

Charles University, Faculty of Social Sciences

Institute of Political Studies

Notice of the Director no. 7/2023

Title: Science Package at IPS

In effect from: 12.10.2023

(technical editing on 12.12.2023)

In Prague on October 12, 2023

PhDr. Petr Jüptner, Ph.D.

Director of the Institute

This Notice of the Director sets out the conditions for the use of the IPS Science Package. Only academic staff members and postdocs of the IPS are eligible for the Science Package. The head of administration at the IPS is the main coordinator. Applications are approved by the director of the institute.

What the package can be used for:

The Science Package can only be used for the following items, up to a maximum of CZK 40,000 per calendar year:

- book purchase
- translation/proofreading
- research assistant (so-called 'pomvěd')
- conference fee
- domestic and international travel
- membership in international organisations
- software purchase

How to apply:

The contribution is requested via a [Google form](#), **always by January 31**. The academic staff member will indicate the output for which the package will be used.

Applicants are contacted by the Secretariat regarding the reimbursement procedure by 15 February (purchase of books - G. Baranyaiová; translation/proofreading and

research assistant - K. Průdková; conference fee and domestic and international travel - A. Lehmová; membership in international organisations and purchase of software - A. Příbylová; open access - G. Baranyaiová). Applicants for the research assistant's scholarship must submit a schedule of the scholarship payment and the research assistant's agenda description to K. Průdková. The research assistant must be a student of FSV.

In case I already have a grant:

If someone applies for a Science Package and has a budget for the requested items in their grant (budget for operating costs or sub-budget), the application will of course be approved, but the package will only be implemented after the budget or sub-budget of the grant project have been used up. Technically, the implementation in such cases will then be conducted by recalculating or using the corresponding amount for other expenditure.

Dual dedications will not be required, i.e. grant investigators only need to attach a grant dedication to the supported outputs without having to add a dedication to Cooperatio, the university's framework science programme.

How to proceed if I want to change my application:

For example, if someone's paper has not been accepted for a conference, this is a legitimate reason - from the IPS perspective - for an additional application for a Science Package for another conference (with the director's exception to the application deadline). The new application should be sent to the director and the head of Institute's administration. If the new application is approved by the director, the applicant will complete the Google form again.

Evidence of output after the use of package:

The academic staff member will send a confirmation of the output for which s/he has used the Science Package to the head of administration as to 31 December of the calendar year.