

Proposal assessment procedure

1. Office of Science, Research and Doctoral Studies (hereinafter referred to as "OVČDŠ") shall assess the submitted proposals in terms of meeting the technical and formal requirements of the proposal (hereinafter referred to as "proposal requirements") specified in the call.
2. If the proposal does not meet the proposal requirements, the OVČDŠ shall electronically invite the CU unit to correct the deficiencies within 3 working days of receiving the proposal. Notifications will be sent electronically.
3. If the deficiencies in the proposal, as outlined in Section 2, are not corrected, the OVČDŠ shall recommend to the Commission not to allocate funds to these proposals due to their non-fulfillment of the proposal requirements.
4. The basic principle of assessing the proposal is to evaluate the quality of the grant project (hereinafter referred to as the "project") to which the postdoctoral stay is linked.
5. The Commission shall assess proposals separately for projects within basic research and for projects within applied research and development.
6. The assessment of proposals shall be carried out based on evaluation criteria set separately for basic research projects and for applied research and development grant projects.
7. Each proposal is assigned to two members of the Commission - rapporteurs.
8. The rapporteur shall provide a verbal assessment of the fulfillment of each evaluation criterion and assign points from a range of 0-25 for each criterion. The maximum number of points a rapporteur can assign in total for the assessment of a proposal is 100.
9. The average number of points is calculated from the rapporteurs' assessments, rounded to one decimal place. This average will be considered the overall point assessment of the proposal by the rapporteurs.
10. The proposal is classified according to **its average point assessment (Pbp)** into one of two groups, which reflect the qualitative level of the projects:
 1. group of proposals - projects with a sufficient level
(Pbp is in the closed interval 100 - 75)
 2. group of proposals - projects with an insufficient level
(Pbp is in the closed interval 75 - 0)
11. Proposals that do not meet the requirements outlined in point 3 will also be included in the second group of proposals under point 10.
12. **First, proposals classified in the second group are assessed by** the Commission. The Commission shall recommend not allocating funds to these proposals due to the insufficient quality of the proposal design or failure to meet the requirements. In justified

cases, the Commission may reassign a proposal from the second group to the first group with the consent of a 2/3 majority of the Commission members. The Commission shall provide a written justification for this decision.

13. The Commission shall approve the list of proposals recommended for funding and the list of proposals not recommended for funding, based on the consent of an absolute majority of the Commission members.
14. OVČDŠ shall prepare a draft decision on the allocation or non-allocation of funding to individual proposals, including the proposal's assessment and the amount of funding allocated.
15. OVČDŠ shall submit the draft decision on the allocation or non-allocation of funding for all submitted proposals, along with the results of the Commission's assessment, to the Rector of CU.
16. The Rector allocates financial resources based on the proposals and in accordance with their assessment results.