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How to apply for a mini-project: 5 steps to complete your application

EOSC CZ secretariat

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Ministry of Education, Youth and Sports of the Czech Republic

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OSII mini-projects: **open call** (call 2) conditions

Type of call	single-round
Evaluation model	dual-phase
Period of time for which the applicant is entitled to plan the mini-project	6 weeks – 18 months
Earliest implementation start date of the mini-project	01/07/2027
Latest date for completion of the realisation of the mini-project	31/12/2028
Time eligibility of expenses	01/07/2027 – 31/12/2028

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OSII mini-projects: **open call** (call 2) conditions

Allocation of the Call	77,265,600 CZK
Total eligible expenditure per mini-project	300,000 CZK – 4,500,000 CZK
Method of financing	ex-post, 10 % co-financing

Only applications whose total requested amount of funding, ranked according to the date and time of submission, does not exceed 150% of the Call's allocated budget will proceed to the formal eligibility assessment stage.

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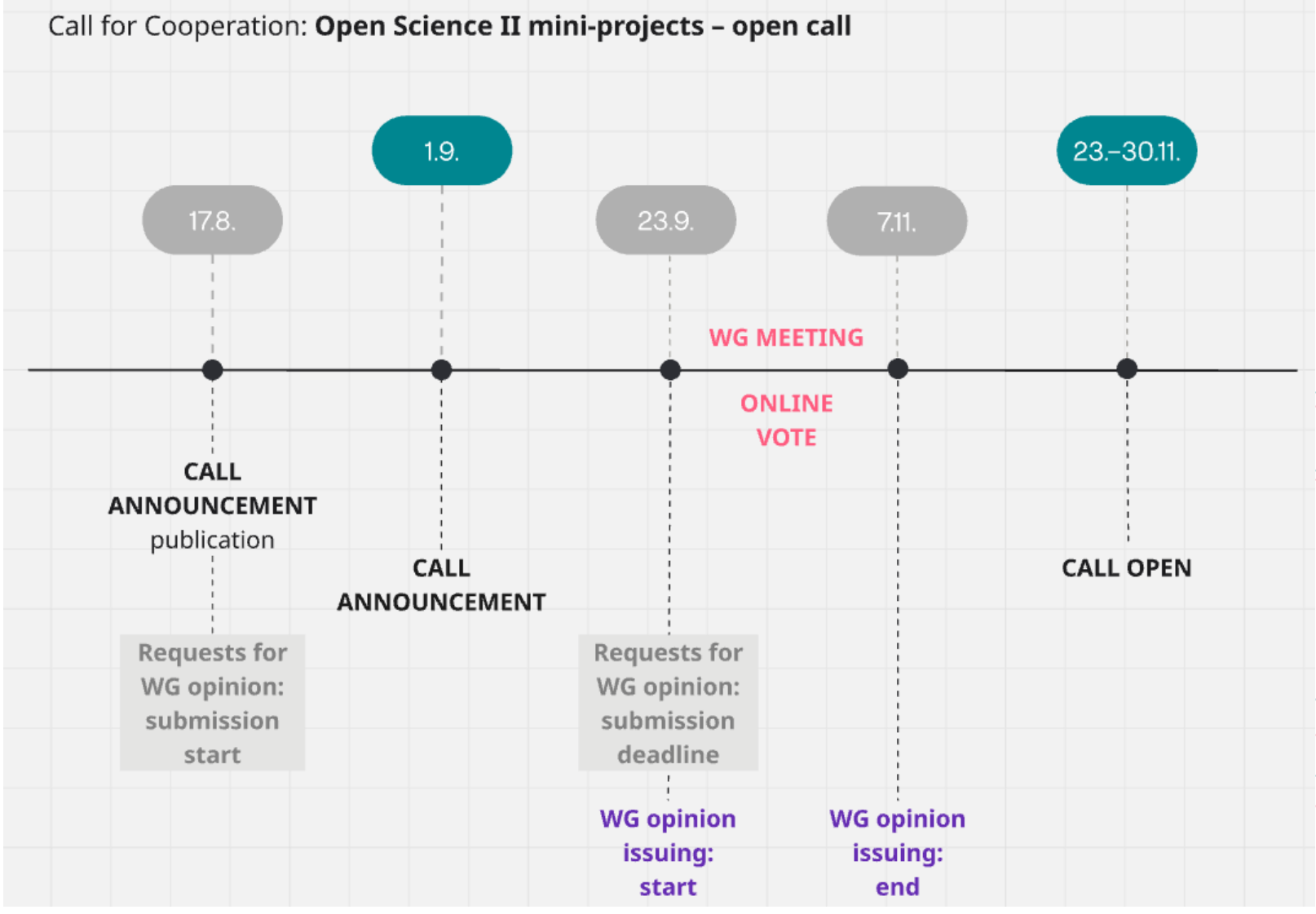
OSII mini-projects: **open call** (call 2) timeline



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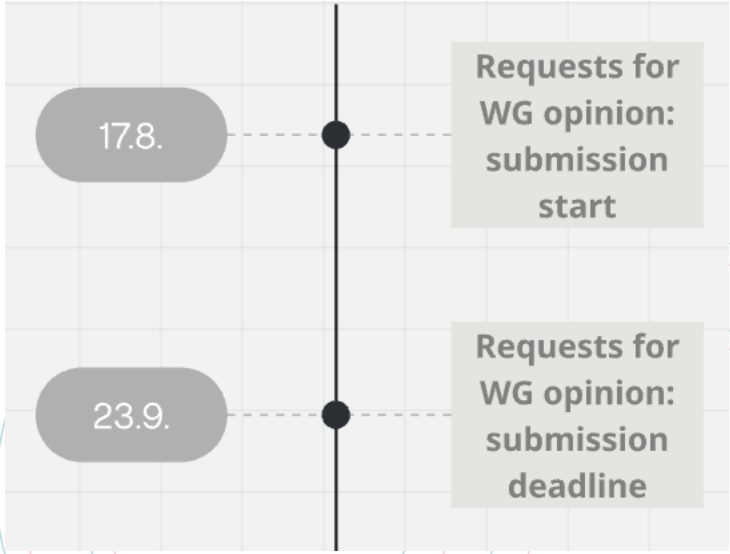
Step 1: **request** an EOSC CZ WG Statement

WG Statement = a mandatory annex in a mini-project application

Choose a language version of a Request according to your needs (CZ/EN).

Fill in these output (output ≠ mini-project) characteristics:

- **a brief description** (how it fosters a data-driven research environment and contributes to the adoption of the FAIR principles by the applicant + responds to the requirements of the research and domain EOSC communities)
- **NDI criteria fulfillment** (e.g. that the output will use/extend a repository involved in NRP or use NDI tools/services, it will help meeting FAIR principles at your institution...)
- **criteria for its functionality or scope**: something specific that can be verified at the end of the mini-project realisation (these criteria serve as the basis for the WG's final Statement)



Additionally, assign your output to a single domain-specific cluster and a single output type in a catalogue (choose 1 checkbox only in both cases).

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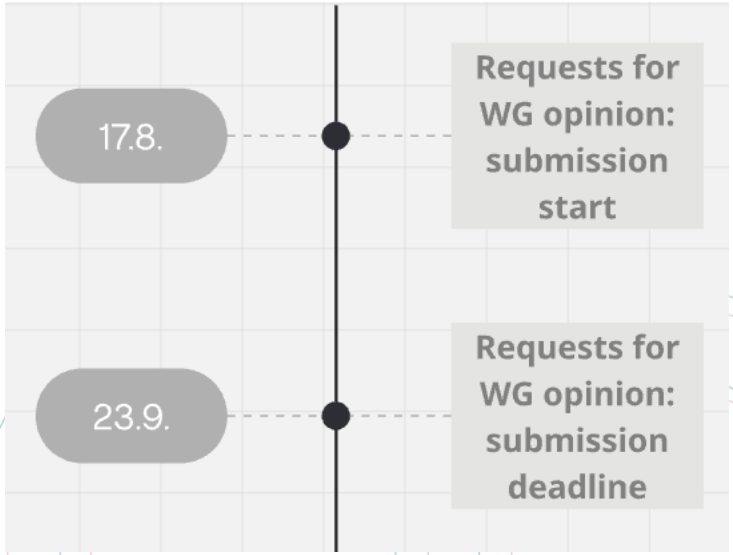
Step 1: **request** an EOSC CZ WG Statement

WG Statement = a mandatory annex in a mini-project application

- if you plan multiple outputs in a single mini-project, copy and fill in output-relevant content ('Name of planned output' table, Domain-specific cluster, Catalogue of outputs) as many times as necessary in a single Request
- the Request must be electronically signed by your institutional statutory representative (we recommend asking for a signature for a Declaration of Applicants on Cooperation, another mandatory annex, too)



Send the signed request (.pdf) to info@eosc.cz by Sept 23; subject of the mail should be „Request for a Statement of EOSC CZ WG: [name of EOSC CZ WG]".

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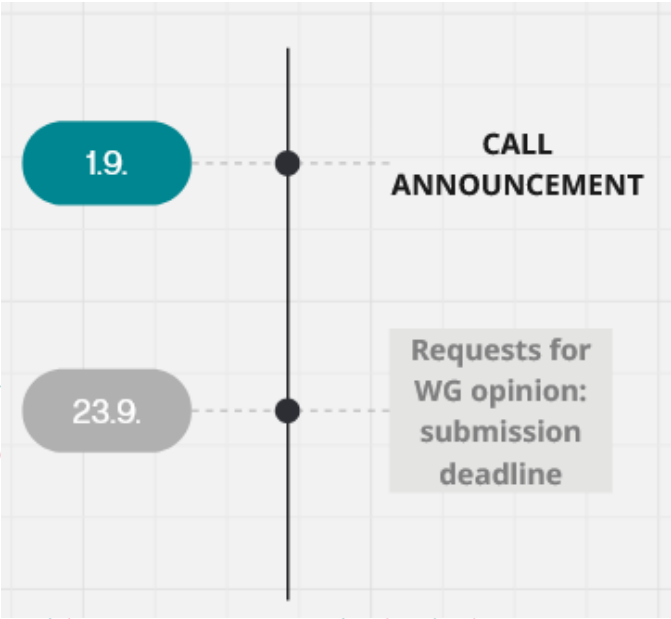
Step 2: **set up** your account in IS Věda

The call is announced on Sept 1 and mini-project applications become accessible in IS Věda on this day.

It is recommended to register in IS Věda as soon as possible as it might take some time to process your registration.

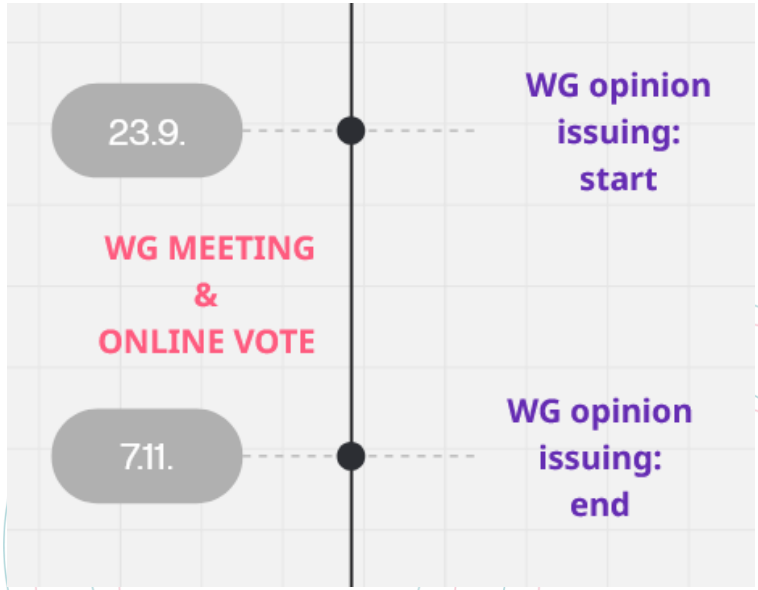
A manual for work in IS Věda is available here.



Step 3: **present** your mini-project at a WG meeting

Every working group assesses relevant Requests for a WG Statement in an online vote. Voting is preceded by a WG meeting, during which you may present the proposed outputs. The presentation of outputs is optional, but we do recommend presenting: it is an opportunity to explain WG members what you plan to build and increase your chance to get a positive Statement.

You will be informed about a date of this meeting and instructions for the presentation in advance.

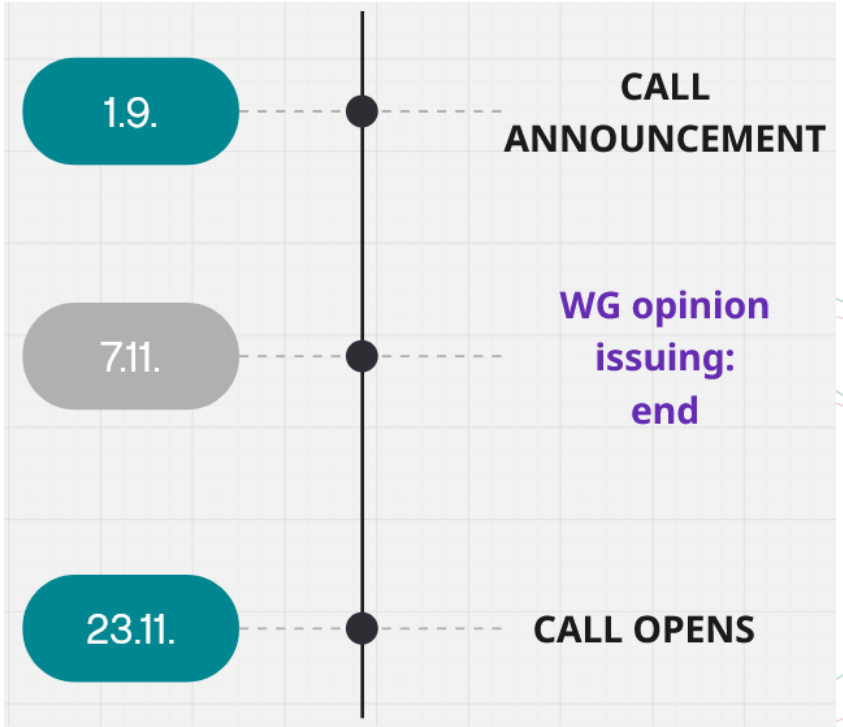


Step 4: **prepare** your mini-project application

From Sept 1, you can start also preparing your mini-project application in IS Věda.

When writing a text (e.g. abstract, outputs description) of the mini-project application, you should consider covering the individual evaluation criteria.

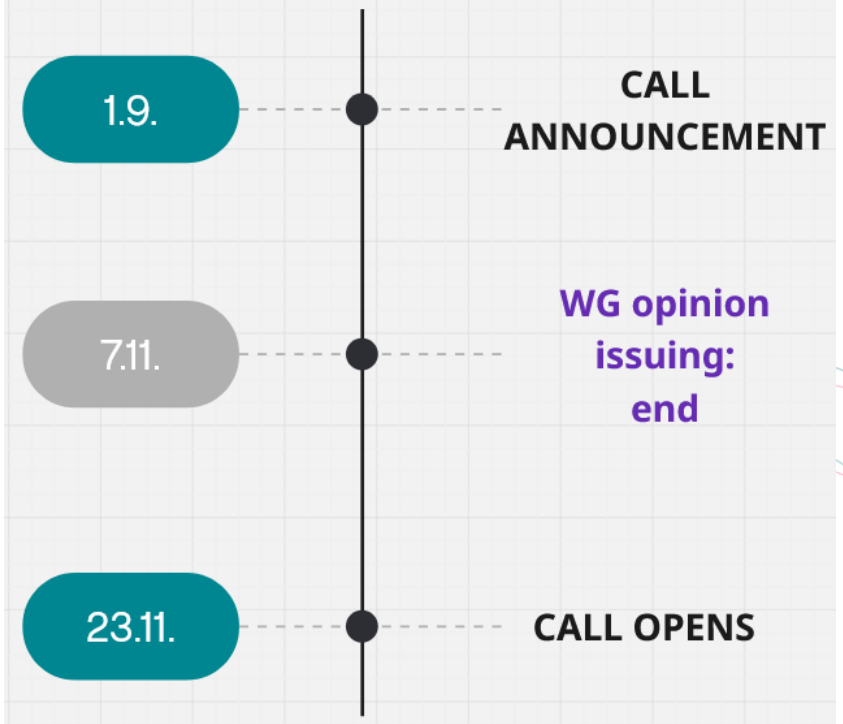
Details about the content of the application are described in chapter 4.8.2 in the Methodology for Applicants – you need to mention e.g. uniqueness of activities, risk analysis, sustainability etc. You need to attach also a few mandatory annexes.



Step 4: **prepare** your mini-project application

Mandatory annexes in the application:

- ✓ Lump Sum Calculator
- ✓ Schedule of Outputs
- ✓ power of Attorney/Mandate (if the mini-project application is not signed by your statutory representative)
- ✓ Declaration of parties interested in cooperation as a Participating Institution*
- ✓ your Request for a WG Statement* + a positive Statement of the relevant WG
- ✓ mini-project application (.pdf)* generated from IS Věda

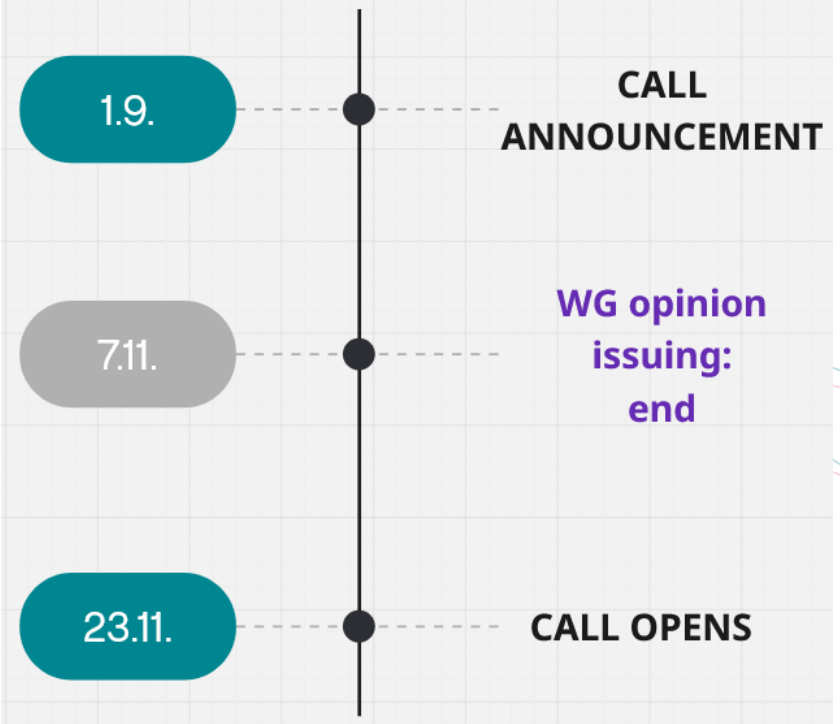


* these documents must be electronically signed by your institutional statutory representative

Step 4: **prepare** your mini-project application

All criteria relating to the evaluation of formal requirements and admissibility (= presence and quality of mandatory content) are non-rectifiable.

Be attentive when preparing your application: if it does not contain mandatory texts and annexes, your mini-project will be excluded from further evaluation and therefore cannot be supported.

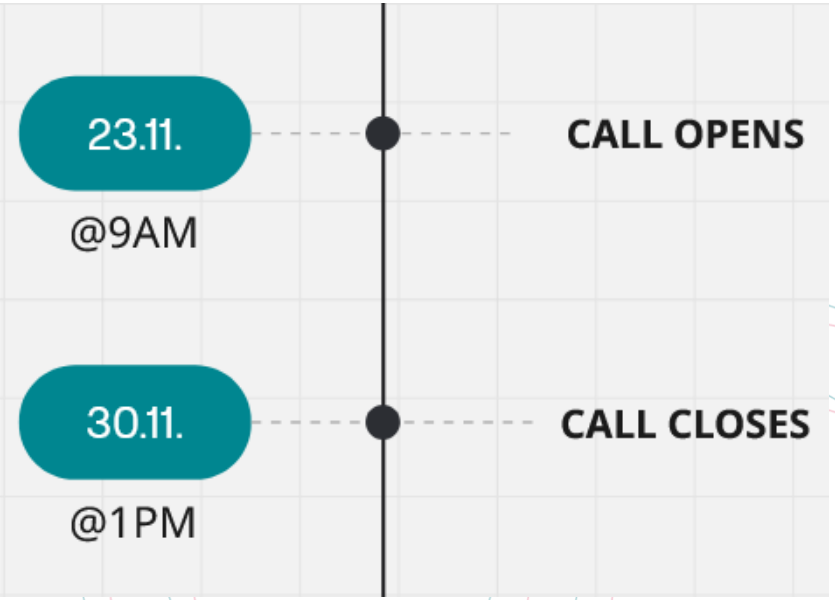


more info on mini-projects, call 2 and requesting a WG Statement

Step 5: **submit** your mini-project application

You have a week to submit your application.

Since there is a threshold 150 % of call allocation, we advice you to prepare all the annexes and texts in advance in IS Věda and as the final steps, attach a positive WG Statement, generate a mini-project application (.pdf) and ask your statutory representative to sign it as soon as possible.



Information sources

Disclaimer: these instructions are based on know-how of EOSC CZ WG secretaries that have read mini-project documentation that is available online:

https://www.eosc.cz/en/projects/open-science-ii/mini-projects

https://www.eosc.cz/media/4212439/methodology-for-applicants_version-20.pdf

https://www.eosc.cz/en/projects/open-science-ii/call-no-2

https://www.eosc.cz/en/projects/open-science-ii/the-request-for-a-wg-statement

and they are not reviewed by the project coordinator – please consider links above the official source of information.

If you are interested in applying, there is a webinar for potential applicants organised by the project coordinator on Sept 9 at 10.30am (100 attendees is a maximum, registration is open till reaching the capacity/Sept 7) – slides, recording & FAQ are available (in Czech).

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Good luck in the application & evaluation process!

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