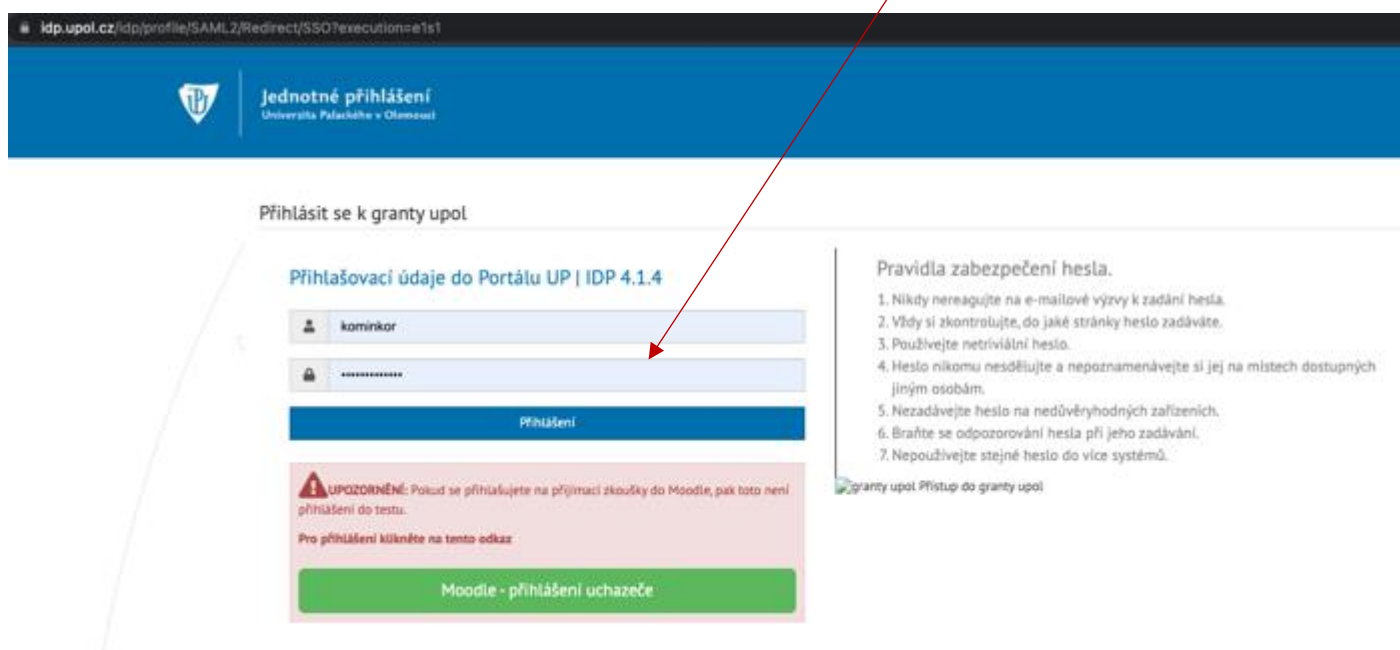Univerzita Palackého
v Olomouci
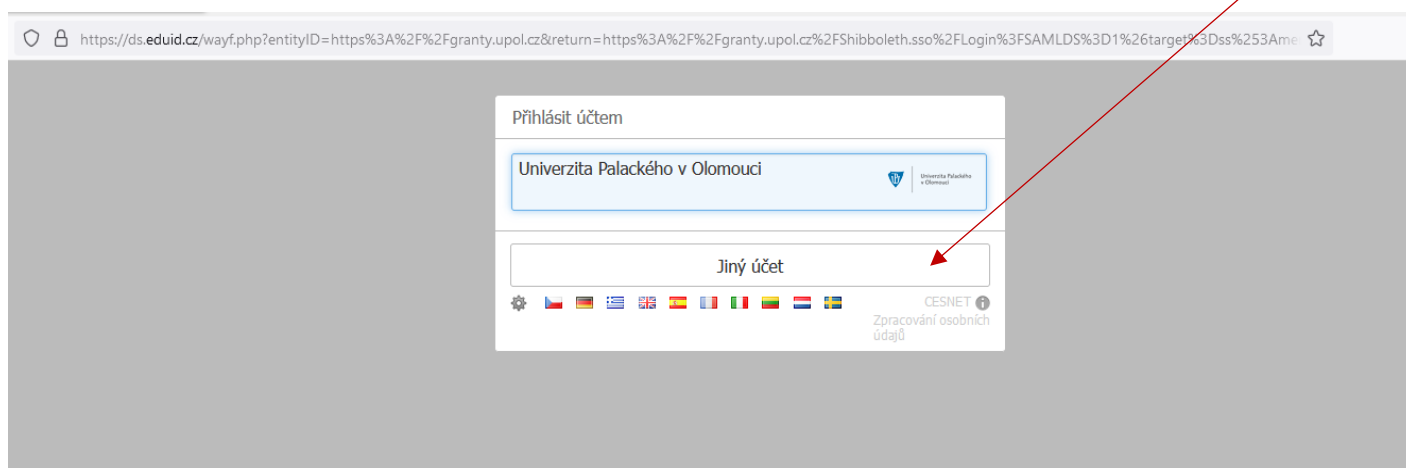
WEB APPLICATION GUIDE
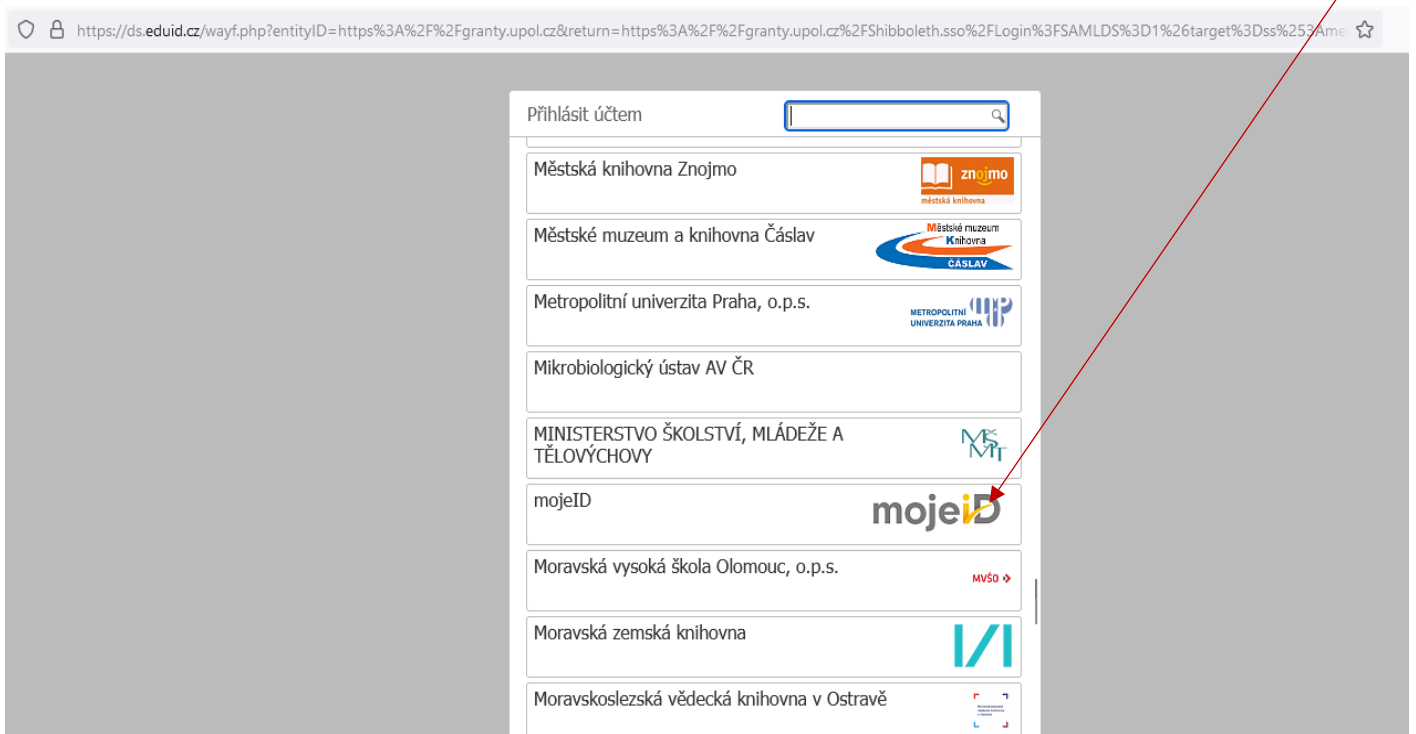
https://granty.upol.cz/

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.
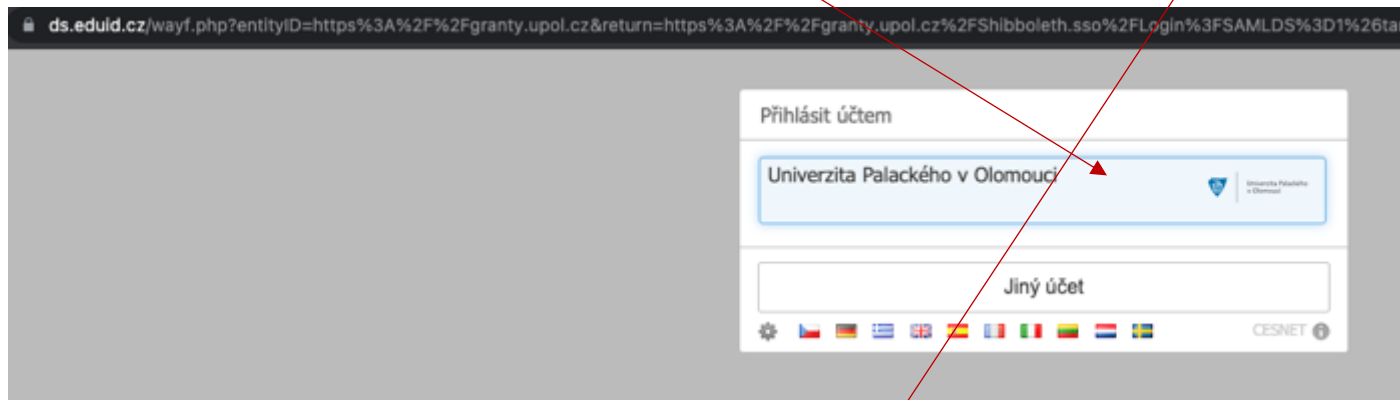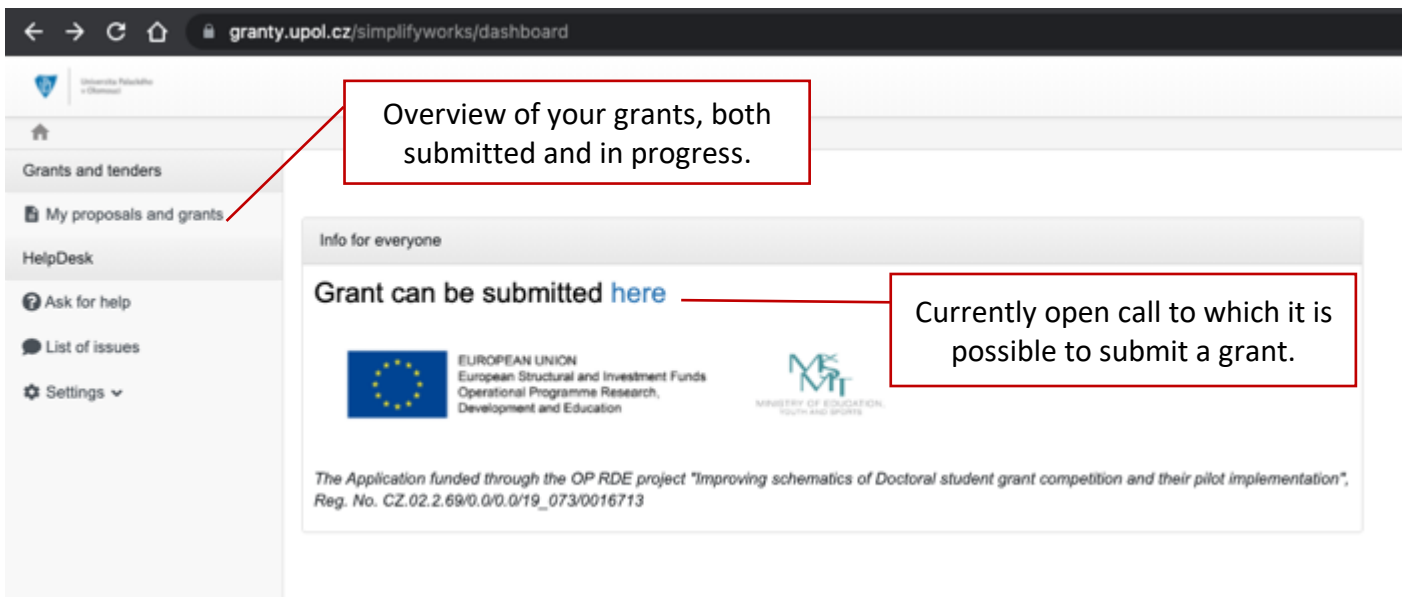

If you do not have access to the UP Portal, you need to choose an institution from the EduID menu.

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**:
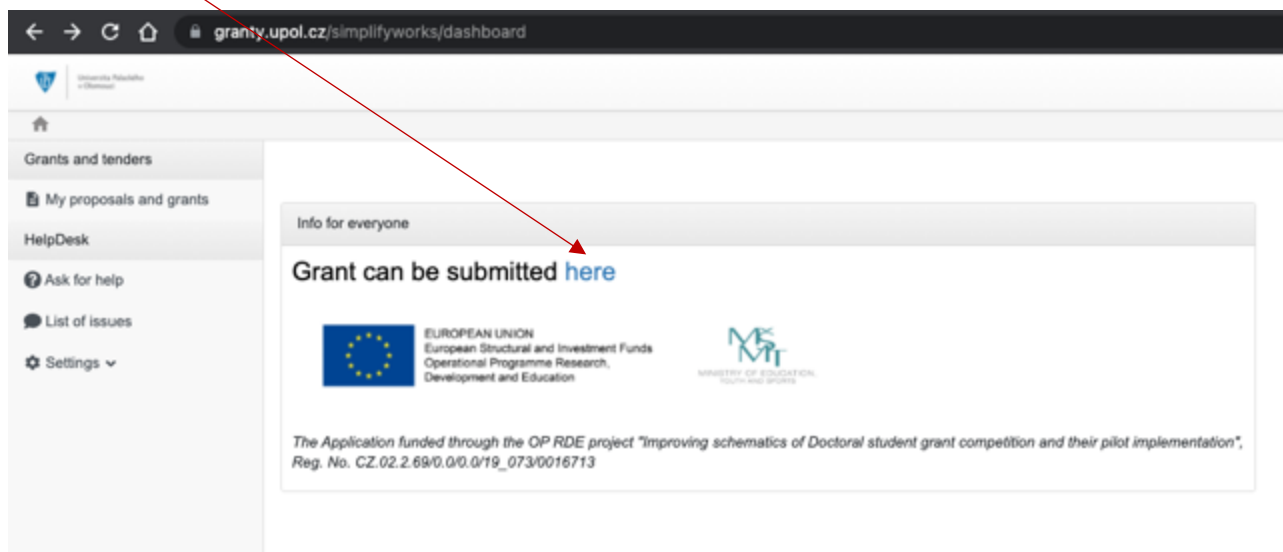

After logging in, you will find this screen, which contains the following items:

Overview of your grants, both submitted and in progress.

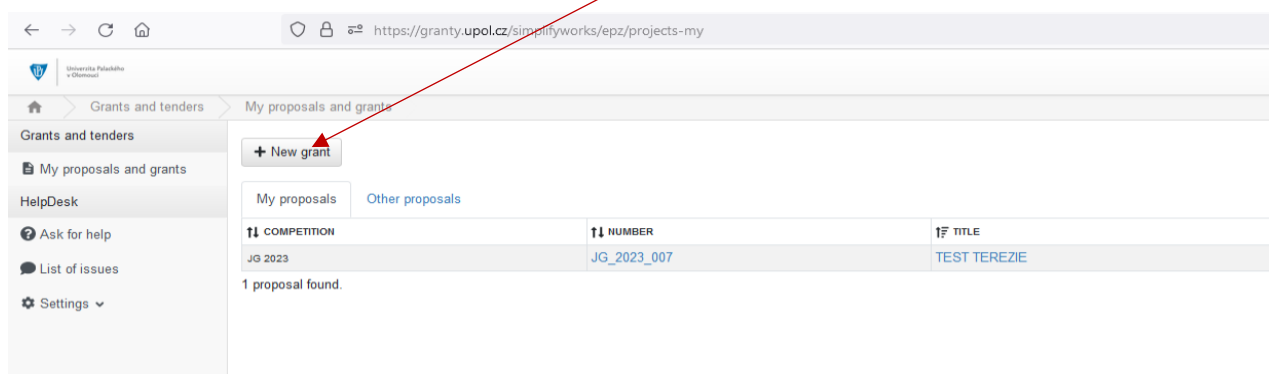Currently open call to which it is possible to submit a grant.
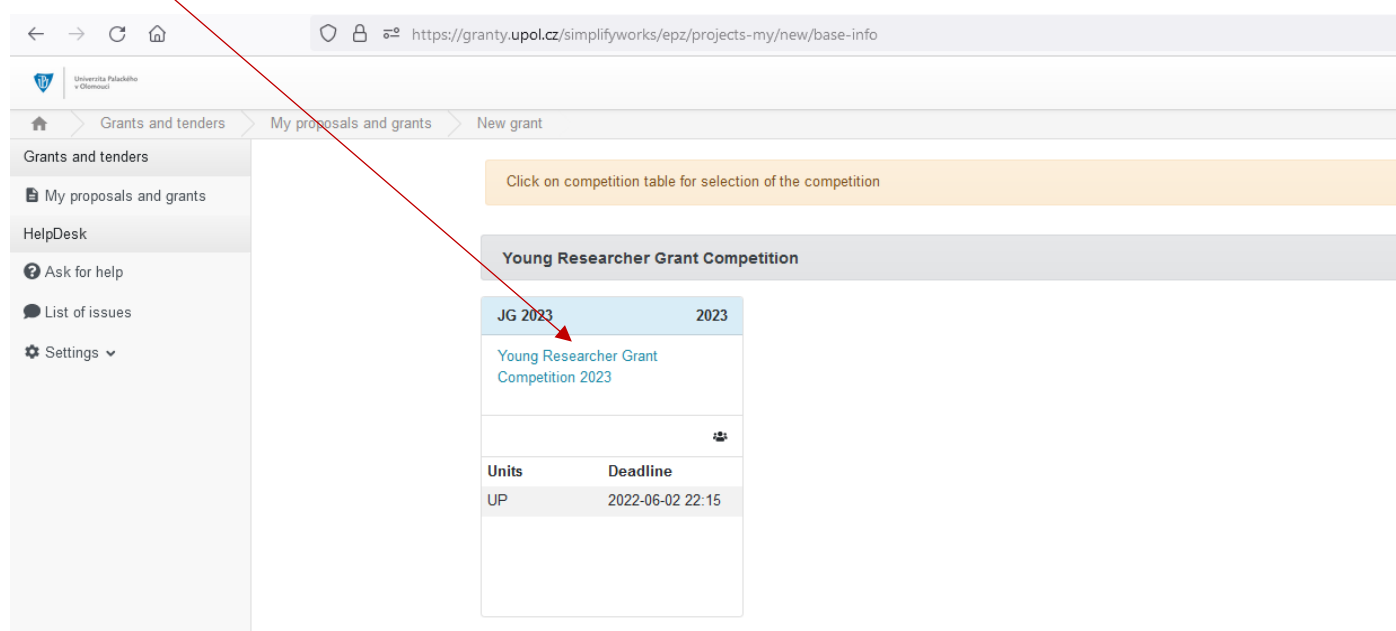
A grant can be set up in two ways:
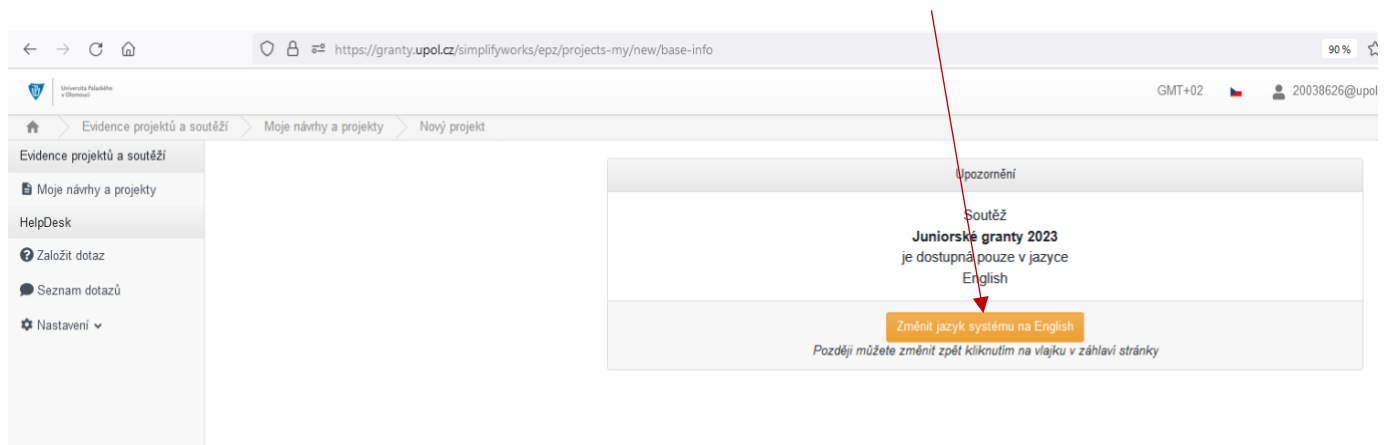1. Click on *here* in info.

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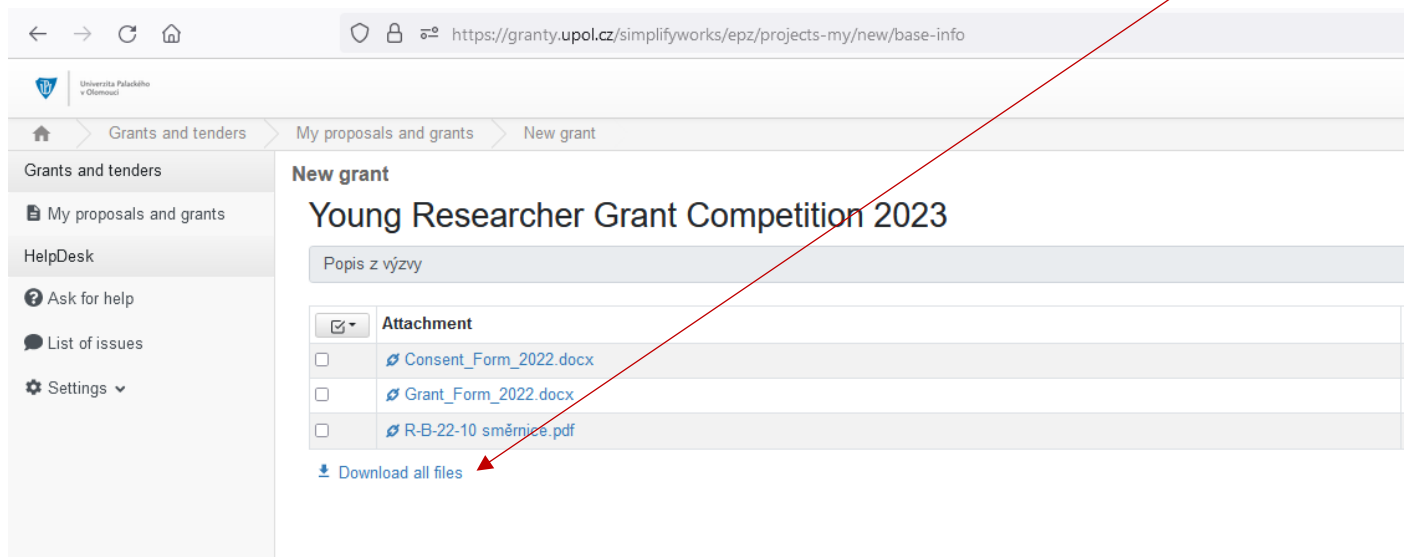
To Create proposal click to arrow in the bottom right corner..
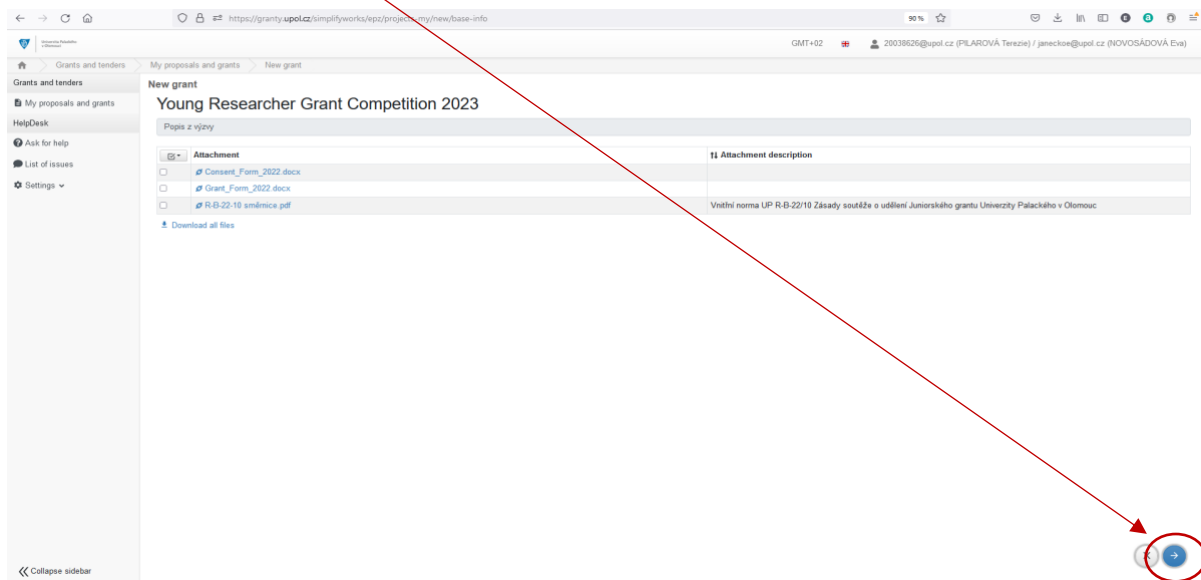
Fill in the Grant title (you can change the title later), the other fields will be filled in automatically, then click on the bottom right arrow Create proposal to continue.
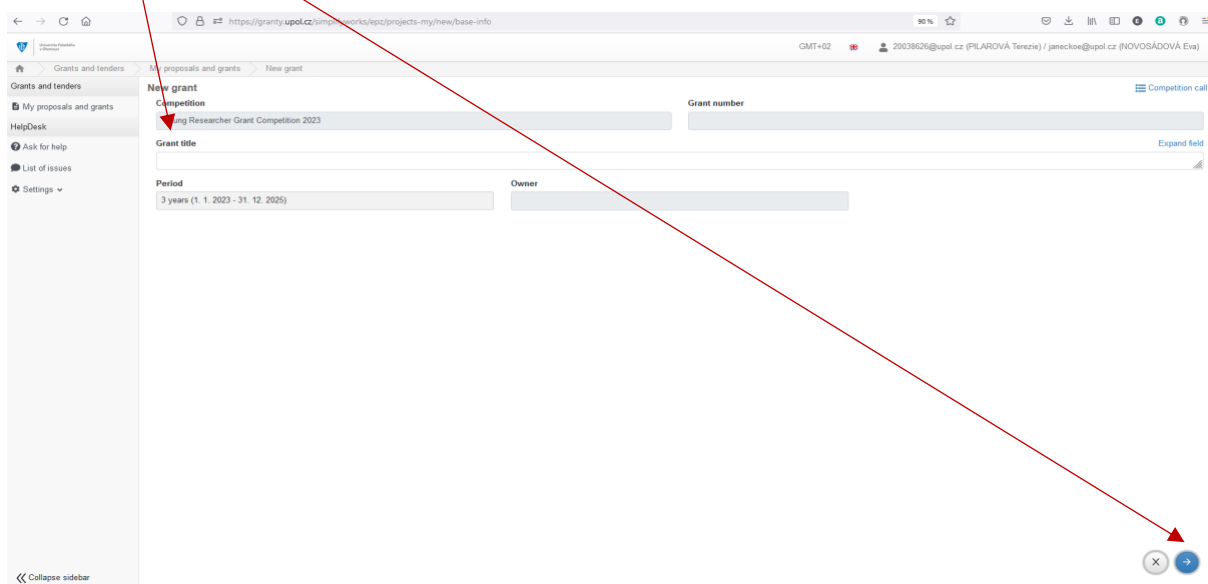
Now the Grant proposal is created.

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

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

Fill in information about Principal researcher.

Save your data.

And then save again.

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

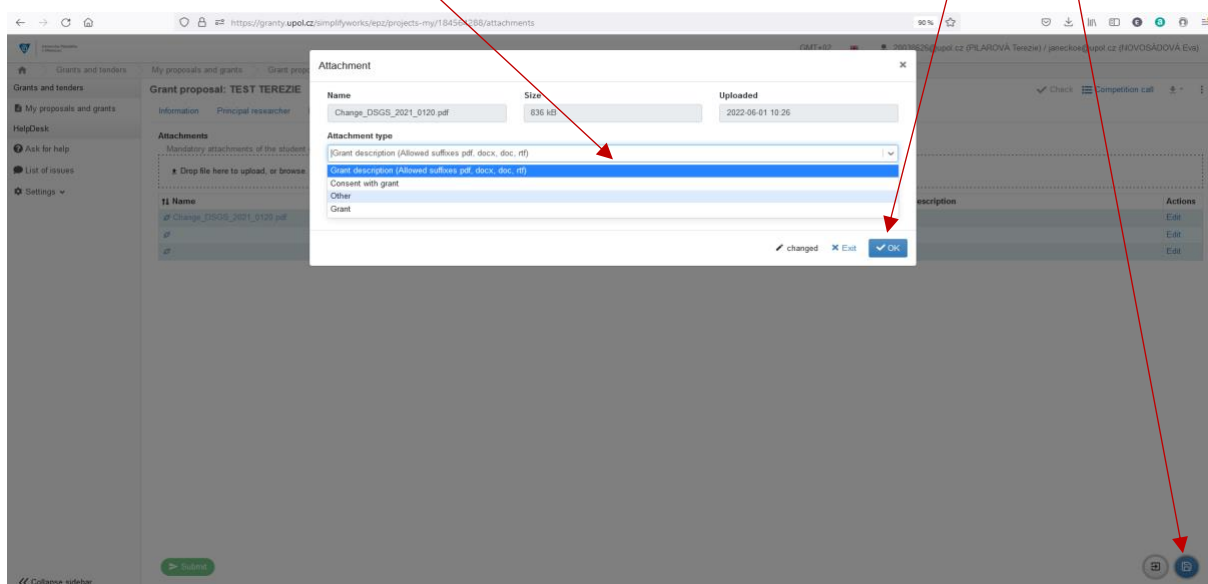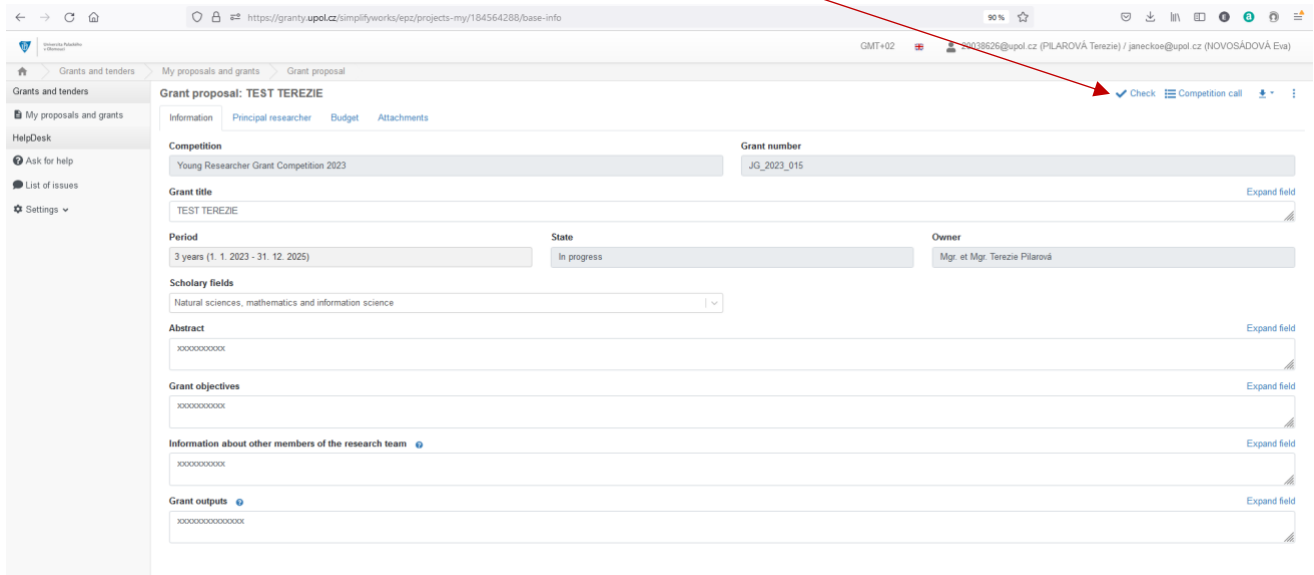In Attachments section it is necessary to add the mandatory attachments to the grant (Grant description and Consent with the grant), it is also possible to add other additional attachments.
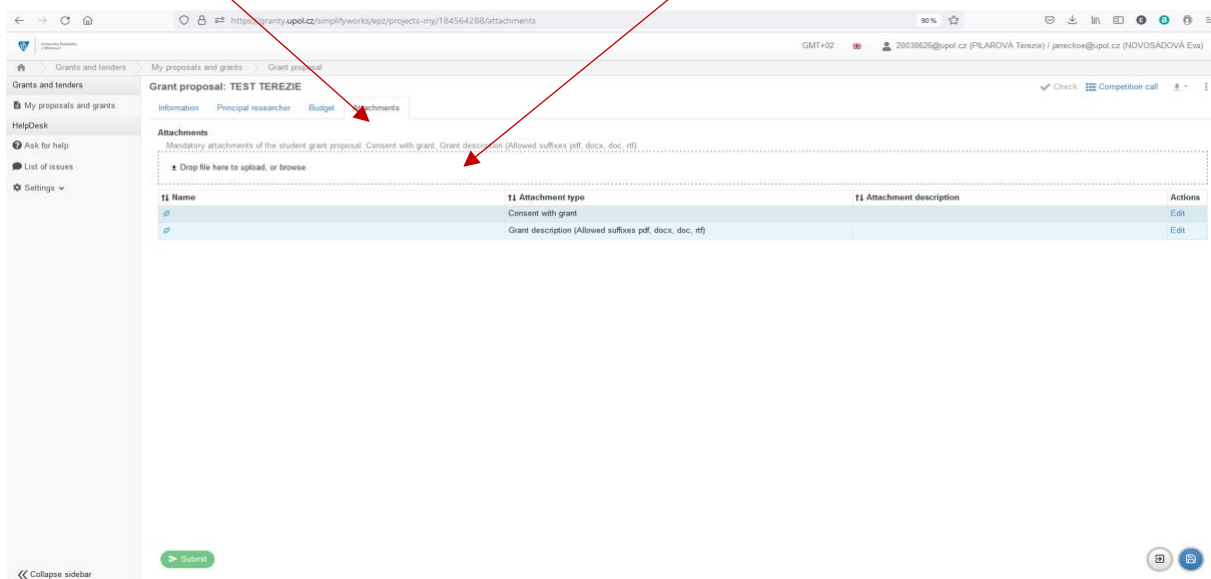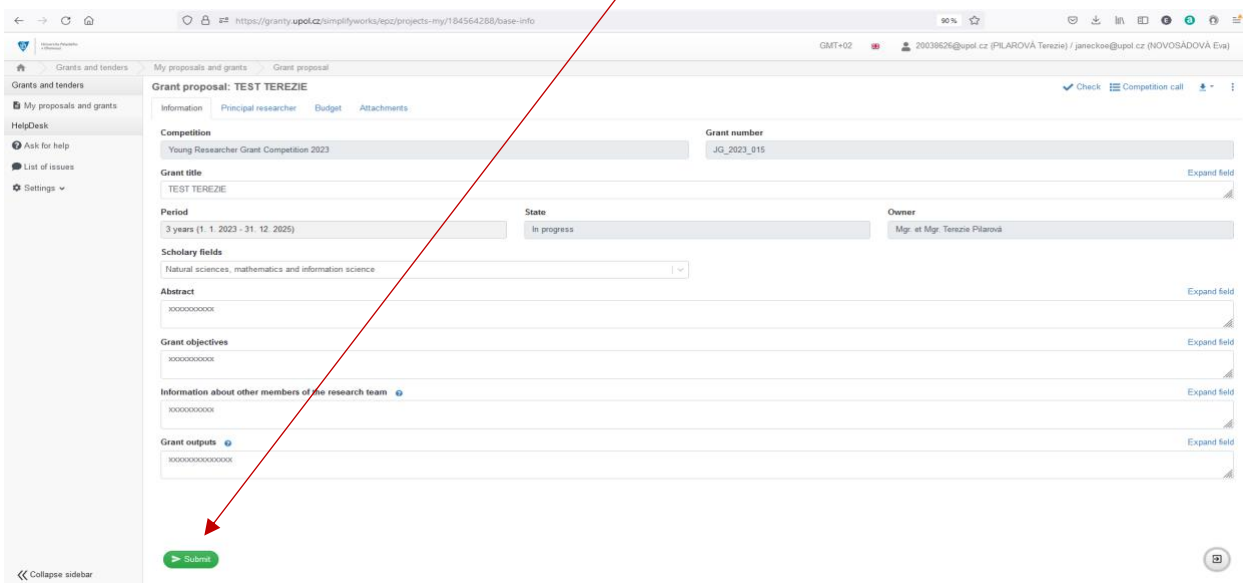

Insert attachment and select the attachment type in the drop-down box. Click OK and save.
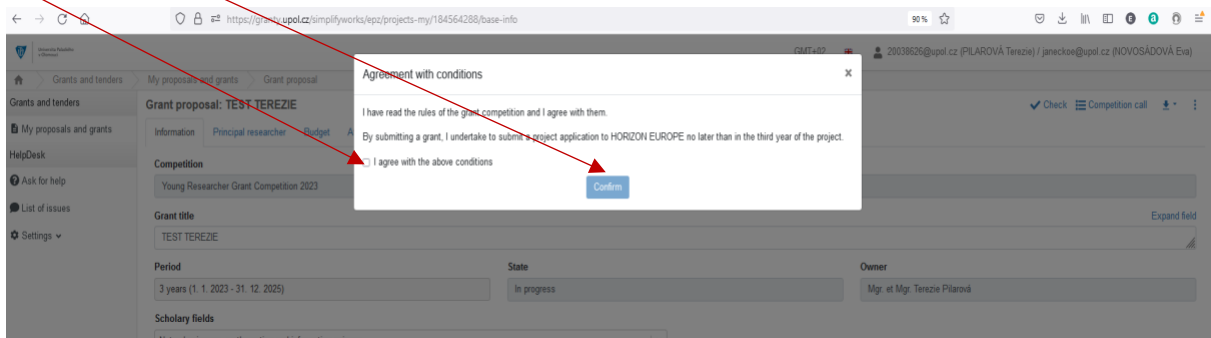
After filling in all sections, you can check it by using the Check button on the top right.
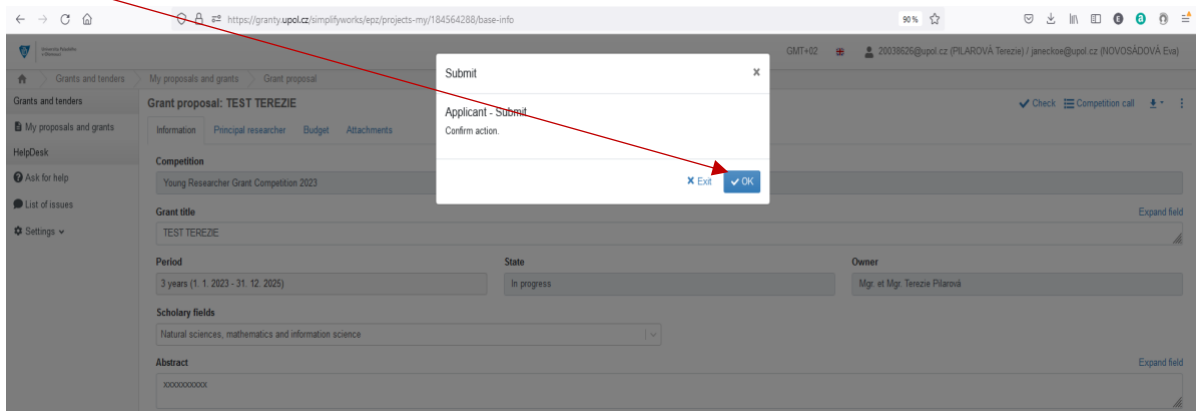
If all is correct, you can submit the grant by clicking Submit. Once the application is submitted, you will no longer be able to edit the grant.

Agree and confirm.

Confirm.

Your grant has been submitted.