



STATUTE OF THE ICPF GRANT AGENCY

Article 1 Introductory Provisions

1. The Grant Agency of ICPF (hereinafter referred to as the “Agency” or “ICPF GA”) is established pursuant to Article 3, Paragraph 1, Letter f) of the *ICPF Organizational Rules* as an advisory body to the Director of ICPF. Its role is to ensure the intake, organization, evaluation, allocation, monitoring, and assessment of *Return Grants* submitted at the ICPF. The Agency also serves as an implementation tool for the Return Grant scheme within the ICPF Return Grants project submitted under the Call of the Ministry of Education, Youth and Sports (MEYS) No. MSMT-13672/2024-3 of the Operational Program Johannes Amos Comenius (OP JAK) – Return Grants.
2. A Return Grant is a research project intended for researchers and doctoral students returning from a career break, provided no more than 12 months have passed since their return to ICPF with an employment contract of more than 0.3 FTE.
3. A career break is defined following the MEYS definition as a period lasting at least 180 calendar days during which the researcher was unable to fully engage in research activities due to maternity or parental leave, long-term caregiving, or long-term illness. No maximum duration of the career break is specified.

Article 2 Composition and Membership of the Agency

1. The Director of ICPF appoints permanent members of the Agency from among ICPF employees. This includes a Coordinator and an Administrator. The term of office for these members is set for a fixed period from June 1, 2025, to December 31, 2029.
2. For each submitted Return Grant, the Director of ICPF appoints a Grant Rapporteur from among ICPF employees and two independent reviewers, of whom at least one must not be employed at ICPF. The term of office for the Rapporteur and the reviewers is limited to the evaluation period of the respective Return Grant.
3. Membership in the Agency is terminated in the following cases:
 - a) resignation from the position,
 - b) dismissal by the Director of ICPF,
 - c) termination of employment at ICPF (in the case of the Coordinator, Administrator, and Rapporteur),
 - d) death.
4. In the event of a vacancy, the Director of ICPF shall appoint a new member without undue delay.

Article 3 Activities of the Agency

1. The Agency is headed by the Coordinator, who acts on its behalf and is accountable for its activities to the Director of ICPF.





2. The Administrator manages the Agency's agenda, maintaining records of submitted Return Grant applications, their evaluations, interim and final reports, and requests for changes and the corresponding decisions. The Administrator also provides administrative support for the Agency's operations.
3. The Agency performs the following activities:
 - a) announcing calls for Return Grant applications,
 - b) drafting the call documentation and preparing the application form for Return Grants,
 - c) providing methodological support to applicants,
 - d) accepting Return Grant applications submitted to ICPF,
 - e) selecting rapporteurs and reviewers, i.e., forming evaluation panels for individual Return Grant applications,
 - f) evaluating Return Grant applications following the conditions set out in the call documentation,
 - g) announcing the evaluation results of submitted applications,
 - h) monitoring and interim evaluation of ongoing Return Grants,
 - i) receiving interim and final reports of Return Grants,
 - j) accepting and evaluating requests for changes within Return Grants,
 - k) announcing the evaluation results of the final reports of the Return Grants.
4. Evaluation of individual applications and monitoring of awarded Return Grants is carried out by the rapporteur and two reviewers appointed for the specific application, following the call documentation of the relevant call. Evaluations are provided in writing and serve as the basis for the Agency's decision on whether to award the Return Grant, approve or reject interim and final reports, and approve or reject requested changes in implementing the Return Grant.
5. In case of discrepancies between evaluations of a given Return Grant, the Coordinator convenes a meeting of the rapporteur and both reviewers to reach a consensus.
6. All written records related to the Agency's activities are maintained and archived by the Agency's Administrator.

Article 4

Final Provisions

1. This Statute enters into force and becomes effective on May 29, 2025, upon approval by the Director of ICPF.
2. All amendments and additions to this Statute are subject to approval by the Director of ICPF.

On behalf of the Institute of Chemical Process Fundamentals of the CAS, v. v. i.

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