

Joint declaration of intent concerning scientific cooperation between the Bavarian State Ministry of Education, Science and the Arts and the Ministry of Education, Youth and Sports of the Czech Republic



# Joint Call of the Bavarian State Ministry of Education, Science and the Arts and the Ministry of Education, Youth and Sports of the Czech Republic for joint projects 2016-2017

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**DEADLINE FOR APPLICATIONS:** The call is open for ten weeks after its publication. Applications therefore have to be submitted by July, 24<sup>th</sup> 2015 at the latest in the manner detailed below.

This call is based on the Joint declaration of intent concerning scientific cooperation between the Bavarian State Ministry of Education, Science and the Arts and the Ministry of Education, Youth and Sports of the Czech Republic signed 3<sup>rd</sup> July, 2014 and published in accordance with the Czech ACT No. 130/2002 Coll. on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts (the Act on the Support of Research and Development) - complete amendment announced as Act. no 211/2009 Coll.

## Intentions of the call:

The intention of this call is to enhance scientific cooperation between the Czech Republic and Bavaria. Academics and scientists from the Czech Republic and Bavaria are encouraged to submit joint applications for bilateral projects.

**Maximum funding amount per project and per year: 20,000 Euro**

## Guidelines for applications:

### 1. Program's focus

The program's focus is put on research and development. Financial support is available to cover mobility costs and for cooperation support activities with special accent to long-lasting effects such as preparation of HORIZON 2020 projects, bringing several universities/academic levels/junior and senior researchers together, publications, creating lasting cooperation structures etc. Furthermore, support can be granted to tools for promotion of mutual cooperation such as workshops and/or seminars organized by joint teams.

Nanotechnology/materials sciences and ICT are chosen as priority areas for this call. Besides, the call is generally open to all scientific fields.

In analogy to the European Research and Innovation Programme Horizon 2020, projects, workshops and seminars can focus both on fundamental research as well as/or on applied research as defined according

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Framework for State aid for research and development and innovation 2014/C 198/01 article 1.3 letter m) and e).

## 2. Who is eligible to apply?

Academics and scientists (starting from Ph.D. level) from all types of universities and research organizations in the Czech Republic and from state-run/church-aided & state-approved universities and universities of applied sciences in Bavaria are eligible to apply.

Organizations from the Czech Republic who want to apply in this call have to fulfill all aspects of definition of research organization according Framework for State aid for research and development and innovation 2014/C 198/01 article 1.3. letter ee).

The call is open exclusively for joint applications of at least one partner from the Czech Republic and from Bavaria. There has to be one project coordinator on each side.

## 3. In what time frame do the funded projects have to take place?

This call is open for one and two years projects which will take place 2016-2017. A project can consist of several activities in the Czech Republic and/or Bavaria during the indicated period.

The starting date is January 2016.

## 4. Which documents have to be handed in for the application?

Applicants have to hand in the following documents:

- 1 Informal cover letter introducing the application and signed by both project coordinators
- 2 Project description including aims and expected lasting outcomes
- 3 Time schedule
- 4 Contact information of all involved universities / research organizations (University / Research organization, Department, position, address, phone number, e-mail, website)
- 5 Financial plan detailing both costs/expenses and financing (separate budgets for the Bavarian and Czech part of project proposal as well as a total summary of the budget)
- 6 Statement that the project cannot be fully financed by the applicants themselves and that no other funds have been applied for apart from those enumerated in the application/budget
- 7 Consent for processing personal data (Czech coordinator and members of her/his team). Form is available <http://www.msmt.cz/vyzkum-a-vyvoj/souhlas-se-zpracovanim-osobnich-udaju>.
- 8 CVs of project coordinators and members of research team (maximum 2 page long per person)

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- 9 Specific form for Czech applicants will be available on this website of MEYS (MSMT) <http://www.msmt.cz/vyzkum-a-vyvoj/cesko-bavorska-spoluprace-ve-vav>. This form incorporates the requirements 2, 3, 4, 5 mentioned in this part. The rest of the requirements also have to be handed in.

The applicants have to send requested documents by mail **and by email** to the following institutions (Bavarian applicants on the person described to BAYHOST in German or English language and Czech applicants on the person described to MEYS (MŠMT) including the prescribed form):  
Envelope must be marked as follows (for the Czech Republic only): NEOTVÍRAT ČESKO-BAVORSKO 2016-2017

Dr. Jakub Čeněk  
Department of Higher Education and Research Support  
Ministry of Education, Youth and Sports  
of the Czech Republic  
Karmelitská 7  
118 12 Prague 1  
Czech Republic  
[jakub.cenek@msmt.cz](mailto:jakub.cenek@msmt.cz)

BAYHOST  
University of Regensburg  
Nikolas Djukić  
Executive Director  
Universitätsstraße 31  
93053 Regensburg  
[djukic@bayhost.de](mailto:djukic@bayhost.de)

**Special note for applicants from Friedrich-Alexander-Universität Erlangen-Nürnberg / Bavaria:** Please have your application signed by the Central Office for International Affairs.

Gabriele Blank  
Referat für Internationale Angelegenheiten  
Postadresse: Schloßplatz 4  
D-91054 Erlangen  
Tel: +49-9131-85-65 148  
Email: [gabriele.blank@fau.de](mailto:gabriele.blank@fau.de)

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## 5. How is the disbursement of the funding amount organized?

The MEYS and BAYHOST will publish a list of selected projects on their websites during the 4<sup>th</sup> quarter of 2015. Specifically, MEYS will publish this list on this website <http://www.msmt.cz/vyzkum-a-vyvoj/cesko-bavorska-spoluprace-ve-vav>. The funds will be allocated and administered by MEYS and BAYHOST subject to national legal requirements and regulations in both countries.

## Guidelines for the finance plan and clearance

### 1. Separate budget for the Czech and Bavarian partner organizations

The costs on both the Czech and Bavarian side should be indicated separately (e.g. travel costs of Bavarian scientists to the Czech Republic and costs for accommodation and meals of Czech scientists in Bavaria within the budget of the Bavarian side and vice versa). However, applicants should also include a total summary of budget (Czech and Bavarian side together) presented in an application form submitted in Bavaria and in the Czech Republic so it will be clear what amount of funds needs to be provided by Bavarian and Czech side.

Use the currency of the given country. The fixed exchange rate for Czech project proposals is 27,624 EUR/CZK.<sup>1</sup>

### 2. Separate budget for each year

In the case of projects exceeding one calendar year, a separate budget for each year has to be calculated.

### 3. Eligible costs

- Mobility costs (travel, meals and accommodation expenses, insurance)
- Costs related to workshops and seminars (e.g. group catering, hire of facilities and equipment)

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<sup>1</sup> This is an average exchange rate for 1st quarter of 2015 as published by the Czech National Bank [http://www.cnb.cz/cs/financni\\_trhy/devizovy\\_trh/kurzy\\_devizoveho\\_trhu/prumerne\\_mena.jsp?mena=EUR](http://www.cnb.cz/cs/financni_trhy/devizovy_trh/kurzy_devizoveho_trhu/prumerne_mena.jsp?mena=EUR). In the case of unexpectedly strong currency fluctuation during the funding period, this exchange rate will be adapted accordingly.

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## 4. Maximum funding amount

The maximum funding per project per year is 20,000 Euro. As a rule, the total funding of workshops and seminars is limited to a maximum of 10.000 € per event.

The financial contribution of applicants has to be at least 20% of the total project cost (to be indicated in the financial plan).

The funding amount given in the application might be reduced.

## 5. Is it possible to combine the grant with other sources of funding?

You can also file an application, if you receive funding for the same project from another source. The source and amount of funding have to be indicated in the application. Please do also double-check with the other funding institution if they agree with an additional funding.

However, in the proof it should be clearly stated which specific costs were covered by MEYS and BAYHOST funding.

## 6. Evaluation criteria

### a) Research and practical value of a project proposal

This category includes these criteria; aims and outcomes of project proposals, importance and originality of project proposals, expected outcomes of preliminary results, methodology approach and conceptual clarity

### b) Team competency

This category includes these criteria; professional/academic quality of project coordinator and members of her/his team, participation of junior researchers (age limit 35 years with PhD. degree) into project

### c) Requirements for exchange including number of planned workshops and/or seminars

Size of research team, quality of proposed workshops or seminars including financial demands, length of proposed workshops and seminars,

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## Financial and technical annual report of the project performance

After the completion of funding or at the end of the first calendar year respectively, the following documents have to be handed in:

a. **A report on expenditure of the funds to MEYS and BAYHOST respectively according to the national legal requirements**

b. **Evaluation report<sup>2</sup>**

Please write an evaluation report on the results where you exemplify the activities conducted during the funding period and to what extent these have contributed to your goals. Czech version of evaluation report form is available on this website <http://www.msmt.cz/vyzkum-a-vyvoj/cesko-bavorska-spoluprace-ve-vav>.

## Annex: Requirements of the financial plan for the budget on the Bavarian side and the financial report to BAYHOST

**All financial means have to be used economically, efficiently and effectively.**

### 1. To what amount is it possible to fund travel expenses?

The funding is geared to the Bavarian travel expense law (Reisekostengesetz).

Please indicate the actual or a realistic amount of travel expenses within the financial plan. When it comes to refunding of travel expenses BAYHOST will look about the cheapest possible way (e.g. train 2<sup>nd</sup> class, cheap flight) of travelling depending on the individual case and the distance of the destination.

Funding a fixed fee per km (0,25 € per km) is possible, when travelling by car. In case the costs for a public transport would be cheaper, travel expenses will be refunded only up to this amount.

### 2. To what amount is it possible to fund accommodation expenses?

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<sup>2</sup> Czech requirement; evaluation report which includes financial report on costs with statement of account approved by accounting department of relevant institutions.

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In accordance with the Bavarian travel expense law it is possible to refund costs for hotel accommodation in Bavaria up to the amount of **60 € per night** in cities with less than 300,000 inhabitants and up to **90 € per night** in cities with more than 300,000 inhabitants.

### 3. To what amount is it possible to fund expenses for meals?

It is possible to include a daily allowance for meals in the financial plan. The maximum amount of daily allowance in Bavaria is **17,20 €** for stays of several days' duration in hotels that include breakfast in the price for accommodation (**without hotel breakfast 21,50 €**).

### 4. Which documents have to be handed in as a proof?

The financial report on costs in the year 2016 has to be handed in to BAYHOST **by 14th November 2016**. Accordingly, the deadline for the financial report in the year 2017 is **14th November 2017**.

- a. **A report on expenditure of the funds („Verwendungsnachweis“) that has been checked and confirmed by the finance department of the university of the Bavarian project coordinator** (submission of original receipts is necessary!)

Please find the form for the report on expenditure („Verwendungsnachweis“) on the BAYHOST website.

The checked and confirmed report including original vouchers and receipts is to be sent to BAYHOST. Funds that remain unused until 14<sup>th</sup> November of the given year will be retracted, a carry-over to the next budget year is not possible.

b. **Original vouchers and receipts**

The original vouchers and receipts have to be checked by the finance department of the applicant's university and then sent to BAYHOST:

- Travel expenses: train/flight tickets etc.
- Accommodation: hotel bill or bill issued and signed by private landlord
- Meals: Confirmation of the disbursement of the daily allowances signed by the recipient(s). Supermarket receipts or restaurant bills are **not** necessary!
- Costs related to workshops and seminars (e.g. group catering, hire of facilities and equipment): original bills

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## Annex: Requirements of the financial plan for the budget by the Ministry of Education, Youth and Sports of the Czech Republic

All financial means have to be used economically, efficiently and effectively.

### 1. Which documents have to be handed?

The evaluation report (including financial report on costs with statement of account confirmed by accounting department of relevant research organization/institution) for the year 2016 has to be handed in to MEYS (MSMT) **by 15<sup>th</sup> January 2017**. Accordingly, the deadline for the financial report in the year 2017 is **15<sup>th</sup> January 2018**. Special form for Czech-Bavarian projects is available on this website <http://www.msmt.cz/vyzkum-a-vyvoj/cesko-bavorska-spoluprace-ve-vav>.

- a. **An evaluation report on expenditure of the funds that has been checked and confirmed by the accounting department of research organizations (institutions) of the Czech project coordinator** (submission of original receipts is necessary!)

The checked and confirmed evaluation report including original vouchers and receipts must be sent via email to [jakub.cenek@msmt.cz](mailto:jakub.cenek@msmt.cz) and by mail:

PhDr. Jakub Čeněk (k rukám)

Odbor podpory vysokých škol a výzkumu

Ministerstvo školství, mládeže a tělovýchovy

Karmelitská 7

118 12 Praha 1

Funds that remain unused until 15<sup>th</sup> November of the given year must be transfer to 821001/0710 by 30<sup>th</sup> November 2015 at the latest, a carry-over to the next budget year is not possible. Consequently, a refund advice has to be sent to Ms. Jarmila Chmielovska via email [jarmila.chmielovska@msmt.cz](mailto:jarmila.chmielovska@msmt.cz).

It is possible to transfer 5% of overall given financial support to so called "Fond účelově určených prostředků (FUUP) which could be used during second year of project. However, please observe carefully conditions which are stated in so called "Rozhodnutí o poskytnutí institucionální podpory."

- b. **Original vouchers and receipts- requirements**

The original vouchers and receipts have to be confirmed by the accounting department of the applicant's research organizations and then sent to the same address as the evaluation report:



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- Travel expenses: train/flight tickets, receipts for petrol/diesel etc.
- Accommodation: hotel bills or bills issued and signed by private landlord
- Meals: Confirmation of the disbursement of the daily allowances signed by the recipient(s) and confirmed by accounting department of research organization/institution. Original grocery receipts or restaurant bills have to be stamped and confirmed by restaurant or grocery/supermarket .
- Costs related to workshops and seminars: original bills

### c. Financial limits

Czech project coordinators of projects have to observe these limits:

Travel expense: fixed fee 7 Kč/km when travelling by car. In case the costs for a public transport would be cheaper, travel expenses will be refunded only up to this amount.

Accommodation: 2 100 Kč per night

Meals: The maximum amount of daily allowance is 480 Kč for stays of several days' duration in hotels that include breakfast in the price for accommodation (without hotel breakfast 600 Kč).

Costs related to workshops and seminars (e.g. group catering, hire of facilities and equipment): max total 280 000 Kč per event (workshop or seminar)