

# AKTION Austria – Czech Republic, cooperation in science and education



Guidelines for the formulation of project proposals, including funding and finalisation, for 2025 (valid for proposals submitted from October 15,2024)

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## 1. AKTION Austria – Czech Republic

The programme supports the exchange of students and scientists between Austria and the Czech Republic within the cooperation projects. The focus is on activities related to historical roots and bilateral or regional interest for the current and future development of the Czech Republic and Austria.

The AKTION programme was founded in 1993.

## 2. Eligible institutions

### 2.1. Austria

- a) public universities
- b) vocational universities (Fachhochschulen)
- c) pedagogical universities (Pädagogischen Hochschulen)
- d) accredited private universities

### 2.2. Czech Republic

Public universities according to Annex. No. 1. of the Higher Education Act No. 111/1998 Coll.

## 3. Eligible project applicants

Only staff (scientific staff/academics) of eligible institutions may submit joint project proposals.

The AKTION programme supports students enrolled in full-time studies, scientific staff (Austria) and academic staff (Czech Republic) of eligible institutions in the Czech Republic and Austria within projects.

If experts who are not employees of one of the eligible institutions are involved in the project, a contract relationship between the Czech university and the external expert must be concluded (work contract/ Werkvertrag for payment of the fee for lecture or workshop management).

## 4. Supported activities

1. long-term cooperation projects;
2. joint scientific events for students such as seminars or field trips\*; granting an appropriate number of ECTS is welcome;
3. joint bilateral scientific events such as symposia, expert meetings and workshops;
4. preparatory phase for double degree programmes;
5. research stays for the acquisition of scientific data;
6. financial support for the publication of outputs from already completed AKTION cooperation projects;
7. summer collegiums, i.e. summer language courses in Czech and German;
8. summer professional schools in various scientific disciplines;
9. academic exchanges for the purpose of carrying out educational activities in the framework of Master's and doctoral study programmes of the host institution.

\* Please note the guidelines for excursions for students (point 15).

For all supported activities, priority is given to junior researchers, especially researchers up to 10 years after completing their dissertation.

## 5. Not supported activities

1. Participation of individual scientists in international or national conferences, congresses, symposia, meetings, and similar events organised by a third party;
2. costs of publication manuscripts (writing, proofreading, and translation);
3. acquisition of devices;
4. activities for which the institutions concerned lack the necessary infrastructure (instruments, staff, rooms, etc.);
5. excursions by students or university teachers to the partner country without the essential purpose of joint research or teaching activities with the partner institution;
6. within the projects, it is not possible to apply daily rates for longer stays, in which case reference can be made to the scholarship offer of the AKTION programme.

## 6. Dates for submission and realisation of projects

### 6.1. Dates in 2024

15<sup>th</sup> October for project realization in the period 1. 1. 2025 – 31. 12. 2025

### 6.2. Dates in 2025

15<sup>th</sup> March for projection realization in the period 1. 7. 2025 – 31. 12. 2025

Notify the relevant department of your university (Rector's Office or Project Office) of your project proposal in advance and inform yourself about the internal deadline for submitting your project proposal.

## 7. Address for submitting the application for subsidy

The public university must submit a Subsidy Proposal by the deadlines listed in Point 6.

The Subsidy Application must be submitted by the Czech public higher education institution directly to the Ministry of Education, Youth and Sports (MŠMT) in written or digital form (please indicate "For the Attention of the Director of International Relations" in the note).

Data box ID: **vidaawt**

Ministerstvo školství, mládeže a tělovýchovy  
Odbor mezinárodních vztahů a Evropské unie  
Karmelitská 529/5  
118 12 Praha 1

## 8. Submission of a subsidy application by a public higher education institution to the Ministry of Education, Youth and Sports (MŠMT)

The application form is available on the website of the MŠMT and the AKTION programme website.

Each public higher education institution submits one subsidy application to the MŠMT during the relevant call period, accompanied by all project proposals collected by the relevant deadline. The proposal must be signed by the statutory body.

In the subsidy application, the public higher education institution shall indicate the total amount of the grant for all the attached project proposals.

Formal evaluation means the assessment of the completeness of the proposal, in particular:

- (a) compliance with the proposal deadline,
- (b) proper, complete and correct completion of the proposal (without language errors affecting comprehension of the text),
- (c) whether the proposal has been submitted by an authorised applicant,
- (d) the signature of the person authorised to act on behalf of the applicant,
- (e) attaching the required mandatory annexes to the proposal.

## 9. Joint project proposal

Project proposals must be impeccable in form, content, and language. In the case of a proposal with formal deficiencies and/or significant language errors, applicants will be requested to remedy the deficiencies within a deadline of 5 days. Project proposals not submitted by the deadline will not be included in the evaluation process by the members of the Steering Committee.

### 9.1. Tips for a successful project proposal

Ensure that your project and project activities follow the objectives of the AKTION Programme. Successful cooperation projects are always beneficial for both project partners.

The AKTION Programme Office offers consultations in the preparation of project proposal as well as informative webinars for the same purpose. The dates of the webinars and downloadable presentations can be found on the AKTION website.

### 9.2. Project proposal form

The Project Proposal Form is to be completed electronically in German or English. The project title and the brief project description on page 2 must also be completed in Czech.

The expected and realistic use of resources must be indicated clearly and comprehensibly.

Project proposals must be signed by the project applicant and the cooperation partner.

The dean (on the Czech side) and the head of the institute, faculty or university (on the Austrian side) are obliged to comment on the project proposal, sign it and provide it with stamp. If the project partner is also the head of the institute, another person from the institute's management must sign the project (double-checking principle).

On the last page of the form, only the totals of the individual budget categories are provided in the cost summary. A detailed specification of the required costs is attached in a separate annex.

### 9.3. Mandatory annexes of the project proposal

#### 9.3.1. Planned cooperation proposal

The proposal for the planned cooperation (maximum of three pages), along with the Implementation Plan, is central to the evaluation of the project proposal. It should include a description of the scientific issues and objectives, the planned work programme and the expected results of the collaborative project. Furthermore, it should indicate the relevance of the collaboration, synergies in teaching and research, possible current or future participation in an EU programme and other international perspectives, as well as the prospects for applying the results in practice.

### 9.3.2. Implementation Plan

The detailed implementation plan should list each person's individual activities with precise timing and spatial arrangements, including responsibilities, agenda for meetings, workshops, or excursions, and details such as lecture topics and names of speakers.

### 9.3.3. Specification of required costs

Eligible costs include living expenses (accommodation and meals), travel costs in CZK, fees for teaching activities, publication costs, other costs, and overheads (overheads can only be applied for by Czech higher education institutions).

For a detailed breakdown of the individual financial rates, please refer to point 10, which specifies the maximum amounts and flat rates.

### 9.3.4. Academic CV and list of publications

Project applicants or cooperation partners must attach a one-page CV, including a list of publications published from the last three years (maximum of one page). CVs will be published in the project database on the AKTION programme website.

### 9.3.5. Request for continuation of the project

For a request to continue a project, an updated project proposal on the same form must be attached, along with the Implementation Report of the previous project and a preliminary account of the approved amounts in both currencies.

## 10. Project funding

Travel and accommodation costs in CZK must be calculated economically.

The division of EUR and CZK costs is based on the regional funding principle, i.e. individual costs are claimed in the currency of the country they originate. For example, travel costs for Czech project participants to and from Austria are claimed in CZK, while accommodation costs for Czech participants in Austria are claimed in EUR. The quantification of the requested costs should be based on the applicable rates and guidelines.

### 10.1. Detailed cost breakdown for the EUR budget

#### 10.1.1. Accommodation costs

It is possible to apply for accommodation costs for project participants from the Czech Republic in Austria for a maximum of 10 days. This also applies to project participants from Austria when staying on Austrian territory if such a stay is necessary for the implementation of the project.

Academics (staff) can apply for a daily allowance of € 130.

Students can apply for a daily allowance of 90 €.

#### 10.1.2. Monthly scholarships (30 days)

Graduates and PhD students can apply for a monthly stipend of € 1,250 within the AKTION scholarship support, separate from project support (Grants.at).

For shorter stays, please follow the instructions in section 10.1.1.

#### 10.1.3. Travel costs

Requests for travel costs in EUR are not permitted.

#### 10.1.4. Fee costs for teaching

For lectures by guest lecturers from Austria, a fee of up to 50 €/lecture hour (maximum of 4 lecture hours per person/project) may be requested if these lectures go beyond the regular curriculum of the host university.

For summer colleges (Sommerkollegs), a fee of up to € 600 may be requested for freelance and self-employed authors for author readings, and a maximum of € 200 per lecture for other guest lecturers.

The name, title, home institution of the speaker, and the topics/titles of the lectures must be indicated for the requested fee.

#### 10.1.5. Other costs or publication costs

Publication costs can only be claimed for completed AKTION projects. The name of the journal or publisher must be indicated when submitting the proposal.

If more than € 1 500 will be requested for 'publication costs' or 'other costs', three quotations must accompany the project proposal.

Consumables must be provided by the collaborating institutions. For proposals to the AKTION programme, the financial requirements for consumables must always be detailed.

If funding is approved for a publication as an output of the project, the AKTION logo must be included in the publication (for electronic versions, see website: [aktion.dzs.cz](http://aktion.dzs.cz)), along with an addendum stating: "Funded by the AKTION Czech Republic-Austria Cooperation in Science and Education Programme". Please send one copy along with the final report.

### 10.2. Detailed cost breakdown for the CZK budget

#### 10.2.1. Accommodation costs

For academic staff (employees) accommodation costs are reimbursed up to CZK 2,000/night (CZK 3,000/night for stays in Prague), based on the actual amount paid in the actual amount (according to the invoice) b.

For students, accommodation costs are reimbursed up to 1.500 CZK/night (2.000 CZK/night for stays in Prague), based on the actual amount (according to the invoice),. This also applies to project participants from the Czech Republic during project-related journeys on Czech territory.

#### 10.2.2. Food costs

Meals for participants from Austria in the Czech Republic are reimbursed on a flat-rate basis:

Academic staff (employees) can apply for a flat rate of CZK 900 per day.

Students can apply for a flat rate of CZK 700 CZK per day. For project-related journeys of project participants from the Czech Republic within the Czech Republic, the current rates according to Act 262/2006 apply.

#### 10.2.3. Monthly scholarships (30 days)

Graduates can apply for monthly scholarships of CZK 13,000 .

PhD students can apply for monthly scholarships of CZK 15,000.

These proposals are submitted within the AKTION scholarship offer, separate from project control (Grants.at).

For shorter stays, please refer to sections 10.2.1. and 10.2.2.

#### 10.2.4. Travel costs

Sustainability principles (e.g., public transport) must be observed.

Travel costs for project participants from the Czech Republic to Austria, as well as the travel costs for participants within Czech territory, are covered from the CZK budget. In justified cases, financial compensation may be granted for the use of a private vehicle. This exception must be stated in the project proposal, justified sufficiently, and approved by the Steering Committee.

For travel costs, the most economical rail transport offers should be used, and accounting documents must be submitted.

Train travel costs may be reimbursed up to the amount of a 2<sup>nd</sup> class ticket upon presentation of original receipts.

#### 10.2.5. Fee costs for teaching

For lectures by guest lecturers from the Czech Republic, a fee of up to CZK 1,000 per lecture hour (maximum of 4 lecture hours per person/project) if the lectures go beyond the regular curriculum of the host university.

The name, title, home institution of the lecturer, and the topics/titles of the lectures must be provided for the requested fee costs.

#### 10.2.6. Other costs or publication costs

Publication costs can only be claimed for completed AKTION projects. The name of the journal or publisher must be indicated when submitting the proposal.

If more than CZK 45,000 is requested for 'publication costs' or 'other costs', three quotations must accompany the project proposal.

Consumables must be provided by the collaborating institutions. For proposals to the AKTION programme, the financial requirements for consumables must always be detailed.

If funding is approved for a publication as an output of the project, the AKTION logo must be included in the publication (for electronic versions, see website: [aktion.dzs.cz](http://aktion.dzs.cz)), along with an addendum stating: "Funded by the AKTION Czech Republic-Austria Cooperation in Science and Education Programme". Please send one copy along with the final report.

#### 10.2.7. Overhead costs

Only public higher education institutions in the Czech Republic can apply for overheads. Overheads cover costs incurred in the administration and implementation of the project (e.g., provision of premises at the higher education institution). They are limited to 10 % of the total approved funding. Overheads are part of the overall project costing and cannot be exceeded or increased during project implementation.

## 11. Evaluation of project proposals

Project proposals are evaluated by the Steering Committee of the AKTION programme within seven weeks after the submission deadline. The Steering Committee consists of an equal number of university teachers from Austria and the Czech Republic, as well as representatives from the Ministries of Education of both countries.

Project applicants will be notified in writing within four weeks after the evaluation of their proposals regarding their approval or rejection by the AKTION Programme Office.



## 12. How to proceed when a project proposal is approved?

### 12.1. Project partners from Austria

The AKTION Programme Office will send a Binding Declaration/Verpflichtungserklärung along with the notification, which is addressed only to the Austrian partner. If the Austrian project partner agrees with the terms of the assessment, they must return the signed Binding Declaration back to the AKTION Programme Office (a condition for the transfer of the approved funds).

The approved amount in euros will be made available at the regional offices of the OeAD-GmbH (address to be provided in the notification).

The settlement of the approved grant in euros follows the guidelines: Richtlinien für die Abrechnung der Eurodotation.

### 12.2. Project partners from the Czech Republic

The approved subsidy will be transferred by the Ministry of Education, Youth and Sports to the bank account of the respective higher education institution.

## 13. Changes during the project

Requests for the reallocation of funds must be submitted to the AKTION Programme Office (aktion@dzs.cz) or to the relevant OeAD-GmbH regional office. Requests for reallocation must be well justified and signed by both project partners. The approved budget must not be exceeded.

## 14. Completion of cooperation projects

### 14.1. Final report

Within one month of the end of the project, the project partners must send a jointly signed final report in German or English (maximum of three pages) to the AKTION Programme Office at the e-mail address aktion@dzs.cz. The report must include the activities carried out, the results achieved, and an assessment of the progress of the cooperation. The names of all project participants from the Czech Republic and Austria, divided into students and researchers, as well as the titles of any publications, must be included in an annex. If possible, please provide photographs in electronic form.

### 14.2. Clearing of the EUR subsidy

Within one month of the end of the project, the Austrian project partner must clear the approved euro amounts with the relevant OeAD-GmbH regional office. All original documents must be attached to the clearance (original documents will be returned upon request after being marked). The OeAD-GmbH regional office will then send a copy of the payroll to the AKTION programme office in Prague. The original accounting documents remain with the OeAD-GmbH.

### 14.3. Clearing of the CZK subsidy

On the Czech side, within one month of the end of the project (only if the higher education institution has already received a subsidy from the Ministry of Education, Youth and Sports), the project partner must send an overview of the use of the approved CZK subsidy (including names of participants, institutions, dates of stays and trips, unit rates, etc.) put together by the higher education institution's economic department and signed by the responsible economic officer, to AKTION Programme Office, only electronically with scanned signatures and stamps, at the e-mail address aktion@dzs.cz. The original accounts remain with the Economics Department of the relevant institution and are available for inspection upon request. The unspent amount should be indicated in the invoice and returned via

the Rector's Economic Department to the MŠMT according to the instructions in the Decision on the grant from the MŠMT.

The use of awarded funds awarded is subject to the laws and regulations in force in the country concerned, as well as the rates and guidelines set out in these guidelines under point 9. The approved amounts in CZK can only be used until the end of each calendar year, as per the MŠMT Call for Proposals. If this is not possible, please inform the Prague Programme Office immediately so that further arrangements can be made.

If the project or part of it cannot be implemented, this fact, including the reasons, should be communicated to the AKTION Programme Office without delay.

## 15. Guidelines for scientific excursions for students

Excursions with a scientific programme are supported. The scientific focus of the excursion will be ensured by involving one or more university departments in the target country in the planning and implementation of the excursion. Students from the host university must participate in at least part of the scientific and teaching programme.

A detailed scientific programme must be prepared for each day of the excursion. Participants should be accompanied by at least one staff member from the relevant university departments during their stay.

For visits to other scientific institutions (libraries, archives, etc.), a competent contact person must be indicated.

Support is only provided for student participants on excursions and a maximum of two accompanying persons.

The maximum duration of the excursion is 10 days.

A reasonable subsidy is provided for accommodation and meals (accommodation in university halls of residence, meals in canteens or similar facilities).

The proposal must specify the number of participants and the number of days of stay, including the days of arrival and departure.

For excursions, the students' share of the transport costs is required to be at least 30%.

### **Excursions to Austria:**

- maximum support per person per day is € 90 (including accommodation).
- total maximum support per excursion is € 6.000 (plus travel in CZK)

### **Excursions to the Czech Republic:**

- maximum amount for accommodation is 1,500 CZK per person per night (for stays in Prague maximum 2,000 CZK per night)
- maximum amount for meals is CZK 700 CZK per person per day.

Neither the AKTION Programme Office nor the Austrian partner office OeAD-GmbH can assist in the organisation of the excursion (e.g. accommodation, etc.).

## 16. Special guidelines for summer colleges

The Austrian Ministry BMBWF has issued special guidelines for the summer colleges concerning the EUR budget. These instructions are available in the German version of the guidelines for the project proposal.