



## Guide for Applicants

### Call 8K2502

#### 1. INTRODUCTION

This Guide for Applicants is an integral part of call documents related to the

#### **Call 8K2502 of the Czech-Swiss Research Infrastructure Initiative**

realised in the framework of the Swiss-Czech Cooperation Programme within the [Second Swiss contribution to selected EU member states](#). It complements the text of the Call for Proposals.

The Czech-Swiss Research Infrastructure Initiative (hereinafter “RI Initiative”) is one of four programmes under the Swiss-Czech Cooperation Programme (for further details see <https://www.swiss-contribution.cz/en/>). The RI Initiative aims to contribute to the economic growth and competitiveness of the Czech Republic by strengthening its position in the European research infrastructure landscape and extending its international scientific research network. The Call aims to **boost excellent scientific research** in the Czech Republic and **enhance bilateral cooperation between Czech and Swiss research infrastructures** in the fields of **environmental sciences, biological and medical sciences, and social sciences and humanities**.

#### 2. BEFORE YOU APPLY

##### 2.1. Eligibility Criteria

Eligible applicant:

- is a **Czech Large Research Infrastructure** (represented by its **hosting institution**),
- serves as a **national node** to distributed European research infrastructures, where the **Czech Republic and Switzerland participate either as members or observers**,
- has a **respective Swiss project partner**,
- is active in the **environmental sciences, biological and medical sciences or social sciences and humanities**.

Eligible foreign partner:

- is a **Swiss Research Infrastructure** (represented by its **hosting institution**),

- is a **member or an observer in the distributed European research infrastructure**, where the **Czech Republic is also a member or an observer**.<sup>1</sup>

Furthermore:

- Only **one single application per one node partnership** is allowed – i.e. one application submitted by the Czech node (the hosting institution) prepared in close cooperation with their Swiss node-partner/s is eligible.
- **Participation of an eligible Swiss project partner** is required. Applications for projects where no eligible Swiss partner is involved will not be considered eligible.

#### **List of Czech Nodes:**

- [ACTRIS-CZ](#) (*ACTRIS – participation of the Czech Republic*);
- [BBMRI.cz](#) (*Network of Czech Biobanks*);
- [CzeCOS](#) (*Czech Carbon Observation System*);
- [CSDA/ESS-CZ](#)<sup>2</sup> (*Czech Social Science Data Archive / ESS – participation of the Czech Republic*);
- [CZECRIN](#) (*Czech National Node to the European Clinical Research Infrastructure Network*);
- [ELIXIR CZ](#) (*Czech National Infrastructure for Biological Data*);
- [LINDAT/CLARIAH-CZ](#) (*Digital Research Infrastructure for Language Technologies, Arts and Humanities*);
- [SHARE-CZ](#) (*Survey of Health, Ageing and Retirement in Europe – participation of the Czech Republic*).

#### **List of Swiss Nodes:**

- [ACTRIS ERIC](#) (*Aerosol, Clouds, and Trace Gases Research Infrastructure*)  
Swiss node: [ACTRIS Switzerland](#)
- [BBMRI ERIC](#) (*Biobanking and Biomolecular Resources Research Infrastructure*)  
Swiss node: **Swiss Biobanking Platform** [SBP](#)

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<sup>2</sup> The **CSDA/ESS-CZ** and **LINDAT/CLARIAH-CZ** large research infrastructure projects facilitate involvement of the Czech Republic in multiple distributed European research infrastructures participated by both the Czech Republic and Switzerland, i.e., both these large research infrastructure projects also operate multiple Czech national nodes to distributed European research infrastructures. While the Czech national nodes to **CESSDA** and **ESS** are both operated through CSDA/ESS-CZ, LINDAT/CLARIAH-CZ serves as the Czech national node to **CLARIN** and **DARIAH** (and EHRI – European Holocaust Research Infrastructure). The **CzeCOS** large research infrastructure project also engages with multiple distributed European research infrastructures (AnaEE, DANUBIUS-RI, eLTER RI, EUFAR and ICOS), of which only ICOS is participated by both the Czech Republic and Switzerland.

- [CESSDA ERIC](#) (*Consortium of European Social Science Data Archives*)  
Swiss node: **Swiss Centre of Expertise in the Social Sciences** [FORS](#)
- [CLARIN ERIC](#) (*Common Language Resources and Technology Infrastructure*)  
Swiss node: [LiRI @ University of Zurich](#) / [CLARIN-CH](#)
- [DARIAH ERIC](#) (*Digital Research Infrastructure for the Arts and Humanities*)  
Swiss node: **Swiss National Data and Service Center for the Humanities** [DaSCH](#)
- [ECRIN ERIC](#) (*European Clinical Research Infrastructure Network*)  
Swiss node: **Swiss Clinical Trial Organisation** [SCTO](#)
- [ELIXIR](#) (*European Life-Science Infrastructure for Biological Information*)  
Swiss node: [ELIXIR Switzerland](#) / **Swiss Institute of Bioinformatics** [SIB](#)
- [ESSurvey ERIC](#) (*European Social Survey*)  
Swiss node: **Swiss Centre of Expertise in the Social Sciences** [FORS](#)
- [ICOS ERIC](#) (*Integrated Carbon Observation System*)  
Swiss node: **ETH Zurich** / [ICOS-CH](#)
- [SHARE ERIC](#) (*Survey of Health, Ageing and Retirement in Europe*)  
Swiss node: **University of Lausanne** / [FORS](#)

## 2.2. Funding Rules

The **total allocation** for the call is **295 219 294 CZK** (equivalent to **11 132 369 CHF**, using the Call Exchange Rate of **26,519 CZK/1 CHF**).

The indicative **size of the grant per project** is supposed to range between **17 237 350 CZK–66 297 500 CZK** (equivalent to **0,65–2,5 million CHF**). The grant will cover 100% of the eligible project costs, no co-financing is required.

There is **no** legal claim to obtain the grant.

The Swiss partner(/s)'s share of the project budget may reach **up to 50% of the total eligible project costs**. The grant is provided entirely in CZK, and the **Czech applicant** (as the beneficiary of the grant) **is fully responsible for covering any exchange rate differences** that may occur. The Swiss partner is **not required to provide any co-financing** and **must not bear any exchange rate risk**. The amount intended for the Swiss partner shall be defined in **CHF** and specified clearly in a **Partnership Agreement** (using the “Call Exchange Rate of 26,519 CZK/1 CHF” is recommended), as well as in the relevant sections of the project proposal and internal project budgets. The **Partnership Agreement** must be **signed** by both partners before a legal act (i.e. the Decision on Funding) is issued by MEYS. Prior to this step, applicants will be informed in writing (a Decision Letter) about the evaluation results.

### 2.3. Eligible Costs

The **first and final dates** of eligible costs shall be stated in the **Decision on Funding** of the respective project.

The eligible costs for a project include:

- **Personal costs**

Personal costs, applicable for both part-time and full-time personnel, consist of salaries and wages, which also include compulsory insurance, social security and health insurance costs, paid vacation, personal time off, sick leave and other compensation as given by law. The personal costs must also be in accordance with the institution's internal rules.

For the personal costs to be eligible, the person must be assigned to the project, their costs must be eligible, reasonable, and actually incurred, and one of the approved calculation methods must be used (i.e. monthly/hourly rates). Personal costs must not overlap with time allocated to other duties or funding sources, to ensure full compliance with the principle of no double funding.

Personal costs may also include remunerations based on *work performance agreements* or *contracts for work*, provided that the work carried out is directly linked to the project implementation and meets the eligibility rules.

Personal costs also include scholarships for research, development and innovation activities (fully or partially), provided that such scholarship is related to the research activity in the project.

- **Travel and mobility costs**

Travel and mobility costs include costs related to the project implementation such as: transportation, accommodation, insurance, per diem (as per Act No. 262/2006 Coll., the Labour Code, and by a decree of the Ministry of Finance that defines the basic rates for foreign subsistence allowance for the given year), and conference and meeting attendances.

Travel costs consist of business trips, conference fees and travel allowances directly connected and beneficial to the project implementation or already approved in the project proposal as a project part. Travel costs include international travel costs as well as domestic travel costs related to the project.

Eligible costs for public transportation include bus and train tickets (standard class unless justified) and air tickets (economy class unless justified). Trip cancellation insurance costs are eligible for the financing and strongly recommended.

Eligible costs further include the use of a private vehicle (as per Czech Labour Code and other related regulations) as well as a rent of the vehicle (if justified). Other transport costs, such as taxi fares or similar, may also be eligible if properly justified. All transport costs must be efficient, economical, and proportional.

- **Costs for acquisition of tangible and intangible assets<sup>3</sup>**

Costs for acquisition of tangible and intangible assets are limited to 10% of the total eligible project budget. The asset purchased must be purchased during the project period and it must be used for the project implementation. Investments are anticipated only to a minimum extent and must always be clearly defined and justified.

- **Other operating costs**

Other operating costs include costs of intellectual property rights, consumables, publication fees, etc.

- **Costs of services**

Subcontracting costs of the project (i.e. costs of buying specific research services from external providers) are limited to 20% of the total eligible project budget. The costs must be essential for the project implementation. The subcontractor may not be a member of the project team, or any person connected to the applicant or project partner.

- **Indirect costs (Overheads)**

Flat rate of up to 25% of the total direct eligible costs, subcontracting excluded (as applied in Horizon Europe projects).

These may include administrative and infrastructure expenses, energy costs etc.

Any **lump sums** included in proposals should be clearly illustrated and justified.

NOTE: When drafting the budget, applicants are advised to also include costs related to programme and project visibility (e.g. website, logos, press releases, promotion at workshops, etc.).

### **Ineligible/excluded costs**

The following costs shall not be considered eligible (in accordance with Article 6.6 of Regulations):

- a) interest on debt, debt service charges and late payment charges;
- b) charges for financial transactions and other purely financial costs, except costs related to accounts required by the NCU, the Paying Authority or laid down by the applicable law and the costs of financial services required under the Support Measure Agreement;
- c) provisions for losses or potential future liabilities;
- d) exchange rate losses other than those due to the involvement of Swiss partners;
- e) expenditure for the acquisition of land;
- f) value added tax, which is abstractly recoverable, by whatever means, even if, de facto, the beneficiary does not itself recover the value added tax;
- g) costs that are covered by other sources;
- h) fines, penalties, indemnities or other related compensation, including lost profit and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the programme; and
- i) excessive or reckless expenditure.

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<sup>3</sup> The property acquired from the grant must be insured and it is forbidden to create a lien or other restrictions on ownership in favour of third parties without the prior consent of the provider (see Decision on Funding).

### 3. PREPARING THE PROPOSAL

An **application form** is an integral part of the Call 8K2502 documents. It is to be filled in Czech language unless specified otherwise. All **mandatory attachments** are listed in the Application form, Article 9 – Attachments:

- Appendix I. Application for a Grant
- Statement of TAC (or other similar international advisory body) - about the submitted project, evaluating its scientific excellence, feasibility etc.
- Academic CVs of the key members of the project
- Budget Tables
- Full draft of the Partnership Agreement (no missing sections or incomplete clauses)
- Affidavit (that the applicant is a research organisation and thus fulfils all requirements laid down by definition for a research and knowledge dissemination organisation according to the Framework for State Aid for Research and Development and Innovation (2022/C 414/01) – paragraph 1.3. (ff); the applicant also declares that his partner/s also fulfil these requirements)

#### 3.1. Project Description and Expected Results

A **project description** (Application Form, Article 4) should clearly and accurately describe the project's contribution to the call's objectives and science excellence in the Czech Republic, its impact and feasibility as well as the financial efficiency. The project should enhance bilateral collaboration between Czech and Swiss research infrastructures, foster scientific excellence, capacity building, and international integration.

In the project description, the applicant must present the overall project plan, methods applied, include a bilateral project plan, present competence and expertise of the leading/key members of the project and link the project content with costs.

Beside these, the project description should also suggest the **expected results**, express them using verifiable and countable indicators and link them with specific activities (where possible).

**Each project must include:**

#### **Scientific Publication/s**

- **Scientific publication/s**, including co-authored publication/s by Czech and Swiss researchers in high-impact journals (result **J** – peer-reviewed scientific article; coming from joint research activities, technology or service developments and user access) (**R&I\_CI\_1**)

**and at least one of other indicators listed below:**

- Number of joint workshops organized (Result Code – **W**)
- **Number of people benefiting from training to improve institutional and professional capacity (CC\_CI\_1)**
- Number of **researchers having gained experience abroad** in the framework of scientific research or innovation initiatives for at least 6 months (**R&I\_CI\_2**)

- Number of **innovations in products, processes or services** developing the particular RI (e.g. pilot plants, verified technologies, utility models, industrial (registered) designs, prototypes, results projected into legislation, norms, national R&D strategy, methodologies, specialized maps with technical/scientific content (Nmap), software) (**R&I\_CI\_3**)
- Number of open access **users from abroad** in 2025-2028 (increase by %)
- Number of jointly registered applications for Intellectual Property Protection (result **P** - Patent) or jointly prepared applications with the aim of registration.
- Number of **industrial users** (fee-based access)

Other indicators for the project are optional. Detailed list of optional programme's **Key Performance Indicators**:

#### **Education and Training Activities organized**

- Number of conferences organized (Result Code – M)
- Number of “Science Days” for public organized
- Number of CZ students trained in the internship project on site (CZ RIs)

#### **Mobility and Knowledge Transfer**

- Number of CZ staff staying in CH institutions for at least 6 months
- Number of CZ students staying in CH institutions for at least 6 months
- Number of CZ students staying in CH institutions for less than 6 months
- Number of CH staff staying in CZ institutions for at least 6 months
- Number of CH students staying in CZ institutions for at least 6 months
- Number of CH students staying in CZ institutions for less than 6 months

#### **New Products, Technologies, Methodologies and Services developed / installed**

- Number of methodologies approved (Result Code – N<sub>met</sub>)
- Number of specialised maps produced (Result Code – N<sub>map</sub>)
- Number of audiovisual works produced (Result Code – A)
- Number of special public databases produced (Result Code – S)
- Number of software produced (Result Code – R)
- Number of results projected into guidelines and other non-legislative regulations that are mandatory under the relevant provider (Result Code – H<sub>nonleg</sub>)

#### **User Program (Open Access) enhanced / expanded and Transnational Access provided**

- Number of CH users in the Czech Research Infrastructure in 2025-2028
- Number of users from abroad in the Czech Research Infrastructure in 2025-2028

#### **Innovation fostered / Technology Transfer facilitated**

- Number of prototypes submitted (Result Code – G)
- “Innovation Guidebook” elaborated

NOTE: The list of KPIs above does not necessarily include every single result that may come out of a project, it lists merely the main indicators that MEYS expects presently. **Other outcomes with easily quantifiable metrics are also welcome.** Furthermore, the programme encourages the applicants to also apply **non-research components** that align

with DORA (Declaration on Research Assessment) principles and enrich the project proposal (these non-research components are all optional). These may include:

### **Societal Impact & Public Engagement**

- Outreach to non-academic audiences
- Citizen science or participatory research
- Contributions to public policy or local communities
- Communication strategies (e.g., workshops, exhibitions, media engagement)

### **Team Development & Collaboration**

- Capacity building for early-career researchers
- Interdisciplinary or international collaboration
- Inclusive practices (e.g., gender equality, diverse team structures)
- Mentorship and training activities

### **Open Science & Knowledge Sharing**

- Open access publishing
- Data sharing practices (e.g., FAIR data principles)
- Open peer review or collaborative platforms
- Development of open-source tools or resources

### **Sustainability & Long-Term Value**

- Environmental sustainability of the project
- Reusability of outputs (e.g., datasets, methods, models)
- Institutional strengthening or systemic change

### **Ethics and Responsible Research Practices**

- Ethical considerations and risk assessment
- Data protection, inclusivity, and community involvement
- Compliance with legal and societal standards

### **Educational & Capacity-Building Elements**

- Creation of teaching materials or training modules
- Engagement with schools, universities, or informal education
- Internships or skills development opportunities

## **3.2. Budget Structure**

The Budget Tables (Excel or similar) attached to the Application Form should:

- Be filled in **CZK** (using Call Exchange rate 26,519 CZK/1 CHF),
- Use **whole CZK** (not thousands) for total project costs,
- Consists of an **overall budget table/s** as well as of **work packages tables / tables for various activities**,
- work packages tables / activity tables should state an **activity priority** (as explained below).



The following version of the structured budget tables is suggested as an example:

WP1: Title								
Cost category	Organization	Type (specification)	Unit (personmonth, pieces, publications, persons)	Amount (personal cost/month, price)	Total (CZK)	Total (CHF)	Priority (1-2-3)	Note (calculation, explanation, etc.)
Personnel							1	
Personnel							2	
<b>Personnel TOTAL</b>								
Travel and Mobility								
Travel and Mobility								
Travel and Mobility								
<b>Travel and Mobility TOTAL</b>								
Investments								
Investments								
<b>Investments TOTAL</b>								
Other operating costs								
Other operating costs								
Other operating costs								
<b>Other operating costs TOTAL</b>								
Services								
Services								
<b>Services TOTAL</b>								
<b>TOTAL</b>								

TOTAL PROJECT COSTS		
Work package	Amount (CZK)	Amount (CHF)
WP 1		
WP 2		
WP 3		
WP total		
Indirect costs		
<b>Total</b>		

PROJECT COSTS PER COSTS CATEGORIES					
Cost category	Organization	WP	Unit/Cost	Total (CZK)	Total (CHF)
Personnel					
Personnel					
...					
<b>Personnel TOTAL</b>					
Travel and Mobility					
Travel and Mobility					
Travel and Mobility					
...					
<b>Travel and Mobility TOTAL</b>					
Investments					
Investments					
...					
<b>Investments TOTAL</b>					
Other operating costs					
Other operating costs					
Other operating costs					
...					
<b>Other operating costs TOTAL</b>					
Services					
Services					
...					
<b>Services TOTAL</b>					
<b>Total Direct costs</b>					
<b>Total Indirect costs</b>					
<b>TOTAL</b>					

While drafting the budget, the applicants are strongly recommended to structure the budget through **Work Packages / Activities** within which they set each line of the cost category a certain **priority** (1, 2, or 3):

**Priority 1 – Core Activity:**

the activity is essential for the whole project; the project goals cannot be fulfilled without this activity; and activity outputs cannot be met if there are any cuts to the activity budget needs.

**Priority 2 – Desirable Activity:**

the activity is not essential to the overall structure of the project, but it is highly desirable to reach project goals and outcomes; the project may fulfil its overall goals if the Selection Committee / Review Panel suggests cuts in certain activity, decrease budget and outputs etc.

**Priority 3 – Optional Activity:**

the activity is desirable, but if excluded or decreased significantly, it will not affect overall goals and outcomes of the project.

It is highly advised to follow the **colour definitions** provided above, to ensure consistency and enhance readability. Due to the competitive nature of the narrative evaluation process as well

as **the range approach to funding**,<sup>4</sup> the applicants are encouraged to structure their budgets with activities of **all three priorities, not exclude any of the above-mentioned priorities**.

The budget tables also **must include an overall table including three below-explained categories**: Management Costs, Swiss Experts and Partners, and Activities. These categories will be also required for **reporting and monitoring**.

#### **Management Costs:**

- such as personnel management costs, publicity and visibility, etc.

#### **Swiss Experts and Partners:**

- all expenditures of Swiss partners, including expenditure of Swiss activities

#### **Activities:**

- all expenditures on the project activities of the Czech applicant and Czech partner/s

Below find a suggested example of the overall table:

Project Costs (Reporting Categories)					
	2025	2026	2027	2028	Total
Management costs	CZK	CZK	CZK	CZK	CZK
	CHF	CHF	CHF	CHF	CHF
Swiss experts and partners	CZK	CZK	CZK	CZK	CZK
	CHF	CHF	CHF	CHF	CHF
Activities	CZK	CZK	CZK	CZK	CZK
	CHF	CHF	CHF	CHF	CHF

Further information and questions will be provided at the Workshop for applicants, which will take place soon after the Call for Proposal is launched.

### **3.3. Partnership Agreement**

A draft of a partnership agreement is a mandatory attachment to the Project Proposal. The partnership agreement must specify Swiss partner's **role in the project, expected outputs, budget allocation/costs** and **other details in accordance with the Regulations** (see Regulations – Nařízení o implementaci druhého švýcarského příspěvku, Article 4.10, accessible at <https://www.swiss-contribution.cz/en/general-information/legal-documents>) and **as agreed by the partners**.

Furthermore, the applicant must include a text that shall **contractually bind Swiss partner/s** and, where applicable, other third parties **to submit to audits** by the Ministry of Education, Youth and Sports (the grant provider), audit authorities, Supreme Audit Office (Nejvyšší kontrolní úřad, NKÚ), Ministry of Finance of the Czech Republic (acting as the programme's National Coordination Unit, NCU), financial administration authority, the Swiss Agency

<sup>4</sup> As a result of the evaluation the project activities/budget may be cut off to reach the total allocation for the programme. The selection Committee may recommend the reduction of the project scope and budget where justified, adjust the final budget allocations according to the proposed structure of project activities etc. (see Call text, Article 9, Selection Committee/Review Panel section).

for Development and Cooperation (SDC), and the State Secretariat for Economic Affairs (SECO).

When drafting the partnership agreement, the applicants are advised to keep in mind that the **Swiss partner must not bare any exchange risks** and that there is a budget cap for the Swiss partners costs (up to 50% of the total project budget).

## 4. Evaluation Framework and Procedure

### 4.1. Framework and Evaluation Criteria

The project proposals will be evaluated for their **scientific and technical merit**, relevance to the **call's objectives, strategic and societal impact** as well as **feasibility** and **implementation capacity** and **financial efficiency**. The evaluation will be a **narrative one**.

#### Evaluation Criteria and their value:

##### 1. Scientific and Technical Merit (30%)

- Proposals must demonstrate potential for excellent research.
- Research quality, originality, and potential for scientific breakthroughs. (It should contribute to new knowledge, methodologies, or technological advancements in the field.)
- Contribution to strengthening bilateral collaboration between Czech and Swiss research institutions.

##### 2. Relevance to the Call's Objectives (25%)

- Proposals must align with the strategic focus areas outlined in the call.
- The project should contribute to the key outputs and outcomes outlined in the Guide for Applicants. This includes increased joint research outputs, capacity building, technology transfer, and innovation dissemination.
- Clear mechanisms for tracking and reporting measurable results (e.g., increase in open-access users, patents, new technologies, etc.).

##### 3. Strategic and Societal Impact (20%)

- The expected impact of the project in terms of scientific cooperation, institutional strengthening, and contribution to European research networks.
- Contribution to the integration of Czech RIs into international collaborations.
- Potential for long-term collaboration beyond the project duration.
- Broader societal and economic benefits arising from the research.

##### 4. Feasibility and Implementation Capacity (10%)

- The proposal must present a clear and realistic plan, including well-defined timelines and milestones.
- Institutional support, work plan coherence, and team expertise. (Demonstration of institutional capacity and expertise to successfully implement the project.)
- Effective risk mitigation strategies to ensure project completion.
- Well-defined roles and responsibilities of participating institutions, ensuring strong bilateral collaboration between Czech and Swiss partners.

## 5. Financial Efficiency (15%)

- Proposals must ensure proper and efficient use of funds.
- Budget justification, realism of costs, and cost-effectiveness in achieving project goals.
- Alignment of financial planning with the activities described in the project plan.

### 4.2. Expected evaluation timeline

Administrative Compliance and Eligibility Check:	September
Selection Committee / Review Panel:	September/October
Steering Committee:	October
Decision letter with evaluation results:	November
Partnership Agreement – signed:	November
Decisions on Funding:	November/December

### 4.3. Outcome and next steps

After the evaluation process (described in the Call for Proposals, Article 9 – Selection/Review Process) is completed, the applicants will receive a **Decision letter with evaluation results**. After the applicant's **acceptance** of the evaluation results and submission of the **signed Partnership Agreement**, the Ministry will issue a legal act (**Decision on Funding**).

## 5. Project Implementation

### 5.1. Provision of Funding

The method of provision of funding is stated in the Decision on Funding, which template is an integral part of Call 8K2502 documents (primarily in Article 3).

The funding will be provided to the beneficiary **in CZK as ex ante payments**. The payment for the **first year** will be sent on the account of the beneficiary **within 60 days after the signing of the Decision on Funding** – the first payment is expected to be sent by December 2025.

The funding for **other years** would be sent to the beneficiary **within 60 days from the start of the calendar year** – expected to be sent by March 2026, March 2027, and March 2028 – provided that the beneficiary fulfils all required obligations (e.g. progress/annual reports and information inserted to VaVal according to the project plan).

### 5.2. Reporting Obligations

The beneficiary is required to send one **Progress Report/Annual Report** per year, except in the last year when the beneficiary will send the **Final Report** summarizing the completion of the whole project. These reports are to be sent to MEYS by the **end of January** (i.e. 31<sup>st</sup> January 2026, 31<sup>st</sup> January 2027, 31<sup>st</sup> January 2028, and the Final Report until 31<sup>st</sup> January 2029). All reports will consist of financial reports and technical reports.

Twice a year, the beneficiary is required to submit **interim financial reports** to MEYS: the first one to be submitted no later than **15<sup>th</sup> January**, the second one no later than **10<sup>th</sup> July**.

A template for the Progress/Annual Report and for the Final Report will be available in advance on MEYS website.

NOTE: During and after the project, audits requiring additional information from the beneficiary (and Swiss partner/s) may be conducted.

### 5.3. Changes during Project Implementation

Detailed information regarding project implementation changes will be provided through a Guide for Beneficiaries. The Guide for Beneficiaries will be provided with the Decision on Funding at the latest.

## 6. Contact Information

Contact Person at MEYS Programme Manager	Ing. Magda PEKTOROVÁ Department of Research and Development (Research Infrastructures Unit – Unit 311) Tel: 00420 778 760 928 E-mail: <a href="mailto:magda.pektorova@msmt.gov.cz">magda.pektorova@msmt.gov.cz</a>
Contact Person at MEYS Programme Administrator	Mgr. Klára TYPLOVÁ NETÍKOVÁ Department of Research and Development (Research Infrastructures Unit – Unit 311) Tel: 00420 771 130 584 E-mail: <a href="mailto:klara.typlovanetikova@msmt.gov.cz">klara.typlovanetikova@msmt.gov.cz</a>
Ministry of Education, Youth and Sports	Karmelitská 529/5 118 12 Praha 1 – Malá Strana
Data Box ID	vidaawt

Further information will be provided at the **Workshop for Applicants** – detailed information and date will be published on the website.