

Business trips of principal investigators/co-investigators of GA CR projects funded from other sources

Notice for principal investigators

If the principal investigator/co-investigator of a GA CR project is planning a *long business trip** that will be paid for from another project or source, special attention must be paid to how this fact will be reflected in relation to the GA CR project.

(*long business trip = **a trip of such length that it is not possible to work the planned hours in the given calendar month**)

There are two basic options, each with its own limitations and risks. The formal acceptability of a particular procedure does not mean that the control or evaluation authorities will not consider it problematic.

Option 1: The principal investigator/co-investigator will reduce his/her workload on the GA CR project to zero during the trip.

According to the tender documentation, it is formally possible for the principal investigator/co-investigator to have zero working hours in a given period and to increase them in other months so that the required average annual working hours are met.

Risk: The longer absence of the principal investigator/co-investigator may be considered negatively during project control or evaluation, even if it is formally possible. The principal investigator/co-investigator is responsible for the progress of the project, team coordination, and supervision of project activities. Their active participation is therefore essential from the provider's point of view.

Option 2: The principal investigator/co-investigator will remain employed on the GA CR project even during travel financed from other sources

Risk for the principal investigator: This option is in conflict with Article 3.3.1 par. (3) of the tender documentation, which states: “*The Applicant (subsequently the Investigator) agrees to procure that the time spent at his or her Organization (subsequently the Beneficiary) will correspond to the amount of the Investigator’s workload.*” If the rule isn't followed, it could lead to a worse evaluation of the project (especially if what was originally promised as the project output isn't delivered).

Practical recommendations for eliminating risks:

1. Consider the possibility of combining a longer business trip with a GA CR project

E.g., participation in research activities related to a GA CR project, cooperation with a foreign project partner, etc. In such cases, it is necessary to pay a proportionate part of the travel expenses from GA CR project funds.

2. Plan and justify your trip in advance

If the trip is known in advance, we recommend describing it and justifying it in the progress report for the previous calendar year. By approving the progress report containing the trip plan, GA CR will confirm the intention to combine the business trip with the implementation of the grant. Transparency and predictability can prevent problems during control or evaluation.

3. Consider the timing of your trip

If possible, realize such a long business trip beyond the duration of the GA CR project.

We recommend to consult any possible solutions with your contact person for GA CR at the Project Support Office of the Faculty of Science, MU.