



## Call for proposals for joint initiatives in education and research

2024

### Charles University – University of St Andrews

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

Charles University and the University of St Andrews have established a joint seed funding scheme with the goal of facilitating cooperation in the framework of our strategic partnership. This represents the third call for proposals for joint initiatives between CU and UoStA following its launch in 2022. The funding shall enable academic staff from all disciplines to identify complementary strengths, explore areas of synergy, and develop outstanding future projects in research and academic innovation. The joint seed funding aims to support the first steps of cooperation and is not meant as complete project funding.

Possible formats for cooperation may include but are not strictly limited to:

1. Intensive research seminars or workshops
2. Pedagogical workshops (e.g. exploring digital or other course collaboration)
3. Short-term research stays
4. Graduate summer/ winter programmes
5. Collaborative Online International Learning (COIL) projects

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

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

- A project must be carried out by at least two applicants, one from each institution, who will work together to build a joint proposal. Applicants should be full-time or part-time academic staff with a contract of employment until at least the end of the project. It is strongly recommended that each institution include co-applicants (one or more); participation of early-stage researchers is also encouraged.
- All academic fields covered jointly by CU and UoStA are included in the present call, and interdisciplinary projects are encouraged as long as the resulting project is beneficial for both universities.
- Projects aligning with the [United Nations Sustainable Development Goals](#) are particularly welcomed.
- Recipients of a grant under previous calls for proposals are eligible to apply. However, proposed projects must be entirely new and not a continuation, or further edition, of pre-existing initiatives. Moreover, applicants not having benefitted from funding under previous calls will be given priority in the selection process.

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

In 2024, up to **four projects** will be jointly funded by CU and UoStA.

#### **Key dates**

- **Call opens:** **W/c 4 March 2024**
- **Applications close:** **Friday, 3 May 2024 (5pm CET/4pm BST)**
- **Outcomes announced:** **by 30 June 2024**
- **Projects commence:** **1 September 2024**
- **Projects complete:** **31 August 2025**

#### **Equality Diversity, and Inclusion (EDI)**

Adherence to respective equality, diversity, and inclusion (EDI) policies are an important feature of this programme to ensure that all participants can do their best work, thrive and succeed. Applicant teams should consider how they can take meaningful steps in their future collaborations to foster an environment that values, supports and respects a diverse range of views, knowledge and experiences. Applicants should consider EDI as it applies to e.g., gender, race, ethnicity, nationality, (dis)ability, and career stages.

#### **Sustainable travel**

CU and the UoStA recognise the importance of organising in-person meetings and events to support the development of collaborative projects. Therefore, both institutions encourage applicants to consider the environmental impact of their travel. [Climate Care](#) can help with calculating the carbon from a journey and purchasing an offset, and tools such as [Routerank](#) can help with evaluating different travel options regarding time, price and sustainability. Please refer to St Andrews' [Sustainable Research and Business Travel webpage](#) for more information.

#### **Trusted Research (For St Andrews applicants)**

Trusted Research, the term used by the UK Government and other bodies to refer to national security issues in the planning and undertaking of research, has been an increasingly prominent agenda since 2019. The University of St Andrews is required to put in place, and enforce, relevant provisions to ensure that it attends to this agenda. We have created guidance and a Trusted Research Tool to assist researchers and direct colleagues towards existing policy and process to ensure compliance where necessary. As part of your application to this scheme, you confirm that you have (or will) review/ed relevant guidance and complete/d a Trusted Research Tool submission including any required outcomes. Please see the [Trusted Research web page](#) for information and access to the Tool.

### **Selection criteria and process**

Applications will be reviewed and scored by selection committees at CU and UoStA. The selection committees will evaluate each application using the following criteria:

- **Partnership & strategic relevance:** how the research or teaching project will be shared with the broader academic communities at each institution and how it will promote and consolidate the relationship between the two universities; how the project contributes to realising university strategies and supports the research or teaching priorities of the dept/school.
- **Academic quality and innovation:** the academic quality of the proposed activities, the contribution to novel thinking and the ability to cut across disciplines.
- **Anticipated outcomes and scalability of the project:** a clearly formulated plan for the project and the likelihood that it will lead to a long-term, sustainable research or educational relationship and generate on-going collaboration; how the project can be transferred to other levels (local, regional, national, etc).
- **Impact and legacy:** how the work may gain wider recognition and/or have a legacy once completed; if relevant, the expected changes beyond the discipline(s) and academia.

The selection committees reserve the right to allocate less funding compared to the amount requested by the applicants. The selection shall take into consideration the project subject area and type, to encourage the widest possible range of activities.

### **Duration and funding arrangements**

Project timelines should be clearly outlined in the application and may not exceed 12 months from the project start date. It is expected that projects will start no later than 1 September 2024. Projects must be concluded, and funding must be spent within 12 months.

Each application will receive up to £5,000 (approx. €6,000) in total or £2,500 (approx. €3,000) from each institution. Up to 4 projects will be awarded in the 2024 call of the scheme.

Co-funding of projects by the faculty/department/school/institute/centre, or external bodies, is welcomed.

Allowable expenses include:

- costs linked to organisation of joint meetings, seminars or workshops
- cost of developing shared online resources, e.g., video editing
- consumables needed for the implementation of the project
- travel, accommodation and meal costs
- costs related to publication/dissemination of results

Non-allowable expenses include:

- salaries or salary supplementation of any kind (except for COIL tutors/learning technologists/ facilitators)
- indirect and overhead costs

- course fees, stipends or scholarships for students
- infrastructure and equipment purchases, such as computers, including laptops and basic computing facilities such as printers, word processing and other standard software
- conference registrations unrelated to the dissemination of results
- costs already incurred prior to submission of the proposal

### **Award expectations**

In addition to submitting a final report at the end of the project, PIs may be asked to share brief updates about project progress throughout the year, engage with Charles-St Andrews strategic partnership events and opportunities, and notify the Centre for Strategic Partnerships at Charles University and the Global Office at the University of St Andrews of visits that take place in either location.

### **Submission and deadlines**

One joint application must be submitted by **Friday, 3 May 2024 (5pm CET/4pm BST)** using the [online submission link](#). Please use the 2024 application form for sections 1-6 below:

- 1) Names, titles, departments/schools and emails of CU and UoStA Principal Investigators and any other academic staff involved in the activities.
- 2) Type of collaborative activity
- 3) List of UN Sustainable Development Goals that align with proposed project (optional)
- 4) Project title and layperson abstract of the proposed project (up to 250 words)
- 5) Narrative description of the proposed project for a multi-school, multidisciplinary audience using the following sub-headings (up to 1000 words):
  - a. Project objectives
  - b. Background and previous work as appropriate
  - c. Specific outputs expected
  - d. Explanation of how you will evaluate the success of your project
  - e. Anticipated schedule for completion
- 6) Brief description of how the project will address the selection criteria using the following subheadings:
  - a. **Partnership & strategic relevance** (maximum 150 words)
  - b. **Academic quality and innovation** (maximum 150 words)
  - c. **Anticipated outcomes and scalability of the project** (maximum 150 words)
  - d. **Impact and legacy** (maximum 150 words)
- 7) Budget and budget justification, with one section for CU budget and one section for UoStA budget, explaining in detail all anticipated expenditures
- 8) Short curriculum vitae (2 pages maximum) of Principal Investigators
- 9) Brief endorsement letters from respective heads of faculty (Charles) and school (St Andrews).

Applicants will be notified about the outcome of the selection process before the end of June 2024. This call for proposals will be available on the [CU website](#) and on the [UoStA website](#). For further information, please contact:

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