

CALL FOR PROPOSALS 2016

“MEASURE B”

**from the Fund for Bilateral Relations at Programme Level
under the Czech-Norwegian Research Programme CZ09
within the Norwegian Financial Mechanism 2009-2014**

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

**Cut-off dates: at 14:00 CET on 12 September 2016 / at 14:00 CET on 4 November 2016
(Prague, the Czech Republic)**

Approved by the Programme Committee on 28 April 2016.

On 18 July 2016 the Ministry of Education, Youth and Sports (hereinafter “MEYS”), the Czech Republic, the Programme Operator of the Czech-Norwegian Research Programme CZ09, announces a **Call for proposals 2016**¹ for initiatives (hereinafter “the Call”) financed from the Fund for bilateral relations at programme level (hereinafter “the Fund”) in the programme area Bilateral Research Cooperation under the Czech-Norwegian Research Programme CZ09 (hereinafter “the Programme”) in the Norwegian Financial Mechanism 2009-2014.

The intention of this Call is to enhance scientific cooperation via strengthening bilateral relations between the Czech Republic and the Kingdom of Norway.

1. Focus of the Fund for bilateral relations

The Fund under the Czech-Norwegian Research Programme CZ09 supports **non-research activities** strengthening bilateral cooperation and relations between the Czech Republic (the Beneficiary State) and Norway (the Donor State) within the relevant programme area.

2. Eligible applicants

Research organizations and small and medium-sized enterprises (hereinafter “SMEs”) with research and development as one of their objects based in the Czech Republic and in Norway are eligible to apply².

There must be at least one Czech entity (hereinafter “**Promoter**”) and at least one Norwegian partner (hereinafter “**Partner**”) **actively participating** in the initiative. A proposal must have one Czech Promoter only that leads the initiative.

Third parties (in addition to the Czech and Norwegian eligible entities) may actively participate in the Czech-Norwegian initiative but will not receive grants from the Fund.

Each proposal is managed by one leader at the Czech head entity who is responsible for completion of the initiative.

¹ The Call for proposals is published in accordance with the rules of the Norwegian Financial Mechanism 2009-2014 and the Czech Act No. 130/2002 Coll., on the Support of Research and Development from Public Funds and on the Amendment to Some Related Acts (the Act on the Support of Research and Development), as amended.

² The Promoters of currently supported projects within the Programme are invited to participate in bilateral activities with project partners beyond the frame of their running projects.

3. Eligible initiatives

The supported initiative must be related to the bilateral cooperation between research organisations and/or SMEs with research and development as one of their objects based in the Czech Republic and in Norway where such activities increase the added value of the Programme, and bilateral relations in the supported area between both countries.

The proposal may include one or several one-time and short-term actions during the indicated period.

The proposal must be submitted to and approved by the Programme Operator before the starting date of the realization of the particular initiative.

These eligible **bilateral initiatives** are supported:

- Preparation of a joint project proposal leading to its submission in 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 etc.,
- publicity and communication activities related to the initiative, bilateral events, results achieved in the current research projects, the Programme and Norway Grants.

4. Total allocation and grant

The total allocation available from the Fund through the Call for proposals 2016 is **CZK 11,026,000** (€ 408,052)³. The minimum grant from the Fund is CZK 200,000 (€ 7,401⁴) 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% only of total eligible costs. The remaining funds must be secured from other financial sources.

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

Notification:

There is no legal claim on funding from the Fund for bilateral relations by submitting the proposal.

5. Eligible time frame

Costs are eligible after approval of the application from the date stipulated in the contract issued by the Programme Operator until the accomplishment of the initiative but by 30 April 2017 at the latest. The eligible time frame will be stipulated in the contract.

However, 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 30 April 2017 but paid on 24 May 2017).

³ The allocation may be increased during the period of the Call if funds are still available in the Programme.

⁴ The exchange rate of the European Commission of the month before the Call is launched (June 2016) – 27.021 CZK/EUR. The fixed exchange rate for Norwegian entities is 2.9047 CZK/NOK, the exchange rate published by the European Commission of the month (June 2016) before the Call is launched.

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 Programme Operator.

6. Eligible costs

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

The costs shall be actually incurred in compliance with Norwegian Financial Mechanism 2009-2014 rules, national and European legislation and the entity's internal rules.

The eligible costs must be budgeted in the proposal, approved by the Programme Operator, proportionate, necessary, justified and incurred within the eligible period. Costs must be paid, recorded in bank accounts and in accounting records, must be identifiable and verifiable, evidenced by accounting documents, or by originals of other documents of equivalent evidentiary value.

The eligible costs covered by the Fund are:

- a) Personnel costs (such as salaries, remunerations, mandatory charges),
- b) Costs related to study and work trips (such as travel and subsistence, expenses on meals and accommodation, insurance),
- c) Costs related to publicity and communication on the initiative, results achieved in the current research projects, bilateral events, 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 organising and/or participating in events – scientific conferences, press events, round tables, bilateral meetings, trainings, workshops and seminars (such as conference or training fees, rentals, catering, hire of facilities and equipment, interpretations, translations, expert fees, travel allowances etc.),
- f) Non-recoverable value added tax (VAT).

7. Proposals submission

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 Fund after the three cut-off periods, proposals will be processed on a first-come-first-served basis until the funds are allocated and/or the Call is closed. Proposals submitted after the cut-offs have to be delivered at least 40 working days before the planned start of the initiative.

The proposal has to be written in English and in the prescribed proposal form. The requested eligible costs in the proposal will be stated in Czech currency (CZK).

The Promoter submits the proposal in two formats – A. paper, and B. electronic. Proposals and annexes in electronic format must be uploaded on a CD. The paper-version (A) and the electronic version (B) must be identical.

The Promoter may deliver requested documentation by registered mail to the address of the Programme 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.

The envelope must be marked as follows:

“NEOTVÍRAT VÝZVA 2016 - FOND BILATERÁLNÍ SPOLUPRÁCE CZ09!”

Notification:

One envelope must contain only one completed proposal and obligatory annexes. Information about finalisation of the allocation will be put on the web-page (see link below).

8. Evaluation and selection criteria

The evaluation, selection criteria and other conditions are described in detail in the Guide for the Fund for bilateral relations (hereinafter “the Guide”).

Notification:

Once all of the funds are allocated, other proposals are rejected.

The complete text of the Call, a proposal form and Call documents are provided below. The list of mandatory documents is available in the proposal form and in the Guide.

Call documents:

1. Proposal form,
2. Annexes of the proposal form,
3. Guide for the Fund for bilateral relations.

The text of the Call for proposals in Czech:

<http://www.msmt.cz/vyzkum-a-vyvoj-2/vyzvy>

The text of the Call for proposals in English:

<http://www.msmt.cz/vyzkum-a-vyvoj-2/calls-for-proposals>

Financial Mechanisms 2009-2014 rules and related information are also available on:

<http://www.eeagrants.cz/> (Czech)

<http://eeagrants.org/> (English)

Contact personnel at the Programme Operator

(working days, from 9.00 am to 3.00 pm CET /Prague/)

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