**Charles University**

Rector's decree No. 17/2017

**Rules of “Primus” programme**

Valid from April 1, 2017

Article I

**Initial regulations**

1. In compliance with its long-term plan, Charles University (further referred to as 'the University') hereby declares the Primus programme. The aim of this programme is to support researchers (in general those with experience gained outside of Czechia) in founding new research groups and laboratories at the university. The intention of the programme is not to provide additional support to groups already existing.

2. Primus should enhance research at University, including staff mobility. The programme is supposed to enable the best young researchers to establish a new research group, advance their own independent research programme, and to offer optimal environment for the research activity of especially master's and PhD students. One of the long-term aims of the programme is to increase the university's success rate in attracting international grants, for example, those of the European Research Council (ERC).

Article II

**Competition conditions**

1. Applications for the financial support shall be submitted to the Rector's Office via an electronic database.[[1]](#footnote-2)

2. Project proposals cannot be submitted by a person holding an executive position at the University, such as the Rector, Vice-rector, Dean, director of a university institute (Institute of the History of Charles University and the Archive of Charles University; Centre for Theoretical Studies; Centre for Economic Research and Graduate Education, Environment Centre, further referred to as university institute), or by members of the commission according to Article V, paragraph 1, of this decree. One applicant can submit only one Primus project proposal. The principal investigator (PI) can be involved in other internal University programmes or competitions but not as their PI.

3. Project proposals can be submitted within following three categories: HUM - Humanities and Social Sciences, SCI - Sciences, Mathematics and Informatics, MED - Medical Sciences and Biomedicine.

4. It is expected that the PI will apply for an ERC grant or, in the case of the humanities and social sciences for another significant foreign grant, by the end of his/her Primus project.

5. A project team consists especially of:

1. The PI: an academic, a scientist, or a research fellow with PhD diploma no older than 10 years[[2]](#footnote-3) prior to the submission of the project, with international research experience and excellent outputs in his/her field who takes part in international cooperation. The PI has usually undergone an internship abroad for a minimum of six months. Regarding this criterion, consideration will be given to opportunities in the particular research areas, as well as to the individual health and social conditions of the applicant. The PI does not have to be an employee of the University at the time the project submission. However, he/she must become a CUNI employee by the time the project starts, with at least 0.5 of his/her workload assigned at the University (part of this workload can be carried out at one of the university hospitals or joint departments of the University and the Czech Academy of Sciences, etc.).
2. Postdoctoral fellows;
3. PhD students at the University;
4. Master´s degree students at the University;
5. Other academic, scientific, and/or research staff of the University;
6. Technicians and specialists at the University.

6. The team can be modified by the PI during the course of the project. However, by 31st December of the year following to the submission of the accepted proposal, there must be a minimum of three PhD students or post-doctoral fellows in addition to the PI in the team.

7. Projects shall last three years. It can start earliest between 1st January and latest 30th July of the year following to the submission of the accepted proposal. Postponed start of the project does not influence in the termination of the project which sets in 31st December of the third year of the project. Projects considered to be excellent by the evaluation board can apply for prolongation by a further two years as defined by Article VII, para. 7 of this decree.

8. The PI of Primus project is allowed to take part other programs of the University. However, she/he can not undertake the role of the PI in other projects but the Primus one.

Article III

**Financial structure**

1. Finances for a project shall be provided from the institutional support of the university and from the budgets of the faculties/university institutes. The university shall support a project by the same amount provided by the supporting faculty/university institute. This support shall not exceed the sum of CZK 1.5 million annually per project provided by the university. The dean of the faculty/institute director shall inform the rector in writing about the amount the faculty/university institute is to allocate to the projects selected from its own budget.

2. Finances allocated to a project are divided into:

a) personnel costs:

- wages (money paid on the basis of work contracts and agreements concerning work carried out by external workers;

- other personnel costs;

- social and health insurance payments as stipulated by legal regulations and payments to the social fund as stipulated by the faculty/university institute;

b) scholarships;

c) operational costs ( materials, travel expenses, services, etc.);

d) costs of acquiring long-term property tangible and intangible,

e) supplementary and overhead costs to a maximum of 15% of total non-investment costs. This condition applies separately to the financial support provided by the university and by the faculty/university institute.

3. Unspent funds allocated by the university can be transferred to the targeted support fund run by the faculty/university institute.

Article IV

**Proposal of a project**

1. The project proposal must include a letter of intent signed by the dean or director of the hosting faculty/institute.

2. The project proposal must contain:

1. the title of the project (in Czech and in English);
2. data of project team members, and/or – in case the personnel is not known yet - a description of the main vacant positions;
3. a brief annotation of the project (in Czech and in English);
4. a description of the research project in English[[3]](#footnote-4) containing:
* its aims;
* procedures to reach the aims;
* expected outputs;
* specification of the workplace where the project will be carried out;
1. PI’s details: identification details, structured CV, the maximum of five most significant publications, overall summary of published work, other outcomes and outputs of her/his research[[4]](#footnote-5), information concerning research internships;
2. specification and substantiation of budget required for the first calendar year of the project and general outline and substantiation of the budget for the following years of the project up to its termination;
3. specification of the home faculties/centres/institutes of the PI and all the University units the project will be carried out at.

2. The Dean of the faculty/head of institute must submit her/his statement about the proposed project via on-line database no later than 7 days after the deadline of the call in which the proposal had been submitted

Article V

**Evaluation of project proposals**

1. The proposals are evaluated by particular disciplinary boards which are defined and conformed to the Rector’s decree.
2. With each project proposal, the overall quality is assessed as well as:
3. clearly defined research aim of the project;
4. previous research activity of the PI with particular focus on excellent results and international cooperation, her/his professional independence and self-reliance;
5. compliance of the proposal with long-term plan of the University, faculty/centre/institute and its potential to start a new direction or area of research at the University;
6. optimal conditions offered for supervision of PhD students within the project;
7. professional level of the project team and the financial costs corresponding with the stated aims of the project.

3. Each proposal is evaluated by two reviewers and one reporter of the assigned board. The board can also invite an external evaluator to evaluate the proposal if needed.

4. The board discusses every project proposal and its reviews provided by the reviewers. It subsequently sets up ranking of the projects, including an opinion whether financial support should be provided or not. In the projects nominated for support, it expresses agreement with the budget or recommends amendments. The board then points out projects which could be financed in case of financial surpluses (f.e. some of the agreements of projects selected selected for funding remain unsigned, etc.).

5. Projects selected by the Primus boards are discussed by the Research Board of Charles University (further referred to as “RBCU”) and can also consulted with the IAB.

6. The projects recommended for financing shall be discussed with the dean of the relevant faculty/director of the University institute. A project shall be supported only when financial participation is pledged by the faculty/university institute.

7. The Rector of CUNI decides on allocation of funding on the basis of the recommendations of the Primus boards and of the RBCU. In case the PI or Faculty/Institute does not agree on the allocation of project funding, another project recommended for funding can be chosen by the RBCU or the Primus board instead.

8. The PI will be informed about the outcomes of the call via electronic mail. The decision on funding signed by the Rector will be available in the electronic database for CUNI research programme calls. The Rector’s decision can be appealed against within 15 days from the day the electronic mail is sent. The Rector decides in case of an appeal on the basis of a recommendation made by the boards. This decision is final.

9. There is no legal claim to the project funding.

Article VI

**Contract concerning projects, statement of accounts, period reports and publication of results**

1. Details about project, allocation of finances, and their management are governed by an agreement (further referred to as “Agreement”) concluded between the university, faculty/university institute and the PI. In the case of inter-faculty projects, the parties involved shall also sign the Agreement, or shall sign an additional agreement concerning co-financing and use of the results of research and development. In case the Agreement is not signed by 31st December of the year project was selected for funding in, the University is no longer obliged to co-finance the project.

2. The PI[[5]](#footnote-6) is responsible for the proper use of the finances allocated and for respecting the conditions of the relevant Decision on Providing Institutional Support for Long-term Conceptional Development of Research Organizations issued by the Ministry of Education, Youth and Sports.

3. The contract includes the obligation of the PI and the faculty/university institute to:

a) deal with matters involving intellectual property as well as with ownership of the results of research and development in accordance with relevant legal regulations;

b) submit on request detailed evidence of the use of financial means to bodies of the faculty or university;

c) return funds that cannot be used nor transferred to the targeted support fund, back to the university within the deadline assigned,

d) fund a project from the resources provided by the faculty/university institute to the same amount as provided by the university in the given year.

4. In the event of serious problematic circumstances affecting the PI, financing of a project can be suspended for the period necessary. The length of the suspension and circumstances concerning the re-launching of the project shall be stipulated in an agreement between the faculty/university institute, the university and the PI.

5. Every year, the PI shall prepare an interim report concerning the development of the project and a bill of the funds used, separately for the resources allocated by the university and those allocated by the faculty/university institute. The bill shall also include the budget and application for allocation of money for the following calendar year with the written commitment of the Dean/director concerning co-financing the project. The report shall be evaluated by the relevant Primus board.

6. A check of expenditure shall be carried out by the faculties/university institutes.

7. In the event a project is exceptionally successful, an application can be made to extend financing of the project for maximum additional two years. A necessary condition is that the PI applies for an ERC grant (or in the case of the humanities and social sciences a similar major international grant). Applications for extensions shall be judged by the Rector after consultation with the evaluation board according to Article 5, para. 1 and IAB.

8. The final report shall be handed over within three months after the end of the project. The final report shall include a description of the overall activity, a list of published outputs and an overall assessment of the results. When projects come to an end, the rector shall inform the RBCU and Academic Senate of CUNI (ASCU) about the results achieved.

9. A dedication to the Primus programme shall be presented in publications and other outputs gained with the support of Primus grant. It is also necessary to include Primus funding as the financial source in the Charles University internal publication database (“OBD” application). The precise affiliation of authors to the university and to a particular faculty/university institute should be given in all published outputs, as outlined in the valid Rector's decree.

10. If law no. 130/2002 and/or other relevant legal regulation (which could significantly influence the conditions for institutional support of research development of the University) is amended during the course of Primus programme, the Rector will ahead of time present a proposal to Deans and Institute directors for subsequent procedures regarding the programme.

Article VII

**Joint and final provisions**

1. The programme is coordinated by the Vice-rector for Research and administrated by the Department of Science and Research of the Rector's Office.

2. Basic information about the programme and its results, including minutes taken at meetings of the boards, are published in the standard way.

3. The rector determines the date the programme call is luanched, the deadline for submitting project proposals, the date the competition results are published, the date for beginning the projects, the deadlines for handing over consecutive reports and the final reports, and other important dates and administrative matters.

In Prague on , 2017

Prof. Tomáš Zima, MD., DrSc.,

Rector

1. Information about rights of access to the database shall be specified in the Rector's decree "Announcement of the second round of the Primus programme." [↑](#footnote-ref-2)
2. This does not include attested maternal or parental leave, military service, nor provable long-term illness. [↑](#footnote-ref-3)
3. In exceptional and substantiated cases a description of the research project can be submitted in Czech. [↑](#footnote-ref-4)
4. A full-text link is given for the publications. If it is not possible to present a publication in its electronic version, it has to be provided by other means. [↑](#footnote-ref-5)
5. With the agreement of the rector, the function of the project leader can be taken over by a substitute for a limited time. [↑](#footnote-ref-6)