Progres application manual
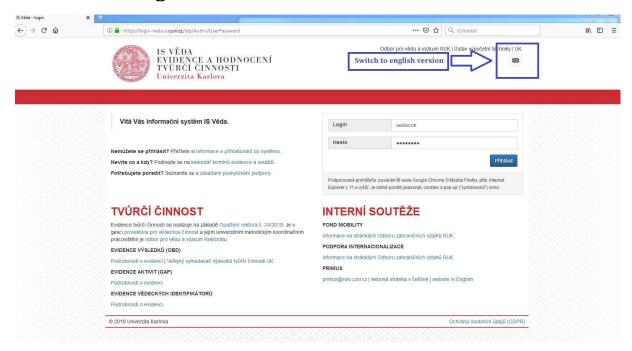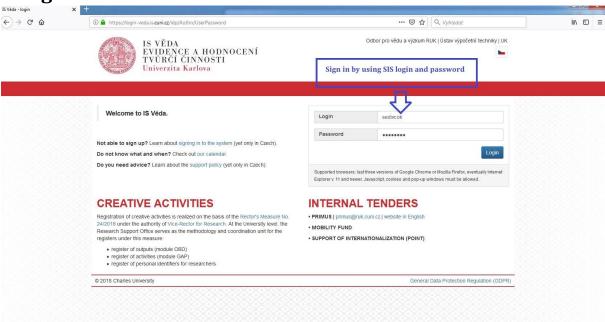
1. go to https://veda.is.cuni.cz
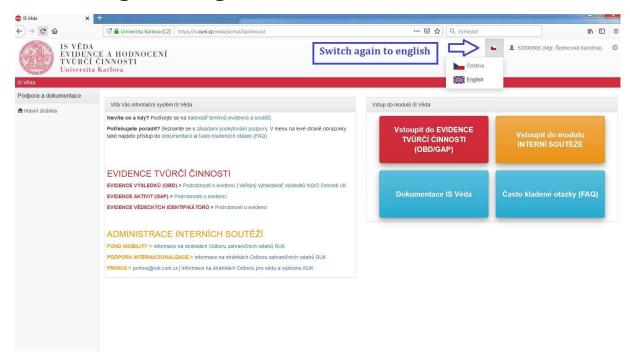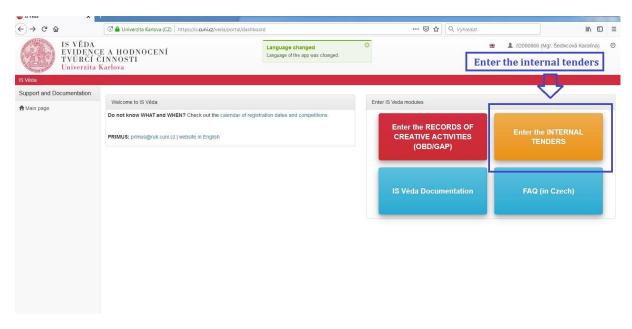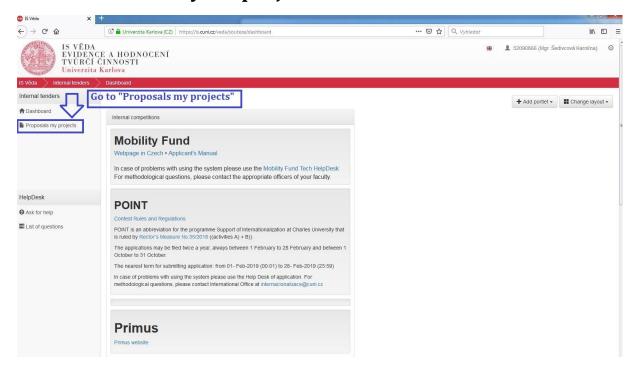
2. switch to english
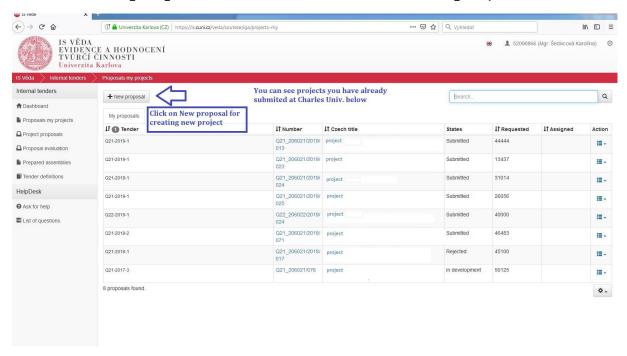

3. Sign in

4. Switch again to english

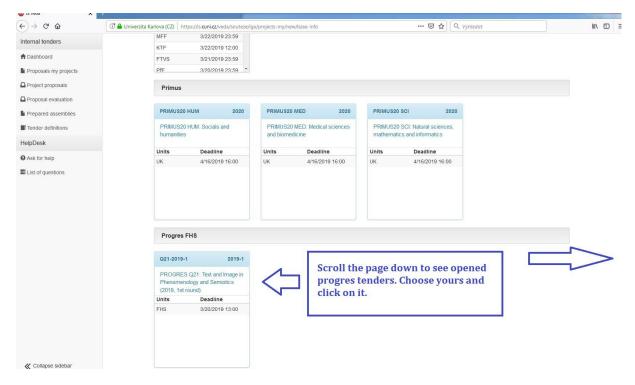# 5. Enter the Internal Tenders

6. Go to the list of your projects

7. Use „new proposal" button to create a new project

8. Scroll the page and choose the tender

9. Create a new proposal in the chosen tender

10. Title and date your proposal

11. Fill in all the information required. Mind:

- the category of project has to be chosen from the offer (botton 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.

EVIDENCE A HODNOCENI
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 attachements**

| Owner | State | Project number |
| Mgr. Karolína Šedivcová | In development | Q21_206021/2019/031 |

Name

xxx

| **Duration date from** | **Duration date to** |
| 3/19/2019 | 3/23/2019 |

Project description (Czech)   Expand field   **Project description (English)**   Expand field

Planned Scientific Output   Expand field

Category of the project

[☰]

🗑 ⬇ ✔ Check ◀ Submit proposal ⇐ **Check if you have all required information fulfilled. If it is OK, submit your proposal.**   ✏ not changed   ✖ Exit

« Collapse sidebar