Glossary

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Accepted Author Manuscript (AAM)

The version of a manuscript accepted for publication after peer-review revisions, but before the publisher's final formatting. This version can usually be deposited in a repository under the publisher's conditions.

Activities in the field of R&D

Work performer by a researcher (see the term Researcher/Researcher) in an employment relationship for a research organisation

Anonymization

Removal of identifying information from data so that specific individuals cannot be identified. Anonymized data are no longer considered personal data under the GDPR.

Career break

This is a period of at least 180 calendar days (the maximum length of the career break is not set by the call, but the applicant/beneficiary may set it within the framework of the return grant scheme of their institution), when the researcher (applicant for the return grant) could not fully perform activities in the field of R&D due to maternity and parental leave, long-term care or long-term illness.

It is possible for a researcher to simultaneously perform R&D activities in an employment relationship with the beneficiary for a maximum of 0.3 FTE per month during their career break, on average for the number of months of performing this work. At the same time, however, the R&D work of a researcher on a career break may not exceed 0.5 FTE in any month. The month in which the researcher starts the R&D activity at the beneficiary during his career break is taken into account for the purpose of calculating the FTE from the date of the researcher's commencement of this work. The month in which the researcher terminates his/her R&D activity at the beneficiary shall be taken into account until the date of termination of the work.

A career break can be interrupted for a period when the reasons for the personal obstacle on the part of the researcher have temporarily ceased. The duration of the career break immediately before and after the break is cumulative, provided that the career break does not exceed a total of 30 calendar days.

The minimum length of a career break of 180 calendar days is extended by the number of calendar days of its interruptions (i.e. in the case of a break of 30 calendar days, the career break, including all interruptions, must last at least 210 days).

The period of taking regular leave immediately after the end of maternity leave, followed by parental leave, is not considered as an interruption of the career break in the Returns call, but is on the contrary included in its total length. The connection with maternity leave is evident from Art. 217 par. 5 of the Labour Code, the employer may not deny its

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employee the use of leave in this case, and the use of this leave does not mean the employee's return to the performance of R&D activities in an employment relationship with the recipient.

Child or Close Person Care Allowance

For the purposes of this call, it is an optional part of the return grant – the contribution intended for the principal investigator of the return grant can be drawn as a motivational component from the budget of the return grant. The purpose is a contribution to expenses that are expected to be incurred by the principal investigator of the return grant in connection with the personal care of a child who has not yet started compulsory pre-school education, i.e. care for a child who has not reached the age of 5 by the end of August of the calendar year in which the obligation of pre-school education arises under the Education Act (see also the term Long-term care in Chapter 2), or in connection with long-term personal care for a close person (pursuant to Section 22 (1) of the Civil Code) who is in a long-term unfavourable state of health (pursuant to Section 3 (c) of Act No. 108/2006 Coll., on Social Services, as amended), after returning from a career break, when the principal investigator performs activities in the field of R&D within his/her return grant and is unable to devote himself or herself to caring for a child or a close person, which were the reason for his career break.

Citizen science

Research activities carried out in partnership between professional scientists and the general public. It is a form of open science involving citizens in data collection, analysis, or problem solving.

CzechElib (National Centre for Electronic Information Resources)

The National Consortium for Electronic Information Resources, which provides and negotiates access to paid scientific databases, e-journals and e-books for Czech universities and research organizations.

Data Management Plan (DMP)

A data management plan is a document that describes the handling of research data during and after the project. It is recommended to use a digital tool to create a Data Management Plan and to use the DMP template for Horizon Europe in terms of content
The Data Management Plan is a living document that describes how the research data in the project will be created, processed, shared, stored and made available in accordance with the principles of open science and FAIR principles (Findable, Accessible, Interoperable, Reusable). The plan ensures responsible handling of data throughout the research lifecycle, including the post-project phase.
A DMP contains information about the type of data, how it is documented and metadata, choice of repositories, licensing, protection of personal and sensitive data, and determines how data will be shared and archived, among other things.

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It is recommended to use proven digital tools (e.g. DS Wizard, DMPonline) to create a DMP and rely on the templates and methodologies used in the Horizon Europe programme, in particular the Data Management Plan Template available through the Horizon Europe Programme Guide.

Data steward

Expert for data management according to FAIR principles (a more detailed description of this position is provided in the Manual of Open Science Practices in OP JAK - See the Manual of Open Science Practices available on the OP JAK website here: https://opjak.cz/dokumenty/otevrena-veda/).

A data steward is an expert providing support to researchers and institutions in managing research data in accordance with the FAIR principles (Findable, Accessible, Interoperable, Reusable) and the requirements of open science. Their role includes consulting on planning, documentation, sharing, licensing, and long-term data retention throughout the data lifecycle.

Data steward typically:

- provides expert guidance in creating and updating a data management plan (DMP),
- helps with the selection of suitable tools, repositories and metadata standards,
- supports researchers in addressing ethical, legal and technical issues related to data;
- cooperates with other departments of the institution.

More information on this position, including the recommended competence framework, can be found in the document: Handbook of Open Science Practices in OP JAK, available at: https://opjak.cz/dokumenty/otevrena-veda/

Diamond Open Access

One of the possible publishing modes in open mode. No fee is charged to either authors or readers. The entire publication process is financed, for example, by academic institutions, grant agencies, professional societies or foundations. Journals in this mode provide fully open access without APC.

DOI (Digital Object Identifier)

One of the persistent identifiers. A persistent digital identifier indicating a scientific publication or dataset.

Embargo

Time restriction set by the publisher, during which it is not allowed to make an article available in OA mode through the repository. The embargo starts from the date of the official

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publication of the article and can usually last from 6 to 12 months (up to 24 months in some fields). After its expiration, the article can be stored in the repository and published in accordance with the conditions.

FAIR principles

Principles according to which research data should be Findable, Accessible, Interoperable and Reusable.

Final activity report

A report that the principal investigator of the return grant is obliged to submit to the beneficiary after the end of the return grant.

Final Publishing Version (Version of Record, VoR)

The definitive version of the scientific article published by the publisher. It contains all modifications after the review process as well as the final typesetting, formatting, page numbering, journal logo, etc. This version is officially published, has a permanent identifier (e.g. DOI) and is considered the reference version of the article.

FTE (Full-Time Equivalent)

The abbreviation is used to express the degree of employee engagement or work capacity converted to 100% full-time.

Example:

- A full-time employee (40 hours per week) has an FTE = 1.0
- A part-time employee (20 hours per week) has an FTE = 0.5

Gold Open Access

The article is published in an open peer-reviewed journal that provides immediate and permanent open access to the full text of the article on the publisher's website. Most of these journals require payment of a publication fee by the author or his institution.

Green Open Access

Open access is ensured through the so-called self-archiving – i.e. by storing the reviewed version of the article (posprint/AAM) in a trusted repository (subject or general). At the same time, the article can be published in a journal that is not open in itself. However, authors must keep an eye on the contractual terms and conditions with the publisher (especially embargo and license restrictions).

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Hybrid Journal

The journal is predominantly paid for through subscriptions, but allows the author to make individual articles available openly upon payment of APC. Criticized for "double funding".

Interim Activity Report

A report that is submitted at regular intervals (at least once every 6 months) by the principal investigator of the return grant to the beneficiary of the subsidy. The interim activity report is one of the mandatory outputs of the return grant and its submission is therefore one of the conditions for the recognition of the eligibility of unit costs.

Interruption of the return grant

A situation where the implementation of the return grant is temporarily interrupted (all activities are stopped). The return grant can be interrupted, at most so that the planned end date of the return grant does not exceed the expected date of completion of the physical implementation of the "Returns to CULS" project, i.e. 30.6.2029. The interruption period is not included in the duration of the return grant. For the interruption, it is necessary to submit a Request for Change, which must be approved by the Vice-Rector of the CULS for R&D.

Junior Researcher

A junior researcher is a researcher who has been awarded a Ph.D. degree (from the date of defence of the dissertation) or its equivalent (ISCED level 8 equivalent) at most recently. This period is extended by the period of maternity and parental leave, long-term illness (more than 90 days), nursing of a family member (more than 90 days), pre-attestation training or military service. The applicant for a return grant is obliged to highlight these facts in the CV of the relevant person, the applicant is obliged to substantiate them with relevant documents (proof of maternity/parental leave, etc.) as part of a possible on-site inspection. The 7-year period refers to the date of submission of the application for a return grant. For the purposes of this call, a Ph.D. student is also considered a junior researcher.

License

Authorization granted by the owner of an intellectual property right (e.g. the author) to a third party to use the article or other outputs (e.g., data, SW). The license grants the rights to perform actions that would otherwise be reserved only to the copyright holder (e.g., copying, distribution, reuse).

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License restrictions

Specific terms and conditions set by the publisher or license that determine how the article can be redistributed, modified, or reused. Many publishers allow self-archiving of only a certain version of an article (e.g. AAM) and only under certain conditions (e.g. citation, specific type of license, prohibition of commercial use).

Long-term care

Necessary long-term personal care (except for maternity or parental leave) provided to a child until the start of compulsory pre-school education, i.e. until the end of August of the calendar year in which the child reached the age of 5, or to a close person pursuant to Section 22 (1) of the Act. 1 of the Civil Code, who is in a long-term unfavourable state of health pursuant to Section 3 (a) of the Civil Code. c) of Act No. 108/2006 Coll., on Social Services, as amended.

Long-term illness

Temporary incapacity for work pursuant to Act No. 187/2006 Coll., on Sickness Insurance, as amended, and the Labour Code.

Main researcher of the return grant

A researcher returning from a career break (see the term Career break) to an activity in the field of R&D, who implements a return grant (see the term Return Grant), or under whose guidance the return grant is implemented.

Maternity leave

The term Maternity Leave is used for projects of this call in the sense of its use in the Labour Code.

Mentor

This is a researcher, an employee of the applicant/beneficiary who provides professional and methodological support to the principal investigator of the grant.
The maximum involvement of the mentor is 0.2 FTE (max. in each month for the entire duration of the return grant).
The minimum qualification requirements of a mentor are: researcher – senior (as defined by this call) with adequate experience in the field of the given return grant.
The total number of time of the mentor at the university must not exceed 1.2.

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Metadata

Information describing the structure, context and properties of research data. They enable their identification, search, understanding and further processing within and outside the original scientific research context.

Minimum personnel costs

The monthly gross remuneration due to the researcher, i.e. salary, social and health insurance paid by the employer and any other contributions related to the payment of salary paid by the employer.

Mobility (Outbound)

Mobility is an outgoing work stay of a researcher abroad. Each mobility is a stay abroad for one worker.

Mobility Working Day (Man-Day)

A man-day is a unit used to calculate eligible expenditure within mobility – mobility. One man-day is equal to one working day in which a worker works at least 4 hours as part of the mobility. This is the cost of one researcher for one day of stay (e.g. costs of accommodation, meals, etc.).

Naming convention

A system for uniform naming of files and folders. It ensures clarity and tracking of versions (e.g. *experiment1_2024-03-15_v2_MK.csv*.)

Open Access (OA)

A publication model that provides permanent, immediate, free and free online access to the full texts of published scientific results. Open access promotes the dissemination and re-use of scientific results.

Open Access Fees (Open Access Charges)

This is the payment of the open access OA publishing fees required by the publisher of the article.

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Article Processing Charges (APCs) are sums of money charged to a publisher for making a scientific publication available in OA format, typically in peer-reviewed journals. These fees are often required of authors or their institutions in order to make the published article publicly available without restrictions and without the need for a subscription.

OA fees are most often found in the so-called gold OA model, where the article is published openly directly by the publisher. Within the framework of transformation contracts (e.g. Read & Publish agreements), OA fees can be partially or fully covered from institutional sources or from the support of providers (e.g. in OP JAK, Horizon Europe).

It is important to distinguish:

- APC (article processing charge) – for articles,
- BPC (book processing charge) – for open publication of books/monographs.

Please note: the OA fee is not an automatic sign of the quality of the journal; it is recommended to check the credibility of the publisher and the journal through the DOAJ database, for example, and to follow institutional recommendations.

Open Science (OS)

Open Science is a new modern approach to the scientific process based on open collaboration using digital tools and effective dissemination. It is a term that covers various procedures and principles that help build an open scientific space. The key concept of open science is "Open Access", which means the online availability of research outputs provided to the end user free of charge. The first key pillar of open science is open access to scientific publications (but more broadly, open science also targets other types of outputs, such as software, algorithms, protocols, models, workflows and electronic laboratory diaries). The second key pillar of open science is open access to research data and responsible management of research data throughout the research lifecycle, which includes, but is not limited to, organization, storage, storage, security, quality assurance, assignment of persistent (i.e. persistent) identifiers (PIDs) and licensing. In the process of managing and sharing research data, emphasis is placed on adherence to the so-called FAIR principles. Another essential element of open access to research data is that it follows the principle of "open as possible, closed as necessary". In addition to the above two key pillars, open science also includes a number of other practices and procedures, such as Open Source, Open Peer Review, the use of Open Commons licenses, citizen science, the use of Open Notebooks, and more. The aim of Open Science is to promote collaboration and more effective dissemination of research results, which has the potential to increase its social and economic impact. Open Science is also the "modus operandi" in the European framework programme Horizon Europe and, increasingly, in the programmes of support providers in the Czech Republic.

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Open science is a set of principles and procedures that strive for maximum transparency, accessibility, repeatability and cooperation in the scientific process. It uses digital technologies and open approaches to disseminate scientific knowledge and actively involves a wide range of actors, including society.

Open science aims to strengthen the credibility of research, improve the replicability of results, increase the social and economic impact of scientific activity, and promote effective knowledge sharing.

According to UNESCO (2021, pp. 9–16),[1] the components listed below form the basic pillars of open science and are crucial for its functioning and development:

- *Open scientific knowledge*: refers to open access to *scientific publications*, *research* data, metadata, *Open educational resources*, *open source software*, source codes, and hardware) that are available under a public domain license or licensed with the ability to access, reuse, and distribute under specific conditions.
- Open *science infrastructures*: include shared research infrastructures that support open science and meet the needs of different communities. These include open labs, scientific platforms and repositories for publications, research data and source codes.
- **Open** *engagement of societal actors*: refers to the expanded collaboration between scientists and societal actors outside the scientific community, making the scientific process more inclusive and accessible to the wider society. Within this component, we encounter the term *Citizen science*.
- **Open** dialogue with other knowledge systems: refers to the dialogue between different knowledge holders, recognising the richness of different knowledge systems and epistemologies and the diversity of knowledge producers, in line with the UNESCO Universal Declaration on Cultural Diversity (UNESCO and Stenou, 2002).[2]

Open science is considered to be the new "modus operandi" of research, especially in programmes such as Horizon Europe or OP JAK, where its principles are reflected in the obligations of applicants and beneficiaries.

ORCID (Open Researcher and Contributor IDentifier)

One of the persistent identifiers. Permanent digital identifier of persons.

[1]UNESCO, 2021. *UNESCO Recommendation on Open Science* [online]. B.m.: UNESCO [vid. 2023-07-27]. Available from: https://doi.org/10.54677/MNMH8546

[2] UNESCO and Katérina STENOU, 2002. *UNESCO Universal Declaration on Cultural Diversity: a vision, a conceptual platform, a pool of ideas for implementation, a new paradigm* [online]. CLT/2002/WS/11. B.m.: UNESCO. Available from: https://unesdoc.unesco.org/ark:/48223/pf0000127162

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Parental leave (RD)

The term Parental Leave is used for projects of this call in the sense of its use in the Labour Code.

Peer review

The process of peer review of a scientific article by independent experts in the field prior to its publication. The aim is to verify the quality, correctness and originality of the work and to ensure the scientific level of the publication.

Persistent identifier

A permanently assigned, unique, and machine-readable identifier that allows digital objects, people, or institutions to be reliably cited, searched, and managed within a research environment.

Preprint (submitted version, Author's Original Manuscript, AOM)

An early version of a scientific article published by the author online before the formal peer review process in a peer-reviewed journal.

Productive hour

The hour actually worked for which the employee is entitled to wages/salaries or remuneration under the agreement, or the hour for which the employee is entitled to wage/salary compensation or remuneration from the agreement, e.g. wage compensation for incapacity for work paid by the employer, except for hours not worked on public holidays or holidays. A productive hour is a unit for which a unit cost is determined.

Pseudonymization

Processing personal data so that it can no longer be assigned to a specific person without the use of additional information. Pseudonymized data continues to be considered personal data under the GDPR.

Ref

Data on the sources (e.g. citations of articles, data, software) used in the research, which allow them to be uniquely identified and traced, thus promoting transparency and verifiability.

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Repository

A digital repository that meets standards for the long-term preservation, management, and sharing of research outputs (e.g., publications or data). A trusted repository has clearly defined conditions of access, sustainability, data protection, metadata policies and transparent management.

Researcher

For the purposes of this call, a researcher is a person who creates new or expands existing knowledge, usually by directing and/or carrying out activities that involve the conception or creation of new knowledge, processes, methods and systems, applying scientific concepts and theories. Researchers for the purposes of this call include employees who have completed at least a master's degree and are also employees of the monitored organization and are engaged in R&D activities.

Return grant

A research grant awarded by an applicant/beneficiary for researchers returning from maternity or parental leave and after a career break due to long-term care or long-term illness (i.e. after a career break – see the term Career break).

Return Grants Scheme

It is a document setting the parameters of the support system for return grants within the applicant/beneficiary's organisation. The return grant scheme is a mandatory annex to the application for support and the assessment of the quality of its processing and the method of implementation of return grants will be one of the key elements of the substantive evaluation.

Sensitive data

Personal data (as defined by the GDPR) including especially health data, genetic and biometric data for unique identification, political opinions, religious or philosophical beliefs, and sexual orientation. Processing these data requires heightened protection and is only permitted under legal conditions with proper technical and organizational measures (e.g., pseudonymization/anonymization).

Senior Researcher

Senior researcher is a researcher who has been awarded more than 7 years since the award of his or her Ph.D. degree (from the date of defence of the dissertation) or its equivalent (equivalent to ISCED level 8). This period is extended by the period of maternity and parental leave, long-term illness (more than 90 days), nursing of a family member (more than 90 days), pre-attestation training or military service. The applicant for a return grant is obliged to highlight these facts in the CV of the relevant person, the applicant is obliged to substantiate

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them with relevant documents (proof of maternity/parental leave, etc.) as part of a possible on-site inspection. The 7-year period refers to the date of submission of the application for a return grant.

Student Ph.D.

A Ph.D. student is a person who is enrolled in a study (full-time or combined) in a doctoral study program at a university, provided that the topic of the dissertation must not be identical to the topic of the return grant.

Technical Worker

For the purposes of this call, a technical worker is a worker who provides professional service/operation of the infrastructure used, or other positions of specialists involved in the implementation of the return grant, while the scope of his/her work within the return grant is not to carry out research. Technical staff do not include administrative or research staff.

Unit Activity / Unit / Unit Load

Reporting in the form of units and unit costs is one of the forms of simplified reporting of expenditure in a project, where the amount of costs needed to achieve the output/product of the unit activity is determined in advance by the MA. By proving that the output/product has been fulfilled by the beneficiary, this amount is eligible for reimbursement in the payment application. Unit is the smallest output to be achieved by the implementation of a unit activity. Unit cost is the financial valuation of the unit, i.e. the sum of the costs set by the MA necessary to fulfil the output of the unit activity.

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