

Funding of scientific and research projects through Cooperatio

Cooperatio programme offers a way of providing support for the scientific and creative activities of academic staff and PhD students of the FHS. The principle of Cooperatio is based on the submission of applications for funding for specific projects. These are not grants, but so-called institutional support. Applications to Cooperatio are submitted by the authors of the projects themselves - the researchers of the projects - in the framework of Calls for applications.

Which projects can apply for funding from Cooperatio?

It must always be scientific projects. Preference is given to those that lead to a publication output (article in scientific journal, a monograph publication, a conference paper etc.)

Specifically, these may be, for example:

- work trips - active participation in a scientific conference/workshop (costs of transport, accommodation, conference and registration fees, in the case of FHS staff also statutory meal allowance), research and study stays resulting in a publication,
- publication of an article/monograph (as calculated by the publisher),
- purchase of materials and equipment necessary for scientific and creative activities (e.g. software),
- purchase of services (translation, proofreading, graphic or editorial work, etc.),
- scholarships for scientific activities,
- subscriptions to professional societies, subscriptions to professional journals.

As scientific activities are getting more diverse and fast-moving, this list is far from the ultimate. We summarise here only the most common types of intentions. If you are hesitant about whether or not your project falls under Cooperatio, please do not hesitate to make an enquiry at cooperatio@fhs.cuni.cz.

What is the structure of Cooperatio, and who belongs where?

Cooperatio is divided according to forty-two scientific areas. At the FHS, a total of nine of them are implemented. These nine areas include 17 disciplines:

FIELD	DISCIPLINE
Arts and Culture Studies	Aesthetics
	Theory and History of Arts
History	History and Philosophy of Science
	History
Literature	Literature
	Medieval Studies
Philosophy	Philosophy and Ethics
Media and Communication Studies	Media and Communication Studies
Psychological Sciences	General and Developmental Psychology
	Pedagogical, School and Counselling Psychology
Social and Cultural Anthropology	Ethnology
	Social and Cultural Anthropology
Sociology and Applied Social Sciences	Gender Studies
	Public and Social Policy
	Social Work
	Sociology
Health Sciences	Health and Clinical Psychology

Each Cooperatio is usually administered by specific Faculty department (again, there is a division according to scientific field).

Affiliation to specific Cooperatio is automatic and includes all academic and scientific staff and PhD students of the faculty.

The assignment of doctoral students to the various disciplines of the Cooperatio is governed by the accreditation of the doctoral study program in which the particular doctoral student is enrolled. Thus, students cannot choose any discipline to which they wish to belong (or rather, they choose that discipline just by their choice of doctoral program). Some doctoral study programmes at our faculty are accredited in several disciplines, some in only one. Changing the subject affiliation is possible in justified cases. More information on this [can be found here](#).

How do I get financial support for my project from Cooperatio?

During the year, each Cooperatio, together with the Research Administration Office, opens Cooperatio Calls. These Calls are usually launched three times a year - at the beginning of the year, a **provisional Call** is launched to cover the most urgent projects and activities for the period January-April/May, followed by **standard Calls** in spring and autumn. However, some Cooperativos operate in the frame of ongoing Calls, which are opened through the year, so it is highly recommended to follow the [Current Calls page](#) where you can always find all the current events, all Calls, deadlines and other helpful information.

Research Administration Department informs all participating academics and students of the announcement of each call by email on the day of the announcement.

Please note that if a Call is not currently open in your affiliated Cooperatio, you cannot apply for support. Without a previously discussed and approved application, your project cannot be funded! If you have any urgent matter (e.g. a conference for which the registration fee needs to be paid before the scheduled date of your Cooperatio Call), please email us at cooperatio@fhs.cuni.cz and we will try to find a solution.

If you are affiliated to two Cooperatios at the same time, we recommend that you apply to the Call of the Cooperatio that is more likely to have the results that will result from the research and scientific activities funded by that Cooperatio, if your application is approved. **It is not possible to submit the same application to two (or more) Cooperatios at the same time.**

Each Call has three key deadlines - the date of **opening the Call**, the date of the **closure of the receipt of applications**, and the date of **notification of the results to applicants**. The Call announcement and the collection of applications are generally handled by Research Administration Department. However, the rules for each Call may vary slightly, but you will find these rules described in great detail in each Call. The Call also includes a short form on which applications to the Cooperatio are submitted and detailed instructions on how to fill it in.

On the day of the closure of the receipt of applications, the Research Administration Department will forward all the collected applications to the Cooperativo Board, which will discuss each individual application and decide whether or not to financially support it. The Board will then inform Research Administration Department of the results and Research Administration Department will then inform all individual applicants. **We therefore strongly recommend that you pay attention to the closure date for receipt of applications when sending your application to the Call. If you send your application after this date, it may not be accepted for consideration!** If you already know that you will not be able to send your application on time (e.g. you have not yet received all the attachments you want to send with your application, or you are still waiting for a publication costing or acknowledgement of acceptance of the article, etc.), please inform us at cooperatio@fhs.cuni.cz.

I have been approved for support from Cooperatio - what's next?

The Research Administration Department will send an information email to all applicants. This email will contain detailed information on the administration of your project funding. For the most part, financial aspect of your project will be handled by the Research Administration Department: issuing orders, financial control, cooperation with the economic department of the faculty in the case of receiving and paying invoices, drawing up work or publishing contracts, paying out student's stipendiums, etc.