

GUIDE FOR Projects.czu.cz

Login

Users with an active CZU account can log in using this account.

Users without an active CZU account must register. For registration, use an email address you actively use. Notifications will be sent to this email.

Access

- Via a link from the project's website
 - Search among courses on projects.czu.cz under *CZU Rectorate / Grant Competition*
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Structure

All listed attachments are also available on the project's website.

II. General information about the project

Introductory Information: A brief description of what, who, and how is supported by the call.

Detailed Information: This section contains:

Mandatory documents announcing the grant competition, namely Rector's Decision No. 7/2025 and the Call Documentation.

Supporting materials: This section includes informational materials with a timeline and glossary of terms.

III. Preparation for submitting the application

In this section, you will find guides and supporting materials for preparing your application:

- Open Science Methodology
- Budget Calculator and instructions for completing it
- ToDoList (a checklist of steps for successful application submission)
- Moodle course guide (this document)
- FAQ – questions and answers about the call

IV. Self-submission of the application

In this section, you will find:

- A list of grant application attachments
- Templates for selected attachments of the grant application.

The application is submitted in two steps. The application and attachments can be submitted no later than **January 31, 2026, 23:59**. After this deadline, the system will not allow uploading/submitting the application.

- 1) The applicant uploads the grant application to section **2a Submission Box_Application for Return Grant – Returns to CZU**. Upload the application using the “Add Task Solution” button. The application form is uploaded by dragging the document or selecting it from a folder. After submitting the application, you will receive an email notification.
- 2) All project attachments are uploaded by the applicant to section **2b Submission Box_List of Attachments**. Upload attachments using the “Add Task Solution” button. Attachment forms are uploaded by dragging documents or selecting them from a folder. After submitting the attachments, you will receive an email notification.

V. Contacts and Support

Here you will find contacts for project team members and technical support. Primarily use the contact of the faculty Return Grant Officer to which you are submitting the grant.