ToDoList

Order	Task	Compliance
1.	Verify that I am an eligible applicant according to the rules of the call	☐
2.	Provide documents to prove a career break	☐
3.	Determine your own work capacity in the grant	☐
4.	Prepare a grant concept	☐
5.	Address the workplace where the grant will be implemented with the concept of the grant and inform them about the need for the head of the department to express themselves	☐
6.	Assemble a Supporting Expert Team (optional)	☐
7.	Reach out to the Support Expert Team and agree on their involvement in the grant and their working capacity in the grant (if relevant)	☐
8.	Selecting and addressing a mentor (if applicable)	☐
9.	Develop a grant – Determine the topic and research goal, methodology, expected outputs, duration.	☐
10.	Prepare a data management plan	☐
11.	Consider other practices in the context of meeting the conditions of open science (also take into account in terms of eligible costs within the project)	☐
12.	DSP students to document the topic and annotation of the dissertation and describe the differences of the dissertation topic. Work with the topic of the return grant (if relevant)	☐
13.	To ensure the statement of the head of the department on the integration of the grant in this department	☐
14.	Specify the duration and location of the mobility (optional)	☐
15.	Specify the number and type of educational development activities (optional)	☐
16.	Decide on the use of the contribution for the care of a child or a close person allowance and determine the number of months of its use	☐
17.	Prepare the grant budget – fill in the Activity_ Calculator_3_žádost for a return grant (the total amount of the project also depends on the optional activities listed above)	☐

18.	Through the system, projekty.czu.cz to fill in the project application including all attachments and send it by **31.1.2026 at the latest**	☐
19.	Submit the printed and signed application, including the required attachments, to the faculty Return Grant officer by 4.2.2026 12:00.	☐