

# Calculator Guide – Application for a Return Grant

## 1. Sheet – Instructions.

On the first sheet of the Excel file, there are instructions for the calculator. It is important to read these instructions before filling them out. Terms appearing both in the calculator itself and in the instructions will be further explained.

## 2. Sheet – Introduction.

On this sheet, the applicant fills in only the white fields.

- a. Name of the return grant – on all documents, the return grant must be identified by the same name.
- b. Main researcher of the return grant – titles, first name, surname, titles.
- c. Start of the implementation of the return grant – the start is uniform for all grants. In the case of the first round of the grant competition, the start of the grant process is from 1.5.2026.
- d. End of the implementation of the return grant – the grant can be from 12 to 36 months in length.
- e. Registration number – please do not change the one already filled in. In case of deletion, the project registration number is CZ.02.01.01/00/24\_037/0013835.
- f. Overview of unit costs and Indicators – here the applicant does not fill in anything, the data are automatically calculated – these data will be binding and unchangeable for the applicant in the case of project financing.



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### 3. Sheet – Return grant budget

The applicant fills in/chooses from the options only in the white fields.

#### A. Return Grant – main researcher

- a. Position – explanation see the glossary of terms
- b. Workload – meaning the full-time job in a given project, for one calendar month. The principal investigator sets the size of his or her full-time position from 0.5 to 1.0 with regard to the time required for the return grant. The total monthly working hours at CZU for the entire duration of the grant must not exceed 1.2.
- c. Number of months – the minimum length is 12 months, the maximum length is 36 months. Any length of grant within this range can be selected.
- d. Rate per productive hour – This item includes three costs:
  - Gross salary of an employee
  - Employer's contributions – employer's contributions are in the amount of 35.22% of the gross salary.
  - Flat-rate costs – flat-rate costs are set by the rules and their amount is a maximum of 15% of the amount of the minimum personnel costs. This percentage is optional and the applicant can set it in a lower amount according to the needs of the project. At a rate for a junior researcher of CZK 575/productive hour, the minimum personnel cost is CZK 500/productive hour and CZK 75/productive hour are flat-rate costs.

For example, the minimum personnel costs/productive hour is CZK 500, with an average of 143.3 productive hours per month and a working time of 1.0, the minimum monthly personnel costs are  $500 \times 143.3 = \text{CZK } 71650$  including employer's contributions. Of this, the 15% flat rate is CZK 10,750.

- Flat-rate costs are non-investment, they can be used to finance the needs for the project: e.g. costs of materials, small equipment, translations, conferences...



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ITEM	JUNIOR/PH.D. STUDENT	SENIOR RESEARCHER
Rate per productive hour	575 CZK	727 CZK
Minimum personnel costs from the rate per productive hour	500 CZK	633 CZK
Gross salary per month at 1.0 (rounded)	53000 CZK	67098 CZK
Employer's contributions per month with a full-time job of 1.0 (rounded)	CZK 18,667	23632 CZK
Flat-rate costs per month with a full-time job of 1.0 (rounded)	10 750 CZK	13473 CZK
Total per month with a full-time job of 1.0	CZK 82,417	104 203 CZK

#### **B. Contribution for the care of a child or a close person**

- the amount per month is CZK 9,114.

#### **C. Mobility of the main researcher of the return grant**

- The duration of mobility can be selected from 1 month to 6 months. The minimum length is 1 month at a time.
- Exit countries can be both within and outside the EU.
- The price of a mobility unit is divided into three levels, and this unit includes all mobility costs.
- Mobility should include:
  - Accommodation – Includes the cost of staying in the destination country during mobility.
  - Round trip – Shipping costs to and from the destination country. In the case of driving your own car, the car must have valid accident insurance.
  - In-country fares – Covers local mobility movements around the destination country.



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- Meal allowances – each country has a precisely defined daily meal allowance rate, according to the current decree for Foreign meal allowances for a given year. Decree of 2025, see the appendix (“vyhláška – sazby stravného pro rok 2025”).
- Pocket money – A daily allowance for personal expenses during mobility. Pocket money is a mandatory part of mobility, its amount must be at least 5% of the daily rate for meals, maximum 40%
- Compulsory insurance – CZK 37 per day for trips within the EU, CZK 73 outside the EU.
- Trip cancellation – always in the amount of 5% of the total amount of mobility.

### Example:

*(the example below is only a list of possible costs and their amounts that you can include in the calculation of mobility costs)*

The destination country of mobility is Austria for 1 month. The price of a mobility unit is CZK 4364 (means the total cost of one day – 20 days are counted). For the entire duration of the mobility, the costs are CZK 87,280.

ITEM (TOTAL PER MONTH)	AMOUNT
Total for mobility	87 280 CZK
a. Accommodation	75 000 CZK
b. Outward and Return (Ticket)	7 000 CZK
c. Country fares	2430 CZK
d. Meal allowance (Austria 45 euros per day)	35 000 CZK
e. Pocket money (minimum 5%) 10% (€4.5 per day)	3500 CZK
f. Insurance	1110 CZK
g. Cancellation	6 202 CZK
On the whole	130 242 CZK

! Mobility costs above the limit set by the project budget can be covered from a lump sum, or additional funding from the faculty is required. After the approval of the return grant, it is necessary to award a substitute contract for costs above the mobility limit from the project.



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#### **D. Educational development of the main researcher of the return grant**

- The main researcher fills in the number of hours of education, while the price of one hour of education is CZK 317 incl. VAT. The number of hours of education is binding. In the case of a higher amount for 1 hour of education, the difference can be paid from the lump-sum costs.

#### **E. Mentor**

- A mentor is an optional part of a team where the principal investigator is a senior researcher.
  - the mentor's workload can be a maximum of 0.2. The total number of time of the mentor at the university must not exceed 1.2.

#### **F. Support expert team for the implementation of the return grant**

- a. Average workload of support team members per 1 calendar month. The support expert team can consist of a maximum of 4 people with a maximum of 2.0 hours. The total monthly work of each member of the auxiliary expert team at the university must not exceed 1.2.

Example:

- If the support expert team has only one member with a working time of 0.5 for the entire duration of the project, the value of 0.5 shall be indicated.
  - In the event that the employee's employment changes during the implementation of the project, it is necessary to state the average working hours. For example, for a twelve-month project, where the assistant is involved for 4 months with a 0.5 full-time job and the next 8 months with a 0.2 full-time job, the average full-time will be 0.3.
  - If there are two people in the group with the amounts of 0.3 and 0.6, the sum of the number of hours, i.e. 0.9, will be given for a twelve-month project.
- b. Time of involvement of the expert team



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