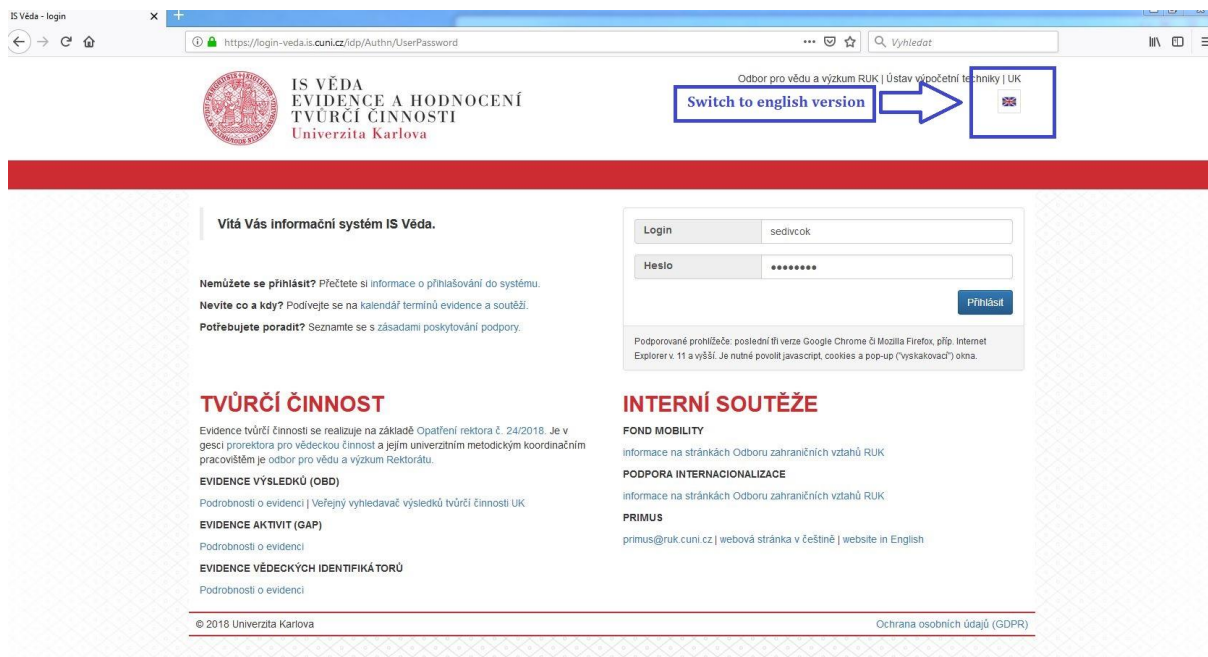


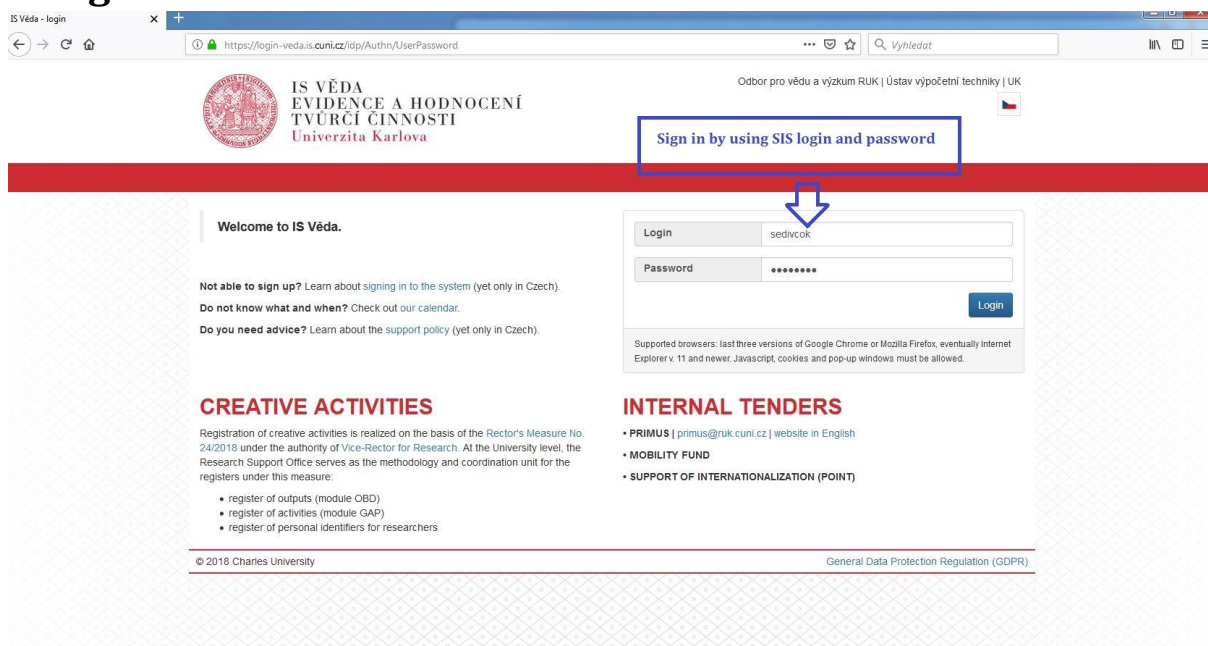
# Progres application manual

1. go to <https://veda.is.cuni.cz>

2. switch to english



3. Sign in



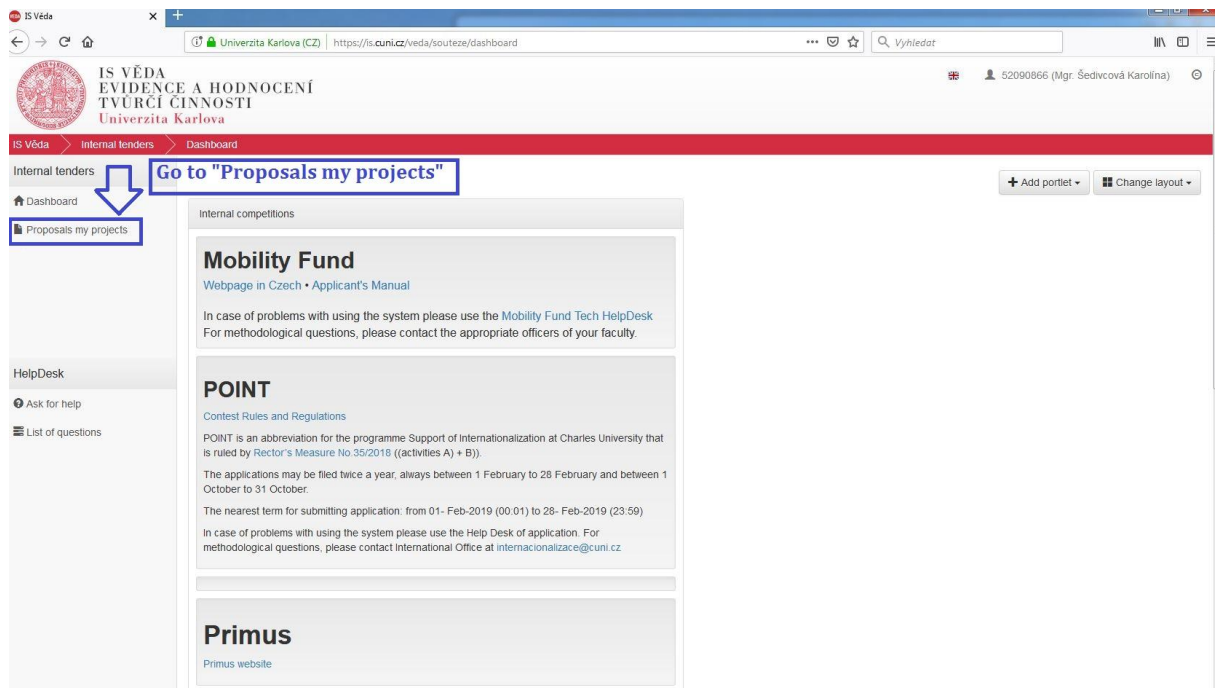
## 4. Switch again to english

The screenshot shows the IS Věda portal dashboard in Czech. The header includes the logo of the University of Karlova and the text "IS VĚDA EVIDENCE A HODNOCENÍ TVŮRČÍ ČINNOSTI Univerzita Karlova". A blue box with the text "Switch again to english" and a right-pointing arrow highlights the language switch button in the top right corner, which is currently set to "Čeština". The main content area is divided into two columns. The left column, titled "Podpora a dokumentace", contains a sidebar with "Hlavní stránka" and a main section with a welcome message and links to "EVIDENCE TVŮRČÍ ČINNOSTI" and "ADMINISTRACE INTERNÍCH SOUTĚŽÍ". The right column, titled "Vstup do modulů IS Věda", contains four buttons: "Vstoupit do EVIDENCE TVŮRČÍ ČINNOSTI (OBD/GAP)", "Vstoupit do modulu INTERNÍ SOUTĚŽE", "Dokumentace IS Věda", and "Často kladené otázky (FAQ)".

## 5. Enter the Internal Tenders

The screenshot shows the IS Věda portal dashboard in English. The header includes the logo of the University of Karlova and the text "IS VĚDA EVIDENCE A HODNOCENÍ TVŮRČÍ ČINNOSTI Univerzita Karlova". A green notification box in the top center says "Language changed. Language of the app was changed." A blue box with the text "Enter the internal tenders" and a downward-pointing arrow highlights the "Enter the INTERNAL TENDERS" button in the right column. The main content area is divided into two columns. The left column, titled "Support and Documentation", contains a sidebar with "Main page" and a main section with a welcome message and links to "Do not know WHAT and WHEN?" and "PRIMUS". The right column, titled "Enter IS Věda modules", contains four buttons: "Enter the RECORDS OF CREATIVE ACTIVITIES (OBD/GAP)", "Enter the INTERNAL TENDERS", "IS Věda Documentation", and "FAQ (in Czech)".

## 6. Go to the list of your projects



IS VEDA  
EVIDENCE A HODNOCENÍ  
TVŮRČÍ ČINNOSTI  
Univerzita Karlova

IS VEDA > Internal tenders > Dashboard

Internal tenders

Go to "Proposals my projects"

Dashboard

Proposals my projects

HelpDesk

Ask for help

List of questions

Internal competitions

**Mobility Fund**

Webpage in Czech • Applicant's Manual

In case of problems with using the system please use the [Mobility Fund Tech HelpDesk](#)  
For methodological questions, please contact the appropriate officers of your faculty.

**POINT**

Contest Rules and Regulations

POINT is an abbreviation for the programme Support of Internationalization at Charles University that is ruled by [Rector's Measure No.35/2018](#) (activities A) + B)).

The applications may be filed twice a year, always between 1 February to 28 February and between 1 October to 31 October.

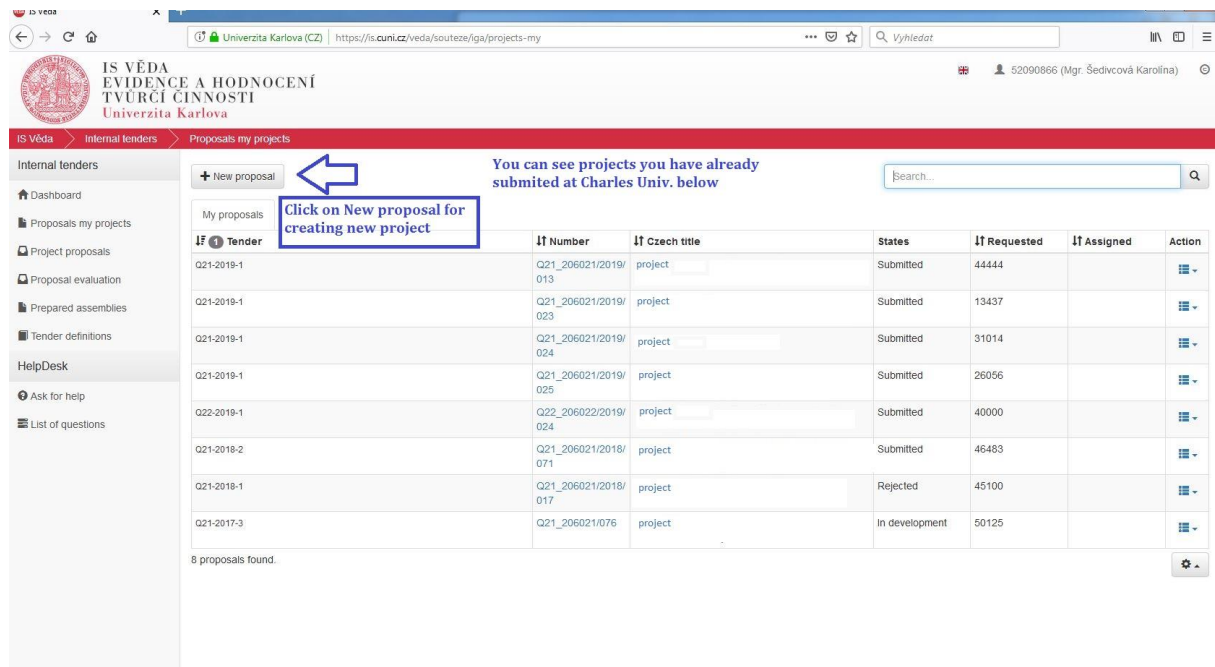
The nearest term for submitting application: from 01- Feb-2019 (00:01) to 28- Feb-2019 (23:59)

In case of problems with using the system please use the Help Desk of application. For methodological questions, please contact International Office at [internacionalizace@cuni.cz](mailto:internacionalizace@cuni.cz)

**Primus**

Primus website

## 7. Use „new proposal“ button to create a new project



IS VEDA  
EVIDENCE A HODNOCENÍ  
TVŮRČÍ ČINNOSTI  
Univerzita Karlova

IS VEDA > Internal tenders > Proposals my projects

Internal tenders

+ New proposal

You can see projects you have already submitted at Charles Univ. below

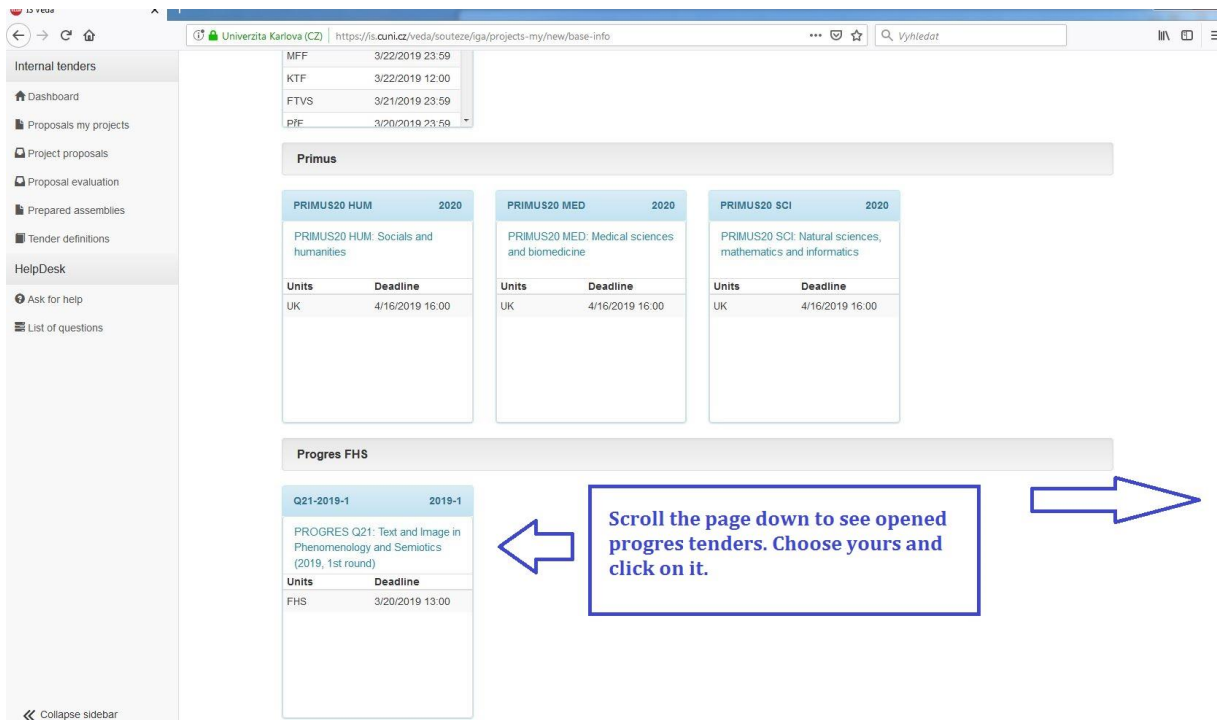
Search...

My proposals

IF Tender	Number	Czech title	States	Requested	Assigned	Action
Q21-2019-1	Q21_206021/2019/013	project	Submitted	44444		
Q21-2019-1	Q21_206021/2019/023	project	Submitted	13437		
Q21-2019-1	Q21_206021/2019/024	project	Submitted	31014		
Q21-2019-1	Q21_206021/2019/025	project	Submitted	26056		
Q22-2019-1	Q22_206022/2019/024	project	Submitted	40000		
Q21-2018-2	Q21_206021/2018/071	project	Submitted	46483		
Q21-2018-1	Q21_206021/2018/017	project	Rejected	45100		
Q21-2017-3	Q21_206021/076	project	In development	50125		

8 proposals found.

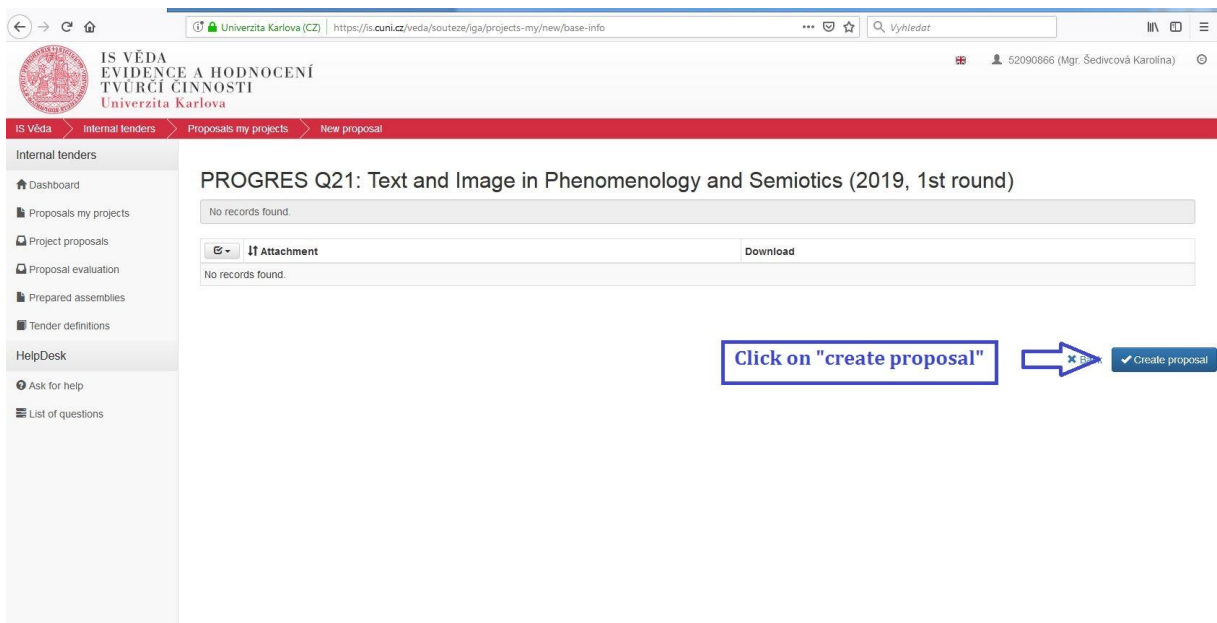
## 8. Scroll the page and choose the tender



The screenshot shows the 'IS Věda' portal interface. The left sidebar contains navigation links: Internal tenders, Dashboard, Proposals my projects, Project proposals, Proposal evaluation, Prepared assemblies, Tender definitions, HelpDesk, Ask for help, and List of questions. The main content area displays a list of tenders under the 'Primus' section. The tenders are organized into three columns: PRIMUS20 HUM 2020, PRIMUS20 MED 2020, and PRIMUS20 SCI 2020. Each column has a table with 'Units' and 'Deadline' columns. The 'Progres FHS' tender is highlighted with a blue box and arrows, with the text: 'Scroll the page down to see opened progres tenders. Choose yours and click on it.'

Units	Deadline
UK	4/16/2019 16:00

## 9. Create a new proposal in the chosen tender



The screenshot shows the 'IS Věda' portal interface. The left sidebar contains navigation links: Internal tenders, Dashboard, Proposals my projects, Project proposals, Proposal evaluation, Prepared assemblies, Tender definitions, HelpDesk, Ask for help, and List of questions. The main content area displays the 'PROGRES Q21: Text and Image in Phenomenology and Semiotics (2019, 1st round)' tender page. The page shows 'No records found.' and a 'Download' button. A blue box with an arrow points to the 'Create proposal' button, with the text: 'Click on "create proposal"'.

Click on "create proposal"

## 10. Title and date your proposal

IS Věda  
EVIDENCE A HODNOCENÍ  
TVŮRČÍ ČINNOSTI  
Univerzita Karlova

Internal tenders > Internal tenders > Proposals my projects > New proposal

New proposal

Tender call

Fulfill "Name" of the project and the period of the realization of the project

Name  
xxx

Duration date from  
3/19/2019

Duration date to  
3/23/2019

Then click on "Create"

changed Exit Create

## 11. Fill in all the information required. Mind:

- the category of project has to be chosen from the offer (bottom on a left of the column)

- budget: „Other personal costs“ column is ONLY for wages purposes (job agreements, wage revards). Everything else (including p.ex. travel costs, accomodation, meal allowance,...) is included in „Operating costs“. In case you do not have one of these items in your project, fill the box with „0“ [zero].

- attachments: attach all the attachments required. The list is specified in the call for proposals.

← → ↻ 🏠 Univerzita Karlova (CZ) <https://is.cuni.cz/veda/souteze/iga/projects-my/22231026093/base-info> ... 🔍 Vyhledat 🖨 📄

**EVIDENCE A HODNOCENÍ  
TVŮRČÍ ČINNOSTI  
Univerzita Karlova**

IS Věda > Internal tenders > Proposals my projects > Project proposal

**Internal tenders**

- Dashboard
- Proposals my projects
- Project proposals
- Proposal evaluation
- Prepared assemblies
- Tender definitions

**HelpDesk**

- Ask for help
- List of questions

**Project proposal:** Tender call Proposal state history

Information Team Budget Attachments **Edit information, team, budget, add attachments**

**Owner**  **State**  **Project number**

**Name**

**Duration date from**  **Duration date to**

**Project description (Czech)**  [Expand field](#) **Project description (English)**  [Expand field](#)

**Planned Scientific Output**  [Expand field](#)

**Category of the project**

⏮ Collapse sidebar     **Check if you have all required information fulfilled. If it is OK, submit your proposal.**