

## Internal Guidelines

### 2022 Charles University – University of St Andrews Joint Seed Funding

#### **Aims of cooperation and possible formats**

Charles University and the University of St Andrews have established a joint seed funding scheme with the goal of facilitating cooperation in the framework of our strategic partnership. The funding shall enable academic staff from all disciplines to identify complementary strengths, explore areas of synergy, and develop outstanding future projects in research and academic innovation. The joint seed funding aims to support the first steps of cooperation and is not meant as complete project funding.

Possible formats for cooperation may include:

- Intensive research workshops;
- Pedagogical workshops (e.g. exploring digital or other course collaboration);
- Short term research stays; or
- Mobility for the preparation of joint research or education proposals.

#### **Terms and conditions of open call**

The supported activities should have a clearly defined focus and serve as a catalyst for the development of new joint projects. The activities can take place in Prague or in St Andrews; applications that include collaboration across disciplines are encouraged. The motivation for holding the activity should be clearly explained, including how the involved CU and UoStA faculties and schools can benefit long term from this cooperation.

Principal Investigators should be full-time or part-time academic staff with a contract of employment until at least the end of the project.

Projects may also include the participation of self-funded external investigators or partner institutions where relevant.

#### **Sustainable research travel**

Charles University and the University of St Andrews recognise the importance of organising in-person meetings and events to support the development of collaborative projects. However, both institutions are also aware of the significant environmental impact of the international travel they fund. Therefore, applicants are encouraged to carefully consider the proposed in-person events that require team members to fly internationally. Applicants may wish to consider dedicating a small percentage of their proposed budget to offset the carbon emissions of their travel. [Climate Care](#) can help with calculating the carbon from a journey and purchasing an offset, and tools such as [Routerank](#) can help with evaluating different travel options regarding time, price and sustainability. Please refer to the University of St Andrews' [Sustainable Research and Business Travel webpage](#) for more information.

### **Selection criteria**

Applications will be reviewed and scored by selection committees at Charles University and the University of St Andrews. The selection committees will evaluate each application on the following criteria:

- **Academic quality and innovation:** the academic quality of the proposed activities, the contribution to novel thinking and the ability to cut across disciplines.
- **Anticipated outcomes:** a clearly formulated plan for the project and the likelihood that it will lead to a long-term, sustainable research or educational relationship and generate on-going collaboration.
- **Partnership:** how the project will be shared with broader academic communities at each institution and promote and consolidate the relationship between the two universities.
- **Strategic relevance:** the contribution to realising university strategies and promotion of priority research themes.

### **Duration and funding**

Project timelines should be clearly outlined in the application and may not exceed 12 months from the project start date. It is expected that projects will start no later than 1 July 2022.

Each application will receive up to £5,000 (approx. €6,000) in total or £2,500 (approx. €3,000) from each institution.

Non-allowable expenses include:

- salaries or salary supplementation of any kind
- indirect and overhead costs
- course fees, stipends or scholarships for students
- computers, including laptops and basic computing facilities such as printers, word processing and other standard software

### **Submission and deadlines**

Proposals should be jointly submitted by CU and UoStA faculty in **ONE** single application form (English). Proposals should include the following information:

- 1) Names, titles, departments/schools and emails of the Charles University and the University of St Andrews Principal Investigators and any other academic staff involved in the activities.
- 2) Project title and layperson abstract of the proposed project (up to 250 words)
- 3) Narrative description of the proposed project for a multi-school, multidisciplinary audience using the following sub-headings (two-page limit):
  - a. Project objectives
  - b. Background and previous work as appropriate
  - c. Specific outputs expected
  - d. Explanation of how you will evaluate the success of your project
  - e. Anticipated schedule for completion
- 4) Brief description of how the project will address the selection criteria using the

following subheadings:

- a. Academic quality and innovation (maximum 100 words)
  - b. Anticipated outcomes (maximum 100 words)
  - c. Partnership (maximum 100 words)
  - d. Strategic relevance (maximum 100 words)
- 5) Budget and budget justification, with one section for CU budget and one section for UoStA budget, explaining in detail all anticipated expenditures
  - 6) Endorsement letters from respective heads of faculty and school

Joint proposals must be submitted by **5 May 2022**. Applicants will be notified about the outcome of the selection process by June 2022.

Applicants should submit their joint proposal to both Charles University and the University of St Andrews. Proposals should be emailed to the Project Coordinators:

At Charles University:

Jaromír Soukup  
Head of Centre for Strategic Partnerships  
International Relations Office  
[jaromir.soukup@ruk.cuni.cz](mailto:jaromir.soukup@ruk.cuni.cz)

At University of St Andrews:

Harriet Sheridan  
Partnerships Officer, Global Office  
[partnerships@st-andrews.ac.uk](mailto:partnerships@st-andrews.ac.uk)