

The Statute of the Slovak Academy of Sciences Grant Programme for Postdoctoral Fellows „PostdokGrant“

Article I

Introductory stipulations

1. The Grant Programme for postdoctoral fellows¹ „PostdokGrant“ of the Slovak Academy of Sciences (hereinafter referred to as the " Programme") is an activity of the Slovak Academy of Sciences (hereinafter referred to as the " SAS") aimed at supporting the scientific projects of postdoctoral fellows employed within the SAS organizations.
2. The SAS postdoctoral fellows are the researchers employed in the SAS organizations who have already completed their doctoral studies successfully, however, are not yet fully conducting their research independently.
3. The present Statute regulates the basic rules of the Programme, the structure and filing of applications for a Grant, initial assessment of Grant applications, financing and final evaluation of Grants.

Article II

The Programme basic rules

1. Only a postdoctoral fellow being employed on a fixed weekly working hours in a single SAS organization may submit a Grant application.
2. An application for the Grant can only be submitted by a postdoctoral fellow under condition in the same day of starting the project of the current Call of the Programme, not more than five years have passed since the day of successful completion of his/her doctoral studies. This period does not include time spent on maternity or parental leave.
3. A postdoctoral fellow may apply for a Grant only as an independent researcher; the Programme is not intended for research teams.
4. The Grants are awarded for a maximum of two calendar years. The Grant can be awarded to the same applicant repeatedly.
5. The Grant funds may only be used for the purposes for which they were approved.
6. The maximum budget amount for a Grant is EUR 12,000.

¹ In the Statute, for the sake of simplicity, only the masculine form of some nouns is being used (e.g. postdoctoral fellow, employee, etc.). However, whenever such a noun is used, the term includes both male and female persons.

7. A schedule of activities shall be prepared for each call within the Programme, approved by the Programme's Evaluation Committee and published on the Programme's website.

Article III

Structure and filing the project proposals

1. The Grant applications are submitted via an electronic system that is accessible through the Programme's website. The paper version of the application signed by the relevant persons (the applicant and the statutory representative of the SAS organization) is sent by post to the following address:

Úrad Slovenskej akadémie vied - Odbor vedy a výskumu
Štefánikova 49
814 38 Bratislava

The envelope must be marked with the keyword: "PostdokGrant". The paper version must be sent within three working days after the application deadline. The date of the postmark on the envelope or date of filing it to the SAS office shall be decisive whether the deadline has been met.

2. To file an application, the applicant must create and activate a user account on the Programme's website.
3. The Grant applications are filed from the date of the call announcement by the deadline to submit the applications. The Exact dates are always indicated in the approved Programme schedule for the particular call.
4. The date of electronic filing is decisive for the assessment of the application submission date.
5. The Grant application has the following structure:
 - a) Basic data about researcher
 - b) brief summary of the project (annotation)
 - c) characteristics of the project scientific goals
 - d) the current situation of tackling the problem with references to respective literature
 - e) project solution methodology
 - f) project financial costs and their justification
6. The total scope of project is of five A4 pages maximum. In the electronic system, a character limit will be determined for the application.
7. All the above mentioned parts of the application are mandatory. An application having not all mandatory parts filled out, shall not be evaluated.

Article IV

Evaluating the applications

1. After the application filing deadline, the applications are being evaluated by the Evaluation Committee.
2. Only applications having met the formal requirements shall proceed to evaluation:
 - a) were filed by the eligible applicant:
 - i. postdoctoral fellow being employed full-time in a single SAS organization,
 - ii. applicants whose previous project within the Programme was not in the final evaluation assessed as unsuccessful,
 - b) were filed via the electronic application system and the signed paper version of the application was delivered to the address indicated in Article III, par. 1 of the present Statute herein;
 - c) were filed before the final deadline to submit the applications,
 - d) contain all required parts.
3. The Evaluation Committee is divided into three sections according to the SAS scientific departments.
4. The Committee consists of the Committee Chairperson, Vice-Chairpersons of the Committee, who organize the activities of individual sections, and other members of the Committee, who are responsible for individual subsections within the departments of science and for the evaluation of Grant applications itself.
5. The Chairperson of the Committee is the member of the Presidium of SAS (hereinafter referred to as "P SAS") being in charge of education and doctoral studies.
6. The Vice-Chairpersons of the Committee are the members of P SAS for the respective science departments.
7. The members of the Evaluation Committee are appointed by the President of the SAS based on the proposal made by the Chairperson of the Committee, which has been approved by the P SAS. The term of office of the Committee is four years.
8. The structure of the Evaluation Committee is as follows:
 - a) The Chairperson of the Committee
 - b) the Vice-Chairperson of the Committee – section Physical, Space, Earth and Engineering Sciences
 - i. a member for the science about the Earth and Space
 - ii. a member for Math-Physics sciences
 - iii. a member for Technical sciences
 - c) the Vice-Chairperson of the Committee - section for Life and Chemical sciences
 - i. a member for Medical science
 - ii. a member for Biological and Chemical sciences
 - iii. a member for Agricultural and Veterinary sciences
 - d) Vice-Chairperson of the Committee – section for Social sciences and culture

- i. a member for History science
 - ii. a member for Human and Society sciences
 - iii. a member for Culture and Art sciences
9. The details of the Evaluation Committee are determined by the Statute and procedure rules of the Evaluation Committee of the Programme.
10. Individual members of the Committee provide the evaluation of Grant applications that fall under their subsection.
11. Each application is evaluated by at least two evaluators who are not employees of the same organization as the applicant. The evaluator may also be a member of the Committee.
12. The electronic system is being used to evaluate applications.
13. The evaluation - assessment consists of a verbal assessment and a numerical assessment. The verbal assessment summarizes the strengths and weaknesses of the application. The numerical assessment is represented by the points that the evaluator assigns to the application. Points can be assigned within the range 0–10 with a precision of one decimal place.
14. The Grant applications shall be ranked in descending order according to assigned points within the section. From the lists of individual sections, then a summary list is prepared for the entire Evaluation Committee, and the applications, based on the available budget, here they fall into the following categories:
 - A – project recommended to be financed to its full amount
 - B—project recommended to be financed in a reduced amount
 - C—project not recommended for financingThe prepared documents form the basis for the approval of the proposal by the Presidium of SAS.
15. The P SAS takes decisions on the proposal by resolution. The decision will be published on the Programme website and applicants and statutory representatives of the respective SAS organizations shall be informed about it.
16. It may not be possible to file an appeal against the decision.

Article V

Financies

1. The Grant may be awarded to the maximum amount of EUR 12,000 for a maximum of two calendar years. The maximum amount of the Grant corresponds to the applications included in the evaluation in A category. The applications included in B category shall be awarded a Grant in the maximum amount of EUR 6000 for a maximum of two calendar years.

2. The Grant funds shall be transferred in category 630 (current expenses) from the SAS Office to the respective organization, which must make them available in full amount to the Grant researcher.
3. The Grant funds may be used to cover current expenses for goods and services, travel and conference expenses, or expenses associated with publishing results in journals.
4. The Grant funds cannot be used to pay indirect (overhead) expenses, capital expenses, or pay rewards.

Article VI

Implementation and completion of projects

1. The Grant holder implements the project in the organization in which he/she is a full time employee, or to the extent necessary in cooperation with another organization.
2. The Grant holder is obliged to implement the project in accordance with the approved application. The Grant holder is authorized to make necessary changes in the project solution in such a way as to ensure the effectiveness, efficiency and economy of the project solution, while purpose and main goals of the project shall be preserved.
3. Acknowledgments or identification of the Grant shall be made in the following format: indication of the scheme (PostdokGrant) and a project number.
4. The project shall be terminated early in the following cases:
 - a) the Grant holder starts maternity and/or parental leave,
 - b) the Grant holder is unable to work for a longer time (longer than three months),
 - c) the Grant holder terminates the employment contract in the SAS organization,
 - d) in case of force majeure.
5. The Grant holder or the organization's statutory representative is obliged to inform the Programme researcher immediately in writing about the above-mentioned reasons for early termination of the project. The Programme Administrator shall issue a decree on the early termination of the project and ensure the settlement of obligations between the organization and the SAS Office.
6. The financial resources being not spent shall be returned to the SAS Office in case of early and as well as proper project termination.

Article VII

Final evaluation of projects

1. The Grant holder submits a final report at the end of the project implementation.
2. The final report shall be submitted by the end of the calendar month following the month in which the project was completed.

3. The final report shall be submitted via the electronic system, the signed paper version shall be sent by mail to the address specified in Art. III, par. 1 of the present Statute.
4. The final report shall be submitted in the scope of max. two pages of A4 format.
5. The final report contains a description of the achieved goals, justification of any discrepancy from the original Grant application, a list of outputs with the Grant identification and a financial statement of the Grant.
6. The appendices of the final report shall be copies of publication outputs from the project, or other documents related to the outputs.
7. The final report is evaluated by the respective member of the Evaluation Committee. Based on its assessment, he/she shall determine whether or not the project's goals have been achieved. Subsequently, the Programme administrator will issue a decree to the responsible researcher and the organization that the project goals have been met/have not been met.
8. The results of the evaluation of the final reports shall be submitted for the attention of the P SAS.

Article VIII
The final stipulations

1. The present Statute comes into force on the same day of its approval by the P SAS and becomes effective on the same day of its publication.

Bratislava 16th November 2023

prof. RNDr. Pavol Šajgalík, DrSc.
The President of the SAS