

Univerzita Palackého v Olomouci

WEB APPLICATION GUIDE

https://granty.upol.cz/

You can log in to the competition at the link: https://granty.upol.cz/ using EduID, the username and password is the same as for the UPOL portal.

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	 Heslo nikomu nesdělujte a nepoznamenávejte si jej na mistech dostupných jiným osobám.
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	 Braňte se odpozorování hesla při jeho zadávání. Nepoužívejte stejné heslo do více systémů.
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přihlášení do testu. Pro přihlášení kükněte na tento odkaz	
Moodle - přihlášení uchazeče	

If you do not have access to the UP Portal, you need to choose an institution from the EduID menu.

	Přihlásit účtem Univerzita Palackého v Olomouci Jiný účet Marcování osobnich údajů
Str. 2	

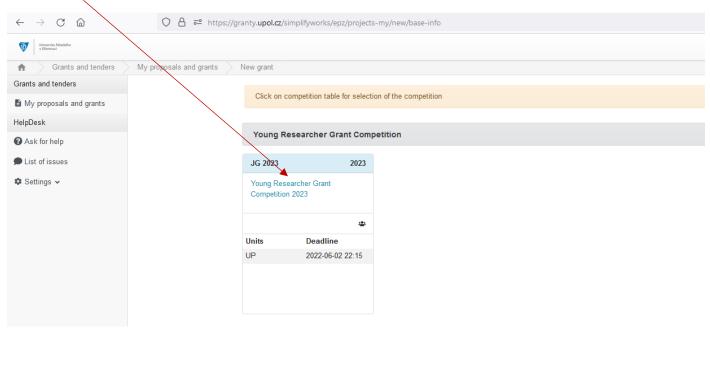
If you have not access to any of the institutions listed, then you must first set up a MY ID at: <u>https://www.mojeid.cz/cs/</u> and send the following information: title before name, first name, last name, title after name, gender, email, username to the email of the contact person of the call requesting access to the application. Once access is established, you will log in to the application via Other Account - **Moje ID**:

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	Moravská vysoká škola Olomouc, o.p.s.
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After logging in, you will find this screen, which contains the following items:

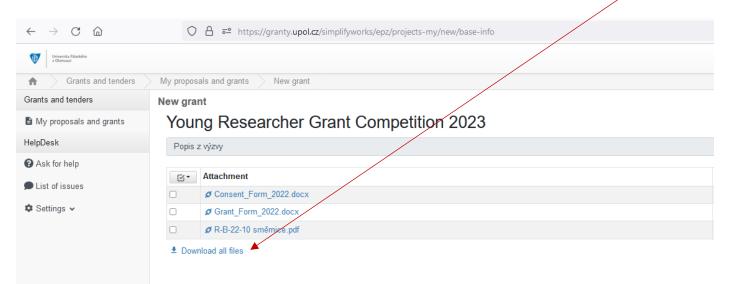
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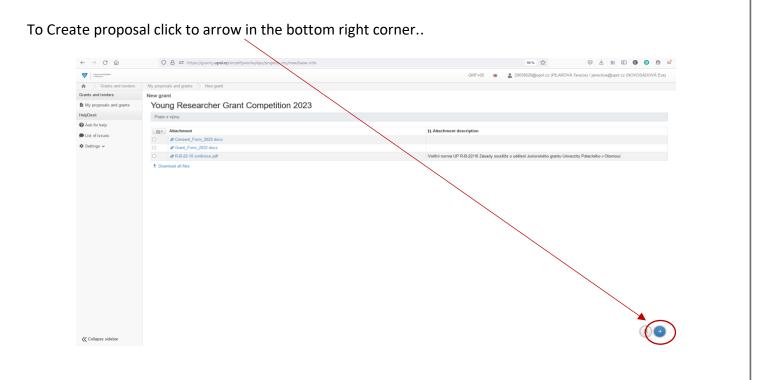
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If you had set the Czech language, select the "Změnit jazyk systému na English" to change to English. \leftarrow \rightarrow C a🔘 🔒 🔤 https://granty.upol.cz/simplifyworks/epz/projects-my/new/base-info 90% 🖒 Universita Palackého v Ofomouci GMT+02 🕨 💄 20038626@upol Evidence projektů a soutěží 🔰 Moje návrhy a projekty 📄 Nový projekt ħ Evidence projektů a soutěží Upozornění Moje návrhy a projekty Soutěž HelpDesk Juniorské granty 2023 je dostupná pouze v jazyce 🕜 Založit dotaz English 🗩 Seznam dotazů 1 🌣 Nastavení 🗸 Později můžete změnit zpět kliknutím na vlajku v záhlaví stránky

Then you will see the terms and conditions of the competition and all its documents (Grant Policy, Call for Proposal, forms of mandatory attachments, instructions, etc.), it is recommended to download all attachments.





Fill in the Grant title (you can change the title later), the other fields will be filled in automatically, then click on the bottom right arrow Create proposal to continue.

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Then choose *Principal researcher* section and add a principal investigator via the Principal researcher field.

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In Budget section fill in the grant costs for each year via Open multiple-cell editing. Save.

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In Attachments section it is necessary to add the mandatory attachments to the grant (Grant description and Consent with the grant), it is also possible to add other additional attachments.

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If all is correct, you can submit the grant by clicking Submit. Once the application is submitted, you will no longer be able to edit the grant.

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