
Cooperatio Provisional 2025

Call for applications for the support of scientific and research activities under the Cooperatio 2025 Provisional - I. round

During the period of regular budget provisional, which occurs between 1st of January 2025 and the allocation of the 2025 institutional support for scientific and research activities (distributed through the Cooperatio programme), the FHS UK allows to apply for support for urgent expenditure on creative activities through the Cooperatio Provisional 2025 Call. Under this call, **priority will be given to funding scientific and research projects that are expected to be implemented in the first third of 2025**. In case of approved financial support for a project under the Cooperatio Provisional 2025, invoicing of costs must take place by **31st May 2025**. **If the costs have not been invoiced by this date, the possibility of drawing financial support under the provisional period will cease, and the applicant will submit an application to the standard Cooperatio call, which will be announced after the provisional period has ended.**

Projects planned for implementation later in 2025 may be submitted to the standard Cooperatio calls, which are expected to be launched later in 2025 as usual.

Who can apply for support?

Cooperatio Provisional 2025 fund support is intended for **academic staff who are part of individual Cooperatio groups at FHS UK** and for **students of doctoral study programmes** who are also part of individual Cooperatio groups at FHS UK.

Doctoral students may **only submit applications for support with the written support of their supervisor**. This support may take the form of an email from the supervisor or a pdf. / word. document.

Without evidence of support for the application from the supervisor, the students application will not be accepted!

Which projects can be supported by the Cooperatio 2025 Provisional call?

The Cooperatio 2025 Provisional call is open for research and project projects with a deadline for implementation in **the first third of 2025**.

Types of supported projects:

- Publication of an article/monograph
- Trip (participation in a conference, research and study stay, etc., which should result in a publication)
- Acquisition of material needed for scientific and creative activities
- Purchase of services (translation, proofreading, editorial work, etc.)

Application assessment process

Submitted applications will be assessed by the relevant Cooperatio Board according to the applicant's affiliation. **Therefore, do not forget to fill in your affiliation to a specific Cooperatio in your application form!**

The Cooperatio Board reserves the right to ask for additional information. The Cooperatio Board reserves the right to make any adjustments to the proposed budgets. The applicant will be informed of the decision of the Cooperatio Board via email by the Research Administration Office.

Terms

Deadline for applications for this Call is **XXXXX 2025**.

Applicants will be informed of the acceptance or rejection of their application by email no later than **XXXXXXX 2025**. In case of acceptance, this email will also contain instructions on how to proceed with the use of the allocated funds.

Application method

1. Fill in the [application form](#) .
2. Together with relevant attachments (manuscript, publishing contract, confirmation of acceptance of the article for publication, etc., and in case of Ph.D. students, a written statement of support for the application from the supervisor), send the completed form to cooperatio@fhs.cuni.cz .
3. State „**Cooperatio – provisional 2025**“ in the subject of your email.

Instructions for completing the application form

Applications submitted under this call for proposals shall be made using the following form:

1. Applicant's name and surname.

2. Other individuals involved (in the case of students, their supervisor, or other collaborators from FHS UK, or service providers - translators, proofreaders, graphic designers, etc., if already known).

3. Name of the Department in which the applicant works or studies.

4. The affiliation of the applicant to the specific Cooperatio under which he/she is applying for financial support.

5. Name of the project (e.g. title of the article, monograph, in case of a business trip e.g. title of the conference, in case of membership name of the society, etc.).

6. Short description of proposed project and schedule: a brief description of the intention leading to the creation of a scientific or creative achievement (or result), with emphasis on the planned publication output, together with a timetable for the implementation of the intention. In the case of a work/study trip to a conference or workshop, please indicate the name of the event, the location and country of the event, and the start and end of the trip (this may differ from the start and end of the conference, including travel time).

7. Description of the planned publication or other reportable output: please also indicate in which year and in which journal (publishing house) the planned publication will appear. Publications are the preferred scientific output. In case the application concerns the making available (publication) of publication outputs in the final stage of development (publishing costs, royalties, peer review, Open Access), annexes proving the relevance of the application (e.g. manuscript of the work to be supported, or contract with the publishing house, confirmation of acceptance of the article for publication, etc.) are recommended as part of the application.

8. Total amount requested: always enter the total amount here, **in CZK only**. If you plan your purchases in a foreign currency, use the current ČNB exchange rate when filling in this form.

9. Short justification of requested funds:

- When planning your expenses, please **take into account economic considerations**.
- If your plan includes more than one item, please break them down individually.

If your application involves **payment abroad**, please note the following:

- Purchase of a book from abroad: ADD 10% of the book price (VAT).
- Purchase of any other goods from abroad: ADD 21% of the price of the goods (VAT)
- Publishing a book abroad: ADD 21% of the total price (VAT)
- Fee for attending a foreign conference that you are attending ONLINE: ADD 21% of the price of the fee (VAT).

If you are attending an event (conference, workshop...) abroad in person, you do not need to add anything. The same applies to staying in foreign accommodation (e.g. when attending a conference or staying during a foreign field research).

If your application involves a study / business trip, please note the following:

In the case of study / business travel, **academic staff of FHS UK is legally entitled to a meal allowance of a certain amount**. This should therefore be taken into account when budgeting. Please pay attention to the information provided on the website of the Department of Business Travel . In the case of travel by a person who is not employed by FHS UK (a student), the entitlement to meal allowances does not arise and therefore **cannot be applied when planning the travel budget**.

COOPERATIO PROVISIONAL 2025 FORM (Eng.)