

POINT – Manual for applicants

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Introduction

Financial support from the programme for supporting internationalization is intended for short visits abroad with a maximum duration of three weeks.

For students, POINT provides financing for the following:

- Summer school (with the exception of language courses),
- Short-term, unpaid professional student internships for a maximum duration of three weeks,
- International tenders and championships,
- Student conferences,
- Meetings relating to the internationalization of university activities.

For faculties or other CU units, the programme provides support for the following:

- Visits by academic members of staff and student faculty representatives for meetings as a part of international university networks,
- Short visits by academic members of staff for preparing international projects,
- Support for non-economic international summer schools organized by the faculties or other CU units (in accordance with the Framework for State Aid for Research, Development, and Innovation (2014/C 198/01)).

More detailed information can be found on the [university web pages Support for Internationalization at CU](#) or on the web pages of the faculties/units.

Applications for the Support for Internationalization at CU are submitted through the **PAS module (projects and tenders)** in the [IS Věda information system](#).

1 Logging in and access to the PAS module (projects and tenders)

The IS Věda information system is available at <https://is.cuni.cz/veda> using an ordinary web browser¹. Only students and employees of Charles University can log in to the system using the data from the Central Authentication Service (CAS)².

¹ Supported browsers: Last three versions of Google Chrome or Mozilla Firefox and Internet Explorer v. 11 and higher. [You must allow JavaScript, cookies, and pop-up windows.](#)

² You may also have a look at the [details for logging in to the IS Věda system](#), which also provides advice when you forget your password or when your password doesn't work.



IS Věda

Information System for Creative Activities, Projects and Mobilities

Not able to sign up? Learn about signing in to the system (yet only in czech).
Do you need advice? Learn about the support policy (yet only in czech).

☐ The operation of the system is governed by the Rector's Directive n. 40/2021

Login	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Login"/>

Supported browsers: last three versions of Google Chrome or Mozilla Firefox, eventually Internet Explorer v. 11 and newer. Javascript, cookies and pop-up windows must be allowed.

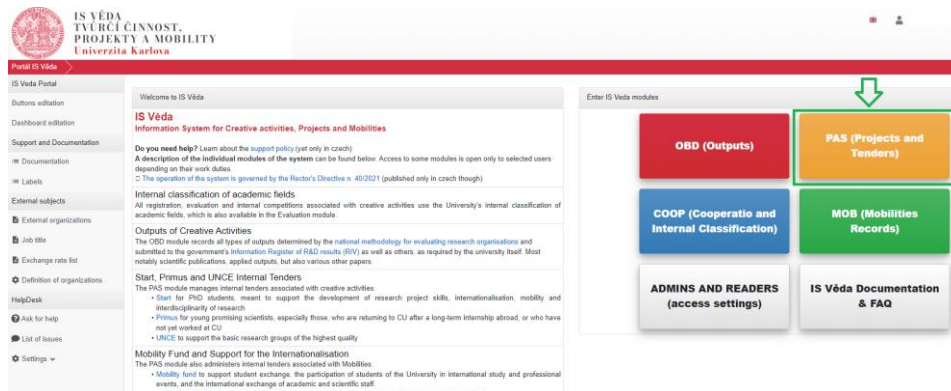
Login

Enter your personal ID number.

Password

Enter your CAS password.

After logging in, the home page of the IS Věda portal is displayed. Current information relating to the operation of the IS Věda system and its modules may be displayed on the left-hand side of the page (e.g. planned or current shutdowns). On the right-hand side, there is a directory. Click on the **orange button PAS (projects and tenders)**.



The screenshot shows the IS Věda portal home page. On the left is a navigation menu with categories like 'IS Věda Portal', 'Buttons edition', 'Dashboard edition', 'Support and Documentation', 'Documentation', 'Labels', 'External subjects', 'External organizations', 'Job title', 'Exchange rate list', 'Definition of organizations', 'HelpDesk', 'Ask for help', 'List of issues', and 'Settings'. The main content area is titled 'Welcome to IS Věda' and contains information about the system, including a description of individual modules, internal classification of academic fields, outputs of creative activities, and internal tenders. On the right, there is a grid of six modules: 'ORR (Outputs)', 'PAS (Projects and Tenders)', 'COOP (Cooperation and Internal Classification)', 'MOB (Mobilities Records)', 'ADMINS AND READERS (access settings)', and 'IS Věda Documentation & FAQ'. A green arrow points to the 'PAS (Projects and Tenders)' module.

2 Creating, completing, and submitting an application

2.1 Selecting a category and creating an application

A Notice Board is displayed after opening the PAS module (projects and tenders). There is a menu on the left-hand side of the screen. Select **My projects**.



Click the **New proposal** button to create a new application. A list of currently open tenders is displayed. In the case of Support for Internationalization, only those categories in which you are entitled to apply for a contribution will be displayed, depending on whether you are a student and/or an employee. **You can select a category by clicking on its title.**

After selecting a category, the initial page is displayed. Here you can find basic instructions for submitting your application. We recommend that you read them carefully. You can return to them later by clicking the **Tender terms** button at the top right-hand corner of the open application.



After reading the instructions, click on the **blue arrow button on the right.**



The system will create the application after you have completed the basic data, which are similar for all three application categories:

New proposal

Make project accessible for co-researchers
Whole project

Category
Supporting student mobility abroad - short-term stays

University Unit

Duration date from** Duration date to action name Expand field

Faculty/unit

If the system does not fill in the faculty automatically, select the faculty/unit you are submitting the application to.

Starting date (Ai, Aii) / Implementation date from (Bi)

Select the starting date for the visit from the calendar.

End date (Ai, Aii) / Implementation date to (Bi)

Select the end date for the visit from the calendar.

Event name (Ai, Aii) / Project name (Bi)

Enter the name of the event you are participating in/you are organizing.

Make project accessible for co-researchers

You cannot change the value in this field. The displayed value means that all other people who are entered in the application (guarantor, project supervisor, etc. – see below in [chapter 2.4](#)) will have read access to the entire application.

After completing the data, click below on the **blue arrow button on the right**. The system checks the data, and if the data is complete, it creates the application and opens the whole form.



After creating the application, you must fill in the necessary data on all tabs, with the exception of the **Final report** and **Requests and issues** tabs. We recommend that you fill in the tabs in the order in which they are displayed. Continuously save the application while working on it.

2.2 Saving the application

You can save the application at any time using the **save button** and then return to it whenever you want (each tab can be saved separately). You can edit the application up until the time you decide to submit it.



To access the unfinished application, click on **My projects** in the menu. You can find it under the **My projects** tab, and you can open it by clicking on the application number.

2.3 Basic information tab

Category Ai) Support for student mobility abroad – Short visits

Owner

The person who created the project and is authorized to administer it.

Event name

Enter the name of the event you are participating in/you are organizing.

Active participation

If you are actively participating in the event (presenting, lecturing), mark this field.

Host organization

Required field. Enter the official name of the organization hosting the event that you plan to participate in.

Country of the visit abroad

Required field. Select from the list of countries.

Description of the planned activity/event content

Required field. Enter the description of your planned activity at the event or the event content.

Benefits for the student

Required field. Enter a brief description of the purpose of the visit. You will describe this in more detail in the motivation letter that you attach to the application.

Anticipated results from the event – impact on the internationalization of CU activity

Required field. Important for evaluation of the project. Fill in the anticipated results of the event and the manner in which your participation supports the internationalization of CU activity.

Category Aii) Support for international activity – short-term events

Owner

The person who created the project and is authorized to administer it.

Event name

Enter the name of the event you are participating in.

Active participation

If you are actively participating in the event (presenting, lecturing), mark this field.

Host organization

Required field. Enter the official name of the organization hosting the event that you plan to participate in.

Country of the visit abroad

Select from the list of countries.

Description of the planned activity/event content

Required field. Enter the description of your planned activity at the event or the event content.

Benefits for the mobility of CU students

Required field. Enter a brief description of your visit for CU mobility. You will describe this in more detail in the motivation letter that you attach to the application.

Connection to other projects (sustainability of the project)

Required field. Fill in the connection to other CU projects or its sustainability.

Anticipated results from the event – impact on the internationalization of CU activity

Required field. Fill in the anticipated results of the event and the manner in which your participation supports the internationalization of CU activity.

Category Bi) Support for the organization of non-economic international summer schools

Owner

The person who created the project and who is authorized to administer it.

Project name

Enter the short name for the summer school project.

Content

Required field. Enter a brief description of the purpose of the visit.

Goals of the project

Required field. Enter the goals to be achieved by organizing the summer school.

Current state of preparations

Required field. Fill in the current state of preparations for organizing the summer school.

Impact on the internationalization of university activities

Required field. Fill in the anticipated impact (benefit) for supporting CU internationalization.

Sustainability of the project

Required field. Fill in the method and the period for which the recipient of support will maintain the results of the organized project.

Benefits for student mobility

Required field. Enter a brief description of the benefits of organizing the summer school for CU student mobility.

Other relevant data

Recommended field. Enter any additional data that you think is important for obtaining financial support.

Brief information about the applicant/experience with project management

Required field. Fill in brief information about what experience and achievements you have had in relation to organizing the summer school.

Summer school venue

Required field. Fill in the venue for the summer school (department/workplace).

Number of CU students involved

Required field. Fill in the number of CU students who will participate (could be even the organizer of the summer school).

Number of student involved from universities abroad

Required field. Fill in the number of students from universities abroad who will participate in the summer school.

Number of CU academics involved

Required field. Fill in the number of CU academics who will participate (could be even the organizer of the summer school).

Number of academics from universities abroad involved

Required field. Fill in the number of academics from universities abroad who will actively participate in the summer school.

2.4 Applicant data tab

This tab is always divided into several sections:

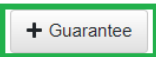
IN CATEGORY Ai	IN CATEGORY Aii	IN CATEGORY Bi
Applicant <ul style="list-style-type: none"> Required 	Applicant <ul style="list-style-type: none"> Required 	Applicant <ul style="list-style-type: none"> Required Usually the person organizing the summer school (department head, etc.)
Guarantor <ul style="list-style-type: none"> Not specified The student guarantees justification and contribution of their participation for CU internationalization 	Guarantor <ul style="list-style-type: none"> Only an internal guarantor is required Usually an instructor or department head 	Project manager <ul style="list-style-type: none"> Required Usually the person organizing the summer school (department head, etc.) Co-researcher <ul style="list-style-type: none"> Usually an instructor/researcher or academic staff member in the department
		External team member <ul style="list-style-type: none"> Not required In most cases, an expert guarantor from another institution (e.g. Academy of Sciences, etc.) International researcher <ul style="list-style-type: none"> Not required In most cases, a researcher from a university abroad The number of international researchers is also indicated on the Basic information tab International student <ul style="list-style-type: none"> Not required In most cases, a student from a university abroad The number of students is also indicated on the Basic information tab

With the exception of the applicant in the individual categories (the system usually automatically fills in

the logged-in user as the applicant), the relevant person must be entered using the button available under the name of the individual sections.

Internal researcher

Guarantee

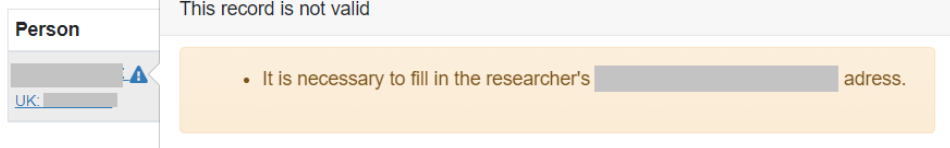


Various information must be provided for each person. The system notifies you of missing data with a blue triangle and exclamation mark in the persons table. By hovering your mouse over the triangle, you can see what data is missing:



Applicant

Applicant



An exception for the control is the academic average for PhD studies. The system notifies you that this data is missing, but the final check allows the application to be saved and submitted without completing the academic average for PhD studies.

General rules for entering persons other than yourself (GDPR)

All persons listed in the form must grant their consent to their involvement, thus ensuring that they are aware of the use of their personal data (GDPR) as a part of the application. If you put yourself in the position of the applicant, the system understands this fact as an expression of consent. However, for other persons, this consent needs to be obtained after entering them in the application.

For internal persons (**Applicant, Guarantor, Project Supervisor, and Co-Researcher**), the system requests their consent automatically by e-mail. For external persons (**External Team Member, International Researcher, and International Student**), you must obtain and enter the completed GDPR consent form (Consent to participate in the project; available for download in the Tender terms).



Detailed procedures for internal persons

After selecting a person, a window is displayed for adding an optional personal message, which the system will insert into the automatic email³ for requesting consent to participate.

³ The e-mail is always sent to the main e-mail address of the person registered in the Whois system. Any change to the e-mail address in Whois will not be reflected in the PAS module (projects and tenders) of IS Věda until the next day. In order to send an e-mail to the address changed in this way, you must remove the person from the application and insert them again.

Consent to participate

The participation consent is required for filling in other fields. The request for consent will be emailed to this person after project changes are saved. Message, which will be sent together with the request, can be written below.

Message for requestee (optional)

The e-mail is not yet sent when confirming this window. A joint e-mail will be sent to all entered persons only when the entire application is saved (see below).

After confirming this window, it will not be possible to edit any other fields in the person's detail, and no personal or study information will be uploaded until the person provides their consent to participate. A label with the current status of the request ("Request will be sent") is displayed next to the name of the entered person.

Guarantee ✕

Person

Workplace

Contact person

Consent to participate:

Message for requestee (optional)

The request status label is also displayed on the overview of the research team.

Person	Relation	Contacts	Other	11 Consent to participate
<input type="text" value="name"/>	FSV: Institute of Economic Studies already in relation with UK			<input type="button" value="Request will be sent"/>

The system sends e-mails with the request after saving the entire application and confirming that they can be sent:

Request for consent

There are persons in the project who have not been sent a request to participate yet. By saving the changes, a request will be sent. Do you want to save changes or continue editing the form?

After saving the changes, the status label changes to Waiting for consent.

<input type="text" value="name"/>	FSV: Department of European Studies already in relation with UK			<input type="button" value="Waiting"/>
-----------------------------------	--	--	--	--

You will receive a message by e-mail about the person's decision (whether they grant or refuse consent). The resulting decision is displayed as a green or red label:

Person	Relation	Contacts	Other	Consent to participate
UK: [redacted]	FSV: Department of European Studies already in relation with UK			Refused
UK: [redacted]	FSV: Institute of Economic Studies already in relation with UK	[redacted]		Granted

If a person refuses consent, this person must be deleted from the team (see [Removing team members](#)).
If consent is granted, the system automatically unlocks all locked fields and retrieves the remaining personal and study information from the code list.

Procedures for granting consent – internal guarantor

The guarantor receives an e-mail with the request for consent.

[redacted] sends you a request to join project .

By accepting this request, you give the project owner an access to your personal information. To either accept or decline this request, go to the Internal Tenders module of the IS Věda system: <https://notus.is.cuni.cz/simplifyworks/iga/projects-my/101939622558/researchers-info>

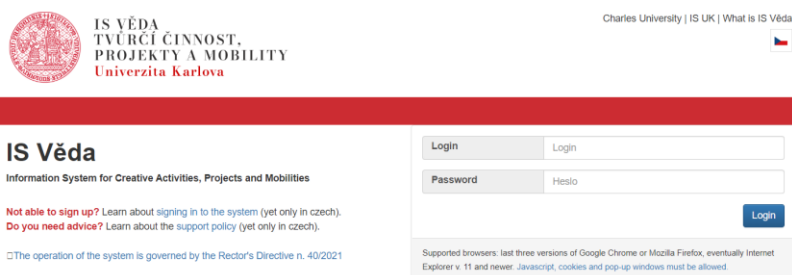
- Tender: **Supporting international activities - short-term actions**
- Project number: **POINT/Aii/2022-2-** [redacted]
- Period: **2022-11-05 - 2022-11-06**

Your personal information remains in the project even after its end.

- requestors note:

Kind regards,
IS Věda - PAS
This is an automatically generated email. Please do not reply!

After clicking on the link, the IS Věda login page is displayed. If the guarantor does not receive or cannot find the notification e-mail, they can enter the following address in their browser: <https://is.cuni.cz/veda>.



After logging in to the system (Login: personal ID number, password: CAS password) of the PAS module, in the left-hand side menu **My projects**, **Other projects** tab, find the list of applications and click on the application number for which consent to participate is requested.

Portál IS Věda > PAS > My projects >

PAS

My projects

HelpDesk

Ask for help

List of issues

Settings

+ New proposal

My projects

Other projects

TENDER: FM/a/2022-2

NUMBER: FM/a/2022-2

1 proposal found.

Information **Applicant** Budget Attachments Final report Requests & Issues

Applicant

Person	Relation	Contacts	Other	Consent to participate
[Redacted]	FSV: Faculty of Social Sciences already in relation with UK	E-mail: [Redacted] Phone: [Redacted]		Granted

Internal researcher

+ Guarantee

Person	Relation	Contacts	Other	Consent to participate
[Redacted]	[Redacted] already in relation with UK	[Redacted]		<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Refuse

Detailed procedures for external persons

After filling in the details for the external person (see below in the sections for the individual positions), the request status label is displayed as blue with the text "External".

Person	Relation	Contacts	Other	Consent to participate
[Redacted]	Not defined	Not defined		External

A completed GDPR consent form (Consent to participate in the project) must be uploaded for the person, which can be downloaded by clicking on the **Tender terms** button in the top right-hand corner of the open application.

Check **Tender terms**

Information **Applicant** Budget Attachments Final report Requests & Issues

Please submit the form to the appropriate person to complete and then attach it to the person's details by clicking in the marked space and attach the file from the disk or drag the file with your mouse to this space.

Attachments

Drop file here to upload, or browse.

After selecting the file, select "Consent to participate" as the **Attachment Type**. For the position of International Researcher and International Student, the option "Consent to participate (Expert guarantor outside CU)" is selected.

Attachments ×

Name	Size	Uploaded
GDPR consent .pdf	180 kB	2022-09-27 16:48

Attachment type
 Participation consent (Allowed suffixes pdf) ▼

✎ changed ✕ Discard attachment ✓ OK

After saving the changes to the project, the status label changes to green.

External team member

+ External team member

Person	Relation	Contacts	Other	Consent to participate
				External

Applicants

The system has most likely already entered you as an applicant. To complete the rest of the data, open the person's detail by clicking on the "Applicant" position name next to your name in the persons table.

Information **Implementation team** Budget Attachments Final report Requests & Issues

Principal investigator

Applicant

Person	Relation	Contacts	Other	Consent to participate
UK ▲		E-mail: Address:		Granted

However, if the system did not enter you, click on the **Applicant** button.

Applicant

+ Applicant

Person	Relation	Contacts	Other	Consent to participate
No records found.				

In the displayed details for the **Person** field, click on the list button.

Applicant ×

Person Workplace

☰

Contact person Phone Email

Subject/specialisation

Person category on the contract Academic/Pedagogical worker

Obligation of the work report PPV ID from human resources

Postal address

✓ not changed ✕ Exit

And then search for yourself using your name or ID number in the **Person** field. Select the correct person using the **Select** button.

Person x

Faculty
Faculty of Social Sciences

Person ?

x Clear
Q Filter

	Person	Workplace	Personal number
Select		FSV: Department of Political Science 342; FSV: Department of Political Science 342	
Select		FSV: Faculty of Social Sciences 118	
Select		FHS: Katedra sociologie 100167822628; FSV: Department of Sociology 345; FSV: Department of Sociology 345	

If you are a CU student, the system will retrieve the needed data from the **Student Information System**. The data in the details for the person are not editable. If the student information was not correctly uploaded, [contact the HelpDesk](#).

The fields **Telephone**, **E-mail**, **Postal address**, **Bank account number** need to be filled in manually (if not uploaded).

If all of the data are filled in correctly, click on the OK button.

✎ changed
✕ Exit
✓ OK

Guarantor (in category Aii)/Project Supervisor and Co-Researcher (in category Bi)

Internal researcher

Project supervisor

+ Project supervisor

Person

No records found.

Internal researcher

Guarantee

+ Guarantee

Co-investigator

+ Co-investigator

After clicking on the button **Guarantor**, **Project Supervisor**, **Co-Researcher**, the details of the person in which you select the Person from the list are displayed (similar to applicant in the previous step).

After selecting the person, the system will prepare the request for consent to participate for sending (see [General rules for entering persons other than yourself – GDPR](#)). After obtaining consent, it may be necessary to fill in the **Telephone** and **E-mail** fields, provided the person does not fill them in when granting consent or the system does not upload them automatically.

Project supervisor x

Person Workplace

Contact person Phone Email

External Team Member, International Researcher, International Student (in category Bi)

In specific cases, you may appoint external team members from outside CU instead of an internal guarantor. Consult the relevant officer from your faculty's international affairs office about this option. You enter an external team member by clicking the **External team member** button.

External researcher

External team member

Person

No records found.

Foreign researcher

Person

No records found.

Foreign student

Person

No records found.

You must fill in all data manually.

External team member

Title before name	First name	Surname	Title after name
<input type="text"/>	<input type="text" value="⚠"/>	<input type="text" value="⚠"/>	<input type="text"/>
Organization			
<input type="text"/>			

If all of data are filled in correctly, click on the OK button.

changed Exit OK

When selecting Organization, a list of organizations outside CU that have been used in the system thus far will be displayed. If you cannot find the relevant organization in the list, [contact the HelpDesk](#).

You must upload the completed GDPR consent form for the person (Consent to participate in the project) (see the [General rules for entering persons other than yourself – GDPR](#)).

Removing team members

In the event of an error or if the person refuses to grant consent to participate, you can remove the person using the trash can button, which appears when you move your mouse over the field with the name of the position:

Guarantee

+ Guarantee

Person	Relation	Contacts
<input type="text"/> UK	<input type="text"/> already in relation with UK	E-mail: <input type="text"/> Phone: <input type="text"/>

You also need to confirm removing the person:

Remove record

Do you really want to remove record '[object Object]'?

Remove

2.5 Budget tab

Click on your mouse in the column **Amount** in whole CZK (not in thousands of CZK) for all cost items. If you do not incur any of the listed costs, add zero to the column. The column is mandatory and must

be filled in.

In the individual categories, you must itemize some of the costs. In these cases, the item is a total item, and it is not possible to edit it directly. To fill it out, you must use the button **Add sub-item for ...** .

Fill in the amount you are requesting in the field **Requested total**. The amount must not be greater than the amount indicated for the Total. The system will not allow you to submit an application with a higher amount.

Budget for category Ai

[+ Add sub item for Other](#)

Item	Amount [K€]
Travel costs	<input type="text"/> ✓ x
Accommodation	<input type="text"/> ✓ x
Food	
Participation fee	
Other	0
Total	0
REQUESTED TOTAL	

[Save all open cells](#)

Budget for category Bi

Item	Amount [K€]
Travel costs	0
Accomodation	0
Services	0
Material	0
Personnel costs and scholarships	0
Other	0
Total	0
REQUESTED TOTAL	

You can use the **Joint edit** button for filling in items at the same time. You can save the entered values one by one with the Enter key or at the same time with the Save all button.

Item	Amount [K€]
Travel costs	10,000
... train	10000
Accomodation	20,000
... hotel	20000
Services	0
Material	0
Personnel costs and scholarships	0
Other	0
Total	30,000
REQUESTED TOTAL	

2.6 Attachments tab

Only PDF files can be saved as attachments.

Click in the marked space and attach the file from the disk or drag the file with your mouse into this space.

Information Implementation team Budget **Attachments** Final report Requests & Issues

Only attachments in PDF format are allowed.

Attachments
 Obligatory attachments: Application signed by the Dean / Director (Allowed suffixes pdf), Statement (non-economic nature) (Allowed suffixes pdf), Schedule (Allowed suffixes pdf)
 Allowed suffixes: pdf

Drop file here to upload, or browse.

Name	Attachment type	Attachment description	Actions
No records found.			


A dialogue window is then displayed where you will need to fill in the Attachment type.

Attachment



Name	Size	Uploaded
Schedule.pdf	180 kB	2022-10-18 14:47

Attachment type



Schedule (Allowed suffixes pdf) 

Application signed by the Dean / Director (Allowed suffixes pdf)

Other attachment (Allowed suffixes pdf)

Statement (non-economic nature) (Allowed suffixes pdf)

Schedule (Allowed suffixes pdf)

 changed  Discard attachment 

The current list of required attachments for a specific category is listed in the Tender terms, which were displayed when the tender was created and which can be displayed again by clicking on the **Tender terms** button at the top right-hand corner of the open application.

Information Applicant Budget Attachements Final report Requests & Issues

2.7 System check of the application

By clicking on the **Check** button, you can continuously verify the status of required items. The application must be saved.

Information Implementation team Budget Attachements Final report Requests & Issues

After clicking the button, the system checks to see that all required items have been completed. It will alert you about any missing data.

In addition, the system checks whether all persons have granted their consent to participate:

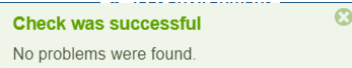
Check result



- Field 'Benefits for student mobility' is required.
- Field 'Number of participating students from foreign univ' is required.
- Field 'Brief information/ project management experience' is required.
- Field 'Number of participating academics from the UK' is required.
- Field 'Content' is required.
- Field 'Current state of preparation' is required.
- Field 'Sustainability of the project' is required.
- Field 'Instead of the summer school' is required.
- Field 'Impact on the internationalization of activities' is required.
- Field 'Project Name' is required.
- Field 'Number of participating students from the UK' is required.
- Field 'Project goals' is required.
- Field 'Number of participating academics from foreign univ' is required.
- The amount of the item REQUESTED TOTAL has to be filled in.
- Attachment of type 'Application signed by the Dean / Director' is required in projects.
- Attachment of type 'Statement (non-economic nature)' is required in projects.
- Attachment of type 'Schedule' is required in projects.
- It is necessary to fill in the researcher's _____ phone.
- The number of researchers at position Project supervisor must be minimum 1.

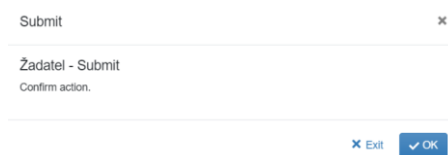
- Field 'Other relevant data' is recommended.

If all data are filled in, the check was successful and the application can be submitted.



2.8 Submitting the application

It is only possible to submit an application that has successfully passed the system check (see above). To submit, use the **Submit** button (in the lower left-hand corner of the screen).

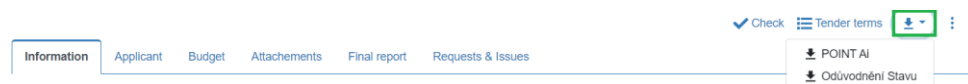


After clicking on the OK button, you will no longer be able to edit the application.

2.9 Printing/exporting the application

The print button (icon with a downward pointing arrow) is located in the upper right-hand corner

next to the Check and Tender terms buttons.



2.10 Request and issues tab

Under this tab, you may contact the relevant POINT faculty officers and ask them to modify your application, which you no longer have editing rights to due to its status (**Request a change** button). You may also submit a question to the helpdesk on this tab (**Report a bug** button). A question made in this manner will be linked directly to the specific application from which it was created, making it easier to identify the potential problem.

Important methodological instructions:

- An applicant whose project was financially supported can submit a change request.
- These are most often the following changes: a change in the implementation date, delayed departure, a change in the host institution abroad, etc.
- All changes must be recorded in the IS Věda app for the specific project.
- The request must contain the following: the number of the project to which the request is linked, the first name and surname of the applicant, the mobility date, and the allocated amount of funds, as well as the request itself and a short justification. The request is provided with the applicant's signature or a stamp if the applicant is a faculty.
- The request must be entered in the project under the "Requests and issues" tab. This is where the request is administered and the applicant receives a response. Requests sent by e-mail will no longer be considered.

Requests must be sent before the mobility start date, which is stipulated in the original version of the project. This means that if the applicant is to travel on 1 May, they should upload the request no later than 30 April. If the applicant does not do so, there is a risk that the request will not be granted.










Zažádat o úpravu - požadavek na fakultního referenta, který se týká konkrétních údajů v žádosti a jejich požadavku na změnu. Jedná se o změnu obsahu žádosti, resp. postupu. Slouží pro komunikaci s fakultním referentem při zachování vazby a jednoznačné identifikace toho, o kterou žádost se jedná.


Založit dotaz - účel a funkcionailita je identická jako při zakládání dotazu na helpdesk z jakékoliv části aplikace. Dotaz je směřován primárně na fakultního referenta, který ho může v případě potřeby posunout na příslušného řešitele (v závislosti na konkrétní problematice).




The form is identical to when creating a helpdesk query from any part of the application. The only difference is whether it is a general query or a specific request to change the data in the application.

Describe your request

Normal Sans Serif B I U S ” A         HTML






Choose a recipient

Not selected  



Drop files here to upload, or browse.

 Name	Description
No records found.	

 not changed  Exit

 Create

3 Publishing the results of a tender

After the university deadline, a formal check and administrative processing of all submitted applications takes place. Assuming that the application meets the formal requirements, its status will change from “submitted” to “checked” in the application (arranged by an officer from the rectorate).

The Expert Panel assesses the quality and contribution of applications. The Expert Panel meets within 30 days of the university deadline and decides on the allocation or non-allocation of funds. The proposed results are approved by the rector’s board.

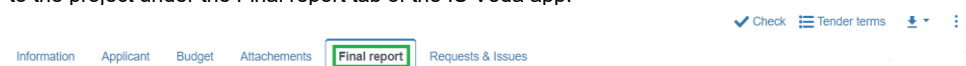
Subsequently, the faculty is informed of the results in writing, which the applicant can find in the agenda My applications (Status). The approved amount can be found in the details of the application under the Budget tab.

The current university deadline is published on the web pages of CU (International Relations Office) – <https://www.cuni.cz/UK-588.html> .

4 Final report, interim report, report

4.1 Final reports for physical mobility

Each researcher whose project is supported by a grant from the programme Support for Internationalization at CU is required to submit the final documents upon arrival. The required documents are submitted within two months of the end of the visit and are uploaded in electronic form to the project under the Final report tab of the IS Věda app.



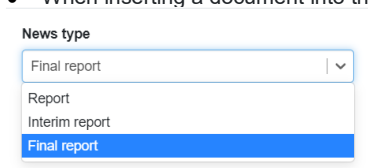
The template form for the final report is available in the Tender terms for the specific category.



Category Ai) Support for student mobility abroad – Short visits

1) Final report

- Please use the final report form for category Ai.
- Please name the document as follows: ZZ_POINT_Ai_2022_2_Project number (i.e. final report / Support for internationalization in category Ai / designation of the specific round / specific project number – the three-digit number for the attachment).
- When inserting a document into the project, select "Final report" from the list of options.

A screenshot of a dropdown menu titled 'News type'. The menu is open, showing four options: 'Final report', 'Report', 'Interim report', and 'Final report'. The bottom 'Final report' option is highlighted in blue.

2) Confirmation of visit

- The institution abroad issues the confirmation.
- Please name the document as follows: CONF_POINT_Ai_2022_2_Project number (confirmation of visit / Support for internationalization in category Ai / designation of the specific round / specific project number – the three-digit number for the attachment).
- When inserting a document into the project, select "Final report" from the list of options.

Procedure for uploading the final report. After inserting the two PDF documents, move the workflow with the green button in the lower left-hand corner "Final report uploaded".



Okomentoval(a): [1]: Vím, že ty anglické vizuály zvlášť u zpráv jsou anglicky nesprávné. Do překladu prosím správná označení, např. Report type atd. Děkuji.

Category Aii) Support for international activity – Short-term events

1) Final report

- Please use the final report form for category Aii.
- Please name the document as follows: ZZ_POINT_Aii_2022_2_Project number (final report / Support for internationalization in category Aii / designation of specific round / specific project number – the three-digit number for the attachment).
- When inserting a document into the project, select “Final report” from the list of options.

News type

2) Accounting

- Please use the Excel accounting form.
- Please name the document as follows: VYUCT_POINT_Aii_2022_2_Project number (accounting / Support for internationalization in category Aii / designation of specific round / specific project number – the three-digit number for the project).
- When inserting a document into the project, select “Final report” from the list of options.

3) Confirmation of visit (optional)

- The institution abroad issues the confirmation. If the researcher has the confirmation available, they can upload it as an optional final document.
- Please name the document as follows: CONF_POINT_Aii_2022_2_Project number (confirmation of visit / Support for internationalization in category Aii / designation of specific round / specific project number – the three-digit number for the attachment).
- When inserting a document into the project, select “Final report” from the list of options.

Procedure for uploading the final report. After inserting the two (or up to three) PDF documents, move the workflow with the green button in the lower left-hand corner “Final report uploaded”.



The template forms for the final report and the accounting are available in the Tender terms for the specific category.

✓ Check [Tender terms](#) ⌵ ⋮

Information Applicant Budget Attachements Final report Requests & Issues

Category Bi) Support for the organization of non-economic international summer schools

1) Final report

- Please use the final report form for category Bi.
- Please name the document as follows: ZZ_POINT_Bi_2022_2_Project number (final report / Support for internationalization in category Bi / designation of specific round / specific project number – the three-digit number for the attachment).
- When inserting a document into the project, select “Final report” from the list of options.

News type

2) Accounting

- Please use the Excel accounting form.
- Please name the document as follows: VYUCT_POINT_Bi_2022_2_Project number (accounting / Support for internationalization in category Bi / designation of specific round / specific project number – the three-digit number for the project).
- When inserting a document into the project, select “Final report” from the list of options.

Procedure for uploading the final report. After inserting the two PDF documents, move the workflow with the green button in the lower left-hand corner “Final report uploaded”.

↶ Final report uploaded

4.2 Interim report

The interim report is not required for categories Ai, Aii, and Bi of the programme Support for internationalization at CU.

4.3 Report

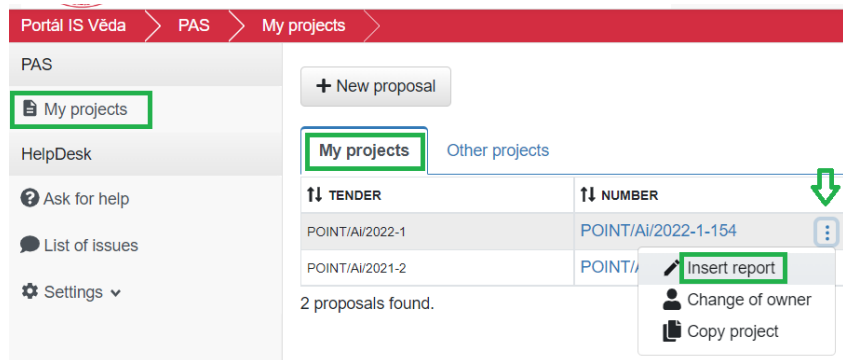
Please also upload other documents that are not required attachments, but refer to the completed mobility under the Final Report tab and select the “Report” option from the options menu.

A document means, for example, a certificate, a final presentation, a photograph, a published article in an anthology, etc. **Procedure for uploading the report.**

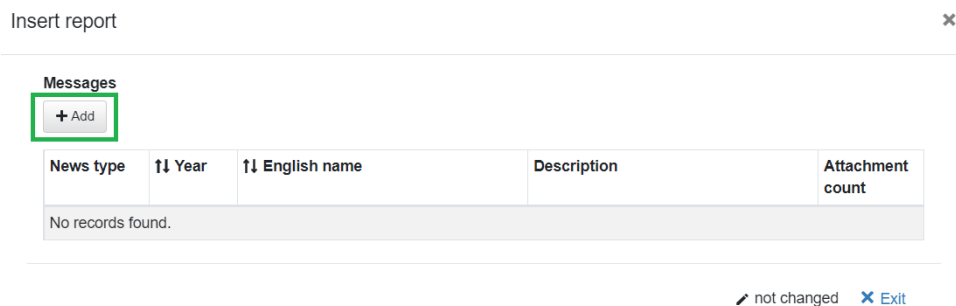
News type

4.4 Uploading the final report

To upload the final report, go to the list of your applications using **My projects** in the menu where you can find the relevant application. Move your mouse over the application number, then three vertical dots will appear on the right-hand side of the field. Click on the button with the three dots in the **Number** column and then on **Insert report**.



In the next window, click on the **Add** button.



In the following window, select the **Report Type** "Final report". Click in the marked space and insert the required files from the disk or drag them into this space with your mouse. Then click on the **OK** button.

Messages ✕

News type Year

Final report

Report

Interim report

Final report

English name

Description Expand field

Attachment

Drop file here to upload, or browse.

There is no attachment yet.

changed ✕ Exit **OK**

Finish uploading the report by clicking on **Save changes**.

Insert report ✕

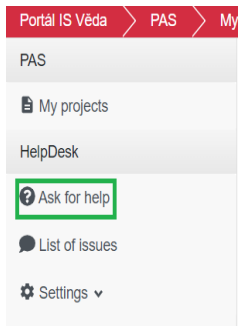
Messages

News type	↑↓ Year	↑↓ English name	Description	Attachment count
Final report				1

1 record found.

changed ✕ Exit **Save changes**

5 Support - HelpDesk

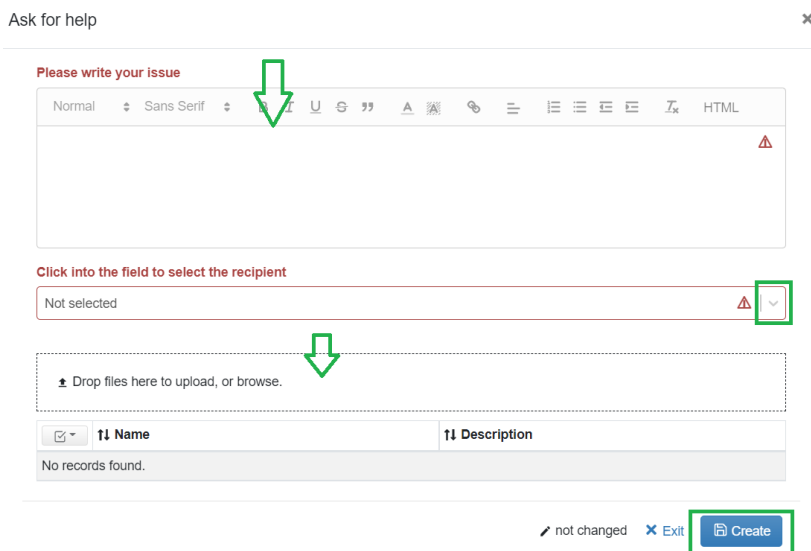


- PAS
- My projects
- HelpDesk
- Ask for help**
- List of issues
- Settings

You can contact system support for the PAS module (projects and tenders) using the built-in HelpDesk.

Using the navigation on the left-hand side of the screen, click on **Ask for help**, which will open a window for your query.

Then describe in detail what you need help with. From the recipients of the query, select the Support for internationalization officer from your faculty/unit and click on **Create** to send the query.



Ask for help

Please write your issue

Normal Sans Serif

Click into the field to select the recipient

Not selected

Drop files here to upload, or browse.

Name	Description
No records found.	

not changed Exit Create

As soon as someone answers your question, a notification is sent to your e-mail address where you will also find a link to the details of this query. You can also view the status of your query at any time by going to the **List of issues** from the menu on the left-hand side of the page. Here you can find all of the queries you have entered or resolved in the system.