EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education

MINISTRY OF EDUCATION,
YOUTH AND SPORTS

TBU JUNG Grant Competition

Project administration manual for students

Version 1, 4. 12. 2020

Log in to the grantovesouteze.utb.cz website with your standard university account. After logging in, the following window will appear:
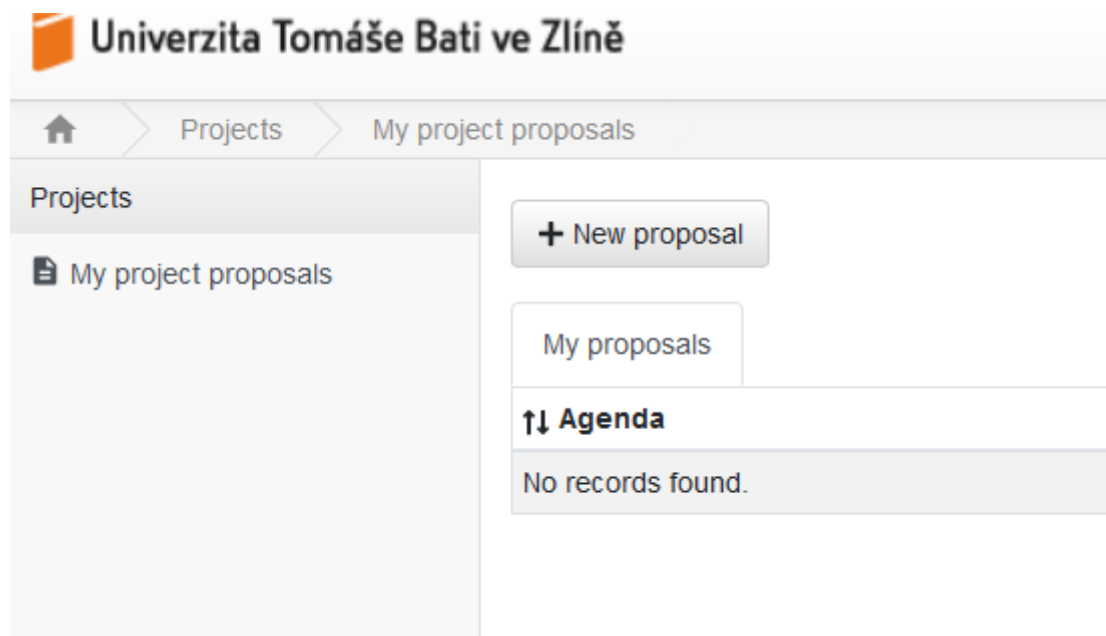

Fig. 1: Creating a new application - click on "New proposal"

Note: The application is being continuously developed, so there may be slight differences in the application compared to the screenshots.

Fig. 2: Creating a new application - selection of the competition. Click to select the relevant competition (the entered deadline is just a sample). If you have a Czech version of the site, you will be automatically switched to the English version.

Projects

📄 My project proposals

Poll

📄 Polls

New proposal

Juniorské granty UTB ve Zlíně

No records found.

☑ ▾	**Attachment**	**↑↓ Description**
	No records found.	

《 Collapse sidebar

ⓧ ➔

Fig. 3: Creating a new application – confirm the creation of your application with the arrow at the bottom right.

Projects > My project proposals > New proposal

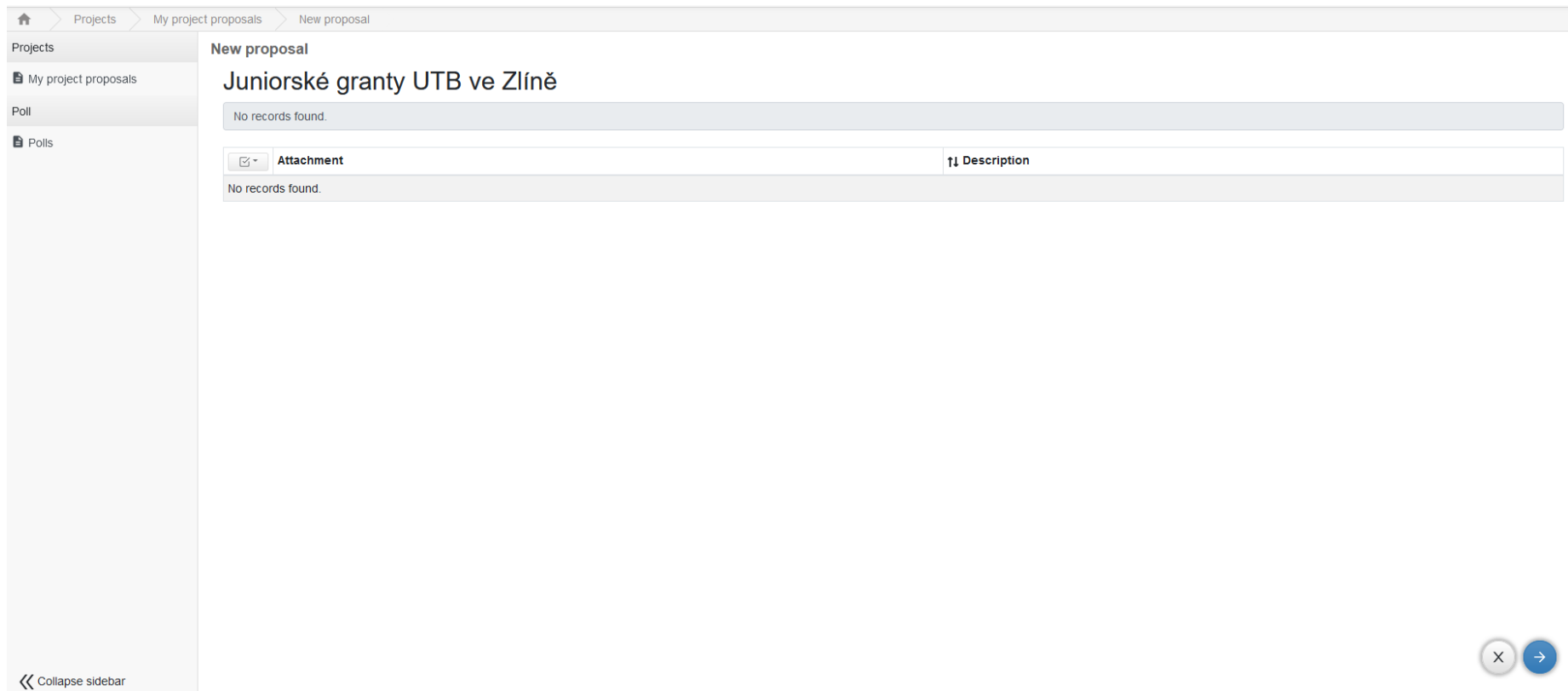**Projects**

📄 My project proposals

Poll

📄 Polls

New proposal

☰ Agenda call

Tender

Juniorské granty UTB ve Zlíně

Owner

Project name

Project number

Component

⚠ ☰

Period

2 years (1.2.2021 - 31.1.2023)

« Collapse sidebar

✕ →

Fig. 4: Creating a new application – basic data. The name of the project must be added, and, if the component part (faculty) is not filled in automatically, it must be selected from the list (to the right of the "Component" field).
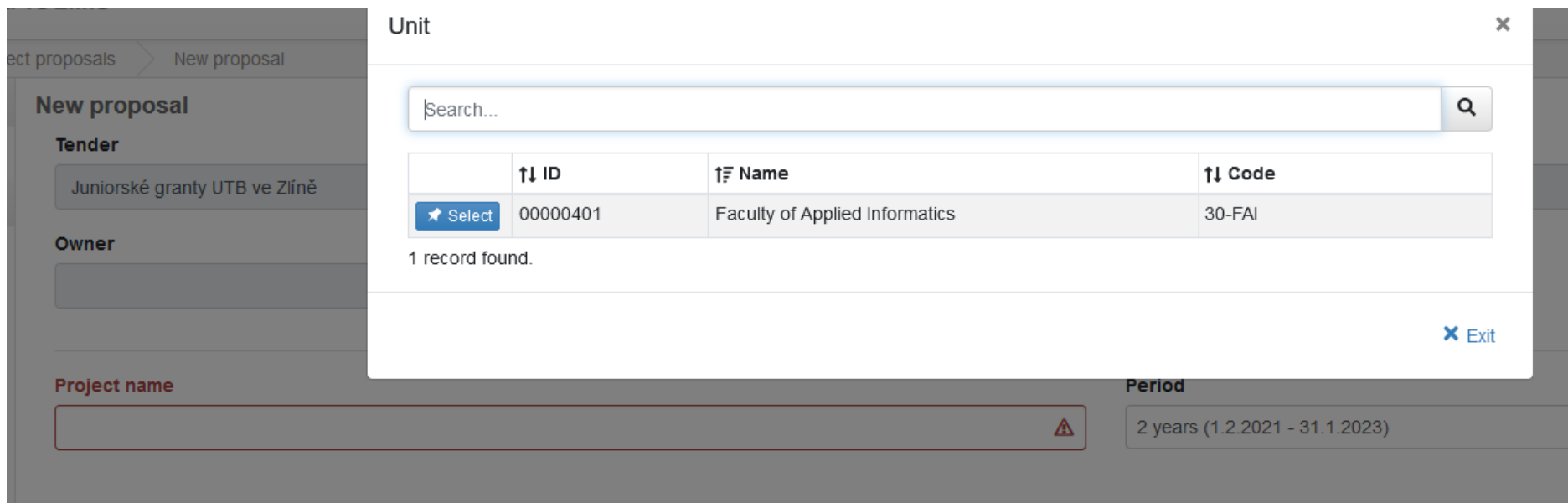
Fig. 5: Creating a new application – component part selection panel. Click "select" to confirm.

New proposal

Tender

Juniorské granty UTB ve Zlíně

Project number

Owner

Component

30-FAI

Project name

My beautiful polymers

Period

2 years (1.2.2021 - 31.1.2023)

Fig. 6: Creating a new application – enter the project name. Click on the arrow at the bottom right to confirm, which will create the application. The duration of the project is generated automatically. At the same time, the project is automatically assigned a project number.

Project proposal: My beautiful polymers

✔ Check ☰ Agenda call ⬇

| Information | Research team | Finance | Attachments |

Tender

Juniorské granty UTB ve Zlíně

Project number

JUNG-2020-016

Owner

Ing. Michal

Component

30-FAI ☰ ✕

Status

In development

Project name

My beautiful polymers

Period

2 years (1.2.2021 - 31.1.2023)

Annotation   Expand field

Colaborate units

Not selected +

FORD fields

➤ Submit

⊡ 💾

Fig. 7: Basic information about the project. The application contains four main TABS (Information, Research Team, Budget, Attachments). After previous confirmation (Fig. 6), the principal investigator, who creates the application, is automatically added. Here, it is necessary to enter the annotation, select scientific areas (FORDs) and select cooperating component parts (faculties). Note: Because of GDPR, all surnames and Employee ID numbers have been deleted in the screenshots.
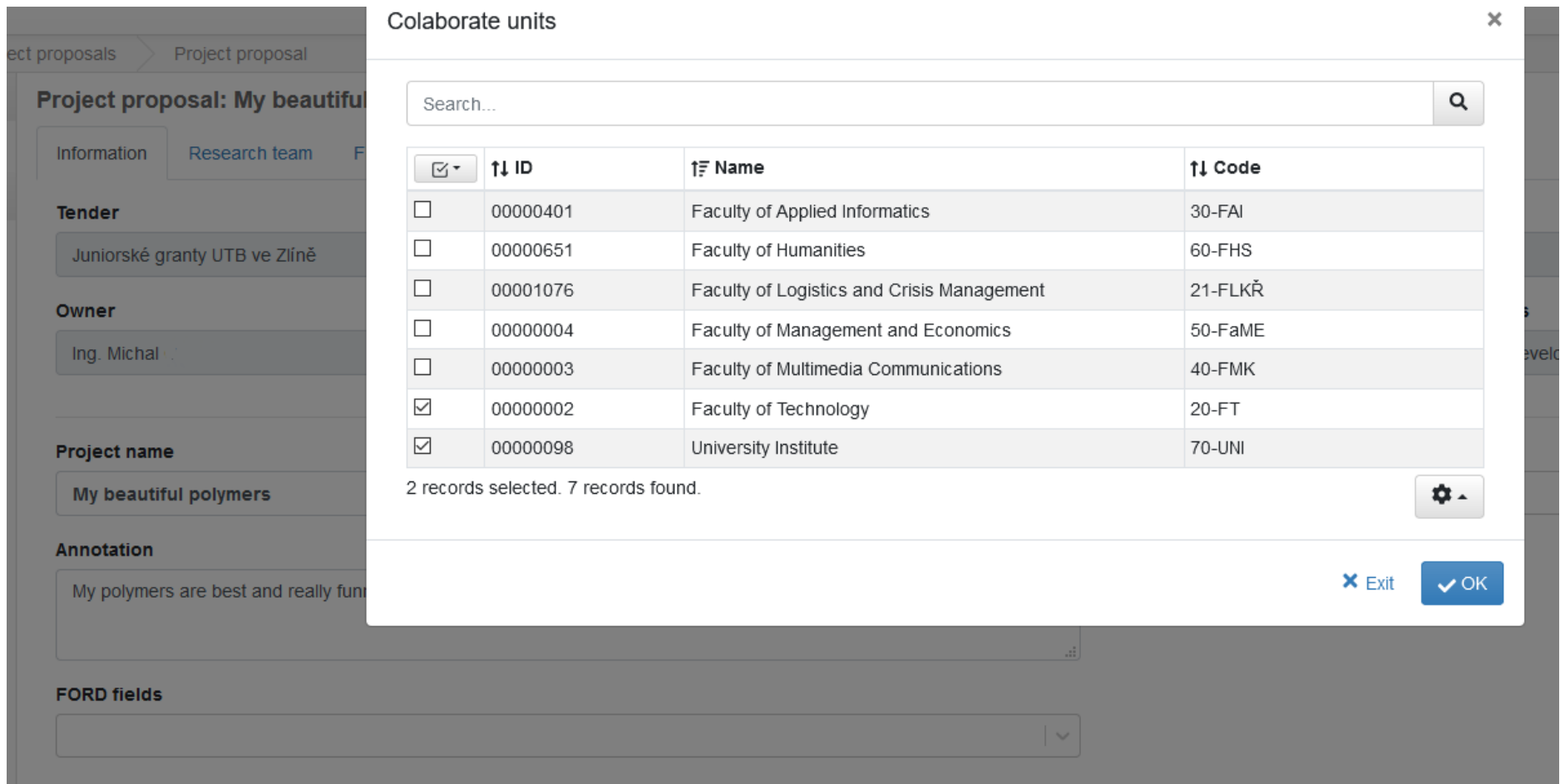
Fig. 8: "Information" tab - select collaborating units from the list. It is possible to tick multiple items.

Project proposal: My beautiful polymers

✓ Check ☰ Agenda call ⬇

| Information | Research team | Finance | Attachments |

Tender

Juniorské granty UTB ve Zlíně

Project number

JUNG-2020-016

Owner

Ing. Michal

Component

30-FAI ☰ ✗

Status

In development

Project name

My beautiful polymers

Period

2 years (1.2.2021 - 31.1.2023) ⌄

Annotation   Expand field

My polymers are best and really funny!

Colaborate units

University Institute ✗   Faculty of Technology ✗   +

FORD fields

SCI > 1.1 Mathematics
SCI > 1.2 Computer and information sciences
SCI > 1.3 Physical sciences
SCI > 1.4 Chemical sciences
SCI > 1.5. Earth and related environmental sciences
SCI > 1.6 Biological sciences
SCI > 1.7 Other natural sciences
ENG, TECH > 2.10 Nano-technology
ENG, TECH > 2.11 Other engineering and technologies
ENG, TECH > 2.1 Civil engineering

⌄ Load more records

Fig. 9: "Information" tab - selection of FORD from the code list. You can select multiple items one after the other.

Project proposal: My beautiful polymers   ✔ Check ☰ Agenda call ⬇ ⋮

| Information | Research team | Finance | Attachments |

Tender

Juniorské granty UTB ve Zlíně

Project number

JUNG-2020-016

Owner

Ing. Michal

Component

30-FAI ☰ ✖

Status

In development

Project name

My beautiful polymers

Period

2 years (1.2.2021 - 31.1.2023) ⌄

Annotation   Expand field

My polymers are best and really funny!

Colaborate units

University Institute ✖   Faculty of Technology ✖   ➕

FORD fields

SCI > 1.4 Chemical sciences ✕   ENG, TECH > 2.10 Nano-technology ✕   ✕ | ⌄

➤ Submit   ⎆ 💾

Fig. 10: "Information" tab - completely filled in, the annotation is also entered (limited to 2,000 characters). Entered data must be saved (blue button at the bottom right).

Fig. 11: "Research team" tab – it is necessary to select other investigators and mentor(s) by clicking on the relevant button: "Student Ph.D." or "Mentor".

Internal team member detail ✕

Position

Student PhD.

Person   **Workplace** ❓

[   ] ⚠ ☰   [   ]

                                                              Work capacity

☑ Activity for the whole duration of the project   0.20

        Email
☑ Contact person   [   ]

                                                    ✔ not changed   ✖ Exit

Fig. 12: "Research team" tab – selection of other investigators. Click on the selection button (on the right at the end of the "Person" field).

Fig. 13: "Research team" tab – selection of other investigators – next step. For Faculty selection, select the appropriate faculty from the list (at the end of the row), then click on Filter.

Fig. 14: "Research team" tab – selection of other investigators – next step. Use the "select" button to select another investigator and then confirm with the "OK" button.
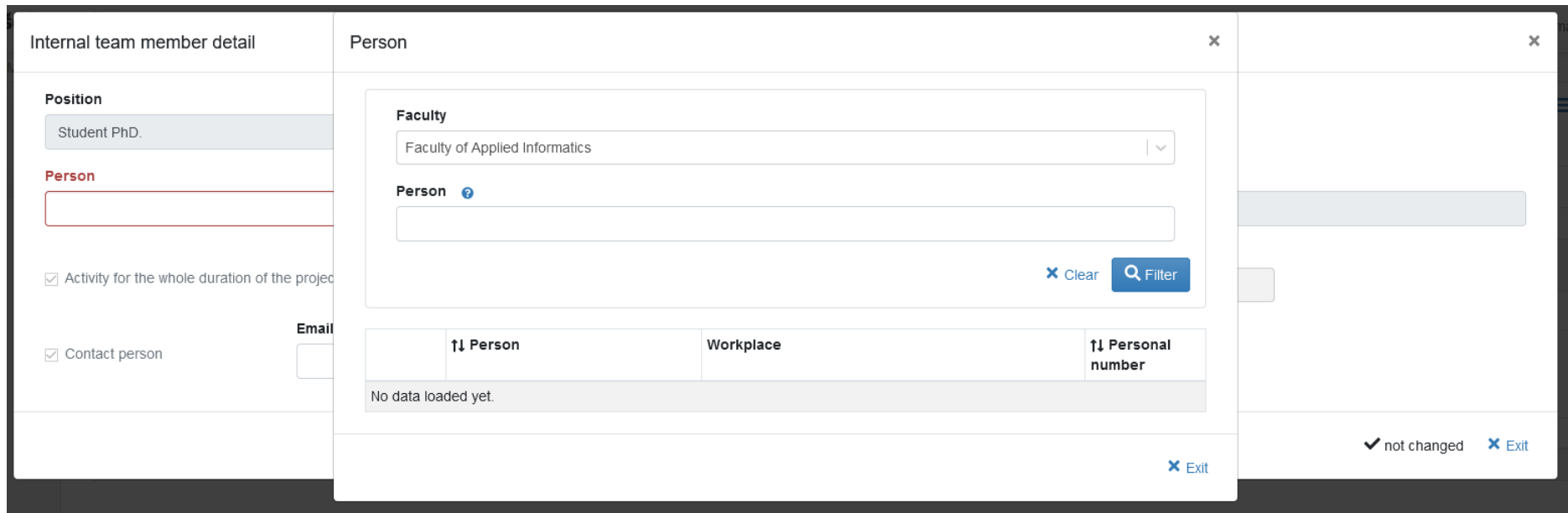
Project proposal: My beautiful polymers

✔ Check ≣ Agenda call ⤓

| Information | Research team | Finance | Attachments |

Principal investigator

↑↓ Position	Person	Relation	Contacts
Main researcher	**Ing. Michal** Personal number:	30170: The Department of Electronics and Measurements already in relation	E-mail: @fai.utb.cz

Internal team members

[+ Student PhD.] [+ Mentor]

↑↓ Position		Relation	Contacts
Student PhD. ❓	This record is not saved	20110: Department of Physics and Materials Engineering already in relation	E-mail:
Student PhD. ❓	For a validity check, the record needs to be saved. Personal number: A15404	30140: The Department of Informatics and Artificial Intelligence already in relation	E-mail:

➤ Submit

Fig. 15: "Research team" tab – selection of other investigators. Two students are currently selected, but there is a question mark next to their names, which means that they were not saved. The selection must be confirmed by saving (blue button at the bottom right).

Project proposal: My beautiful polymers ✔ Check ☰ Agenda call ⬇ ⋮

| Information | Research team | Finance | Attachments |

Principal investigator

↑↓ Position	Person	Relation	Contacts
Main researcher	**Ing. Michal** Personal number:	30170: The Department of Electronics and Measurements already in relation	E-mail: ˙ ˙ @fai.utb.cz

Internal team members

[+ Student PhD.] [+ Mentor]

↑↓ Position	Person	Relation	Contacts
Student PhD.	**Mgr. Roman** Personal number: ˙	20110: Department of Physics and Materials Engineering already in relation	E-mail: -
Student PhD.	**Ing. Pavel** Personal number:	30140: The Department of Informatics and Artificial Intelligence already in relation	E-mail: @fai.utb.cz
Mentor	**Ing. Jan** Personal number: .	30140: The Department of Informatics and Artificial Intelligence already in relation	
Student PhD.	**Ing. David .** Personal number: ˙ -	17-CPS: Centre of Polymer Systems already in relation	

[➤ Submit]

⮞

Fig. 16: "Research team" tab – repeat the previous step as needed, select the mentor(s) in exactly the same way. When you hover your mouse over a person, a trash can symbol will appear in the row. This will delete this person.

It is also possible to continuously check what we have filled in so far - the "check" button on the top right.

Check result ✕

- The amount of the item Travel costs has to be filled in.
- The amount of the item Material has to be filled in.
- The amount of the item Overhead costs has to be filled in.
- The amount of the item Services has to be filled in.
- The amount of the item --------------------- has to be filled in.
- The amount of the item Unit cost has to be filled in.
- The amount of the item Other costs has to be filled in.
- The amount of the item Mentor's personal costs has to be filled in.
- The amount of the item Researcher personal cost has to be filled in.
- Atachment of type 'Main scientific part' is required in projects.
- Atachment of type 'Names and statements of student´s supervisors' is required in projects.
- Atachment of type 'Signed CV´s' is required in projects.
- Atachment of type 'Statutory declaration and authorization by rector' is required in projects.
- Atachment of type 'Statutory declaration about non-identical topic' is required in projects.
- Researcher   Michal is already used in the 3 projects as a researcher (Maximum is 1).
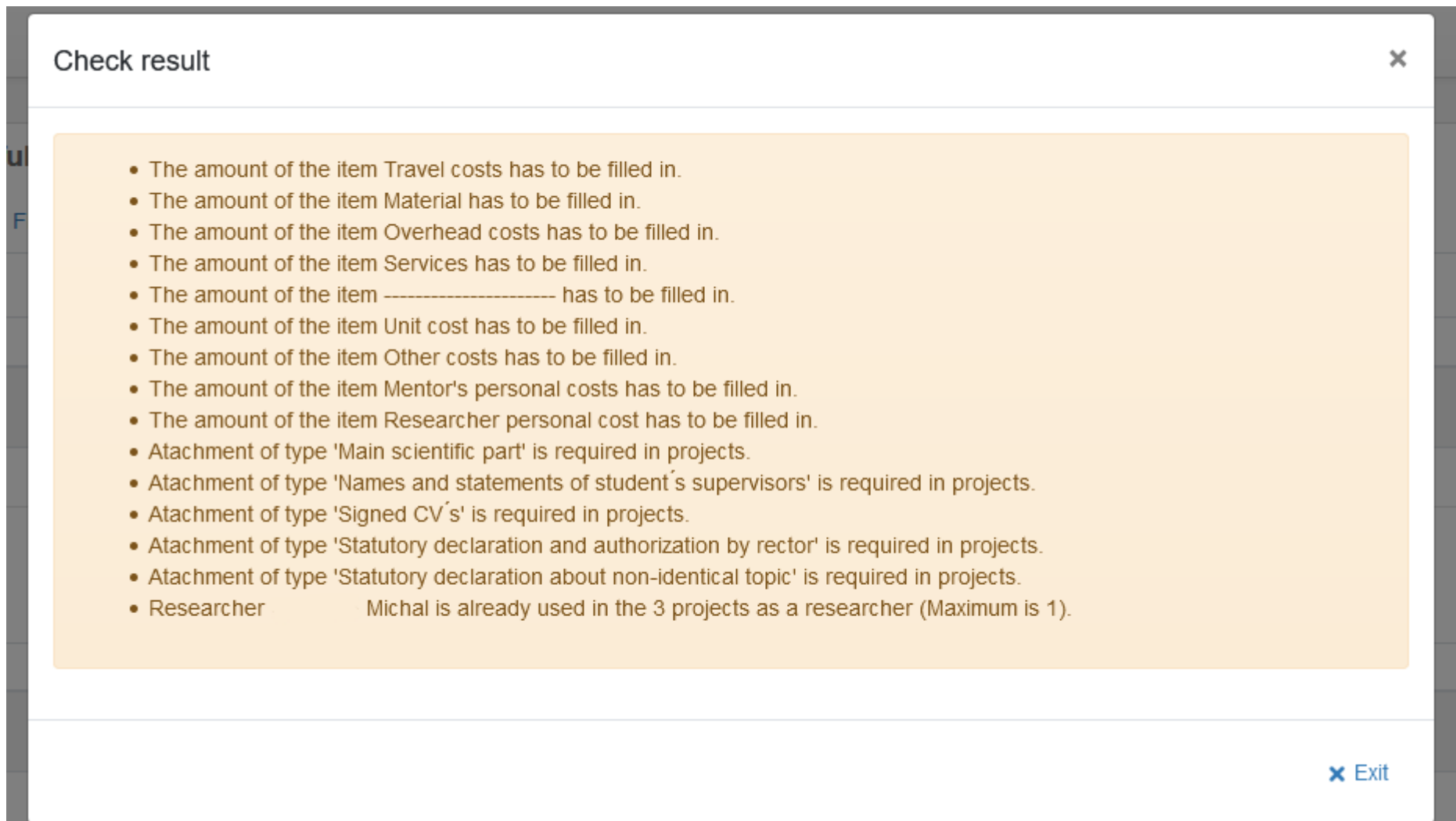
✕ Exit

Fig. 17: Continuous check of the application's completion. It is a list of items (and possible errors) that make it impossible to apply. No error message must appear for a successful submission! The system also checks whether the student is involved in another grant application submitted to the TBU JUNG competition.

Project proposal: My beautiful polymers   ✔ Check ☰ Agenda call ⬇ ⋮

| Information | Research team | Finance | Attachments |

Finance total

| 2,108,304 |

Item	Amount
Unit cost	87,846
----------------------	0
Researcher personal cost	1,232,088
Mentor's personal costs	
Material	
Travel costs	
Services	
Other costs	744,784
Overhead costs	131,432

✎ Open multiple-cell editing

➤ Submit   ⊡

Fig. 18: "Budget" tab - the items Unit cost, Researcher personal cost, Other costs and Overhead costs are filled in automatically and cannot be edited and are calculated according to the number of investigators. You must fill in the remaining items. Filling in other items also decreases the Other costs item by these amounts. For the item "Mentor's personal costs" it is necessary to add the gross salary including compulsory expenses (health and social insurance), i.e. multiply the gross salary by a coefficient of 1.3422.

Project proposal: My beautiful polymers ✔ Check ≡ Agenda call ⬇ ⋮

Information   Research team   **Finance**   Attachments

Finance total

2,108,304

Item	Amount
Unit cost	87,846
----------------------	0
Researcher personal cost	1,232,088
Mentor's personal costs	321,321
Material	200,000
Travel costs	50,000
Services	50,000
Other costs	123,463
Overhead costs	131,432

✎ Open multiple-cell editing

➤ Submit   ⇥ 💾

Fig. 19: "Budget" tab - a sample of a filled-in budget. It must be saved again (blue button at the bottom right).

20

Project proposal: My beautiful polymers

✔ Check   ☰ Agenda call   ⬇   ⋮

| Information | Research team | Finance | Attachments |

Attachments

Other attachments (if necessary):
Obligatory attachments: Signed CV´s, Main scientific part, Statutory declaration and authorization by rector, Statutory declaration about non-identical topic, Names and statements of student´s supervisors

⬆ Drop file here to upload, or browse.

↑↓ Name	↑↓ Attachment type	↑↓ Attachment description	Actions
No records found.			

➤ Submit

Fig. 20: "Attachments" tab. Insert the attachment by clicking in the field "Drop file here to upload, or browse".

Fig. 21: "Attachments" tab - this window will appear when uploading an attachment. For "Attachment type", select the appropriate attachment type from the list. It is also possible to insert a description of the attachment (Attachment description).

Project proposal: My beautiful polymers   ✓ Check   ☰ Agenda call   ⬇   ⋮

| Information | Research team | Finance | Attachments |

Attachments

Other attachments (if necessary):
Obligatory attachments: Signed CV´s, Main scientific part, Statutory declaration and authorization by rector, Statutory declaration about non-identical topic, Names and statements of student´s supervisors

⬆ Drop file here to upload, or browse.

↑↓ Name	↑↓ Attachment type	↑↓ Attachment description	Actions
⌀ Word1.docx	Main scientific part		Edit

➤ Submit

Fig. 22: "Attachments" tab - the first attachment has been uploaded successfully. Don't forget to save (bottom right).

Project proposal: My beautiful polymers

✓ Check ≣ Agenda call ⬇ ⋮

| Information | Research team | Finance | **Attachments** |

Attachments

Other attachments (if necessary):
Obligatory attachments: Signed CV´s, Main scientific part, Statutory declaration and authorization by rector, Statutory declaration about non-identical topic, Names and statements of student´s supervisors

⬆ Drop file here to upload, or browse.

↑↓ Name	↑↓ Attachment type	↑↓ Attachment description	Actions
⬠ Word1.docx	Statutory declaration about non-identical topic		Edit
⬠ Word1.docx	Statutory declaration and authorization by rector		Edit
⬠ Word1.docx	Signed CV´s		Edit
⬠ Word1.docx	Names and statements of student´s supervisors		Edit
⬠ Word1.docx	Main scientific part		Edit

➤ Submit

⬀ 💾

Fig. 23: "Attachments" tab - all attachments uploaded. It remains to check the application (top right "check") and then submit (bottom left).
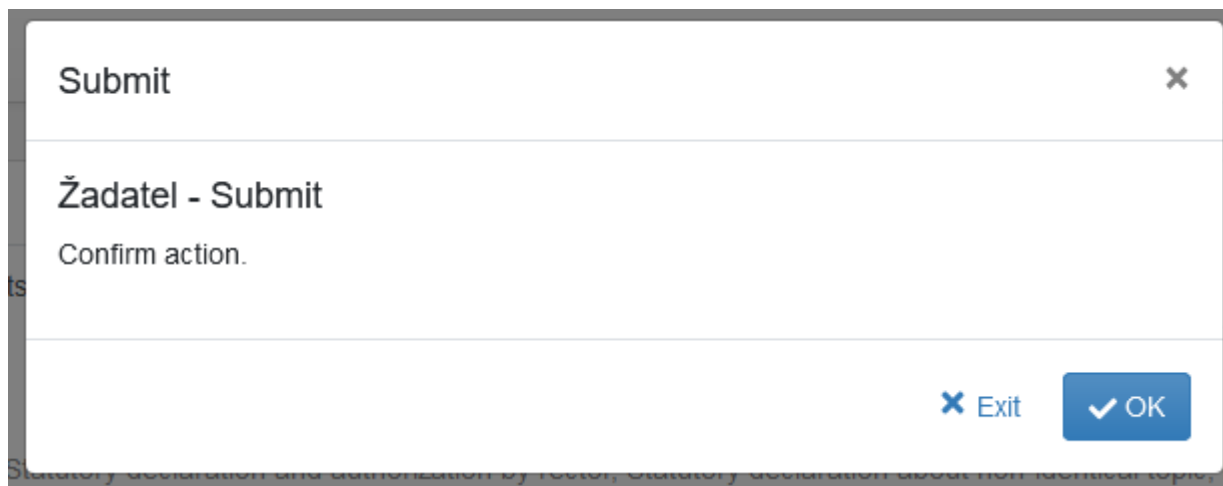
Fig. 24: After clicking on "Submit", it is necessary to confirm the submission of the application by clicking on OK.

Your proposal to has been succesfully submitted.
Thank you.

Back to projects

Fig. 25: Final confirmation that your application has been successfully submitted. Good luck!