

**MUNI**

**GAMU – Research Support Programme**

**HORIZONS – Support for preparation of international grant projects**

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### Aim of support

The support is intended to cover costs related to the preparation of most outstanding prestigious projects for submitting to international funding bodies (e.g. European Commission programmes).

Applications may be submitted throughout the year. Support is provided in two categories:

- **Support for preparation of an ERC grant project**
- **Support for preparation of other international grant projects (except for ERC)**

### Support for preparation of an ERC grant project

MU scholars are offered an opportunity of workshops and individual consultations with experts specialized in ERC projects in the stage of preliminary survey, in the stage of the ERC project preparation and also in case the applicant advances to the second round (interview).

Detailed rules of support are stated in the document [ERC Support Scheme](#).

### Support for preparation of other international grant projects (except for ERC)

Support for other international projects is awarded in two categories which differ in the amount of funding:

- Preparation of projects where an MU employee engaged in research is the main project applicant.
- Preparation of projects where an MU employee engaged in research is the co-applicant.

### Selection criteria

- The grant proposal for which support is sought must be submitted to an international grant agency.
- The grant proposal for which support is sought must be research-oriented (basic, applied or a combination of both).
- The project applicant/co-applicant must be an employee of MU engaged in research.
- The applying/co-applying institution for the project must be MU.
- In the case of a consortium project (MU as the main applicant or MU as a co-applicant), the co-applicants must be known at the time of application submission.

- The project for which support is sought must have clearly formulated objectives and an investigation strategy.
- The project for which support is sought must have a preliminary budget.

### **Submitting a proposal**

The proposal must be submitted at least 1 month before the planned start of the project. The proposals shall be evaluated at the end of each month.

In exceptional cases, projects may be planned for two years. In this case the project budget shall be reported biennially. For such approved support, the amount from the GAMU budget for the continuation of support of the project in the second year of implementation shall be allocated automatically.

The applicant must also specify in the application the deadline by which the project proposal shall be submitted to the grant competition.

List of documents required for an application:

- Completed application form (generated from the PMIS) need not be physically signed (signature is replaced by approval of the cover sheet)
- The applicant's CV
- Approved cover sheet

### **Funding rules**

The maximum amount of support is

- **CZK 400 thousand** (in case that an MU employee is the principal applicant for a collaborative project),
- **or CZK 200 thousand** (in case an MU employee is a co-applicant). Applications that concern only a part of the project preparation (e.g. language proofreading, etc.) may also be supported.

The applicant for support shall submit a preliminary budget and individual items of eligible costs (see below).

The amount of approved financial support for a given calendar year shall be allocated to a specific economic unit/workplace by adjusting the subsidy schedule. Costs shall be reimbursed through the relevant economic unit on the basis of accounting documents submitted.

Eligible costs in particular include:

- Costs of organizing preparatory meetings (e.g. rental of rooms, consumables, etc.).
- Foreign trips in connection with project preparation.
- Consulting and editorial services.

Ineligible costs in particular include:

- Costs of research activities (a project cannot cover costs associated with obtaining preliminary data).
- Costs that are not eligible for institutional support (e.g. refreshments).
- Personnel costs.

**Project implementation, changes, final report**

If necessary changes are envisaged (extension of the project, changes in the budget breakdown etc.), the investigator shall submit an [Application for Change](#) at the Grants Office of the RMU RO. The application shall be assessed and change approved by Vice-Rector for Research and Doctoral Studies.

The implementation ends with submitting a proposal to an international competition. [Final Report](#) including an approved cover sheet and profit and loss statement with turnovers must be entered in the PMIS within **30 days after the project completion**.

**Links and documents for download**

[GAMU website](#)

[IS Document Server](#)

[PMIS](#)

[Directive](#)

[Application for change](#)

[Final Report](#)

**Contact details**

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RMU Research Office  
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