**Frequently asked questions about the UGC call**

**1. Is it possible to sign the grant application form digitally? Or partly digitally and partly physically?**

- It is impossible. The Binding rules on applicants and recipients, chapter 2.1 Student grant application, subchapter Submission of Student Grant applications states: The project principal researcher will submit a complete application for a Student Grant, in hard copy, with all signatures (those of the principal researcher, other researchers, mentor/s and the Head of the Department of the principal researcher) at the Department of Science and Research at Rectorate. This way allows only the physically signing of the Student grant application.

**2. Is it possible to have a foreign mentor or mentor from other institutions in the Czech republic?**

- The role of a mentor is generally taken by a DSP student’s supervisor or expert advisor with the minimal academic degree of Ph.D. Participation of at least one mentor in the implementation of a Student Grant is mandatory. In these circumstances, the mentor has to be one of the DSP student’s supervisors or expert advisors. We strongly recommend you to ask to be a mentor somebody from CZU.

- In the case of other mentors in one team, other variants are theoretically possible. But we draw attention to their administrative difficulty, especially with a gain of the physical signature on the paper version of the Student grant application, the conclusion of the mentors' employment relationship and proper settings of all requirements with Czech and international law in the case for a foreign mentor. We draw attention to the necessity of mentors´ signature on all activity reports during grant implementation.

**3. Personnel costs include in the "calculator", resp. grant budget, employer´s statutory payments, is the same rule for foreigners?**

- Please, enter the data in the project budget calculator as is required by the calculator. This means the gross salary of researchers, from which the calculator calculates statutory employer´s payments according to the legislation valid in the Czech Republic. In the case of foreigners, the proper setting of all requirements following Czech and international legislation will be resolved individually with the CZU Department of Human Resource Management after the announcement of results and selection of supported projects.

**4. Is the data collection in Africa mandatory foreign activity?**

- All researchers with work capacity corresponding to 0.3 workloads and higher must perform at least one educational/research activity abroad (e.g. internship, summer school, research stay, active participation in conferences) during the execution of a Student Grant.

- Data collection is a research stay.

- To prove of this activity a confirmation/certificate of participation in an activity abroad, issued by a foreign institution, is required. At the very least, a certificate must provide the identification of the foreign institution, contact data, duration of the foreign activity, and information on the number of hours in the case of summer schools, internships or research stays and similar events.

- If an educational/research activity is carried out in a country where the student’s mother tongue is generally comprehensible (e.g. Slovakia), at least a part of the activity concerned must be carried out in a foreign language (e.g. presentation of a paper, the text of a study).

**5. Is it mandatory to list any courses of the IGA project in the student grant application in the part of their educational goals and complete 24 hours of the course (trivial support)?**

- Yes, each member of the research team must complete an educational activity from the offer within the project Improvement in Quality of the Internal Grant Scheme at CZU (IGA) in the range of min. 24 hours. The offer of educational activities is published here: <https://www.czu.cz/en/r-9189-science-research/r-16373-ugc/r-16375-educational-activities>

**6. Must activity reports be submitted only in paper form at the Department of Science and Research at Rectorate? In the case of going abroad or fieldwork is this requirement very limiting.**

- In the sense of Binging rules for applicants and recipients of UGC is the researcher obliged in the case of:

* + Month Activity Report – A completed Activity Report, signed by the given researcher and mentor, must be presented in hard copy at the SaR R Department by the 8th day of the subsequent month.
  + Interim Activity Report – A completed Interim Activity Report, signed by the main researcher and mentor, must be submitted in hard copy at the SaR R Department by the 15th day of the subsequent month.

- In order to simplify the submission of the activity report, in justified cases, eg when the researcher or mentor goes abroad, it will be possible to submit the activity report by email in the form of a scan with signatures. The researcher will ensure the delivery of a printed version of the activity report with physically signatures to the SaR R Dept. as soon as possible. The researcher will inform SaR R Department.

- This new possibility how to submit an activity report will be regulated in the Binding Rules for Applicants and Recipients of UGC.