

# **GUIDE FOR FUND FOR BILATERAL RELATIONS**

(FOR APPLICANTS AND BENEFICIARIES)

## **CZECH-NORWEGIAN RESEARCH PROGRAMME CZ09**

Norwegian Financial Mechanism 2009–2014

Norway Grants

Approved by the Programme Committee on 28 April 2016, as amended

## Content

|                                                                      |           |
|----------------------------------------------------------------------|-----------|
| <b>1. GENERAL PRINCIPLES OF PROGRAMME AND CALL .....</b>             | <b>3</b>  |
| 1.1 PROGRAMME OPERATOR AND DONOR PROGRAMME PARTNER .....             | 3         |
| 1.2 CALL OBJECTIVE.....                                              | 3         |
| 1.3 ALLOCATION AND EXCHANGE RATE .....                               | 3         |
| 1.4 SUPPORTED ELIGIBLE INITIATIVES .....                             | 4         |
| 1.5 ELIGIBLE APPLICANTS .....                                        | 4         |
| 1.6 ELIGIBLE TIME FRAME AND COSTS .....                              | 6         |
| <b>2. HOW TO APPLY.....</b>                                          | <b>9</b>  |
| 2.1 PROMOTER AND PARTNER(S) .....                                    | 9         |
| 2.2 LANGUAGE .....                                                   | 9         |
| <b>3. SUBMITTING A PROPOSAL.....</b>                                 | <b>9</b>  |
| 3.1 RULES AND PROCEDURES FOR SUBMISSION OF PROPOSAL.....             | 9         |
| 3.2 FORMATS OF PROPOSALS .....                                       | 10        |
| 3.3 WITHDRAWING A PROPOSAL.....                                      | 10        |
| 3.4 APPEALS PROCEDURE .....                                          | 10        |
| <b>4. EVALUATION OF THE PROPOSALS.....</b>                           | <b>10</b> |
| 4.1 FORMAL ELIGIBILITY CRITERIA .....                                | 10        |
| 4.2 EVALUATION AND SELECTION.....                                    | 11        |
| 4.3 MODIFICATION OF BUDGET AND FUNDING DECISION .....                | 11        |
| 4.4 REASONS FOR EXCLUSION OF PROPOSALS .....                         | 12        |
| <b>5. TIMETABLE FOR CALL.....</b>                                    | <b>12</b> |
| 5.1 MILESTONES.....                                                  | 12        |
| 5.2 CANCELLATION OF PUBLIC TENDER .....                              | 13        |
| <b>6. PARTNERSHIP AGREEMENT AND CONTRACT .....</b>                   | <b>13</b> |
| <b>7. IMPLEMENTATION OF INITIATIVE AND REPORTING.....</b>            | <b>14</b> |
| 7.1 PAYMENT MODEL AND REPORTING .....                                | 14        |
| 7.2 PRINCIPLES AND TERMS OF FINANCIAL SETTLEMENT OF INITIATIVE ..... | 14        |
| <b>8. AUDIT TRAIL AND DOCUMENTATION ARCHIVING .....</b>              | <b>15</b> |
| <b>9. CONFIDENTIALITY AND DATA DISCLOSURE .....</b>                  | <b>15</b> |
| <b>10. FURTHER INFORMATION SOURCES AND CONTACTS .....</b>            | <b>15</b> |
| 10.1 CALL DOCUMENTS .....                                            | 15        |
| 10.2 LEGAL ACTS AND GUIDELINES.....                                  | 15        |
| 10.3 RELATED INFORMATION SOURCES .....                               | 16        |
| 10.4 CONTACTS .....                                                  | 16        |

## 1. GENERAL PRINCIPLES OF PROGRAMME AND CALL

The terms and conditions of the Guide for Fund for bilateral relations have been prepared on the basis of the Programme Agreement and the “*Regulation on the implementation of the Norwegian Financial Mechanism 2009–2014*” (hereinafter “the Regulation”).

### 1.1 PROGRAMME OPERATOR AND DONOR PROGRAMME PARTNER

The Programme Operator of the Czech-Norwegian Research Programme CZ09 – is the Ministry of Education, Youth and Sports, the Czech Republic (MEYS) - hereinafter “the Operator”. The Donor Programme Partner is the Research Council of Norway (hereinafter “RCN”).

### 1.2 CALL OBJECTIVE

The Programme strengthens bilateral cooperation and relations with the aim of stimulating long-term cooperation, networking, knowledge sharing, capacity and competence building in research between both countries. These activities are financed from the Fund for Bilateral Relations (hereinafter “the Fund”) under the Programme.

The objective of the Call is to enhance mutual scientific cooperation between the Czech Republic and the Kingdom of Norway.

The supported initiative granted from the Fund must be related to the purpose of capacity building activities, networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between research organizations and/or small and medium-sized enterprises (hereinafter “SMEs”) with research and development as one of their objects based in the Czech Republic and in Norway within the bilateral research cooperation where such activities increase the added value of the Programme and bilateral relations in the supported area between both countries.

### 1.3 ALLOCATION AND EXCHANGE RATE

The *total allocation* available from the Fund through the Call is **CZK 11,026,000** (€ 408,052). The allocation of the Fund may be increased during the period of the Call if funds are still available in the Programme. It may be consulted with the Operator. In such cases, the final amount available in the Call will be published on the web page of the Operator (MEYS).

The *minimum grant* from the Fund is CZK 200,000 (€ 7,401) per proposal. The *maximum grant* available is CZK 800,000 (€ 29,606) per proposal.

Research organizations may obtain a grant up to 100% of total eligible costs. Small and medium sized enterprises may obtain the grant up to 50% of total eligible costs. The remaining funds must be secured from other/own financial sources.

For calculation of the proposed eligible costs (budget), the exchange rate for the Norwegian partners' budget is 2.9047 CZK/NOK<sup>1</sup> (the exchange rate of the European Commission for June 2016).

For payments transactions between Promoters and Norwegian partners, the exchange rate between Czech (CZK) and Norwegian currency (NOK) will be stipulated in the contract.

<sup>1</sup> See: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm).

The partners may opt - A. *a daily exchange rate of a Norwegian commercial bank of the day when the payment was received by the Norwegian Partner*, or B. *the fixed exchange rate 2.9047 CZK/NOK*.

The chosen exchange rate (A., or B.) will be also used for conversion from Norwegian to Czech currency to settle payment(s) in the accounting systems and in the financial report submitted to the Operator.

#### 1.4 SUPPORTED ELIGIBLE INITIATIVES

These following **bilateral initiatives** are eligible for support:

- Preparation of a joint project proposal for Horizon 2020 programme,
- Organising and/or participating in study and work trips between Czech and Norwegian entities,
- Organising and/or participating in events – such as scientific conferences, bilateral meetings, workshops and/or training, round tables, courses etc.,
- Publicity and communication activities related to the initiative, bilateral events, results achieved in the currently running Czech-Norwegian research projects, the Programme and the Norway Grants, including: translations, policy briefs, and promotionals in the media.

The initiatives may be:

- with or without additional funding from other sources;
- with different kinds and number of Partners involved;
- with established cooperation between participants and initiatives establishing and building up new partnerships;
- with or without a link to other programmes (including other Norway/EEA Grants programmes);
- with one or several one-time and short-term actions/activities during the indicated period (to be completed within the eligible period).

#### 1.5 ELIGIBLE APPLICANTS

##### 1.5.1 Who can participate?

Eligible are **research organizations<sup>2</sup>** and **small and medium-sized enterprises** (hereinafter “SMEs”) based in the Czech Republic and Norway.

**Third parties**, in addition to the Czech and Norwegian eligible entities, may actively participate in the Czech-Norwegian initiative, but will not obtain any grants from the Fund.

##### 1.5.2 How many entities can participate?

There must be **at least one Czech Promoter and at least one Norwegian Partner** (hereinafter “the Partner”) **actively** participating in the initiative. There is no formal limit as to the maximum number of eligible participants (Norwegian or Czech) involved in one bilateral initiative.

Adding a new Partner during realization of the initiative is not allowed.

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<sup>2</sup> For the Promoter/the Partner it is regarded a university, an institute, not a faculty and/or a department and/or a unit of the university/institute.

### 1.5.3 Who are the eligible research organizations?

A research institution in the role of either Promoter or Partner must be categorised as a research organization fulfilling the definition of the *Framework for State Aid for Research and Development and Innovation (2014/C 198/01)* (hereinafter “Framework”):

*The Framework specifies research organization as an entity, such as universities or research institutes, irrespective of its legal status (organized under public or private law) or financing, whose primary goals is to conduct fundamental research, industrial research or experimental development and to disseminate their results by way of teaching, publication or technology transfer; all profits are reinvested in these activities, the dissemination of their results or teaching; undertakings that can exert influence upon such an entity, in the quality of, for example, shareholders or members, shall enjoy no preferential access to the reached capacities of such an entity or to the research results generated by it.*

Czech entities must be listed in the register of research organizations in the Czech Republic (§ 18 of Act on the Support of Research, Experimental Development and Innovation, as amended) otherwise they must provide documentation evidencing their scope of business regarding research not older than 90 calendar days (such as a charter, deed of foundation, trade licence, extract from a trade register etc.).

Norwegian research organizations listed at the Research Council of Norway as research institutions eligible for support from RCN do not need to provide documentation of their status as a research organization. List and definition is available at: <http://www.forskningradet.no/servlet/Satellite?c=Page&cid=1184159007037&pagename=ForskningradetEngelsk%2FHovedsidemal> (Go to the **Attachments** at the bottom of the web page, click on the file titled *Definition and specification of the concept “research institution”*, open it and then scroll the end of the pdf document).

### 1.5.4 Eligibility of SMEs

SMEs, as defined by the EU recommendation 2003/361/EC, are enterprises which have less than 250 employees and an annual turnover less than € 50 million or an annual balance sheet total less than € 43 million.

**Table 1: Supported enterprise categories**

| Company category | Employees | Turnover    | or | Balance sheet total |
|------------------|-----------|-------------|----|---------------------|
| Medium-sized     | < 250     | ≤ € 50 mil. |    | ≤ € 43 mil.         |
| Small            | < 50      | ≤ € 10 mil. |    | ≤ € 10 mil.         |

Source: European Commission.

### 1.5.5 What is the role of the Promoter?

The Promoter must be a Czech entity and is responsible for initiating, preparing and submitting the proposal on behalf of the Partner(s). Each proposal has only one Promoter.

The Promoter acts as an initiative leader and takes care of the administrative and management tasks of the initiative, and ensures active involvement of its Partner(s) in the preparation of the proposal and the implementation of the initiative in compliance

with the terms and obligations set in the contract (hereinafter „the Contract“). The Promoter submits the report to the Operator and settles the initiative after its completion.

#### 1.5.6 Leader of initiative

Each initiative has one leader from the Promoter's organization who is responsible for the completion of the initiative. His/her full name will be stated in the Contract.

Minimum requirements on the responsible person leading the initiative are:  
a professional/scientific/academic qualification of the leader.

#### 1.6 ELIGIBLE TIME FRAME AND COSTS

Costs incurred after the formal approval of the application by the Operator are eligible. The eligible time frame will be stipulated in the Contract. **The latest date of eligible activities is by April 30, 2017.** The Promoter will announce the official start date of the initiative by letter to the Operator. The initiative may begin before the Contract is issued by the Operator. Nevertheless, the eligibility period of costs starts the day after the initiative is formally approved by the Operator at the earliest.

Any actual expenditures related to activities, goods and services in the initiative delivered within the eligible period stipulated in the Contract and alongside paid within 30 days from the end date are considered eligible (e.g. an event organised on 30 April 2017 and an invoice issued on 24 May 2017; or salaries and mandatory charges for activities done in April 2017 but paid on 14 May 2017). Costs incurred to activities carried out, and to goods and services delivered after the eligibility deadline are declared ineligible and will not be funded by the Operator.

In case the initiative exceeds 31 December 2016 a separate budget for each year (2016 and 2017) has to be calculated in the proposal.

#### The eligible costs covered by the Fund are:

- a) Personnel costs,
- b) Costs related to study and work trips,
- c) Costs related to publicity and communication on the initiative, bilateral events, results achieved in the running joint Czech-Norwegian research projects, the Programme and Norway Grants,
- d) Costs related to preparation of a joint project proposal leading to its submission in Horizon 2020 programme,
- e) Costs related to events,
- f) Non-recoverable value added tax (VAT).

**Eligible costs consist of eligible direct costs only. The costs actually incurred in the initiative must be directly related to the supported activities to strengthen bilateral relations in research** as defined in the Call and in the Contract approved by the Operator.

Costs are eligible if they are budgeted in the proposal and approved by the Operator. They must be proportionate, necessary, justified and incurred within the eligibility period.

Costs must be paid, recorded in bank accounts and in accounting records, must be verifiable, evidenced by accounting documents, or by originals of other documents of equivalent evidentiary value.

The Promoter/Partner (e.g. SMEs) must specify and separate all financial resources in the proposed/eligible budget (see the forms of the Call) which are used for the implementation if applicable.

Eligible costs under the initiative must be incurred in compliance with the documents defined in chapter 10.2 of this Guide. The eligible costs are closely specified in this Guide and in the Contract issued by the Operator. Link to the documentation: <http://www.msmt.cz/vyzkum-a-vyvoj-2/framework-documents-and-regulations-relating-to-projects>.

**The budget must be presented in Czech Crowns (CZK). There can be no double financing of any part of the initiative by any other source.**

#### **1.6.1 Direct personnel costs**

The personnel costs are eligible for staff assigned to the initiative, comprising actual **salaries and/or remunerations** from agreements **plus mandatory charges** (e.g. social, health insurance) and other statutory costs included in the remuneration, provided that this corresponds to the Promoter's and Partners' usual policy on remuneration.

The concerned staff must conclude a labour contract/an agreement with the organization. The need for such staff has to be justified in the proposal.

The Operator expects staff to use **timesheets** so that their actual time is recorded against the initiative to form the basis of the costs charged. But when a person is contracted to work 100% of their time on the initiative only (whether they are working full-time or part-time), timesheets are not necessary, as their costs can only be charged to that activity.

In all other cases, timesheets or time records are required. This includes those who may be contracted to work on two or more projects, since it is essential to have a means of recording and verifying the actual time applied to each activity. Own time recording system or timesheet may be used.

#### **1.6.2 Costs related to study and work trips**

Costs related to mobility such as study and work trips consists of travel and subsistence allowances, accommodation, meals, travel insurance for staff taking part in the initiative are eligible, provided that they are in line with the national legislation and Promoter's and Partner's usual practices on travel costs and do not exceed the relevant national/local scales. Travel and subsistence costs have to be appropriate to the necessity of the initiative.

#### **1.6.3 Costs related to publicity and communication**

Costs connected to publicity and communication on the initiative, the supported bilateral events, the results achieved in the current Czech-Norwegian research projects, the Programme, the Operator and Norway Grants are allowed to be incurred e.g. translations, interpretations, promotional materials, promotion in local/regional media.

#### **1.6.4 Costs related to preparation and submission of a project proposal in Horizon 2020**

Costs related to the preparation of a joint project proposal leading to its submission in Horizon 2020 programme (such as personnel costs, mandatory charges).

The Promoter will report on what have been accomplished in this initiative. Evidence will have to be kept in case of later controls (e.g. a final draft of a joint project proposal, agreed minutes from work meetings, any proof of submission of the joint project proposal in Horizon 2020 programme).

#### **1.6.5 Costs related to events**

Costs linked to organising and/or **active** participating in events – such as scientific conferences, mutual bilateral meetings, round tables, exchange bilateral trainings, research courses, workshops and seminars, technology transfers etc. may include conference or training admission fees, rentals, catering, hire of facilities and equipment, interpretations, translations, expert fees, travel and subsistence allowances, accommodation, insurance, and other necessary expenditures directly linked to the event.

#### **1.6.6 Value added tax**

Non-recoverable value added tax (VAT) only is an eligible cost if applicable. VAT is only eligible expenditure if the payer cannot reclaim the tax paid.

#### **1.7 SMEs and state-aid**

The budget for SMEs participating in the initiatives must be in line with the Framework, and clearly show the appropriate co-financing contribution of the SMEs.

#### **1.8 Ineligible costs**

The following costs are considered ineligible for Promoter and Partner:

- a) Any depreciated assets;
- b) Cancellation fees;
- c) Charges for financial transactions and other purely financial costs;
- d) Costs on core facilities;
- e) Costs on subcontracting;
- f) Costs that are covered by other sources;
- g) Depreciations;
- h) Duties;
- i) Excessive or reckless costs;
- j) Exchange losses;
- k) Extraordinary bonuses (rewards);
- l) Fines, penalties and costs of litigation;
- m) Indirect costs;
- n) Interests on debt, debt service charges and late payment charges;
- o) Personal computers and devices and office equipment, laboratory equipment, etc.;
- p) Provisions for losses or potential future liabilities;
- q) Purchase of land and real estate;
- r) Recoverable value added tax (VAT).

### 1.9 Division of budget between partners

The proposal must contain a proposed breakdown of the eligible costs per entity (see the financial annex of the proposal form). The budget should reflect the actual contribution made by each party and should be subject to negotiation between the Promoter and the Partner(s).

## 2. HOW TO APPLY

### 2.1 PROMOTER AND PARTNER(S)

The Czech Promoter leads the initiative. It has the main responsibility for initiating, preparing and submitting the proposal. It provides guidance to the Partner(s). It takes care of ensuring the active involvement of the Partner(s) in the preparation of the proposal. Participants have to discuss and further define the role of the coordinator according to their needs.

### 2.2 LANGUAGE

The working language of the Programme is English. The proposal must be written in English but specific parts will be written in Czech if relevant in the form and/or annexes.

## 3. SUBMITTING A PROPOSAL

### 3.1 RULES AND PROCEDURES FOR SUBMISSION OF PROPOSAL

The Call for proposals 2016 is open from **14:00 on 18 July 2016 to 14:00 on 20 January 2017** CET (Prague, the Czech Republic).

The proposal form, templates and all documents related to the Call are available at:  
<http://www.msmt.cz/vyzkum-a-vyvoj-2/vyzvy> - in Czech  
<http://www.msmt.cz/vyzkum-a-vyvoj-2/calls-for-proposals> - in English

The Czech Promoter must submit the proposal by the following cut-off dates: **14:00 CET on 12 September 2016 / or 14:00 CET on 4 November 2016**. The submitted proposals will be processed successively to the set cut-off dates. If there are still funds available in the Programme after the three cut-off periods, proposals will be processed on a first-come-first-served basis until the allocation is still available and/ or the Call is closed. Proposals submitted after the cut-offs have to be delivered at least 40 working days respecting holidays before the planned start of the initiative.

The Promoter may deliver requested documentation by registered mail to the address of the Operator, or personally to the mail room at the same address within the Call period. The post stamp with a date on the envelope will be considered as the official submission date of the proposal.

Ministerstvo školství, mládeže a tělovýchovy, Odbor strategických programů a projektů - 33, Karmelitská 5, 118 12 Praha 1

The envelope must be marked as follows:

**“NEOTVÍRAT VÝZVA 2016 - FOND BILATERÁLNÍ SPOLUPRÁCE CZ09!”**

### 3.2 FORMATS OF PROPOSALS

The Promoter will submit the proposal and obligatory annexes on **A. paper, and B. electronic as files on a CD, in one envelope.**

The paper version and the electronic version must be identical. In case of non-functional files uploaded in the CD the proposal will be disqualified from the evaluation process.

Each proposal will be entered and stored in the OpenKM system by the Operator (MEYS).

One envelope must contain only one proposal and obligatory annexes.

### 3.3 WITHDRAWING A PROPOSAL

The Promoter may withdraw the proposal by sending a written official request to the Operator indicating the full Promoter's name, acronym, proposal title within the duration of the Call and evaluation process.

If the grant was already transferred to the Promoter, it must be returned on the Operator's bank account straight away following its guidelines to settle the initiative towards the state budget.

### 3.4 APPEALS PROCEDURE

Promoters of proposals found to be ineligible are informed of the grounds for such a decision. The Promoters of proposals found to be ineligible may file a protest against the decision of the Operator within 14 calendar days from the receipt of the information on the proposal rejection. The Programme Committee is informed about proposals declared ineligible and the outcome of the appeals procedure.

## 4. EVALUATION OF THE PROPOSALS

### 4.1 FORMAL ELIGIBILITY CRITERIA

The following eligibility criteria apply to all proposals submitted under the Call and will be checked by the Operator (formal check):

1. Receipt of the proposal by the Operator is within the Call period and/or by cut-off dates (processing proposals after the cut-offs on first-come-first-served basis);
2. Completeness of the proposal, i.e. the presence of complete signed and stamped form, all mandatory annexes and the proposal description (the eligibility checks only apply to the presence of the appropriate parts of the proposal);
3. Proposal is written in English (exceptionally specific parts/annexes in Czech if relevant).
4. Promoter and Partner(s) must prove that research and/or development is one of the subjects of their activities.
5. Minimum conditions concerning the number of participants (min. 1+1 = at least one Czech and one Norwegian entity eligible according to the Call).
6. The initiative accomplishment must not exceed the duration of the eligibility which is 30 April, 2017 at the latest.
7. The requested amount of the grant from the Fund must be between the grant limits.
8. The requested amount of the grant is stated in Czech currency (CZK).
9. The proposal must specify all financial resources to be used for the realization if relevant (e.g. own sources at SMEs).
10. The proposal must be submitted in printed and electronic versions and be delivered to the Operator's address in advance but no later than the deadline for accepting proposals and before the accomplishment of the initiative.

- The proposal must be signed by all members of the statutory authority or any authorized member of the statutory body of the applicants in accordance with the charter, certificate of incorporation etc. In case of more participants, all statutory representatives of all entities must sign the proposal.
  - The proposal must be furnished with original signatures of statutory authorities of the Promoter and the Czech Partner(s). For Partners from Norway copies of signatures are accepted.
11. Annex I must be signed by statutory/attorney of the Promoter and stamped.
12. If relevant, if a person gets authorised to sign the required documents on behalf of the statutory authority, the proper document from which signing authority is clear such as power of attorney/internal regulations must be attached to the proposal (e.g. a letter of attorney).

Please go to the proposal form to consult formal requirements and requested annexes.

## 4.2 EVALUATION AND SELECTION

The Operator will evaluate all proposals that pass the formal check. The following criteria will be applied and each point will be marked with **Yes or No**. No grades will be applied:

The evaluation criteria are:

- ✓ The relevance in relation to the objectives of the Programme and the Call,
- ✓ The potential impact of initiative and sustainability of cooperation,
- ✓ The quality and efficiency of the implementation and management.

The formally complete proposal must meet all the evaluation criteria.

Having completed the evaluation, the Operator will submit a list of all proposals (those that passed or failed) to the Programme Committee.

After having reviewed the prepared list of the evaluated proposals, the Programme Committee will make a decision taking into account the evaluation results. However, if the number of applications exceeds the available funding, the Programme Committee will apply the following additional criteria to select initiatives for funding:

- The balance of institutions, and disciplines,
- The gender balance of initiatives.

The Programme Committee formulates a ranked list of projects recommended for funding and submits it to the Operator.

## 4.3 MODIFICATION OF BUDGET AND FUNDING DECISION

Prior to contracting, the Operator may request via e-mails corrections/changes/or modifications of the eligible costs or additional information from the Promoters of proposals that have not been rejected, and for which funding is available.

Once the Operator and the Promoter have completed this phase, the Operator completes its internal financial, legal procedures and issues the funding decision for the initiative.

The list of the supported initiatives selected for funding and failed ones will be published in section *Calls for proposals* at the [Programme's website](#). All applicants will receive a letter on the decision, to be sent by the Operator (MEYS).

If it turns out to be impossible to reach an agreement with the Promoter within 2 weeks, the Operator regards the negotiation terminated and rejects the proposal.

#### 4.4 REASONS FOR EXCLUSION OF PROPOSALS

All information about the applicants specified in the proposal must be true and in accordance with the required documents proving the eligibility of the applicants. For institutions that are established by law, the information must be in accordance with the relevant legal standard. In case of gross violation caused by the applicants, the Operator has the right to exclude the proposal from other public tender in research, development and innovation for up to three years, and research programmes announced by the Operator.

If it becomes clear before during or after the evaluation phase that one or more of the eligibility criteria have not been fulfilled, the proposal will not be selected for funding. However, the complete proposal for evaluation is one that meets all formal requirements.

### 5. TIMETABLE FOR CALL

#### 5.1 MILESTONES

Table 2: The important dates

|                                                                                                                                                                                                                                                                                                                                 |                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Call Opening Day (dd/mm/yyyy)</b>                                                                                                                                                                                                                                                                                            | <b>18/07/2016</b>                                                                                |
| <b>Call period</b> , the period in which it is possible to submit proposals for initiative, lasts at least two months.                                                                                                                                                                                                          | <b>18/07/2016 – 20/01/2017</b>                                                                   |
| <b>Cut-off dates for submitting proposals (dd/mm/yyyy)</b>                                                                                                                                                                                                                                                                      | <b>12/09/2016</b><br><b>04/11/2016</b><br>After the cut-offs<br>on first-come-first-served basis |
| <b>Call Closure Deadline (dd/mm/yyyy)</b>                                                                                                                                                                                                                                                                                       | <b>20/01/2017</b>                                                                                |
| <b>Evaluation Period</b> , the period during which the project proposals are evaluated in on an on-going basis in accordance with the Guide. The Operator decides and announces the results of the Call. <b>(dd/mm/yyyy)</b>                                                                                                    | <b>13/09/2016 – 31/10/2016</b><br><b>05/11/2016 – 16/01/2017</b>                                 |
| <b>Announcement of the Results of the Call</b> on the website of the Operator. As of this day the applicants are provided with the results of the Call, including justification and the information of the evaluation of their proposal/s without specification of any personal data of relevant opponents. <b>(dd/mm/yyyy)</b> | <b>01/11/2016</b><br><b>17/01/2017</b><br>After cut-offs on-going                                |

|                                                                                                                                                                                                                                                                                          |                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Record of Public Tenders in Research, Development and Innovation (VES):</b> Provisions of data on the evaluation of the Call by Operator                                                                                                                                              | Within 50 calendar days from the date of publication of the results of the Call  |
| <b>Expected Date of Contract Signature</b> - no later than 60 calendar days from the date of entry into force of the Law on State Budget for 2016/2017 or of the date of the announcement of the results of the Call when the result was announced after the effective date of this Act. | No later than 60 calendar days from the announcement of results of the Call      |
| <b>Central Register of Research, Development and Innovation (CEP):</b> The Operator, with the Promoter's assistance, provides the applicable data on initiative funded from the state budget                                                                                             | Within 50 calendar days of the effective date of enforceability of the Contract  |
| <b>Deadline for the Provision of the Grant:</b>                                                                                                                                                                                                                                          | Up to 60 calendar days from the effective date of enforceability of the Contract |

## 5.2 CANCELLATION OF PUBLIC TENDER

The Operator may cancel the Call in accordance with the provisions of § 24 of Act on the Support of Research, Experimental Development and Innovation, as amended.

- i. If no proposals are received.
- ii. If there has been a substantial change in circumstances after the publication of the Call which the Operator could not foresee, nor did not cause.

## 6. PARTNERSHIP AGREEMENT AND CONTRACT

Once the decision for funding has been received by the Promoter, the **Partnership Agreement** (hereinafter "the Agreement") will be confirmed and signed between the Promoter and the Partner(s). A template may be provided by the Operator upon the Promoter's request via e-mail.

The Agreement must contain required details as stated in Article 6.8 *Project partners and partnership agreements* of the Regulation on the implementation of the Norwegian Financial Mechanism 2009-2014 as a minimum.

The Promoter must deliver the original Agreement signed by all parties in paper to the Operator before the **Contract** is issued by the Operator for the term of the grant. One original version of the Contract is mailed to the Promoter for archiving and auditing issues.

**The Contract** establishes means of grant awarding, mutual rights, obligations and liabilities of the parties. Thereafter the grant is awarded to the Promoter as stated in the Contract and funding can be transferred to the Promoter when data is inserted by the Operator to the Central Register of Projects (*in Czech: [Centrální evidence projektu](#) – CEP*, hereinafter "CEP").

## 7. IMPLEMENTATION OF INITIATIVE AND REPORTING

### 7.1 PAYMENT MODEL AND REPORTING

After the Contract is issued and the data about the initiative are uploaded in the Central Register of Projects, the Operator directly transfers the grant into the bank account of the Promoter (legal entity) stipulated in the Contract within 60 days at the latest. Payments to the Promoter are made in the form of advance payments. The Promoter must forward a share of the grant to the Partner(s) within 15 calendar days. A detailed payment model (payments/entities/resources) and the exchange rate will be specified in the Contract.

The Promoter submits one and final report on completed activities and achievements in the initiative to the Operator after completion of the initiative. The reporting period begins from the official starting date announced by the Promoter until the end date stipulated in the Contract. **The reporting period ends on 30 April 2017 at the latest.**

The report and documents concerning the eligible costs required to be submitted hereunder are submitted to the Operator in two formats A. in paper, and B. in electronic. Formats A. in paper, and B. in electronic must be identical.

### 7.2 PRINCIPLES AND TERMS OF FINANCIAL SETTLEMENT OF INITIATIVE

The Promoter, on behalf of the Partner(s) as well, will settle the initiative in the year when the initiative is completed (in 2016, or in 2017).

To settle the initiative towards the state budget the Promoter/Partner will respect the Operator's directives and the principles and terms of the financial settlement of research and development initiatives co-financed from the Financial Mechanisms.

The financial settlement of institutional support (the grant) co-financed from the Financial Mechanisms is done by the Promoter by 31 December at the latest<sup>3</sup> of the year in which the initiative has been completed. But the final financial settlement in 2017 will be completed by the deadline set out by the Operator.

Data for financial settlement of subsidies granted to the initiative co-financed from the Financial Mechanisms for its entire duration, the Promoter will submit to the Ministry of Education, Youth and Sports on the prescribed forms, specimens of which are given in Annex no. 3 (part B) of the Decree No. 367/2015 Coll.

The Partner is obliged to settle its commitments towards the Promoter before the initiative is settled financially. If there are any leftovers (e.g. an unused grant), the Partner will return back the financial means on the Promoter's bank account to balance the Promoter's accounting.

Finally, on behalf of the partnership the Promoter will transfer back leftovers/ineligible costs (e.g. a balance of unspent grant, expenditures from the grant considered ineligible) directly to the Operator's bank account by **15 February 2017/20 July 2017**.

If the initiative is implemented in 2016 and also in 2017, leftovers of the grant from the payment transferred by the Operator in 2016 can be left on the participants' bank account and spent on the approved subject in 2017 within the eligibility period stipulated in the Contract.

<sup>3</sup> Important: The Treasury of the Ministry of Finance is normally closed between 14 December to 2 January.

## 8. AUDIT TRAIL AND DOCUMENTATION ARCHIVING

Evidence of the Call, including all received proposals and all relevant documents related to the initiative, is kept by the Promoter and Czech Partner(s) for a period of at least 10 years after 1st January following the year in which the Final Programme Report was approved by the Financial Mechanism Office (approx. 2029).

The Norwegian Partner(s) are obliged to follow Norwegian laws and provisions.

## 9. CONFIDENTIALITY AND DATA DISCLOSURE

According to § 17 paragraph 6 of the Act on the Support of Research, Experimental Development and Innovation, as amended, the Operator is entitled to collect data, in paper and electronic form, on proposals and applicants for the purposes of the Call.

The data provided by applicants in the proposals are not publicly accessible information pursuant Act No. 106/1999 Coll., on Free Access to Information, as amended, and selected data are subject to Act No. 412/2005 Coll., on Protection of Classified Information, as amended.

In line with general practice, the Operator publishes the following information from the received proposals:

- a) Name and identification code of the initiative,
- b) Name of the Promoter's organization, and/or Partner's organization(s),
- c) Names of the main responsible person, and/or the research staff,
- d) Abstract,
- e) Objectives of the initiative,
- f) Duration,
- g) Total eligible costs and the amount of grant awarded.

No information provided by Promoters is published before the Call results are announced. Only information listed under points a) and b) is published for non-selected proposals.

The proposal is made available to the persons directly managing evaluation and selection processes, who are bound by a declaration of confidentiality, i.e. that all information provided in the proposal is considered confidential information.

The Promoter is responsible for providing data for the CEP. The data must be inserted to the CEP before providing payments to the Promoters.

## 10. FURTHER INFORMATION SOURCES AND CONTACTS

Applicants/participants are invited to familiarise themselves with all the Call documents as well as the Regulation and Guidelines of the National Focal Point (see below).

### 10.1 CALL DOCUMENTS

- The proposal form,
- Templates for annexes of the proposal,
- Guide for Fund for bilateral relations.

### 10.2 LEGAL ACTS AND GUIDELINES

- Framework for State Aid and for Research and Development and Innovation (2014/C 198/01);

- Regulation on the implementation of the Norwegian Financial Mechanism 2009–2014 with Annex 12; adopted by the Norwegian Ministry of Foreign Affairs pursuant to Article 8.8 of the Agreement between the Kingdom of Norway and the European Union on a Norwegian Financial Mechanism for the period 2009-2014 on 11 February 2011, as amended on 15 December 2011, on 14 March 2013, on 2 July 2014 and on 10 June 2015;
- Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds, and on amendments to some related Acts (Act on the Support of Research, Experimental Development and Innovation), as amended;
- Decree No. 367/2015 Coll., on the principles and the periods of financial settlement from the state budget, state financial assets and the National Fund (Decree on the financial settlement), as amended;
- Guidelines of the National Focal Point concerning Eligible Expenditures under EEA and Norway Grants 2009-2014;
- Guidelines of the National Focal Point concerning Small-Scale Procurement funded from EEA Grants and Norway Grants;
- Communication and design manual of EEA and Norway Grants. [Here](#).

Online – summary of documents in Czech: [Here](#).

Online – summary of documents in English: [Here](#).

### 10.3 RELATED INFORMATION SOURCES

- **Ministry of Education, Youth and Sports**

Online: [www.msmt.cz/vyzkum-a-vyvoj/norske-fondy](http://www.msmt.cz/vyzkum-a-vyvoj/norske-fondy) (in Czech)

Online: <http://www.msmt.cz/vyzkum-a-vyvoj/czech-norwegian-research-programme> (in English)

- **Ministry of Finance of the Czech Republic (National Focal Point)**

Online: [www.eeagrants.cz](http://www.eeagrants.cz) (in Czech)

- **Programme at EEA and Norway Grants Official Website**

Online: <http://eeagrants.org/programme/view/CZ09/PA23> (in English)

### 10.4 CONTACTS

**For additional information, contact the Operator (administrators):**

The Ministry of Education, Youth and Sports, Karmelitska 5, 118 12 Prague 1  
(working days, from 9.00 am to 3.00 pm CET)

- Klára Musilová – office: +420 234 811 131 ([klara.musilova@msmt.cz](mailto:klara.musilova@msmt.cz)), or
- Věra Krpcová – office: +420 234 811 169 ([vera.krpcova@msmt.cz](mailto:vera.krpcova@msmt.cz)), or
- Štěpán Obrtlík – office: +420 234 811 132 ([stepan.obrtlik@msmt.cz](mailto:stepan.obrtlik@msmt.cz)).

Norwegian applicants and Partners may contact the Research Council of Norway in case of issues specific to the Norwegian part of a proposal:  
(working days, from 9.00 am to 3.00 pm, Oslo)

- Birgit Jacobsen – office: +47 22 03 70 95, or +47 40 04 19 31 ([bija@rcn.no](mailto:bija@rcn.no)).