

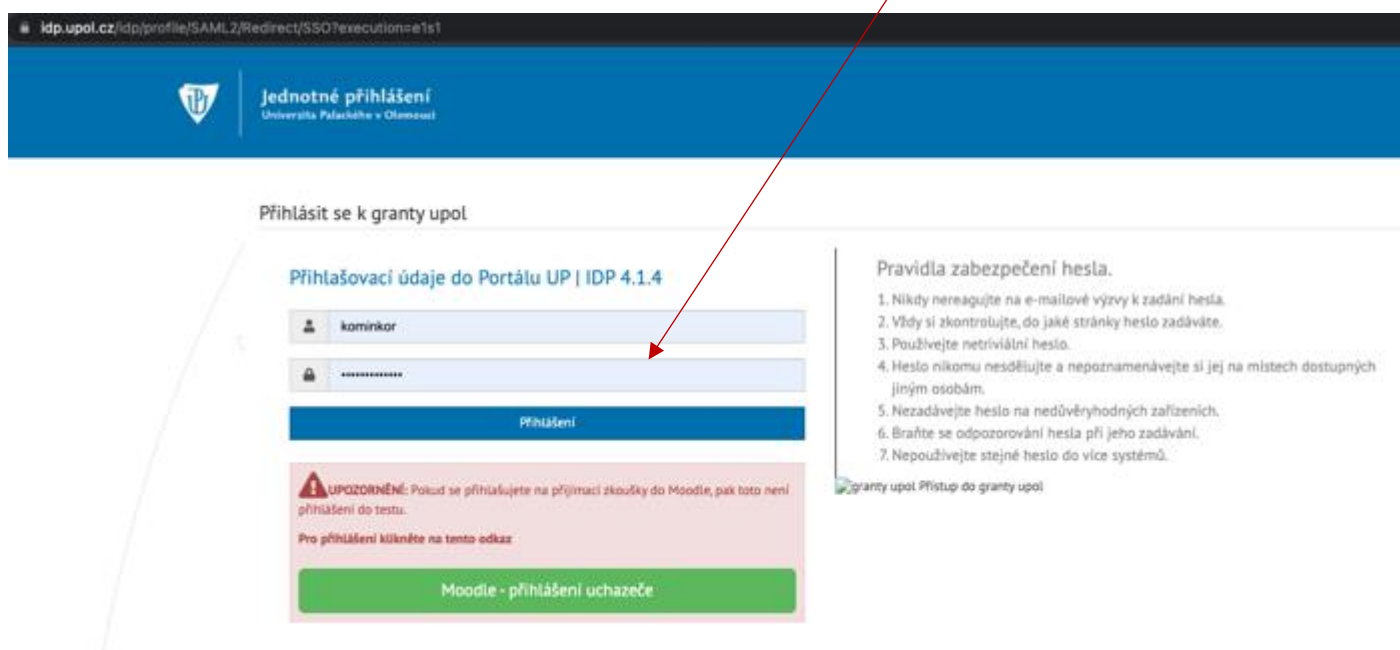
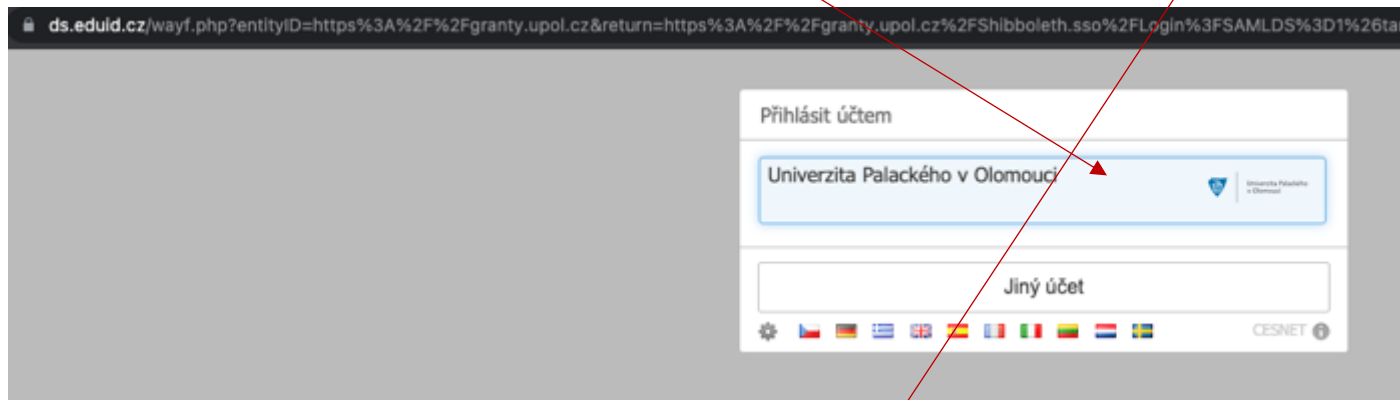


Univerzita Palackého
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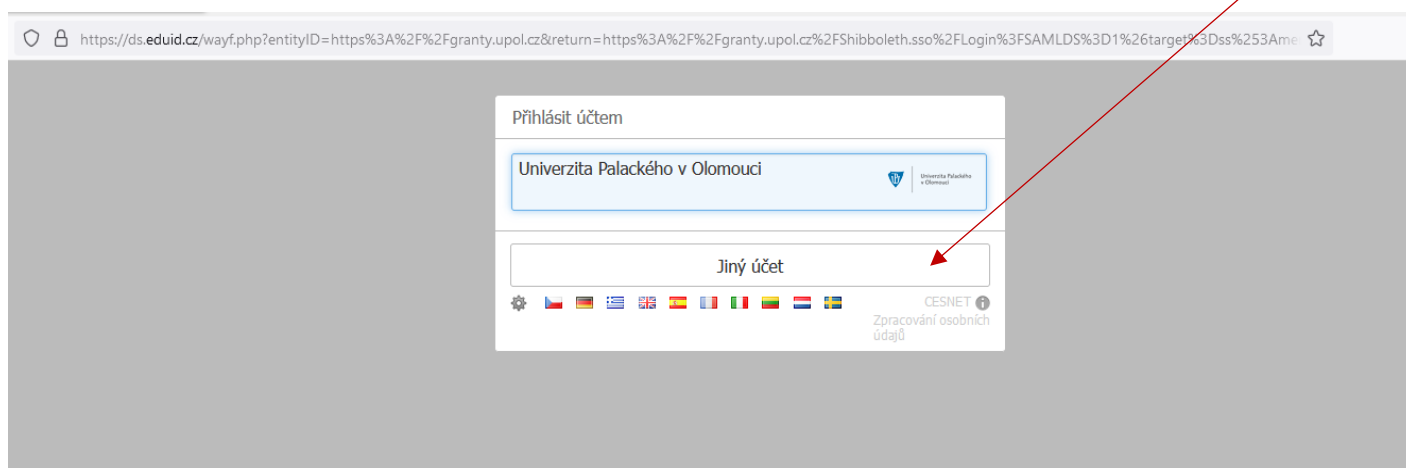
WEB APPLICATION GUIDE

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

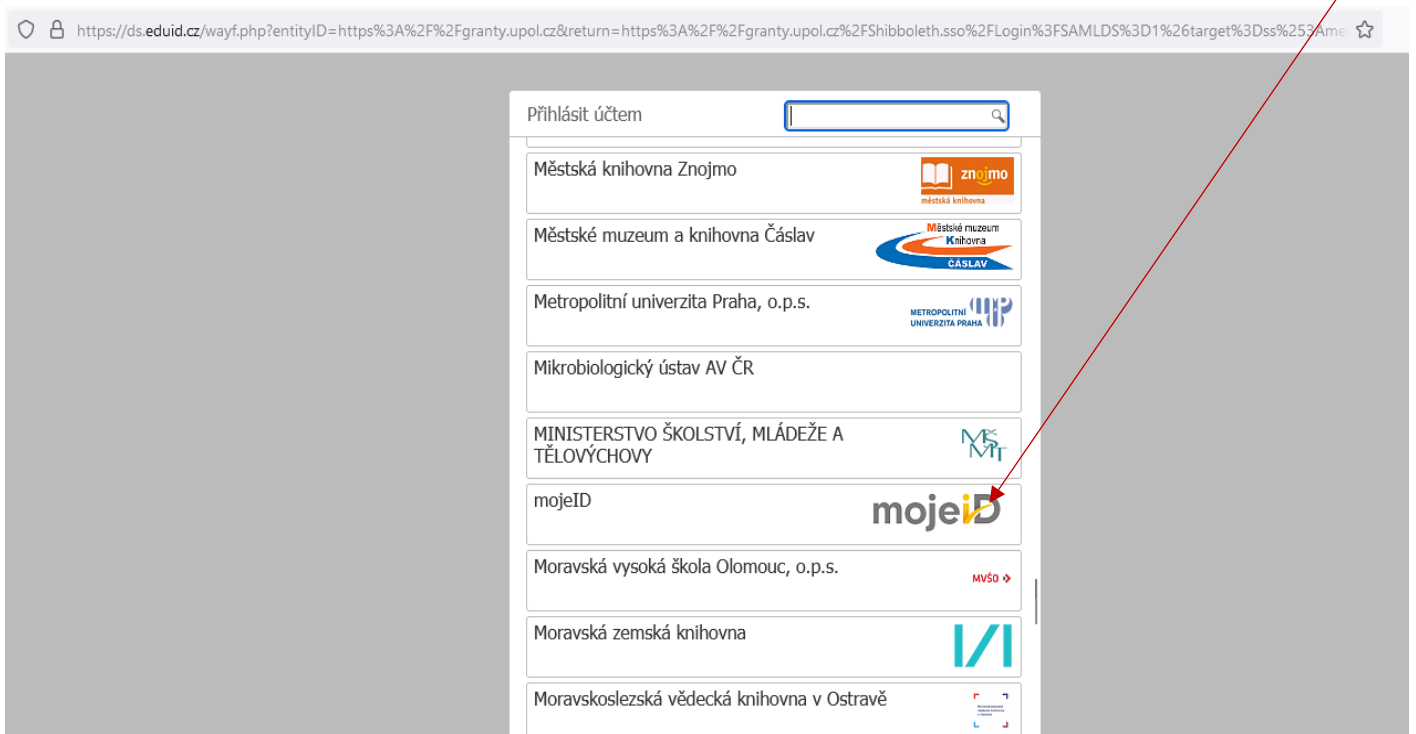
You can log in to the competition at the link: <https://granty.upol.cz/> using EduID, the username and password is the same as for the UPOL portal.



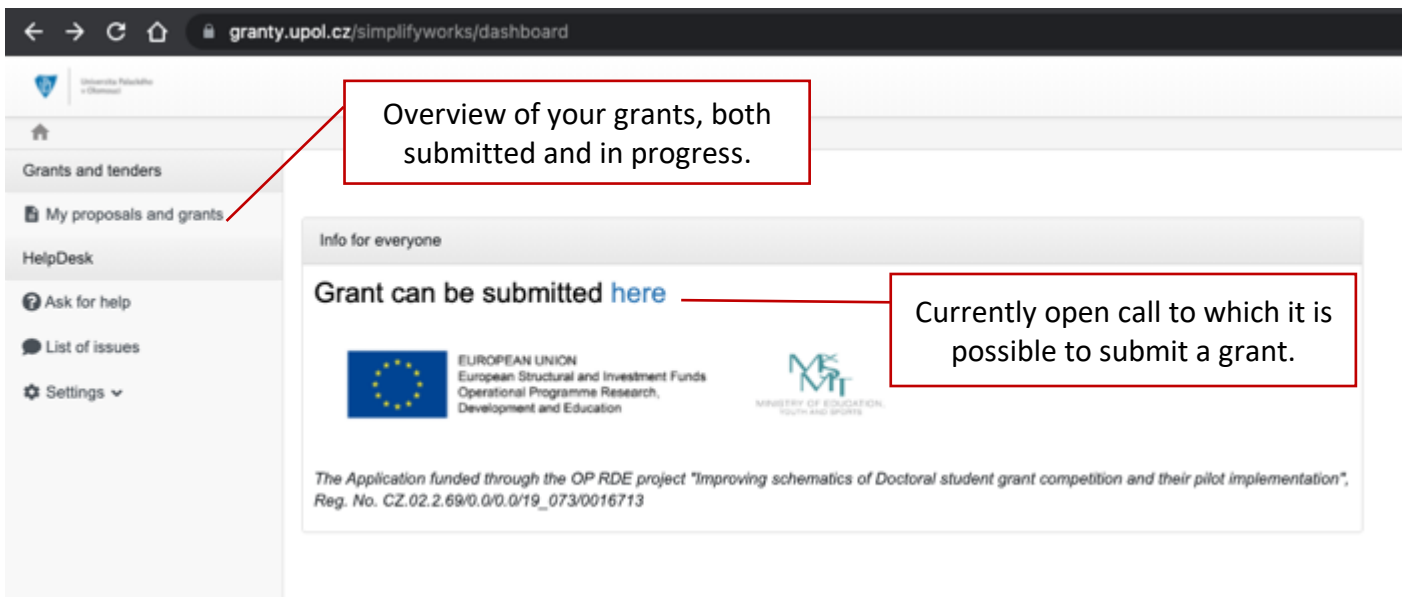
If you do not have access to the UP Portal, you need to choose an institution from the EduID menu.



If you have not access to any of the institutions listed, then you must first set up a MY ID at: <https://www.mojeid.cz/cs/> 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**:

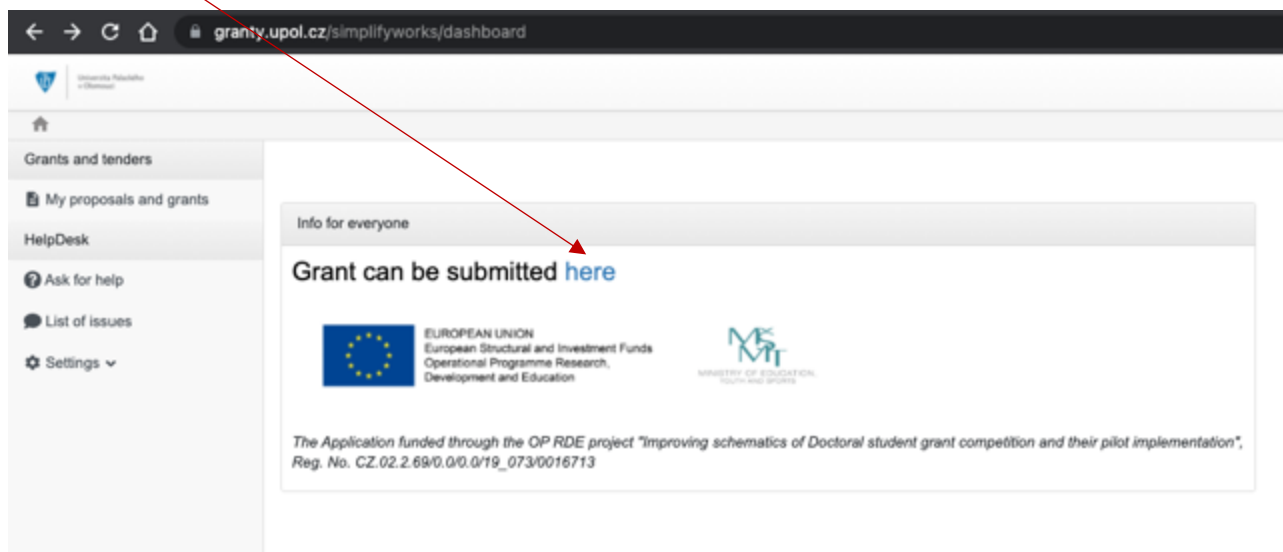


After logging in, you will find this screen, which contains the following items:

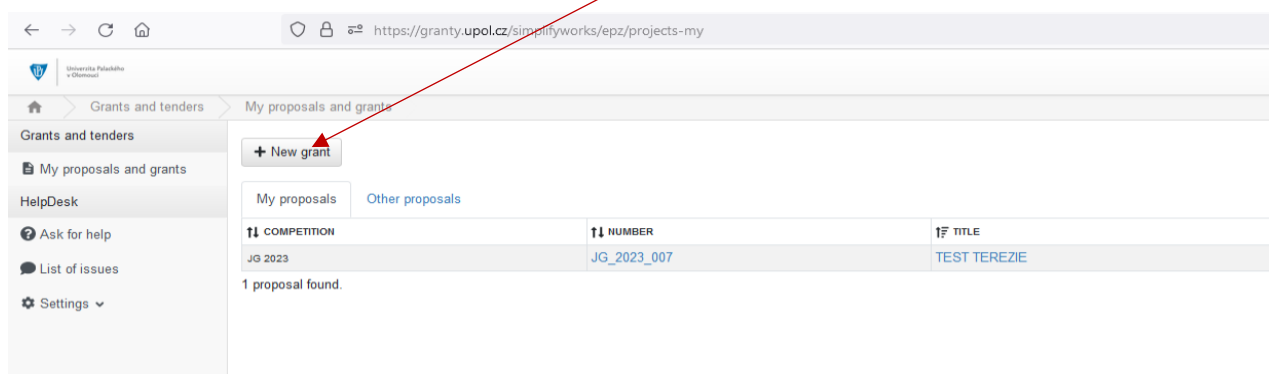


A grant can be set up in two ways:

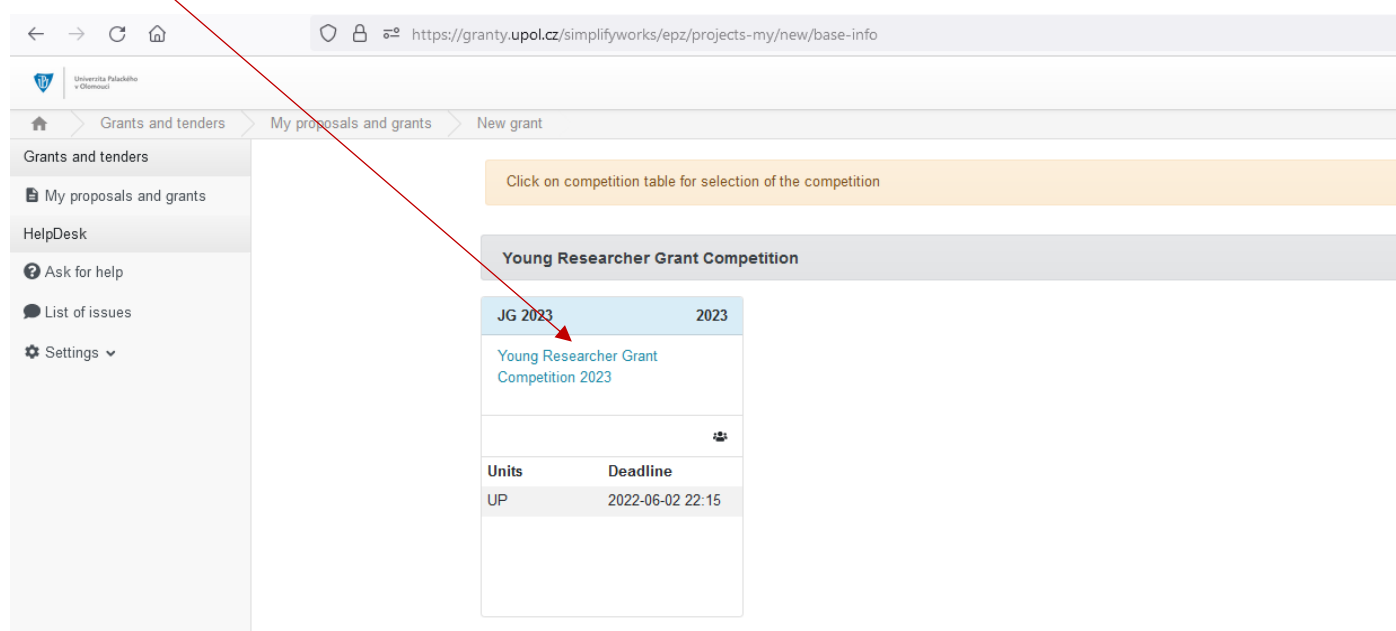
1. Click on *here* in info.



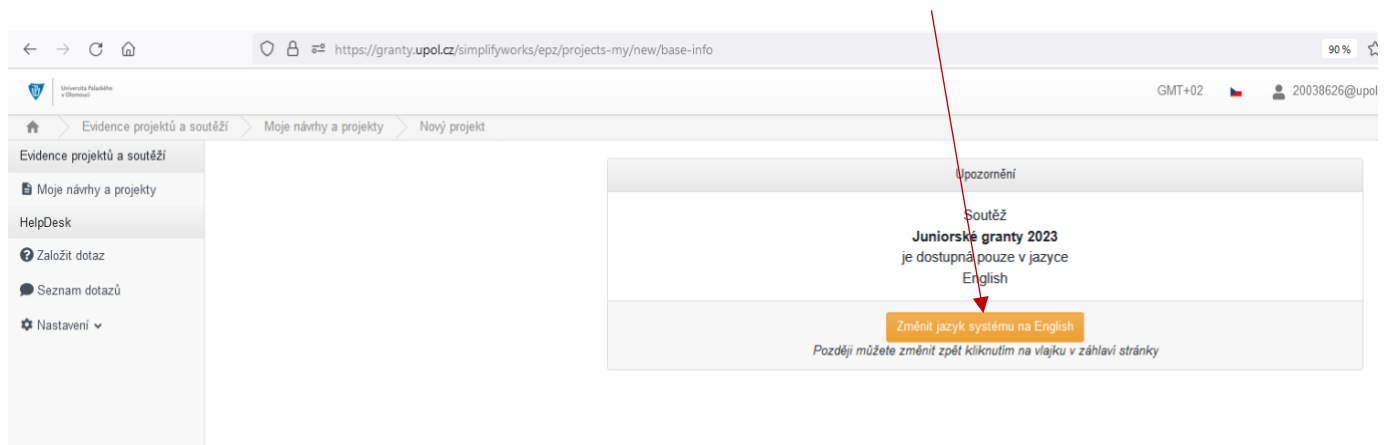
2. In the My proposals and grants section, click on New grant.



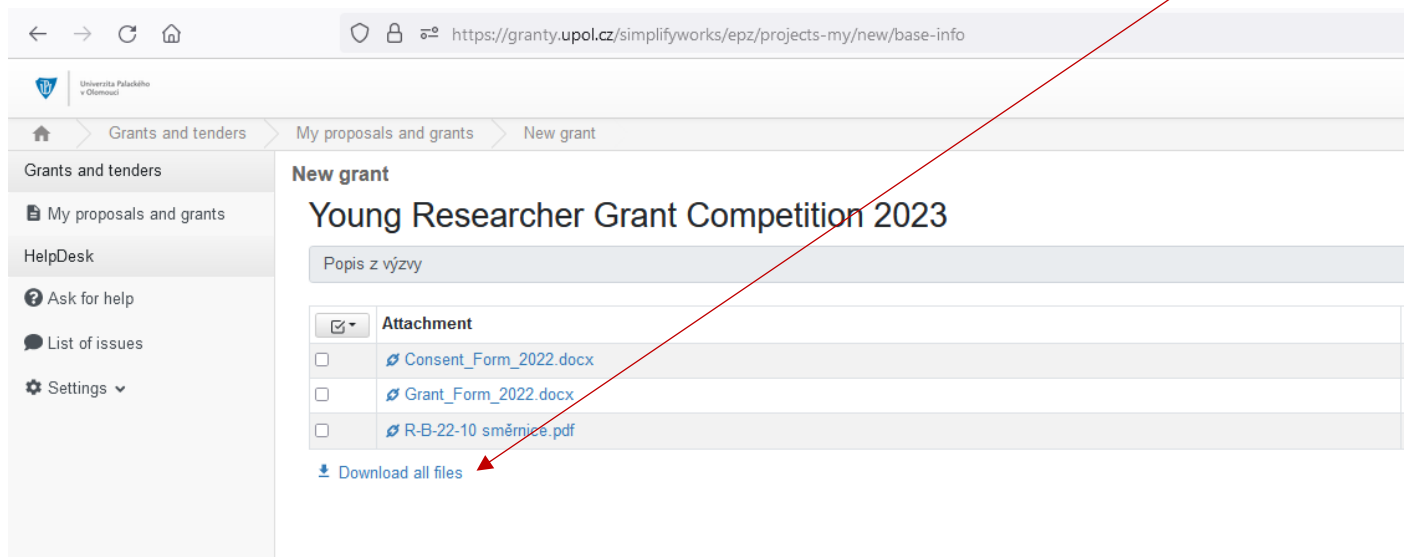
Select current Young Researcher Grant Competition.



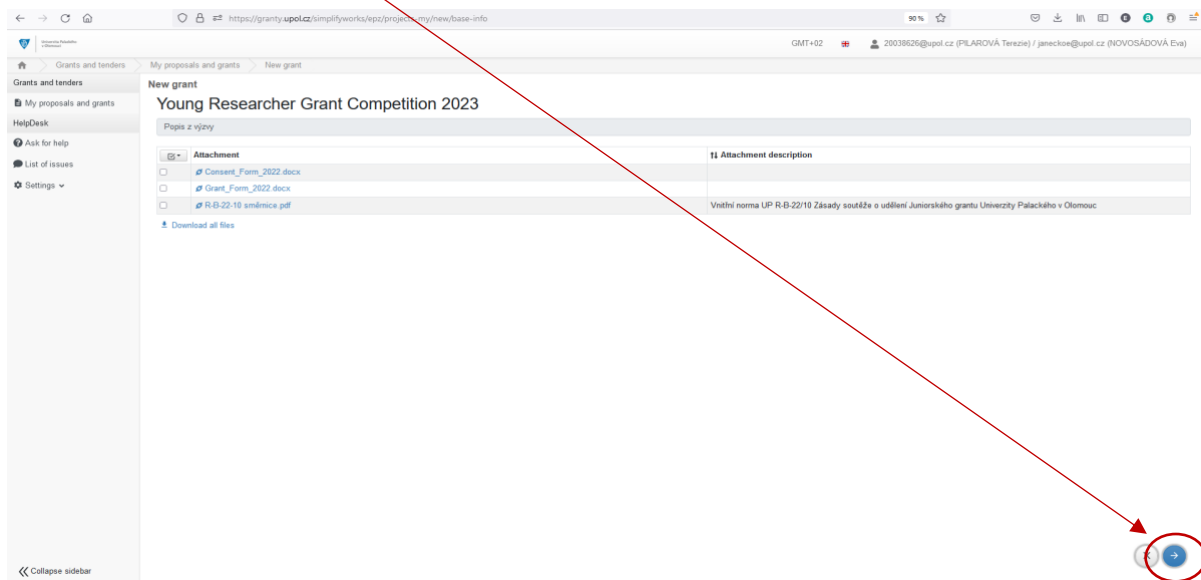
If you had set the Czech language, select the "Změnit jazyk systému na English" to change to English.



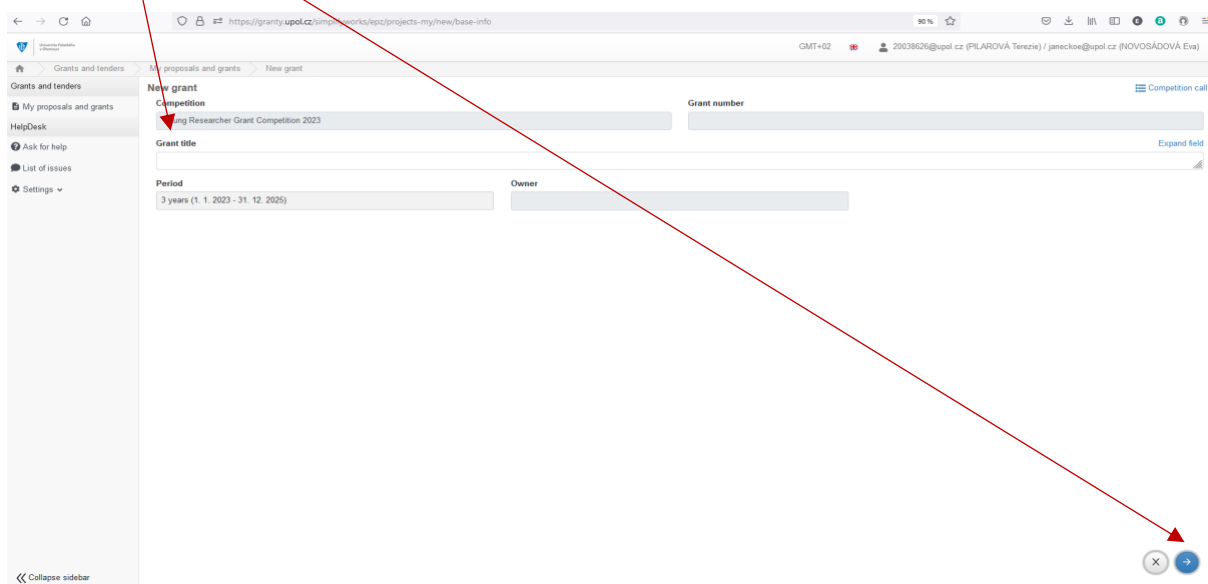
Then you will see the terms and conditions of the competition and all its documents (Grant Policy, Call for Proposal, forms of mandatory attachments, instructions, etc.), it is recommended to download all attachments.



To Create proposal click to arrow in the bottom right corner..



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.



Now the Grant proposal is created.

In the *Information* section fill in all the white fields and save (floppy disk symbol).

The screenshot shows the 'Information' tab of a grant proposal form for 'TEST TEREZIE'. The form contains several sections with expandable fields:

- Competition:** Young Researcher Grant Competition 2023
- Grant number:** JG_2023_015
- Grant title:** TEST TEREZIE
- Period:** 3 years (1. 1. 2023 - 31. 12. 2025)
- State:** In progress
- Owner:** Mgr. et Mgr. Terezie Pilarová
- Scholarly fields:** Natural sciences, mathematics and information science
- Abstract:** [Redacted]
- Grant objectives:** [Redacted]
- Information about other members of the research team:** [Redacted]
- Grant outputs:** [Redacted]

A red arrow points from the instruction to the 'Submit' button at the bottom of the form.

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

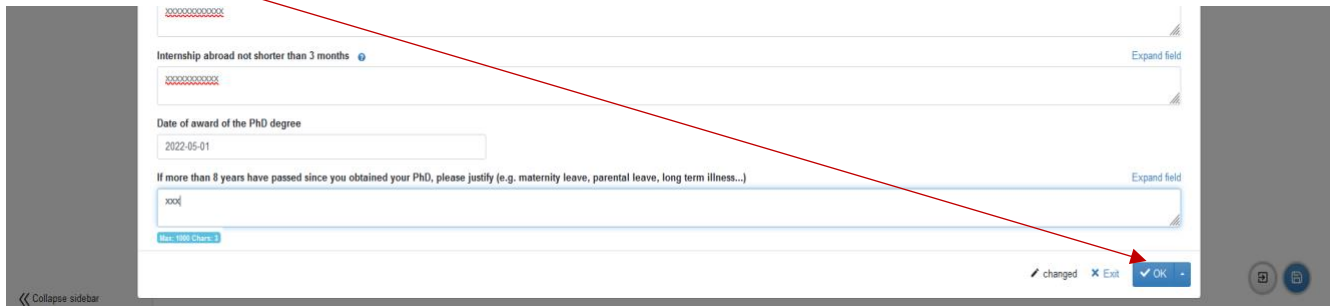
The screenshot shows the 'Principal researcher' tab of the grant proposal form. A red circle highlights the '+ Principal researcher' button. Below it is a table with columns: Person, Relation, Contacts, and Other. The table currently contains the text 'No records found.'

Fill in information about Principal researcher.

The screenshot shows a modal form for adding a principal researcher. The form includes the following fields:

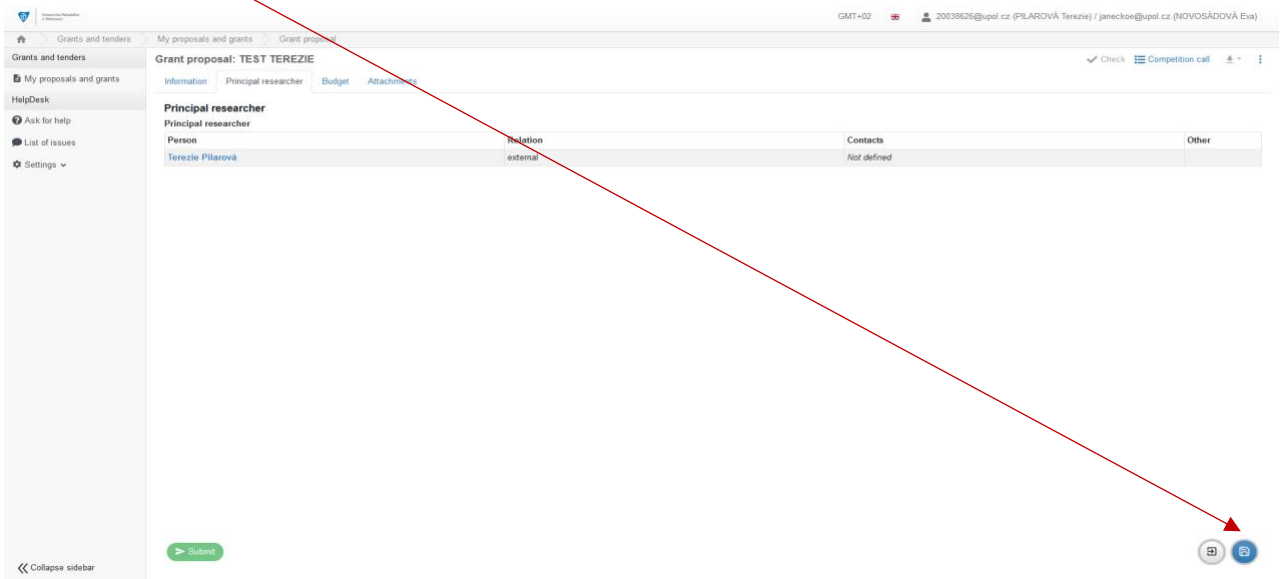
- Title before name
- First name
- Surname
- Title after name
- Activity for the whole duration of the grant
- Working time in 2023 (%)
- Working time in 2024 (%)
- Working time in 2025 (%)
- Date of birth
- Address of the workplace
- Phone number
- E-mail address
- Resume
- Maximum of five major publications related to the proposed grant
- WOS/Scopus scientometric indicators
- Total list of publications
- Internship abroad not shorter than 3 months

Save your data.



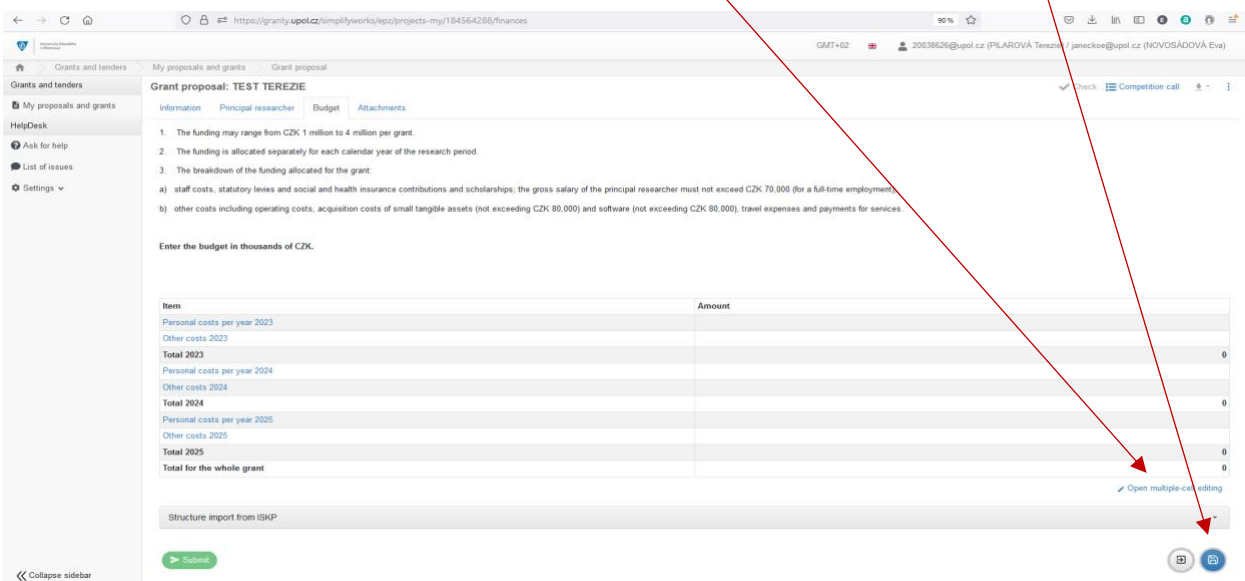
A screenshot of a web form. At the top, there is a text input field containing a redacted string. Below it is a label "Internship abroad not shorter than 3 months" with an "Expand field" link. Underneath is another redacted text input field. Then, a date input field shows "2022-05-01". Below that is a label "If more than 8 years have passed since you obtained your PhD, please justify (e.g. maternity leave, parental leave, long term illness...)" with an "Expand field" link. A text input field contains "xxx". At the bottom right, there is a "changed" indicator, an "Exit" button, and a blue "OK" button with a checkmark. A red arrow points from the text "Save your data." to the "OK" button.

And then save again.



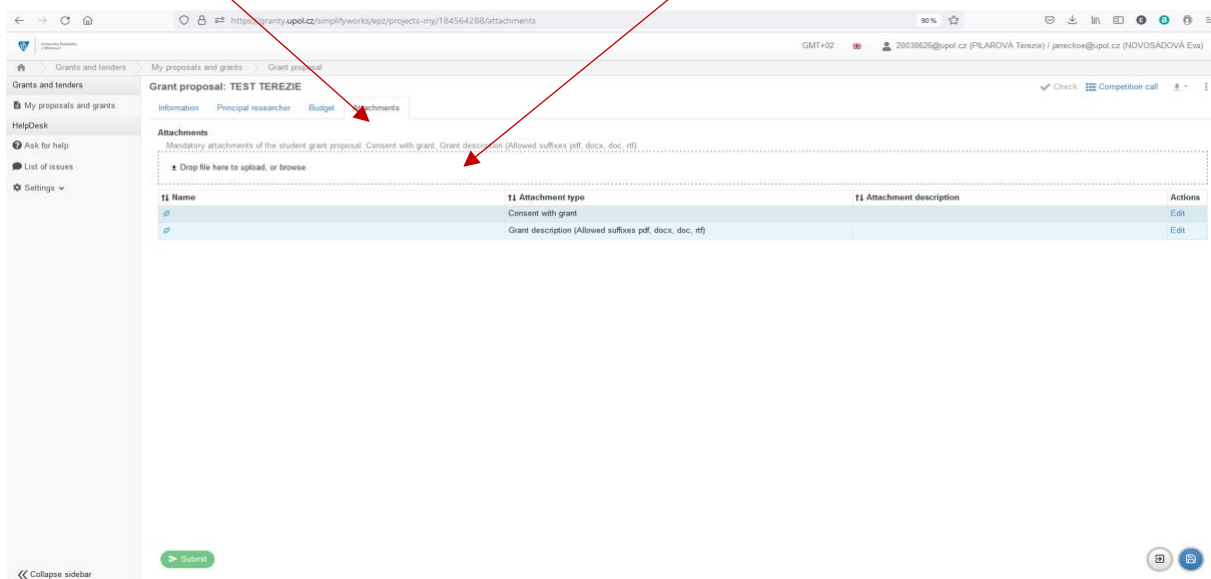
A screenshot of a web application showing the "Principal researcher" section for a grant proposal titled "TEST TEREZIE". The page has a sidebar on the left with "Grants and tenders" and "My proposals and grants" sections. The main content area shows a table with columns "Person", "Relation", "Contacts", and "Other". The "Person" column lists "Terezie Pilarová". The "Relation" column lists "external". The "Contacts" column lists "Not defined". At the bottom left, there is a green "Submit" button. At the bottom right, there are two circular icons: a grid icon and a document icon. A red arrow points from the text "And then save again." to the "Submit" button.

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

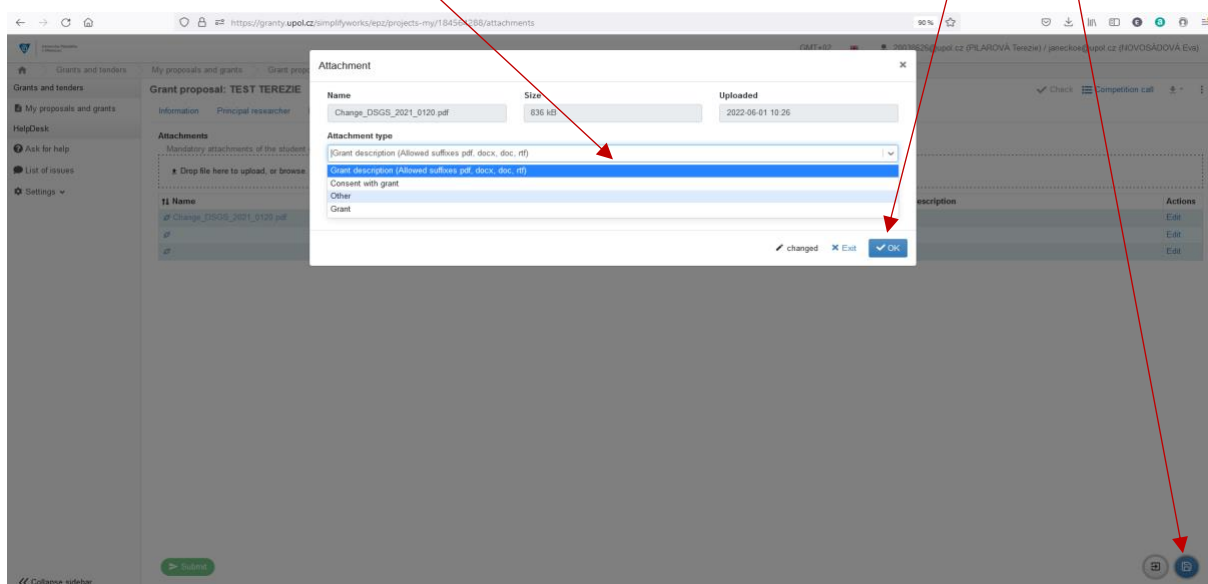


A screenshot of a web application showing the "Budget" section for a grant proposal titled "TEST TEREZIE". The page has a sidebar on the left with "Grants and tenders" and "My proposals and grants" sections. The main content area shows a list of instructions and a table for entering budget costs. The table has columns "Item" and "Amount". The "Item" column lists "Personal costs per year 2023", "Other costs 2023", "Total 2023", "Personal costs per year 2024", "Other costs 2024", "Total 2024", "Personal costs per year 2025", "Other costs 2025", "Total 2025", and "Total for the whole grant". The "Amount" column shows "0" for all rows. At the bottom right, there is a blue "Open multiple-cell editing" button. At the bottom left, there is a green "Submit" button. At the bottom right, there are two circular icons: a grid icon and a document icon. A red arrow points from the text "In Budget section fill in the grant costs for each year via Open multiple-cell editing. Save." to the "Open multiple-cell editing" button.

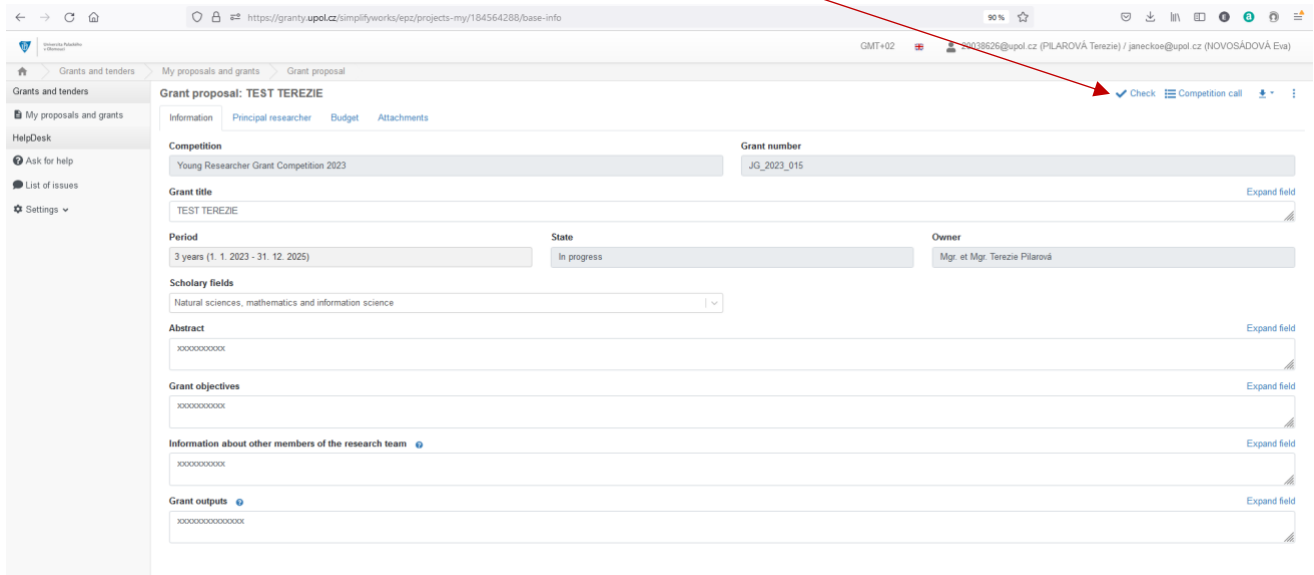
In Attachments section it is necessary to add the mandatory attachments to the grant (Grant description and Consent with the grant), it is also possible to add other additional attachments.



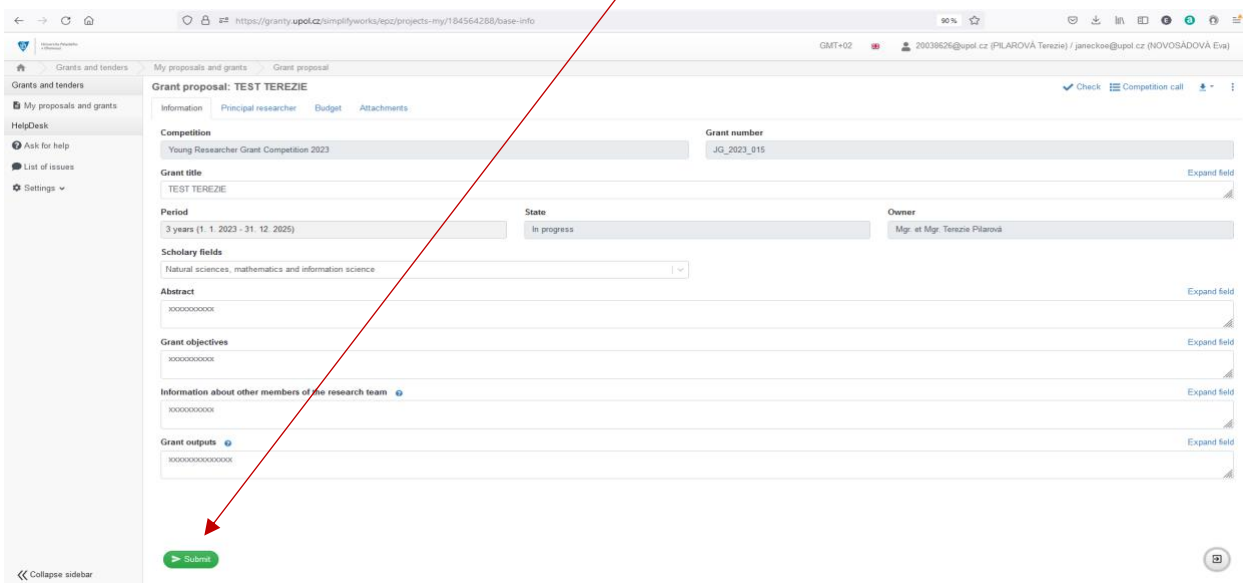
Insert attachment and select the attachment type in the drop-down box. Click OK and save.



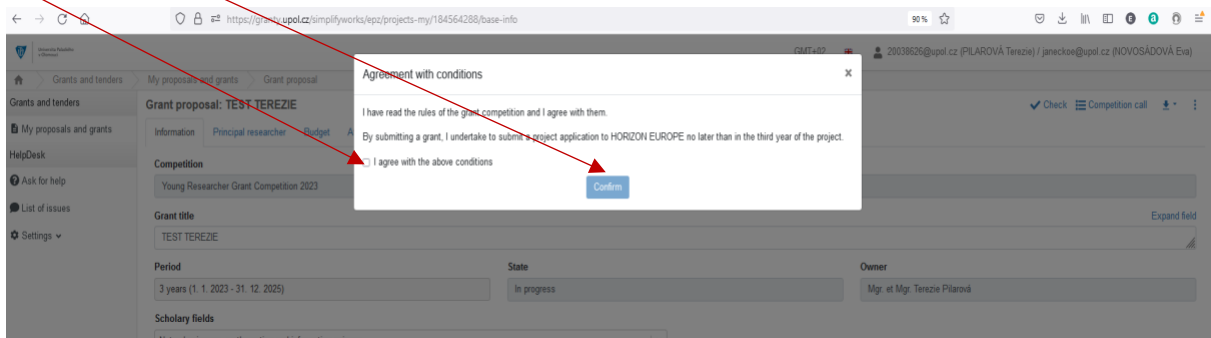
After filling in all sections, you can check it by using the Check button on the top right.



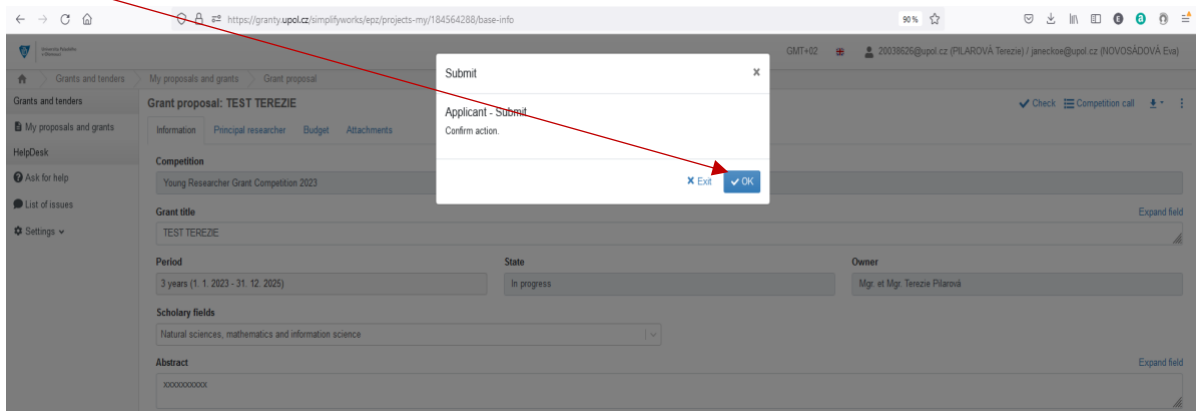
If all is correct, you can submit the grant by clicking Submit. Once the application is submitted, you will no longer be able to edit the grant.



Agree and confirm.



Confirm.



Your grant has been submitted.

