

Project Support Structure

Grant Office at the MUNI Rectorate

Services for researchers

We allocate our efforts on first-come-first-serve basis, so make sure you contact us well in advance if you plan to use our services!

The recommended timescale is:

- 1 year before the deadline to get support with coordinated H2020/HE proposal or get strategic advice with ERC;

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- 6 months before the deadline to be able to fully benefit from MSCA-IF support programme;
- 3 months before the deadline to get limited consultation time for ERC or MSCA-IF application.

Coming later does not prevent you from submitting the proposal, but you will be unlikely to receive our full support. All proposals we assist with must be first consulted with grant support at your faculty/centre. It is your responsibility to get acceptance from all responsible persons/departments at your faculty/centre – obtaining and/or negotiation of such approvals is not part of our services.

ERC Support Scheme

We provide complex support to ERC candidates using both internal resources and external consultants. Feel free to contact us anytime to discuss your eligibility, strategy to improve scientific profile, choice of panel, and proposal preparation schedule. When you jump onto the actual writing, we are ready to provide detailed templates, guidance, and repeated proposal review by internal and external (Lotte Jaspers, Gavin Thompson) experts. In coordination with faculty research departments, we also consult budgets. We are here to help you structure and formulate your ideas in a way that catches the attention of evaluators and does not let loose until the end.

Contact person: [Ida Součková Olšová](#)

MSCA-IF Writing

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While grounded in, and to a large extent evaluated on, a research project, Marie Skłodowska-Curie Individual Fellowships are first of all actions to promote career development through mobility.

Grasping this aspect may be tricky, so we have designed a programme to help you cope with the proposal writing of MSCA-IF. In February, we start with information session for supervisors. In April, we welcome all potential applicants to an info day, where we explain basic characteristics of the MSCA-IF programme – eligibility criteria, evaluation, panels and sub-programmes, budget. After the info day, you should have a clear idea whether the MSCA-IF is the right choice for your career progress. In May and June, we engage already committed applicants in two-day hands-on proposal development workshop. Mostly, we focus on MSCA-IF candidates incoming to MUNI (or submitting Global Fellowship with MUNI as the main beneficiary), but we are ready to provide basic guidance also to those who are leaving MUNI with Standard Fellowships. After the hands-on workshop, you may consult your proposal structure and text with us repeatedly.

Contact person: [Jakub Zeman](#)

Support to H2020/HE Coordinators

Leading an international consortium is a long-term, demanding ambition. If you apply for funding from H2020/HE as the coordinator, our support can make your life much easier. We are flexible – the activities and tasks we may supply to you as the coordinator are diverse, and we always agree on a mode of support that will suit your actual needs and personality. Our service portfolio starts with consultations on match of your idea with upcoming calls. Then, we offer pre-screening of funded projects / similar previous calls, which may help you get familiar with your competition and/or potential collaborators. Knowing what the EU already funded, you will avoid potential overlaps and will be well-suited to critically refer to on-going work. If you decide to go on to the “hot” phase of



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Contact person: [Ladislav Čoček](#)

Advice on Funding Strategies

New to MUNI? Establishing an independent team? We are ready to help you shape a strategy and action plan that will maximize your chances to get the right resources at the right time. Based on your scientific profile, we can recommend a schedule of applications for funding from national and international providers that matches your profile.

Contact person: All of us



Info Days and Training

Each semester, we have a unique and rich event schedule. Make sure to follow the [IMPROVE calendar!](#)

Grants Week

Taking place since 2015, once a year in the Autumn semester, the Grants Week concentrates the best knowledge we can offer. We regularly invite leading international expert on H2020/HE, Sean McCarthy as the keynote speaker. We organize experience sharing sessions involving successful applicants from MUNI in all areas our university covers. The diverse programme of Grants Week covered also research ethics, science communication, administration of international projects and many other – each year, we strive to design lectures, workshops, and courses that bring new value to MUNI and the South Moravia Region.

MSCA-IF Training Series

Each year, we run three MSCA-IF preparatory events: (1) in February, we start with engaging supervisors, explaining to them the value of MSCA-IF for their teams and their role in proposal preparation; (2) in April, we introduce the MSCA-IF funding schemes, evaluation, and other basics to a wider range of potential applicants; and (3) in May/June, we support candidates who already decided to go for MSCA-IF in structuring and drafting their ideas in a way attractive to the evaluators.



Funding Landscapes and How to Write a

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We have recently started to provide an introductory overview of the core competences needed to successfully fuel research teams with appropriate resources. The series of two seminars is planned for each semester.

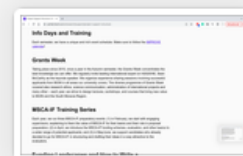
MSCA-RISE and ITN

Every Autumn, we introduce the two multi-party Marie Skłodowska-Curie Actions. The Research and Innovation Staff Exchange (RISE) funding scheme has been very productive for MUNI recently – we are the coordinators of 3 international networks and partners in 2 more. The Initial Training Networks (ITN) are extremely competitive, yet also in this programme, MUNI is a coordinator of one consortium. In the information day, we present the expertise of researchers, managers, and administrators involved in the successful MSCA consortia.

Bringing the Best from National Contact Points to Brno

Regularly, we invite the National Contact Points for H2020/HE from Technology Centre of CAS to Brno to share the expertise they get by interacting with R&I institutions across Czechia and by participating in programme committees in Brussels.

REGON



REGON

We coordinate the South Moravian platform of research managers. This REGON is a unique meeting place, originally for professionals involved in international funding, later getting much wider scope to national funding, research policy, human resources and many other areas connected to research support. We meet once a month, listen to a lecture of an invited guest, and openly share our recent achievements, experience, and upcoming events and challenges.

FRESHERS: Funding Landscapes and Grant Writing for PhD Students

We are active in PhD skills development. The Grant Office at Rectorate runs two lectures within the FRESHERS (previously PREFEKT) course. We are teaching the PhD students – our early stage researchers – basic principles of financing of research and core elements of grant writing.

Grant Agency of Masaryk University

The GAMU programme F – [“Support of International Grant Preparation”](#) – finances the ERC Support Scheme and is continuously open to applicants for multi-party international projects. As a partner in a consortium preparing a H2020/HE proposal, you may apply for funding of your travel costs to project meetings and/or contribution to coordinator on consultant costs. As a coordinator, you may ask for a budget to organize a project meeting yourself, to travel to partners, or to hire a consultant (though we highly recommend rather using the Rectorate Grant Office services, if capacity allows).

Services for Grant Support Offices at



Services for Grant Support Offices at Faculties/Centres

On a monthly basis we meet with the heads of grant support offices to share news and recent experiences and plan for the upcoming challenges. Approximately twice a semester, we organize a half-day training open to all grant support professionals from MUNI dedicated to currently “hot” topics (e.g. ethics, GDPR). Our Info Days and Training includes a wealth of events specifically tailored for research support professionals (such as project management workshops by Europamedia, financial and legal seminars on H2020/HE from NCPs). If capacity allows, we welcome support officers also at the researcher-oriented courses. We are open to consultations on strategies of grant support at MUNI faculties/centres.

Contact



Mgr. Eva Nagyová

Science communication officer, Research & Development Office

Phone: [+420 549 49 4207](tel:+420549494207)

E-mail: nagyova@rect.muni.cz



Mgr. Taťána Straková, Ph.D.

Project coordination manager, Office for Development

Phone: [+420 549 49 5007](tel:+420549495007)

E-mail: stakovat@rect.muni.cz