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Guide for experts

Answers to basic questions on project evaluation

version 2

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Introduction

The main task of the Technology Agency of the Czech Republic (hereinafter also referred to as "TA CR" or the "Agency") is to prepare and implement programmes of applied research, experimental development and innovation, and to strive to ensure that research, development and innovation benefit society. One of the highly important activities of the TA CR, in cooperation with experts, is to assess and select the best project proposals; therefore, high-quality and impartial assessments by experts are key to their selection.

This guide for experts provides general information on the evaluation of project proposals as well as projects under implementation. Specific instructions for the evaluation of project proposals of a given call for proposals can be found in the annex to the call documentation (applicable to calls for proposals where the TA CR is the funding organisation).

The Technology Agency of the Czech Republic has long strived for a balanced representation of men and women and the equal visibility of their contribution to innovation.

The Expert and the TA CR

We use the term expert in the TA CR as an overarching term, referring to all natural persons who, on the basis of their professional competence and experience, perform independent evaluation in the field of research, development and innovation for the funding organisation (whether in the role of, for example, an individual expert, specialist, rapporteur, or any other).

During the evaluation, work is carried out in the Shared Information System of the Technology Agency (hereinafter referred to as "SISTA"), which is available at sista.tacr.cz and serves for the submission of project proposals, their evaluation, and the administration of their implementation. Likewise, this system serves for managing the expert's profile. In SISTA, experts verify their identity and confirm the Framework Agreement.

You can have only one account registered in SISTA, which is paired with your personal identification number. In the event that you hold multiple roles and are, in addition to being an expert, also a project researcher, for example, you will have all information in a single user account, where you can switch between your profiles in the upper right corner. The menu and the tabs contained within it change according to the context of the currently selected profile.

In SISTA, as an expert, you will find a tab with documents for experts in your profile as well as other useful information, such as specific examples of what is considered bias or a conflict of interest under the TA CR conditions.

Information to which you have access as an expert during the evaluation of project proposals is strictly confidential, and you must not share it with anyone!

Opportunities for involvement in the activities of the TA CR

Please use the email address experti@tacr.cz as your primary contact for communication with the TA CR.

As experts, you are registered in the Database of Experts. This is managed by the Expert Management Department (OSE). The department handles contractual relationships with experts and materials for the payment of rewards. Furthermore, OSE officers select potential experts for individual calls for proposals, assign them individual expert assessments and expert evaluations, and assign Summary Evaluation Reports to rapporteurs for drafting.

Another department that cooperates with experts is the Proposal Evaluation Department (OKO). OKO proposes the evaluation process, checks rapporteurs' Summary Evaluation Reports, and organises and monitors the course of meetings (of the Colleges of Rapporteurs, expert advisory bodies, and the TA CR Board).

The department that also cooperates with experts is the Monitoring and Administration Department (OMA). OMA deals with the evaluation of projects under implementation (interim and final project evaluations) and also communicates with rapporteurs of projects under implementation during change procedures and the drafting of opinions on interim and final project reports.

The TA CR also sends out a quarterly newsletter for experts called FOKUS. Through this newsletter, the Agency shares key news regarding not only project evaluation in the TA CR, but also planned calls for proposals in which you can participate as an expert. In FOKUS, you will also find interesting statistics or results of research supported by the TA CR. If you would also like to subscribe, please contact us at expert@tacr.cz.

Evaluation Process

The entire evaluation process is divided into several consecutive steps, which are described below. The evaluation process may differ across individual programmes and calls for proposals; however, it always takes place in accordance with the applicable legislation listed in the overview at the end of this guide.

Process of admission of project proposals to a call for proposals (Eligibility check)

The Committee for the admission of project proposals first evaluates their completeness and formal aspects, i.e., whether the submitted project proposals meet the conditions for admission to a call for proposals for applied research, experimental development and innovation (hereinafter referred to as the "call for proposals"). Each project proposal admitted to a call for proposals then undergoes the evaluation process.

Who evaluates the admitted project proposals

Individual experts

The first stage of evaluation of project proposals is evaluation by individual experts, whose output is the Individual Expert Assessment. According to the conditions set out in the call documentation, the individual expert evaluates binary, scored, and bonus criteria. In the final evaluation of the project proposal, the individual expert summarises the pros and cons of the project proposal, justifies their final opinion, and states whether they recommend or do not recommend the project proposal for funding.

Specialists

If so stipulated by the conditions of the relevant call for proposals, specialists assess certain specific aspects of the project proposal or the applicant with regard to the focus of the given call. The evaluations prepared by the specialists, together with the individual expert assessments, are most frequently used as background materials for the rapporteur.

Rapporteurs

Each project proposal is subsequently assigned to a rapporteur. The rapporteur prepares a Summary Evaluation Report (hereinafter also referred to as "SER" / "SHZ") for the project proposal, in which they summarise the individual expert assessments, the pros and cons of the project proposal, add their expert opinion on the evaluated project proposal, and state a final opinion on whether or not they recommend the project proposal for funding. If the call for proposals stipulates other criteria to be evaluated by the rapporteur, they will also address those.

If a College of Rapporteurs is established in the programme, then the rapporteur is a

member of the College of Rapporteurs. If no College of Rapporteurs is established, the rapporteur may be a member of the expert advisory body.

College of Rapporteurs

In its evaluation, the College of Rapporteurs draws on the evaluations processed by individual experts (opponents) and on the evaluations of rapporteurs. The College of Rapporteurs may propose an adjustment of the scores that the project proposal received from the individual experts, a reduction of the planned costs in the project proposal, or an adjustment of the ratios between individual categories of applied research.

The College of Rapporteurs attaches its own opinion stating whether or not it recommends the project proposal for funding. All proposals of the College of Rapporteurs serve as background material for the evaluation by the expert advisory body. The recommendation of the College of Rapporteurs must always be properly justified by specific facts on which the College was based during its evaluation and which led to its opinion.

Expert Advisory Body

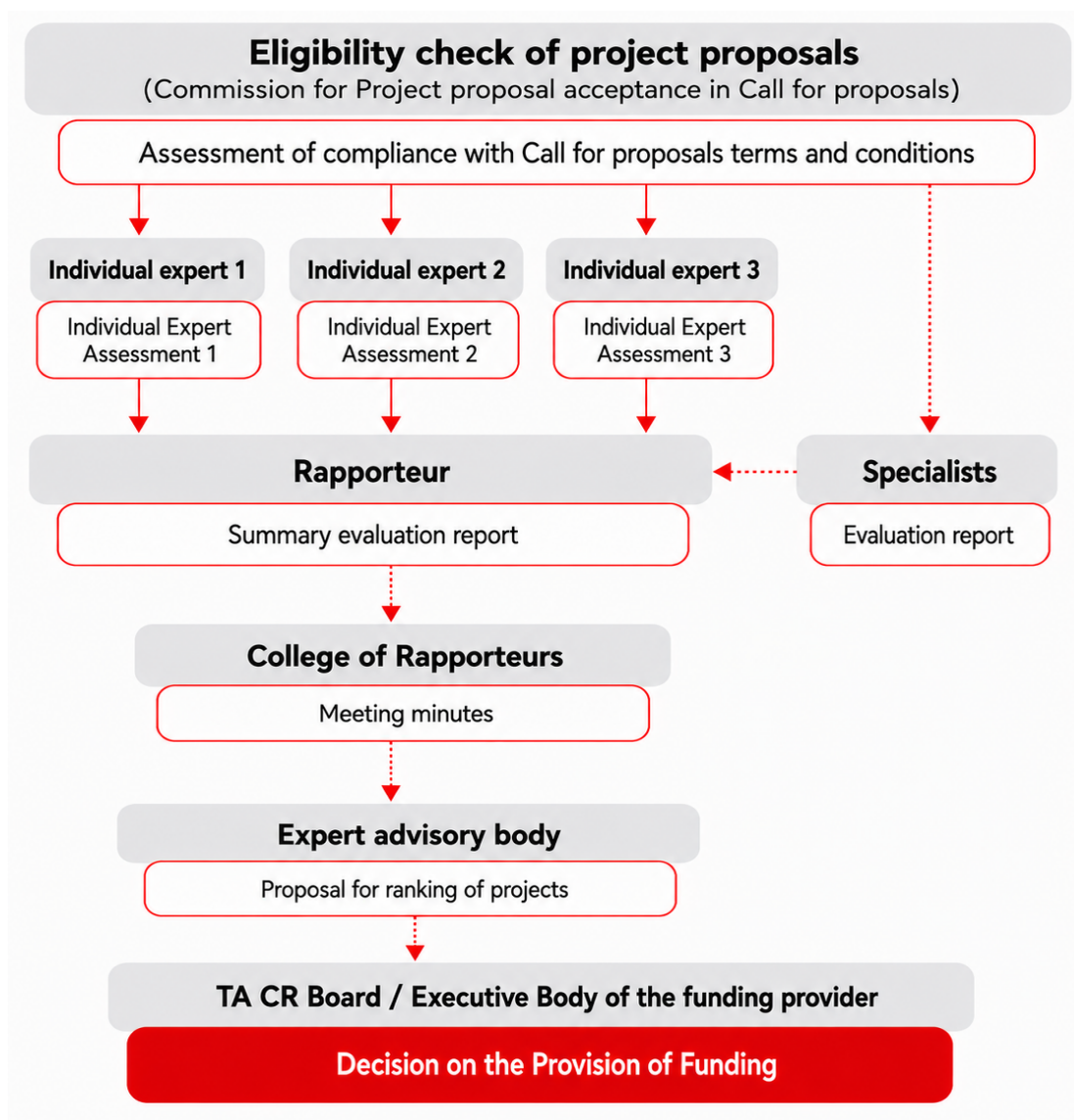
Based on the results of previous evaluations, the project proposals are evaluated by the expert advisory body. The expert advisory body has similar competences to make corrections as the College of Rapporteurs. It may therefore propose adjustments of scores, a reduction of costs, or changes in ratios between individual categories of applied research. The opinion of the expert advisory body must also be properly justified.

TA CR Board

The provision of funding for individual project proposals is decided upon by the TA CR Board or, as the case may be, by the executive body of the funding organisation.

Example of the Evaluation Process

The evaluation of project proposals is clearly illustrated in the diagram below. However, it may differ for individual programmes and calls for proposals, so please always familiarise yourself in detail with the call documentation and the evaluation process of the given call for proposals.



Assignment of Experts to Project Proposals

In the interest of impartiality and objectivity, the TA CR, through SISTA, assigns experts – individual experts (opponents) and rapporteurs – to each project proposal who are not biased, do not participate in the project implementation, and are not employees of the same organisation. The TA CR has created a document for experts describing the unified definition of a conflict of interest, which is an annex to the MET-14 Conflict of Interest Management in the TA CR methodology.

The system of assigning experts to a project proposal is based on established criteria, primarily impartiality (lack of bias) and expertise.

You will be informed by email that you have been assigned to a project proposal. Both the individual expert (opponent) and the rapporteur are obliged to confirm the acceptance of the project proposal evaluation to the TA CR within 3 working days.

If, as the addressed expert, you do not consider yourself an expert in the given field, or if you are biased towards the project proposal or any of the applicants, please reject the evaluation processing in the system and state the relevant reason.

When an Expert Must Not Accept the Evaluation

You must reject the evaluation if:

- the focus of the project proposal is largely outside your expertise,
- you are in an employment relationship with the main applicant or project partner in the project proposal,
- you have a close relationship with any member of the project team, or, for example, you are submitting or implementing another project with them,
- you have an interest in the outcome of the evaluation of the specific project proposal under assessment through close persons,
- you are aware that your strong opinions, personal relationships, beliefs, or stereotypes could prevent an objective evaluation,
- you work in a competing organisation and have a personal interest in supporting another project proposal within the given call for proposals,
- in the case of drafting an individual expert assessment, you must not be an employee of the exploitation guarantor of the evaluated project proposal,
- you meet other conditions of a potential conflict of interest or bias as set out in the Unified Definition of Conflict of Interest (annex to the MET-14 Conflict of Interest Management in the TA CR methodology).

In accordance with the Framework Agreement, you are also bound by these strict legal obligations:

- **No Conflict of Interest:** By confirming each Job Order, you represent and warrant that you have no conflict of interest or bias, and you commit to evaluating strictly impartially without promoting regional or competitive interests.
- **No Contact:** You must not contact or communicate with the evaluated applicants or tenderers unless explicitly authorized by TA CR.
- **Immediate Notification:** You are contractually obligated to immediately notify TA CR of any circumstances that could compromise your independence or impartiality.
- **Independence Verification:** You consent to the processing of your personal data (including your personal ID number) for the purpose of verifying your independence throughout the process.

If you are an employee of a university (higher education institution), you are automatically considered biased towards all project proposals in which this university is involved. It does not matter which faculty is participating in the project proposal.

If you discover your potential bias only after accepting the evaluation, please contact the OSE (Expert Management Department) officers at experti@tacr.cz as soon as possible. The project proposal will be withdrawn from you and assigned to another expert.

How Much Time to Set Aside for the Evaluation

When evaluating proposals, your experience with assessment and the conditions established for the particular public competition are important. The evaluation must be prepared carefully, so please set aside sufficient time for it. On average, studying all materials and the actual preparation of an individual expert assessment takes five to eight hours.

What Deadlines Must Be Met During the Evaluation

The deadlines for submitting the evaluation are binding for all experts and may differ for some calls for proposals. Most commonly, however, these are the following deadlines:

- the expert has 3 working days to accept or reject the evaluation from the day the expert receives the email about the assignment to the evaluation of the project proposal;
- the individual expert has 21 calendar days to prepare the individual expert assessment from the date of confirmation of the order acceptance;
- the specialist has 10 calendar days to prepare their report from the date of confirmation of the order acceptance;
- the rapporteur has 10 calendar days to prepare the Summary Evaluation Report from the acceptance of the last individual expert assessment for the given project proposal;
- If the evaluation shows shortcomings, the TA CR may return this evaluation for completion or revision, for which the expert has 3 calendar days. This particularly concerns the following cases:
 - comments on individual criteria are too brief or do not capture the focus of the criterion;
 - the final opinion does not correspond to the evaluation of individual criteria;
 - the proposed score adjustment is not in compliance with the specified scales according to the call documentation.

Please note that in extraordinary cases, these deadlines may change upon prior agreement with the Office of the TA CR.

What can lead to removal from the Database of Experts?

If you repeatedly fail to perform the obligations arising from the concluded Framework Agreement on the preparation of individual expert assessments, Summary Evaluation Reports, opinions and other expert activities (such as repeated submissions of prepared assessments after the specified deadline, unexcused or repeated non-attendance at meetings, etc.), the TA CR may proceed to your removal from the Database of Experts.

An expert is also proposed for removal in the event of a fundamental error (e.g., provision of false information or breach of obligations under the order or the Framework Agreement), in the case of a violation of the Code of Ethics of the TA CR, or in the event of a long-term failure to respond to communication from the TA CR.

Basic Principles of Evaluation of Project Proposals

- First, study the project proposal as a whole in order to get a comprehensive understanding of the project proposal.
- When assessing a project proposal, draw primarily on the call documentation, including its annexes, and directives concerning the evaluation of project proposals. All materials for a given call for proposals are always published on the TA CR website <https://tacr.gov.cz/en/> and in SISTA under the Expert tab in the Documents section.

- When assessing a project proposal, also use information from publicly available databases (some links are listed in the chapter Useful Databases for Project Evaluation), from trusted sources on the internet, and from your own experience and knowledge.
- It is essential that you use only one language when preparing your evaluation. Under the conditions of specific programmes and calls, it is sometimes possible to submit the evaluation in different language versions; however, it is not possible to combine multiple languages within a single evaluation at the same time.
- Write your evaluation in the singular form.
- All evaluation reports are made available to the applicants in an anonymous version after the evaluation is completed.
- Evaluate projects impartially. Ensure that your judgment is not influenced by unconscious biases or prejudices associated with age, gender, ethnicity, home institution, or other characteristics of the applicant.

Preparation of the Individual Expert Assessment and the Rapporteur's Summary Evaluation Report

The structure of both the individual expert assessment and the Summary Evaluation Report is firmly established by an electronic form. The following main principles apply for successful preparation and submission:

- **Mandatory comments:** In the individual expert assessment, a verbal comment must be filled in for all evaluation criteria, even if the project proposal meets the criteria without reservations.
- **Proper justification and coherence:** Your final opinion (recommendation or non-recommendation for funding) and all comments must always be clearly and objectively justified. The verbal evaluation must correspond to the awarded points or grades.
- **Proposals for changes (rapporteur):** In the Summary Evaluation Report, you, as a rapporteur, may propose, for example, an adjustment of the total planned costs or the ratio of applied research. Furthermore, in the system, you award grades to individual opponents (see the chapter Feedback for Individual Experts below).

The exact structure of the reports and the instructions for the evaluation of individual criteria can always be found in the call documentation of the specific call for proposals.

Feedback for Individual Experts

Through SISTA, the Summary Evaluation Report for the project proposal you evaluated as an individual expert (opponent) will be made available to you. In this report, the rapporteur comments on your arguments and reflects your evaluation in the final grade. The rapporteur awards two grades ranging from 1 to 4 (1 being the best) for:

- coherence – compliance of the scoring with the verbal comments,
- credibility – professional level and quality of the evaluation.

The rapporteur also evaluates the positives and negatives of your individual expert assessment.

You can find this information in SISTA under the Expert tab – in the Quality Evaluation section. In this section, you will find all evaluations of specific assessments and projects awarded to you by the rapporteur.

This evaluation serves as feedback and a reflection for your future evaluations. It highlights what to focus on more and what to view differently. If you do not agree with the evaluation of your assessment, you can contact the TA CR via the email address experti@tacr.cz.

Evaluation during Project Implementation

Following the issuance of the Decision on the Provision of Funding and the subsequent signing of the contract between the funding organisation and the beneficiary, the project enters the implementation phase. In this phase, several mandatory as well as selective steps occur in which the cooperation of experts is required.

By a mandatory step, we mean a process that must always take place during project implementation. This includes the preparation of rapporteurs' opinions on interim and final project reports, individual expert assessments for the purposes of the final project evaluation, or the actual holding of this meeting.

Optional steps then include change procedures, i.e., the assessment of all project change requests that require an expert opinion, as well as participation in public administration and monitoring controls (interim and extraordinary project evaluations or on-site project monitoring visits).

A General Guide for Experts in Project Implementation is available for experts of projects under implementation.

Useful Databases for Project Evaluation

Use the following databases to verify whether the given topic has already been addressed in the past. The databases listed below serve as examples, and you may also use other verified sources of information during the evaluation.

- [TA CR STARFOS](#)
 - A search engine for research projects supported by public funds of the Czech Republic. It offers searching in both Czech and English, along with an advanced system of analytical filters.
- Central Register of Research, Experimental Development, and Innovation Projects and Information on Data Submission – CEP
- Register of Information on Results and Information on Data Submission – RIV
- [Industrial Property Office](#)
- Database of patents and utility models:
 - [Worldwide Espacenet](#)
 - [Horizon Dashboard](#)

Overview of the most important terms in the field of R&D&I

This section presents the basic concepts related to research, development and innovation and to TA CR programmes. For the sake of clarity, the terms are divided into two chapters. The first deals generally with research, development and innovation. The second chapter focuses on terms related to applicants in project proposals and contains

information necessary for the evaluation of project proposals and projects under implementation. It also provides explanatory notes and practical examples.

Research, Development and Innovation

National Research, Development and Innovation Policy

The National Research, Development and Innovation Policy of the Czech Republic is a document approved by the Government of the Czech Republic containing the fundamental support objectives, its material focus, the projected expenditure on research and innovation from the state budget, from European Union funds and from private sources, the priorities of applied research and innovation for a period of four to six years, and the measures for their implementation.

Research

Research is an active, persistent and systematic process of inquiry aimed at discovering, interpreting or revising facts. This intellectual process produces a large number of theories, laws, descriptions of behaviour, and enables their practical application. The word research can be used to mean the entire collection of information on a given subject and is often associated with science and scientific methods. Research is divided into basic and applied research (further in the text); there are also other types of research mentioned below.

The Frascati Manual states that an R&D activity must be:

- novel
- creative
- uncertain, in terms of the uncertainty of achieving the intended results
- systematic
- transferable/reproducible

Basic research

Basic research is theoretical or experimental work carried out primarily to obtain new knowledge of the underlying principles of phenomena or observable facts, which is not primarily focused on application or use.

Applied research

Applied research comprises theoretical and experimental work aimed at acquiring new knowledge and skills for the development of new or substantially improved products, processes or services.

Applied research includes industrial research (IR) and experimental development (ED), or a combination thereof.

The Frascati Manual provides the following definition: Applied research is original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific, practical aim or objective.

Collaborative research

Collaborative research is a form of research activity in which two or more organisations work together on a research project, sharing resources, knowledge, and risks to achieve a common goal. This collaboration typically includes:

1. Partnerships between different types of organisations (e.g., universities, research

- institutions, private companies, non-profit organisations).
- 2. Sharing of intellectual, financial, and material resources.
- 3. Joint planning and execution of research activities.
- 4. Mutual exchange of information and results.

Contract research

It is understood as research funded solely from private sector sources (meaning private, i.e., non-public sources in general). Contracts where the client is a state institution or other public entity and pays for this service from its own resources are also often recognized as contract research. It applies that the client funds the research, bears the risk, and is the owner of the results.

Industrial research

This term refers to planned research or critical investigation aimed at acquiring 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 may also include social science research. It includes the creation of component parts of complex systems and may include the manufacture of prototypes in a laboratory environment, as well as the production of pilot lines, if necessary for industrial research, and particularly for generic technology validation.

Oriented research

This term designates research that is focused on addressing specific social and economic objectives.

Development

Development is a term for a systematic process during which a change occurs from the current state to a new state. The goal of development in our concept of an ascending nature is to develop increasingly better versions based on experience, a plan, or an accidental error.

Experimental development

This development means acquiring, combining, shaping, and using existing scientific, technological, business, and other relevant knowledge and skills for the purpose of developing new or improved products, processes, or services. Experimental development may include prototype development, demonstration activities, pilot projects, testing, and validation of new or improved products, processes, or services in environments representative of real-life operating conditions, or simulating real-life operating conditions.

Experimental development does not include routine or periodic changes made to existing products, production lines, manufacturing processes, services, and other operations in progress, even if those changes may represent improvements.

Product and service innovation

It is the implementation of a new or improved product or service that differs significantly from other products or services and that has been introduced to the market.

The results of research, development and innovation are:

- in basic research, usually new knowledge of the underlying principles of phenomena, processes or observable facts, which is published in accordance with the conventions of the given scientific field;
- in applied research, usually new knowledge and skills for the development of products, processes or services. It is crucial that the knowledge and skills can be applied in practice. They are protected by laws protecting the results of copyright, inventive or similar activities, or utilized by the professional public or other users. The results may also be knowledge and skills for the needs of the funding organisation, utilized in its activities, if they arose during the performance of a public procurement contract;
- in development, designs of new or substantially improved products, processes or services;
- in innovation, new or substantially improved products, processes or services introduced into practice, or applied on the market.

State Aid

With regard to the fact that the provision of state aid may lead to a potential distortion of the market or competition by favoring the supported entity over other competitors, state aid is generally prohibited by European Union rules. Exceptions to this prohibition are precisely defined by state aid rules, with one of the areas of exceptions being those listed in Regulation No. 651/2014, the General Block Exemption Regulation (also known as "GBER"). These exemptions are set up with respect to market regulation failures in these sectors. One of these exemptions from the prohibition of state aid is the provision of funding in the field of research and development.

In the case of providing public funds to research organisations, if specific conditions are met, this does not constitute state aid. This involves conducting independent research as well as research in collaboration with other entities, where the aim is to increase the volume of knowledge and improve existing know-how.

In order for an activity to be assessed as independent research conducted by a research organisation, the following conditions must be met:

1. results that do not result in the creation of intellectual property rights could be widely disseminated,
2. intellectual property rights relating to the results of research, development and innovation resulting from the activities of the research organisation fully belong to this organisation,
3. the activity is not related to the economic activity of the RO (research organisation).

When assessing whether or not unauthorized state aid is provided to a research organisation or an undertaking (especially through a research organisation), it is necessary to consider in particular:

- whether the provided funding to the research organisation is not directed to an area in which the research organisation simultaneously conducts economic/commercial activity,
- whether it can be legitimately assumed that it is collaborative research, i.e., whether the partners actually participate in the design and implementation of the project and whether they jointly share the risks and results of the project,
- whether it can be legitimately assumed that it is not contract research, i.e., a situation where the project is ordered and funded by an undertaking that bears

- the risk and is the owner of the results, while research and development are implemented by the research organisation,
- whether it can be legitimately assumed that the know-how (or results) created by the research organisation within the framework of collaborative research with an undertaking/undertakings will fully belong to the respective research organisation (for co-owned results, this applies to the respective part of the result).

Useful terms when assessing projects

Funding organisation

The funding organisation is an organisational unit of the state or a local/regional authority that decides on the provision of funding and provides this funding.

Programme

The programme sets out the conditions on the basis of which individual calls for proposals are announced, and determines their focus.

Project proposal

The term project proposal can be understood as an applicant's request for the provision of funding. It therefore refers to all the information that applicants fill in the electronic project proposal in SISTA, including its annexes.

Project

A project proposal becomes a project after the conclusion of the Project Contract.

Applicant

Applicant is a collective term for both the main applicant and another project partner. Each applicant must select one of the permitted applicant types in the project proposal (most commonly a research organisation, small, medium-sized or large enterprise).

Main applicant

The main applicant can only be an entity that has its registered office, establishment or branch in the Czech Republic. The main applicant may implement the project independently or in cooperation with other project partners.

Main beneficiary

The main applicant becomes the main beneficiary after the conclusion of the Project Contract.

Project partner

The other project partner in the project proposal cooperates with the main applicant on the implementation of the project proposal. This term is used both in the project proposal and after the conclusion of the Project Contract.

Research organisation

A research and knowledge-dissemination organisation (research organisation) means an entity (such as a university or research institute, technology transfer agency, innovation intermediary, physical or virtual collaborative entity focused on research), irrespective of its legal status or way of financing, whose primary goal is to independently conduct basic

research, industrial research or experimental development or to widely disseminate the results of these activities by way of teaching, publication or knowledge transfer.

The list of research organisations maintained by the Ministry of Education, Youth and Sports of the Czech Republic is not binding, and the crucial factor is the fulfilment of the established conditions pursuant to Article 2(83) of the Regulation. If an expert has doubts as to whether the entity meets the conditions of a research organisation, they are obliged to state this fact in their assessment.

Enterprise

An enterprise means an entity engaged in an economic activity, regardless of its legal form. The concept includes companies or associations regularly engaged in an economic activity, as well as self-employed persons and family businesses engaged in craft or other activities.

An economic activity is any activity where the given entity operates on the market, regardless of whether the activity is profitable or not.

In project proposals, applicants (regardless of their legal form) can select the enterprise applicant type in SISTA (e.g. non-profit organisations, associations, state-funded organisations). If an expert has doubts as to whether the entity meets the size conditions of the organisation involved in the project as an enterprise, they are obliged to state this fact in their assessment.

Small enterprise

- employs fewer than 50 employees;
- its assets/property or turnover/revenues do not exceed the CZK equivalent of EUR 10 million.

Medium-sized enterprise

- employs fewer than 250 employees;
- and its assets/property do not exceed the CZK equivalent of EUR 43 million, or it has a turnover/revenues not exceeding the CZK equivalent of EUR 50 million.

Large enterprise

- A large enterprise is an enterprise that does not fall under the definition of small and medium-sized enterprises.

Note: When determining the enterprise size category, it is essential to also take into account its existing ownership relations. If the enterprise is owned by another enterprise, it is necessary to also include the relevant share of employees and the share of turnover of the linked enterprise or enterprises in the size of the enterprise participating in the call for proposals. An enterprise is defined in the Definition of small and medium-sized enterprises and the [User guide to the SME definition - Publications Office of the EU](#). The TA CR has also issued an Opinion on the issue of assessing enterprise size in entities associating legal entities.

Incentive effect

The incentive effect is intended to lead the applicant to increase their activity in research, development, and innovation. It should also enable them to carry out projects or activities in this area that could not be implemented at all without state aid, or only to a limited extent. The incentive effect is usually assessed as present if the project activities did not start prior to the project proposal submission, or if the research would not be conducted to such an extent without the allocation of funding.

Funding rate

Funding rate means the amount of funding expressed as a percentage of the eligible costs of the project.

The table below presents the maximum funding rate for individual types of applicants. However, it is always necessary to comply with the settings of the maximum funding and funding rate according to the call documentation of the call for proposals.

Applicant type	Industrial research		Experimental development	
	Maximum funding rate			
	By applicant type	Upon demonstrating effective collaboration (see below)	By applicant type	Upon demonstrating effective collaboration (see below)
Small enterprise	70 %	80 %	45 %	60%
Medium-sized enterprise	60 %	75 %	75 %	50%
Large enterprise	50 %	65 %	65 %	40%
Research organisation	100 %	100 %	100 %	100%

Effective collaboration

Effective collaboration is:

- between an enterprise and one or more research organisations, if this organisation bears at least 10% of the eligible costs and has the right to publish the outputs/results of its own research, or
- between enterprises, of which at least one is a small or medium-sized enterprise, and no single enterprise bears more than 70% of the eligible costs, or
- between enterprises where this collaboration takes place in at least two EU Member States, or in an EU Member State and a state that is a contracting party to the EEA Agreement, and no single enterprise bears more than 70% of the eligible costs.

Whether or not a project proposal involves effective collaboration is important for determining the correct funding rate. If the conditions of effective collaboration are not met, the participating enterprises cannot request an increase in the funding rate specifically for collaboration. See the table above.

Example: If three organisations participate in a project proposal, of which one is a medium-sized enterprise with an 80% cost share, one is a small enterprise with a 15%

cost share, and a research organisation with a 5% share of the project proposal costs, it does not constitute effective collaboration. Given that a research organisation is participating in the project proposal, the conditions of the second type of effective collaboration (i.e. collaboration of an enterprise with a research organisation) must be

examined. In this case, the first condition is not met because the research organisation participates in the project with only 5%, instead of the required minimum of 10%.

Costs

Costs must be directly related to the implementation of the project proposal and represent earmarked funds. Transactions/performance between the main applicant and other project partners, or between other project partners themselves, are not considered eligible costs.

The eligible cost categories are:

- personnel costs – include wage costs, increased by other costs that the employer is obliged to pay for employees;
- subcontracting costs – costs for services of a research nature;
- other direct costs – may include costs for the protection of intellectual property rights, other operating costs, costs for repair and maintenance of tangible and intangible assets, a portion of the annual depreciation of tangible and intangible fixed assets in an amount corresponding to the length of the period and the share of the actual use of these assets for the project implementation, and travel costs;
- indirect costs – are costs incurred in connection with the project implementation, or their part determined according to the reporting method (full cost or flat rate).

For each evaluation, it is important to familiarise yourself with the Call documentation and General Terms and Conditions, which specify the eligible costs in the given call for proposals.

Important Sources of Information

- [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, in particular Section 4 Aid for research, development and innovation.
- [Commission Communication – Framework for State Aid for Research, Development and Innovation 2022/C 414/01](#)
 - This is a Commission communication on how certain cases will be assessed in terms of whether or not they constitute state aid to research organisations.
- Act No. 130/2002 Coll., of 14 March 2002, on the Support of Research and Development from Public Funds:
 - defines research, development and innovation,
 - establishes the method for selecting projects,
 - defines the powers and obligations of the funding organisation and beneficiaries.
- [Frascati Manual](#)
 - is a document intended for the evaluation of scientific and technological activities. It sets the boundaries between research, development and other related activities. A Czech translation of the second chapter is available: Terms and definitions for the identification of research and development.
- [Oslo Manual 2018: Guidelines for Collecting, Reporting and Using Data on Innovation, 4th Edition](#)
 - deals with innovation and is published jointly by two international organisations: OECD and EUROSTAT.

- Innovation Strategy of the Czech Republic 2019–2030
- The final output of Key Activity 7 of the Project "Increasing the efficiency of TA CR activities in the area of supporting research, development and innovation (R&D&I) and supporting the strengthening of professional capacities of public administration organisations in the area of R&D&I"
- Research, development and innovation – definition of the term, objectives of public and private support, the situation in the Czech Republic (what research contributes to)
- Methodological procedure of the Ministry of the Interior for the creation of comprehensible communications in public administration, December 2018
- Presentation for experts: Unconscious biases in the project proposal evaluation process