

Checklist for the proposal of a Project in applied research

Please note: This list serves as a reminder of the most important facts related to the submission of the Project proposal, it does not list everything that will be decisive for its assessment – the applicant is obliged to follow the Law No. 130/2002 Coll., The Tender Documentation (TD) for this tender and General Rules (GR).

1	The Project proposal shall contain correct, true and unambiguous information with all fields filled out.	
2	Unless otherwise required , i.e. the sections that require completion in Czech, the entire Project proposal shall be completed in English. In sections where both English and Czech are required, both language versions are to be provided (Article 4.2 TD).	
3	The eligibility of the proposer and of all co-proposers shall be demonstrated to the extent and in the manner specified in Article 2.8. TD and Article 6 GR.	
4	The 'Project Description' is stored as a PDF in the ISVP in the mandatory annexes , is entirely in English, follows the mandatory outline and does not exceed the maximum length of 10 pages (Article 4.2(9) TD).	
5	The 'CV' is stored as a PDF in the ISVP in the mandatory annexes of the applicant , is in full in English, and does not exceed the maximum length of 2 pages , including a short CV of the team members if applicable (Article 4.2(13) TD).	
6	A thematically relevant evaluation panel has been selected and any choice of a second panel is duly justified (Article 4.2(6)(d) TD).	
7	The relevant thematic sub-objective(s) of the Programme is identified (as per Article 5 GR). The objectives of the Project do not conflict with these Programme objectives (Article 4.2(7)(b) TD).	
8	The Name, ID number, Registered Office, Type of Organisation and Gender Equality Principles are correctly filled in for each co/proposer. In the case of HEIs, the workplace - faculty - is correctly selected.	
9	The applicant has at the time of submission of the Project proposal to the call for proposals an academic degree of Ph.D. or equivalent or higher (e.g. CSc., DrSc., Dr., DSc., etc.), or will have obtained it, in the case of Sub-programme 2 (Juniors), no later than the date of conclusion of the contract/issuance of the Project decision (Article 4.1(10)(b) TD).	
10	For a Project proposal submitted under Sub-programme 2 (Junior) , the applicant must be no more than 8 years after the award of the academic degree of Ph.D. or equivalent, or have obtained it no later than the date of conclusion of the contract/issuance of the Project decision, or have documented career constraints. Also, the amount of possible eligible Project costs shall not exceed EUR 8,5 million (Article 2.1.(3) and (4) TD).	
11	The applicant has an employment relationship with the proposer (as does the co-applicant with the co-proposer) or this relationship will be established at the latest on the date of the start of the Project (Article 4.1(10)(a) TD).	
12	The intensity of the support corresponds to the proportion of the requested support in the total cost of the Project according to the type of organisation (Research Organisation, small-, medium-, large enterprise) and the classification according to the type of research (basic, industrial - applied research, experimental development) according to Article 2.11 TD.	
13	The financial items are given as integer values in thousands of CZK in accordance with Article 4.2(9) TD.	
14	No person has zero working capacity (employment). The minimum amount of full-time staff for the co/applicant is respected. The amount of the personnel costs corresponds to the amount of a full-time equivalent.	
15	The same natural person may act as applicant and co-applicant for only one Project proposal in this call for proposals (both sub-programmes included) (according to point 4.1(8) TD).	
16	All cost items are specified and justified (Article 4.2(11) TD).	
17	Where applicable, co-financing of the Project from other sources (the degree of support is not 100%) is evidenced by an affidavit of the co-proposer or a confirmation of the intended sponsor's compliance (Article 4.2(9) TD).	
18	Section D ('Related Projects') provides information on all Projects under (running projects) dedicated support under Act No 130/2002 Coll. from all providers in which the applicant or co-applicant are involved at the time of submission of the Project proposal and in what role (applicant, investigator, co-applicant, co-investigator, team member), and similar information on thematically close Projects completed (within the last three years) by the proposer or co-proposer and thematically close applications (proposed) for the provision of dedicated support submitted by the applicant or co-applicant. Details are given in Article 4.2(14) TD.	
19	In the case of dedicated support for the Project design, there will be no cumulation of support for the same issue as set out in Article 4.1(10)(i) TD.	
20	All co-proposer, applicant, co-applicant and collaborators mentioned in the Project proposal are aware of the substantive content of the Project proposal and the financial requirements and agree to participate in the Project (as provided for in Article 4.1(10)(g) and (h) TD).	
21	All texts adopted are supported by a bibliographical citation (Article 4.1(6) TD).	
22	There are no unauthorized annexes (Article 4.2(15) TD).	
23	The Project proposal is sealed with an electronic seal (signature) after finalization , according to Article 4.1(9) TD.	
24	The tender deadline has been met and the proposal has been delivered in the required manner (Article 2.5 and 2.4 TD).	
25	The proposer has complied in previous Projects with the obligations laid down by the Financial Regulation Act and has not breached any obligations arising from the contract or the terms of the decision. The Project has not been terminated prematurely due to non-compliance with contractual obligations and no final report has been rated 'S' (in the last 3 years).	