

Guide for Applicants

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The Programme Operator informs, that on 12th February 2020 the Guide for Applicants has been modified according to the updated *Guideline of the National Focal Point for eligible expenditures under EEA/Norwegian FM 2014-2021 - version 2* of 19th December 2019. The revision of the Guideline of Eligible Expenditure includes, in particular, specification of the rules on eligibility of personal costs, which has been modified accordingly in the Article 4.5 on page 13.

First Call for Proposals of the KAPPA Programme (CZ RESEARCH Programme EEA and Norway Grants 2014–2021)

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1 INTRODUCTION

This Guide is an integral part of call documents related to the 1st Call for Proposals of the KAPPA Programme for applied research, experimental development and innovation (Programme), financed by EEA and Norwegian Financial Mechanisms 2014–2021 (EEA and Norway Grants) announced by the Technology Agency of the Czech Republic (TA CR; Programme Operator of the Programme) on 20 November 2019. The Guide provides detailed information to potential applicants and project partners.

TA CR was established in 2009. While in the past, the support of applied research used to be dispersed amongst a large number of providers, today it is mainly concentrated in TA CR. TA CR develops new tools to support closer cooperation between the academic and the business sector. All projects that TA CR supports shall end up with practical and usable results. Support of research and development is realized through thematic or branch-oriented programmes. The KAPPA Programme is historically the first programme not funded from national sources.

The Programme objective: “Enhanced research-based knowledge development” is attained through one outcome “Enhanced performance of Czech research and development internationally”, by way of one call for proposals.

The Call for Proposals is launched under the EEA and Norway Grants for applied research projects. Applied research includes industrial research, experimental development or a combination thereof. The Call for Proposals includes a Carbon Capture and Storage (CCS) component, but otherwise is thematically open.

The Programme supports capacity building in applied research, including supporting the small and medium-sized enterprises (SME), social sciences, humanities and arts research, and careers of female researchers and early stage researchers.

In accordance with the Guideline for Research Programmes, the programme shall follow the principles and practice of the European framework programmes (i.e. Horizon 2020) for research and innovation. The programme will pay particular attention to the implementation of principles and provisions on Open Science¹.

All Relevant Documents and web links related to this Call for Proposals are available at kappa.tacr.cz/en.

¹ Open Science is generally understood as continuous, immediate, unrestricted and free online access to full-length texts of scientific publications (most often articles) without any limitations to anyone.

1.1 Legal Basis

The Programme complies with the legal framework of the EEA and Norway Grants 2014–2021, especially with:

- **Programme Agreement** of the Research Programme (English) signed between the Czech Republic and the Donor States.
- **Guideline for Research Programmes** (English) – Rules for the establishment and implementation of programmes falling under the Programme Area “Research” issued by Donor States.
- **Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014–2021** (English) – Accepted by the EEA Financial Mechanism Committee on 8 September 2016 in accordance with Article 10.5 of Protocol 38c of EEA Agreement and confirmed by the Standing Committee of the EFTA States as of 22 September 2016.
- **Regulation on the implementation of the Norwegian Financial Mechanism 2014–2021** (English) – Accepted by the Norwegian Ministry of Foreign Affairs on 22 September 2016 in accordance with Article 10.5 of the Agreement between the Kingdom of Norway and the European Union on Norwegian Financial Mechanism for 2014–2021.

The rules of Financial Mechanisms for 2014–2021 and the related information are available at:

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

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

The Programme is in line with relevant EU and national documents:

- National governmental documents of Czechia related to research, development and innovation are available at (including Act No. 130/2002 Sb., Act on support of research and development from public funds and on the amendment to some related acts):
<https://www.tacr.cz/o-nas/zakon-130-2002/> (Czech)
- Legislative documents regarding the funding of research, development and innovation approved by the European Union are available at:
- <https://www.tacr.cz/metodicka-podpora/dokumenty-vavai/> (Czech)
- Internal rules stipulating the binding procedures of the TA CR are available at www.tacr.cz (Czech)

1.2 Glossary

Applicant/Project Promoter – main beneficiary. During the application and evaluation phase the main entity, acting as coordinator of the project proposal is called “Applicant”. Once a project is funded, this entity is called “Project Promoter” and enters into a contractual relationship with the Programme Operator (TA CR) and is responsible for fulfilling all obligations during the project solution towards the Programme Operator.

Project Partner(s) – other project participant(s) from the Czechia or Donor State or research organization from third countries.

Donor States – Iceland, Liechtenstein and Norway in the case of EEA Grants funding. Norway in the case of Norway Grants funding.

Programme Operator – TA CR; agency responsible for the management and implementation of the Programme.

Programme Committee – an expert advisory body who supports TA CR in all matters concerning the scientific quality and relevance of the project and activities funded by the Programme.

ISTA – Information System of the Technology Agency of the Czech Republic for project proposal submitting. The project proposal is submitted by the applicant in English (in line with all requirements) and including annexes. Clear explanation of individual parts of the project proposal form in ISTA is provided in the Guide to ISTA.

Third country – any country except Czechia and Norway in the case of Norway Grants funding. In the case of EEA Grants funding, the third country means any country except: Iceland, Liechtenstein, Norway and Czechia.

2 ELIGIBLE APPLICANTS AND PROJECT PARTNERS

In each project proposal, there shall be “**applicant**” and “**project partner**”. The applicant is responsible for submitting the project proposal through the ISTA and for communication with TA CR.

- ! The applicant shall be established in Czechia.
- ! All projects shall be based on partnerships between Czech and Donor States entities. Minimum composition of partnership shall be one applicant (research organization or enterprise) from Czechia and at least one project partner (research organization or enterprise) from Donor State.
- ! Each applicant and project partner shall fulfil the requirements in line with Chapter No. 5.
- ! Self-employed natural persons are neither eligible applicants nor eligible project partners.
- ! An applicant can submit more than one project proposal and a project partner can be involved in more than one project proposal. An applicant can also be a project partner in other project proposals.

2.1 Eligible applicants

- 1) **Enterprises** – legal person established in **Czechia** carrying out an economic activity within the meaning of Article 1 of Annex 1 to EU Commission Regulation No. 651/2014 ([EU Regulation](#)). Enterprises may be small, medium-sized and large enterprises within the meaning of Article 1 of Annex 1 to the EU Regulation.
- 2) **Research organisations** – legal persons established in **Czechia** which meet the definition of a research organisation according to Article 2 paragraph 83 of the EU Regulation.

2.2 Eligible project partners

- 1) **Research organizations** according to Article 2 paragraph 83 of the EU Regulation No. 651/2014 ([EU Regulation](#)) and **enterprises** within the meaning of Article 1 of Annex 1 to the same EU Regulation, established in **Czechia, Norway, Iceland or Liechtenstein**.
- 2) **Research organisations** from **third countries** according to Article 2 paragraph 83 of the EU Regulation No. 651/2014. The definition of “third country” includes any country except Czechia and Norway in the case of Norway Grants funding. In the case of EEA Grants funding “third country” means any country except: Iceland, Liechtenstein, Norway and Czechia. The funding conditions for third country project partners are defined in Chapter No. 4.2.

2.3 Eligible consortia

The cooperation is to be based on equal partnership between entities involved in research and development in the Donor State(s) and entities in research and development in Czechia, with the leading role of the latter.

- For **EEA Grants**, the minimum number of partners shall be an applicant (research organization or enterprise) from **Czechia** and at least one project partner (research organization or enterprise) from **Norway, Iceland or Liechtenstein**.
- For **Norway Grants**, the minimum number of partners shall be an applicant (research organization or enterprise) from **Czechia** and at least one project partner (research organization or enterprise) from **Norway**.
- For the **CCS component**, the minimum number of partners shall be an applicant (research organization or enterprise) from **Czechia** and at least one project partner (research organization or enterprise) from **Norway**. Third countries including Iceland and Liechtenstein can take a part of the project.
- When the donor project partner is from Norway, at least one partner shall be approved by the Research Council of Norway = Donor Programme Partner (RCN) in accordance with the provision of the [RCN guidelines for approval of research organisations](#).

2.4 Who is NOT eligible as applicant or project partner?

- A **self-employed natural person**.
- An **undertaking in difficulty**² or an enterprise with an outstanding recovery order³.
- An entity established **in Czechia** which **has not complied with the obligation to disclose the financial statement** in a public register. This paragraph applies solely to those entities which are bound by such obligations. The TA CR will check compliance with this obligation for the last three completed periods (i.e. for **2016, 2017 and 2018**).
- Those entities which are not subject to this legal obligation for the entire period will only be checked by the TA CR for the period during which they have this obligation. The applicant shall fulfil this obligation for the entire duration of the project solution period.
- An entity established **in Czechia** of which a **public official** (a government member or head of another central administrative body not lead by a government member) or an entity controlled by them owns a share representing at least 25 % of the shareholder's participation in the company.

2.5 Proof of Eligibility

Sworn Statement

Each entity proves its eligibility by submitting a declaration using the form: Sworn Statement. The template is available on the Programme website in the Relevant Documents.

² according to Article 1(4a and c) and Article 2(18) of the EU Regulation

³ following the decision of the European Commission under which the funding received from a provider from the Czech Republic was declared as illegal and incompatible with the internal market

All Czech applicants and project partners shall submit the Sworn Statement in electronic form via the data box (official Czech electronic system for document delivery) **before midnight 27. 2. 2020, (11:59:59 PM)**. In the “Subject” of the message, write: **“1st Call for Proposals – KAPPA Programme – PROOF OF APPLICANT’S ELIGIBILITY”**.

Data Box ID: afth9xp

The decisive factor is the date of submission of the document via the applicant’s data box proving the applicant’s eligibility. The decisive factor is the time according to the time zone in Czechia (GMT+01:00), Central European Time.

Project partners from Donor States and third countries (who do not have a data box) will submit the Sworn Statement by including it in the ISTA attachments section of the project proposal. The Sworn Statement shall be electronically signed by the statutory representative of the project partner and recorded in ISTA in PDF format.

Curriculum vitae in ISTA

Each key person of the research team shall also fill in the Curriculum vitae in ISTA in the project proposal (application) to prove the professional skills.

Specific activity permit/licence in ISTA

Where applicable, if the project solution needs a **specific activity permit/licence** required by a national specific legal regulation, these documents shall also include a copy of the business license or any other required permit (e.g. stem cell research) – it concerns the applicant and Czech project partner/s. **The donor project partners can submit relevant documents after Decision on Result of Call for Proposals, at the latest before the signature of the Project Funding Agreement/Decision.**

3 CONDITIONS FOR THE CCS COMPONENT

The Call for Proposals includes a **carbon capture and storage (CCS)** component from Norway Grants. The CCS component is defined by a separate funding with special conditions.

The allocation for CCS component is **5 203 764 €**.

The grant size may be **from 500 000 € to 2 500 000 €**.

The minimum consortium of partnership shall be an applicant (research organization or enterprise) from Czechia and at least one project partner (research organization or enterprise) from Norway.

As stated above, the definition of “third country” in case of CCS component includes any country except Czechia and Norway, including Iceland and Liechtenstein.

If the project proposal is focused on the CCS component, the applicant will indicate it and describe the CCS focus in the project proposal in ISTA.

4 PROJECT GRANT AND BUDGET

There is no legal claim to obtain the grant.

The total allocation for the Call for Proposal is 32 523 529 € (including the CCS component). The project size and composition of the Call for Proposals allocation, divided into EEA and Norway Grants is shown in the table:

	EEA Grants	Norway Grants	CCS Component (from Norway Grants)
Total allocation for grants	15 177 647 €	17 345 882 €	5 203 764 €
Grant size	500 000 €	500 000 €	500 000 €
	– 1 500 000 €	– 1 500 000 €	– 2 500 000 €
Max grant rate	96 %	96 %	96 %
Applicant	Czechia	Czechia	Czechia
Project partners:			
Mandatory donor partners	Norway Liechtenstein Island	Norway	Norway
Optional additional partners	Czechia, Norway, Iceland, Liechtenstein, and/or any third country	Czechia and/or any third country (incl. Iceland and Liechtenstein)	Czechia and/or any third country (incl. Iceland and Liechtenstein)

4.1 Grant rate

The maximum aid intensity of funding per project is 96 %.

Applicant or project partners that are research organisations may get, depending on the type of activity and State-Aid rules, a grant rate up to 100 %.

At least one of the entities (applicant or project partners) shall have a minimum share of 20 % of the total eligible project costs and contribute its own resources to the project: its aid intensity shall not exceed 80 %.

4.2 Budget conditions for third country partners

- ! The aid intensity of any project partner(s) from third countries shall not exceed 50 %.
- ! The sum of the total eligible costs of all third country project partners may not exceed 20 % of the total eligible project costs.

4.3 Aid Intensity

The applicants and project partners are responsible to ensure that:

- the project proposal complies with the state aid rules in accordance with the European legal regulations⁴;
- no double funding occurs – i.e. the eligible costs of the project may not be co-funded from another targeted funding grant unless it is intended precisely for the purpose of co-funding of the project.

The aid intensity (%) of a project is the ratio of funding amount to the total eligible project costs. The aid intensity of an applicant or project partner is the ratio of the amount of its funding to its total eligible costs. The aid intensity of the project as well as of any project partner stated in the Project Funding Agreement/Decision shall be maintained.

The maximum funding intensity per entity is determined according to the State -Aid Regulation.

Each applicant and project partners, except third countries applicants mentioned above, shall comply with the maximum funding intensity according to the applicant and project partner's category and the planned activities (see the table below).

Categories of activities	Beneficiaries			
	Small enterprise*	Medium-sized enterprise*	Large enterprise*	Research organisations**
Industrial Research	70%	60%	50%	100%***
Industrial research in case of effective cooperation	80%	75%	65%	100%***
Experimental development	45%	35%	25%	100%***
Experimental development in case of effective cooperation	60%	50%	40%	100%***

Note:

* Small and medium-sized enterprises are defined in Article 2(2) of the Regulation and its Annex 1; large enterprises are defined in Article 2(24) of the Regulation.

** Research organisations are defined in Article 2(83) of the Regulation. The indicated funding intensity refers to the non-economic activities of the research organisations. The research organisation in this Call for Proposals must also comply with the conditions of the Research Council of Norway (Chapter No. 2.3).

***While respecting the maximum amount of funding of 96% per project in the First Call for Proposals.

4.4 Exchange Rates

The budget in the project proposal is filled in EUR and the ISTA will automatically convert it to CZK. For conversion of EUR / CZK, ISTA will use exchange rate of the Czech National Bank, valid on the day of the announcement of the Call for Proposals, i.e. 25, 54 CZK / 1 EUR.

(Note: ISTA displays the budget in both CZK and EUR. Funding will be paid to the applicant in CZK.)

⁴ In accordance with the provisions 2.1 and 2.2 of Framework for State aid for research and development and innovation (2014/C 198/01).

4.5 Eligible Costs

If the applicants or project partners incur eligible costs already in 2020 (in case the project starts in 2020 but no earlier than October 1, 2020), they will include these costs in 2021. No budgeting for 2020 is expected.

Eligible Costs apply in the following categories:

- staff costs,
- subcontract costs,
- other direct costs,
- indirect costs.

The first and final dates of eligibility of costs shall be stated in the Project Funding Agreement/Decision.

Staff costs include labour costs plus the additional costs borne by the employer on behalf of the employee (i.e. the compulsory insurance, portion of the social security costs and a portion of the health insurance costs), **as well as the compensations given by the law (e.g. paid vacation, time spent at a doctor, weddings, funerals, personal time off, sick leave or sickness benefits for the period in which they are paid by the employer)**. These costs also include the costs of the employer's obligations under the applicable internal rules (e.g., cultural and social needs fund). Bonuses according to the labour law or similar legislation can only be paid to employees that take part in the project (they demonstrably work on the project as part of their employment). The costs of bonuses are eligible only if duly justified, up to the maximum amount of two-month wages/salaries for the work on the project according to the valid wage/salary assessment or wage agreement, taking into account full-time or part-time employment in the project and the number of months the person has worked on the project in the given calendar year.

Other wage/salary compensations which are not given by the law such as gifts for jubilees, contributions to supplementary pension schemes, contributions to recreation, or any other similar costs of the employer are not eligible.

Wages, salaries and work performance agreement or contract for work remunerations must comply with the approved wage/salary assessment, work performance agreement/contract for work and any internal rules of the project promoter/partner.

When an existing employee concludes an agreement to perform work/to complete a job, such employee cannot perform their normal working duties at the same time as the work on implementation of a project under those agreements, i.e. the working hours cannot overlap, they can only complement each other, and their sum may reach at maximum 1.5 full-time equivalent.

Staff costs also include scholarships for research, development and innovation activities, or their proportional part, if the decision to grant a scholarship clearly declares that it is granted for the research activity in the project.

The reporting of overtime work of employees of the project promoter/partner as work on implementation of a project is not permitted and therefore is not considered eligible cost.

If an employee works on the implementation of a project only in a part of his/her working hours, eligible staff costs include only the costs corresponding to the relevant share of the working time of the employee, spent on the implementation of a project, in the total working time. The supporting

documents for calculating eligible staff costs on employees are timesheets maintained and signed by the employee and approved by his/her superiors, **alternatively by a fixed share specified in the contract or in the official job description**. The eligible staff costs on employees are calculated as the product of the hours worked for the project and the hourly rate of the eligible nominal wage/ salary.

If an employee works fully on the implementation of a project, i.e. 100 % of their working hours, the timesheets for the project are not required.

Subcontracting costs are the costs of the services of research nature. The subcontractor may not be a member of the project team or any person connected to the applicant or project partner. The subcontracting costs are limited to 20 % of the total eligible project costs (i.e. applicant and project partners).

Other direct costs include:

- the costs of protection of **intellectual property** rights of declared results of the project (in particular the related fees, research and patent attorney costs) and the costs for the protection of the already incurred intellectual property rights necessary for the project solution,
- other operating costs incurred in the direct connection to the Project solution such as **the materials, services and current tangible and intangible assets**,
- the costs of **repair and maintenance** of tangible and intangible assets used during the project solution in the amount corresponding to the period length and the proportion of the expected use of the assets for the project,
- a part of the annual **depreciation of the fixed tangible and intangible assets** in the amount corresponding to the period length and the proportion of actual use of these assets for the project solution that were not acquired with the use of public funds and are not included in the investment category for this project, unless the depreciation of tangible assets is a part of the indirect costs. Only tax depreciation can be eligible expenditures. The entry price that is the basis for calculating tax depreciation must be modified, for the purposes of eligibility, so that it contains only items of eligible expenditures.
- the **travel costs** incurred in the direct connection to the project solution, if the business trip is made by an employee working on the project (the costs for business trips, conference fees and travel allowances), while the trip shall have a demonstrable benefit to the project solution or the business trip is already declared in the approved project proposal.

Costs on **public transport tickets, seat reservation tickets, couchettes or sleeping berths** – eligible costs is a bus or train fare in the standard class. For trips above 300 km it is possible to report the fare in a higher than standard class.

Air tickets – in the economy class and the directly related charges (e.g. airport charges) for flights to destinations further than 500 km – are eligible costs. For flights to destinations closer than 500 km it must be demonstrated that costs on the air ticket are more efficient than costs corresponding to the price of a first class ticket for a higher-quality train.

In the case of purchasing air/train tickets, buying the ticket with a so-called "**air ticket cancellation insurance**" or "**trip cancellation insurance**" is recommended. Related costs are eligible for financing from the grant.

Compensation for the use of a **private vehicle** is eligible according to the Czech Labour Code and related regulations. Business trips of the employees of foreign beneficiaries of the funds shall be governed by applicable legislation of the country where the employer of the employee sent on a business trip is established.

The **rent of a vehicle** (including insurance, parking fees and fuel) can be used while respecting the principle of proportionality, economy, effectiveness and efficiency of the costs. Other costs on transport (e.g. in connection with visiting a project as part of a meeting) in the form of a hire of micro-buses, buses and the use of taxi and services of a similar type of transport (e.g. Uber) can be used while respecting the principle of proportionality, economy, effectiveness and efficiency of the costs.

In the case of a **Czech entity**, the amount of the subsistence allowance including pocket money for foreign trips is governed by Act No. 262/2006 Coll., the Labour Code, as amended, and by a decree of the Ministry of Finance that defines the basic rates for foreign subsistence allowance for the given year. An **entity from a Donor State** and third country follows the relevant national legislation/ internal rules of the given entity.

When settling foreign business trips of Czech entities, the conversion of currencies is governed by the Labour Code (§ 183 and § 184) or by internal rules of the employer (e.g. directives specifying the conditions for making business trips, settlement of travel expenses and their compensation to the employee or directives on the circulation of accounting documents).

- If the beneficiary of the funds cannot claim deduction of value added tax (VAT) in the input and bears the costs of VAT exclusively and finally, then VAT is eligible expenditure of the project. Information whether the project promoter or project partner is or is not a VAT payer entitled to deduct the input VAT must be set out in the submitted project proposal. Any change to the project promoter and project partner status during the implementation of the project with an impact on VAT eligibility must be immediately announced to TA CR and the eligibility of VAT expenditure must be modified.

The costs substantiated only by the internal accounting documents (internal invoices) are not eligible. The costs of material invoiced based on the internal documentation (warehouse issue slip) can only be considered as eligible costs if the internal directive for inventory appraisal and invoices for the purchase of material for previous period are also submitted.

Indirect costs (overheads) are costs arising in the direct connection to the project solution or a part thereof determined according to one of the following methods, e.g. the administrative costs, rent, auxiliary staff and infrastructure costs and energy and services costs unless already listed in other categories. Indirect costs are all eligible costs which cannot be identified by the project promoter and/or project partner as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible costs attributed to the project. These may not include any eligible direct costs.

Indirect eligible costs shall be calculated as a **flat rate** of 25% of the total direct eligible costs, excluding subcontracting. **Most project partners** (such as universities, university colleges, enterprises, health authorities) from Norway, Iceland and Liechtenstein, **should use the same rates for staff costs as in H2020 projects.**

Norwegian research institutes which report personnel rates to the Research Council of Norway (RCN), and have those personnel rates calculated and approved by the RCN, may use those as **Standard scales of unit costs** (ref. Regulation on EEA Financial Mechanism Implementation article 8.4.b). This means they should use the same rates as in applications to RCN calls and these costs shall be filled in the staff costs category of the project budget. It is important to note that in such cases, no indirect or overhead costs should be included in the budget, as they are already included in the personnel rates.

Here is the [list of institutions](#) eligible for the STIM-EU instrument, which also includes all institutes with personnel rates approved by the Research Council of Norway which can be used as Standard scales of unit costs in EEA and Norway Grants projects.

The TA CR informs the Czech applicants and Czech project partners of the option to use the preferential loans and guarantees of Czech-Moravian Guarantee and Development Bank a.s. (CMZRB). This bank primarily funds small and medium-sized enterprises. Applicants will have the option to indicate their interest in this funding in the electronic project proposal. The funding itself is provided by CMZRB and it is on the applicant and project partners to contact the bank and apply for a loan/guarantee.

4.6 Non-eligible costs

Non-eligible expenditures are expenditures that:

- a) were not incurred as part of a project;
- b) were not incurred between the start and end date of expenditure eligibility;
- c) were not incurred in connection with the subject of the project and were not included in the detailed budget;
- d) are not adequate and necessary for the implementation of a project;
- e) were not incurred exclusively to achieve the objectives of a project and its expected results in a way that complies with the principles of economy, effectiveness and efficiency;
- f) are not identifiable and verifiable, in particular through being recorded in the accounting records as expenditure of the EEA/Norwegian FM 2014–2021 (with the exception of voluntary work that is not entered in the accounting records), and are not determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices;
- g) were not recorded on bank accounts of the beneficiary of the funds or supported with expenditure receipts (with the exception of voluntary work);
- h) were not incurred in compliance with the requirements of applicable tax legislation and social security legislation;
- i) do not comply with the public procurement rules;
- j) are in conflict with the rules set out herein.

The following specific costs are also non-eligible:

- interest on debt (credit), debit interest, debt service charges and late payment charges;
- charges for financial transactions and other purely financial costs (e.g. bank service charges, currency exchange services, charges for setting up an account and for maintaining an account, charges for bank transfers), except costs related to accounts required by the donors (FMO), NFP or the applicable law and costs of financial services required by the implementation contract;
- provisions for losses or potential future liabilities and debts;
- exchange losses;
- recoverable VAT, i.e. VAT with the right to deduct input tax;
- paid tax (road tax, real estate tax, gift tax, inheritance tax etc.) and customs duties;
- administrative fees (extract from the land register, extract from the commercial register etc.);
- expenditures covered from other sources or to be claimed as eligible under other subsidy programmes;
- fines, penalties, financial punishments, sanctions and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project and is included in the detailed budget;
- costs of legal disputes;
- investments in forms other than depreciations.

For other details concerning the eligibility costs see the [Guideline for Research Programmes, Regulations on the implementation of the European Economic Area \(EEA\) and Norwegian Financial Mechanisms 2014–21](#) and the [Guideline of the National Focal Point for eligible expenditures under EEA/Norwegian FM 2014-2021](#).

5 REQUIREMENTS FOR THE PROJECT PROPOSAL

5.1 Project proposal in ISTA

- The complete project proposal shall be submitted **in English language through the ISTA available online at www.ista.tacr.cz**. Some parts of the project proposal are to be completed in the Czech language. Those are the parts which provide the information needed for the Central Evidence of Projects (CEP) within Research and Development and Innovation Information System. Those parts of project proposal shall be completed by the applicant.
- All information provided in the project proposal and documents submitted to the TA CR together with the project proposal shall be true and corresponding to the true state as of the day of the project proposal submission.
- The project proposal **shall include a description of the cooperation between the applicant and project partners in ISTA section 3 – Project Introduction**. Particularly important is the description of the project management method, distribution of rights and access to project results. The distribution of rights and access to results shall comply with provision 2.2.2., point 28 of Framework for State aid for research and development and innovation (2014/C 198/01).
- The project proposal shall clearly state the selection of **one main and two secondary CEP fields** (Central Register of Projects) **and FORD fields** (Fields of Research and Development), the lists of the fields are available **in ISTA section 3 – Project Introduction**.
- According to 3.3 (3) of the Regulations on the implementation of the EEA/Norwegian Financial Mechanisms, the project proposal **in ISTA section 3 – Project Introduction** shall include a **Communication Plan** aimed at creating awareness of the existence, objectives, bilateral cooperation with entities from Iceland, Liechtenstein and/or Norway, as well as the implementation, results and impact of EEA and Norway Grants in favour of the project. Requirements on the Communication Plan are stipulated in the Annex 3 of these Regulations – Information and Communication Requirements.
- **The double financing is forbidden. The applicant who submitted more than one project proposal with similar nature and project partner who is involved in more than one project proposal with the similar nature is obliged to identify in each of the project proposals in ISTA section 3 – Project Introduction:**
 1. project proposals submitted within this Call for Proposals and of which is the applicant or project partner, if they have a similar nature (e.g., field of solution, objectives, chosen methods, project team). If the applicant does not fulfil this obligation, the TA CR can fund just one of these projects.
 2. if the project proposal or its part is subject to another national and international grant scheme which the applicant or project partner submitted/submits.

If the applicant succeeds with this project proposal or its part in other Call for Proposals/public tender in Czechia or abroad, he/she shall immediately withdraw from this Call for Proposals.

If the TA CR **identifies duplicate** of a project proposal or its part with another project, it may exclude the project proposal from the Call for Proposals and not sign the Project Funding Agreement/Decision.

- In addition, due to the Czech National Policy and its research strategy, **the applicant shall select in ISTA section 3 – Project Introduction:**
 1. **one main objective** and up to two secondary objectives **from the National Priorities of Oriented Research, Experimental Development, and Innovation, which will benefit the most out of successful project implementation, i.e. achieving project objectives and project results.**
 2. **knowledge domain and application sector from the current National Research and Innovation Strategy for Smart Specialisation of the Czech Republic (National RIS 3 Strategy)⁵ which will benefit the most out of successful project implementation, i.e. achieving project objectives and project results.** If the project proposal doesn't match a knowledge domain or application sector, the applicant will select the option **"Irrelevant"**.
- **Involvement of any consultant in the preparation of the project proposal will be disclosed in ISTA section 7 – Additional Information of the Project Application.**

5.2 Mandatory Attachments to the Project Proposal in ISTA

All attachments shall be in English language original or an official certified translation from language of origin to English.

- 1) Document mapping the **market research**. In the case of market-relevant output, the attachment includes:
 - life cycle in the given industry,
 - market share size,
 - a brief description of the competitive products (solutions),
 - estimated number of potential customers.

If the market demand is surveyed by using questionnaires, the representative sample shall be clearly described. If the market research was based on publicly available information, the sources of the information should be stated.

Otherwise, if the market research is not relevant according to the nature of the project result, the following is to be submitted:

- current stage and available solutions,
- estimation of potential use (use of the project results),
- research of the future use of the project results and their benefits,
- proof of interest of future user(s) (e.g. a Letter of Intent),
- preliminary calculation of expected costs and revenues,
- SWOT analysis.

⁵ approved by Government Resolution No.24 from January 11, 2019

If the expected result is a patent, the patent research shall be included in the market research. The research may be conducted by any patent office (e.g. Czech Industrial Property Office), patent attorney or by means of a public database (e.g. EspaceNet) and more.

It can be submitted only one document of market research processed to all planned results.

- 2) As stated above, the **sworn statement(s) of all project partners from Donor States and third countries individually** shall be submitted (see Chapter No. 2.5).
- 3) Where applicable regarding the ethical and security consideration a **specific activity permit** (e.g. stem cell research) shall be submitted (see Chapter No. 2.5).

5.3 Expected Results

In order to achieve the outcome and outputs of the Programme, any project proposal shall contribute to the fulfilment of at least one of the following indicators:

- **Number of joint, peer-reviewed, scientific publications submitted** (result J – peer-reviewed scientific article),
- **Number of jointly registered applications for Intellectual Property Protection** (result P – patent), and
- **Number of new products/technologies developed** (e.g. patents, pilot plants, verified technologies, utility models, industrial (registered) designs, prototypes, functional samples, results projected into legislation, norms, national R&D strategy, methodologies, specialized maps with technical/scientific content (Nmap), software).

These results as listed in ISTA:

(for details see document Definition of Individual Results Types – Document is available on the Programme website in the Relevant Documents)

Result Code	Result Name
P	patent
Z	pilot plant, verified technology
F	industrial design and utility model
G	technically implemented results – prototype, functional sample
H	results reflected in the approved strategic and conceptual documents of the state or public authorities and results reflected in directives and non-legislative regulations binding within the competence of the respective body
N	methodologies, procedures and specialized maps with technical / scientific content
R	software
S	specialised public database
O	miscellaneous

! Achievement of at least one of the (main) results listed above is mandatory.

The result “J” below will be accepted by TA CR only in combination with at least one of the main results above.

J	peer-reviewed scientific article
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Note: The feasibility study and/or pre-commercialisation phase can be included as a part of the project.

- ! For all J-type results – original/overview article in a peer-reviewed scientific periodical – the beneficiary is obligated to ensure open access.

Open Science is generally understood as continuous, immediate, unrestricted and free online access to full-length texts of scientific publications (most often articles) without any limitations to anyone.

To comply with this requirement means to **fulfil both of the following steps**:

1. **Uploading the result to a repository** – the beneficiary shall upload a machine-readable, final and reviewed version of the article (the so-called post-print or publisher’s version) in one of the open repositories by the day of the article publication at the latest. The result shall be uploaded in the repository even if the beneficiary chooses the gold open access in step 2.
2. **Ensuring open access to results** – the beneficiary shall ensure open access to the article while it may choose from **one of the following ways**:
 - 2.1. No later than 6 months (12 months in the case of articles on social sciences or humanities) from the publication, the beneficiary discloses the text in full in an open repository (**the so-called green open access**).
 - 2.2. Immediately by publishing an article in one of the open periodicals (**the so-called gold open access**). Any potential publication costs related to the publishing in open periodicals are deemed as eligible costs under the Programme for the duration of the project.

The beneficiaries may find a suitable open repository **for ensuring step 1 and 2.1** in the international database OpenDOAR⁶, or they may use the European Multidisciplinary Repository – Zenodo.org.

The beneficiaries may find a suitable open periodical **for ensuring step 2.2** in the citation indexes of Web of Science or Scopus or in international database Directory of Open Access Journals – DOAJ⁷.

The TA CR recommends the beneficiaries not to transfer their copyright to the results and only to grant the publisher the necessary licenses for publishing. It further recommends to publish the results under public licenses (such as Creative Commons) and to verify that the selected periodical does not have the nature of a predatory journal as well as to take into account the quality of relevant journals when choosing (e.g. preferring the impact journals where it makes sense).

5.4 Submission of Project Proposals

- The **project proposal with all mandatory attachments (see Chapter No. 5.2)** in electronic form shall be submitted by the applicant via [ISTA](#) within the call period i.e. **November 21, 2019**

⁶ <http://v2.sherpa.ac.uk/opensoar/>

⁷ <https://www.doaj.org>

– **February 27, 2020, at 4:30:00 PM.** Any other form of electronic submission of the Project proposal is not admissible. The time of submitting the project proposal in ISTA according to the time zone in Czechia (GMT+01:00), Central European Time is decisive.

- After submitting the project proposal via ISTA, the applicant shall generate a PDF document titled “**Confirmation of Electronic Project Proposal Submission in ISTA**” (Submission confirmation). This document includes a unique identifier which is identical with the electronic project proposal submission. The Submission confirmation must be sent by the deadline for acceptance of the Submission confirmation i.e. **February 27, 2020 at 11:59:59 PM** from the applicant’s data box to the TA CR’s data box. In the “Subject” of the message, the applicant shall fill in “First Call for Proposals – KAPPA Programme – PROJECT PROPOSAL”. The time of sending Submission confirmation from the data box of the applicant is decisive.
- During the call period, the applicant may edit the already submitted project proposal. The applicant may reopen the Project proposal for editing via the TA CR Office after its submission only until 3PM on the penultimate day before the end of the Call for Proposals, i.e. February 26, 2020.

Applicant can request the opening of the project proposal via HELPDESK at <https://www.tacr.cz/hesk> under KAPPA – EEA and Norway Grants.

5.5 Changes in Project Proposal after its submission

The applicant and project partner are obligated to inform the TA CR in writing of any changes which have occurred since the submission of the project proposal until the potential conclusion of Project Funding Agreement/Decision and which affect:

- its legal status,
- data required to prove eligibility,
- data which could affect the decision-making of the TA CR.

The applicants and project partners shall do so within 7 calendar days from the date on which they have learned of such fact. If the applicant or project partner fails to do so within the defined period, its project proposal may be excluded from the Call for Proposals.

5.6 Withdrawal from the Call for Proposals

In the case the applicant decides to withdraw from the Call for Proposals **after its submission**⁸, the applicant shall send a withdrawal via paper form to TA CR post address or electronically via data box to TA CR.

⁸ The submission of the project proposal means submitting in ISTA and sending the Submission Confirmation.

6 EVALUATION PROCESS

For more detailed information see Annex 2 – Guide for Evaluators.

Individual stages of the evaluation process:

1. eligibility check by TA CR – review of administrative and eligibility criteria,
2. evaluation by three independent international experts,
3. consensus assessment – by independent international experts,
4. Programme Committee – sets up the ranking lists,
5. Board of the TA CR – funding decision.

6.1 Evaluation Principles

The evaluation is based on the following principles⁹:

- **Excellence** – Projects selected for funding must demonstrate a high level of quality in the context of the topics and criteria set out in the Call for Proposal.
- **Transparency** – Funding decision must be based on clearly described rules and procedures, and applicants and project partners should receive adequate feedback on the outcome of the evaluation of their proposals.
- **Confidentiality** – All proposals and related data, knowledge and documents communicated to the TA CR are treated in confidence.
- **Efficiency and Speed** – Evaluation, award and contract preparation should be as rapid as possible, commensurate with maintaining the quality of the evaluation, and respecting the legal framework.
- **Ethical and Security Considerations** – Any proposal which contravenes fundamental ethical principles may be excluded at any time during the process of evaluation, selection and award.
- **Fairness and Impartiality** – All proposals submitted under the Call for Proposals are treated equally. They are evaluated impartially on their merits, irrespective of their origin or the identity of the applicants and project partners. None of the applicants or project partners may contact or influence any persons involved in the evaluation of the project proposals with the intention of influencing the evaluation process of any project proposals. If the applicant and project partner is urged into doing so or learned of such activities, they are obligated to inform the TA CR of such an event immediately.

Ethical and Security Considerations are ensured, in particular, by providing a specific activity permit, if a special legal regulation requires as such, see Chapter No. 2.5 (e.g., genetic modification, stem cell research). The personal details listed in the project proposal are subject to the Regulation of the European Parliament and the Council (EU) 2016/679 (GDPR). The projects shall fulfil the Programme objectives, which include, in particular, the social benefit, thereby eliminating any unethical activities.

Any duplicate of the project proposal or its part with any other projects implemented or submitted within other support schemes is described separately in ISTA in the fields “Current state of knowledge,

⁹ defined by the Guideline for Research Programmes.

novelty and research uncertainty” and “Delimitation with respect to similar projects and project implementation”.

6.2 Eligibility check

Prior to the evaluation itself, the TA CR performs an eligibility check of compliance with the conditions of the Call for Proposals (Eligibility Check). The Eligibility Check includes a review of administrative criteria and a review of eligibility criteria of the submitted project proposals.

6.2.1 Administrative criteria

Eligibility Check of the administrative criteria is based on information get from the ISTA and the data box.

- ! In the case of the administrative criteria are not complied with, the project proposal cannot be evaluated further and **is excluded from the Call for Proposals**.

The administrative criteria include:

- Was the project proposal submitted within the set deadline?
- Was the project proposal submitted via ISTA?
- Was the project proposal submitted in English language (except for parts of the project proposal which are to be filled in the Czech language)?

6.2.2 Eligibility criteria

The Eligibility Check is performed by the TA CR. As a part of the Eligibility Check, the TA CR inspects whether the project proposal meets all the mandatory requirements, see Chapter No. 5 in such a manner which allows the project proposal to be accepted in the Call for Proposals and to proceed to further evaluation.

The TA CR assigns the submitted documents **proving eligibility** and the **Submission confirmation** to the accepted project proposals in ISTA.

The eligibility criteria include:

- Did each applicant and project partner submit the completed sworn statement? (see Chapter No. 2.5)
 - ! **Czech applicants and Czech project partners** – send the completed sworn statement from THEIR OWN data box.
 - ! **Project partners from Donor States and third countries** – submit completed Sworn statement with the electronic signature to ISTA.
- Did the applicant and all Czech project partners disclose their financial statements?
- **Was the Submission confirmation submitted within the set deadline?**
- **Was the Submission confirmation sent from the applicant’s data box?**
- Is the unique identifier in the Submission confirmation identical with the unique identifier in the project proposal?

- Does the ISTA electronic project proposal include the mandatory attachment in the required format?

In the event that any of the eligibility conditions except the submission of the Submission confirmation **which is the reason for exclusion of the project proposal** is not fulfilled, the TA CR will send to the relevant applicant the Request for Submission of Missing Documents Proving Applicant's and project partner's eligibility (Request). The TA CR will at the same time send a notification email including a copy of the Request to the applicant.

The applicant and project partners shall submit the missing documents proving eligibility electronically from the applicant's data box to the TA CR's data box or by email (donor project partners). The deadline for the submission of missing documents is 5 business days as of the date of delivery of the Request.

Following the submission of the missing documents specified in the Request, the TA CR will continue in evaluation of the eligibility of the project proposal based on the additionally submitted documents.

The Programme Committee will be informed about the outcome of the eligibility check and review the cases of applications rejected by the TA ČR.

6.3 Project proposal evaluation

6.3.1 Evaluation Criteria

1. Scope – Relevance in relation to the objective and priorities of the Call for Proposals **(YES/NO) = project proposal falls entirely out of the scope of the call);**
2. Scientific and/or technical excellence **(max. 10 points);**
3. Quality and efficiency of the implementation and management, including quality and implementation capacity of the applicants and project partners and contribution to capacity and competence building **(max. 10 points);**
4. The potential impact through the development, dissemination and use of project results **(max. 10 points).**

6.3.2 PointScale

The first criterion (Scope) is binary YES / NO

For the other three criteria expert will award points by using the scale below. The score is based on the scoring criteria in the Horizon 2020 programme:

Number of points	Verbal evaluation
0	The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
2	Poor – The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
4	Fair – While the proposal broadly addresses the criterion, there are significant weaknesses.
6	Good – The proposal addresses the criterion well, although improvements would be necessary.
8	Very good – The proposal addresses the criterion very well, although certain improvements are still possible.
10	Excellent – The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

Expert can use all whole numbers as scores (odd numbers correspond to 0,5 points in the Horizon 2020 scale).

6.3.3 Thresholds

The projects recommended for funding must reach:

- the first binary criterion must be assessed as **YES**,
- the minimum threshold for each of scored evaluation criteria **6 points**,
- the minimum overall threshold of **20 points**.

Even if expert evaluates the first criterion 1 as NO – not fulfilled or assigns a score below the threshold to any of the other evaluation criteria, the expert will fill in the entire evaluation report form. That is, experts shall complete the evaluation and give points to all scoring criteria and add relevant verbal comments.

These rules (reaching thresholds and meeting criterion no.1 – Scope) will be applied at all grades of evaluation process.

6.3.4 Additional criteria

Project proposals with equal overall scores will be ranked by the Programme Committee taking into account additional criteria.

1. higher mark for potential impact (criterion No. 4),
2. female leadership (the PC will primarily look for female main researchers – principal investigator, or in the absence of such, then for other female researchers with responsibility or as key persons),

3. higher mark for scientific and/or technical excellence (criterion No. 2).

6.4 Publication of Results of Call for Proposals

The TA CR will inform the applicants of the results of the Call for Proposals by sending the Decision on Result of Call for Proposals with the justification to the applicant via data box until December 31, 2020. The final opinions of the experts, the consensus report, the minutes from the Programme Committee meeting as well as the minutes from the TA CR Board meeting will be available to the applicants in ISTA.

The TA CR shall provide the Financial Mechanism Office with the list of selected projects no later than two weeks after the decision on the award of grants and at the same time to publish the list on the Programme website.

The TA CR shall within two months since publication of the decision to award project grants publish on internet the list of experts used for the evaluation of projects in the call. The names of the experts assigned to individual proposals are not made public.

6.5 Appeals

The applicant may lodge an appeal against the Decision to Reject Project Proposal from Call for Proposals or the Decision on Result of Call for Proposals:

- The Complainant may only submit an appeal in relation to the project which it has submitted in the Call for Proposals as the **applicant**.
- An appeal against the rejection of the applicant's project proposal from the Call for Proposals (Eligibility Check) shall be delivered to the TA CR **within 10 business days** as of the date of receipt of the Decision to reject the applicant's project proposal from the Call for Proposals to the applicant.
- An appeal against the Decision on Result of Call for Proposals shall be delivered to the TA CR **within 10 business days** as of the date of delivery of the Decision on Result of Call for Proposals.
- In general, appeals related to the Programme may be submitted to the TA CR starting with the date of publication of Call for Proposals results on the TA CR's website. An appeal submitted earlier is inadmissible.
- The appeal must contain the name including the type of appeal, name, address and signature of the Complainant, date, name of the Call for Proposals, reference to the allegedly violated provisions, a reason for appeal submission and a proposal to appeal solution.
- The reason for submission, shall state against which procedure or decision of the Programme Operator it is directed, on what scale is the procedure or decision challenged and where the errors lie. Grounds for appeals may include conflicts of interest and errors in administrative procedure. **The individual expert opinions (including scoring) and opinions and decisions of bodies involved in the evaluation, (the TA CR and the Programme Committee), will not be subject to appeals and such appeals are therefore inadmissible.**
- A complaint only seeking to revise the decision to fund or not to fund the project proposal is inadmissible.
- The Complainant **is not entitled** to challenge the amount of funding provided.



- The Complainant may not change its suggestions and the reasons for lodging an appeal after it is received by the TA CR.
- The appeal may be **withdrawn in writing** before the decision on the appeal has been issued.
- The TA CR is obligated to make a decision on the appeal **within 60 days** as of its faultless delivery. In particularly complex cases, the deadline for evaluation of the appeal may be extended **by another 30 days**.

7 CONTRACTING

7.1 Negotiations

Prior to the conclusion of the Project Funding Agreement/Decision, negotiations regarding the particular conditions for the provision of funding will be conducted with the applicant.

The TA CR may request some changes, including budget adjustments. The TA CR will specify all required changes in the **Decision on Result of Call for Proposals**.

7.2 Conclusion of Project Funding Agreement/Decision

Prior to the conclusion of the Project Funding Agreement/issuance Decision, the beneficiary is obligated to substantiate all the information specified in the Decision on Result of Call for Proposals. In this Decision, the TA CR indicates all the requirements the applicant shall meet until the deadline (no longer than 60 calendar days).

Prior to the conclusion of the Project Funding Agreement/issue Decision, the applicants and the project partners are obligated to:

- submit **the information necessary for requesting an extract from the criminal register of the legal representatives or submit the certified copy of the extract from the criminal register (applies only to applicants and Czech project partners)**;
- the applicant or project partners whose company (enterprise) is younger than 18 months and therefore does not have an accounting history available, shall submit a **financial plan**. The applicant or project partner will prove to have the financial coverage of the submitted project and its activities secured. The financial plan for the duration of the project solution, in a simple form (years, resources, revenues, costs), and where relevant should include guarantees (bank, parent company, owners, shareholders, etc.);
- applicant shall submit the written **Agreement on the Participation in Project Implementation (Partnership Agreement)** concluded with all project partners.

The Agreement on the Participation in Project Implementation shall correspond to the description of cooperation in the project proposal. It shall be written in English, including also budget, method of payments and financial flows;

- **other information specified in the Decision on Result of Call for Proposals**;

If any of the required documents are missing or the applicant fails to sufficiently clear any doubts, the Project Funding Agreement/Decision may not be concluded, or a Project Funding Agreement/Decision with a lower funding intensity will be concluded (if such an option is stipulated in the Decision on Result of Call for Proposals), or such a Decision will be revised to the detriment of the applicant.

Following the successful submission/completion of all the documents/information necessary to draw up the Project Funding Agreement/Decision, the TA CR issues the document.

8 PROJECT IMPLEMENTATION

Detailed information on the implementation phase, including changes in the project, reporting, financial flows and controls will be provided in the **implementation guide for project promoters and project partners**. The guide will be published at Programme webpage at the latest with publishing the results of Call for Proposals.

8.1 Method of Provision of Funding

The Project Funding Agreement/Decision states the method of the provision of funding.

- ! **Czechia:** If the applicant is a research organization of VVS – Public College (Veřejná Vysoká Škola), AS CR – Academy of Sciences of the Czech Republic or other VVI – Public Research Institution Outside the Academy of Sciences of the Czech Republic (ostatní Veřejná Výzkumná Instituce) he is obligated to have a bank account with the Czech National Bank and the funding from TA CR will be provided to this account.

TA CR provides:

- Funding to the project promoter in the form of an **advance payment** for the first year of the project implementation according to the budget specified in the Binding Parameters of Project (a part of the Project Funding Agreement/Decision; based on the approved project proposal):
 - **For the first year of project solution, the amount of up to 70%** of the total project funding (grant) may be allocated from the budget.
 - The funding will be paid within 30 calendar days as of the date the Project Funding Agreement/Decision becomes effective.
- Interim payments:
 - **Interim payments will be provided on an annual basis** until the completion of the project.
 - Interim payments shall be paid after approval of annual project reports. Interim payments will be paid within 30 calendar days as of the approval of the interim report
- Project final balance, if applicable:
 - **Based on the approval of final project report following the due completion of the project and submission of the implementation plan;**
 - within 60 calendar days of the approval of the final report.
 - The approval of project interim and final reports shall take place within 2 months from the submission of the requested information.
- Applicants and project partners which are State Organisational Units do not receive advance payments. Interim and final payments to them are based on principles set out in the Methodology on Financial Flows, Control and Certification of Programmes Financed from the EEA and Norwegian Financial Mechanisms 2014–2021.

- **Funding in CZK.** The funding shall be awarded and the financial flows between the TA CR and the Project Promoter shall proceed in CZK. The conversion of EUR/CZK related to the **planned budget** uses the fixed exchange rate of the Czech National Bank valid upon the date of the Call for Proposals announcement.
- The applicant is obligated to distribute the funding among other project partners according to the project proposal. The cash flow between the project promoter and all project partners (including the donor states partners) shall be stipulated in the Agreement on the Participation in Project Implementation.
- Since the currency of the cash flow between the project promoter and the TA CR is CZK, and the currency of the cash flow between the project promoter and project partners may be different, differences caused by the exchange rates may occur.
- The risks of the exchange rate losses should be borne by the project promoter. TA CR is not responsible for the losses from the exchange rate fluctuations.

8.2 Reporting and monitoring

During the project implementation applicants shall submit the following reports in English in ISTA:

- **an annual scientific and financial progress report ('interim report')** once a year,
- **a final project report ('final report')** upon the completion of the project.

The project promoter shall transmit the reports and other deliverables to TA CR exclusively by electronic means, using the forms and templates provided in ISTA.

The reports contain a financial report and a technical report.

The final report contains a final financial report and a final technical report.

TA CR shall conduct annual monitoring of a sample of projects e.g. through on-site monitoring visits. In addition, other administrative bodies involved in the EEA/Norway grants such as the CA, NFP (MF), the FMO as well as authorized national financial institutions can execute relevant controls at the project promoter/partner.

8.3 Changes during project implementation

Detailed information will be provided in the **implementation guide for project promoters and project partners**. The guide will be published at Programme webpage at the latest with publishing the results of Call for Proposals.

The project promoter **may request** changes during the project implementation electronically in ISTA.

Each request shall contain the change description and shall be duly justified.

9 RELEVANT DOCUMENTS

All Relevant Documents and web links related to this Call for Proposals are available at kappa.tacr.cz/en.

Basic documents

[Open Call](#)

[Guide for Applicants](#)

[Guide for Evaluator](#)

Other relevant documents

[Sworn Statement of the Applicant](#)

[Guide to ISTA and application form](#)

[Programme Indicators – Annex I. of the Programme Agreement](#)

[Definition of Individual Results Types](#)

[Project Funding Agreement/Decision and the General Terms and Conditions](#)

[Publicity Rules](#)

[Evaluator's Impartiality towards Projects](#)

and

[Check list](#) – enables the applicant to self-assess whether they have complied with all administrative criteria.

10 RIGHTS RESERVED BY TACR

The TA CR reserves the right to:

- cancel the announced Call for Proposals if no project proposals were submitted,
- cancel the announced Call for Proposals if a substantial change in circumstances under which this Call for Proposals was announced has occurred and which the TA CR could not have anticipated or caused or if the reasons for the performance of the subject of this Call for Proposals have ceased.

The Decision on the Cancellation of the Call for Proposals or on limitation of the number of projects to be funded is based on the total volume of targeted funds allocated to the TA CR for the support of applied research, experimental development and innovation from the state budget of the Czech Republic for 2019–2020.

The TA CR will disclose details identifying the project via RDI IS. Following the conclusion of the Project Funding Agreement, the TA CR reserves the right to publish the information available via RDI IS, keep them and make them available in the DAFOS system, especially in its public component – the TA CR Starfos search engine available at starfos.tacr.cz.

The information on projects the TA CR decided not to support will not be disclosed, with the exception of information published when announcing the results of the Call for Proposals in accordance with the Open Call.

The applicants are not entitled to compensation of costs associated with their participation in the Call for Proposals.

11 CONTACT INFORMATION

Contact person at the Programme Operator (TA CR)

Dominika Paclíková; +420 234 611 618 (paclikova@tacr.cz)

Contact persons at the Donor Programme Partner (RCN)

Aleksandra Witczak Haugstad; +47 92 28 24 62 (awh@rcn.no).

Address of TA CR:

Technology Agency of the Czech Republic
Evropská 1692/37
160 00 Prague 6
Czech Republic

Data Box ID: afth9xp

Questions in English may be submitted at the earliest from the date of the announcement of Call for Proposals, and no later than 5 working days before the deadline for submission of project proposal in ISTA via the HELPDESK application available at <https://helpdesk.tacr.cz>. The maximum response time during the call period is 10 working days. In case of questions sent 5–10 working days before the end of the call, these questions will be answered no later than on the day preceding the date of the end of the call. Only written answers are binding.

To find out the answers to your questions, please also use the Frequently Asked Questions and Answers available at <https://helpdesk.tacr.cz>.