

Structure of Proposed Project

StartUP grants 2021/2022

1. **Basic project identification data**

- a. Name of Project
- b. Name of the lead researcher (or names of co-researchers)
- c. Contact details of the lead researcher (telephone number, e-mail)
- d. Duration of the project
- e. The amount of total required grant support

2. **Abstract** expressing the nature of the submitted project and the expected specific results.

3. **Project description**

- a. Summary of the level of the current research in the field
- b. Expression of the essence and topicality of the target area of the grant project, including the problem to be solved; a description of the objectives and benefits of the research; indication of a solution
- c. Identification of the lead researcher (or co-researchers) and justification of their participation in the project
- d. Schedule of work on the project
- e. Expected results of the project
- f. Brief description of further follow-up research (e.g. focus, expected outputs, source of funding for the IGA project or other...)
- g. References to literature used

4. **Project budget** and a detailed justification for each financial item

a. **personal expenses**

- i. scholarships may be to the maximum amount of CZK 40,000 per project
- ii. half of the costs are paid in November, the other half in March on the basis of a request for payment of scholarships and the submission of a report on the implementation of the project

b. **travel costs**

- i. may be used for study or research stay in the Czech Republic or abroad, or participation in a conference
- ii. it is necessary to state the date when the trip will be realized, while a trip in 2021 shall be realized and billed by 15th December 2021, a trip in 2022 shall be realized and billed by the end of February 2022
- iii. it is necessary to specify the travel costs, i.e. the price of transport, accommodation, local transport and the amount of the meal allowance (<https://www.mfcr.cz/cs/legislativa/legislativni-dokumenty/2020/vyhlaska-c-510-2020-sb-40160>)
- iv. travel by car is not allowed

c. **academic literature**

- i. books are ordered through the PF UP library or upon agreement with Ing. Kristýna Ondráčková (kristyna.ondrackova@upol.cz)
 - ii. it is recommended to order literature immediately after the start of the project, as the delivery time for some literature may be long
 - iii. the purchase shall be made and billed by 15th December 2021
- d. **costs of services**
 - i. language corrections, translations, participation fees