

# Experientia Foundation Postdoctoral Award for Research Stay Abroad: Rules and Regulations

## Article I

### General information

1. The decisions of the Board of Trustees of the Experientia Foundation ("the Foundation") on applications for a research stay abroad are governed by the rules and regulations given below, in such a way as to fulfil the Foundation's objectives.
2. In each calendar year, the Foundation will award a maximum of two Awards for a postdoctoral research stay abroad.
3. The scientific areas supported are the following disciplines: organic, bioorganic and medicinal chemistry, and related disciplines
4. The Award is open only to young scientists aged 35 or under. Its purpose is exclusively to cover travel and living expenses associated with a one-year postdoctoral research stay at an international academic host institution to undertake research in the above-specified disciplines.
5. The overriding criteria for decisions on granting the Award will be the excellence and novelty of the project submitted and the scientific reputation of the proposed international host academic institution. A reference from the applicant's PhD supervisor forms an essential part of the application. This reference must cover both scientific and personal recommendations. Prior to assessment by the Foundation's Board of Trustees, applications are reviewed by a panel of independent experts.
6. A decision on the Award will be made as soon as is reasonably practicable following the deadline for submission in the relevant calendar year, and applicants will be notified of the Board's decision without undue delay.
7. There is no legal entitlement to the Award.
8. The legal basis for granting the Award is the document entitled Experientia Award Agreement drawn up between the Foundation and the successful applicant.

## Article II

### Conditions and procedure for Award applications

1. Only individuals aged 35 or under (inclusive of the application submission date) can apply for the Award. The age limit of 35 may be extended to make allowance for a period during which the applicant cared for a newborn child. Every additional newborn child will extend the age limit by 18 months, subject to provision of a copy of the child's birth certificate. A long-term illness, documented by the applicant, will also extend the age limit accordingly.
2. Applications for the forthcoming academic year must be submitted by 15 March of the previous academic year. In all cases applications must not be submitted before the final year of the applicant's PhD studies. Applications submitted before this point will not be considered.
3. The complete application must be submitted to the Foundation's Board of Trustees electronically (in pdf format) no later than March 15 of the calendar year to the email address [experientia@experientia.cz](mailto:experientia@experientia.cz), or via the Foundation's website ([www.experientia.cz](http://www.experientia.cz)).
4. The Award is open to Czech and Slovak PhD graduates of Czech academic institutions solely to cover travel and living expenses associated with the applicant's one-year research stay abroad and is subject to fulfilling the conditions set out below. The Board of Trustees may grant an exception to other PhD graduates of Czech academic institutions based on an individual assessment of the benefit of a graduate's foreign research stay for Czech chemistry.

### Award application requirements

5. The Award application must be submitted in English and must include:
  - a project description of no more than 3-4 standard pages detailing the scientific project in the field of organic, bio-organic or medicinal chemistry that the applicant proposes to focus on at their chosen host academic institution abroad;
  - the total financial support requested based on the essential living expenses associated with the stay as recommended by the responsible person at the host academic institution;
  - the applicant's structured CV, including information about Master's and PhD thesis (title of the thesis, name of the supervisor, affiliation, brief summary of the content, in the length of 3 sentences);
  - personal details of the academic host (first name, surname, institution address including telephone number and email address);

- a letter of invitation from the academic host specifying the expected start date of the stay and an estimate of essential living expenses.
- 6. The applicant may also include a short written overview of other funding options available to them for continued funding of their postdoctoral stay in the event of its extension, including a list of other potential funding sources (e.g. local, university, government or international postdoctoral programmes).
- 7. In addition, a letter of recommendation from the applicant's PhD supervisor is an essential requirement for granting the Award. This should be sent by the supervisor directly to the Foundation's Board of Trustees at the email address [experientia@experientia.cz](mailto:experientia@experientia.cz) no later than the application submission deadline. The Board of Trustees, represented by the Director, will confirm receipt of the letter without undue delay, and within three business days at the latest, via an email confirmation sent to the email addresses of the applicant and their supervisor.

## Article III

### Evaluation of the Award application

#### 1. Evaluation criteria for submitted projects

- project design and feasibility of proposed objectives;
  - concept and methodology of the project plan;
  - scientific relevance and topicality of the project;
  - appropriateness of financial costs;
  - scientific excellence of the host academic institution.
2. Although it is not a requirement, it is strongly recommended that the project differs in terms of topic from the applicant's prior research.

#### 3. Grounds for rejection of applications

- the application does not contain all the required particulars;
- the applicant does not meet the requirements;
- the applicant has already received an Award in the past;
- the applicant fails to provide true, accurate or complete information in the application;

- the applicant is a member of any of the Foundation's bodies or its employee or is related to such persons.
- 4. The Foundation's Board of Trustees will decide on the successful applicants at its discretion, taking into consideration the recommendations of the evaluating panel of experts with regard to the scientific quality of the application as well as those of the Grant Committee.
- 5. The Board of Trustees reserves the right to request additional documentation if the Board concludes that such documentation is needed for an appropriate appraisal of the Award application.
- 6. The selected candidates will present their projects at a joint meeting of the Grant Committee and the Board of Trustees. Meetings with the members of these bodies are usually held at the end of May in a hybrid format (in-person and online). The selected candidates should send their project presentations (in ppt / pdf format) to the email address [experientia@experientia.cz](mailto:experientia@experientia.cz) no later than 2 days prior to the date of the meeting, confirming at the same time whether they will be attending the meeting in person or online. The expected length of the candidate's project presentation at the joint meeting of the Grant Committee and the Board of Trustees will be a maximum of 5 minutes. The candidates should also be prepared to discuss their projects briefly with the members of the Grant Committee and the Board.
- 7. The Board of Trustees shall decide on the granting (or rejection) of the Award as soon as practicable after the submission deadline. The Board's decision will be communicated to the applicant and the academic host without undue delay, in any event no later than 30 June of the relevant year.
- 8. The Board's decision is final and cannot be appealed.
- 9. The Foundation will not return any documentation submitted as part of the Award application.

## Article IV

### Terms and conditions of the Award

1. If the submitted application receives a favourable opinion, the Foundation and the applicant will enter into an agreement governing the granting of the Award ("Agreement"), which will form the legal basis for the payment of the Award. The Agreement may contain other provisions that the applicant/recipient of the Award is obliged to comply with.
2. The applicant shall make the following submissions to the Foundation:
  - a) An interim written report covering the first 6 months of the stay, submitted without undue delay once this period has passed. The interim report, which should be 4–6 pages in length (including figures), should contain information on the project's progress, a summary of the results achieved,

and information on planned publications, if any. In the event of divergence from the original project plan, the report should also include a brief rationale for such divergence. The interim report should also include information on the planned development of the project in the second part of the stay.

- b) A final written report detailing the second six months of the research stay, no later than three months after the end of the stay. The final report, which should be 4–6 pages in length (including figures), should give a full summary of the project's progress and the results achieved, including information about planned or already published papers or patents. In the event of divergence from the original project plan, the report should also include a brief rationale for such divergence. The final report should also contain information on the plans for the project's results after the completion of the stay abroad.
3. The written reports must incorporate a written and personally signed confirmation by the academic host, including the host's personal stamp or a stamp of the host academic institution. All written reports must contain details of the progress of the applicant's research stay and the work-specific and scientific outcomes achieved. The written reports will be evaluated by the Foundation's Board, which will issue its opinion within one month of receipt.
4. The Foundation's Board of Trustees shall not be obliged to approve any interim or final written report submitted by the applicant if:
  - a) its content clearly indicates that the applicant has repeatedly or significantly failed to perform the research tasks proposed for the project and approved by the host academic institution;
  - b) it is revealed that the information provided in the report is false, misleading or incomplete.
5. A template for the itemized budget is available on the Foundation's website. The Applicant can choose:
  - a) the currency in which to itemize the essential living expenses associated with their stay abroad as recommended by the responsible host;
  - b) the currency in which they wish to receive the Foundation's Award (CZK, EUR or USD). A bank account in the corresponding currency must have been opened by the Applicant before the Foundation's Award can be paid out. A change of currency is not possible during the course of the project.
6. If the Applicant is submitting their budget in a foreign currency other than EUR or USD, the amount of the Award will be converted at the exchange rate valid on the date of the Grant Committee and the Foundation's Board meeting.
7. The Award shall be paid out in 4 instalments. The first instalment of 10% of the total sum of the Award is payable within 10 days of entering into the above-specified Agreement, but no sooner than 2 months before the announced start date of the research stay abroad. The second

instalment of 40% of the total sum of the Award is payable within 10 days after the start date of the research stay. The third instalment of 45% of the total sum is payable within 10 days of the approval of the first interim written report by the Foundation's Board of Trustees. The final instalment in the amount of the remaining 5% of the total sum of the Award is payable within 10 days after the approval date of the applicant's final written report by the Foundation's Board of Trustees.

8. In the event that the applicant does not start their research stay for which they were granted the Award, or if the research stay is terminated early without reasonable justification, the Foundation's Board of Trustees reserves the right to withdraw either the entire Award or a part of the Award and demand that the applicant pay back the portion of the Award already made available to them.
9. Furthermore, the Foundation's Board of Trustees also reserves the right to withdraw the Award due to any of the above-specified reasons which justify the non-acceptance of any interim or final applicant's report.
10. By accepting the Award, the applicant agrees to disclose the Foundation's sponsorship in any publication produced as part of the research stay supported by the Foundation using the following wording: "The recipient acknowledges the Experientia Foundation (postdoctoral fellowship number 202x/001/xxx) for funding."
11. If the applicant wishes to extend their postdoctoral research stay abroad at the host academic institution, it is recommended that the applicant seek additional funding sources during the course of their stay. In the event that the applicant secures another funding source during the course of their research stay abroad, they can draw on the unused funds from the Foundation once their additional funding source is no longer available. In such cases, the Foundation's Board and the applicant will agree on a new schedule detailing the dates of instalment payments and report submissions. The maximum length of the support period covered by the Experientia Award is 12 months.
12. For any matters not regulated by this document governing the rules and regulations for a postdoctoral research stay abroad, the Statutes of the Foundation document will also apply.