


IGRA@UCTP COMPETITION GUIDELINE

Phase 1: PROJECT PROPOSAL SUBMISSION

Go to the URL: <https://verso3.vscht.cz/simplifyworks/epz/projects-my> ...

... and sign in with your UCTP's SSO (single sign on) credentials:

wsso.vscht.cz/idp/profile/SAML2/Redirect/SSO;jsessio

 **VYSOKÁ ŠKOLA
CHEMICKO-TECHNOLOGICKÁ
V PRAZE**

Uživatelské jméno

Heslo

Nepamatovat přihlášení

Smazat předešlé povolení k uvolnění Vašich informací k této službě.

Přihlášení

> Přihlašovací údaje jsou shodné s údaji pro počítačovou síť školy

> Zapomněli jste své heslo?

> Potřebujete pomoc?

(c) VŠCHT Praha, 2018

The electronic application itself and this carefully prepared guideline will guide you step-by step through the submission process. If you are uncertain what to do or if the form field's labels are not clear enough to you, just follow the blue question marks (called "minihelp") on every screen. There's also a lot of application logic in the background in order to minimize the submission process errors.

In case of any problem with the electronic application, please contact us:

- **Veronika Popová**, R&D (Oddělení pro vědu a výzkum), veronika.popova@vscht.cz
- **Alena Tříšková**, R&D (Oddělení pro vědu a výzkum), alena.triskova@vscht.cz

Ready?

Let's go!

Start with clicking the button **+ New proposal**

UNIVERSITY OF CHEMISTRY AND TECHNOLOGY PRAGUE

Home > Projects > My project proposals

MobIS

Projects

My project proposals

+ New proposal

My proposals Other proposals

Agenda Number Title

No records found.

In the next step select the competition (tender) **IGRA@UCTP**

Click on competition table for selection of the competition

IGRA@UCTP

Units	Deadline
VSCHT	2021-02-28 23:59

click

Agenda window is displayed: Information about the IGRA@UCTP competition and a list of tender documentation (Principles, Announcement and a mandatory Template of project proposal in EN with tooltips):

New proposal

IGRA@UCTP

The aim of the Internal Grant Competition of UCT Prague – IGRA@UCTP is to support internationalisation, mobility, interdisciplinary research, development of professional and language competences of researchers and the skills of students of doctoral study programmes.

<input type="checkbox"/>	Attachment	Attachment description
<input type="checkbox"/>	2021_01_06_IGRA_template_EN_final.docx	
<input type="checkbox"/>	Principles of Internal Grant Competition of UCT Prague - IGRA.pdf	
<input type="checkbox"/>	A_V_961_26_2020_IGRA_EN_Call_bt_Decree_20201222.pdf	

[Download all files](#)



Tip: Download IGRA template from the list and continue by clicking on the icon (in the right lower corner of the screen) to continue.

In the next screen fill in **Project name** only...

Tender IGRA@UCTP	Project number
Owner 	Component FTOP
Period 1.5.2021 - 31.12.2022	Project name <input type="text"/> Max: 200 Chars: 0



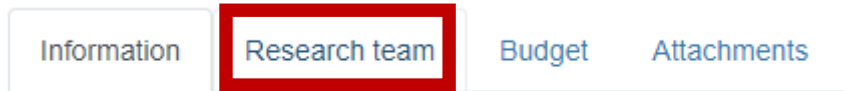
... and continue with the same icon .

Tab “Information”

Now, your project proposal is saved for the first time and all other fields are filled in automatically:

- Tender (=IGRA@UCTP)
- Project number (your project is given the unique number)
- Owner (= Principal investigator = you)
- Component (= your Faculty)
- State (stays as a “Draft “, until you submit the proposal)
- Period (cannot be changed)

Change the tab to “**Research team**” and add all necessary internal team members and also the head of the principal investigator’s department here.



General tips/recommendations

- Always fill in all editable fields, read only fields will be filled in automatically in the next step/steps
- Fill optional **messages** for all participants – their electronic consent will be requested.
- Project submission is only possible after all the participants (and the head of the principal investigator’s department as well) grant the project proposal his/her consent and their status change



- Always **confirm** with the “blue” button:



- You can use the following button (located in the right upper corner of the screen) after every confirmed/saved step – it shows an actual **check-list** of all the actions unfinished/required for submitting:



Team positions

All **PhD students** (including the principal investigator) among other things, must tick both **Honorary statements** to confirm it according to the Principles.

Declaration of deviation from the topic of one’s dissertation

Consent to FTE is less than or equal to 1.0 including of the student grant

Mentors – for each PhD student (including the principal investigator) a mentor must be assigned. The mentor participating in the project is exclusively the supervisor or supervisor-specialist of a particular student according to his/her ISP (can be checked in the e-doktorand system or SIS). Thus, the same mentor can be assigned to more students.

After you've added all the students and mentors to the list, it is necessary to **connect each student with his/her particular mentor**. Click on the student's position name...

Information Research team Budget Attachments Accesses Workflow history

Select the head of the principal investigator's department - his/her electronic consent is requested.

Principal investigator

Position	Person	Relation	Study	Contacts	Consent to participate
Main researcher		FTOP: Department of Gaseous and Solid Fuels and Air Protection already in relation	2. year	E-mail: langr@ders.cz	Granted

Internal team members

+ Student PhD. + Mentor + Head of department

Position	Person	Relation	Study	Contacts	Consent to participate
Student PhD.		FTOP: Department of Water Technology and Environmental Engineering already in relation			Request will be sent

[Submit proposal](#)

... and select proper mentor:

Principal investigator detail 1 of 1 x

Position
Main researcher

Person
LANGR Martin

Workplace
FTOP: Department of Gaseous and Solid Fuels and Air Protection

Researcher (mentor)

Activity for the whole duration of the project

Consent to participate: **Granted**

Year of study
2

Email
 Contact person langr@ders.cz

Topic of a dissertation thesis

Honorary statements

Declaration of deviation from the topic of one's dissertation

The application itself offers supervisors and supervisor-specialists to individual students in a team. If there isn't particular mentor in the offer, please contact the Dean's office.

Head of your department (his/her electronic consent is required as well).

Budget

Information

Research team

Budget

Attachments

Use **Available finances** to itemize between **Travel costs** and **Non-investment equipment, material, services, etc.** All other items are calculated automatically according to tender principles and rules.

Attachments


Information


Research team

Budget

Attachments

Obligatory attachment: **Project proposal in pdf.**

 Agenda call

If you didn't do so, download the project proposal **template** (from  or from <https://www.vscht.cz/research/internal-grant-agency/igra/igra-application>), fill it in in accordance with the tender documentation (Principles and Announcement) and upload it back as an attachment.

Final checking and submitting the proposal

Use the "Check" button again

 Check

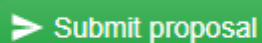
If there is anything missing in your proposal, a check result occurs and tells you what to do.

Check result

×

- The amount of the item Available finances has to be filled in.
- The amount of the item Travel costs has to be filled in.
- The amount of the item Non-investment equipment, material, services, etc. has to be filled in.
- The amount of the item Personal cost has to be filled in.
- The amount of the item Mentor's remuneration has to be filled in.
- The amount of the item Overhead costs has to be filled in.
- Attachment of type 'Project proposal' is required in projects.
- Field 'Declaration of deviation from the topic of one's dissertation' for researcher ██████████ (Main researcher) is required.
- Field 'Description of foreign mobility' for researcher ██████████ (Main researcher) is required.
- Field 'Consent to FTE is less than or equal to 1.0 including of the student grant' for researcher ██████████ (Main researcher) is required.
- Field 'Topic of a dissertation thesis' for researcher ██████████ (Main researcher) is required.
- Researcher ██████████ has no selected mentor.
- The number of researchers at position Head of department must be equals 1.
- The number of researchers at position Mentor must be minimum 1.

After fixing all the missing information, you can finally submit your project proposal...

 Submit proposal

... and you're done. Congratulations!