Instructions:

Please fill in the form in English. Only the RI summary, its name, acronym and research area (the following page) are to be filled in Czech.

The deadline for submission of the form for RI evaluation is 31st July 2014 at 12.00 a.m.

Please do not use any password protection or access restrictions on reading, copying or printing of the sent documents. Any appendices shall be sent in English (at the same time they can be sent in Czech as well). The form structure must not be changed. Further explanations of defined questions are specified directly in relevant sections. If you refer to a document or another source, you can also use a direct link (an internet address).

Please, use specialized language in such a way that it can also be understood by experts in other scientific disciplines. Please explain specialist terms briefly and provide a legend for any abbreviations or acronyms.

If your answer to a partial question/item of the form shall be negative, please specify it in detail and give comments. By doing so, you will help evaluators understand the context.

At the same time it is possible to add any relevant information to the respective section beyond the defined points/questions.

Unless otherwise stated, items concerning future outlook refer to the entire financial period (5 or 7 years).

Unless otherwise specified, in the case of a new or planned RI, give such information at individual items according to your expectations and presumptions.

If it is necessary to exceed the recommended extent of the text, please use an appendix.

Applicants shall provide an electronic version in a .doc (Microsoft Word) as well as PDF format. Please send the documents to hana.dlouha@msmt.cz. We kindly ask you to entitle the file according to the following template in order to facilitate the administration of the process: FormA\_acronym of RI.pdf.

If you have any questions, please write to the address given above or call +420 234 811 154.

Acronyms used in the text:

RI – Research infrastructure

MEYS – Ministry of Education, Youth and Sports

**Basic information about the research Infrastructure**

|  |
| --- |
| **Name of RI** (Czech part):       |
| **Jméno VI** (české části):       |
| **Acronym of RI**:       |
| **Akronym VI**:       |
| **Research area/s** (6 pre-defined areas, indicate major and minor areas)**:**       |
| **Výzkumná oblasti/i** (6 definovaných oblastí, uveďte hlavní a případně minoritní oblasti)**:**       |

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| --- |
| **Main Hosting Institution:**      Legal address:      Postal address (if different from above):      Website:      **Indicate Partner Institutions:**       |
| **Legal representative**:      Position:      Phone No.:      E-Mail:      **Signature, stamp:**      Place, Date:       |
| **Department or other unit administrating RI:**      Address:      Website of RI:       |
| **Responsible scientist/infrastructure director**:Position:      Phone No.:      E-Mail:      **Signature:**      Place, Date:       |

**Brief description:**

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| --- |
| **Brief description of research infrastructure – in English***(max. ½ page)* |

(fill in the text here)

|  |
| --- |
| **Krátká charakterizace výzkumné infrastruktury - česky***(max. ½ strany)* |

(fill in the text here)

**A1. DESCRIPTION OF THE RESEARCH infrastructure**

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| --- |
| **A1.1. Basic information**1. Briefly describe what research areas and problems the RI aims to address / has addressed or supports / will support.
2. Highlight the national importance and necessity of the RI.
3. Highlight the importance of the RI for the competitiveness of Czech science, research and the economy.
4. Describe the importance of the research infrastructure for the education of students.

*(max. 2 pages; charts and figures can also be used)* |

(fill in the text here)

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| **A1.2. Relevant portfolio of RI (portfolio of services and expertise)**1. Briefly specify who uses / will probably use the planned RI. How many users does RI have? What percentage of the available time do they use?
2. Create a list and describe the portfolio of services provided by the RI – does the portfolio change during the operating stage ("*multi-purpose platform"*) or is it a specific/monothematic RI?
3. Briefly compare the RI with other or planned RIs at the national and international level. What are other advantages in the case of overlap? Are there / are there going to be any synergies?

*(max. 1 page; charts and figures can also be used)* |

(fill in the text here)

|  |
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| **A1.3. Description of RI importance**1. Describe the types of expertise the RI provides in the given research area, including potential new ones.
2. Does/will the RI support the establishing of interdisciplinary cooperation? If yes, specify how.
3. Describe the importance of the RI for the development of the given scientific research area at present as well as in the long term.
4. Describe the importance and relevance of research innovations which can draw from the RI.
5. Give examples of the commercial sector areas which can use the results of research supported by the RI.

*(max. 1 page)* |

(fill in the text here)

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| **A1.4. RI development plan**1. Describe the RI development plan for the following 5 (7) years, including expected technological and constructional upgrades.

(*max. ½ page*) |

(fill in the text here)

**A2. UsAGE and application of the RI**

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| **A2.1. Users of the RI**1. Describe the size and structure of user groups (the research discipline(s), institutional affiliation, number of people and frequency of their interactions with the RI) that use / want to / plan to use the RI.

*(max. 1 page)* |

(fill in the text here)

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| **A2.2. Use and access to the RI**1. Describe the policy towards interaction and communication with the user community.
2. Describe the policy on access to RI services.
3. Specify whether the access procedure to the RI differs between users from different institutions (including foreign users). If yes, specify how.
4. Specify total numbers of people (e-infrastructures – numbers of accesses) and specify the proportional representation of foreign users, external domestic users and users from the hosting institution outside the RI.
5. Does the RI introduce an open access mode including an open access to data? Indicate the share of users who use it.
6. Describe the policy on data storage and access.

*(max. 1½ page)* |

(fill in the text here)

**A3. implementation LEVEL of the RI and integration
into national and international programmes**

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| **A3.1. Description of the RI life phase** 1. Specify the RI phase (under construction, preparatory phase, operational phase).
2. If the RI is under construction, indicate the expected term of transition to the next level? Specify the resources from which the construction is funded.
3. If the RI is at the preparatory phase, indicate the expected term of transition to operational phase.
4. If the RI is already fully established, how long has it been in an operational phase?
5. Specify the most important achieved results and milestones to date (publications, membership in international networks or organisations, grant funding, patents etc.).

*(max. 1 page, an appendix can be attached)* |

(fill in the text here)

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| **A3.2. Importance of RI at the national level**1. Describe and justify the relevance of the RI within the research area(s) the RI is related to.
2. In case the RI is not supported, are there any serious consequences expected for the given scientific discipline, institutions, scientific centre (e.g. OP R&DI centres)? Are there any issues / social needs / scientific problems which cannot be solved without the existence of this RI?

*(max. 1 page)* |

(fill in the text here)

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| **A3.3. Relationship of the RI to the European Research Area**1. Specify briefly how the RI relates to the European (e.g. ESFRI) and international research area. Describe this relationship. List any networks where the RI is a member.

 *(max. 1 page)* |

(fill in the text here)

**A4. Relationship to the research environment and RESEARCH ORGANISATIONS IN THE CZECH REPUBLIC**

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| **A4.1. RI position in the Czech Republic: complementarity, competition**1. How does the given RI complement in its field the other RIs in the Czech Republic, Europe and the world? Does the given RI offer / give answers to questions of significance ("*grand challenges*") which are of high general importance. Does it follow National priorities for oriented research, experimental development and innovations?

*(max. 1 page)* |

(fill in the text here)

|  |
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| **A4.2. RI position in the international level: complementarity, competition**1. Specify the position of the Czech participation or the Czech RI node (e.g. leading position or national node, it organizes / is important for certain work groups, specialisations, working packages).
2. Are the interests of the Czech Republic adequately represented in this international context?

*(max. 1 page)* |

(fill in the text here)

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| **A4.3. Recognition of the RI at the national and international level**1. Provide a list of institutions in the Czech Republic which address similar problems. Characterise the relationship of these institutions to the RI.
2. Provide a list of foreign institutions which address similar problems. Characterise the relationship of these institutions to the RI.

*(max. 2 pages)* |

(fill in the text here)

**A5. management AND SWOT analysis**

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| **A5.1. Technical data on RI**1. Describe the technical equipment of the RI including technologies, instrumentation and devices including the description of buildings and potential requirements for additional equipment.

*(max. 3 pages; charts and figures can also be used)* |

(fill in the text here)

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| **A5.2. SWOT** 1. Provide a SWOT analysis of the RI.

*(max. 1 page)* |

(fill in the text here)

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| **A5.3. Institutional requirements and data**1. Does the hosting institution support the given RI? How is the RI connected to the long-term scientific strategy of the hosting institution? Has the hosting institution provided the RI with any means for the establishment (construction investment) and operating costs? Specify the scope of support.
2. Does the hosting institution possess necessary technological expertise and administrative background? Comment.

*(max. 1 page)* |

(fill in the text here)

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| **A5.4. Management strategy**1. Describe the management strategy of the RI (in relation to the stage of RI development) and the organizational structure (including how the RI is incorporated into the organisational structures of the hosting institution). For a new RI, describe the proposed management strategy and organizational structure.

*(max. 1 page)* |

(fill in the text here)

**A6. RI IMPLEMENTATION – EXPENSES**

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| **A6.1. Construction costs**1. If the RI is at the construction stage, specify construction/upgrade costs (including the purchase of property). Distinguish total costs and costs in individual years. If the RI is in the preparation phase, specify expected costs. Specify costs which are expected to be paid from the RI support by MEYS.
2. Specify costs for devices and equipment of the RI. Distinguish total costs and costs in individual years including their source. If the RI is at the preparation stage, specify expected costs. Specify costs which are expected to be paid from the RI support by MEYS.

*(max. 2 pages)* |

(fill in the text here)

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| **A6.2. Operating costs**1. Specify total operating costs and their sources for the previous 3 calendar years. Fill in Table no. 1.
2. Specify costs of RI operation for 5 or 7 years (according to the RI proposal). Fill in Table no. 2.
3. Specify the resources the RI is / will be funded from.
4. What is the scope of support by the hosting institution in operating costs? Specify calculation methods of overhead costs of the RI.
5. Specify costs for RI operation which are expected to be paid from the RI support by MEYS. Fill in Table no. 3.

*(max. 2 pages plus tables)* |

(fill in the text here)

Table No. 1 – Costs of RI in 2011–2013, outlook for 2014–2015

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Data in CZK thousands* | **2011** | **2012** | **2013** | **2014** | **2015** |
| **Personnel costs** |  |  |  |  |  |
| **Investments** |  |  |  |  |  |
| **Membership fees** |  |  |  |  |  |
| **Operating costs, classified at least into the following categories:**  |  |  |  |  |  |
| **- overhead costs** |  |  |  |  |  |
| **- services** |  |  |  |  |  |
| **- travel allowances** |  |  |  |  |  |
| **Total costs** |  |  |  |  |  |

Table No. 2 – Expected costs of RI for 2016–2020 (2022)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Data in CZK thousands* | **2016** | **2017** | **2018** | **2019** | **2020** | **(2021)** | **(2022)** |
| **Personnel costs** |  |  |  |  |  |  |  |
| **Investments** |  |  |  |  |  |  |  |
| **Membership fees** |  |  |  |  |  |  |  |
| **Operating costs, classified at least into the following categories:**  |  |  |  |  |  |  |  |
| **- overhead costs** |  |  |  |  |  |  |  |
| **- services** |  |  |  |  |  |  |  |
| **- travel allowances** |  |  |  |  |  |  |  |
| **Total costs** |  |  |  |  |  |  |  |

**Table No. 3 – Expected costs of RI paid from the aid by the Ministry of Education, Youth and Sport**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| *Data in CZK thousands* | **2016** | **2017** | **2018** | **2019** | **2020** | **(2021)** | **(2022)** |
| **Personnel costs** |  |  |  |  |  |  |  |
| **Investments** |  |  |  |  |  |  |  |
| **Membership fees** |  |  |  |  |  |  |  |
| **Operating costs, classified at least into the following categories:**  |  |  |  |  |  |  |  |
| **- overhead costs** |  |  |  |  |  |  |  |
| **- services** |  |  |  |  |  |  |  |
| **- travel allowances** |  |  |  |  |  |  |  |
| **Total costs** |  |  |  |  |  |  |  |

**A7. OTHER RELEVANT INFORMATION**

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| **A7.1 Other information**1. Provide any additional relevant information not previously included in form A.

*(max. 1 page)* |

(fill in the text here)