

GA UK

How to do it

What grant applicants need to do

What to do having obtained a grant

Investigator's obligations with regard to funding during the project

What investigators need to do when completing a project

Frequent mistakes and misconceptions

Contacts at the Faculty of Science

What grant applicants need to do

Prior to starting to complete a grant application in the GA UK web application, grant applicants should carefully read the Charles University Grant Agency instructions at <http://www.cuni.cz/UK-33.html> and the instructions from the Project Management Department of the Faculty of Science <http://www.natur.cuni.cz/fakulta>.

The Faculty of Science's Project Management Department determines the internal deadlines for submitting applications as well as status and final reports (the deadlines are visible after logging into the web application for submitting applications), and any other instructions regarding grant agenda.

The Project Management Department also publishes the deadline on the Faculty of Science website at <http://www.natur.cuni.cz/fakulta> and on the Faculty's student website at <https://web.natur.cuni.cz/student/domovska-stranka>.

PLEASE NOTE: To see the instructions, you need to be logged in!

You can complete grant project applications using the GA UK web application:

<https://is.cuni.cz/webapps/?lang=cs>.

In the event of technical issues with the application, you can always use the Advice (*Poradna*) service (the link is visible at top right following login).

Replies to the questions are usually sent by the next day at the latest. For every inquiry, specify your student and grant proposal number. The advisors respond to queries from all Faculties; giving your identification data makes their job easier.

Students/investigators must finalise their project applications in the web app and submit them observing the deadline set by the Project Management Department (by midnight of the day; the same applies to status and final reports). After that, the application will close automatically and no applications will be accepted. Better submit your application earlier than not at all!

Once submitted via web app, the application will be checked by the Project Management Department. If mistakes need correcting or additional data needs completing, the Department will return the application for correction.

If this happens, investigators are informed by means of an e-mail message generated automatically by the web app: for this purpose, include your current e-mail address. Once corrected, the application must be resubmitted. If the application remains uncorrected, the Project Management Department will assign it the 'submitted' status and the application will be submitted to the GA UK uncorrected.

What to do having obtained a grant

If your project is awarded a grant, inform the secretary of your Department.

The Department secretary will help you tackle all the paperwork involved - the cover sheet (*zaváděcí list*), agreement on the reimbursement of travel expenses, secondment proposal, grant settlement, etc.

A list of projects that have received a grant will be posted on the Faculty website. You can also find out if your project was accepted by logging into the GA UK web app. It will indicate whether a project was accepted or rejected for financing. You will also be informed via automated e-mail message sent by GA UK.

This is also where you will find the amount of funding allocated on your grant project, or if its budget was cut. The amount will be stated next to the initially requested amount with a slash.

For newly admitted project, the application includes a new item called 'Project Summary' to be completed by the reporter. Investigators can find this important rating on the Project Detail page below the principal project information. This is where the reporters post their project application assessments.

Once the projects that have been awarded grants are published, the GA UK will prepare the contracts/addenda within approximately three weeks. The contracts are tripartite for master's programme students - i.e. they must be signed by their supervisors too. Even those investigators whose projects are in progress are required to sign the contracts. In effect, this means that everyone has to sign their contract again every year.

The GA UK will then submit the contracts/addenda to the Faculty, where the Dean will sign them first.

The Project Management Department will then invite the students via Faculty website to appear in person with a view to signing their contracts/addenda. The notice on the contract signing opportunity is also forwarded to Section and Department secretaries.

Investigators must sign their contracts within the determined deadline.

1 At the beginning of the project

Project investigators are obligated to observe the rules of the supported project, the provisions of the contract on project financing, and internal policies of the Faculty of Science.

Upon beginning of the project, investigators are required to prepare a cover sheet of the contract (*'zaváděcí list zakázky'*) and submit it to the Economic Division.

Further to this cover sheet, the contract will be assigned its number.

The cover sheet must contain the signature of the principal and identify the manager.

Attached to the cover sheet shall be the project budget (a table with information on the funds allocated). The best approach is to include a copy of the budget from the contract specifying personnel costs, agreements to complete a job (*'DPP'*) and scholarships.

The investigator shall include the assigned number as shown in the cover sheet in all the documents, i.e. accompanying letters to invoices, settlement of petty expenses, settlement of travel expenses, wage suggestions, and scholarship payments. It is also necessary to know the contract number when communicating with the Economic Division via telephone – this is the first piece of information that the ED will ask for in order to proceed to addressing any requests you may have.

Contract cover sheet:

<https://www.natur.cuni.cz/fakulta/formulare/formulare/#ekonomicke>

2 During the project

The investigator is fully responsible for the transparent and efficient use of the funds intended for the project.

First and foremost, the investigator shall ensure that the payments of compensation, scholarships, and travel expense reimbursements are made exclusively to persons listed in the project application (i.e. investigator team and expressly specified persons, if any).

The investigator furthermore ensures that the funds are drawn in the structure specified in the project application.

In the event that any change becomes necessary, whether in the structure of drawing the funds or in terms of the persons involved in the project, **the investigator must apply with the GA UK for the approval of such change through the Project Management Department.** Without an application to the GA UK, it is possible to transfer amounts up to CZK 20,000 between the individual operating expense items and travel expense items; no transfers are allowed for wages and scholarships. The application must always be submitted in writing through the Project Management Department. **Applications for project changes may be submitted by 21 November at the latest.**

3 Upon project completion (at the end of the calendar year)

The investigator should complete everything at least 14 days prior to the date of submitting the status or final report, so that all the accounting operations appear in the budget. This means the investigator has submitted:

- all the invoices to the Faculty accountants for payment;
- all petty expense and travel order settlement forms;
- all the documents for wage and scholarship payments – wages must be paid in the month preceding the month when the deadline for report submission occurs.

Please note: with the petty expense and travel order settlement forms, their simple submission to the accountants is not enough for the data to appear in the accounts: the physical financial operation must also take place in the Faculty cash office – collecting a balance payment or refunding an advance payment not used to the full.

The information on the drawdown of funds specified in the project report must correspond to the figures in the accounts – the investigator must take the information on fund drawdown from the budget.

In the event of discrepancies between the investigator's own records and the accounting documents (budget, itemised report), contact the financial accountant – Ms Šnajdr (ext. 1059).

What investigators need to do when completing a project

The GA UK publishes a call for the next round of the grant competition in October. This call includes the deadline for submitting status and final project reports. The Faculty's Project Management Department publishes the internal deadline and any additional information for submitting status/final reports on the Faculty website.

The deadline for status reports is usually in early January and the deadline for the final reports is usually in the middle of March (this piece of information is indicative only).

Once the reports have been submitted to the Project Management Department, they can still be made accessible for corrections or completion. If a report is thus returned, the investigator will be informed automatically via e-mail.

Frequent mistakes and misconceptions

1. The contract on the allocation of a grant states both wages and scholarships as one item (amount) – **this amount has to be broken down in the cover sheet into wages, agreements to complete a job, and scholarships. The best approach is to attach a copy of the budget structure taken from the agreement with the GA UK to the cover sheet.**
2. GA UK grant projects never include funding intended for investments – in the event of procuring minor assets worth up to CZK 80,000, the investigators must keep in mind all such expenses associated with such procurement (i.e. shipping, bank charges, installation, etc.). All the expenses involved must not exceed CZK 80,000 even if the individual amounts are listed in multiple receipts. PLEASE NOTE: the acquisition value *will* include the extra costs of the procurement (shipping, installation, customs, etc.) if they are part of the supply!
3. Travel expenses (costs of the stay) may only be reimbursed to the members of the investigator team – GA UK grants must not cover any travel expenses of persons who are not actively involved in a project. Even if a person is involved in the project but is not a member of the research team, no travel expenses may be reimbursed to them. If any extension of a project team is required, it is necessary to apply for GA UK's approval in writing (through the Project Management Department). Travel expenses cannot be reimbursed for the project manager or any academic workers.
4. The Faculty overhead cost rate is set at 15%. The GA UK application calculates the overhead (indirect) costs automatically.

Contacts at the Faculty of Science

Project Management Department - Ms Hogenová – contracts, reports, change requests, facilitation of contact with GA UK (Albertov 6 – 3rd floor, Room 333, ext. 1164, e-mail: romana.hogenova@natur.cuni.cz)

Economic Division - Ms Šnajdr – cover sheets, budgets (Albertov 6, 3rd floor, Room 317, ext. 1059, e-mail: katerina.snajdr@natur.cuni.cz)

Economic Division - Mr Kalhous – all domestic travel expenses (Albertov 6, 3rd floor, Room 304, ext. 1144, e-mail: ludvik.kalhous@natur.cuni.cz)

Economic Division - Ms Bejčková – settlement of international travel expenses (Albertov 6, 3rd floor, Room 311, ext. 1147, e-mail: hana.bejckova@natur.cuni.cz)

PaM - Ms Hlavová, Ms Makovičková – agreements to complete a job, wage funding (Albertov 6, 3rd floor, Room 324, ext. 1133, e-mail: petra.hlavova@natur.cuni.cz, ivana.makovickova@natur.cuni.cz)

Student Affairs Division - Ms Gondeková – scholarship payments (Na Slupi 6, 3rd floor, ext. 1150, e-mail: dagmar.gondekova@natur.cuni.cz)

Research Support Department, International Agenda - Ms Pousková – proposals for secondment (Albertov 6, 3rd floor, Room 312, ext. 1160, e-mail: pavla.pouskova@natur.cuni.cz)

OFFICE HOURS – ECONOMIC DIVISION:

Monday–Friday, 9:00–11:00; 12:30–15:00

OFFICE HOURS – STUDENT AFFAIRS DIVISION:

Monday: 13:00–15:00

Wednesday: 10:00–12:00