



UNIVERZITA
KARLOVA

Methodology for Final Reports in Start Programme

This methodology is binding for all researchers, mentors and reviewers in Start programme.

Final reports

- To be prepared by the research team under the leadership of HR within one month following the end of implementation of the project in IS Věda.
- Mentors add their evaluation after handing over of the Final report.
- The printed final version will be handed over by HR to OVaV RUK signed by all current researchers and the mentor.

Content of the Final report

- Summary of the project implementation
- Summary of achieved outputs, possibly with evidence
- Summary of research / educational interships abroad and other planned activities abroad of all researchers of the project
- Evidence of Internship reports and confirmation of attendance of educational activities
- Evaluation of fulfilment of research goal of the project
- Evaluation of fulfilment of educational goals of all researchers of the project
- All pieces of confirmation of attendance, certificates and Internship reports are not to be inserted again, but rather mention the number of the respective Monthly report, where they have been documented. In printed form do add Originals.

Evaluation of Final reports

a) By the mentor – part of Final report

- Evaluates mentored activities.
- Assesses the project implementation.
- Assesses gained knowledge and outputs.
- Assesses fulfilment of educational goals of **all researchers**.
- Indicates recommendation for further / future research activities of **every** researcher.

b) By the Review Commission

- Assesses mainly the fulfilment of set research goals and it's outputs.



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

- Following the evaluation by the mentor (educational goals) and one's evaluation (research goal and outputs) assesses the project implementation according to the Methodology for Reviewers of the Start programme).

Criteria for evaluation of Final reports:

- Fulfilment of research goal (YES / NO / PARTLY)
- Expected outputs fulfilled (YES / NO / PARTLY – expected outputs were fulfilled, but for objective reasons in a minor phase of processing than had been defined in the project proposal; e.g. article still in the form of a manuscript and not in the review procedure because of change/s during the implementation of the project and the like)
- Fulfilment of educational goals of the head researcher (YES / NO / PARTLY)
- Fulfilment of educational goals of other researchers (YES / NO / PARTLY)
- Internships were beneficial for the students (YES / NO / PARTLY).
- The head researcher managed to lead the team and organize the implementation of the project (YES / NO / PARTLY).
- Evaluation of the project success (fulfilment of all project goals):
(FULFILLED / FULFILLED with REMARK / NOT FULFILLED)

Minutes shall be taken of meetings of the Commission including the potential list of prematurely finished projects. Minutes of the meetings will be made public in a usual way.

Recommendation for the head researcher before conclusion of the project implementation

- 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 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)
- Checking of fulfilment of the project goals
- Please be specific while drawing up the final report. Do not just use general phrasing.

Recommendation for FR before conclusion of the project implementation

- Checking of submitted changes
- Checking of register of approved changes in the project (in case of change of work load of the researcher they need to be registered again including the period of validity of the work load)
- Checking of certificate original prints, confirmation of attendance, Internship reports
- Checking of decisions to grant a scholarship / DPČ - agreement to perform work
- Checking of accounting of the projects
- Checking of participant cards of new researchers



Timetable

01. 04. 2021 – 31. 03. 2023: implementation of projects

01. 04. 2023 – 30. 04. 2023: handing over of Final reports (head researchers)

01. 05. 2023 – 31. 05. 2023: assessment of Final reports (reviewers and Review Commission)

01. 06. 2023 – 30. 07. 2023: Handing over of Final assessment report to the Rector's Collegium (Vice-rector for Research).



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY