ISTA Guide and application form

English version of Reference Number: TACR/32-5/2019

First Call for Proposals of the KAPPA Programme

(CZ RESEARCH Programme

EEA and Norway Grants 2014–2021)

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INTRODUCTION

This Guide is an integral part of call documents related to the 1st Call for Proposals of the KAPPA Programme for applied research, experimental development and innovation (Programme), financed by EEA and Norwegian Financial Mechanisms 2014–2021 (EEA and Norway Grants) announced by the Technology Agency of the Czech Republic (TA CR; Programme Operator of the Programme) on 20 November 2019.

The Call for Proposals is launched under the EEA and Norway Grants for applied research projects. Applied research includes industrial research, experimental development or a combination thereof. The Call for Proposals includes a CCS component but otherwise is thematically open.

For the detailed informations about the Call for Proposals, see the Guide for Applicants.

This Guide provides a summary of the help texts in the Information System of the Technology Agency of the Czech Republic (ISTA) and helps to successfully submit the project proposal. Only the project proposal with the requirements and attachments in English submitted by the applicant in **ISTA** can be further assessed and evaluated.

For each individual field in the project proposal, the ISTA information system will provide you with the help text that will be displayed during your work.

Only the best projects can succeed in each evaluation phase and receive the funding. The experts evaluate the project proposals based on the content you provided. Therefore, please carefully study all Call Documentation for Programme and the Annexes which contain all relevant information and legal regulations.

Even if your idea is the best, if your project proposal is not well-designed, unambiguous, detailed, convincing and concise, you will not be a successful beneficent of the funding.

All Relevant Documents and web links related to this Call for Proposals are available at kappa.tacr.cz/en.

Questions in English may be submitted at the earliest from the date of the announcement of Call for Proposals, and no later than 5 working days before the deadline for submission of project proposal in ISTA via the HELPDESK application available at https://helpdesk.tacr.cz. The maximum response time during the call period is 10 working days. In case of questions sent 5–10 working days before the end of the call, these questions will be answered no later than on the day preceding the date of the end of the call. Only written answers are binding.

To find out the answers to your questions, please also use the Frequently Asked Questions and Answers available at https://helpdesk.tacr.cz.

How can you find a project partner?

The objective of the Programme KAPPA is the international cooperation of entities from Czechia with partners from Norway, Iceland and Liechtenstein, so you always need a Czech applicant and a donor project partner.

- You can use the Matchmaking KAPPA Application (application) database to find a foreign partner. In the application you will find the name of the company, contact address, field of the planned research project, annotation, keywords and description of the partner the company is looking for. During the contact seminars, the application will be able to arrange meetings with potential partners and to work together on the project plan. It is a **two-day event in Prague** on **25–26 November 2019**. You would get the detail information about the KAPPA Programme financed by the EEA and Norway Grants and you would have the opportunity to find project partners. Also after the event is gone, you can find the database with contacts in the application.
- You can use the Partner Search Database for EEA and Norway Grants which is managed by the agency Research Council of Norway. The database is regularly updated and will remain public until all calls within this programming period have been completed, by 2024 at the latest. Sign up to take advantage of opportunities to find and reach potential partners.
- If you are looking for a project partner with a specific research focus, you can use the TA CR tool called STARFOS for a comprehensive search for thematically similar or related Research and Development projects implemented in the Czechia.
- You can also use the database of the Ministry of Finance of the Czech Republic or Enterprise Europe Network database.

PROJECT PROPOSAL SUBMISSION

The project proposal is completed **in English**. Some parts of the project proposal are also completed in Czech (always stated in the field name and help text) – these are the fields which shall be further provided to the Central Evidence of Projects (CEP). These parts of the project proposal have to be completed by the Czech applicant. All other fields shall be completed in English. All phases of the evaluation process and consequently all administration of the supported projects will also take place in English.

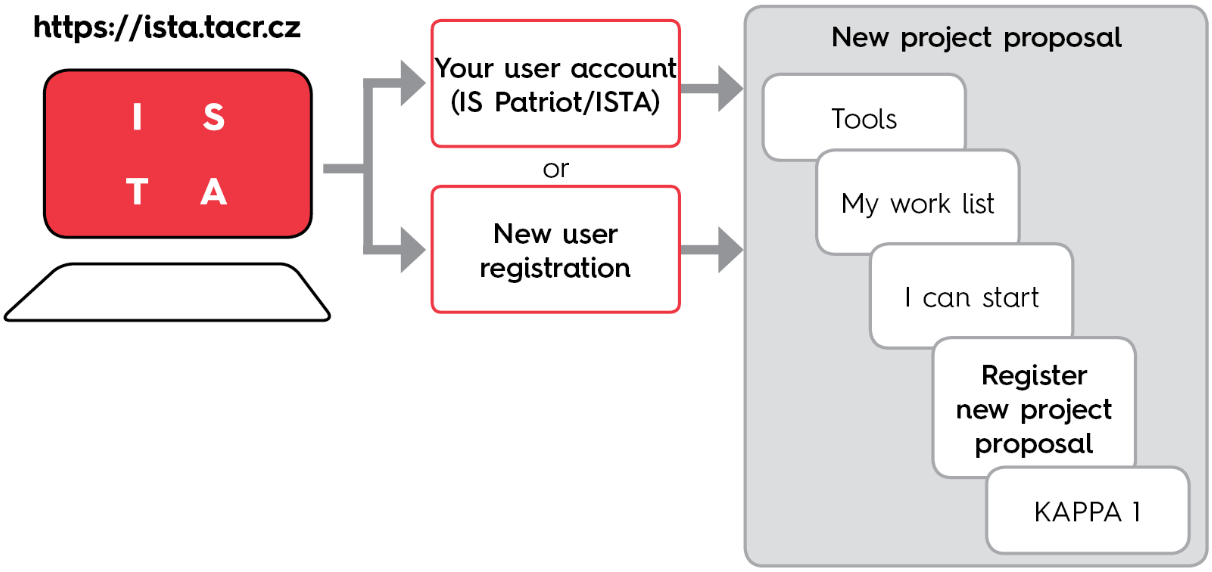
For the English version of the information system, select the appropriate flag in the top right corner right after logging into the system.

Creating a New Project Proposal

The project proposal is completed and submitted in electronic form in ISTA, available at https://ista.tacr.cz/.

To access to ISTA, you can use your existing account to IS Patriot/ISTA (if it has been sent to you in the past) or create a new user registration.

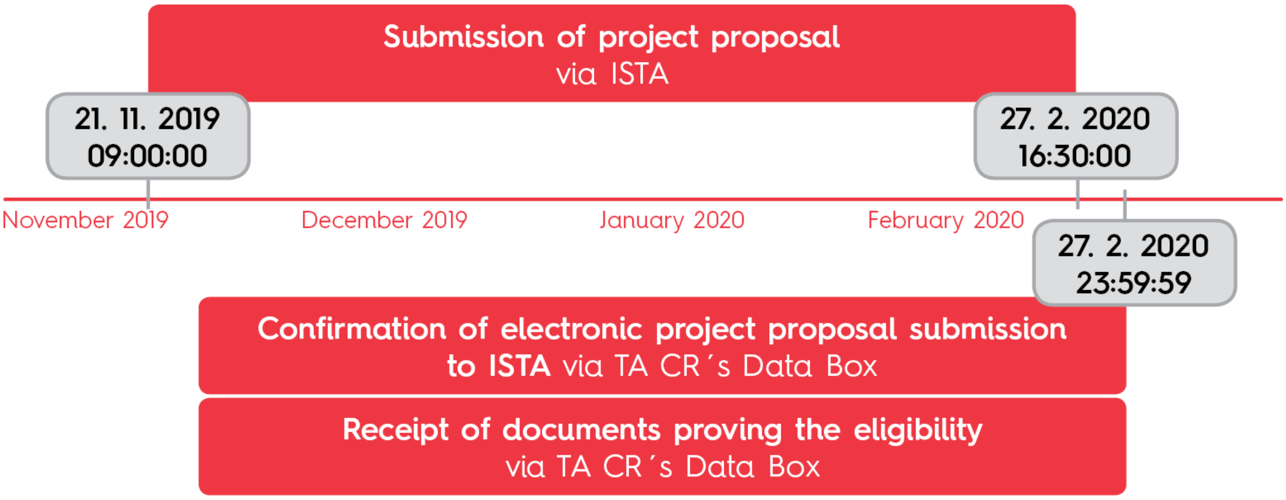
In order to create a new project proposal, go to the menu and find "Tools" → "My work list" → „I can start" → „Register new project proposal" and then select the KAPPA 1.



Submitting the Project Proposal

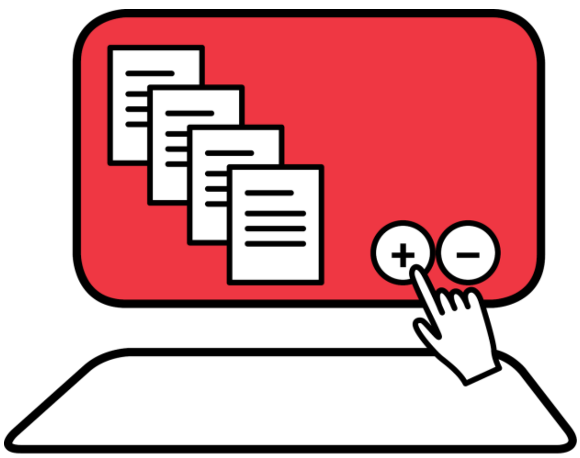
The completed project proposal shall be sent electronically via ISTA by opening the relevant project in the "Projects" → "My Projects"→ „Project proposal", and click on „Submit project proposal". After submitting the project proposal via ISTA, the applicant shall generate a PDF document titled "Confirmation of electronic submission of the project proposal to ISTA" (Submission confirmation), by using the button “Submission confirmation”. This document includes a unique identifier (the date and time of the submission), which is identical with the electronic project proposal submission. This data shall be identical.

The opening of the Call for Proposals will be on 21 November 2019 at 9:00:00 AM. and ends on 27 February 2020.



The decisive factor is the time according to the time zone in Czechia (GMT+01:00), Central European Time.

During the call period, the applicant may edit the already submitted project proposal. The applicant may reopen the Project proposal for editing via the TA CR Office after its submission only until **3PM** on the penultimate day before the end of the Call for Proposals, i.e. **26 February 2020**. Applicant can request the opening of the project proposal via HELPDESK at https://helpdesk.tacr.cz/ under KAPPA – EEA and Norway Grants. After the deadline and during the evaluation period, the submitted project proposal cannot be edited. Keep this in mind when completing the individual fields. Other project changes are possible only during the project solution.



You can input only a limited number of characters into each text field. The limit is always listed by each field and shall be followed. Necessary attachment(s) shall be attached to the Chapter No. 8. Project attachments, part of the project proposal.

1 Project identification details

Project title in English language

Fill in the project proposal title in English. Choose the project proposal title in such a way that it best describes your project proposal.

It can include numbers, letters, as well as slashes, underscores, dashes, spaces and other special characters. The title begins with a capital letter. Choose the project proposal title carefully, because it can't be changed during the call for proposals is open, or during the project solution. The project proposal title is an identification detail of the project and it serves this purpose only, the project proposal title is not subject to evaluation. Nevertheless, remember that in publicly published lists (printed or posted on the internet) the project's identification code and title will be stated, and so the title should fit your project.

Project title in Czech language

Fill in the project proposal title in Czech, which must correspond to the project title in the previous field.

Project Name – Acronym

Fill in the project proposal title in shortened version or as an acronym. This abbreviation will present your project.

Project Duration

Start of the project solution

State the month and year of the start of the project. The project has to start between **1 October 2020** and **31 March 2021**.

Completion of the project solution

State the month and year of the project solution. The latest project end date is **April 30, 2024**. The minimum project duration is **24 months**, the maximum length is **43 months**.

2 Applicants

Each project must have an applicant from Czechia, and a project partner from Norway, Iceland or Liechtenstein. In projects focused on research and development in the Carbon capture and storage (CCS) area, the project partner must be from Norway.

The main applicant shall be from Czechia and it can be a research organisation or an enterprise. The number of Czech or donor project partners is not limited. Project partners from third countries can participate in the project. Third country is any country except Czechia and Norway in the case of Norway Grants funding. In the case of EEA Grants funding, third Country means any country except Iceland, Liechtenstein, Norway and Czechia.

Each applicant and project partner must fill in the required details. Identification information of the Czech applicant or project partner will be automatically filled in on the basis of the ID Number of the Czech applicant or Czech project partner. These data will be filled in from publicly available registers. In case of irregularities of the automatically filled data, please comment on this fact in the field "Commentary of the automatically filled data". The fields for identification data for the donor project partners (or project partners from third countries) are editable and these project partners will fill them in.

Identification Details

Role of applicants and project partners in the project

In each project proposal, there shall be a **"applicant"** and a **"project partner"**.

P – Applicant:

- can be only one in the project,
- shall be established in Czechia,
- can be a research organization or an enterprise,
- is responsible for submitting the project proposal in the ISTA,
- is responsible for communication with TA CR.

D – Project Partner:

- minimum one of project partners shall be from Norway, Iceland or Liechtenstein,
- can be also from Czechia and also from third countries,
- For projects focused on research and development activities in the carbon capture and storage (CCS) area, the project partner must be from Norway.
- The maximum number of project partners is not limited.

Organisation type

Only one option may be selected:

- SE – Small Enterprise
- ME – Medium-sized Enterprise
- LE – Large Enterprise
- RO – Research Organisation

Applicants and project partners will choose the organization type:

a. **SE and ME: "SME"** mean enterprises within the meaning of the Commission Regulation (EU) No. 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (EU Regulation). The definition of small and medium-sized enterprises is part of Annex I to this EU Regulation. When classifying the enterprises into individual categories, you can also use the classification procedures of the Czech Ministry of Industry and Trade in the Czech Republic.

According to the EU Regulation:

1) an enterprise is considered a medium-sized enterprise, if:
    a. it employs less than 250 employees, and
    b. its assets do not exceed the CZK equivalent of EUR 43 million or has a annual turnover/income exceeding the CZK equivalent of the value of EUR 50 million;
2) an enterprise is considered a small enterprise, if:
    a. it employs less than 50 employees, and
    b. its assets or annual turnover/income does not exceed the CZK equivalent of the value of EUR 10 million;

b. **LE: "large enterprise"** means an enterprise which does not fit the definition of small and medium-sized enterprises.

Beware: When determining the category of the enterprise size, it is also necessary to consider the proprietary relations. If the enterprise in question is owned by another enterprise, the size of the enterprise involved in the call for proposal must also reflect the additional relevant share of employees and turnover according to the size of the owner and its ownership share.

c. **RO: „research organisation"** means an entity (e.g., university or research institute, technology transfer agency, innovation facilitator, research-oriented physical or virtual cooperating entity) regardless of its legal status (established under public or private law) or its method of financing, the principal purpose of which is to carry out independent basic research, industrial research or experimental development or publicly spread the outcomes of such activities in the form of teaching, publications or knowledge transfer. If such entity also performs an economic activity, it is necessary to keep separate accounting for the financing, costs, and revenues.

Members of the bodies of the applicant and project partner, including the statutory body

Information about the members of the Czech applicant's and Czech project partner's bodies will be automatically filled in from publicly available registries and from the ISTA. You can comment on the information in the field "Commentary on automatically completed details". The fields for identification data for the donor project partners (or project partners from third countries) are editable and these project partners will fill them in.

Financial indicators

The criteria of evaluation of undertaking in difficulty

For the applicants and Czech project partners, the data needed to evaluating an undertaking in difficulty will be automatically filled in from publicly available registries and from the ISTA.

For other project partners, these data will be required before signing the Project Funding Agreement, where applicable.

On the basis of Art. 2 par. 18 of the EU Commision Regulation No 651/2014, provision of funding is prohibited for applicants considered "undertaking in difficulty". The purpose of this standard is indicating (with the margin of half of the subscribed share capital) that there is a risk of over-indebtedness of the company, meaning that the debts of the company exceed the value of its property.

The evaluation of an undertaking in difficulty is done only for applicants-companies.

„Undertaking in difficulty“ means:

- an SME (Small and Medium Enterprise) that has been in existence for less than three years if it is subject to insolvency proceedings, or it received rescue aid and has not yet reimbursed the loan or terminated the guarantee;
- SMEs that have been in existence for more than three years and enterprises which are not SME (they are Large Corporate), if: they are subject to insolvency proceedings, or they received rescue aid and have not yet reimbursed the loan or terminated the guarantee;
- the total value of equity capital of the company is not positive, or it does not exceed half of the subscribed share capital of the company.

In the case that according to the following calculation your company is an undertaking in difficulty, but there is an objective and publicly documentable explanation why it isn't an actual undertaking in difficulty (e.g., separation of a company), state the relevant arguments in the commentary. If you are a part of a group of companies, which form a single economic unit, and the whole unit is not an undertaking in difficulty, state this fact along with consolidated financial statement.

Calculation

Subscribed share capital + Equity capital of the company < Subscribed share capital / 2

The individual items taken into account in the calculation are labeled in the sheet:

(A.I + A.II.1) + (A.II.2 + A.III + A.IV + A.V + A.VI) < (A.I + A.II.1)/2

The result of the calculation is displayed in the table in the row "Indication of an undertaking in difficulty".

Ownership Structure

Submission of details of the ownership structure and the equity participation of the applicants will be required before the signing of the Project Funding Agreement in accordance with provisions of Budget Rules.

Owners/Shareholders

Fill all the owners, or more precisely persons, holding at least 10% share in the applicant's or project partner's legal entity, in the case of limited liability companies (s.r.o.), joint stock company (a.s.), etc. In the event such person is another legal entity, please also state its owners and final natural entities holding at least 10% share in the legal entity.

In addition and if not already mentioned, state all the natural entities (beneficiaries) who are actually or formally involved in managing the applicant or project partner, regardless if done so directly, indirectly via other companies, or covertly. For such purposes, the beneficiary is also any natural entity who directly, indirectly via other companies, or covertly receives a share of the applicant's or project partner profit or loss. Simply fill in those beneficiaries whose total impact on the applicant or project partner is at least 10%. In the following cases it is sufficient to identify only the entities involved in the applicant's or project partner's management instead of identifying a portion of specific beneficiaries on the following form(s):

1. corporate securities are admitted for public trading on a regulated market in Czechia or a similar market in a state that is a full member of the Organisation for Economic Co-operation and Development (hereinafter "OECD"). In such an event, details in the required extent on the entities holding at least 10% in the long term must be provided.
2. the beneficiaries' share in the applicant's or project partner's entity is held through common investment fund or common investment unit which is subject to statutory supervision in a state that is a full member of the OECD,
3. the interest in the applicant's or project partner's entity is held by a statutory body established under the law of a state that is a full member of the OECD,
4. the interest in the applicant's or project partner's entity is held by an entity which is subject to statutory supervision in a state that is a full member of the OECD, while the entity acting under the statutory supervision is obligated to identify the beneficiaries to a similar extent as pursuant to this manual,
5. an applicant or project partner which, despite all efforts, is unable to identify some of the beneficiaries shall provide information on the untraceable beneficiary insofar as the information is obtained including appropriate justification. The applicant or project partner will also provide information on the last known beneficiary who held at least 10% interest. "

Beneficiaries

Fill in those beneficiaries whose total impact on the applicant or project partner is at least 10% according to the above. Briefly describe each person’s impact (direct, indirect, share in the profit or loss, etc.). If applicable, indicate whether any of the exceptions defined in the “Owners / Shareholders” section applies, or duly justify why it was not possible to identify the beneficiary.

Ownership Interests

Provide the trade name and ID Numbers of all legal entities in which your legal entity (enterprise) holds ownership share and state its percentage. All details in this field must be completed. However, if the specific applicant's or project partner's legal form indicates that it does not have the relevant details, the applicant or project partner does not fill this field. To add a new entity where the applicant or project partner has an ownership share, click on “Add”.

3 Project introduction

Factual focus of the project proposal

Objectives of the project and relevance to the programme and Call for Proposals

Objectives of project in English

Define the main (alternatively the additional) objectives of the project clearly. The objectives should be specific, measurable, achievable, realistic and time specific.

For an understandable description you can use the SMART method:

S – Specific – objective should be specific, clearly defined;
M – Measurable – when an objective is specific, it is also measurable. This is important for clear proof of completing the objective;
A – Achievable/Acceptable – the objective should be achievable (in the set time), or acceptable;
R – Realistic/Relevant – the objective should be realistic and relevant (considering the resources needed to reach it);
T – Time Specific/Trackable – the objective should be time specific, trackable in time."

Objectives of project in Czech

Definition of the main (alternatively the additional) objectives of project.

State the objectives of the project in Czech. The factual content has to be identical with the description of the objectives of the project in English.

Fulfillment of objectives of programme and Call for Proposals

Method of fulfilling the programme objectives.

Describe how does your project proposal fulfill the objectives of programme and Call for Proposals.

The programme objective is enhanced research-based knowledge development through the international cooperation in applied research.

The Call for Proposals objectives are international cooperation of entities from Czechia with partners from Norway, Iceland and Liechtenstein in applied research and to connecting research organisations with the application sphere (enterprises and other relevant entities).

Another objective is the increase of the amount of concrete results of industry research in the fields where there is an agreement with the foreign partner, which will be successfully applied in practice, and in so doing, increase the competitiveness of the participating companies and research organisations, through bilateral or multilateral cooperation of Czech and foreign partners.

A side objective of the programme is the support of projects focused on Carbon Capture and Storage (CCS).

Variant Zero and the incentive effect

The value of the provided funding for the project implementation.

Assess the value of the provision of funding from the point of view of the scale of the project, its objectives, the course of solution, outputs/outcomes in comparison of the option of project solution without the provision of funding.

Note: The applicant must prove the incentive effect of the funding within the meaning of par. 4.4. of the Framework for State aid for research and development and innovation (EU Framework).

For determining the incentive effect you can use these criteria:

a) substantial increase of the project size or activity in the case of the provision of funding;
b) substantial increase of the total amount expended by the applicant or project partner on the project or activity in the case of the provision of funding;
c) substantial shortening of the time of the solution or acceleration of the relevant activity;
d) submission of a request for funding before starting work on the project or the activity.

Project content

The essence and the timetable of the project proposal

Description of the solution process, timetable, solution stages, their coverage by the applicant and project partners, including the methods of reaching the project objectives.

Describe the essence, the content of the project in such a way that it creates a comprehensible whole for the evaluation. Justify why should the project be implemented.

Describe the solution process, the timetable, the solution stages including the description of the key activities, their coverage by the individual members of consortium, used research methods (how will the project be realized).

Specify what will be covered solely by the main applicant, and what will be covered in cooperation with the project partners, or which will be covered with the use of subcontracts from other organisations.

State how is the project proposal set in the context of the current activities and strategy of further development of the applicants.

The fulfilment of the outcomes must be controllable. In the case of need of more space in the field, you can use an attachment. Leave a clear reference to the attachment in the text in this field.

Project management

Method of managing of the project – project management

Describe how the project will be managed – project management. Define the roles and responsibilities of all members of the consortium in the project in reaching the stages and the objectives. How will the main applicant communicate with all of the project partners (including the partners from the donor states)?

Technical provision, initial know-how, applicants' dispositions

Technical provision and the dispositions of the applicants and project partners for the project solution.

Do you already own the material and technical equipment needed for the successful solving of a project output / result, e.g., the materials, the space, the technical equipment, staff, manufacturing or laboratory capacity? Are there relevant outputs / results, know-how or technologies of the involved project partners, which will be used in the project? How will you approach the existing material and immaterial property of the involved entities? Describe the technical equipment, possibilities of using laboratories and devices in relation to the research and development activities planned in the project proposal.

State the initial know-how and other key skills of all of the applicants. If the involvement of all of the applicants is not described, it will be difficult to evaluate their involvement in the project.

Current state of knowledge, novelty and research uncertainty

Description of the current state of knowledge in the given research area, novelty and research uncertainty of the proposed solution.

Describe the current state of knowledge in the field of the project, prove the knowledge of existing and analogous solutions.

Describe how the project solution fulfills the conditions placed on an R&D project (especially the element of novelty and uncertainty). Keep in mind, that proposed work has to be beyond the state of the art, and has to demonstrate innovation potential (e.g. ground-breaking objectives, novel concepts and approaches, new products, services or business and organisational models).

For the definition of the terms novelty and uncertainty use the Frascati manual. (link: http://www.oecd.org/innovation/inno/frascati-manual.htm). For identifikation of analagous solution (which is very important to avoid duplicate solutions) you can use the public database IS VaVaI and the search engine STARFOS at www.tacr.cz. In the case of necessity you can use an attachment. Leave a clear reference to it in the text.

Delimitation with respect to similar projects and solutions

State those project proposals submitted within this Call for Proposals and of which is the applicant or project partner, if they have a similar nature (e.g., field of solution, objectives, chosen methods, project team). If the applicant does not fulfil this obligation, the TA CR can fund just one of these projects.

State the identification codes and titles of all projects and research grant schemes with the same or similar nature, in which you participate, or you participated in the past. If the project proposal or its part is subject to another national and international grant scheme which the applicant or project partners submitted/submits, they must include this fact in the project proposal.

If the applicant or project partner does not state relevant similar or related projects or research grant schemes on national and international level, in which the applicant or project partner is or was a participant, it will be considered as a reason to not recommend the project proposal for funding in the evaluation process. Fill in the field even in the case where such projects or research grant schemes do not exist, and explicitly state this fact. It is possible to use the public systems and databases, such as the STARFOS search system at www.tacr.cz for the national level in Czechia.

Specification

Applicability outputs / results in practice, the benefits of the project

Description of the expected benefits (economic, noneconomic) of the project after its completion.

Describe the way of using of the project results, fill in specific economic and noneconomic benefits (social, ecological, etc.) at least for 3 years after project completion.

In the case of need of more space in the field, you can use an attachment. Leave a clear reference to the attachment in the text in this field.

The ability to introduce the results into practice

Describe the ability of the applicants and project partners to introduce the results into practice. State also any previous experience with introducing results into practice (commercialization).

Analysis of risks to achieving the project objectives

Analysis of risks

Description of risks and proposed risk management strategies.

Describe risks and risk mitigation strategy proposals in the project implementation phase and the phase of application of the project results in practice. Complete the presented table with other risks identified by you.

Explain how did you calculate the individual values in the table and how do you plan to treat the individual risks (whether it is prevention or consequence management). High risks do not automatically warrant low point score during the evaluation. The subject of evaluation will be the adequate reaction to these possible risks.

For more in-depth risk analysis, use an attachment. Leave a clear reference to it in this field.

Note: Do not state research risks or research uncertainty here. (Research uncertainty is described earlier and is an essential part of the research.)

Fill in the values in the table on the basis of the following scales:

Probability: Very high = 5 (more than 70%), High = 4 (36–69%), Medium = 3 (21–35%), Low = 2 (11–20%), Very low = 1 (less than 10%).

Impact in the case the risk is realised: Very high = 16, High = 8, Significant = 4, Low = 2, Very low = 1.

The risk level will be automatically calculated from the filled in details.

Communication plan

Describe how you will implement the communication plan

Applicant and project partners shall include a Communication Plan in their project proposal with the aim of creating awareness of the existence, the objectives, bilateral cooperation with entities in Iceland, Liechtenstein and/or Norway, the implementation, results and the impact of support from the EEA and Norway Grants to the project, in accordance with paragraph 3 of Article 3.3 of the Regulation.

The Communication Plan shall include at least the following:

a) the aims and target groups, including stakeholders on national, regional and/or local levels and the general public;
b) the strategy and content of the information and communication measures, including activities, communication tools and timeframe, having regard to the added value and impact of the EEA and Norway Grants' funding;
c) at least three information activities on progress, achievements and results in the project, such as a seminar or a conference with stakeholders, a press conference or press event, including launch activity and/or a closing activity for the project. For projects whose grant size is less than € 500,000, two information activities are sufficient and can be of smaller scale;
d) measures for making information on the project available on the web, either through a dedicated website or through a dedicated webpage on the organisation's existing website with linking between the pages. The information of the project must be regularly updated in the language(s) of the Beneficiary State. All projects receiving a minimum of € 150,000 support from the EEA and Norway Grants and/or having a Donor Project Partner shall be required to have a dedicated project website with information in English as well as the national language;
e) information on the web shall include information about the project, its progress, achievements and results, the cooperation with entities in Iceland, Liechtenstein and/or Norway, relevant photos, contact information and a clear reference to the Programme and the EEA and Norway Grants;
f) information on the administrative departments or bodies responsible for implementation of the information and communication measures, including a contact person;
g) an indication of how the information and communication measures are to be evaluated in terms of visibility and awareness of the project and the EEA and Norway Grants, their objectives and impact, and the role of Iceland, Liechtenstein and/or Norway;"The Project Promoter shall ensure that the information and communication measures are implemented in accordance with the Communication Plan and that they aim to reach the widest possible audience, including key stakeholders at the appropriate territorial level(s).

Organisers of information events such as conferences, seminars, fairs and exhibitions in connection with implementation of the EEA and Norway Grants, its Programmes and projects shall undertake to make explicit and visible the support of Iceland, Liechtenstein and/or Norway through the EEA and Norway Grants.

The Project Promoter shall, during the implementation of the project, put up a billboard at the site of each operation in line with requirements of the Communication and Design Manual.

The Project Promoter shall replace the billboard with a permanent commemorative plaque that is visible, of significant size and in line with the Communication and Design Manual no later than six months after completion of the project.

The Project Promoter shall ensure that those taking part in the project have been informed of the funding from the relevant Programme and the Donor State(s) through the EEA and Norway Grants.

International cooperation

Benefits of international cooperation

Explain what does cooperation with the donor project partner bring in comparison with cooperation with project partner(s) from Czechia.

Justification of the need for international cooperation with the donor partner(s)

Explain why is it necessary to do this project with the donor project partner(s) and how will they contribute to reaching the expected project results and objectives.

Carbon Capture and Storage (CCS)

Is the project solution focused on carbon capture and storage?

YES / NO

Is the object of the project carbon capture and storage? ATTENTION – Relevant only for projects which have a project partner from Norway.

Description of fulfillment

Describe the nature of the project to clear the state of focusing on the CCS component.

Definition of the project

Project fields

CEP

Main CEP field

Choose the appropriate code from the list of fields valid for Central evidence of projects (CEP), the Central evidence of research intentions (CEZ) and the Registry of Result Information (RIV).

Additional CEP field

You can choose an additional field from the list of the CEP fields.

Another additional CEP field

You can choose another additional CEP field from the list of the CEP fields.

FORD

Main FORD field

Choose the appropriate code from the list of the OECD Fields of Research and Development (FORD; FRASCATI manual 2015).

Additional FORD field

Choose an additional appropriate code from the list of the OECD Fields of Research and Development (FORD; FRASCATI manual 2015).

Another additional FORD field

Choose another additional appropriate code from the list of the OECD Fields of Research and Development (FORD; FRASCATI manual 2015).

RIS3 strategy

Application industry

The application industry shall be selected from the National Research and Innovation Strategy for the Smart Specialization of the Czech Republic (RIS3 Strategy) in the project proposal. If the project proposal doesn't match an application industry, the applicant will select the option "Irrelevant".

Knowledge Domain

The knowledge domain shall be selected from the National Research and Innovation Strategy for the Smart Specialization of the Czech Republic (RIS3 Strategy) in the project proposal. If the project proposal doesn't match a knowledge domain, the applicant will select the option "Irrelevant".

Confidentiality code

Choose the level of confidentiality of the information that will be supplied for the Central evidence of projects (CEP), not of the project implementation subject.

Keywords

Provide keywords describing the project implementation which define the research area. When filling in the keywords, it is recommended to use such phrases which are most often used in reputable information sources. A keyword may also be a phrase (several words separated by spaces). Individual phrases (keywords) separate with a semicolon.

National Priorities of Oriented Research (RDI Priorities)

Mark the relevant areas of the National Priorities of Oriented Research, Experimental Development and Innovation (RDI Priorities) which best describe the activities and focus of the project. Select one main and up to two additional objectives the fulfilment of which will contribute to the successful implementation of your project, i.e. the achievement of the project objective and results.

The list of relevant objectives is also in the document "National Priorities of Oriented Research, Experimental Development and Innovation " available at Programme website.

RDI priorities tables

How will the project solution contribute to the fulfillment of the objectives of the National Priorities Oriented Research, Experimental Development and Innovation supported by KAPPA programme?

4 Research team

Key persons

If the Personal ID No. states "Hidden", the number is saved in the ISTA, but it is not displayed due to the protection of personal details.

Specify the key experts that ensure successful project solution. It is not necessary to include all members of the research team or the auxiliary staff. The research team, expertise and complementarity of its members will be part of the evaluation of the project proposal. Therefore consider carefully the team members you include in the project proposal.

In a case of change of research team during the project, it is necessary to inform the TA CR.

Role

Main researcher/Other researcher/Member of the research team

Select one option from the list.

All members of the research team (Main researcher/Other researcher/Member of the research team) must be in employment or similar workship to one of the applicant or project partner, or the employment must be based on the granted funding.

The role of **„Main researcher"** must be just one person. A main researcher shall be employed by the applicant or be in similar workship with the applicant who will be responsible for the overall project and professional level after the conclusion of the Project funding Agreement / Decision.

Each of the project partner must have at least one person with a role **„Other researcher".** Other researcher shall be employed by the project partner or in similar workship with the project partner who will be responsible to the project partner for the overall and professional level of the project after the conclusion of the Project Funding Agreement / Decision.

Other key persons from the applicant or project partners will have the role of **"Member of the Research Team"**

Position held in the organization

Fill in the position held in the organisation of the applicant/project partner. E.g., director, head of department, officer, research worker.

Personal ID No.

Fill in the Personal ID No. without the slash. If the solver is not of Czech nationality, he/she does not fill in the Personal ID No. and fills in his/her date of birth into the relevant field "Date of birth".

Main activities performed during project solving

State the main activities that the person will be responsible for within the project.

Number of FTE during project solving

Fill in the average annual full-time equivalent for the project in the table, the "man-year". You can calculate the average annual full-time equivalent by summing up all of the full-time equivalents in the relevant months and divide the sum by twelve. You can round the full-time equivalent to a maximum of two decimal places. For the given year, a full-time equivalent of a given member of the project team can be zero, but it cannot be zero for the whole project duration.

Curriculum vitae

Education

Fill in the highest educational achievement and any additional education relevant to the project.

Relevant experience

Fill in relevant work experience related to the project.

List of the most significant projects

Fill in a list of maximum 5 most important projects, which the given team member was a part of in recent years. In the case the member does not have previous experience in research projects, state his/her contribution, competence or expertise needed for the project solution.

List of the most significant results

Fill in a list of maximum 5 of the most important results, which were created by the given member of the team. For each result state how it was used (e.g., sale of a licence, usage of the result in your institution, usage for education). In the case the member does not have previous experience in research projects, state his/her contribution, competence or expertise needed for the project solution.

Other persons of the applicant or project partner involved in the project solution

Activity designation

Fill in the designation / title of the activity performed for the project.

Project activities specification

Describe the activities performed for the project briefly.

5 Project outputs/results

Main results

Decide what kinds of results and how much of them are needed to be created in order to achieve the project objective. What are the main planned outputs/results of the project funded by the programme and defined by the RIV methodology? All planned outputs/results in the project proposal must form a coherent and logical complex created to maximize the use of main project outputs/results, particularly, in practice and lead to positive social impacts. The main outputs/results should be considered as those that are needed to achieve the project objective. The number and type of outputs/results should be such as to fulfil the project intent.

The results supported by the programme:

- must be the end product of the activities of the corresponding parameters of the industrial research and experimental development according to the Frascati Manual,
- must be compact, i.e. cannot be broken down into its partial fragments of the specific authors,
- it must be an result applicable in practice, or promote other results in applicability.

The main results should be clearly described, measurable and with a set date of achievement.

Result identification number

The Result identification number will be assigned to each result automatically. It will consist of the project identification code and the serial number of the result in the project.

Result title

Fill in the output/result title.

Result type

Each output/result must be chosen from the category of the types of results in accordance with the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes (Evaluation Methodology, available on www.vyzkum.cz), including the outcome of O – miscellaneous. The project proposal must include the achievement of applied research results within the KAPPA programme, in relation to the set project objective.

The way of using the main outputs/results, particularly, in practice will be described in the implementation plan after their achievement. Subsequently, their use will be monitored within the Implementation Report for up to three years after the end of the project.

Results relevant for KAPPA programme:

P – patent; Zpolop – pilot plant, Ztech – verified technology; Fuzit – utility model; Fprum – industrial (registered) design; Gprot – prototype; Gfunk – functional sample; NmetS – methodology approved by the given body of the state whose it is competency; NmetC – methodology certified by the authorised body; NmetA – methodology and procedures accredited by the authorised body; Nmap – specialized map with technical/scientific content; Nlec – treatment procedure; Npam – heritage procedure; Hkonc – results reflected in the approved strategic and conceptual documents of R&D&I bodies of the state or public administration; Hneleg – results reflected in directives and regulations of a non legislative nature, binding within the competence of the given provider; R – software; Jimp/Jsc/Jost – peer-reviewed scientific article original/review article in peer-reviewed scientific journal; S – specialized public database; O – miscellaneous. Note: Miscellaneous results can include e.g. the patent applications.

Each type of result according to the valid Methodology for evaluating the results of research organizations and evaluating completed programs will be listed separately. Data on results will be transmitted to the Register of Results (RIV) if they are implemented. These results may be the only type of result that will be achieved in the project solution, except for Type J results, which can only be selected in combination with at least one other result listed in paragraph above. In the case of the result J – article, the applicant or project partner must ensure open access (Open Access).

Deadline of result achieving

State the month and year when you will reach the specific output/result. This is the date that you expect the output/result will be achieved in the extent, type, and quality in which it was planned. Achievement of the output/result means the effective achievement of the output/result according to the Methodology of Evaluation of Research Organizations Results and evaluation of the results of completed programs. Achievement is, for example, granting certification (in the case of NmetS result), issuing a utility model registration certificate (in case of Fuzit result). Outputs/results must be reached by the end of the project at the latest.

Result description

Provide a description of the expected outputs/result of the project. Describe the result of the project so that the evaluators of the project proposal can clearly identify whether it is a main result, and how is this result related to the achievement of the project's objective. If applicable, describe how the result will contribute to maximizing the impact of the main results, particularly, in practice and achieving positive social impacts. Indicate that results you are obligated to achieve by the end of the project.

Access to the result

In what share will be the result owned by all applicant and project partners? What will be the expected distribution of created intellectual property rights to during the project? This distribution is binding for the creation of the Agreement on the Participation in Project Implementation (Partnership Agreement), which is signed by the applicant and all project partners. Indicate a percentage (%).

Description of the method of project solution application and its implementation

Do you have a clear and realistic idea how to apply the result into practice? How will the result be implemented and when? Why is the result necessary for project solution and how does it contribute to reaching positive impact (social, economic etc.) of project?

Specific technical and / or utility parameters of the result including the description of the research and / or technical uncertainty

Provide specific technical and/or utility parameters of the output/result. The description is used for the determination of the degree of innovation of the result, particularly, and its comparison with the level of similar solutions in the world. What are all the research or technical reasons why the output/result might not be achieved?

Other results

What other outputs/results do you plan to achieve during the project? These can be RIV-type results, i.e. results achieved by the research activities, or other outputs of the solution.

6 FINANCIAL PLAN

All amounts are stated in EUR (not in CZK, not in thousands).

The budget in the project proposal is filled in EUR and the ISTA will automatically convert it to CZK. For conversion of EUR / CZK, ISTA will use exchange rate of the Czech National Bank, valid on the day of the announcement of the Call for Proposals, i.e. XXX.

Share of the categories of IR / ED

Indicate the percentage of these types of research in particular year. The maximum aid intensity is based on this ratio for each year. Fill in the IR / ED. The sum of industrial research and experimental development must be 100 % each year.

- **Industrial research:** the planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of components parts of complex systems, and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation.
- **Experimental development:** acquiring, combining, shaping and using existing scientific, technological, business and other relevant knowledge and skills with the aim of developing new or improved products, processes or services. This may also include, for example, activities aiming at the conceptual definition, planning and documentation of new products, processes or services.

	Applicants/Project partners			
Categories of activities	**small enterprise***	**medium enterprise***	**large enterprise***	**research organization****
Industrial research	70%	60%	50%	100%****
Industrial research in case of effective cooperation	80%	75%	65%	100%****
Experimental development	45%	35%	25%	100%****
Experimental development in case of effective cooperation	60%	50%	40%	100%****

Note:
* An SME is defined as defined in Article 2 (2) and hence Annex 1 of the Regulation and a large enterprise is defined as defined in Article 2 (24) of the Regulation.
** The research organization is defined in accordance with Article 2 (83) of the Regulation. This aid intensity is intended for non-economic activities of research organizations.
*** Support for large enterprises for process and organizational innovation is compatible only under the conditions set out in Article 29 (2) of the Regulation
**** While respecting the limit of the maximum rate of support for the project in the first public tender of 80%

Costs

If the applicants or project partners incur eligible costs already in 2020 (in case the project starts in 2020 but no earlier than October 1, 2020), they will include these costs in 2021. No budgeting for 2020 is expected.

Eligible Costs apply in the following categories:

- staff costs,
- subcontract costs,
- other direct costs,
- indirect costs.

The inclusion of a cost item in the project budget template approved by the TA CR cannot be considered as confirmation of eligibility of that cost item.

The first and final dates of eligibility of costs shall be stated in the Project Funding Agreement/Decision.

Staff costs include labour costs plus the additional costs borne by the employer on behalf of the employee, i.e. the compulsory insurance, portion of the social security costs and a portion of the health insurance costs. These costs also include the costs of the employer's obligations under the applicable internal rules (e.g., cultural and social needs fund). Bonuses according to the labour law or similar legislation can only be paid to employees that take part in the project (they demonstrably work on the project as part of their employment). The costs of bonuses are eligible only if duly justified, up to the maximum amount of two-month wages/salaries for the work on the project according to the valid wage/salary assessment or wage agreement, taking into account full-time or part-time employment in the project and the number of months the person has worked on the project in the given calendar year.

Other wage/salary compensations such as indisposition leave, personal leave, gifts for jubilees, contributions to supplementary pension schemes, contributions to recreation, or any other similar costs of the employer are not eligible.

Wages, salaries and work performance agreement or contract for work remunerations must comply with the approved wage/salary assessment, work performance agreement/contract for work and any internal rules of the project promoter/partner.

When an existing employee concludes an agreement to perform work/ to complete a job, such employee cannot perform their normal working duties at the same time as the work on implementation of a project under those agreements, i.e. the working hours cannot overlap, they can only complement each other, and their sum may reach at maximum 1.5 full-time equivalent.

Staff costs also include scholarships for research, development and innovation activities, or their proportional part, if the decision to grant a scholarship clearly declares that it is granted for the research activity in the project.

The reporting of overtime work of employees of the project promoter/partner as work on implementation of a project is not permitted and therefore is not considered eligible cost.

If an employee works on the implementation of a project only in a part of his/her working hours, eligible staff costs include only the costs corresponding to the relevant share of the working time of the employee, spent on the implementation of a project, in the total working time. The supporting documents for calculating eligible staff costs on employees are timesheets maintained and signed by the employee and approved by his/her superiors. The eligible staff costs on employees are calculated as the product of the hours worked for the project and the hourly rate of the eligible nominal wage/ salary.

If an employee works fully on the implementation of a project, i.e. 100% of their working hours, the timesheets for the project are not required.

Subcontracting costs are the costs of the services of research nature. The subcontractor may not be a member of the project team or any person connected to the project promoter/partner. The subcontracting costs are limited to 20 % of the total eligible project costs (i.e. applicant and project partners);

Other direct costs include:

- the costs of protection of **intellectual property** rights of declared results of the project (in particular the related fees, research and patent attorney costs) and the costs for the protection of the already incurred intellectual property rights necessary for the project solution,
- other operating costs incurred in the direct connection to the Project solution such as **the materials, services and current tangible and intangible assets,**
- the costs of **repair and maintenance** of tangible and intangible assets used during the project solution in the amount corresponding to the period length and the proportion of the expected use of the assets for the project,
- a part of the annual **depreciation of the fixed tangible and intangible assets** in the amount corresponding to the period length and the proportion of actual use of these assets for the project solution that were not acquired with the use of public funds and are not included in the investment category for this project, unless the depreciation of tangible assets are a part of the indirect costs. The proportion of deprecation for the project can be calculated either from the accounting depreciation or depreciation under the Income Tax Act, while the accounting depreciation may not be higher than the deprecation under the Income Tax Act. The entry price that is the basis for calculating tax depreciations must be modified, for the purposes of eligibility, so that it contains only items of eligible expenditures.
- the **travel costs** incurred in the direct connection to the project solution, if the business trip is made by an employee working on the project (the costs for business trips, conference fees and travel allowances), while the trip shall have a demonstrable benefit to the project solution or the business trip is already declared in the approved project proposal.

  Costs on **public transport tickets, seat reservation tickets, couchettes or sleeping berths** – eligible costs is a bus or train fare in the standard class. For trips above 300 km it is possible to report the fare in a higher than standard class.

  Air tickets – in the economy class and the directly related charges (e.g. airport charges) for flights to destinations further than 500 km – are eligible costs. For flights to destinations closer than 500 km it must be demonstrated that costs on the air ticket are more efficient than costs corresponding to the price of a first class ticket for a higher-quality train.

Iceland Liechtenstein Norway grants | Norway grants

T A Č R

In the case of purchasing air/train tickets, buying the ticket with a so-called "**air ticket cancellation insurance**" or "**trip cancellation insurance**" is recommended.

Compensation for the use of a private vehicle is eligible only up to the costs of a reasonable public transport system at the relevant time. If an employee uses their own road motor vehicle upon request of the employer, the employee is entitled to depreciation payment and compensation of expenses on the consumed fuel. Business trips of the employees of foreign beneficiaries of the funds shall be governed by applicable legislation of the country where the employer of the employee sent on a business trip is established.

The **rent of a vehicle** (including insurance, parking fees and fuel) can be used while respecting the principle of proportionality, economy, effectiveness and efficiency of the costs. Other costs on transport (e.g. in connection with visiting a project as part of a meeting) in the form of a hire of micro-buses, buses and the use of taxi and services of a similar type of transport (e.g. Uber) can be used while respecting the principle of proportionality, economy, effectiveness and efficiency of the costs.

In the case of a **Czech entity**, the amount of the subsistence allowance including pocket money for foreign trips is governed by Act No. 262/2006 Coll., the Labour Code, as amended, and by a decree of the Ministry of Finance that defines the basic rates for foreign subsistence allowance for the given year. An **entity from a Donor State** follows the relevant national legislation/ internal rules of the given entity.

When settling foreign business trips of Czech entities, the conversion of currencies is governed by the Labour Code (§ 183 and § 184) or by internal rules of the employer (e.g. directives specifying the conditions for making business trips, settlement of travel expenses and their compensation to the employee or directives on the circulation of accounting documents).

- If the beneficiary of the funds cannot claim deduction of value added tax (VAT) in the input and bears the costs of VAT exclusively and finally, then VAT is eligible expenditure of the project. Information whether the project promoter or project partner is or is not a VAT payer entitled to deduct the input VAT must be set out in the submitted project proposal. Any change to the project promoter and project partner status during the implementation of the project with an impact on VAT eligibility must be immediately announced to TA CR and the eligibility of VAT expenditure must be modified.

The costs substantiated only by the internal accounting documents (internal invoices) are not eligible. The costs of material invoiced based on the internal documentation (warehouse issue slip) can only be considered as eligible costs if the internal directive for inventory appraisal and invoices for the purchase of material for previous period are also submitted.

Indirect costs (overheads) are costs arising in the direct connection to the project solution or a part thereof determined according to one of the following methods, e.g. the administrative costs, rent, auxiliary staff and infrastructure costs and energy and services costs unless already listed in other categories. Indirect costs are all eligible costs which cannot be identified by the project promoter and/or project partner as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible costs attributed to the project. These may not include any eligible direct costs.

Indirect eligible costs shall be calculated as a **flat rate** of 25% of the total direct eligible costs, excluding subcontracting. **Most project partners** (such as universities, university colleges, enterprises, health authorities) from Norway, Iceland and Liechtenstein, **should use the same rates for staff costs as in H2020 projects.**

Norwegian research institutes which report personnel rates to the Research Council of Norway, and have those personnel rates calculated and approved by the RCN, may use those as **Standard scales of unit costs** (ref. Regulation on EEA Financial Mechanism Implementation article 8.4.b). This means they should use the same rates as in applications to RCN calls. It is important to note that in such cases, these unit costs will be reported in the indirect costs part of the budget.

Here is the list of institutions eligible for the STIM-EU instrument, which also includes all institutes with personnel rates approved by the Research Council of Norway which can be used as Standard scales of unit costs in EEA and Norway Grants projects.

Non-eligible costs

The following specific costs are non-eligible:

- interest on debt (credit), debit interest, debt service charges and late payment charges;
- charges for financial transactions and other purely financial costs (e.g. bank service charges, currency exchange services, charges for setting up an account and for maintaining an account, charges for bank transfers), except costs related to accounts required by the donors (FMO), NFP or the applicable law and costs of financial services required by the implementation contract;
- provisions for losses or potential future liabilities and debts;
- exchange losses;
- recoverable VAT, i.e. VAT with the right to deduct input tax;
- paid tax (road tax, real estate tax, gift tax, inheritance tax etc.) and customs duties;
- administrative fees (extract from the land register, extract from the commercial register etc.);
- expenditures covered from other sources or to be claimed as eligible under other subsidy programmes;
- fines, penalties, financial punishments, sanctions and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project and is included in the detailed budget;
- costs of legal disputes;
- investments in forms other than depreciations;
- per diems and lump sum costs.

For other details concerning the eligibility costs see the Guideline for Research Programmes, Regulations on the implementation of the European Economic Area (EEA) and Norwegian Financial Mechanisms 2014–21 and the Guideline of the National Focal Point for eligible expenditures under EEA/Norwegian FM 2014-2021.

Commentary on costs items

The description and justification of the individual cost items in the project proposal.

Describe the usage and justify the level (adequacy) of the planned costs according to the individual cost items. The level of staff costs should be in compliance with the internal wage rules of the organisation. Justify especially the efficiency of the costs, their purposefulness and effectivity.

Efficiency = minimization of resources (financial, human, material) used for activities with regard to appropriate quality.

Effectivity = usage of the funding which ensures reaching the maximum possible scale, quality and benefits of the carried out tasks in comparison to the amount of the funding used on them.

Purposefulness = usage of the funding which ensures the optimal level of reaching the objectives in fulfilling the set tasks.

Resources

Fill in the required funding in each year of project duration.

The maximum aid intensity of funding per project is 96 %.

Applicant or project partners that are research organisations may get, depending on the type of activity and State-Aid rules, a grant rate up to 100 %.

At least one of the entities (applicants or project partners) shall have a minimum share of 20 % of the total eligible project costs and contribute its own resources to the project: its aid intensity shall not exceed 80 %.

Interest in the use of advantaged financial instruments of Českomoravská záruční a rozvojová banka, a.s. for the purpose of project co-financing

Czech applicants and Czech project partners have the option to use the preferential loans and guarantees of Czech-Moravian Guarantee and Development Bank a.s. (CMZRB). This bank primarily funds small and medium-sized enterprises. The funding itself is provided by CMZRB and it is on the applicant and project partners to contact the bank and apply for a loan/guarantee.

Project funding overview

Costs

The "Costs" table will be completed automatically (the sum of the individual cost items of the applicant and project partners).

Resources

The "Resources" table will be completed automatically (the sum of the resources of the applicant and project partners).

Applicant and project partners funding overview

The "Applicant and project partners funding overview" table will be completed automatically (table shows an overview of the amount and share of the cost and funding of individual applicant and project partners).

All results funding overview

The significance of the result in relation to the project solution

How crucial is the output/result for reaching the project objective? Indicate a percentage (%). The sum of all percentages must be equal to 100 %.

Estimate of the cost shares

What do you estimate the share of the cost of the output/result? Indicate a percentage (%). The sum of all percentages must be equal to 100 %.

The level of costs and funding for the concrete result will be calculated on the basis of the filled in data.

7 ADDITIONAL INFORMATION

Declined expert(s)

In this section, please fill in names of all consultants involved in the preparation of the project proposal (along with their identification data). Alternatively, you can fill in the names of 3 potential expert evaluators that you do not want to evaluate your project proposal submitted to this call for proposals. TA CR will take into account the completed data when assigning the experts. However, their listing is recommended and does not require TA CR to exclude these experts from the evaluation.

8 PROJECT ATTACHMENTS

Attach the mandatory and other attachment(s) of the project proposal here. The attachment files shall be in the PDF format and their size cannot exceed 10 MB. All attachments shall be in English language original or an official certified translation from language of origin to English.

Mandatory attachment

Insert mandatory attachments to project proposal annexes here:

1) Market research
2) Sworn statement of project partner(s) from Donor states and third countries

Market research

Document mapping the **market research**. In the case of market-relevant output, the attachment includes:

- life cycle in the given industry,
- market share size,
- a brief description of the competitive products (solutions),
- estimated number of potential customers.

If the market demand is surveyed by using questionnaires, the representative sample shall be clearly described. If the market research was based on publicly available information, the sources of the information, should be stated.

Otherwise, if the market research is not relevant according to the nature of the project result, the following is to be submitted:

- current stage and available solutions,
- estimation of potential use (use of the project results),
- research of the future use of the project results and their benefits,
- proof of interest of future user(s) (e.g. a Letter of Intent),
- preliminary calculation of expected costs and revenues,
- SWOT analysis.

If the expected result is a patent, the patent research shall be included in the market research. The research may be conducted by any patent office (e.g. Czech Industrial Property Office), patent attorney or by means of a public database (e.g. EspaceNet) and more.

It can be processed only one attachment to all planned results.

Sworn statement of project partners from Donor States and third countries

For all project partners from Donor States and third countries, attach the **sworn statement, individually**. Detailed information about the sworn statement see the Guide for Applicant. The sworn statement shall be electronically signed by the statutory representative of the project partner and recorded in PDF format. In the case of donor project partners are more than one, submit the sworn statements together in one PDF or insert the others sworn statement to the next field “Other attachments”.

Other attachment

In the case an applicant is a company (enterprise) younger than 18 months (i.e., from the date of registering of the company to the date of submission of the electronic project proposal through the ISTA), the project proposal can include a financial plan, which will prove that the applicant has secured coverage of the proposed project and their activities, on account of nonexistent accounting records. This attachment will be required before the sign of Project Funding Agreement/Decision.

Where applicable regarding the ethical and security consideration a **specific activity permit** (e.g. stem cell research) shall be submitted.

Other attachments, such as a drawing, a diagram or a picture etc., can be a part of the project proposal.

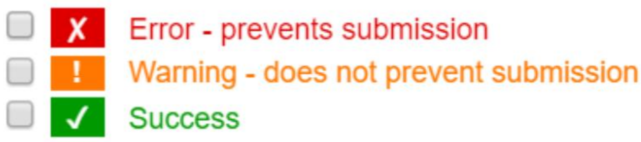
We recommend explicitly stating in the relevant text fields that there are attachments here for the evaluating authorities.

To add a new attachment click on the "Add" button.

9 CHECK OF THE PROJECT PROPOSAL

Guide to ISTA provides clear explanation of individual parts of the project proposal (application) in ISTA.

During the designing of the project proposal in ISTA, it is possible to check the correctness of the fields. Because completion of certain fields is mandatory, it will not be possible to submit the project proposal without completing them (ISTA will not allow it). The applicant and project partner can check the correctness of fields fulfilment in the ISTA part: Check of Project summary.



10 APPLICATION FORM

Following table provides the structure of an application form of project proposal in ISTA.

1. Project identification details	
	Project identification code
	Project title in Czech language
	Project title in English language
	Project title – acronym
Project duration	
	Start of the project solution
	Completion of the project solution
	Call for proposals the project is submitted in
	Programme the project is submitted within the call for proposals
	Sub – Programme the project is submitted within the call for proposals
Applicants	
Add an applicant or project partners	
"Trade name"	
	Identification details
	Role in project
	ID No.
	VAT ID
	Trade name
	Trade name in English
	Organisational unit
	Organisational unit code
	Legal form
	Organisation type
	Research organisation type – detailed specifications
Registered office	
	Street name
	Conscription Number

	Orientation Number
	Municipality
	Municipal district
	ZIP code
	District
	Region
	Country
Other details	
	WWW address
	Data box
	Company establishment date
	Commentary on automatically completed details
Statutory body	
	Degrees before the name
	First name
	Last name
	Degrees after the name
	Role
	Phone
	Email
	Commentary on automatically completed details
Financial indicators	
	The criteria of evaluation of undertaking in difficulty
	Commentary on automatically completed details
Ownership structure	
Owners / Shareholders	
	Natural person/ Legal person
	First name
	Last name
	Trade name
	Personal ID No./ID No.

	Date of birth
	The share in %
	Commentary on the share in %
Beneficiaries	
	List of beneficiaries with a share of 10% or more on the applicant or project partner
Ownership interests	
	Trade name
	ID No.
	The share in %
3. Project introduction	
Objectives of the project and relevance to the programme	
	Objectives of project in English
	Objectives of project in Czech
	Fulfillment of objectives of programme and Call for Proposals
	Variant Zero and the incentive effect
Project content	
	The essence and the timetable of the project proposal
	Project management
	Technical provision, initial know-how, applicants' dispositions
	Current state of knowledge, novelty and research uncertainty
	Delimitation with respect to similar projects and solutions
Specification	
	Applicability outputs / results in practice, the benefits of the project
	The ability to introduce the results into practice
Analysis of risks to achieving the project objectives	
	Analysis of risks
Communication plan	
	Describe how you will implement the communication plan
International cooperation	
	Benefits of international cooperation
	Justification of the need for international cooperation with the donor partner(s)

Carbon Capture and Storage (CCS)	
	Is the project solution focused on carbon capture and storage?
	Description of fulfillment
Definition of the project	
Project fields	
	CEP
	Main CEP field
	Additional CEP field
	Another additional CEP field
	FORD
	Main FORD field
	Additional FORD field
	Another additional FORD field
RIS3 strategy	
	Application industry
	Knowledge Domain
Confidentiality code	
	Confidentiality code
Key words	
	Key words
National Priorities of Oriented Research (RDI Priorities)	
	RDI priorities tables
	Description of the fulfiment of the RDI priorities
4. Research team	
Key persons	
	Role
	ID of participant
	Position held in the organization
	Titles before name
	First name
	Last name

Titles after name
Nationality
Personal ID
Date of birth
Gender
Phone
Mobile phone
E-mail
Main activities performed during project solving
Number of FTE during project solving
Curriculum vitae
Education
Relevant experience
List of the most significant projects
List of the most significant results
Vedidk identifier
Other persons of the applicant or project partner involved in the project solution
Activity designation
Project activities specification
5. Project results
Main outputs / results
Result identification number
Result title
Result type
Deadline of result achieving
Result description
Access to the result
Description of the method of project solution application and its implementation
Research and / or technical uncertainty
Other results
6. Financial plan

"Trade name"	
	Organisation type
Share of the categories of IR / ED	
Costs	
	Method for indirect costs applying
	Commentary on costs items
Resources	
	I declare interest in the use of advantaged financial instruments of Českomoravská záruční a rozvojová banka, a.s. for the purpose of project co-financing
Project funding overview	
	Costs
	Resources
Applicant and project partners funding overview	
7. Additional information	
Declined experts	
Declined expert No. 1	
	Degrees before the name
	First name
	Last name
	Degrees after the name
	Workplace no. 1
	Workplace no. 2
	Workplace no. 3
Declined expert No. 2	
	Degrees before the name
	First name
	Last name
	Degrees after the name
	Workplace no. 1
	Workplace no. 2
	Workplace no. 3
Declined expert No. 3	

	Degrees before the name
	First name
	Last name
	Degrees after the name
	Workplace no. 1
	Workplace no. 2
	Workplace no. 3
Commentary	
8. Project attachments	
Mandatory attachments	
	Market research
	Sworn statement of project partners from donor states and third countries
Other attachments	