

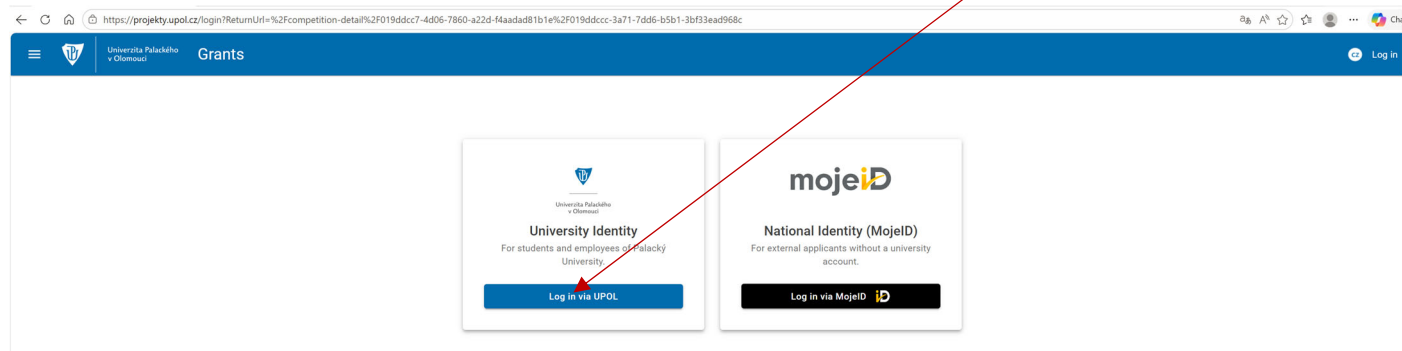


Palacký University
Olomouc

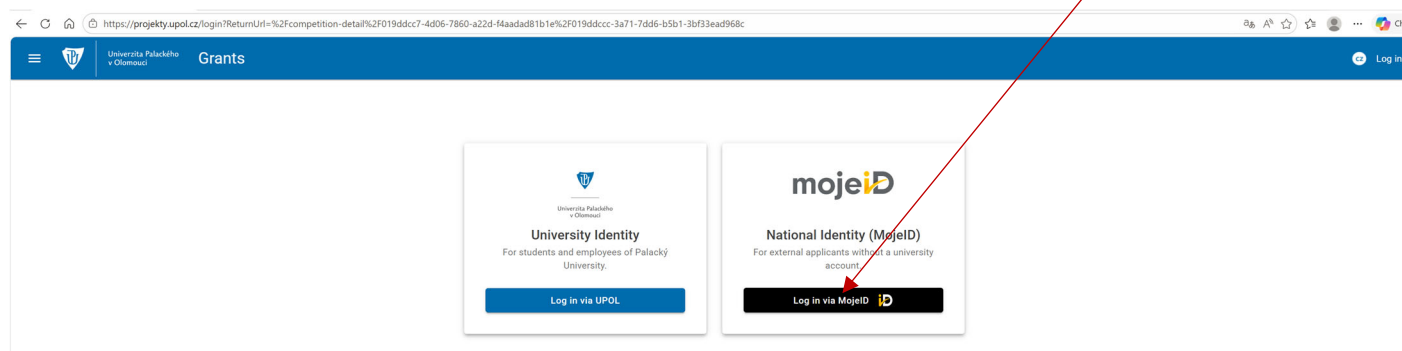
WEB APPLICATION GUIDE

<https://projekty.upol.cz/>

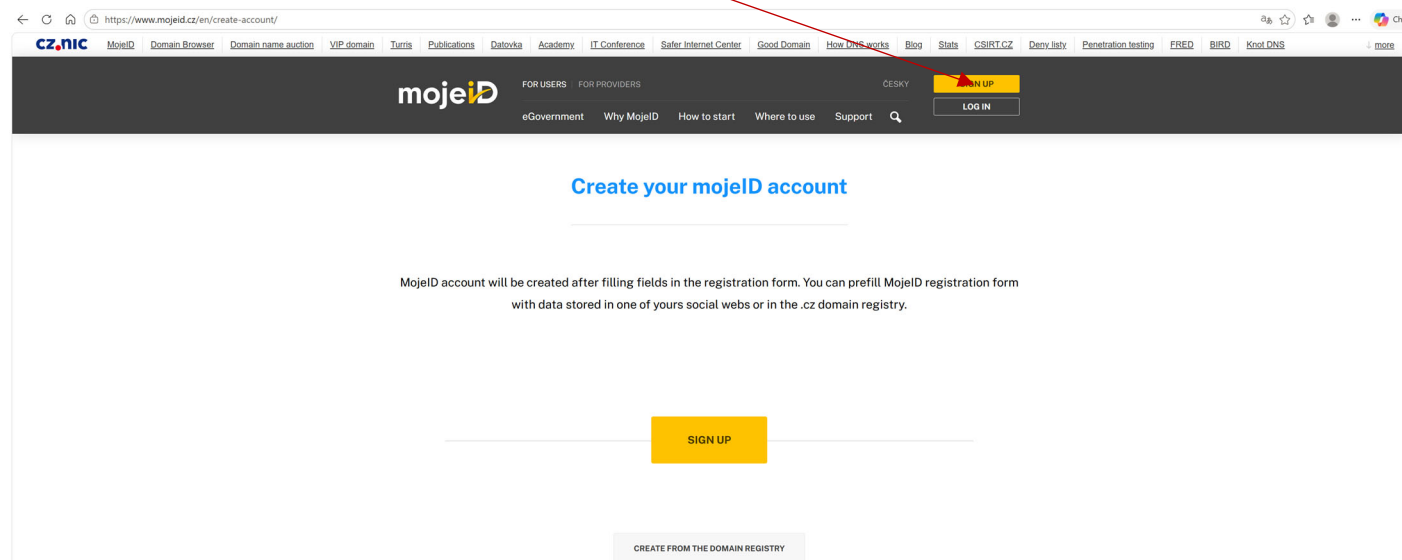
You can log in to the competition at the link: <https://projekty.upol.cz/>, the username and password is the same as for the Palacký University Portal.



If you do not have access to the Palacký University Portal, you must log in using MOJE ID:



To do this, you first need to create a MOJE ID account at: <https://www.mojeid.cz/en/>:



After logging in to the <https://projekty.upol.cz/> application, you will be directed to the grant submission interface, which includes the following items:

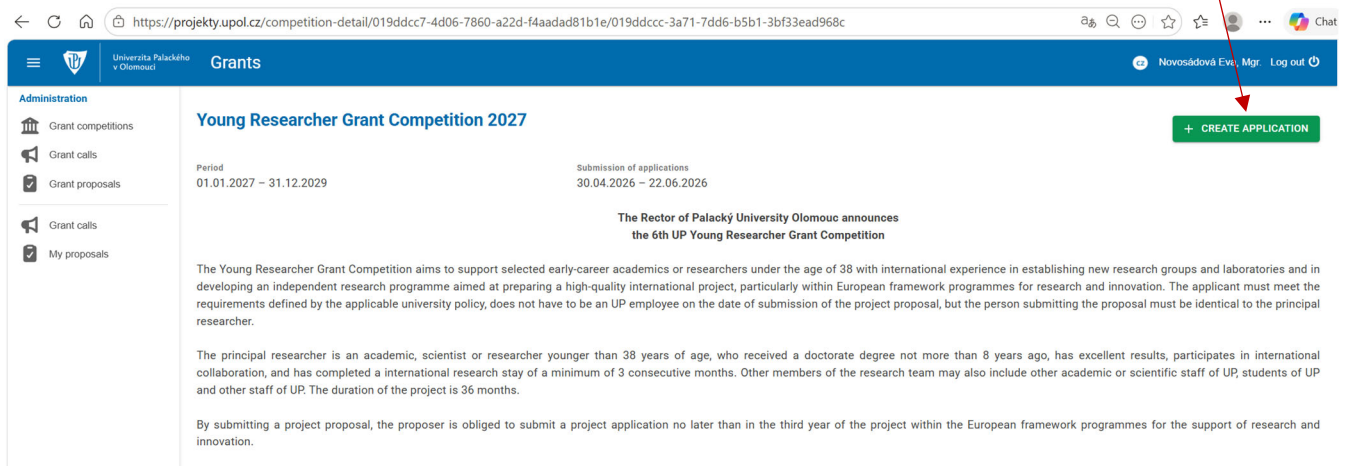
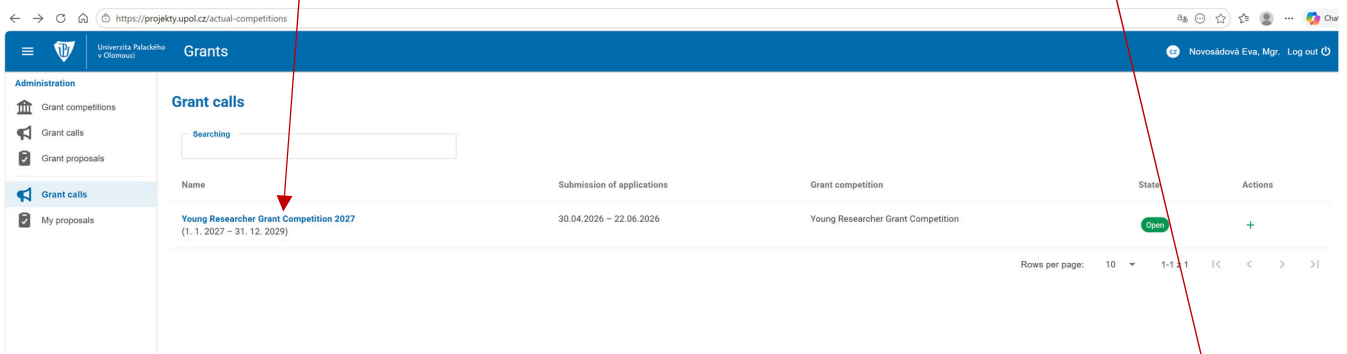
The screenshot shows the 'Grants' interface. The top navigation bar includes the university logo and the text 'Grants'. The main content area is titled 'Grant calls' and features a search bar. Below the search bar is a table with the following columns: Name, Submission of applications, Grant competition, State, and Actions. The table contains one entry: 'Young Researcher Grant Competition 2027' (with a sub-note '(1. 2027 - 31. 12. 2029)'). The 'Submission of applications' column shows the dates '30.04.2026 - 22.06.2026'. The 'Grant competition' column shows 'Young Researcher Grant Competition'. The 'State' column shows 'Open' in a green circle. The 'Actions' column shows a plus sign '+'. The sidebar on the left has 'Grant calls' and 'My proposals' options. The 'Grant calls' option is highlighted with a red box. Two red boxes with arrows point to the 'Young Researcher Grant Competition 2027' entry in the table. The first box contains the text 'Currently open call to which it is possible to submit a grant.' and the second box contains the text 'Overview of your grants, both submitted and in progress.'

Currently open call to which it is possible to submit a grant.

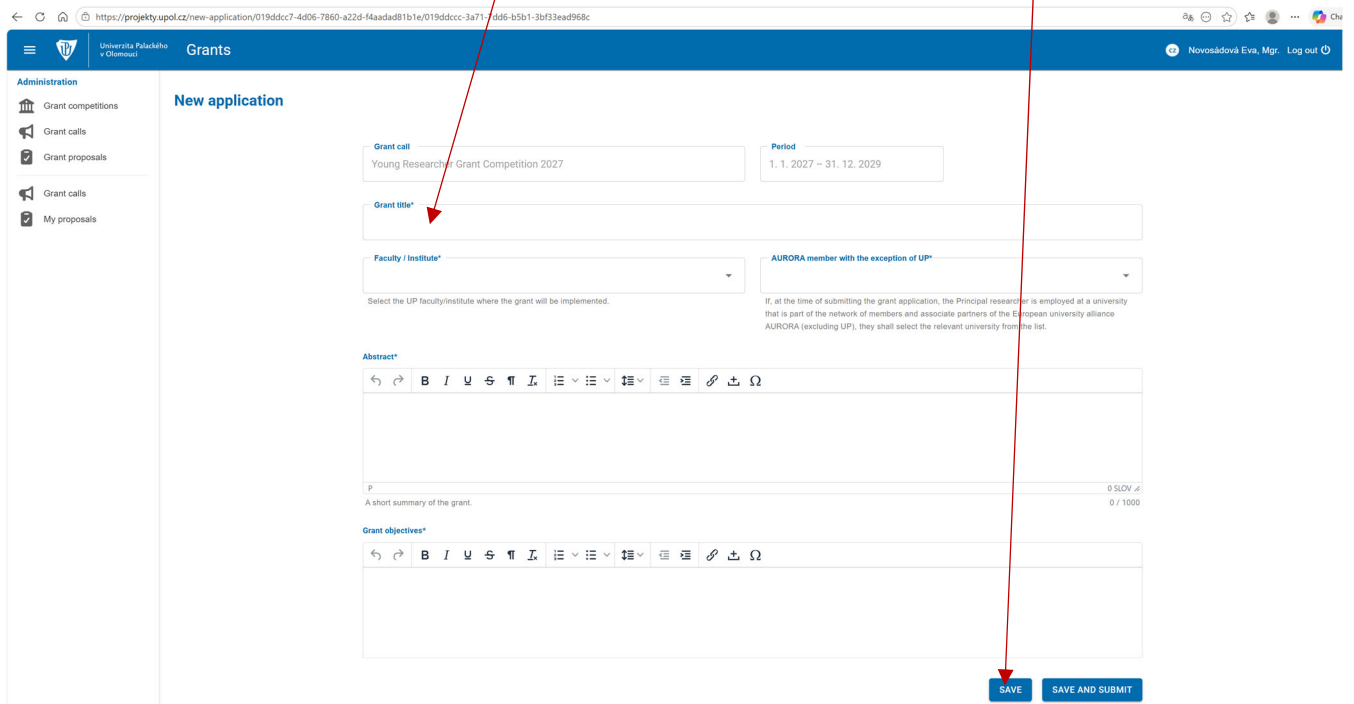
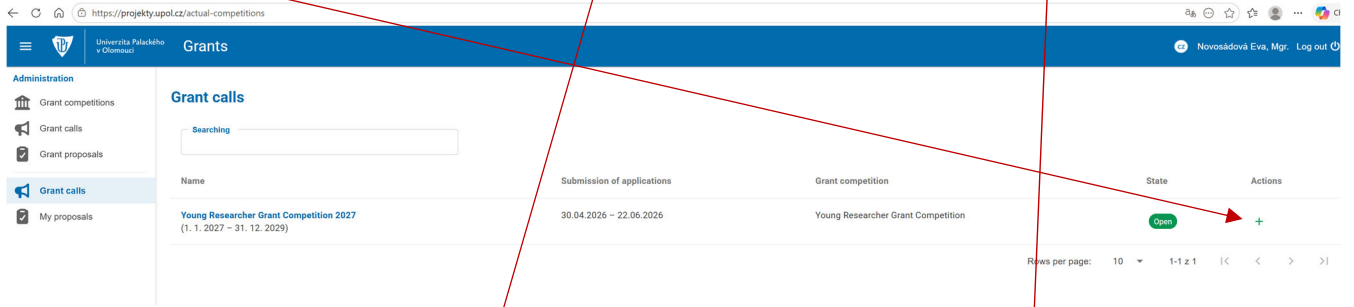
Overview of your grants, both submitted and in progress.

A grant can be set up in two ways:

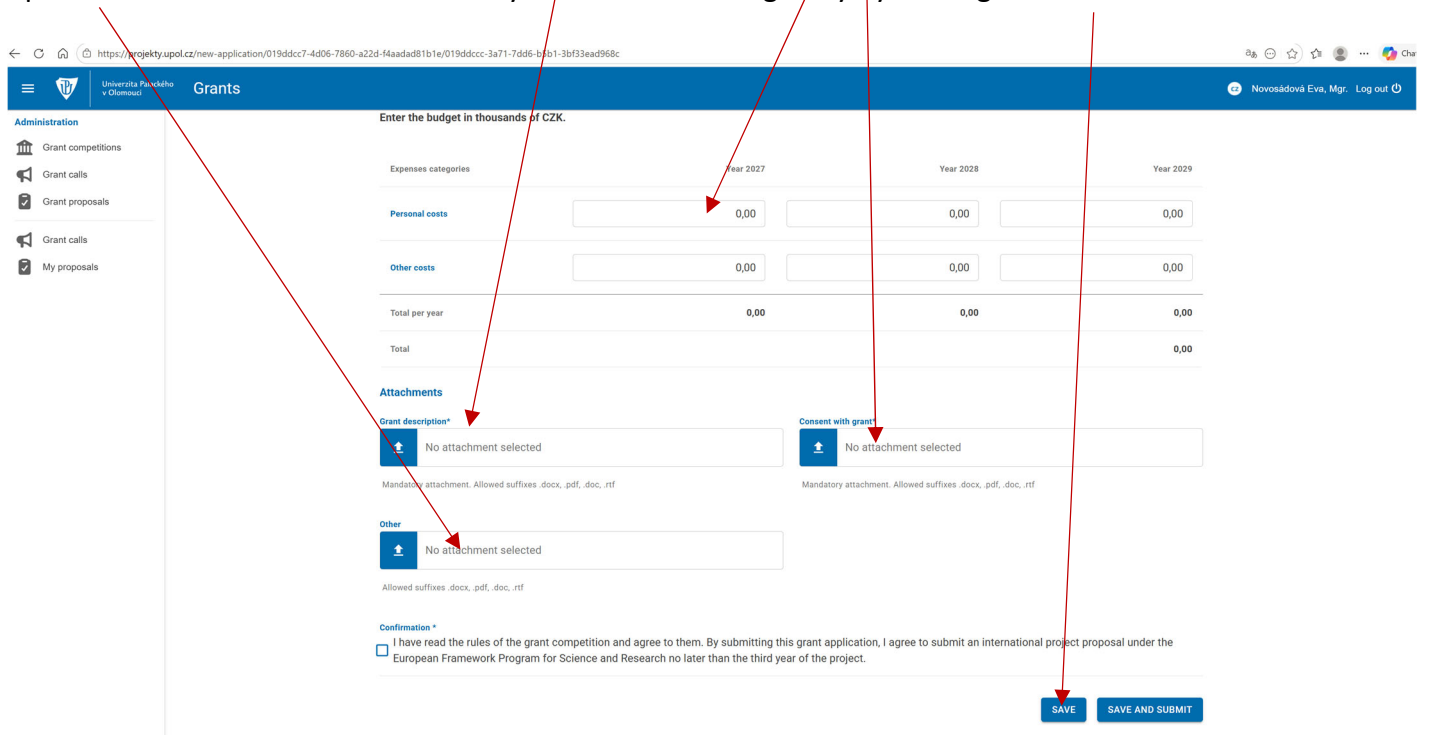
1. Click on the relevant competition. Once you click on it, the competition terms and conditions and all related documents (guidelines, call for proposals, required forms, instructions, etc.) will be displayed; we recommend downloading all attachments. Then, click the green “CREATE APPLICATION” button to create a new grant application.



2. Or click "+" to create a new grant, enter its name, and save it by clicking the "SAVE" button in the lower right corner.



Fill in all fields and attach the required documents. Fill in the budget in thousands of CZK. You must include the mandatory grant attachments (Grant Description and Consent to Grant); you may also add additional optional attachments. Be sure to save your information regularly by clicking the "SAVE" button:



You can return to editing the saved grant application here.

Administration

- Grant competitions
- Grant calls
- Grant proposals
- Grant calls
- My proposals

Grants proposals

Searching State Show deleted

Grant number	Grant title	Grant call	State	Actions
JG_2027_0014	TEST JG	Young Researcher Grant Competition 2027	Concept	

If everything is correct, check the "Confirmation" box and submit your grant application by clicking the "SAVE AND SUBMIT" button. Once the application has been submitted, you will no longer be able to edit it.

Administration

- Grant competitions
- Grant calls
- Grant proposals
- Grant calls
- My proposals

Enter the budget in thousands of CZK.

Expenses categories	Year 2027	Year 2028	Year 2029
Personal costs	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>
Other costs	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>
Total per year	0,00	0,00	0,00
Total			0,00

Attachments

Grant description* Consent with grant*

Mandatory attachment. Allowed suffixes .docx, .pdf, .doc, .rtf

Other

Allowed suffixes .docx, .pdf, .doc, .rtf

Confirmation* I have read the rules of the grant competition and agree to them. By submitting this grant application, I agree to submit an international project proposal under the European Framework Program for Science and Research no later than the third year of the project.