



Other systems

- MENDELU
- Odbor informačních
- technologií
-

Proposal for the IGA grants/projects

Proposal for the grants/projects on the verso3.mendelu.cz portal.


A test proposal was created for explanation only.

The project was randomly established for IGA 2022 PEF Team Projects, the principle is similar for other competitions as well.

Web Login Service

idp.mendelu.cz/idp/proc...SAML2/Redirect/SSO?execution=e5s1

MENDELU

 **Shibboleth.**

Username

Password

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

> Forgot your password?

> Need Help?

Mendel University in Brno
helpdesk@mendelu.cz

When logging into the system at verso3.mendelu.cz you will be redirected to the Web Login Service.

You need to enter the same login information as to UIS.



You are about to access the service:



Shibboleth.

Information to be Provided to Service

uid

uisId

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

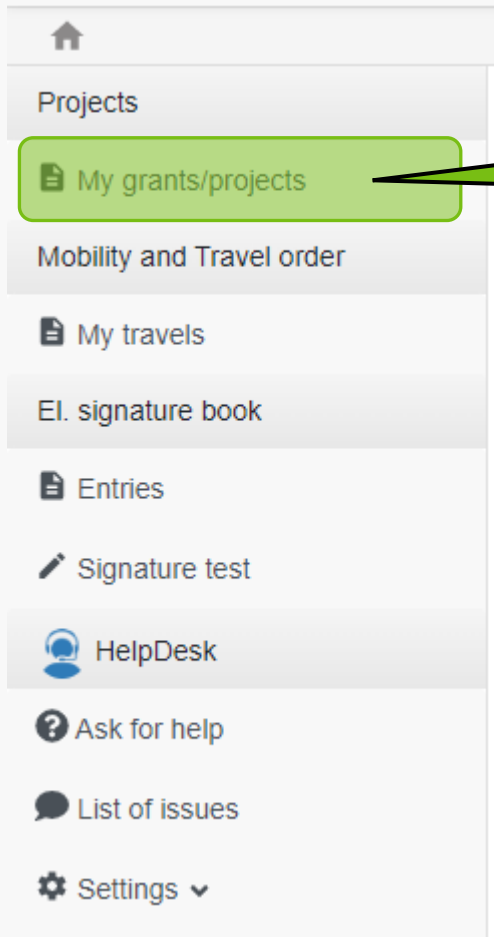
- Ask me again at next login
 - I agree to send my information this time.
- Ask me again if information to be provided to this service changes
 - I agree that the same information will be sent automatically to this service in the future.
- Do not ask me again
 - I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

Reject

Accept

In the case of the first login, you will be asked to grant consent.



Select **My grants/projects** in the side menu.

- Projects
- My grants/projects
- Mobility and Travel order
- My travels
- El. signature book
- Entries
- Signature test

[+ New proposal](#)

My proposals

AGENDA	NUMBER	TITLE	STATES	EPZ ID
--------	--------	-------	--------	--------

No records found.

On the My grants/projects page, click **New proposal**.

IGA

AF-IGA2023-Conf	2023	AF-IGA2023-IP	2023	IGA-FFWT-23-IP-	2023	IGA-FFWT-23-TP-	2023
IGA-AF-Student conferences 2023		IGA-AF-Individual Students Projects (IP 2023)		IGA-LDF-Individual Projects 2023		IGA-FFWT-Team Projects	
👤		👤		👤		👤	
Units	Deadline	Units	Deadline	Units	Deadline	Units	Deadline
AF	2022-10-20 10:00	AF	2022-10-20 10:00	LDF	2022-10-09 23:59	LDF	2022-10-09 23:59
👤		👤		👤		👤	
Units	Deadline	Units	Deadline	Units	Deadline	Units	Deadline
ZF	2022-11-01 23:59	ZF	2022-11-01 23:59	ZF	2022-11-01 23:59	ZF	2022-11-01 23:59
👤		👤		👤		👤	

Select the relevant project/grant group.



New proposal

IGA 2023 PEF Team projects

The complete rules of the grant competition can be found in the attachment

Calls for proposals

	Code	Name	Note
No records found. No active programme or programme field is not displayed in the first step.			

<input checked="" type="checkbox"/>	Attachment	Attachment description
<input type="checkbox"/>	PEF_zduvodneni_navrhu_IGA_23CZAJ.docx	Zdůvodnění návrhu projektu /Justification of the project proposal
<input type="checkbox"/>	PEF_vyhlaseni_CZAJ.pdf	Vyhlášení a podmínky soutěže 2023 / Announcement and conditions of the competition 2023

Download all files

Familiarize yourself with all important documents as needed.

After reading all the rules of the grant competition, you can continue to next screen.



New proposal

1. Select your name or the name of person who should be the owner of the project from the list.



Owner

2. Select a faculty from the list.

Component

3. Share project on specific terms.

Make project accessible for co-researchers

Not selected  

- Whole project without finances
- Only person's details
- Whole project

Tender

IGA 2023

4. Add project name.

Project number

Project name

Expand field

5. Select the periods of project (one year, two years, etc.)

Period

Not selected

Annotation

Expand field

Key words

Expand field

8. You can continue after filling all the fields.

7. Add keynotes and Annotation.



The **Information tab** contains data from previous step.

In the **Budget tab**, you will fill in all funds according to the rules of the grant competition.

Agenda call will lead you to a documents from 7th step.

Project proposal: Project name

Information

Team

Project budget

Attachments

✓ Check

☰ Agenda call



You fill in information about all the people involved in the given project in the **Team tab**.

At any time, you have the option for quick check.

The tabs int the projects
can differ based on the
Grant/Project.

Project proposal: Project name

✓ Check ☰ Agenda call ⬇️ ⋮

Information

Project team

Project budget

Attachments

Project reports

Project proposal: Project name

Tender

IGA-AF-

Owner

Component

AF ☰ ✕

Project number

State

In preparation

Period

In some competitions, there are a different items in the Information tab. For example, Planned outputs, Classification and others.

Project name

Project name

Project name

Project name

Annotation

Expand field

▶ Ask the department head for consent

Planned outputs

Expand field

Project proposal: Project name

- Information
- Team**
- Project budget
- Attachments

The proposer of the team project is an academic staff with an employment relationship to the faculty.

The research team of the team project consists of students of master's or doctoral study programs of the faculty in the Czech language and at least one academic staff member in an employment relationship to the faculty with a Ph.D. or higher. The number of students in master's degree programs must exceed the number of the other members of the research team.

Principal researcher

Main resolver

You can edit this field by clicking on main resolver's name.

Person	Relationship	Contacts	Other	↑↓ Consent to participate
	already in relation			Granted

Internal researcher

Co-resolver

+ Co-resolver

The same for adding or editing co-resolvers.

> Ask the department head for consent	Contacts	Other	↑↓ Consent to participate	🔗
No records found.				

Main resolver

1 of 1 ✕

1. Choose desired person from list.

Person

Item is mandatory

Workplace

Has exception time limit

Email

Contact person

2. Add or edit contact email if needed.

✎ changed

✕ Exit

✓ OK

3. Confirm the data by click on OK

Co-resolver

Same for the co-resolver.

Person

Has exception time limit

Workplace

✓ not changed

✕ Exit

Project proposal: Project name

Information Team **Project budget** Attachments

For project finances, see the rules of the grant competition.

Budget comment

Expand field

1. Add comment to the project budget.

Annual total 2023

Item	Amount	Finance item explanation
SUM of Personal cost	0	
└ Fellowships of Mgr or PhD students		
└ Agreement to Complete a Job		
└ Agreement to Perform Work		
└ Rewards		
└ Count automatically	0	
Travel costs		
Costs of non-investment equipment, materials, services, etc.		
Services	0	

2. You fill in the table gradually by clicking on individual items.

3. All items must be completed. If the fund is not needed, fill in zero.

4. The table can be filled Open multi-cell editing as well.

➤ Ask the department head for consent

✎ Open multiple-cell editing

Item

Fellowships of Mgr or PhD students

Amount

12,500

Each item has a field for the amount in whole CZK.

Finance item explanation

[Expand field](#)

Item number 1
Item number 2 - explanation if needed
Item number 3: or any text needed.

And the justification for the given item.

After entering, the Confirm item is required.

changed ✕ Exit

✓ OK ▲

Budget comment

Expand field

Budget comment 


Annual total 2023

Item	Amount	Finance item explanation
SUM of Personal cost	0	
↳ Fellowships of Mgr or PhD students	12,500	Finance item explanation
↳ Agreement to Complete a Job	23,444	Finance item explanation
↳ Agreement to Perform Work	2,311	Finance item explanation
↳ Rewards	56,544	Finance item explanation
↳ Count automatically	0	
Travel costs	222	Finance item explanation
Costs of non-investment equipment, materials, services, etc.	5,434	Finance item explanation
Services	355	Finance item explanation
Total for 2023	0	

 Open multiple-cell editing

 Ask the department head for consent

When entering items, it is better to **save continuously.**



Attachments

Allowed suffixes: pdf, docx, doc

⬆ Drop file here to upload, or browse.

↕ Name	↕ Attachment type	↕ Attachment des	Actions
No records found			
Attachment			

Att

Name	Size	Up
attachment.pdf	129 kB	2

You can insert the necessary attachments (e.g., a detailed description of the project) here by clicking into the field.

Attachment type

Justification of the project and the research team (Max. count 1, Allowed suffixes pdf, docx, doc) | ▾

Attachment description

Expand field

Attachment description



The **department head approval** can be requested if the project is **completed flawlessly**. The check can be selected while filling in all items.

Project proposal: Project name

✓ Check

☰ Agenda call

↓

⋮

1 of 1

Information

Team

Project budget

Attachments

Attachments

Allowed suffixes: pdf, docx, doc

↑ Drop file here to upload, or browse.

After saving, the **Ask the department head for consent** button will become available.

After entering all the data, it is needed to save the changes.

Attachments are saved upon state change

▶ Ask the department head for consent

After getting the manager's approval, the project can be **Submitted**.

Manual by

Department of Information Technology

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