

Information for researchers regarding conclusion of grants in START programme

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1. Changes in the final four months of implementation

- Changes are no longer possible apart from necessary (properly explained and not planned in advance) personnel changes
- Termination / interruption of studies, long lasting illness and the like should only be regarded as a serious cause for a personnel change
- Change of HR – the new HR must take part in internship in proportionate length (1 day of research stay for 8 days in the position of HR)
- If the new HR has already taken part in internship during the project, it will be recognized

2. Recommendation for the head researchers

- Checking of implementation of the project – whether all changes have been approved and written down properly in the project
- Checking of all certificates, confirmations of attendance, Internship reports
- Checking of fulfilment of educational goals and planned activities abroad (including researchers that have left the project prematurely) and its evidence
- Checking of documents that confirm fulfilment of the planned outputs
- Checking of acknowledgement in publications (in case it is not mentioned, it is necessary to comment upon the connection of the output to the project in the monthly report)
- Checking of the fulfilment of the project goals
- **In case of discrepancy => hand over the Change Request Form until 15th November 2022)**
- **Reminder: in case of change of goals, methods of implementation and outputs it is the agreement of the mentor that is necessary!**



3. Duties of researchers

- Monthly reports
- Fulfilment of educational goals
- Fulfilment of planned activities abroad – it is now possible to take part online on such activities, but only in justified cases (update of the methodology). Ask for a change of form of activity abroad in time in a regular way (via HelpDesk).
- In case of changes do inform HR and ask for Change Request Form in HelpDesk
- Document original prints of certificates, confirmation of attendance, internship reports
- Take part in the fulfilment of planned outputs
- Take part in the completion of Final report and sign it

4. Final reports

- To be prepared by the research team under the leadership of HR until one month following the end of implementation in IS Věda
- The mentor hands over its evaluation after the final report has been turned in
- The final version signed by all current researchers and the mentor is to be handed over to the rectorate in print by HR

Attention: It is necessary to hand over both March monthly report and the final report in April 2023

5. Content of the Final report

- Summary of implementation of the project
- Summary of achieved outputs or possibly its evidence
- Summary of Research/educational stays abroad and further planned foreign activities of all participants of the project
- Evidence of Internship reports and confirmation of attendance
- Evaluation of fulfilment of research goal of the project)
- Evaluation of fulfilment of educational goals of all researchers of the project

It must also contain information and evidence concerning researchers who have already finished its part in the project

