



**FACULTY  
OF SOCIAL SCIENCES**  
Charles University

## **Decree of the Director of ICSJ No. 2/2025**

This Director's Decree sets out the conditions for the use of the so-called *Scientific Package* at IKSŽ (hereinafter referred to as "the package").

Scientific support packages may be used by all academic staff who have completed their doctoral studies (i.e., employees in AP2, AP3, and AP4 positions), and by teachers in VP2 and VP3 positions who independently teach more than three courses per year.

The scientific packages will take effect on January 1, 2026, and each eligible teacher may draw from their package up to a maximum of CZK 50,000 per calendar year.

The use of the packages is coordinated by IKSŽ Secretary Kristýna Dostálková, and in the case of business trips, applications are also reviewed by the Deputy Director for Science, Anna Shavit.

### **Purpose of the Package**

The package is intended to support scientific and academic activities, including:

- Travel expenses for foreign or domestic conferences
- Travel expenses for foreign or domestic research trips
- Membership in international organizations
- Purchase of software, licenses, and similar tools
- Purchase of books, newspapers, and academic journals
- Translations and proofreading
- Transcriptions of interviews
- Scholarships for doctoral students assisting with research
- Open Access publication fees
- Membership fees for academic or scientific social networks (e.g., Academia.edu)
- Other purposes as agreed in advance

### **How to Apply**

Applications are submitted electronically via a Google Form

(<https://forms.gle/wGtnmNrKrYJnb9Kw6>). at any time during the calendar year, depending on the current needs of the academic staff member.

Funds must be used in accordance with the applicable economic rules and principles of the Faculty of Social Sciences, Charles University (typically as defined by the Dean's measures), and within the deadlines set for financial reporting for the given calendar year.

Unused funds from the package cannot be carried over to the next calendar year.

Only the costs of scientific activities taking place in the given calendar year can be covered by that year's package. It is not permitted to prepay for activities taking place in the following year.

However, if advance payment is required (e.g., by a conference organizer), the payment may be made earlier, but it will be counted against the package for the year in which the activity actually occurs.



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*Example:*

*If an employee in 2026 pays a conference fee for a conference to be held in 2027, the fee may be paid in advance (in 2026), but it will be charged to the employee's 2027 package.*

**Package and Grant Recipients**

The main purpose of the package is to support academic staff in their scientific activities between grants.

A simple rule applies: *only items that cannot be financed from a grant may be paid from the package.*

The package is an internal support tool and does not need to be listed as a source of funding in publications or elsewhere. Employees therefore continue their academic activities as usual.

**Changes to an Approved Request**

In the event of a change (e.g., to a conference or other event), the employee must fill out a new Google Form and inform the package coordinator by email.

**Proof of Output**

Since the packages are intended to support scientific work, their use will be subject to retrospective evaluation.

If an employee does not produce any publication output within three years of using the package, they will lose their entitlement to future packages.

In other words, to remain eligible, an employee must publish at least once every three years.

The evaluation will take place during the regular evaluation interviews. Packages used in 2026 will therefore be evaluated in 2029.

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Director of ICSJ