gradually, the awarded time allocation of the participant will be reported for each month. When 320 hours are achieved, indicator 6 00 00 will be included.

The following absences are not included in the duration of the small-scale aid (320 hours): holidays, incapacity for work, obstacles from work, with an entitlement to salary or salary compensation paid by the employer and absence without salary/salary compensation (such as unpaid leave), see 7.1.1 “Auxiliary Table for the Inclusion of the Mobility Work Idle Time”.

11.4. Financial Adjustments due to Beneficiary’s Irregularity

The legal act on grant award/transfer obliges the Beneficiary to fulfil the indicators, and specifies sanctions for their non-fulfilment.

The fulfilment of output indicators besides the 6 00 00 indicator of the so-called milestone is an obligation pursuant to Section 14 (4) letter k) of Act No. 218/2000 Coll. of the budgetary rules and amendment to some related acts and non-compliance is not a breach of budgetary discipline.

As part of this Call, the sanction for the breach of budgetary discipline is specified in the legal act for failure to meet the output indicator 6 00 00, the so-called milestone and for result indicators.

12. Chapter – Procurement and Examination Procedures

Specified in the Rules for Applicants and Beneficiaries – General Section.

13. Chapter – Partnership

This chapter is not relevant for the Call “International Mobility of Researchers”.

14. Chapter – Synergies and Complementarities

Specified in the Rules for Applicants and Beneficiaries – General Section.

In addition, in this Call, no requirements are placed on the Applicants/Beneficiaries in connection with the complementarity of this Call.

15. Chapter – State aid

Support will be provided only to projects that do not constitute State aid within the meaning of Article 107(3) TFEU.

15.1. Introduction to State Aid

Specified in the Rules for Applicants and Beneficiaries – General Section.

15.2. Public Funding for Education and Research and Development Not Constituting State Aid

Specified in the Rules for Applicants and Beneficiaries – General Section.

For projects under this Call, the demonstration of the share of economic activity in the total capacity of the given entity (relevant entity) for the previous calendar (economic) year arising from the Reporting Methodology of Economic Activities with a view to the State Aid as part of OP RDE is not relevant. Nevertheless, for the purposes of demonstration of a clearly complementary character of economic activities of research organisations supported from OP RDE funds within the meaning of Clause 20 of the Framework for the Call “International Mobility of Researchers”, the following applies:

- only an organisation for research and knowledge dissemination can be a beneficiary/host organisation under the Framework;
- in order to provide aid not having elements of the State Aid within the meaning of Article 107 (1) SFEU, it is necessary that the researcher/post-doc with the Beneficiary would only perform a non-economic activity (i.e. the activity specified in paragraph 19 of the Framework), both during the mobility, and in the return phase (during the return phase, some complementary economic activity of the researcher is permissible only within the meaning of paragraph 20 of the Framework). If the given researcher also continues to perform activities for the Beneficiary as part of his/her working time, it is necessary to adhere to the conditions of the performance of only complementary economic activity within this scope of his/her working time (i.e. up to 20% of the working time allocation for the beneficiary).

To fulfil the conditions above, it is necessary that:

a) the applicant would submit a “Declaration of the Project Compliance with the Rules of the State Aid” together with the grant application;

b) During the implementation, the Beneficiary would, together with the demonstration of the selection of a researcher, submit an employment contract with the given staff member (relevant only in the event of Activities No. 1 and 2) that must clearly show that the given researcher will only perform non-economic activities for the duration of mobility with the beneficiary;

c) During the implementation, the Beneficiary would, together with the demonstration of the researcher selection, submit a contract / agreement / memorandum of cooperation or a similar document with the host research organisation containing a condition of the performance of non-economic activity of the researcher in the host organisation (relevant only in the event of Activities No. 3 and No. 4);

d) if the researcher also performs an activity for the beneficiary’s organisation during the mobility as part of his/her working time, the beneficiary must, in the implementation period, submit a declaration that the given researcher performs economic activity, being only a complementary one (i.e. less than 20% of the working hours allocation of the time worked for the beneficiary) as part of this activity/working time in the monitored period. For the inspection purposes, this can be effectively demonstrated by:

    - employment contract/job description of the given researcher, which clearly shows that the researcher is not involved in the performance of economic activity with the beneficiary, or
    - actual records of activities (e.g. in the form of statement of work or similar records), if researcher’s employment contract/job description allows to perform economic activities. These records must be submitted by the beneficiary to the provider for the purposes of random inspection of how the conditions of the performance of a predominantly non-economic activity are fulfilled.

e) The Beneficiary would submit the “Activity Report” with each Project Implementation Report that must clearly show that the researcher performs exclusively non-economic activity with the host organisation/beneficiary as part of the mobility in the monitored period;

f) following the end of the return phase, the Beneficiary would submit "Activity Report in Return Phase", which must clearly show that the given researcher performed only non-economic activity during the return phase and that any potential economic activity in the return phase was merely complementary (within the meaning of paragraph 20 of the Framework). The character of activities performed during the return phase can either be verified in the employment contract/job description of the given staff member, and it must clearly show that the given staff member is not involved in the performance of economic activity. If the researcher's employment contract allows him (her to perform an economic activity, the beneficiary must demonstrably record the use of work hours allocation of this researcher broken down to economic and non-economic activities for the duration of the return phase (in a form of the statement of work of similar records). These records must be submitted by the beneficiary to the provider upon request for the purposes of inspection of how the conditions of the performance of a predominantly non-economic activity during the return phase are fulfilled.

15.3. Exceptions Allowing State Aid without the Need to Notify the EC

This chapter is not relevant for the Call "International Mobility of Researchers".

15.4. Identification of State Aid in the Scope of Supported Activities

The analysis of the state aid as part of OP RDE can be found at OP RDE website: http://www.msmt.cz/uploads/OP_VVV/Verejna_podpora/Analyza_VP_OPVVV_V4.pdf.

15.5. Fundamental Obligations of the Applicant/Beneficiary in the Area of State Aid

Specified in the Rules for Applicants and Beneficiaries – General Section.

15.6. State Aid Register in MS2014+

Specified in the Rules for Applicants and Beneficiaries – General Section.

15.7. Consequences of a Breach of State Aid Rules

Specified in the Rules for Applicants and Beneficiaries – General Section.

In addition, the following applies to the Call "International Mobility of Researchers":

If a breach of the conditions of performance of non-economic activity in the host research organisation is established, or if the limit of complementary economic activity in the return phase of the researcher is exceeded, the condition, under which the subsidy was granted is violated and the expenditures paid for such mobility will be handled in line with Chapter 9.2 of the Rules for Applicants and Beneficiaries – General Section.

16. Chapter – Horizontal Principles (pursuant to Article 7 and 8 of the General Regulation)

Covered in Rules for Applicants and Beneficiaries – General Section.

In addition, the following applies to the call "International Mobility of Researchers":

With regard to the horizontal principle (HZ) – "*Equal opportunities and non-discrimination",* the applicant selects an option "*Positive impact on the horizontal principle" or "Neutral impact on the horizontal principle in the grant application in IS KP14+"*. If a positive impact is chosen, the text field "*Description of the justification the project impact on the horizontal principles" that must be completed will be activated*. Here, the applicant will enter the positive impact that the chosen activities will have on this horizontal principle. If a neutral impact is selected, an optional text field will be activated.

The applicant will select an option "*Positive impact on horizontal principle" or "Neutral impact on horizontal principle"* with regard to the horizontal principle *"Equality of men and women"*. If a positive impact is chosen, the mandatory text field "Description of the justification of the project impact on the horizontal principles" that must be completed will be activated. Here, the applicant will enter the positive impact that the chosen activities will have on this horizontal principle. If a neutral impact is selected, an optional text field will be activated.

The applicant usually selects the option "*Neutral to horizontal principle for the HP"*. The text field "*Description and justification of the project impact to horizontal principles"* does not need to be fulfilled. If fulfilled, the content will not be evaluated.

The option "*Targeted focus on horizontal principle"* will not be selected by the applicant for any HP.

17. Chapter – Publicity Rules

Specified in the Rules for Applicants and Beneficiaries – General Section.

17.1. General Obligations of Beneficiaries in Terms of Publicity

Specified in the Rules for Applicants and Beneficiaries – General Section.

In addition, the following applies to the Call "International Mobility of Researchers":

The documents related to workshops organised by the Beneficiary or host institutions must comply with the rules of mandatory publicity.

17.2. Obligatory Elements in Obligatory and Optional Tools/ Optional Publicity

Specified in the Rules for Applicants and Beneficiaries – General Section.

17.3. Financial Adjustment in Case of Non-compliance with the Publicity Rules for Beneficiaries in OP RDE

Specified in the Rules for Applicants and Beneficiaries – General Section.

18. Chapter – Annexes

Annexes No. 1 -12

Covered in Rules for Applicants and Beneficiaries – General Section.

With regard to this call, Annex No. 11 "Reporting Methodology of Economic Activities with the view to the State Aid" is not relevant for this call.

Annex No. 13 "List of Annexes to the Grant Application and How They Are Submitted"

Overview of the relevant annexes to the grant application can be found in the table below. The current text of model annexes to the grant application is available in IS KP14+ under the announced Call. Updates of model annexes to the grant application do not constitute a change in the Call.

With regard to annexes, when the template in ISKP14+ is not available, the applicant creates or submits the document separately.

Forms to submit annexes:

- "electronic original" (primarily electronic statements or documents with certified electronic signature); or
- or officially verified copies in electronic form – documents created by the authorized conversion of the original in paper form into electronic form;
- or a simple copy (scan).

Form to submit annexes in English:

- Any annexes that need to be presented in English must be named in English
- The file containing all documents in English must be compressed into .zip and uploaded to the system, for example under the name Documentation English Version (i.e. in reality, it will be one Annex containing all documents in English).

Before the issuance of the legal act on grant award/transfer, the Applicant must submit a Czech translation of documents presented in English upon request.

List of Annexes - International Mobility of Researchers:

Name of mandatory annex to the grant application	**Method of submission of annex, description of the submission**	**Form of submission (original/copy)**	**Language**	**Link to evaluation criteria**	**Who makes submission**
Statutory declaration: **– initial** **– final**	A statutory declaration in the grant application (in IS KP14+)	Original	Czech	F3, P2, F11	Every eligible applicant
Declaration of eligibility: **- own funds** **- approval of the founder** **- private enforcement proceedings** **- clean criminal record *(of natural persons and legal entities)***	Annex to the grant application (template)	Original	Czech	F3, P2	Every eligible applicant Exceptions: – Provision of own funds – not to be declared by PCO SOUs, state universities and schools and educational facilities founded by the ministries; – Consent of the founder – to be only declared by PCO SOUs and PCO of territorial self-governing units – Clean criminal record of natural persons – not to be declared by state universities – Clean criminal record of legal entities – not to be declared by state universities
Proof of bank account / sub-account	Annex to the grant application, - e.g. a certified copy of the concluded contract on the account, confirmation of account keeping, account statement without financial information.	Original or certified copy	Czech	F3, P2	Every eligible applicant
Declaration of project compliance with the state aid rules	Annex to the grant application (template)	Original	Czech	F3, F11	Every eligible applicant
Compliance with RIS3	Annex to the grant application (template)	simple copy	Czech	F3, P8	Every eligible applicant
Mobility Calculator	Annex to the grant application (template)	simple copy	Czech	F3, P1	Every eligible applicant

Schedule of key activities	Annex to the grant application (template)	simple copy	Czech	F3, P6, P7	Every eligible applicant
Selection method of researchers	Annex to the grant application (template)	simple copy	Czech	F3, P9	Every eligible applicant

Statutory declaration that the principles given in the Charter for Researchers, Code of Conduct and for Receiving Researchers and European Code for Research Integrity are complied with	Annex to the grant application (template)	Original	Czech	F3, P9	Every eligible applicant
Name of <u>elective</u> annex to the grant application	**Method of submission of annex, description of the submission**	**Form of submission (original/copy)**	**Language**	**Link to evaluation criteria**	**Who makes submission**
Proof of the absence of debt (not older than 90 days)	Annex to the grant application (template is not available)	Original or certified copy	Czech	F3, P2	Applicant - against those health insurance companies in the Czech Republic where the applicant's employees are registered - not to be declared by PCO SOUs, territorial self-governing units, PCO of territorial self-governing units and state universities
Affidavit of the absence of debt (not older than 90 days)	Annex to the grant application (template is not available)	Original or certified copy	Czech	F3, P2	Applicant - against those health insurance companies where the applicant's employees are not registered – not to be declared by PCO SOUs, territorial self-governing units, PCO of territorial self-governing units and state universities
Eligibility documents	Annex to the grant application (template is not available) – e.g. formation deed, statute, memorandum of association, formation charter, etc.	simple copy	Czech	F3, P2	Applicant – not to be declared by territorial self-governing units, public and state universities and R&D institutions
Document on annual turnover	Annex to the grant application (template is not available) – profit and loss statement or another report on economic management	simple copy	Czech, English	F3, F12	Applicant – to be only declared by PCO SOUs and PCO of territorial self-governing units

Demonstration of ownership structure	Annex to the grant application (model)	Original or certified copy	Czech, English	F3, P5	Applicant - for exceptions please see Chapter 5.2.1
Document on the bank account of the founder	Annex to the grant application (template is not available) - e.g. a certified copy of the concluded contract on the account, confirmation of account keeping, account statement without financial information.	Original or certified copy	Czech	F3, P2	Applicant – to be only declared by PCO of territorial self-governing units – to be only declared in case of the so-called flow subsidies - optional if the founder is also the aid provider
Power of attorney / authorisation for representation	Annex to the grant application (template is not available)	Original or certified copy	Czech	F3, F5	Applicant - if it is a person acting on behalf of the applicant under the power of attorney.
Affidavit on the active data box and the commitment to have the data box active during the whole period of implementation and sustainability of the project.	Annex to the grant application (template)	Original or certified copy	Czech	F3, P2	Applicant - for whom the establishment of a data box is not mandatory[32] and if they have an active data box.

[32] Legal entities unregistered in the Commercial Register (e.g. associations, foundations, institutes, owners associations, public service companies, funded organizations, churches, hunting societies, foreign legal entities not registered in the Czech Republic)

Annex No. 14 Manual for the Calculation of the Normalised H-index

The calculation of the normalised h-index will be one of the annexes submitted during the project implementation for each Senior Researcher (Activity No. 2 and 4) and Mentor in Activity No. 3. Researchers working in the field of social and humanistic fields are exempt from this obligation.

The calculation will be made according to the following table:

The normalizing factor[33] f: $h_N = f \times h$

Discipline	***f***
Agricultural Sciences	1.27
Biology & Biochemistry	0.60
Chemistry	0.92
Clinical Medicine	0.76
Computer Science	1.75
Engineering	1.70
Environment/Ecology	0.88
Immunology	0.52
Materials Science	1.36
Mathematics	1.83
Microbiology	0.63
Molecular Biology & Genetics	0.44
Neuroscience & Behaviour	0.56
Pharmacology & Toxicology	0.84
Physics	1.00
Plant & Animal Science	1.08
Psychiatry	0.88
Space Science	0.74

19. Chapter – List of Abbreviations

Covered in Rules for Applicants and Beneficiaries – General Section.

In addition, the following applies to the Call “International Mobility of Researchers”:

H2020	Horizon 2020

[33] Procedures given in Chapter 8.7.2. of the Rules for Applicants and Beneficiaries – General Section are not relevant for this call.