

Announcement of Call No. 2 for applications under

The UHK Connect Internal Competition
– Short Projects for Networking, Mobility
and Establishing Cooperation

(hereinafter referred to as the “*Call*”)

Organiser and Framework

- 1) The Call is announced in accordance with **Vice-Rector’s Directive No. 06/2026 on the UHK Connect Internal Competition – Short Projects for Networking, Mobility and Establishing Cooperation** (hereinafter referred to as the “*UHK Connect Competition*”).
- 2) The Call sets out the specific conditions for this round of the UHK Connect Competition, in particular:
 - a) Purpose of the grant;
 - b) Allocation, scope of the grant and financial framework;
 - c) Deadlines;
 - d) Application;
 - e) Project evaluation and selection;
 - f) Mandatory outputs and final report;
 - g) Consequences of non-compliance;
 - h) Contacts – UHK Connect Competition Administrator;
 - i) Attachments.

Purpose of the Grant

- 1) The UHK Connect Competition is aimed at supporting short-term mobility and networking activities leading to the establishment or expansion of cooperation, expert consultations, participation in conferences and the commencement of work on a joint output (article, study and/or project).

Allocation, Scope of Support and Financial Framework

- 1) **Total allocation for the Call** is CZK 800,000.
- 2) **Standard project duration** is 1-3 months.
- 3) **Maximum project duration** is 6 months (only in exceptional cases involving repeated visits or multiple activities, provided this is duly justified in the application).
- 4) **Funding per project** is max. CZK 80,000. The key criterion is that the budget must be proportionate to the purpose and planned outputs.
- 5) **Funding for the project will be drawn down in accordance with the approved budget through the relevant UHK unit. The project may only be administratively and financially closed once the mandatory outputs have been completed and approved in accordance with paragraph 2, section “Mandatory Outputs and Final Report” of the Call for Proposals.**
- 6) **Eligible costs and limits:** travel expenses, accommodation, meal allowances in accordance with internal regulations, local transport, conference fees, workshop fees, training fees, publication costs. Personnel costs are not expected; exceptions may be made (e.g., an agreement to complete a job for PhD students in accordance with the UHK’s internal regulations).

Deadlines

- **Call for applications:** 12 March 2026.
- **Submission of applications:** on an ongoing basis (until the budget for the Call is exhausted) from 12 March to 14 October 2026, with applications accepted on the 15th day of each calendar month. If this date falls on a non-working day or a public holiday, the next working day shall be deemed the date of receipt.
- **Formal check and opportunity to provide additional information:** on an ongoing basis, no later than 2 working days after receipt of the application.
- **Project assessment by the evaluation panel:** always within 5 working days of the application being marked as complete by the UHK Connect Competition administrator.
- **Publication of results:** within 2 working days of the evaluation panel completing its assessment of the project.
- **Start of implementation:** on an ongoing basis, by 1 November 2026 at the latest.
- **Completion of activities:** by 15 November 2026 at the latest.

Application

- 1) Applications must be submitted electronically via [the form](#) provided on the website. The applicant must attach the following to the application:
 - a) A budget in accordance with the template;
 - b) A solid basis for cooperation, evidenced by at least one of the following documents: an invitation from the host institution or expert, a Letter of Intent, a confirmed email expressing interest in cooperation or consultation, confirmation of acceptance of a conference paper, or confirmation of registration for a conference or workshop.

Project Evaluation and Selection

- 1) Evaluation is carried out by an evaluation panel appointed by the Vice-Rector for Science, Research and Knowledge Transfer, which will consist of the Vice-Rector for Science, Research and Knowledge Transfer and the Vice-Deans for Research and Development of the individual faculties.
- 2) Evaluation criteria:
 - a) Clarity and objective of the project;
 - b) Quality of the proposed collaboration;
 - c) Adequacy of the budget in relation to the project proposal;
 - d) Applicant's previous research activities and professional profile;
 - e) Expected outputs.
- 3) The decision on the award of funding and its amount is made by the Vice-Rector for Science, Research and Knowledge Transfer based on the recommendations of the evaluation panel and the available allocation for the Call.
- 4) The evaluation panel also assesses the final reports. The evaluation of the project's success is final upon approval of the final report; no subsequent review of the collaboration's outputs is carried out.

Mandatory Outputs and Final Report

- 1) Mandatory dissemination activity (panel discussion): The researcher is required to take part in a panel discussion focusing on the course of the visit, the benefits of the established collaboration and the implications for research and development at the UHK, either at **the Young Scientists Conference** or at **the PhD Summit** (in accordance with the current UHK programme).
 - a) Active participation (contributing to the discussion) is considered fulfilment of this requirement;

- b) If the panel discussion does not take place in a given year, or if the researcher is unable to attend for objective reasons, the researcher shall submit alternative evidence to the extent specified by the Science and Knowledge Transfer Office (e.g., a short presentation at an internal seminar or a 5-7-minute recorded presentation).
- 2) Within 30 days of the project's completion, the principal investigator shall submit a final report of the required standard, not exceeding 3 pages, to the UHK Connect Competition administrator via email (see Annex 2 of the Call for Proposals, "*Final Report Template*"), provide evidence of at least one output of the collaboration (a draft article, a project concept sketch, Letter of Intent/Memorandum of Understanding, minutes of a consultation with points of agreement, draft research design, plan for follow-up mobility or a follow-up project) and confirmation of the activity carried out (e.g., participation in a conference), but no later than 30 November 2026.

Consequences of Non-Compliance

- 1) If an activity has not been carried out, no output of the collaboration has been documented, or the final report has not been submitted to the required standard, the Vice-Rector for Science, Research and Knowledge Transfer may, on the recommendation of the evaluation panel, decide to:
 - a) Deeming the project unsuccessful for the purposes of the UHK Connect Competition;
 - b) Restricting the researcher's eligibility to participate in the next two calls of the UHK Connect Competition.
- 2) The Dean and the Head of the Department, and where applicable the guarantor of the doctoral programme and the supervisor, will be notified of the project's failure.

Contacts – UHK Connect Competition Administrator

Science and Knowledge Transfer Office:

Ing. Veronika Hružová, veronika.hruzova@uhk.cz , +420 777 147 670.

Attachments

- Attachment 1 – Budget template
- Attachment 2 – Final Report Template

Budget Template

- Project identification:
- Principal Investigator:
- Implementation period:

Category	Amount requested in CZK	Justification
Travel expenses		
Accommodation		
Meal allowance ¹		
Local transport		
Conference fee/ workshop/training, etc.		
Publication costs		
Total		

¹ For a rough estimate, you can use the [2026 Domestic Meal Allowance Calculator](#) or the [2026 Overseas Travel Meal Allowance Calculator](#).

Final Report Template (max. 3 pages)

- Project identification:
- Principal investigator:
- Implementation period:
- Brief summary of the project (what was achieved, with whom, and how the collaboration took place):
- Identification of the output, including confirmation of the activity carried out:
- Status of expenditure, including deviations from the plan + justification:

Transitional and final provisions

- 1) This instruction shall take effect on the date of signature.

In Hradec Králové on 13 March 2026.

Assoc. prof. Ing. Hana Tomášková, Ph.D.
Vice-Rector for Science, Research and Knowledge Transfer