



**VYSOKÁ ŠKOLA
CHEMICKO-TECHNOLOGICKÁ
V PRAZE**

VIGA A2 UCT Grant Competition

Guide for using the EPZ app for applicants submitting projects

A link to sign in to the app: <https://verso3.vscht.cz/>

The username and password are the same as your username and password to other UCT systems.

Only STUDENTS in 1 – 3 year of study at the faculty corresponding to the selected VIGA A2 faculty competition can submit project applications

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EPZ (Register of projects and contracts)

Basic terminology – Used hierarchy

Programme – **VIGA, PIGA, SIGA**. This is the highest level of division, it consists of definitions of the individual **agendas (competitions)**. *The programme is set up by the system administrator.*

Agenda – eg ‘PIGA 2025_UCT_Pedagogical_Innovative’, “2025_FCE_Disciplinary_A1” = a specific definition of a competition in EPZ in accordance with the required rules of the competition. *The agenda is set up by the system administrator.*

- It defines the timeline milestones of the competition: *opening the agenda for applicants, deadline for submission of applications, termination of the assessment phase.*
- It defines the constituent parts of the university eligible for project submission, the used workflow, rules linked to WF statuses etc.
- It defines the format of the form and the rules guiding the application incl. validations, such as the obligatory completion, financial amounts etc.

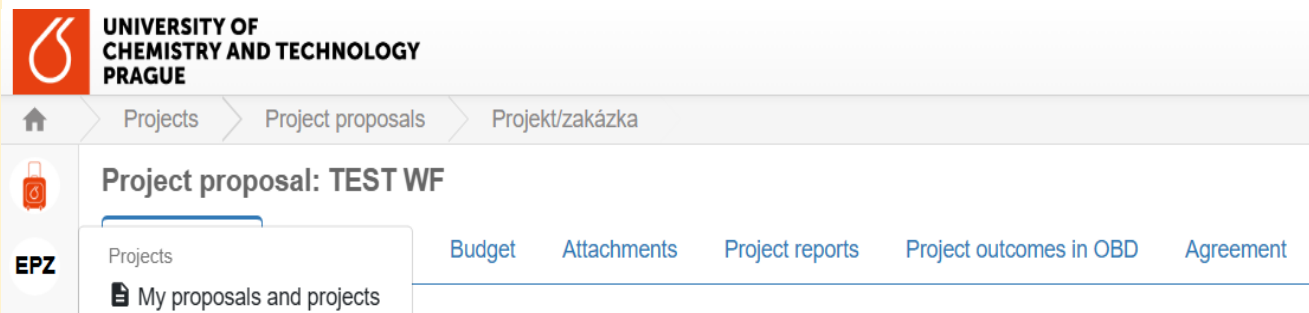
Project – A complete form of the project application, or the implemented project. *The project is completed by the main researcher / Owner, in the course of the approval under the **Evaluated by reviewers status**, the values in columns ‘approved’ can be edited by the Faculty administrator - ie they records changes approved by the FGK and GR.*

Project tabs – They structure the project form into clearly defined, interlinked units (eg basic information, research team=investigators and consenters, budget, final reports, attachments etc).

Basic navigation after signing in to EPZ (= Register of projects and contracts)

Projects (EPZ)

Users with basic rights can see only **My proposals and projects** in the menu. If the user has higher user rights, they can also see **other tabs** that they, however, do not need to work with their application/project.



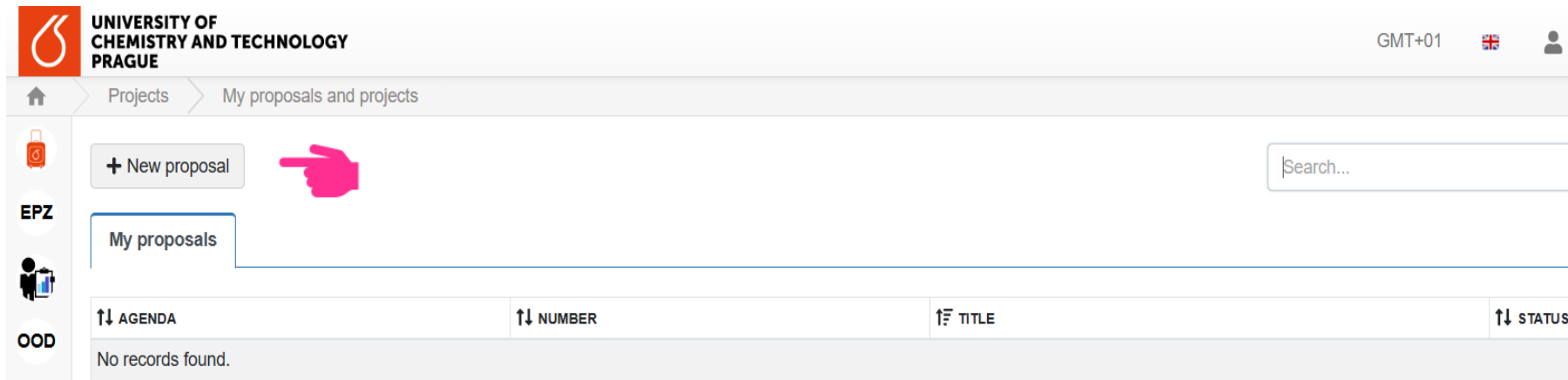
Note: the left-hand menu can be expanded or collapsed by clicking

« Schovat menu



1) How to create new project application

EPZ > My proposals and projects > **+ New project/contract**



The screenshot displays the user interface of the EPZ (University of Chemistry and Technology Prague) portal. The header includes the university logo and name, the time zone (GMT+01), and a user profile icon. The breadcrumb navigation shows 'Projects' > 'My proposals and projects'. On the left sidebar, there are icons for a lock, EPZ, a person with a clipboard, and OOD. The main content area features a '+ New proposal' button, which is highlighted by a pink hand icon. To the right of this button is a search bar labeled 'Search...'. Below the button is a tab labeled 'My proposals'. At the bottom, there is a table with columns: 'AGENDA', 'NUMBER', 'TITLE', and 'STATUS'. The table currently displays 'No records found.'

AGENDA	NUMBER	TITLE	STATUS
No records found.			

a) Selection of agendas to create project application

It will open after clicking **‘+ New project/contract’**

- After signing in, the user will see agendas/competitions for which they qualify as main researcher or member of the research team. PAY ATTENTION to FTEs, which can expand the portfolio of the selection of agendas!
- They will select a competition agenda based on the faculty where they are enrolled in Doctoral studies.
- If the MR selects an incorrect agenda, they will be able to create a project application, they will be automatically filled in as the main researchers but will not be able to select a workplace and submit a project.

 EPZ DOG OOD CPD  ZST »	2023_FCHI_Oborovy_A1 SoučástiUzávěrka VSCHT30.9.2023 23:59	2023_FCHI_Oborovy_A1 SoučástiUzávěrka VSCHT30.9.2023 23:59	2023_FPBT_Oborovy_A1 SoučástiUzávěrka VSCHT30.9.2023 23:59	2023_FTOP_Oborovy_A1 SoučástiUzávěrka VSCHT30.9.2023 23:59
	VIGA-A2-FCHI2023 2023_FCHI_Badatelský_A2	VIGA-A2-FCHT2023 2023_FCHT_Badatelský_A2	VIGA-A2-FPBT2023 2023_FPBT_Badatelský_A2	VIGA-A2-FTOP2023 2023_FTOP_Badatelský_A2
	SoučástiUzávěrka VSCHT30.9.2023 23:59	SoučástiUzávěrka VSCHT30.9.2023 23:59	SoučástiUzávěrka VSCHT30.9.2023 23:59	SoučástiUzávěrka VSCHT30.9.2023 23:59

b) New project/contract – Introductory window with information from the competition administrator

- It will be displayed after clicking on the selected agenda / competition.
- The competition administrator will publish on this screen all important information incl. any attachments.

The screenshot shows a web interface for the University of Chemistry and Technology Prague. The header includes the university's logo and name. Below the header, there are navigation tabs: 'Projects', 'My proposals and projects', and 'New proposal'. The main content area is titled 'New proposal' and displays the title '2025_FCE_Research_A2' and 'Agenda call' in green text. On the left side, there is a vertical sidebar with icons for 'EPZ', 'OOD', and a headset icon. Below the title, there is a table with the heading 'Attachment'. The table contains a list of attachments, each with a checkbox and a link icon. The attachments are: '2021_12_08_Smlouva_IGA_2022.pdf', 'VIGA_Náhradní souhlas vedoucího ústavu_badatelský projekt.docx', 'VIGA_Náhrada el_souhlasu_Čestné prohlášení navrhovatele badatelského projektu.docx', 'Externista_Souhlas s účastí v projektu a GDPR_VŠCHT.docx', 'External Collab_Consent to the participation_GDPR.docx', 'A_N_961_6_2023_Principles_VIGA.pdf', 'A_N_961_5_2023_Grantový řád.pdf', 'A_N_961_5_2023_Grant Regulations.pdf', 'A_N_961_6_2023_Zásady_VIGA.pdf', and 'Předpisy_FCHI_VIGA_2024.pdf'. At the bottom of the table, there is a link 'Download all files'.

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PRAGUE

Projects > My proposals and projects > New proposal

New proposal

2025_FCE_Research_A2

Agenda call

☒	Attachment
☐	2021_12_08_Smlouva_IGA_2022.pdf
☐	VIGA_Náhradní souhlas vedoucího ústavu_badatelský projekt.docx
☐	VIGA_Náhrada el_souhlasu_Čestné prohlášení navrhovatele badatelského projektu.docx
☐	Externista_Souhlas s účastí v projektu a GDPR_VŠCHT.docx
☐	External Collab_Consent to the participation_GDPR.docx
☐	A_N_961_6_2023_Principles_VIGA.pdf
☐	A_N_961_5_2023_Grantový řád.pdf
☐	A_N_961_5_2023_Grant Regulations.pdf
☐	A_N_961_6_2023_Zásady_VIGA.pdf
☐	Předpisy_FCHI_VIGA_2024.pdf

[Download all files](#)

c) New project/contract – Introductory information

- Basic information on creating a new project application. You will create it by clicking this icon 
- The project number will be generated automatically after the project is created.
- The constituent part (Faculty) is filled in by default based on the competition.

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PRAGUE

GMT+01   popovav (POPOVÁ Veronika)

 Projects > My proposals and projects > New proposal

 **New proposal**

☐ Trial proposal

Entered in competition
2025_FCE_Research_A2

Project number

Make project accessible for co-researchers
Whole project 

Constituent part
FCHI

Period
1.3.2025 - 28.2.2026

Project name in Czech [Expand field](#)

Project name in english



d) New project/contract – ‘Information’ tab

- The project application has now been created, the status In preparation will be displayed and you can start completing the application.
- Other fields that must be filled in are in the following tabs:

- 1) **Information**
- 2) **Investigators**
- 3) **Budget**
- 4) **Attachments**
- 5) **Project reports – can be completed only in status Under implementation (slides 33, 34)**
- 6) **Project outcomes in OBD – only becomes relevant in status Under implementation**
- 7) **Agreement**

Note: The names of the tabs in the pictures on the following slides can be different as the application is developed

2) How to complete created project application

Information and controls – sample project

Username of
the signed
person



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PRAGUE

GMT+01 popovav (POPOVÁ Veronika)

Projects > My proposals and projects > Projekt/zakázka

Project proposal: test číslo jedna

Check Agenda call

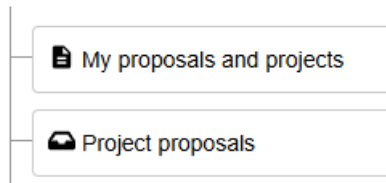
Information Investigators Budget Attachments Project reports Project outcomes in OBD Agreement Sent notifications

Accesses Workflow history

Breadcrumb navigation at the top of the page shows you your location in the app.

Different tabs in project application.

Projects - Sitemap



- **My proposals and projects** – a list of all project applications where I am the user or researcher (ie the main researcher or co-researcher).
- **Project proposals** – a list of all projects in the agenda/competition that I have rights to (users with basic rights will not be able to see it).

✓ Check ≡ Agenda call ↓ ⋮

- **Check** – this will initiate checking/validation of values entered in the fields. In case errors are detected (eg a mandatory field has not been completed), an error message will appear with the description of the error. **WARNING!** The setting of the validations does not allow for all rules in the competition documents at the university/faculty level being checked; the researcher/applicant is always responsible for the formal correctness/errors!
- **Rules** – a shortcut to project/competition documents in the competition.
- **Arrow** – a button that will generate the export file 'VIGA A2 Application', 'VIGA Approved budget' (relevant only in status 'Accepted by GC' and later) and 'VIGA A2 Agreement'.
- **Three dots** – further options of the application – a possibility to Delete the project and a link to 'Follow-up projects' (non-operational)
- **Arrows** for quick movement between project applications, if more applications exist.

a) New project/contract – ‘Information’ tab

Project proposal: test číslo jedna

test environment

Check Agenda call

Information Investigators Budget Attachments Project reports Project outcomes in OBD Agreement Sent notifications Accesses Workflow history

☐ Trial proposal

Entered in competition

2025_FCE_Research_A2

WF status of project

Under preparation

Project number

A2_FCHI_2025_005

Project identifier assigned in EPZ

Constituent part

FCHI

Second faculty (only for inter-faculty projects)

Not selected +

Make project accessible for co-researchers

Whole project

Owner

Mgr. Veronika Popová

Who created the project

Period

1.3.2025 - 28.2.2026

Project type

Faculty project

Project name in Czech

test číslo jedna

Project name in english

test number one

Project goals

1. first goal
2. second goal

> Submit project

Expand field

Expand field

Save button to save changes

Description of fields – ‘Information’ tab

- **Entered in competition** – non-editable field, it shows the name of agenda/competition in which the project is being created.
- **Project number** – automatically generated number of project application.
- **Owner** – name of person who has created the project application.
- **Status** – current status of the project application. It changes automatically after clicking the colourful workflow buttons in the bottom left-hand corner of the project application.
- **Constituent part** – name of faculty where the creator/owner is registered.
- **Period** – firmly set period of project implementation.
- **Project type** – mandatory to choose: faculty or interfaculty project (with participation of investigators from different faculties).
- **Second faculty** – selection is made only in case of interfaculty projects.
- **Name of project in Czech** – mandatory text field, own name of project application in Czech.
- **Name of project in English** – mandatory text field, own name of project application in English.
- **Project goals** – in bullet points. These bullet points will be automatically transferred to the final report form, where you will be required to comment on fulfilling/not fulfilling these bullet points. A more detailed description of goals is a mandatory part of the attachment **Project description**.
- **Text of annotation** – mandatory text field, max number of characters – 1,100.
- **Declaration** – 3 declarations that concern only interfaculty projects.

b) New project/contract – ‘Investigators’ tab – Overview

It is recommended to check the status each time you complete the fields and save your work by clicking „check“

Project proposal: test číslo jedna test environment ✓ Check Agenda call Download More

EPZ Internal co-researchers and other persons that give consent to the implementation of the project
Persons giving consent listed in the section “Other supervisors of PhD students (non-members of the team)” are not included among researchers, validations, etc.

OOD Supervisor/Supervisor-spec. of the main researcher

Person	Relation	Contacts	Other	Consent to participate
No records found.				

External supervisor/Ext. superv.-spec. of the MR

Person	Relation	Contacts	Other	Consent to participate
No records found.				

Student PhD

Person	Relation	Study	Contacts	Other	Consent to participate
Ing. Lukáš Mrazík ⓘ Personal number: 14142	FCHl: Department of Mathematics, Informatics and Cybernetics(446) already in relation				 Request will be sent

Print Save



- After moving the cursor over this symbol in the ‘Person’ field, the missing data will be displayed
- To fill in the Main researcher’s supervisor, the supervisor must be selected (the selection includes only their supervisors) and the supervisor must give their consent. The request is sent after saving by this button  in the bottom right-hand corner.
- If the desired supervisor is not included in the selection, contact the Dean’s Office as this person has not been entered in SIS as the student’s supervisor-specialist.

New project/contract - 'Investigators' tab – Description

On the 'Investigators' tab, the owner, usually the Main researcher on the project, enters the members of the research team (RT). First they have to enter the students and click **SAVE**, after that the selection will include their supervisors and supervisors-specialists from SIS. Řešitelský tým je rozdělen do 2 skupin:

1. **Main researcher (MR):** the data of the user who has created the project application will fill in automatically
2. **Internal co-researchers and other persons that give consents to the implementation of the project:**
 - a) Supervisors/supervisor-spec. of the main researcher – selection of persons entered for the PhD student (MR) in SIS
 - b) External supervisor/ supervisor-spec. of the main researcher – selection of persons entered for the PhD student in SIS
 - c) Student PhD
 - d) Student Master's
 - e) Academic or research worker
 - f) Other supervisors of DSP students (not members of the team)

For each member of the research team, a dialogue window will be displayed in which the name of the person/supervisor is selected from a code list. Other data will be filled in automatically and cannot be later edited.

After a person is selected from the code list, a window with information about an email notification to confirm their participation in the project that will be automatically sent to the selected person is displayed. A message with further information can be added.

The dialogue window is the same for all groups:

- **Person** – for MR, the field is filled automatically with the creator's data, for other members of RT, a selection must be made from the code list.
- **Workplace** – a selection of workplaces based on the employment contract of the user, a mandatory field.
- **Participation for the whole duration of the project** – the default setting for the field is YES, after the tick is removed, you will be required to fill in the period of participation FROM – TO.
- **Contact person** – non-editable field.
- **Email** – will be filled in automatically based on the selected person after saving.
- **Funds per team member** – amount of remuneration according to the rules of the competition.

Note: for students, the 'year of study' will also fill in automatically

A member of RT is added to the project by clicking:

+ Školitel / školitel spec. hl. řešitele

'Investigators' tab – Dialogue window of researcher to be filled in

Student PhD ×

Person * Code list/ list of persons

Workplace ?

☒ Activity for the whole duration of the project

☒ Contact person **Email**

Year of study

Funds per team member

↑↓ Year	↑↓ Scholarship
Detail	

✓ Content unchanged ✕ Leave ✓ Confirm After editing, click Confirm

'Investigators' tab' – Electronic consent of proposed researchers

- Each proposed member of the research team is automatically requested to confirm/reject 'Consent to participate' in the implementation of the project – a notification is sent to their email which includes a link to view the project application. The notification can also include a comment – a message from the main researcher attached to the request.
- Given/rejected consent of a member with their participation is sent in an email notification to the Main researcher.
- The nominated member enters their decision to participate/not participate in a project in the 'Investigators' tab by selecting action:



- If the nominated person has not yet replied, the following attribute is displayed:

Request will be sent

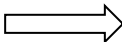
- If the consent has been given, the following attribute is displayed:

Granted

'Investigators' tab' – Finances

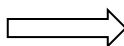
Funds per team member

- It can be entered by clicking the researchers after the research team has been saved and electronic consent given. It is automatically filled from the Budget tab.



- After the salaries have been set, a check must be made by clicking [Check](#) see p10.

- The system performs many checks based on the rules of the competition, but not all checks – it only checks sums in one project, not across projects, eg: sum limits for salaries based on the role in the team, composition of the research team, ratios between salaries of students and academicians etc.



- The project application must be modified based on the check results.

Funds per team member

1 of 1 ✕

Scholarship

✓ Content unchanged ✕ [Leave](#)

Check result

✕

- Investigators
 - Principal researcher's workplace required. ↗
 - It is necessary to fill in the researcher's POPOVÁ Veronika (Main researcher) theme of the final work. ↗
 - It is necessary to fill in the researcher's POPOVÁ Veronika (Main researcher) year of study. ↗
 - Researcher Popová Veronika has no selected mentor. ↗
 - It is necessary to fill in the researcher's MRAZÍK Lukáš (Student PhD) year of study. ↗
 - Person MRAZÍK Lukáš, Ing. has not yet granted their consent to participate. ↗
 - The number of researchers at positions External supervisor/Ext. superv.-spec. of the MR, Supervisor/Supervisor-spec. of the main researcher must be equals 1 to date 2025-03-01. ↗
- Budget
 - Field 'Justification of the financial requirements of the budget' is required. ↗
- Attachments
 - Attachment of type 'Project proposal' is required in projects. ↗
- Agreement
 - Field 'I agree with the text of the Agreement given in the Rules of this comp. and with concl. the Agreement after the accept. of the Impl. with the appr.fin' is required. ↗

✕ [Leave](#)

c) New project/contract – ‘Budget’ tab

Project proposal: test číslo jedna

Check Agenda call 1 of

Information Investigators **Budget** Attachments Project reports Project outcomes in OBD Agreement Sent notifications

EPZ OOD

Approved financial resources

Justification of the financial requirements of the budget

Fill in brief justification of the financial requirements here.

Expand field

IFIS contract number

0000

Item

Operating costs	6,000
Material costs	1,000
Service costs	2,000
Travel costs	3,000
Personnel cost	0
Salaries for academic personnel – internal employees	0
Student scholarships	0
Social and health insurance	0
Agreement to Complete a Job (DPP) – external collaborators	0
Additional overheads	2,383
Total	8,383
Salaries of non-students - total	0

> Submit project

Open multiple-cell editing

Buttons for multiple-cell editing/ modification of amounts in the budget.

Mandatory text field for commentary, max 1,000 characters

Non-editable field. After the project is accepted for implementation, the contract / fund number of the project from iFis is filled here.

Button for multiple-cell editing/ modification of amounts in the budget. Only amounts in Operating costs can be edited. Amounts in Personnel costs will be filled from the Investigators tab, other amounts are culculated automatically.

d) New project/contract – ‘Attachments’ tab

- The app requires one mandatory attachment called ‘**Project description**’. The project cannot be submitted unless it is attached.

The project description is presented as an attachment max 7 A4 pages long (font size max 12pt, single spacing, page margins 2cm) and it must include the following:

- summary of the current state of knowledge incl. literature and other references,
- project plan – what and how will be solved, what results the implementation of the project will bring,
- information about the readiness of the applicant, the research team and the research workplace – eg available instrumentation,
- justification of financial requirements (eg purchase of low-value tangible assets, expected participation in conferences, etc),
- publishing activities of the applicant – max 5 most important works.
- The attachment can be dragged and dropped to the app, or uploaded from the device.

All persons entered in the ‘Investigators’ tab, if they cannot give their consent electronically for technical reasons, will give their consent by attaching a completed and signed form that is available in the app in the upper right-hand corner under the ‘Rules’ icon. **For correct procedure, contact the competition administrator.**

e) New project/contract – ‘Project reports’ tab

- At the end of project implementation, a **Project final report** must be created and submitted in the app
- The whole process from generating the Report template, its completion, submitting and possible modifications to its assessment and approval is done electronically in the app
- The button for generating the final report will appear after the process of assessment is completed and the project is transferred to the ‘**Under implementation**’ status
- The process is described below in section 7) Final report

e) New project/contract – ‘Project reports’ tab

 Projects > My proposals and projects > Projekt/zakázka

 EPZ

 OOD



Project proposal: test číslo jedna

[Information](#) [Investigators](#) [Budget](#) [Attachments](#) **[Project reports](#)** [Project outcomes in OBD](#) [Agreement](#) [Sent notifications](#)

The button for generating the final report will appear in the implementation phase of the project.

The button for generating the final report will appear on this tab after the completion of the approval process of the project application and the transition of the project to "Under implementation" stage.

After pressing this button the final report form will be generated and a link will be saved on this tab to access and complete the form. You can open the report form by clicking the link.

You can enter the required information in the form and submit the final report by clicking **"Submit final report"**.

Here, after submitting the final report, you will finish the implementation of the project by pressing the **"Outcomes for evaluation"** button.



2023 FCE VIGA_A2 Final report of research project

The button for generating the final report by the main researcher – it becomes active in the UNDER IMPLEMENTAION status (or after the project's early termination has been approved)

↑↓ Title	↑↓ Status	↑↓ Deadline	↑↓ Identifier ⓘ
No records found.			

f) Project detail – ‘Project outcomes in OBD’ tab

If the outcomes with the project identifier are saved in OBD, they will be automatically filled in this tab in the **Under implementation** status. The data is transferred once in 24h.

Project proposal: test číslo jedna

[Information](#)[Investigators](#)[Budget](#)[Attachments](#)[Project reports](#)[Project outcomes in OBD](#)[Agreement](#)

Outcomes are automatically generated from the OBD database.

↑↓ Year**↑↓ Autoclass****Citation**

No records found.

g) 'Agreement' tab

- In this tab the main researcher is informed about their duty to conclude an **'Agreement on the terms and conditions of the use of financial support for a research student scientific project accepted for realization by the Internal Grant Agency of UCT Prague'**, hereinafter referred to as the 'Agreement'.
- Before the project application is submitted, the text of the agreement must be accepted by ticking the box at the bottom of the tab (see the following slide).
- After the Agreement is accepted by the UCT Grant Council (hereinafter referred to as 'GC'), the Main researcher will conclude the Agreement electronically by clicking the Workflow button **'I wish to conclude the Agreement and I accept the implementation'**. The Agreement and approved financial budget (approved amounts) will be automatically generated as files in the Attachment tab.

New project/contract – ‘Agreement’ tab

Information Investigators Budget Attachments Project reports Project outcomes in OBD **Agreement** Sent notifications [Accesses](#) [Workflow his](#)

Financing of the implementation of this project is conditioned upon concluding:

AGREEMENT on the terms and conditions of the use of financial support for a research student scientific project accepted for realization by the Internal grant agency of UCT Prague (hereinafter the “Agreement”) (in compliance with Section 1746 paragraph 2 of Act No. 89/2012 Coll., the Civil Code, as amended)

1. The text of the Agreement can be viewed or downloaded on the top right under the “Agenda call” icon; **before submitting the project, the text of the Agreement must be approved by ticking the consent box below.**
2. The Agreement is concluded only after the application is accepted for financing by the UCT Grant Council (after the evaluation of applications is completed).
3. You will conclude the Agreement electronically after the project is accepted for financing by pressing the “**Click to conclude an agreement and accept the implementation**” button.
4. By pressing the “**Click to conclude an agreement and accept the implementation**” button, the approved data from the application will be entered in the Agreement form and a pdf of the Agreement will be generated which will be available for download in this application
5. **The financial budget approved by the Grant Council will become an attachment to the Agreement; by pressing the button you confirm that you accept the implementation in accordance with the approved financial resources.**
6. The date of the signature is the date when the Agreement is generated.
7. The following data will be entered in the Agreement from this application:

1. Agreement number ?

Číslem smlouvy je “Číslo projektu”, uvedené na záložce “Základní informace”

3. Project title ?

“Název projektu” uvedený na záložce “Základní informace”

5. Duration of project ?

Dobou trvání projektu je “Období”, uvedené na záložce “Základní informace”

2. Main researcher of the project ?

“Hlavní řešitel” uvedený na záložce “Řešitelé”

4. Project number ?

“Číslo projektu”, uvedené na záložce “Základní informace”

☐ I agree with the text of the Agreement given in the Rules of this comp. and with concl. the Agreement after the accept. of the impl. with the appr.fin. ?

➤ Submit project



3) Submitting project application

After clicking  the system will check that the project application has been completed correctly and in full in accordance with the set auxiliary checks (the setting may not cover all limits set forth in the university and faculty announcement – this is the MR's responsibility!).

- If the set checks are met, the project is handed over to the approvers.
- The main researcher will receive an email notification about the successful submission of the application.
- They will see the submitted application in the EPZ list/My proposals and contracts.

If the requirements are not met, the Check results will be displayed: an overview of the things that must be adjusted **as a minimum**.

Projects and contracts – submitted project application on the My projects and contracts list

My proposals			
1 proposal found.			
↑↓ AGENDA	↑↓ NUMBER	↑ TITLE	↑↓ STATUS
VIGA-A2-FCHI	A2_FCHI_2025_005	🕒 test číslo jedna	Under preparation

1 proposal found.

Setting of columns display



4) Approval and assessment process for project application

- The Faculty administrator can return the application to the Main researcher for revision (the MR will receive an email with instructions and will resubmit the application after revision).
- Financing for researchers, budget may be modified.
- The evaluation reports of the reviewers and the Faculty administrator will be available in the detail of the project only after the competition ends:

Project proposal: Aplikace metod fyzikální chemie v environmentálním, materiálovém a farmaceutickém výzkumu

 Edit

 Check

 Agenda call

 Display protocols

Information

Investigators

Budget

Attachments

Project reports

Project outcomes in OBD

Sent notifications

Ac

- **Project application rejected:** The project application is closed, the **Rejected by GS** status is displayed.
- **Project application accepted for implementation:** The status of the application changes to **Accepted by GS**.
- The Main researcher is always informed about the result of the evaluation of the project application by an email notification.

Project accepted for implementation by MR

1. If the project is recommended for implementation by the Grant Council, the project status will change from **'Submitted'** to **'Accepted by GC'**. The main researcher will be informed by an automatic email notification.
2. Approved budget will be generated in the Attachment tab.
3. The main researcher will now confirm the actual implementation of the project by clicking the **'I wish to conclude the Agreement and I accept the implementation'** button or they will **reject** it and the project will not be implemented.
4. If they click the **'I wish to conclude the Agreement and I accept the implementation'** button, the electronically signed *Agreement on the terms and conditions of the use of financial support* in PDF will be generated in the Attachment tab and will be available for download under the 'Rules' button. The details of the project (name, number etc) will be filled from the 'Basic information' tab.
5. After that the administrator will do the necessary tasks (**will assign contract in iFIS to the project**) and will submit the project to the main researcher for implementation → project status **'Under implementation'**.

NEXT SLIDES WILL BE TRANSLATED LATER. ☺

5) Project 'Under implementation' – Request change

- At any time during the implementation, the main researcher can request a change in the research team, budget, ask for an early termination etc.
- The request is submitted by clicking the WF button 
- The request may be
 - **approved**
 - **rejected**
 - **or additional information may be requested.**
- The main researcher will be informed about the result by a notification.
- In case a change of the type '**Early termination**' is approved, the project must be **properly terminated, ie a Final report must be written and submitted.**

Project 'Under implementation' – Requests for change – description of request

When requesting change, after clicking

Final report submitted

Request change

a dialogue window is displayed where the main researcher will describe the requested change and confirm it. The request is then sent to the **FGC administrator**.

The researcher will receive confirmation.

Request change

Hlavní řešitel - Request change

Confirm action.

Comment

Comment is required

Leave

OK

Project 'Under implementation' – Requests for change - approval

The faculty administrator decides about approval of Request for change and they can:

- Reject the request.
- Approve the request; they will subsequently make the requested changes in the project.
- Request more information that they will describe and that will be sent to the main researcher in an email.
- After each of these steps, the project will return to the **Under implementation** status and the main researcher can submit a request for change again (*after adding the required information or another change*).

If the main researcher requested early termination and it has been approved:

- Project status will change to **Early termination approved**
- **The main researcher will receive notification** and they will proceed in accordance with point 7) **Final report** and close the project in accordance with 8) **Closing of project after submitting Final report**

6) Project 'Under implementation' - Finalisation

The main researcher has two tasks in the **Under implementation** status:

1. **Generate the final report by clicking the button in the **Project final report tab**,**
 - a. Complete the generated form, describe the changes, add mandatory attachments (see the following page).
 - b. Submit the report and in case the faculty administrator returns the report, make the changes as requested.
2. **After submitting the final report**
 - a. Navigate from the final report to the project (using the field with the project number) or open the project **in EPZ** in the My projects and contracts list and click the green button *Final report submitted*

7) Project final report

In the **Project final report** tab

- A form is generated by clicking the button with the name of the final report.
- A **blue** link to the generated report form is displayed.
- By clicking it, the final report form with the data from the project will open.
- An email notification is sent to the Main researcher about the creation of the final report incl. a link to the form in **OOD (General circulation of documents module)**.

Project proposal:

✓ Check ≡ Agenda call ≡ Display protocols ⬇

◀ ▶ 2 of 2

Information Investigators Budget Attachments **Project reports** Project outcomes in OBD Agreement

The button for generating the final report will appear in the implementation phase of the project.

The button for generating the final report will appear on this tab after the completion of the approval process of the project application and the transition of the project to "Under implementation" stage.

After pressing this button the final report form will be generated and a link will be saved on this tab to access and complete the form. You can open the report form by clicking the link.

You can enter the required information in the form and submit the final report by clicking **"Submit final report"**

Here, after submitting the final report, you will finish the implementation phase of the project.

2025 FPBT VIGA_A2 Final report of the research project

Button for generating the report by the Main researcher – active in status Under implementation

↑↓ Title	↑↓ Status	↑↓ Deadline	↑↓ Submission date	
Závěrečná zpráva číslo 2026-0004 (05.01.2026 09:49) projektu: A2_FPBT_2025_06	Created	2026-02-05 23:00		

1 record found.

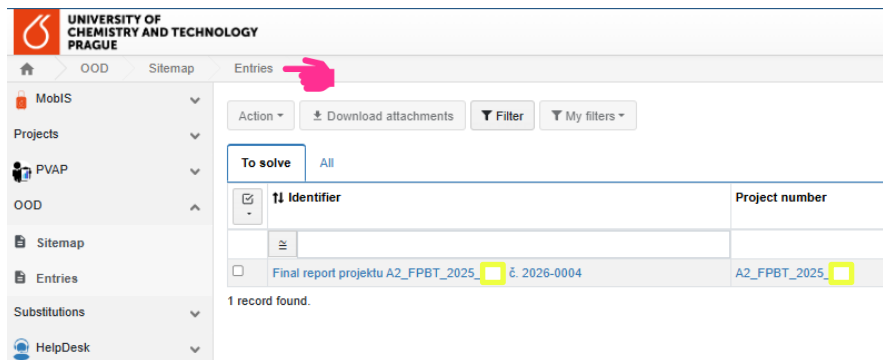
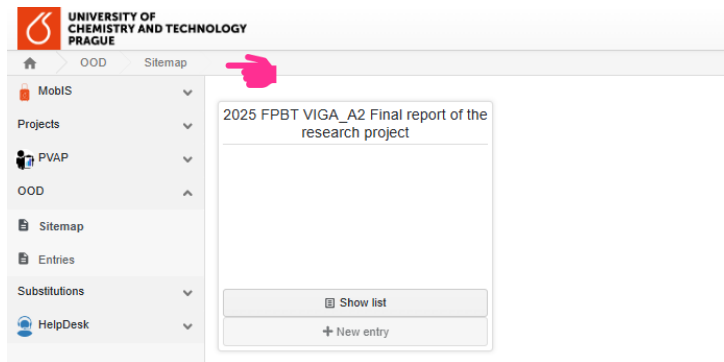
Name of the generated final report, by clicking it the user will open the form (in OOD)

Current status of the final report FORM

a) Final reports (OOD)

Users with basic rights can see only entries to which they have rights in the menu :

- **Sitemap** (entries are structured according to faculties and competitions).
- **Entries** (only entries awaiting my decision are displayed in the To solve tab)



b) Final report form

Basic information including the research team are automatically filled from the project, other information must be filled in.

- Using the arrow in the **Project number** field, you can navigate back to the project.
- The lines in the **Research team table** can be copied, deleted or edited by placing the cursor on the magnifying glass symbol if necessary (when change is needed).
- Report can be printed by clicking
- Mandatory attachments are in the Attachments tab.



- Required: ○ Budget drawing overview - webmail (pdf), ○ Účetní deník - webmail (pdf)
- Optional: Not specified attachment (jpeg, jpg, pdf, png). Drawing by items

📁 Drop files here to upload, or browse. Tip: It is possible to choose multiple files of the same type at once.

CEST (GMT+02) [User Profile]

Home > OOD > Entries > Entry

2025 FPBT VIGA_A2 Final report of the research project - Závěrečná zpráva číslo 2026-0004 (05.01.2026 09:49) projektu: A2_F

Created Identifier
Final report projektu A2_FPBT_2025, č. 2026-0004

Initiator [Field] Created 2026-01-05 9:49 Deadline for submitting report 2026-02-05

Name
Závěrečná zpráva číslo 2026-0004 (05.01.2026 09:49) projektu: A2_FPBT_2025

Report form Attachments History

Project number → A2_FPBT_2025_005 iFIS Project number [Field]

Project title [Field]

Research team

🔍	👤 Name of researcher	👤 Role in the team	📅 Participation FROM /if not stated, was participation throughout the project/	📅 Participation UNTIL /if not stated, was participation throughout the project/
🔍	[Field] Jagdaléna	Hlavní řešitel		
🔍	[Field] Školitel / školitel spec. hl. řešitele	Školitel / školitel spec. hl. řešitele		
🔍	[Field] Student PhD	Student PhD		

Submit the final report

Final report form – Editing data in completed tables

Report form | Attachments | History

Project number: iFIS Project number:

Project title:

Research team:

Help
The investigation team as of the date of generation of this final report is retrieved from the project here. The table can be edited by clicking on the magnifying glass symbol at the beginning of the row.

↑↓ Name	↑↓ Participation FROM /if not stated, was participation throughout the project/	↑↓ Participation UNTIL /if not stated, was participation throughout the project/
Hlavní řešitel		

Options after placing the cursor on the magnifying glass symbol:

- open a line and edit researcher's data
- copy a line
- delete a line

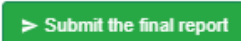


Research team 6 of 8 < > x

Name of researcher	Role in the team
Petr	Akademický nebo vědecký pracovník
Participation FROM /if not stated, was participation throughout the project/	Participation UNTIL /if not stated, was participation throughout the project/

✓ Content unchanged ✕ Leave

c) Submitting final report

By clicking  a check of the correct completion of the Final report will be initiated

- If everything is OK, the report is submitted for approval and the Main researcher will receive an email notification.
- If the report is incomplete, a list of required additional information will be displayed.



Submit the final report

Required fields

Without filling them in, it will not be possible to do the action or save the entry.

- Attachment type Budget drawing overview - webmailer
- Attachment type Účetní deník - webmailer

Required fields or attachment types for doing an action

Without filling them in, it will not be possible to do an action.

- Report form
 - Field 2. Summary of main project outcomes and fulfilled project goals – IN CZECH ↗
 - Field 3. Summary of main project outcomes and fulfilled project goals – IN ENGLISH ↗
 - Field 5. Justification of possible changes in the research team and content of the project ↗
 - Field 6. Justification of use of planned costs ↗
 - Field 7. Comment on main achieved outcomes ↗

Recommended fields or attachment types

It is recommended to fill these fields in. However, the action can be done without filling them in.

- Report form
 - Field Publication outcomes not yet saved in the OBD database ↗

Confirm action.

Comment





d) Approval process of Final report

After the Final report is submitted by the Main researcher, it is checked by the Faculty **administrator** of the competition.

- The Faculty **administrator** can return the report to the Main researcher for revision.
- If this is the case, the Main researcher will receive an email with instructions and will resubmit the report after revision.

If the report is complete, the Faculty administrator will close the Final report by changing the status to:

- Completed under reservation.
- Successfully completed.

The Main researcher is always informed about the decision by an email notification.

8) Closing of project after submitting Final report

The **Final** report and **Project** from which it has been generated are two different forms with different processes, so **after you submit the Final report for approval, you have to open the project and click the green button:**

The screenshot shows a web interface for project management. At the top, there's a header with a logo, a clock icon, and a user profile icon. Below the header, there's a navigation bar with tabs: 'Information', 'Investigators', 'Budget', 'Attachments', 'Project reports' (selected), 'Project outcomes in OBD', and 'Agreement'. The main content area shows a 'Project proposal' field with a yellow border. Below it, there's a section titled 'The button for generating the final report will appear in the implementation phase of the project.' followed by a paragraph explaining the process. At the bottom, there's a green button labeled 'Final report submitted'.

The button for generating the final report will appear in the implementation phase of the project.

The button for generating the final report will appear on this tab after the completion of the approval process of the project application and the transition of the project to "Under implementation" stage.

After pressing this button the final report form will be generated and a link will be saved on this tab to access and complete the form. You can open the report form by clicking the link.

You can enter the required information in the form and submit the final report by clicking **Submit final report**.

Here, after submitting the final report, you will finish the implementation of the project by pressing the **Outcomes for evaluation** button.

2025 FCHT VIGA_A2 Final report of the research project			
11 Title	11 Status	11 Deadline	11 Submission date
Závěrečná zpráva číslo 2026-0011 (23.07.2026 10:58) projektu: A2_FCHT_2025	Under approval	2026-02-05 23:00	

Final report submitted

a) After submitting Final report and closing of Project

- The Main researcher can see the **status** of the process and the result of the approval process in the EPZ app on the **My projects and contracts list** (project) and the **Entries/All** list (final report).
- The Main researcher will receive an email notification about the result of the approval process of the Final report (**Successfully completed** / **Completed under reservation**).