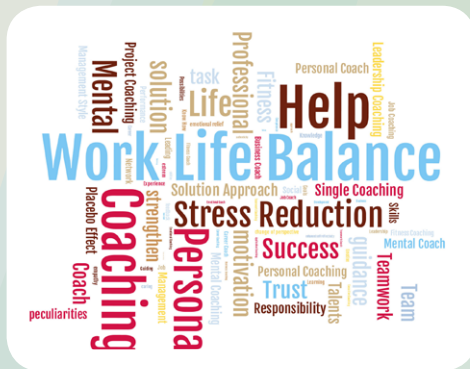


# New to CzechGlobe? Don't Panic!

CzechGlobe is a public research institute under the Czech Academy of Sciences, one of Brno's international scientific centers hosting plenty of early-stage researchers (ESRs). The Institute has much experience in providing support for early-stage researchers, so if you face a problem during your stay here, the Institute is most probably ready to help. That is why this toolkit was made: to help you as an early-stage researcher to know what to do and whom to ask for help with the most common obstacles you might meet on your journey.

## 1. The Teams



The most common model is being employed in a smaller department team or a lab, that has its own head. The head of department or lab should be your main contact with the Institute's administration or higher rank officials: Don't hesitate and ask whom to contact with your specific problem, be it administrative, practical, or whatever other kind of problem. If this connection doesn't work for whatever reason, there still are two more levels of administration: the head of the domain your team belongs to, or the director of the institute, if you feel the problem calls for actions from the 'highest places'. However, this happens very seldom.

### Useful links:

You can inquire into the Institute's structure on its official webpage and make sure you know who your teammates and team leaders are: <http://www.czechglobe.cz/en/institute-structure/research-sector/>

## 2. Specific Needs of Early-Stage Researchers: Grants

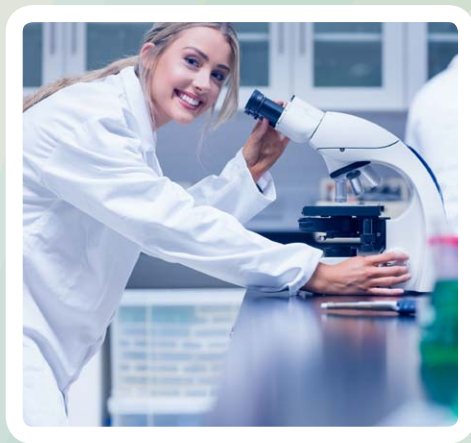
As an ESR, you probably still don't know all the possibilities of grant schemes you can get involved in, whether you can participate in more research or non-research related projects or try starting a project of your own. You should try to research your options and available schemes on the Internet – as a start, you can use the



links provided below. Next step would be communicating your need for this kind of information with your team leader, or more experienced colleagues. The Institute organises workshops to help researchers to understand how the funding works, and what their options are. Do not hesitate to initiate or ask your team leader for any such workshop.

**Useful links:**

You can consult your senior colleagues and CzechGlobe management, who knows best about the grant options. Various project calls relevant to CzechGlobe research are published by CzechGlobe project management office on CzechGlobe's intranet website.



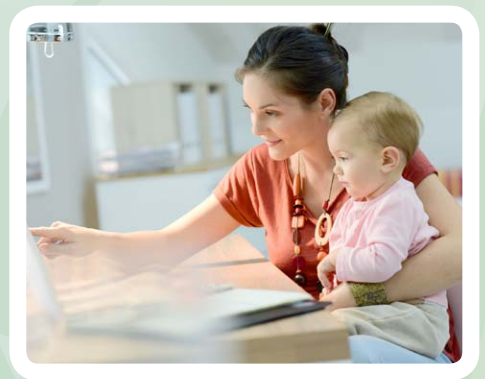
### 3. Specific Needs of Early-Stage Researchers: Career Progress

To achieve career progress, employees are expected to publish their research in peer-reviewed journals regularly. Active participation in local and international scientific conferences is also looked for, but don't forget to participate in CzechGlobe activities (conferences, workshops, trainings). A pro-active approach and visible output are highly valued, while independent research solutions and obtaining grants can push your career even further. Needless to say adhering to Ethical Codex and Institute's values of non-discrimination and inclusiveness is required.

Note that the post-doctoral period in CzechGlobe lasts for a maximum of 5 years, after which the employee must be reassessed and hopefully gets promoted to a research assistant.

**Useful links:**

Career Regulations of CzechGlobe with more specific requirements (as well as other documents such as Ethical Codex) can be found on the CzechGlobe intranet.



## 4. Specific Needs of Early-Stage Researchers: Work-Life Balance

Being an early-stage researcher's life often correlates with the time of setting up a long-term relationship and a family. As CzechGlobe states in its Code of Ethics, it wishes to be a non-discriminating organization, meaning it adheres to the Czech laws in non-discriminatory practices concerning maternity and parental leave, and the period after getting back to work. An important part of understanding what possibilities there are is informing the human resources office of the Institute about the planned leave (as soon as possible) and planning not only the length of the leave, but also pay conditions, and ideally KIT days – Keep In Touch days, that allow the parent not to fall out of what is happening in the Institute, or the research s/he wishes to be part of after the leave is finished. Special modes of combining 'home office' with regular work and potentially changing the workload should also be the topic of negotiations with the Team Leaders and Management.

### Useful links:

Another Brno-based research organization, CEITEC, has issued several publications informative materials on this topic. The shorter version with basic information about parenting and Czech legislative are to be found in *"Maternity and Parental Leave in Brief"* <https://www.ceitec.eu/wlb-maternity-and-parental-leave-en-brochure-v1/f1323>.

A more dense version, also considering specific policies of grants towards scientists participating in research grants while raising small children is to be found at CEITEC's "Grants, Research and Parenthood" brochure <https://www.ceitec.cz/wlb-grp/f33884>.

You can find more help in achieving work-life balance through mentoring programmes, for example here: <http://genderaveda.cz/en/mentoring-en>



## 5. Networking in CzechGlobe

Getting and staying in contact is very important in CzechGlobe. You should watch for trainings and seminars organized here to meet your colleagues and learn new skills – the invitations are usually sent by e-mail. You can also find CzechGlobe on Facebook. In case you have questions, ideas for trainings, or requests concerning trainings and seminars you can address our Scientific Secretary.

### Useful Links:

CzechGlobe on Facebook:

<https://www.facebook.com/CzechGlobe>

Scientific Secretary Unit:

<http://www.czechglobe.cz/en/contacts/d/17/>

Human Resources:

<http://www.czechglobe.cz/en/about-us/human-resources/>



## 6. New to Europe or Czech Republic?

There are many ways to get informed and find everything you need. Just contacting your embassy can prove to be tremendous help in obtaining various documentation, help, networking or useful contacts to your compatriots living in the Czech Republic. You can find a lot of specific information about living and working in Europe and the individual countries on Euraxess agency (having offices in Prague and Brno too), that is focused on helping international researchers with scientific mobility. A more detailed and even personal assistance can be found at Brno Expat Centre as well. They offer online, phone or in person assistance for many issues you might encounter while living in Brno – from dealing with authorities to meeting other people.

### Useful Links:

List and addresses of embassies in Czech Republic:

[http://www.mzv.cz/jnp/en/diplomatic\\_missions/foreign\\_missions\\_to\\_the\\_czech\\_republic/index.html](http://www.mzv.cz/jnp/en/diplomatic_missions/foreign_missions_to_the_czech_republic/index.html)

Euraxess Europe:

<https://euraxess.ec.europa.eu>

Euraxess for Czech Republic:

<https://www.euraxess.cz>

Expat page for Brno (they require you to register in order to use their services)

<https://www.brnoexpatcentre.eu>

A shorter guide for České Budejovice:

<https://news.expats.cz/czech-tourism/ceske-budejovice/>



*Project EGERA has received funding from the European Union's Seventh Framework Programme for research, technological development and demonstration under grant agreement no 612413.*