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# GRANTS, RESEARCH AND PARENTHOOD



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# 1. Introduction

Parenthood is a major milestone not only in personal life, but also in professional career, in particular in demanding fields of specialisation that require a long term education, continuous updating of knowledge, high productivity of physical mobility, which is the case in research and development. Frequently, the balancing of professional and family obligations gets so difficult that it results in leaving the profession and, in the wider perspective, in losing a number of exceptional talents for science and society.

This brochure focuses on the issues of balancing the parenthood and the implementation of research activities (not only) by means of grants. It is intended both for female and male leaders of scientific organisations, as well as for female and male scientists. The first group, i.e. the leaders at management and decision-making positions, can draw inspiration for the management of their research teams in situations associated with the absence of some of their members due to maternity or parental leave. It also offers possible paths of influencing and supporting, at the employer level, the measures that facilitate handling such situations.

On the other hand, scientists can use this brochure to find practical information regarding flexible possibilities of various grant and fellowship schemes, as well as other advantages addressed primarily to parents or women. The chapter dedicated to female and male researchers (parents-to-be and existing parents) also provides practical tips how to proceed and what to bear in mind when leaving for maternity/parental leave, in the course of the leave and after the return to the research work after such career break.

This text was compiled at the end of 2016 and the parts mapping various grants and fellowships are based on the currently available information posted on the websites and in the procurement documentation. These resources may be subject to significant changes from time to time in the case of some of the support providers. Hence, we always recommend perusing any additional details provided in the procurement documentation and on the providers' websites and contacting their responsible officers or the grant department of your institution to verify whether the given information is still up-to-date.

This brochure is primarily addressed to recipients in the field of natural sciences, for which reason is mainly covers the financing possibilities in this field. However, a number of the schemes mapped herein is not restricted for any particular field of specialisation and thus can be utilised also by recipients working in other fields of research activities.

## 2. Management of Scientific Work and Parenthood

### 2.1. Support of work-life balance by employer

In this chapter, we present, for inspiration and potential use, some examples of measures adopted by various research organisations and universities to support balancing of research work and parenthood (work-life balance, hereinafter “WLB”). These examples relate in general to the support of WLB of male and female employees – parents-to-be and existing parents of small children – and to career breaks due to parenthood (i.e. maternity, paternity and parental leave). In the case of persons employed under contracts for a definite period of time, for example for a term of an external grant, it is necessary to take into consideration their specific employment status.

We present here the basic and frequently used examples of measures existing in various European countries. It is primarily up to the needs of the employer (university, faculty, research institute), which of these measures will be selected and included in their institutional policies and, possibly, in their gender equality schemes (if such schemes are introduced or planned<sup>1</sup>). It is always advisable to rely on the results or the performed internal surveys (quality and quantity-based) focusing on the needs of the employer, individual departments, research teams and employees (both male and female). Furthermore, it is necessary to consider whether the proposed measures are in line with the national policy and in particular with the national legislation. *Example: How does the national legislation address the situation of extending contracts concluded for a definite period of time in the case of maternity/parental leave?*

The text is supplemented with good practice examples of selected research organisations or universities that have been for a long time dealing with the issues of WLB, HR policy and career development of their employees.

In addition to the measures offered by employees, it is also possible in some countries to take advantage of certain WLB support programs at the national level or the support provided by certain grant agencies (e.g. the grant scheme Marie Heim-Vögtlin, Swiss National Science Foundation<sup>2</sup>).

#### **WLB as a part of HR management: individual support and organisational change towards greater gender equality and diversity**

Parenthood management and career breaks of male and female scientists represent an important, but not the only area of HR policy and research team management, the goal of which is the creation of high-quality conditions for successful research career (and retention) of the existing and potential female and male research team members irrespective of their gender, age or ethnic and cultural origin. Research studies evidence the contributions of diversity in research teams and at the leader positions for the achievement of new findings and for the quality of scientific work and its outputs.

In addition to measures focusing specifically on WLB and parenthood, the employer may initiate and offer other types of career development activities for different target groups, such as various mentoring programs for starting male and female scientists (postdocs), individual career consulting, education and training focused on the development of professional and personal skills (soft-skills), networking, leadership programs for women (support of women in their career growth, e.g. so-called “trial professorships”) and others.

<sup>1</sup>Practical guidance how to proceed in the course of the preparation and fulfilment of the gender equality plan can be found, for example in the interactive tool GEAR: <http://eige.europa.eu/gender-mainstreaming/tools-methods/GEAR>

<sup>2</sup>More information on the program: <http://www.snf.ch/en/funding/careers/mhv-grants/Pages/default.aspx>. Further examples can be found in: **Gender Equality Policies in Public Research (European Commission 2014) or National plans and initiatives promoting gender equality and structural change (GENDER-NET 2015b).**

In order for these activities to be efficient and to contribute to transparent, fair and high-quality environment for the research work, pay attention also to your **setting or working conditions and the rules of research work**. For example, how does your evaluation system work (in tenders, in academic promotions or in nominations for leader positions)? To what extent is it transparent and what is the setting of the evaluation criteria: are career breaks or part-time engagements considered, does the evaluation address not only the outputs of research work, but also other activities, such as teaching or popularisation activities? Does the employee evaluation require international mobility and, if so, are several short-term international stays weighted the same as one long-term stay? These and other questions will help you see to what extent the existing conditions reflect the personal and professional experience and needs of women, men, parents, starting male and female scientists, etc.

### **“Fix the leaky pipeline!”<sup>3</sup> - career-building program, ETH Domain**

*The programme gives young female scientists on the academic career path the opportunity to reflect on their professional situations, to develop a strategy for embarking on a career path, to receive targeted further training, and to extend their personal and scientific networks. The program focuses on female PhD students, post-docs and other young female scientists. The core elements of the project are customized further education, work in peer groups, inter-institutional cooperation and interdisciplinary networking. The aim, actively supported by the ETH domain, is to help more women take their scientific careers further and thus to fix the ‘leaky pipeline’ of women in science.*

Source: <http://www.fix-the-leaky-pipeline.ch/about>

## **2.1.1. Institutional policy of work-life balance**

Systemic approach to WLB support for scientists and specifically parents means first of all adopting the institutional policy – strategy focusing on the development of the conditions and culture of working environment and for this purpose compilation of relevant documents to be available both to the leaders and employees of servicing departments (HR department, grant offices, etc.) and to the scientists (male and female).

The responsibility for setting the institutional policy lies with the officers at top management positions and in the decision-making bodies. Nonetheless, you can, in your position of the leader of the research team, institution, desk or department, initiate certain changes that will help you manage your team and create conditions for retaining your team members and their development. Please consider to what extent you can negotiate potential changes at the level of the entire institution, determining the scope of what is included in your competences/powers.

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<sup>3</sup> „Leaky pipeline“ is a term (metaphor) used in a situation where women “fall out” of science in different stages of their professional/academic career. It is necessary to eliminate barriers and set conditions for research work so as to reflect the needs of male and female scientists in each stage of their careers – for example, in the case of starting scientists the support of WLB and parenthood, career coaching, supervision, networking, etc.)

The following steps are advisable to be implemented at the level of the entire institution (employer), and some of them also at lower levels (faculty, department, institute, teams, etc.) it is being understood that the support and commitment of the top management are always necessary:

- 1) establishment/review of institutional policy and strategy involving the support of equality of men and women, work-life balance and diversity
- 2) regular performance of internal surveys, data collection, analyses, including quality-related interviews with female and male scientists
- 3) compilation/review of internal documents, guidelines and manuals for various target groups
- 4) personnel support of the agenda of WLB, equal opportunities for women and men, and diversity
- 5) dissemination of information and implementation of activities focusing on increasing awareness, knowledge and competences: websites, education events, campaigns, distribution of manuals and brochures, organising of seminars, training sessions or specific events for male and female employees
- 6) regular monitoring, research surveys among target groups, evaluation of adopted measures, etc.



When creating the tools (not only) supporting WLB and in the course of their utilisation, please do not support gender stereotypes. For example, in the documents compiled for your managers (see chapter 2.1.3) in relation to the management of maternity and parental leave, address not only women, but also men as the child carers (fathers). Also bear in mind that the need of WLB applies to all male and female employees, not only parents. These measures should be addressed, for example, also to employees taking care of their close persons, etc.

## 2.1.2. Examples of measures, tools and activities

### a) Working conditions and rules for research work

In addition to measures focusing on individual support, as discussed below, it is advisable to consider also the setting of working conditions. Examples of support after the return of male and female employees after a career break due to parenthood include the following:

- » automatic extension of a contract for a definite period of time by the time spent at the maternity/parental leave
- » evaluation criteria reflecting the career break or reduced FTEs
- » offer of flexible forms of employment: home office, flexible hours of work, shared jobs, etc.
- » offer of release from teaching or administrative workload: the aim is to provide the scientist (male or female) with the opportunity to focus solely on their research, this type of support can have the form of “extended” maternity or parental leave or sabbatical.

#### **Family-leave without consequences for the academic career, Hanken School of Economics, Finland**

*Hanken School of Economics automatically extends temporary contracts of teaching and research personnel if they have been absent due to maternity, paternity and parental leave. The policy was adopted in order to support long-span research work and ensure that research projects be finalised, as well as to promote career advancement of women researchers. The practice also improves the reconciliation of work and family life for all workers on temporary contracts, but in particular for women, who in Finland take most of statutory leave. Researchers on temporary contracts are able to finalise their projects after returning to work after parental leave, even if the projects had officially ended during their absence. Hanken's policy offers a contract extension for the length of the statutory leave (maternity leave three months, paternity leave two weeks and parental leave six months).*

Source: GEAR action toolbox, <http://eige.europa.eu/gender-mainstreaming/tools-methods/gear/action-toolbox>

### **Job-sharing program, University of Cologne, Germany**

*In the framework of Excellence Initiative, a programme was launched in 2013 that offers women a reduced workload over two years in order to help them gain leadership experience. The programme is designed for young female leaders, and enables them to share responsibilities with another staff member. The programme: a) allows the regular position holder to reduce his/her workload to care for an elder, a family member, or simply to take time off, and b) allows a young female academic to gain leadership experiences for two years. Activity: matching of partnerships. Resources: depending on partnerships and contracts (approx. €15,000 per tandem) and the project coordinator.*

Source: GENDER-NET 2015a.

### **Relief from teaching duties after career interruption, CNRS, France**

*A very important policy helping women to re-enter their careers after a WLB-related career interruption: six months' relief from teaching duties is awarded by CNRS to university professors working in CNRS laboratories and returning from maternity/paternity/adoption leave. The policy is currently implemented by the CNRS Institutes of Mathematics and Physics, which have added the above reasons to the criteria for awarding such delegations (previously, the criteria were only thematic mobility, geographic mobility, preparation of the Habilitation à diriger des recherches). It applies to both women and men, but until now, has mostly benefitted women returning from maternity leave.*

Source: GENDER-NET 2015a.

### **b) Financial contributions, return grants**

The support of researchers-parents by employers may include also the creation of resources and the offer of internal financial support (grants). The objective is to facilitate the return of male and female scientists after their career break or to enable keeping in contact and participation in the research during the parental leave. Financial support may apply to each area separately (e.g. mobility, contribution to child care, ensuring substitution and assistance during maternity or parental leave) or, alternatively, several measures and activities to be financed may be combined under a single scheme. The financial resources will also enable the employees at the management positions to find a "substitute" for the person taking their maternity/parental leave.

Examples of contributions for activities:

- » Attendance at national/international conferences;
- » Secondments or short term research assignments (for example to an external laboratory);
- » Short-term research support, for example to generate preliminary data to support research grant applications;
- » Teaching, buy-outs' for college or departmental teaching;
- » Support for assistance in grant writing;
- » Travel and accommodation costs of research collaborators coming to the institution (to reduce the need for the returning researcher to travel and to support work-life balance);
- » Equipment purchase to support independent research;
- » Indirect childcare expenses, for example, the travel and accommodation expenses of the person looking after an accompanying child while the researcher/academic attends a conference overseas;
- » Training to support career development.

## Maternity Cover Fund and Return to Work policy, Queens University Belfast, United Kingdom

*A Maternity Cover Fund is also in place across the University and is comprised of money reclaimed through Statutory Pay Credits and a contribution from University funds. The fund provides assistance to Schools and Directorates to ensure that the essential work of all members of staff who take maternity leave is covered so that they can enjoy anxiety-free maternity leave. The Maternity Cover Funds are administered and managed centrally by the Personnel Office and claims can be made through an online application which is then reviewed by a Maternity Cover Fund Group. Replacement teaching costs are estimated at a faculty level and come out of Schools budgets. The Fund enables women across the university, not only academics, to take maternity leave without worry about work, and enables the manager/department head to apply for funds to employ substitutes to carry out the mother's work while she is on leave. The outcome of this Fund and policy is a 100 % maternity leave return rate for QUB since 2011.*

Source: GEAR action toolbox: <http://eige.europa.eu/gender-mainstreaming/tools-methods/GEAR/examples/maternity-cover-fund>

### c) Support of parents and childcare

In addition to childcare services provided by the state, employees offer childcare services for their employees or various activities for parents (both future and existing). Some of these support activities fall within the scope of career centre services, consulting, HR department, gender equality agenda, etc. These are frequently accompanied with activities offered also to other target groups than parents (mentoring programs, networking, coaching, individual career consulting, leadership programs for women, training sessions, etc.).

#### **Mobility**

Specific institutional grant schemes offer a financial contribution for caregivers for attending international conferences. This tool is suitable also for persons working under international grants, as it enables their attendance of international conferences or consortium meetings, co-operation with partners abroad, etc.

## Robert Gnehm Grants for Conference Attendance, ETH Zürich

*Researchers can apply for the reimbursement of verifiable additional costs associated with the care of young children (<18 months) during attendance of an international conference where the researcher presents his own scientific work. A brief reasoning why the respective conference is of special importance for the individual career and why the conference visit would not be possible without additional child care costs is to be attached.*

Source: [https://www.ethz.ch/content/dam/ethz/associates/services/Anstellung-Arbeiten/chancengleichheit/Beratung%20und%20Information/Verinbarkeit/PUB\\_1608\\_gnehm\\_richtlinien\\_EN.pdf](https://www.ethz.ch/content/dam/ethz/associates/services/Anstellung-Arbeiten/chancengleichheit/Beratung%20und%20Information/Verinbarkeit/PUB_1608_gnehm_richtlinien_EN.pdf)

## Childcare facilities

In the course of balancing professional and personal life of male and female scientists, the employer can offer a number of support services and activities for parents, including childcare facilities, such as:

- » baby changing facilities and locations
- » nursing rooms
- » educational camps
- » education centre
- » family care services - services are designed to meet the challenges that working parents and carers face and give access to a wide range of back up services, advice and information
- » day care centres, kindergartens or elementary schools for children of employees
- » contributions for employees for childcare services that the parents are free to use according to their needs and possibilities (individual babysitting services, fees for private childcare facilities, etc.)

### University elementary school and kindergarten Lion Cubs, Czech Technical University in Prague, Czech Republic

The university kindergarten is designed for the children (and grandchildren) of employees and for children of students of the Czech Technical University in Prague, the elementary school is opened for all pupils interested. The combination of an elementary school with the Czech Technical University gives the school an explicit specialisation. It offers education focusing on natural science and technology. For example, the first stage grades offer extended number of classes in Mathematics and Fundamentals of Civics and Natural Science. Besides, the syllabus includes the subject "Science" that provides space for the pupils' long-term work on solving problems in the field of engineering and natural science.

Source: <http://lvicata.cvut.cz/>

Similar facilities are also offered by other universities or research institutes in the Czech Republic, more info: <http://www.genderaveda.cz/menime-vedu/191091-prakticke-informace/skolky-a-detske-koutky/>

*Education, consulting and networking for parents*

### Networking and workshops for parents, Imperial College London, United Kingdom

*New parents and parents-to-be are invited to meet other Imperial colleagues in a similar situation for informal networking and mutual support over tea/coffee. HR will be present to answer any questions in relation to maternity and paternity leave. New parents workshop - The College recognises that the transition into the life changing event of parenthood can be both difficult and stressful for some. The workshops look at both the practical and emotional aspects to enable staff to develop in their careers post maternity/paternity through effective planning and communication. They are all free to College staff.*

Source: <http://www.imperial.ac.uk/parents-network/>; <http://www.imperial.ac.uk/equality/support-for-staff/training/new-parents/>

### 2.1.3. Management of maternity and parental leave – for managers

This chapter presents recommendations<sup>4</sup> regarding the organisation and HR management, reflecting the needs and life situations of male and female scientists. The procedures listed below should constitute a part of the career development management of your employees, project team members, etc.



Both men and women are entitled to take parental leave. Thus, the measures (with the exception of pregnancy, baby delivery or breastfeeding) apply both to the future fathers and mothers, if they plan a career break due to taking care for a small child. The management should take into consideration also any cases of shared maternity/parental leave and measures supporting dual career couples. It is in the employer's interest that such couples could avoid the need to choose which one will be able to continue their career and which one will not.

#### Before taking maternity/parental leave

The process of official notification of pregnancy to the employer and the state administration authorities is governed by the national legislation (i.e. how long before the planned delivery date the information must be provided).

#### What measures should be considered by the manager

- » It is appropriate to congratulate the employee who is informing you that she is pregnant
- » Find out whether the employee wishes the other members of your work team / department to share this information
- » Provide the employee with all important information regarding her rights and obligations (stipulated in applicable legislation and the institutional policies) and with the information on relevant measures and activities offered by the employer; provide contact details to competent employees / departments within the institution (in particular HR department)
- » Agree on any measures necessary for the work performance during pregnancy, in particular in terms of health risks and the rules of work safety in the laboratory
- » Observe your obligations set forth by the law (such as granting time off for medical check-ups)
- » Agree with the employee on the time schedule: the time of leaving for the maternity leave and the planned time of her return
- » Agree on the possibilities of the employee's work prior to the baby delivery, in the course of the maternity leave and after the return from the career break, in particular with respect to the employee's continued research, participation in the grants and with respect to the need of combining research, teaching and administrative activities
- » The plan also includes agreeing on the communication, contacts and regular meetings relating to the research work and career development prior to the employee's departure, during and after the return from the career break
  - Ask the staff member about her preferred contact arrangements for whilst she is on maternity leave. It is good practice to maintain "reasonable contact" with the staff member during the period, and many women find it helpful to be kept aware of changes occurring in the workplace and to be invited to social events. Agree the regularity and preferred format but be flexible to change it if necessary. Even if the staff member requests no contact during her maternity leave, you have a duty to keep her informed about any major changes to her working environment, e.g. a restructure.

<sup>4</sup>The text was taken (modified and supplemented by the authors) from a brochure prepared at the King's College London "Maternity Leave - Guidance for Managers". Available online: <http://www.kcl.ac.uk/hr/diversity/parenting/Maternity-Guidance---Feb-16.pdf>

- » Start organising the continued research work with the leaving employee, involve in the discussion the other male and female members of the research or project team. What needs to be taken into consideration:
  - What tasks is she/he intending to complete prior to her/his leave?
  - Are you intending to provide a replacement member of staff to cover the maternity leave? Or will you be able to re-allocate existing resource? Or will it be a combination of both? Might a secondment or 'acting up' opportunity be suitable?
  - Can the work be postponed?
  - When does any temporary cover need to be in place? How long will it take to recruit a suitable person and what is their notice period?
  - Do you need and can you afford to have a handover period? Will you have a handover prior to the maternity leave and upon return?
  - It is important to set expectations with other team members about how long the leave period will be and what will happen upon return.

### Research work on grants

- » If the staff member is funded externally, some funding bodies are prepared to suspend or extend grants to allow for maternity leave, others will make provision for maternity cover. The Principal Investigator should check the terms and conditions of the relevant funding body in this respect as early as possible.
- » The information regarding the possibilities of postponement, suspension etc. with respect to the basic grant schemes can be found in the third chapter of this brochure

### Retention and development of research career

The career break or reduction of FTE may affect the future research career of the given scientist (male or female). Within the scope of regular meetings, discuss and consider the following. Subsequently, it is advisable to write down the achieved outcomes of your mutual agreement:

- » What is the setting of scientific performance evaluation criteria within the institution? Do these criteria reflect the career break and reduced FTEs for example in the number of publications?
- » How to combine the obligations associated with teaching and with research and project activities? Does your institution offer the possibility of "releasing" employees from teaching? Who will assume the obligations associated with the training (supervision) of students?
- » How to arrange for the scientist's attendance of international conferences? Does your institution offer grants – such as financial contributions for arranging for childcare in the course of conferences or mobility of the entire family? Are there such grants available at the national level and could they be available to the given employee?
- » How to assess possible co-operation of other persons in the research of the employee taking the maternity or parental leave (e.g. co-authorship of publications)?
- » How to ensure participation in the current project or how to engage the given employee in the prepared projects in the course of their parental leave so that they can act as a member of project teams / PI after their return?

### During maternity/parental leave

It depends on the national legislation whether and in what form the employee taking maternity or parental leave will continue at the same position with their employer.

## Work in the course of maternity and parental leave

Where it is possible to simultaneously take the maternity/parental leave and to work with the same employer, it is necessary to discuss with the employee and agree on the co-operation and contacts at the time of their absence or limited presence at the worksite. It needs to be verified whether the law allows for continued work at the same position (type of work) or whether it is necessary to transfer the employee to a different type of work.

Thus, it is always advisable to consider the **availability of various types of flexible work** (the same applies after the return from maternity/parental leave): flexible hours of work, reduced FTEs, shared jobs or home office.

*Universities in the United Kingdom offer the so-called “Keeping in Touch Days” and “Shared Parental Leave in Touch”.*

*These days are designed to enable staff to carry out work or attend training or college events during leave without the leave being brought to an end. These days are either calculated as a half day or a full day.*

Source: <http://www.imperial.ac.uk/parents-network/during-leave/keeping-in-touch/>



Do not forget to organise work meetings of the team or seminars at suitable hours so that they can be attended also by part-time employees and employees taking care of small children. Also consider the possibility of organising teleconferences when the employees need not be physically present at the worksite.

### IFREMER (Marine research institute), France

*IFREMER has established specific measures so that when working in the field (at sea and on ships), women can lead missions as easily as men. IFREMER integrates work-life balance in its agreements with labour unions, thus ensuring fair career development, through various initiatives, such as: flexible working hours; video conferences or conference calls in preference to travel; meetings between 9:00 am and 5:00 pm, and not on Wednesdays (when children do not go to school in France) or school holidays; and part-time work (equal salary, equal promotions and bonuses, equal level of responsibility). As a result, the recruitment rate of women is now approximately of 50 % per year and is increasing for women scientists.*

Source: Deloitte 2012.

### Career break – keeping in touch

The form and frequency of your contacts with the employee taking maternity or parental leave will depend on their need and interest. It is not appropriate to “force” the employee into any contacts (it is not their obligation), you should rather motivate them to keep in touch with their work environment and the research team, as these contacts are desirable for their further career development, as well as for retaining continuity of the research work of your team and their work on projects.

Agree with the employee specifically:

- » what will be the form of your communication: emails, phone calls, personal meetings
- » how often and what types of information will be provided: calls for new grants, participation at conferences, offers of co-operation on publications, participation at informal events of the team or the entire institution, participation in the decision-making regarding further direction of the research activities of the team, etc.



All these measures should not only be formalised (in an internal document), but they should also form a regular part of the work culture and everyday practice of your department/desk/institute.

### **After return from the career break**

In addition to the agreement with the employee returning after the career break with respect to the form of their re-engagement in the research or, if applicable, teaching activities and the utilisation of available WLB measures, please also take into consideration the following:

- » Do not assume that the staff member can “pick up where she left off”. She/he will have been away from work for a significant number of months. There may have been significant developments during this time that need to be explained. Allow her/him some time to catch up and bring herself up to speed, even if this is only for a day or two.
- » It is recommended that you carry out a “re-induction” to the workplace, introducing her/him to any new members of the team and sharing any new or revised policies and updates on major changes that have taken place whilst she was away.
- » Consider with her/him whether her/his work commitments are realistic and reasonable, firstly during the settling in period and then again longer term.
- » If the staff member has returned from maternity/paternity leave to work part-time after previously working full time, you may need to help her/him plan her/his workload and agree what her/his priorities should be.
- » To minimise any disruption to the staff member’s progression due to the absence, training and development should be prioritised on her/his return. However she/he may not be as able to attend conferences or training in the same way as in the past. Consider how you can ensure this does not impede her/his career aspirations.

## 2.2. How to handle parenthood and research work not only on grants

In this chapter, we offer useful tips for researchers who are planning to take maternity / parental leave and who are planning to take a career break due to parenthood.<sup>5</sup>

If you are employed on grants, if you are an investigator or co-investigator or a project team member, find out first of all the conditions in the rules of the given grant scheme regarding the suspension, postponement and return from the break (specific information can be found in the third chapter of this brochure).

Your questions regarding applicable legislation, state social security support and the employer's support in relation to pregnancy, taking of maternity or parental leave, return from a career break etc. should be answered by competent officers of your employee: HR department, grant office, career consulting, etc.

### Research and career plan

Set up a basic plan how your research could continue in the course of the pregnancy, career break and taking care of a small child and write it down. Such plan will help you successfully continue your research and better discuss the given situation with your supervisor (leader) and collaborators. Try to answer the following questions and prepare a detailed plan for each of the time periods.

#### 1) Pregnancy and the period prior to the leave to maternity/parental leave

- » When planning work during the period prior to the baby delivery, take into consideration the possible delay. Determine several realistic and most important tasks that need to be completed before leaving for the maternity/parental leave. Focus on those that require your physical presence at the worksite.
- » Agree with your supervisor on the plan of keeping in touch during your leave, what information you wish to receive on a regular basis and what are the possibilities of your co-operation in the course of your maternity or parental leave. Think about the plan of your return to the research work.
- » Do not forget the practical arrangement regarding your work telephone and computer and their possible keeping during the time of your maternity/parental leave.
  
- » Are you aware of someone who could take over your specific tasks during the time of your leave?
  - Some members of your wider team can take over certain specific tasks and continue with their fulfilment, try to agree with these colleagues in advance.
  - Find out or discuss with the research group leader what are the possibilities of financing an FTE of another person who would take over your work, whether grant financing can be used for this purpose.
  - When preparing for grants, consider the possibility of establishing the position of an assistant who can help you at the time when you need to reduce your workload or in the case of possible limitation of any activities presenting a health risk.
  - In any case, clarify who will get the "credit" for the given tasks, i.e. how the resulting publications and other outcomes will be attributed. Also agree, preferentially in writing, how long this substitution will last and consider what your return will look like – after what time, to what position, for what FTE.

<sup>5</sup>Taken, modified and supplemented by the authors from the materials of the National Postdoctoral Association, Washington D.C. (from the first version of the brochure "Grants and Parenthood", available online: <https://www.ceitec.cz/grants-and-parenthood-final/f32546>) and from the brochure "Maternity Leave Planning Template" prepared by the Sheffield University, available online: <http://www.sheffield.ac.uk/hr/guidance/family/toolkits/maternity>.

Complete the action log below together with your line manager, with the actions required for a successful maternity cover.

Action required	Who is responsible for this action?	By when?	Help needed	Outcome	Completed
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### Crisis plan

Prepare a crisis plan for the case of any complications during your pregnancy and after the childbirth. Consider solutions of any common situations that may occur, for example if you are prescribed bed rest and have to stay in the bed for a part of your pregnancy, if the delivery takes place significantly early, if you need a longer time for recovery after the delivery, etc.

### 2) During maternity/parental leave

*Do you wish to keep in touch with your worksite or continue working during your maternity/parental leave?*

Taking time-off in connection with giving birth and maternity means that you are entitled to interrupt your work and devote yourself only to the family. However, if you wish to work in any adjusted mode, it is advisable to think it through in advance and discuss possible alternatives at your workplace.

- » Would you prefer a partial home office or flexible hours of work?
- » Is there the possibility of shared jobs at your worksite?
- » Consider also what specific tasks are most suitable for the given working mode (e.g. preparation of grant applications, study of literature, writing of articles, conference calls).

### 3) Return from maternity/parental leave

- » What do you need your manager/team or colleagues to prepare ready for your return to work?
- » What status do you feel your projects/activities need to be at by the time you return?
- » How would you like your first few days to be organised to ensure that you have an effective re-entry into the workplace?
- » Would you benefit from a mini induction and what would that look like to enable you to have an effective return to work?
- » What support do you need from your manager (e.g. time, briefing etc) in the early days of your return to enable a good return to work?
- » What would be the worst thing that could happen on your return and how could these be avoided?

### For inspiration

Parenthood at ETH Zürich: <https://www.ethz.ch/services/en/employment-and-work/working-environment/equal-opportunities/beratung-und-information/vereinbarkeit-von-familie-und-beruf/elternschaft-an-der-eth.html>

## 3. Parenthood and Grant Schemes

### 3.1. Grant Agency of the Czech Republic (GA CR)

- » the largest research support provider in the Czech Republic
- » supported field of research: basic research in all fields
- » web: <https://gacr.cz>, helpdesk: [info@gacr.cz](mailto:info@gacr.cz)
- » duration: 2-3 calendar years
  
- » **considerations of parenthood:**
  - GA CR does not include the time of the maternity/parental leave and the time of long-term absence due to other serious circumstances in the limits prescribed for participation in the tenders
  - in the case of team grants, it is possible to pass the project investigator position to another person (on a temporary basis) for reasons of maternity/parental leave and for other serious reasons
  - in the case of individual grants, the project investigation can be suspended at any time during the year
  - potential reduction of the FTE subject to individual agreement with the employer
  - the grant investigation commencement date is January 1 of the given year and cannot be postponed

#### 3.1.1. Standard grants (STD)

- » aim: **support of basic research**
- » form of support: team and individual grants
- » location of host institution:
  - PI: Czech Republic
  - co-investigator: Czech Republic or EU
  - specialised and other collaborators: no restriction

#### 3.1.2. Junior grants (JUN)

- » aim: **support of excellent and starting young scientists intending to establish their own research team**
- » form of support: team grants
- » location of host institution of, PI and team members: Czech Republic
- » eligibility:
  - PI:
    - › in the year of filing an application for the grant, no more than 8 years have passed since obtaining the doctoral degree (**not including maternity/parental leave**)
    - › at least 6-month postdoc internship in the territory of a country different from the country where the academic degree was obtained
    - › - the internship period can be divided into two shorter stays
    - › - it is possible to apply for a waiver of the internship for serious reasons (permanent care for another person due to their health condition, handling of difficult or unexpected social situations, etc.). **Maternity and parental leave are not considered serious reasons**
  - specialised collaborators:
    - › in the year of the tender announcement, the age of no more than **35 years, not including the maternity/parental leave**
  - other collaborators
    - › no restriction

### 3.1.3. International projects

#### 3.1.3.1. Bilateral projects (MEZ)

- » aim: support of **bilateral co-operation with South Korea, Thai-wan or Germany**
- » form of support: team grants
- » location of host institution:
  - PI: Czech Republic + South Korea /Thai-wan/Germany
  - collaborators/co-investigators: EU, Croatia, Switzerland, Norway and Iceland, South Korea / Thai-wan
- » an application regarding a part of the project is filed with respect for each country to the competent national provider

#### 3.1.3.2. LA grants (LA)

- » aim: support of **bilateral co-operation with Austria**
- » form of support: team grants
- » location of host institution: Czech Republic + Austria
- » an application regarding the entire project is filed with the Austrian grant agency FWF (GA CR requires filling of an information form and submission of a copy of the project text)
- » considerations of parenthood:
  - when assessing the applications, FWF **considers the circumstances that could cause breaks in the professional CV** (publishing activities, etc.); it is advisable to state these circumstances in the annex to the grant application

#### 3.1.4. Support of ERC applicants

- » aim: **support of investigators of junior grants with the aim of obtaining ERC support**
- » field of research: basic research in all fields
- » form of support: individual grants
- » duration: 3-6 months
- » location of host institution:
  - a foreign site where the mentor selected by the applicant works at the time of the project investigation; such mentor must be an ERC grant recipient
- » eligibility:
  - PI is obliged to file an application for ERC grant in the nearest call after the completion of the grant project or in the immediately following call, in any case no later than within 700 days after the completion of the grant project (**not including the time of maternity/parental leave**)

### 3.2. Technology Agency of the Czech Republic (TA CR)

- » supports **projects of applied research, experimental development and innovations**
- » web: <https://www.tacr.cz>, helpdesk: <https://www.tacr.cz/hesk>

### 3.2.1. Zeta Program (TJ)

- » aim: **support of co-operation between the academic sphere and businesses by means of participation of students of masters' and doctoral study programs and young researchers**
- » form of support: team grants (at least 4 persons: mentor + 3 students or starting young researchers)
- » location of host institution: Czech Republic
- » duration: 12-24 months
- » eligibility:
  - project team leader and members
    - › students/starting researchers of the age up to 35 years (**not including maternity/parental leave**)
  - mentor
    - › a person older than 35 years with adequate experience in academic or application sphere
- » in the course of the project investigation:
  - it is not possible to pass the PI position to another person due to the time limitations of the project

### 3.3. The South Moravian Programme for Distinguished Researchers (SoMoPro)

- » co-financed by Horizon 2020, Marie Skłodowska-Curie Actions and the South Moravian Region
- » web: <http://www.jcmm.cz/en/somopro.html>, e-mail: [somopro@jcmm.cz](mailto:somopro@jcmm.cz)
- » aim: **to attract top-class junior researchers of any nationality to the research institutions in the region of South Moravia, Czech Republic**
- » provides **individual fellowship** (12–36 months) **in science, medicine and technology**
- » **consideration of parenthood in grant schemes:**
  - eligibility criteria (see below)
  - postponing the start of the fellowship due to parental leave and other serious circumstances
  - grant suspension due to parental leave and other serious circumstances
  - optional contribution can involve increased costs associated with the fellowship (e.g. expenses related to the researcher's relocation and relocation of his/her family members to the host country)
- » eligibility:
  - foreign and Czech scientists holding a doctoral degree or at least 4 years of research experience (full-time equivalent) after obtaining a degree which gives them access to doctoral programmes
  - researchers who have spent at least 12 months during the last 3 years immediately prior to the call deadline outside the Czech Republic
  - **researchers after a career break** if they have not lived and worked in the Czech Republic for more than 3 years in the last 5 years and at the same time have not been active in research for at least 12 months immediately prior to the deadline for the submission of proposals

### 3.4. European Research Council (ERC)

- » aim: support the best of the best in Europe across **all fields of science, scholarship and engineering**
- » web: <https://erc.europa.eu>, contact: [National Contact Point](#) or [Enquiry Service](#)
- » form of funding: **team grants with the duration up to 5 years**
- » location of host institution: EU, associated country
- » **consideration of parenthood in grant schemes:**
  - eligibility criteria for Principal investigators (PI):
    - › female applicants' eligibility window is extended by 18 months per child (or, if longer, by the documented duration of leave actually taken for each child)
    - › male applicants' eligibility window is extended by the documented duration of parental leave actually taken for each child

- › eligibility periods can be extended in the following properly documented circumstances as well (for each incident which occurred):
  - › - long-term illness (over 90 days for PI or a close family member: child, spouse, parent or sibling)
  - › - clinical training
  - › - or national service
- career breaks and other circumstances of PI taken into account during the evaluation of grant
- possibility of making appropriate modifications of the project from both scientific and personal grounds (related to PI only: e.g. maternity leave, long term illness):
  - › suspension of grant
  - › part-time work
  - › extension of grant duration

#### 3.4.1. Starting grants (StG)

- » aim: **support of transition from working under a supervisor to becoming an independent investigator**
- » eligibility for PI:
  - 2–7 years of experience since the completion of the first PhD<sup>6</sup> (**with a possibility of extension due to parental leave and other circumstances**)

#### 3.4.2. Consolidator grants (CoG)

- » aim: **to consolidate independence of young PIs**
- » eligibility for PI:
  - 7–12 years of experience since the completion of PhD. (**with a possibility of extension due to parental leave and other circumstances**)

#### 3.4.3. Advanced grants (AdG)

- » aim: provide **long term funding for established leading PIs**
- » eligibility for PI:
  - applicants must be leaders in their respective field(s) of research and must demonstrate significant achievement in the last 10 years

### 3.5. Marie Skłodowska-Curie actions (MSCA)

- » funds worldwide and cross-sector mobility that implements excellent research in **any field**
- » provides **individual fellowships**
- » web: [http://ec.europa.eu/research/mariecurieactions/index\\_en.htm](http://ec.europa.eu/research/mariecurieactions/index_en.htm)
- » **consideration of parenthood in grant schemes:**
  - in the eligibility criteria (see below)
  - modification of the project from personal grounds (related to PI only: e.g. maternity leave, long term illness) possible:
    - › suspension of grant
    - › part-time work
  - funding: a family allowance is paid in case the supported researcher has family obligations<sup>7</sup>

<sup>6</sup>For applicants whose first eligible degree is their MD and ask for eligibility window extension in any circumstances or incidents mentioned above can be considered from the date of the completion of their MD degree.

<sup>7</sup>Family is defined as persons linked to the researcher a) by marriage, or 2) a relationship with equivalent status to marriage recognised by the legislation of the country or region where this relationship was formalised; or 3) as dependant children who are actually being maintained by the researcher. The family status of a researcher will be determined at the deadline of the call and will not be revisited during the lifetime of the action. Family allowances are fixed amounts, regardless of the country of recruitment, and may be taxable depending on the country in question.

### 3.5.1. European Fellowships (MSCA-IF-EF)

- » duration: 12–24 months
- » location of host institution: EU, associated country

#### 3.5.1.1. Standard fellowship (MSCA-IF-EF-ST)

- » aim: **support the mobility of experienced researchers** within and beyond Europe and help attract the best foreign researchers to work in the EU
- » eligibility:
  - researcher must, at the date of the call deadline, hold a doctoral degree or have at least four years of full-time equivalent research experience
  - experienced researcher of any nationality who moves or has moved from any country to the member state or associated country where the beneficiary is located
  - researcher must not have resided or carried out his/her main activity (work, studies, etc.) in the country of the beneficiary for more than 12 months in the 3 years immediately before the call deadline
    - › **eligibility window is extended by the documented duration of parental leave actually taken for each child**

#### 3.5.1.2. Career Restart Panel (MSCA-IF-EF-CAR)

- » aim: **support of individual researchers who wish to resume research in Europe after a career break** (e.g. after parental leave, working outside research, etc.)
- » eligibility:
  - researcher who moves or has moved from any country to the EU member state or associated country where the beneficiary is located;
  - researcher must not have been active in research for at least 12 month immediately prior to the deadline for submission of proposals;
  - researcher must not have resided or carried out the main activity (work, studies, etc.) in the country of the beneficiary for more than 36 months in the 5 years immediately before the call deadline

#### 3.5.1.3. Reintegration Panel (MSCA-IF-EF-RI)

- » aim: **dedicated to researchers who wish to return and reintegrate in a longer term research position in Europe**
- » eligibility:
  - researcher must be a national of long-term resident of a member state or associated country
  - researcher must move or have moved from third country directly to the member state or associated country
  - researcher must not have resided or carried out the main activity (work, studies, etc.) in the country of the beneficiary for more than 36 months in the 5 years immediately before the call deadline

#### 3.5.1.4. Society & Enterprise Panel (MSCA-IF-EF-SE)

- » aim: **support of researchers seeking to work** on research and innovation projects in an organisation from the **non-academic sector**
- » eligibility:
  - researcher who is about to move or has moved from any country to the EU member state or associated country where the beneficiary is located
  - researcher must not have resided or carried out the main activity (work, studies, etc.) in the country of the beneficiary for more than 36 months in the 5 years immediately before the call deadline

#### 3.5.2. Global Fellowships (MSCA-IF-GF)

- » aim: **fund secondments outside Europe for researchers based in the EU or associated countries**
- » location of host organization: Third Country
- » duration: 12 – 24 months + 12 months
  - researcher first undertakes mobility to a partner organisation in a Third Country for an uninterrupted period of between 12 and 24 months
  - followed by mandatory 12-month return period to the single beneficiary located in a EU member state or associated country
- » eligibility:
  - researcher must be national or long-term resident of a EU member state or associated country
  - researcher must move or have moved from any country to the partner organisation located in the Third Country
  - researcher must not have resided or carried out the main activity (work, studies, etc.) in the country of the Third Country partner organisation where the initial outgoing phase takes place for more than 12 months in the 3 years immediately before the call deadline

### 3.6. EMBO

- » promotes excellence in the (molecular) life sciences
- » web: <http://www.embo.org>, contact: [fellowships@embo.org](mailto:fellowships@embo.org)
- » provides individual fellowships
- » EMBO towards women in science: <http://www.embo.org/science-policy/women-in-science>
- » **consideration of parenthood in fellowships:** see below

#### 3.6.1. Young Investigators (YI)

- » aim: **support the best young group leaders in Europe**
- » duration: 3 years
- » location of host organization: EMBC Member State or EMBC Associate Member State (currently India and Singapore)
- » eligibility:
  - applicant must be an independent group leader for at least one year and less than four years
  - have at least two years of post PhD scientific experience and excellent track record
  - have sufficient funding to run their laboratory
  - have published at least one last author research paper in an international peer reviewed journal from independent work carried out in their own laboratory
  - be 40 years of age or younger

- › for **female candidates with children**, both the limit of four years of independence and the **age limit** of 40 are automatically **extended by one year per child**
- › for **male applicants with children**, the **limits can be extended by the actual time taken off** as parental leave or - if their partner is working at least 80% FTE - 1.5 months per child, whichever is longer
- › illness and extended military service are considered as exceptional circumstances on a case-by-case basis. Special provision may also be made for clinical scientists
- » benefits:
  - networking opportunities (meetings, visits)
  - trainings
  - mentorship

### 3.6.2. Long-Term Fellowships (LTF)

- » aim: mobility fellowships **intended to promote international exchange**
- » duration: 12–24 months
- » location of host organization: EU, associated countries + (more info here and here)
- » eligibility:
  - applicants must hold a doctorate degree (or equivalent) and passed their Ph.D. exam (or equivalent) in the two years prior to the respective application deadline
  - or must pass their PhD exam (or equivalent) before they can start the fellowship
  - applications must involve movement between countries
  - **career break not counted:**
    - › due to parental leave
    - › mandatory military/civil service
    - › in case of extraordinary personal circumstances, such as prolonged severe illness, etc.
- » funding:
  - **child allowance** per year and per child under the age of six
  - travel allowance intended to cover travel costs for the fellow and his/her family to and from the receiving institute
  - the travel allowance further includes half a month's stipend to contribute to relocation costs
- » **parental leave:**
  - fellows whose children were born during their fellowship are entitled to 3 months of paid parental leave
  - fellows who take parental leave during the fellowship may request an extension of their fellowship for a period of up to 3 months
  - parental leave has to begin within 6 months of the birth of a child
- » **part-time:**
  - for child-care reasons it is possible to work part-time during the fellowship

### 3.6.3. Advanced Fellowships (AF)

- » aim: **provide additional two years of funding for EMBO Long-Term Fellows** to complete their postdoctoral research in the host laboratory and to establish their own line of research
- » location of host organization: EU, associated countries
- » eligibility:
  - applicant must be former or current EMBO Long-Term Fellow or EMBO Non-Stipendiary Fellow working in an [EMBC Member State](#)
  - still be working in the EMBO Long-Term Fellowship host laboratory
  - have worked in the host laboratory for at least 18 months at the time of the application deadline
  - have worked in the host laboratory for not more than 3 years at the time of the application deadline (**career breaks due to parental leave will not be counted** in the 3 years)
  - have either a high impact first-author publication or manuscript submitted or close to submission resulting from their EMBO Long-Term Fellowship research

- » funding:
  - provision of additional **allowance for** dependent **children** under the age of 18
  - for children under the age of six, fellows can claim support for incurred **childcare costs**
- » **parental leave:**
  - fellows whose children were born during their fellowship are entitled to 3 months of paid parental leave
  - fellows who take parental leave during the fellowship may request an extension of their fellowship for a period of up to 3 months
  - parental leave has to begin within 6 months of the birth of a child
- » **part-time:**
  - for child-care reasons it is possible to work part-time during the fellowship

#### 3.6.4. Installation Grants (IG)

- » aim: **to strengthen science in participating Member<sup>8</sup> States** by encouraging talented young researchers to establish independent laboratories in these countries at the early stages of their career
- » location of host organization: The Czech Republic, Estonia, Poland, Portugal and Turkey
- » duration: 3-5 years
- » eligibility:
  - have an excellent publication record
  - have, in the four years prior to application, spent at least two consecutive years outside the country in which they are applying to establish their laboratory
  - applicant must be negotiating a full-time position at an institute/university in the Czech Republic, Estonia, Poland, Portugal or Turkey by the date of application, or have established a laboratory in one of these countries in the last two years
  - applicants who have not yet started their new position, must take-up the position and start the grant by 31 December in the year following application. For successful applicants who have already established their laboratories the grant start date is 1 January in the year following application
- » benefits:
  - networking opportunities (meetings, visits)
  - trainings
  - mentorship
  - grants for attending or organizing conferences, etc.

### 3.7. Human frontier science program (HFSP)

- » an international program of research support, **funding frontier research on the complex mechanisms of living organisms, support of innovative and interdisciplinary projects**
- » duration of grants and fellowships: 3 years
- » web: <http://www.hfsp.org/#>, email: [grant@hfsp.org](mailto:grant@hfsp.org) or [fellow@hfsp.org](mailto:fellow@hfsp.org)

#### 3.7.1. Research grants

- » for teams of 2-4 researchers
- » location of host organization of PI: EU, associated countries, Norway, Luxembourg, Switzerland, USA, Canada, Japan, Singapore, the Republic of Korea, New Zealand, Australia (see the list)
- » **consideration of parenthood in fellowships:**
  - in eligibility criteria (see below)
  - duration of grant can be extended up to 12 months

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<sup>8</sup>The Czech Republic, Estonia, Poland, Portugal and Turkey are participating in the 2016 call.

### 3.7.1.1. Young Investigator Grants

- » aim: **enable scientists from different countries to collaborate on focused innovative projects that are expected to open new fields of investigation**
- » eligibility:
  - researchers of any nationality can apply
  - research team must be international
  - all team members must be within 5 years of obtaining an independent position (assistant professor, lecturer or equivalent)<sup>9</sup>
  - and must have obtained their first doctoral degree (PhD, MD or equivalent) not longer than 10 years before the deadline for submission of the application.
    - › **exceptions may be made for periods of compulsory military service, parental leave or absence due to medical conditions**

### 3.7.1.2. Program Grants

- » aim: **support for teams of independent researchers at any stage of their careers to develop new lines of research through collaboration**
- » eligibility:
  - PI must be from one of the member countries (EU, associated countries, Norway, Luxembourg, Switzerland, USA, Canada, Japan, Singapore, the Republic of Korea, New Zealand, Australia)
  - research team must be international
  - all members of a program grant team must be in position to initiate and direct their own independent lines of research
  - they must have responsibility for their own laboratories and show evidence of independence
  - postdocs are not eligible to apply

### 3.7.2. Postdoctoral Fellowships

- » for individuals
- » location of host organization: see eligibility
- » eligibility:
  - scientists from other countries may apply for a fellowship to work in a laboratory in one of the supporting countries (EU, associated countries, Norway, Luxembourg, Switzerland, USA, Canada, Japan, Singapore, the Republic of Korea, New Zealand, Australia)
  - scientists from one of the member countries can apply to work anywhere in the world
  - if having a Ph.D.
    - › the degree must have been conferred in the 3 years prior to the submission deadline (the decisive term is the date on the diploma)
    - › an official document of research doctorate or a doctoral-level degree comparable to Ph.D. (diploma) has to be obtained before start of the fellowship
  - if Ph.D. not yet awarded
    - › it must be conferred by the end of December at the latest
  - applicants cannot take up the fellowship in the country where they obtained their Ph.D.
- » **consideration of parenthood in fellowships:**
  - the **payment period of fellowship can be extended** under certain circumstances:
    - › deferral of the fellowship after the second year (up to 2 extra years)<sup>10</sup>
    - › and/or for time away from research (e.g. maternity/parental leave, extended sick leave, etc.)
  - benefits:
    - › **child allowance**
    - › **parental leave** allowance up to 3 months

<sup>10</sup>paid parental leave cannot be granted during a deferral period

- the parental leave must be initiated within 6 months of the birth of the child
- the leave only applies for children born during the period of the fellowship
- the fellowship will be extended for the same duration as the parental leave
- › additional time necessary for child care beyond the 3 months paid leave will count as an interruption of the fellowship (without HFSP0 support)
- › **relocation allowances** covers relocation of spouse/partner and children as well

#### 3.7.2.1. Long-Term Fellowships (LTF)

- › aim: **enable the most talented early career scientists with Ph.D. in a biological discipline to extend their scientific repertoire** in laboratories abroad by moving into new areas of study while working in a new country

#### 3.7.2.2. Cross-Disciplinary Fellowships (CDF)

- › aim: **support of applicants with a Ph.D. from outside the life sciences**, who have had limited exposure to biology during their previous training

### 3.8. Awards and fellowships for female scientists and students

#### 3.8.1. Milada Paulová Award

- › aim: **awarding life-long work of Czech female scientists**
- › field of specialisation: the award is granted in a different field every year
- › granted to individuals
- › location of host institution: Czech Republic
- › amount of the award: CZK 150,000
- › eligibility:
  - established female scientists working in the territory of the Czech Republic
  - field of specialisation
  - excellent results
- › more info: <http://www.genderaveda.cz/cena-m-paulove/>
- › granted by the Ministry of Education, Youth and Sports in co-operation with NKC - Gender and Science of the Institute of Sociology of the AS CR

#### 3.8.2. Martina Roeselová Memorial Fellowship

- › aim: **supporting the career development and balancing professional and personal life (of both women and men)**
- › field of specialisation: chemistry and a biochemistry
- › granted to individuals
- › location of host institution: Czech Republic
- › amount of the award: CZK 10,000 per month
- › eligibility:
  - Ph.D. students or postdocs who take care of a pre-school child and at the same time actively continue with their scientific work
- › term of financing: 1 year
- › more info: <http://www.uochb.cz/web/structure/1495.html?lang=cz>
- › granted by the Institute of Organic Chemistry and Biochemistry of the AS CR

### 3.8.3. L'ORÉAL Czech Republic fellowship for women in science

- » aim: **supporting female scientists at the start of their professional career**
- » field of specialisation: mathematics- physics, technical, chemical, biological and medicine sciences
- » granted to individuals for the purpose of research
- » location of host institution: Czech Republic
- » amount of support: 250.00 (for two persons a year, the winners go forward to the European round where they can obtain additional support)
- » eligibility:
  - a) female scientists up to 35 years of age
  - b) female scientists of 36–45 years of age
- » term of financing: 1 year
- » important dates:
  - applications: December - January
- » more info: <http://www.prozenyvevede.cz/>
- » granted by L'Oréal Czech Republic in co-operation with the AS CR and the Czech UNESCO commission

### 3.8.4. American Association of University Women International Fellowships

- » aim: **support for female students and scientists not originating from or not holding a work permit in the U.S.**
- » field of specialisation: no specific field
- » granted to individuals
- » country of residence: U.S.A.
- » term of financing: 1 year
- » amount of support:
  - female students of master's study programs: USD 18,000
  - female students of doctoral study programs: USD 20,000
  - female postdocs: USD 30,000
- » eligibility:
  - applicants must have earned the equivalent of a U.S. bachelor's degree by September 30
  - and must have applied to their proposed institutions of study by the time of the application
  - recipients are selected for academic achievement and demonstrated commitment to women and girls
- » more info: <http://www.aauw.org/what-we-do/educational-funding-and-awards/international-fellowships/>
- » granted by the American Association of University Women (AAUW)

### 3.8.5. International Peace Graduate Scholarships for International Women Students

- » aim: **support of female students**
- » field of specialisation: no specific field
- » granted to individuals
- » country of residence: U.S.A.
- » term of financing: 1 year
- » amount of support: max. USD 12,500 (with the mandatory requirement of documenting other financing resources as well)
- » eligibility:

- an applicant must be qualified for admission to full-time graduate study and working toward a graduate degree at an accredited college or university in the United States or Canada
  - a student who is not a citizen or permanent resident of the United States or Canada
  - an applicant must have a full year of coursework remaining, be enrolled and in residence for the entire school year
- » more info: <http://www.peointernational.org/about-peo-international-peace-scholarship-ips>
- » granted by P.E.O. (Philanthropic Educational Organization)

### 3.8.6. FEBS | EMBO Women in Science Award

- » aim: **highlight major contributions by female scientists to life sciences research**
- » field: life sciences
- » location of host institution: EMBC Member State or FEBS member country
- » reward: € 10,000
- » eligibility:
- outstanding contributions to life sciences research
  - significant advance of our understanding of a particular discipline in the last five years
- » more info: <http://www.embo.org/funding-awards/women-in-science-award>
- » granted by EMBO a Federation of European Biochemical Societies (FEBS)

## 4. Resources, literature

### Good practice database, examples of measures supporting gender equality and diversity

- » LERU – League of European Research Universities. 2012. *Women, research and universities: excellence without gender bias*. Available online: [http://www.leru.org/files/general/LERU%20Paper\\_Women%20universities%20and%20research.pdf](http://www.leru.org/files/general/LERU%20Paper_Women%20universities%20and%20research.pdf)
- » GENOVATE's Online Learning package on Gender Competent Leadership in Academia. <http://www.genovate.eu/modules/gender-competent-leadership/genovate.html>
- » Cacace, M. 2009. *Guidelines for Gender Equality Programmes in Science. Prages*. Available online: [http://ec.eu-ropa.eu/research/science-society/document\\_library/pdf\\_06/prages-guidelines\\_en.pdf](http://ec.eu-ropa.eu/research/science-society/document_library/pdf_06/prages-guidelines_en.pdf)
- » European Commission. 2012. *Structural change in research institutions: enhancing excellence, gender equality and efficiency in research and innovation*. Luxemburg: Publications Office of the European Union. Available online: [https://ec.europa.eu/research/science-society/document\\_library/pdf\\_06/structural-changes-final-report\\_en.pdf](https://ec.europa.eu/research/science-society/document_library/pdf_06/structural-changes-final-report_en.pdf)
- » Curt Rice. 2011. The promotion project: Getting more women professors. Available online: <https://curtrice.wordpress.com/2011/06/19/the-promotion-project-getting-more-women-professors/>
- » Athena Swan. Best practice: Organisational culture. Available online: [http://eige.europa.eu/sites/default/files/athena-swan\\_factsheet\\_org\\_culture.pdf](http://eige.europa.eu/sites/default/files/athena-swan_factsheet_org_culture.pdf)

### HR development, work-life balance management in research institutions

- » Human Resources policy, Imperial College London: <http://www.imperial.ac.uk/human-resources/>
- » University of Konstanz (DE) - "Science Goes Family": <https://www.uni-konstanz.de/gleichstellungsreferat/familie/>
- » University College Cork, Ireland: „Managing maternity and paternity: A comprehensive guide for Managers to Maternity and Paternity at University College Cork“ Available online: <https://www.ucc.ie/en/media/support/hr/equality/ManagingMaternityandPaternitySeptember2016.pdf>

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European Commission. 2014. *Gender Equality Policies in Public Research.* Luxembourg: Publications Office of the European Union. Available online: [http://ec.europa.eu/research/pdf/199627\\_2014%202971\\_rtd\\_report.pdf](http://ec.europa.eu/research/pdf/199627_2014%202971_rtd_report.pdf)

GENDER-NET 2015a. *Analysis Report : Existing plans and initiatives in selected research institutions aiming to stimulate gender equality and enact structural change.* Available online: [http://www.gender-net.eu/IMG/pdf/GENDER-NET\\_D2-6\\_-\\_Plans\\_and\\_initiatives\\_in\\_selected\\_research\\_institutions\\_aiming\\_to\\_stimulate\\_gender\\_equality\\_and\\_enact\\_structural\\_change\\_.pdf](http://www.gender-net.eu/IMG/pdf/GENDER-NET_D2-6_-_Plans_and_initiatives_in_selected_research_institutions_aiming_to_stimulate_gender_equality_and_enact_structural_change_.pdf)

GENDER-NET. 2015b. *National plans and initiatives promoting gender equality and structural change.* Available online: [http://www.gender-net.eu/IMG/pdf/GENDER-NET\\_D2-5\\_-\\_National\\_plans\\_and\\_initiatives\\_promoting\\_gender\\_equality\\_and\\_structural\\_chang\\_e.pdf](http://www.gender-net.eu/IMG/pdf/GENDER-NET_D2-5_-_National_plans_and_initiatives_promoting_gender_equality_and_structural_chang_e.pdf)

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<http://ec.europa.eu/>

<http://www.aauw.org/>

<http://www.embo.org/>

<http://www.fwf.ac.at/>

<http://www.genderveda.cz/>

<http://www.h2020.cz/>

<http://www.hfsp.org/>

<http://www.peointernational.org/>

<http://www.prozenyvevede.cz/>

<http://www.uochb.cz/>

<https://gacr.cz/>

<https://www.tacr.cz/>

## 5. About the authors

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### Hana Víznerová

Hana Víznerová has a degree in sociology from the Faculty of Arts, Charles University in Prague. During her studies and after graduation she worked at the Gender & Sociology department at the Institute of Sociology of the Academy of Sciences of the Czech Republic, where she returned after five years in the non-profit sector in 2013 when she joined the National Contact Centre for Gender and Science. In her work she concentrates on the implementation of the structural change and gender equality plans in research and higher education institutions; she has published on the topic and provides consultancy, educational activities and trainings. She is the coordinator of the Working Group for Change.



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## Example for inspiration: Maternity – Manager’s Checklist

<b>1. On notification of the pregnancy</b>
Provide copy of the Occupational Maternity Leave Scheme
Update risk assessment to include Health and Safety Risk Assessment for New and Expectant Mothers
<b>2. During the pregnancy</b>
Allow time off for ante-natal appointments
Ensure the staff member takes lunch breaks and sufficient rest breaks
Ensure the staff member submits her MATB1 form (maternity certificate) at least 15 weeks before the baby is due
Discuss maternity leave and return dates
Provide relevant College policies including details of the Parent Buddy Scheme
<b>3. Planning for maternity leave</b>
Plan and organise maternity cover
Agree contact arrangements for the leave period
Discuss/agree Keeping in Touch Days (KIT)
<b>For academic/research staff:</b>
Where the staff member is externally funded, check the terms and conditions of the funder
Discuss how day-to-day supervision of PhD students will be managed
Discuss who will assume interim responsibility for supervising technicians or researchers on externally funded projects
Inform the grant funding body of interim arrangements
Share information about the Parenting Leave Fund
<b>4. During the maternity leave</b>
Finalise arrangements for any agreed KIT days and arrange payment for these as they occur
Keep in contact with the staff member during the leave as agreed
Undertake the staff member’s Performance Development Review if she wishes and notify her of the academic promotions round (if these fall during the maternity leave period)
Communicate that any request to work flexibly should be submitted in good time so it can be carefully considered
Agree how any accrued annual leave will be taken
<b>5. On return from maternity leave</b>
Arrange re-induction which may include: introductions to new members of staff, information on new/revised policies or changes that have occurred during the leave period
Consider workload issues during settling in period and beyond
Discuss and agree workload allocation and any changes in emphasis to the role
Follow up on any agreed change in hours/inform HR/Payroll
Update the Health and Safety Risk Assessment and make any necessary arrangements in relation to breastfeeding/expressing
Consider development activities and support to minimise disruption to career as a result of the break
<b>For academic/research staff:</b>
Consider any steps that might be taken to help minimise the impact of the career break / childcare responsibilities on her career
Consider the workload model and agree the balance of research, admin, teaching and, where appropriate clinical duties and priorities
Provide relevant encouragement and support in relation to the academic promotions round



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