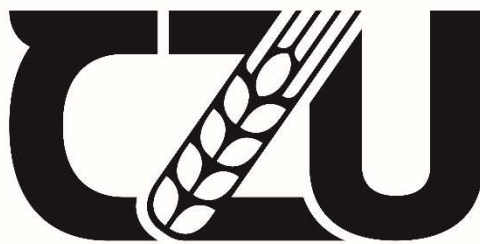


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University Internal Grant Competition in the UIS Environment



Czech
University
of Life Sciences
Prague

Date: 1.10.2020

Version: 1

Author: Bc. Barbora Rabochová

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IGA/A projects

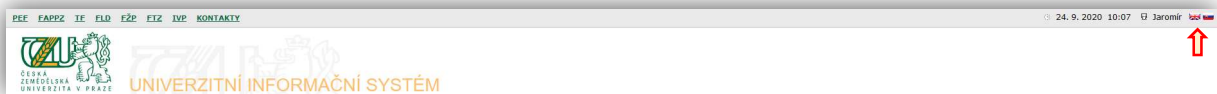
Module for grant applicant (principal project researcher).

- Application submission
- Change request
- Submission of reports

Application submission

More detailed information for filling in the individual parts of the application can be found in the tender documentation of the competition.

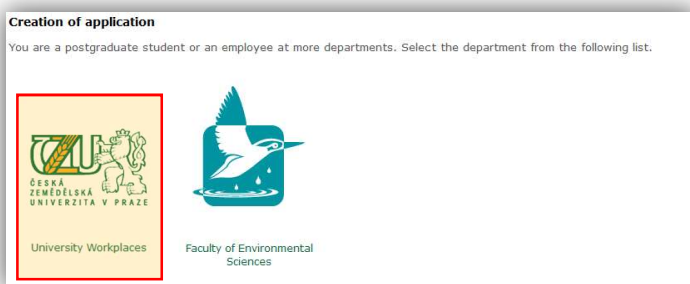
The student grant application is prepared and submitted in English. It is necessary to check the language selection, or to change the UIS environment to the English version in the upper right corner of the screen.



- Selection of IGA/A projects



- Selection of university competitions for university-wide departments



- Filling in text fields – project name, thematic area, solution time period, start date of project implementation, project annotation. Checking off affidavits.
- Creating an application

Creation of application

Grant applications are now open for submission.
 Submission period: 25.09.2020 -- 15.12.2020

Use the following form to submit your project application. If the Project annotation you have entered is too long, the number of characters will automatically be reduced to 4,000.

NOTE! The application must be submitted by the proposer who will also become researcher on the project.

Project title in Czech:

Project title in English:

Project duration (in months):

Thematic area:

Start date of project implementation:

Project annotation:

I honestly state that the subject of the proposed project is different from the subjects of the dissertations of each of the members of its solver team, as this project does not coincide with a closer definition of the issue examined, the methods used and the stated aims of the work in question.

I honestly state that the theme and method of addressing the issue proposed by this project is not funded by another external grant.

- After entering the created application, it is possible to change the basic information about the project via the option to edit the application.

3/2021 Test project 1 IGA/A B. Rabochová 29.09.2020 01.05.2021

Test project 1

Basic information | Team members | Mentors | Application

This portal integrates all operations, which can be used for the selected application. The start page provides the basic information about the application.

Project title: Test project 1
 Project No.: 3/2021
 Thematic area: Agricultural and Veterinary Sciences
 Type: scientific project
 Project duration (in months): 15
 Project annotation: Annotation - text
 State: Proposed project
 Department: Rektorát
 Creation date: 29/09/2020
 Submission date: not submitted
 Starting date: 01/05/2021
 End of study:

Budget

	2021
Amount of funding requested:	0.00 CZK
Amount of funding assigned:	0.00 CZK
Amount of funding spent:	0.00 CZK

Application - Print forms

Use the following table to display and print the application form. The application form cannot be printed before submission.

Form	Name	2021
Form A	Basic information about project	<input type="button" value="Preview"/>
Form B	Project budget	<input type="button" value="Preview"/>
Form C	Project proposal justification	<input type="button" value="Preview"/>

Project submission

In this section you can submit your project application. If you fail to fulfill some requirements, you will be notified, and you will not be able to submit your project application until the requirements are met.

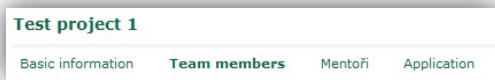
Requirements have not been fulfilled - the grant application cannot be submitted:

- The following entry is not filled in: Overview of the current knowledge of proposed topic.
- The following entry is not filled in: Project objectives and hypotheses.
- The following entry is not filled in: Project methods.
- The following entry is not filled in: Involvement and extent of involvement of the research team members.
- The following entry is not filled in: Planned educational/research activities abroad.
- The following entry is not filled in: Participation in the project educational activities.
- The following entry is not filled in: Planned publication deliverables.
- The following entry is not filled in: Risk analysis.
- The budget is not filled
- The comments for the budget items need to be filled out
- CV of the project promoter is not entered.
- CV of the project promoter is not entered.
- The minimum number of mentors is not complied with.

Edit application

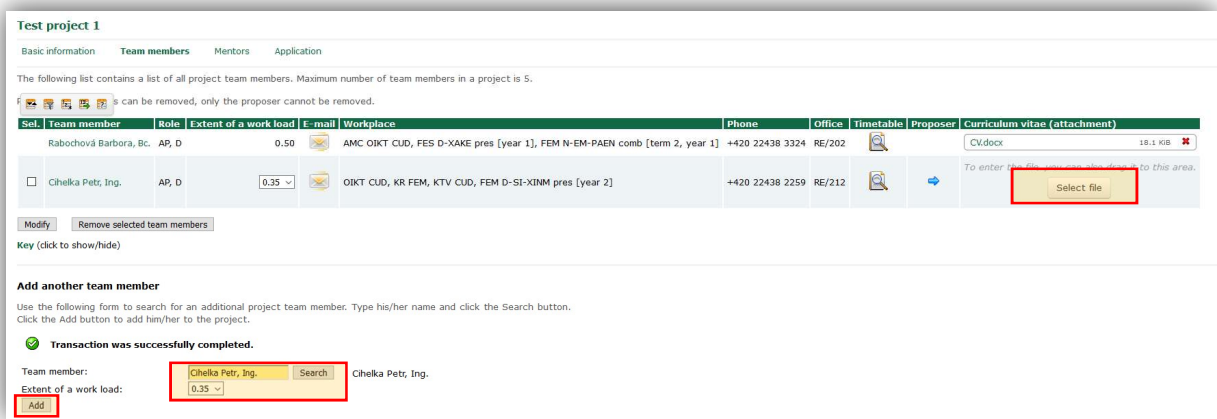
You can alter the application's basic data until you have submitted it. Click the following link to go to the edit data form.

- Submission of the application is possible only after fulfilling all of the conditions in the created application. The necessary information is filled in in the tabs – Team Members, Mentors, Application (Budget, Project Content)



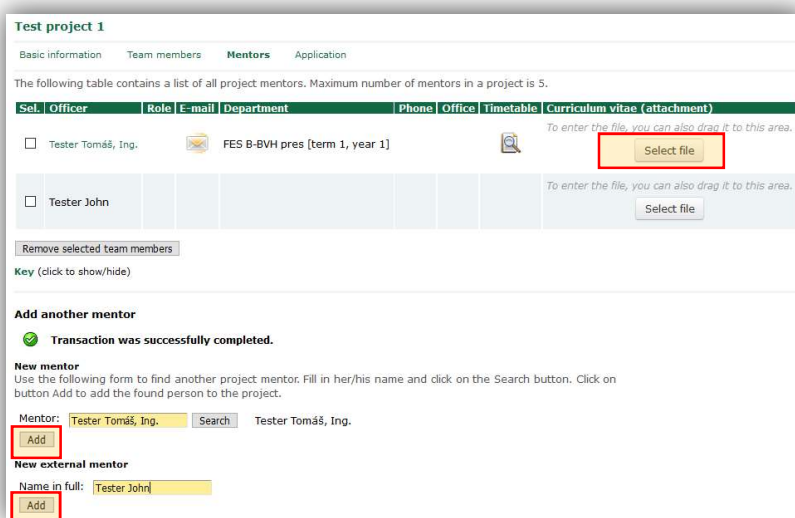
Team members

The team members tab is used to list all of the members of the research team, including their capacities expressed in terms of a monthly commitment, and to upload files with signed CVs of the research team.



Mentors

Tab for selecting project mentor(s) and uploading files with signed mentor CVs.



Application – Budget

Filling in the budget table for the entire project implementation period. The supporting resource for filling in the following table is the Student Grant Budget template from the tender documentation. Press the save budget button to save the entered values. Filling in and saving detailed comments and item specifications.

Note: for technical reasons, the heading of the budget column is **Request 2021 (CZK)**. Here, the year 2021 is the year of the start of the project, and the budget is proposed for the entire project period.

Test project 1

Basic information
Team members
Mentors
Application

Budget
Project contents

Use the following table to enter the proposed budget in CZK. Budgeted items that cannot be entered are automatically calculated from another item - they are automatically calculated by entering items, to which they relate. For some items there is a maximum value specified - its exceeding is monitored and any value beyond such maximum will not to be saved.

Limits and budget restrictions:

- Maximum amount of grant is: **3593700 CZK**

Project budget was saved.

No.	Indicator	Request 2021 [CZK]
Non-investment funds		
1.	Other Direct Costs	247,866.
2.	Indirect Costs	40,729.0
3.	Total	288,595.00
Salary funds		
4.	Gross salary or research team members *	239,580.
5.	Employer's statutory payments	84,380.0
6.	Mentor/s remuneration	300,000.
7.	Employer's statutory payments	105,660.
8.	Total	1,018,215.00

Click on Save budget button to save entered values.

Save budget

Budget narrative and specification of budgeted items:
Fill in a budget narrative to explain each budgeted item.

Comment

Save details

Application – Project content

In the following form, it is necessary to fill in all of the prescribed text fields with a maximum content of 4,000 characters/text field. Use the maximum range of 4,000 characters if necessary - it is not necessary to fill it for all of the text fields.

Test project 1

Basic information Team members Mentors **Application**

Budget **Project contents**

Enter contents Contents preview

Use the following form to enter your project's contents. Its sections are in line with the required structure. By clicking the chapter title you can temporarily hide the individually filled in sections. If you click again, the contents you have entered will again be displayed. If you hide chapters, the contents will not be lost. Click the Save contents button to save both hidden and displayed chapters.

Recommended maximum length: 5 standard pages.

a) Overview of the current knowledge of proposed topic

text

4/4000

- You can view the saved project content structure in the Content Preview tab.

Test project 1

Basic information Team members Mentors **Application**

Budget **Project contents**

This tab displays the project contents.

Recommended maximum length: 5 standard pages.

a) Overview of the current knowledge of proposed topic
text

b) Project objectives and hypotheses
text

c) Project methods
text

d) Involvement and extent of involvement of the research team members
text

e) Planned educational/research activities abroad
text

f) Participation in the project educational activities
text

g) Planned publication deliverables
text

h) Risk analysis
text

Basic information

After filling in all of the necessary information about the project, the Submit a project function will become available in the Basic information tab. After running the Submit a project action, the application is sent. The status of the project changes to submitted.

Test project 1

Basic information Team members Mentors Application

This portal integrates all operations, which can be used for the selected application. The start page provides the basic information about the application.

Project title: Test project 1
 Project No.: 3/2021
 Thematic area: Agricultural and Veterinary Sciences
 Type: scientific project
 Project duration (in months): 15
 Project annotation: Annotation - text
 State: Proposed project
 Department: Rektoriát
 Creation date: 29/09/2020
 Submission date: not submitted
 Starting date: 01/05/2021
 End of study:

Budget

	2021
Amount of funding requested:	1,000.00 CZK
Amount of funding assigned:	0.00 CZK
Amount of funding spent:	0.00 CZK

Application **Print forms**

Use the following table to display and print the application form. The application form cannot be printed before submission.

Form	Name	2021 Preview
Form A	Basic information about project	
Form B	Project budget	
Form C	Project proposal justification	

Project submission

In this section you can submit your project application. If you fail to fulfill some requirements, you will be notified, and you will not be able to submit your project application until the requirements are met.
ATTENTION! If you submit your application, you will not be able to alter it, or change team members, budget or project contents.

Submit a project

Edit application

You can alter the application's basic data until you have submitted it. Click the following link to go to the edit data form.

Modify application

- After a successful application submission, the action for printing the application will become available.

Test project 1

Basic information Team members Mentors Application

This portal integrates all operations, which can be used for the selected application. The start page provides the basic information about the application.







Project title: Test project 1
Project No.: 3/2021
Thematic area: Agricultural and Veterinary Sciences
Type: scientific project
Project duration (in months): 15
Project annotation: Annotation - text
State: Submitted project
Department: Rektorát
Creation date: 29/09/2020
Submission date: 29/09/2020
Starting date : 01/05/2021
End of study:

Budget

	2021
Amount of funding requested:	1,000.00 CZK
Amount of funding assigned:	0.00 CZK
Amount of funding spent:	0.00 CZK

Application - Print forms

Use the following table to display and print the application form. The application form cannot be printed before submission.

Form	Name	2021	
		Preview	Print
Form A	Basic information about project		
Form B	Project budget		
Form C	Project proposal justification		

▪ [Back to projects](#)
▪ [Back to Personal administration](#)