



## **Installation Grant Funds Management Agreement**

between **European Molecular Biology Organisation**, an association established under Swiss law, Tax Nr. 32489/47785, having its administrative office at

**Meyerhofstrasse 1, 69117 Heidelberg, Germany,**

(hereinafter referred to as "**EMBO**"); and

**Institute of Biophysics, Brno**

a corporation under the Czech public law, having its registered office at

Kralovopolska 135  
61200 Brno

with its executing organizational unit:

Kralovopolska 135  
61200 Brno

(hereinafter referred to as "**The Host Institution**")

both hereinafter referred to jointly or individually as the "Parties" or "Party".

The purpose of this agreement is to ensure the efficient and responsible management of funds.



## 1 General Terms and Conditions

The Grantee ( ) has applied to join the SDIG scheme (IG 5689-2024) and has been selected by the EMBO Installation Grants Committee (henceforth "Committee").

As a member of the SDIG programme, with the award letter attached as Annex 1, the Grantee is expected to:

- have limited teaching and administrative duties;
- have an employment contract with the receiving institution;
- spend at least 75% of their working time at the home institute/laboratory.

As a member of the SDIG programme, the Grantee automatically becomes an active member of the EMBO Young Investigator Network for a total of 5 (five) years, subject to evaluation by the Committee in the third year.

As a member of the SDIG programme, the Grantee will receive an annual instalment (henceforth "the Grant") of 50,000.00 (fifty thousand) EUR for 5 years, subject to evaluation by the Committee in the third year.

All matters regarding the Grant and membership in the programme will be handled by the EMBO Young Investigator Network office (henceforth "EMBO YIN office").

The Grant is awarded to the Grantee. The Host Institution is expected to manage the Grant based on this agreement.

## 2 Grant starting date

If the Grantee is already working at the Host Institution, the starting date of the Grant is automatically set to the 1<sup>st</sup> of January the year following the selection.

If the Grantee has not yet started working at the Host Institution, the Grantee is expected to set up their laboratory and start the Grant no later than December 31<sup>st</sup> of the year following the selection.

Programme benefits will be available to the Grantee from the starting date of the Grant only.

## 3 Grant payment

EMBO will process Grant payments after the receipt of the funds from the respective SDIG funding body (Ministry of Education, Youth and Sports) in the hosting country (Czech Republic). In the event that funding is not received, EMBO is not liable for payment.

EMBO will transfer the Grant to the Host Institution account specified by the Grantee. The Grant is expected to be managed by the Host Institution. The Host Institution shall make the funds available to the Grantee to cover the expenses of any of the activities listed in provision 4.1.





- 3.1** The first instalment will be transferred provided that the Grantee has completed compulsory research integrity training within the first 6 months of their membership in the programme. Subsequent annual instalments will be transferred subject to the submission of an annual financial statement and scientific progress report covering the activities of the Grantee in the previous year. Submissions must be sent to the EMBO YIN office within a month of the end of the annual reporting period (usually by 31 January of the following year).
- 3.2** Other than the Grant, there is no contractual relationship, explicit or implied, between EMBO and the Grantee. EMBO will not claim any intellectual or commercial property rights that may be generated through the research conducted with the Grant.

The Grant will be paid to:

Account holder	Institute of Biophysics of the Czech Academy of Sciences
Bank Name	[REDACTED]
Account Number	[REDACTED]
Bank Code	[REDACTED]
IBAN	[REDACTED]
SWIFT	[REDACTED]

The total amount per instalment is EUR 50,000.00 (fifty thousand euros).

#### **4 Grant usage**

- 4.1** The Grantee can use the Grant for scientific purposes only, including, but not limited to:
- salaries of lab personnel;
  - purchasing lab equipment, lab consumables and research-related services;
  - financing lab retreats (covering meals, coffee breaks, accommodation and travel) and other lab events with scientific content;
  - travel, accommodation and adequate meals for the Grantee, their lab members, invited speakers and invited scientific visitors/collaborators;
  - travel, accommodation and conference fees for the Grantee and their lab members when attending scientific conferences, events and trainings;
  - travel and accommodation of a group member visiting another laboratory to carry out experiments or learn a technique;
  - fees for publications in scientific journals;
  - childcare support for the Grantee and their lab members when attending scientific conferences and events;
  - similar scientific activities that include the Grantee, their lab members and invited scientists of the Grantee.

Furthermore:

- a maximum of 20% can be used to increase the salary of the Grantee;





- a maximum of 10 % can be used for science-related overheads. Overheads must be taken according to the amount of the Grant used in the given year. Overhead expenses must be provided upon request.
- 4.2 All equipment purchased with the award is the property of the Grantee and may be transferred to another institution in case of relocation.

## 5 Granting period

- 5.1 The Grant does not have to be spent within the calendar year of receipt but can be forwarded to future years within the granting period. The amount to be carried over to the next year shall be indicated in the annual financial statement.
- 5.2 In case the accumulated instalments have not been fully spent by the last year of membership, the Grantee has the right to apply to the EMBO YIN office for one year of a no-cost extension. In case of a positive outcome of this application, the Grantee may continue spending the Grant (on the activities listed in provision 4.1.) for one additional year, but no further instalments will be transferred to the Host Institute.
- 5.3 In case the accumulated instalments have not been fully spent by the last year of the membership or by the end of the no-cost extension, the Grantee shall instruct the Host Institution to return the remaining funds to EMBO within two months after the end of the granting period. The Grantee and the Host Institution shall provide a final financial statement and a final scientific report within 2 months of the end of the granting period of this agreement.

## 6 Grant evaluation – Third-year reporting

The evaluation of the Grant progress takes place in the third year. Grantees will be asked to submit a report describing the progress of their research since application. The Grantee shall request the Host Institution to submit a Host Institution Report to support the evaluation.

In case of a negative evaluation by the EMBO Installation Grants Committee, EMBO may terminate the Grant.

## 7 Terms of the EMBO Young Investigator Network Membership

- 7.1 Every official public communication by the Host Institution (such as annual reports, press releases websites and news) related to the work carried out by the Grantee while funded by this Grant must acknowledge the support given by the national granting agency of the hosting country and mention the award number (e.g. **EMBO IG 5689-2024**).
- 7.2 Attendance by the Grantee at official EMBO activities specifically designed for programme members shall be considered part of the duties of the Grantee. Time devoted to these activities shall therefore not be considered as part of the annual leave to which the Grantee is entitled. These activities include attendance of the annual EMBO YIN Meeting, biennial EMBO YIN Retreat, Sectoral meetings and EMBO Laboratory Leadership courses.

## **8 Grant termination**

- 8.1** This agreement becomes effective when both Parties have signed it. It terminates automatically once the last financial transactions with the Grant have been finalized, at the latest after the end of the latest no-cost extension and submission of the final justification of spending to the EMBO YIN office.
- 8.2** This agreement and the membership in the Installation Grant programme may be terminated if the recipient is found culpable of scientific misconduct or for other just cause.
- 8.3** The present agreement terminates automatically in case the employment relationship between the Grantee and the Host Institution is terminated before the end of the granting period. The Host Institution shall inform EMBO in case of early termination of the employment contract with The Grantee.

## **9 Place of jurisdiction, applicable law**

- 9.1** The exclusive place of jurisdiction for any and all disputes arising from and in connection with this agreement is the court competent for civil or commercial matters in Heidelberg, Germany.
- 9.2** The agreement is governed by German law, excluding its conflict of laws rules.

## **10 Miscellaneous**

- 10.1** This agreement and any rights and obligations arising from this agreement may not be assigned or transferred to third parties without the consent of the other Party.
- 10.2** This agreement shall constitute the entire agreement between the Parties regarding the object of the agreement. There are no supplementary arrangements.
- 10.3** Any changes or amendments to this agreement must be made in writing in order to take effect. This shall also apply to any waiver of this requirement of written form.
- 10.4** Should individual provisions of this agreement be or become invalid or void, this shall not affect the validity of the remaining provisions. The invalid or void provision(s) shall be replaced by (an) alternative provision(s) that most closely correspond(s) to the original intent of the Parties.
- 10.5** This agreement may be executed in counterparts all of which taken together shall constitute one single agreement between the Parties.





**Signatures**

**EMBO**

**THE HOST INSTITUTION**

**Gerlind Wallon**

---

Gerlind Wallon, PhD  
Deputy Director  
Head, EMBO Young Investigator Network

**Eva Bártová**

---

Name and Institutional Function  
director  
Biofyzikalni ustav AV CR, v. v. i.

**Date:**



**Date:** 27. 2. 2024

