

GAMU – Research Support Programme

HORIZONS – Support for preparation of international grant projects

2025 Call

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Aim of support

The support is intended to cover costs related to the preparation of most outstanding prestigious projects for submitting to international funding bodies (e.g. European Commission programmes).

Applications may be submitted throughout the year. Support may be provided in two categories:

- **Support for preparation of an ERC grant project**
- **Support for preparation of other international grant projects (except for ERC)**

Support for preparation of an ERC grant project

MU researchers are offered an opportunity of individual consultations with experienced project manager, help with project preparation (in the stage of preliminary survey, in the stage of the ERC project preparation and also in case the applicant advances to the second round - interview).

For more information please visit [MUNI Portal](#) (only in English version of the page).

Support for preparation of other international grant projects (except for ERC)

Support for other international projects may be awarded in two categories which differ in the amount of funding:

- Preparation of projects where an MU employee engaged in research is the main project applicant.
- Preparation of projects where an MU employee engaged in research is the co-applicant.

Selection criteria

- The grant proposal for which support is sought must be submitted to an international grant agency and the Call deadline is set.
- The project applicant/co-applicant must be an employee of MU engaged in research.

- The applying/co-applying institution for the project must be MU.
- In the case of a consortium project (MU as the main applicant or MU as a co-applicant), the co-applicants must be known at the time of GAMU application submission.
- The project for which support is sought must have clearly formulated objectives and an investigation strategy.
- The project for which support is sought must have a preliminary budget.

Submitting a proposal

The proposal must be submitted at least 30 days before the planned start of the project. The proposals shall be evaluated at the end of each month.

In exceptional cases, projects may be planned for two years. In this case the project budget shall be reported biennially. For such approved support, the amount from the GAMU budget for the continuation of support of the project in the second year of implementation shall be allocated automatically.

The proposal is successfully closed and submitted after the PMIS (Project Management Information System) approval process has been completed. The grant submission information must then be emailed to grants@muni.cz.

The applicant must also specify in the application the deadline by which the project proposal shall be submitted to the grant competition.

List of documents required for an application:

- Completed application form (generated from the PMIS) – no physical signature required (signature is replaced by approval of the cover sheet)
- The applicant's CV
- Approved cover sheet

Funding rules

The maximum amount of support is

- **CZK 250 thousands** (in case that an MU employee is the principal applicant for a collaborative project),
- **or CZK 100 thousands** (in case an MU employee is a co-applicant).

Applications that concern only a part of the project preparation (e.g. language proofreading, etc.) may also be supported. The applicant for support shall submit a preliminary budget and individual items of eligible costs (see below).

The amount of approved financial support for a given calendar year shall be (in non-investments support) allocated to a specific economic unit/workplace by adjusting the subsidy schedule. Costs shall be reimbursed through the relevant economic unit on the basis of accounting documents submitted.

Eligible costs in particular include:

- Costs of organizing preparatory meetings (e.g. rental of rooms, consumables, etc.).
- Foreign trips in connection with project preparation.
- Consulting and editorial services.

Ineligible costs in particular include:

- Costs of research activities (a project cannot cover costs associated with obtaining preliminary data).
- Costs that are not eligible for institutional support (e.g. refreshments).
- Personnel costs.

Project implementation, changes, final report

Any changes to the project must be approved by the Vice-Rector for Research and Doctoral Studies. The complete **Change request** (available in the [folder](#) at Document server) must be uploaded to PMIS and the approval process via cover sheet must be finished. If the change is approved, a Change Decision is issued.

The implementation ends with submitting a proposal to an international competition. **Final Report** (available in the [folder](#) at Document server) including all attachments and approved cover sheet must be uploaded in the PMIS within **30 days after the project ends**. After the announcement of the results of the international competition, for which the GAMU support was drawn, the HS project support informs the GAMU administrator about the result (communicates the result of the evaluation).

Links and documents for download

[GAMU website](#)

PMIS (Project Management Information System) – [Project proposal editor](#)

[PMIS – Accepted project editor](#)

[Directive of GAMU](#)

[Document server – HORIZONS Forms](#)

Contact details

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