

Returns (OP JAK)

Meeting on Project Implementation and Administration

Project Title: Development of USB – Returns

Project Registration Number: CZ.02.01.01/00/24_037/0013831

22 April 2026

University of South Bohemia in České Budějovice

Interim Activity Report

- Once every 6 months
- Description of activities carried out and assessment of progress on outputs
- Plans for the next period
- Any changes
- Description of the involvement of the mentor and auxiliary team
- Working capacity of the principal investigator / team members
- Settlement of the grant via the “Return Grant Calculator”

Mobility Progress Report

- Time and place of mobility
 - Scope of work
 - Mobility outcomes
 - Contribution to the grant project
-

Final Activity Report

- Submitted by the principal investigator after completion of the physical implementation of the Return Grant
- Evaluation of the achievement of objectives for the final period and the Return Grant as a whole
- Summary of all mobilities (if relevant)
- Information on whether only non-economic activities were carried out
- Plan for the following period:
 - How the investigator will build upon the Return Grant

- Perspective for further research development
 - Expected publication outlook
 - Data Management Plan
-

Data Management Plan (DMP)

- Submitted 6 months after the start of the physical implementation of the Return Grant and subsequently updated as needed
 - Must comply with FAIR principles
-

Changes in the Implementation of the Return Grant

Non-modifiable parameters

- Change of principal investigator
- Change of the main objective
- Increase in allocated funding
- Lower personnel costs than stipulated by the call
- Change of calculator version

Modifiable parameters

- Transfers between budget items / units
 - Change of implemented activities
 - Change of destination / duration of mobility
 - Changes within the auxiliary team of the Return Grant
 - Change of the Return Grant timeline
 - Early termination of the Return Grant
 - Suspension of the Return Grant
 - Change in planned results and outputs
-

Suspension of the Return Grant

- In cases such as long-term illness, caregiving leave, or other work obstacles
- If the obstacle lasts longer, meeting the minimum requirement of 860 hours (at 1.0 FTE) and 180 days may be at risk

- The solution is **suspension of the Return Grant**, and thus postponement of its schedule
 - The activity of the team is tied to the principal investigator → if the principal investigator is not active, no other team member may report work on the grant
-

Early Termination of the Return Grant

- For serious reasons, termination is possible after at least 860 hours and 180 calendar days
 - Without demonstrating serious reasons, termination is possible only after 1,720 hours (at 1.0 FTE) – this is possible to achieve after 12 uninterrupted months at the earliest
-

Publication Indicators

General Conditions

- Principal investigator = author / co-author
 - Link to the Return Grant must be clearly identifiable
 - Must undergo a peer-review process with a positive outcome
 - Must comply with Open Science and Open Access rules
 - The bibliography must include a URL/DOI linking to the full text in the repository and to metadata
 - The publication must be submitted for review no earlier than the start date of the Return Grant and published (or at least accepted) no later than one year after completion of the grant scheme
-

Open Data and Data Management

“As open as possible, as closed as necessary”

Open Access – online availability of research outputs to the end user free of charge

Pillars

- Open access to scientific publications and other types of outputs
- Open access to research data and responsible research data management

Additional practices and approaches

- Open-source software, open peer review, use of Creative Commons open licenses, etc.
-

Open Access to Publications

- Publications must be openly accessible immediately – without embargo or unnecessary delay
 - Publications must be accompanied by the latest available version of the CC BY license
 - Authors are obliged to retain copyright
 - Must be stored in a trustworthy repository, preferably institutional
 - Always include URL/DOI to the full version, including metadata
-

Open Science

- Create a Data Management Plan
 - Obligation to upload all underlying data into a repository
 - Data must be organised and stored to be:
 - **Findable** – searchable
 - **Accessible** – stored in trustworthy repositories
 - **Interoperable** – usable in other systems
 - **Reusable** – reusable and properly licensed
 - Ensure that sensitive data is not unlawfully disclosed – any restrictions must be thoroughly justified in the DMP
 - Use a secure and trustworthy repository
-

Metadata Requirements in Repositories

Mandatory

- Title
- Authors and contributors
- Date of publication/release

- Publisher
- License terms
- Type of publication
- Language

Recommended

- Persistent identifiers (DOI, ISSN, ISBN, etc.)
 - Reference to funding source (project number, provider)
 - Links to other output types
 - Keywords
-

Data Management Plan (DMP)

- Initially submitted after 6 months, then as needed
- Describes how data will be collected, organised, stored, and shared within and beyond the project
- Describes the status during the project and after its completion
- Digital tools may be used (Data Stewardship Wizard, FAIR Wizard)
- Must follow the mandatory structure¹

¹ [*Official Data Management Plan Template – OP JAK*](#)

Data Management Plan (DMP)

Mandatory DMP Structure

- Data summary
- FAIR data
 - Findability of data and metadata
 - Data accessibility
 - Data interoperability
 - Data reusability
- Other research outputs
- Resource allocation
- Data security

- Ethical and legal aspects
- Other

Official Data Management Plan Template – OP JAK

Mobility (currently applicable only to 2 Return Grants)

- Mobility of the principal investigator to a foreign research organisation
- Optional component of the Return Grant
- Must be linked to research conducted within the Return Grant
- Only for the principal investigator
- Total duration: min. 1 month – max. 6 months
- 1 month = 20 person-days
- Max. 2 outbound mobilities per Return Grant (total max. 6 months)
- Only non-economic activities may be carried out at the host organisation
- Activities leading to an advantage for the host organisation are not allowed

Examples of eligible activities

- Conducting own research according to the Return Grant
 - Academic activities
 - Skills and competence development
-

Mobility

Documentation

- Scan of a **contract/agreement/memorandum** on cooperation between the beneficiary and the host organisation
 - Must include a provision on the performance of only non-economic activities by the principal investigator
 - Mobility may be interrupted – end date must not exceed the planned end of the Return Grant
 - **Mobility Progress Report**
-

Mandatory Publicity

- Results and outputs of the Return Grant must comply with OP JAK publicity rules
- From **1 May 2026**, the new Ministry of Education logo is mandatory
- OP JAK No. CZ.02.01.01/00/24_037/0013831

[Official OP JAK logo links](#)



Spolufinancováno
Evropskou unií



Ministerstvo
školství, mládeže
a tělovýchovy

Acknowledgement

- Recommended for all publications
- It is necessary to refer to the entire project, not to individual Return Grants

*“This publication was created with support of the OP JAK,
Development of USB – Returns, No. CZ.02.01.01/00/24_037/0013831”*
