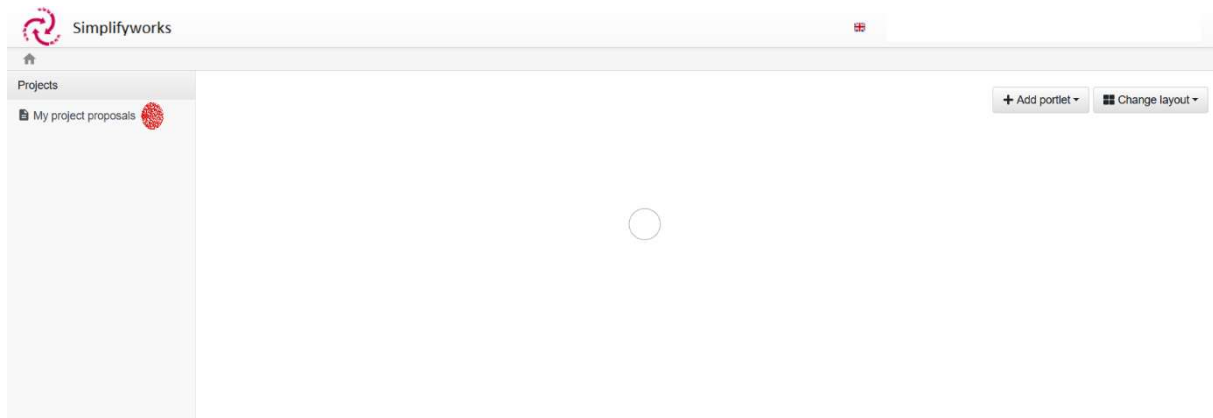


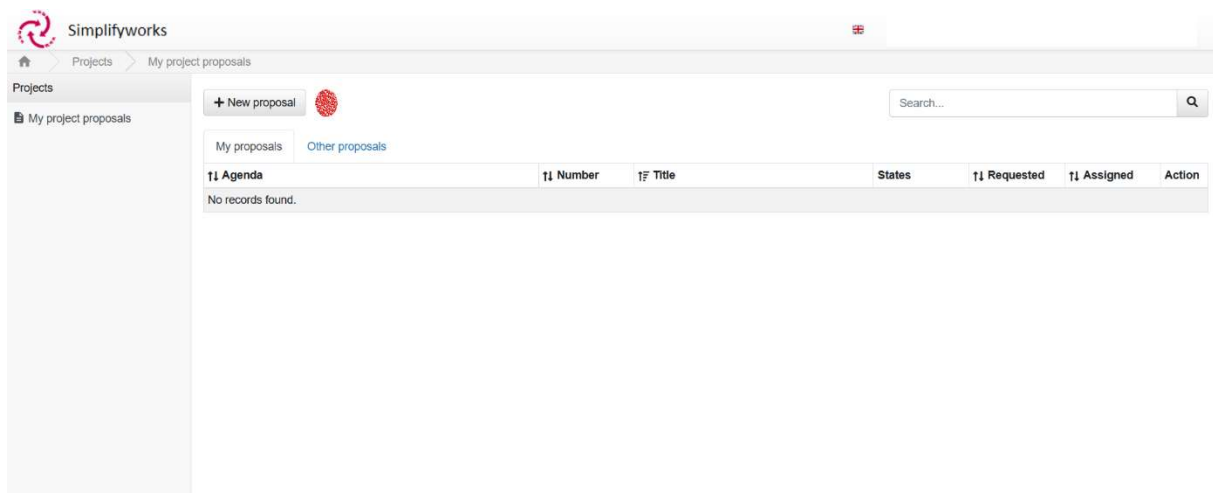
# Brief Instructions for Working with the DGS Registration System

<https://grantovesouteze.vsb.cz>

## I. Welcome screen



## II. New project



### III. Choice of type of grant

The screenshot shows the Simplifyworks web application. The breadcrumb navigation is: Home > Projects > My project proposals > New proposal. A sidebar on the left is titled 'Projects' and contains 'My project proposals'. The main content area has a yellow banner that says 'Click on competition table for selection of the competition'. Below this is a grey bar labeled 'DGS'. There are two columns: 'DGS - individual 2020' and 'DGS - team 2020'. Each column has a red circular icon and a table. The 'DGS - individual 2020' table has one row with 'Units: 1' and 'Deadline: 2020-11-12 15:00'. The 'DGS - team 2020' table also has one row with 'Units: 1' and 'Deadline: 2020-11-12 15:00'. There are also some floating icons on the right side of the screen.

### IV. Download DGS principles and templates to fill in and later attach to the project in the form of mandatory attachments

New proposal

DGS - team student's project

No records found.

<input checked="" type="checkbox"/> Attachment	↑↓ Description
<input type="checkbox"/> <a href="#">Budget justification_12months.docx</a>	
<input type="checkbox"/> <a href="#">Project schedule and activity description.docx</a>	
<input type="checkbox"/> <a href="#">Professional qualification.docx</a>	
<input type="checkbox"/> <a href="#">Budget justification_24months.docx</a>	
<input type="checkbox"/> <a href="#">Summary of planned outcomes.docx</a>	
<input type="checkbox"/> <a href="#">Zasady Doktorске grantove soutezce.pdf</a>	
<input type="checkbox"/> <a href="#">Vyhlášení DGS.pdf</a>	
<input type="checkbox"/> <a href="#">The-regulations-of-the-doctoral-grant-competition.pdf</a>	
<input type="checkbox"/> <a href="#">Declares-DGS.pdf</a>	

[Download all files](#)



## V. Initial settings

1. Selection of the home organisational unit of the project applicant
2. Title of the project
3. Selection of project solution time (12/24 months)
4. Next page

New proposal Agenda call

Exception from deadline  
Without exception   Trial proposal

Make project accessible for co-researchers  
Whole project

Tender: DGS - týmový projekt

Project number:

Owner:

Component:  1

Project name:  2

Period:  1 year (1.2.2021 - 31.1.2022) 3

4

## VI. Project information:

1. Research area according to the Frascati manual
2. Annotation
3. Detailed description of the project
4. Detailed description of planned project outputs
5. Save
6. Switch to the research team tab

Project proposal: Example 6

Project information and description

Exception from deadline  
Without exception   Trial proposal

Make project accessible for co-researchers  
Whole project

Tender: DGS - team student's project

Project number: DGS/TEAM/2020-001

Owner: Ing. Miroslav Vaculik, Ph.D.

Component: 9360 State: In development

Project name:  Example

Period:  1 year (1.2.2021 - 31.1.2022)

Fields of R&D classification  
1  100000 > 1.1 Mathematics > Applied mathematics

Annotation  2  
Enter a brief and clear summary of your project plan

Research focus, aims/objectives and methodology  3  
Specify the issues dealt with the student grant project, current state of knowledge, motivation, project activities, aims and objectives of achievement.

Planned outcomes of student grant project  5  
4  of planned outcomes

## VII. Selection of team members:

1. **By participating in the project, each investigator expressly agrees to the above statements**
2. Adding the principal investigator
3. Adding other members of the research team

Project proposal: ccvsdfve ✓ Check ☰ Agenda call ⬇️ ⋮

Project information and description | **Research team** | Finance | Attachment

**Principal Investigator / Investigator:** I hereby declare that the topic of my student grant project is not co-funded from targeted support from specific university research (SGS) at VSB-TUO.

**1 Supervisor:** I hereby confirm that the topic of student grant project is not identical with the topic of Principal Investigator's / other Investigator's doctoral thesis.

**Mentor:** I hereby confirm the ability of the Principal Investigator to lead the project and the suitability of the team.

**Principal Investigator**

**2** + Principal Investigator

↑↓ Position	Person	Relation	Contacts	Other	↑↓ Consent to participate
No records found.					

**Internal team members**

**3** + Supervisor + Mentor + Investigator

↑↓ Position	Person	Relation	Contacts	Other	↑↓ Consent to participate
No records found.					

1. Home workplace of a member of the research team (Not selected)
2. Enter the surname of the person to be added
3. Press the "Filter" button
4. Select the appropriate person with the "Select" button

Person ✕

**1** Faculty

Not selected ⌵

**2** Person ?

✕ Clear 🔍 Filter

**3**

↑↓ Person	Workplace	↑↓ Personal number
<b>4</b> <span>★ Select</span>		

1 record found.

✕ Exit

1. Name of the principal investigator
2. Possibility to insert attachments - CV etc.
3. Activities of the principal investigator carried out abroad - purpose, date, duration and place of stay, justification of the direct connection of foreign activity with the project
4. Contact information for the principal investigator
5. "OK"

**Position**  
Principal Investigator

**Person** 1

**Workplace**

**Work capacity**  
0.50

Activity for the whole duration of the project

**Consent to participate:** filled in without consent

Contact person

**Phone** 4

**Email**  
@vsb.cz

**Note** Expand field

**Attachments**  
Recommended attachments:  
Obligatory attachments:

2 Drop file here to upload, or browse.

Name	Attachment type	Attachment description	Actions
No records found.			

**Description of abroad activities** Expand field

3

5

changed Exit OK

1. Name of the investigator
2. Work capacity
3. Possibility to insert attachments - CV etc.
4. Activities of the investigator carried out abroad - purpose, date, duration and place of stay, justification of the direct connection of foreign activity with the project
5. Contact information for the investigator
6. "OK"

Position  
Investigator

Person 1

Workplace

Activity for the whole duration of the project

Work capacity 2 0.50

Consent to participate: filled in without consent

Contact person  Phone 5 Email i@vsb.cz

Note Expand field

Attachments

Recommended attachments:

Obligatory attachments:

3 Drop file here to upload, or browse.

Name	Attachment type	Attachment description	Actions
No records found.			

Description of abroad activities Expand field

4

6 changed Exit OK

1. Save all members of the research team
2. Switch to the finance tab

Project proposal: Example 2 Check Agenda call

Basic information **Research team** Finance Attachment

**Investigator:** I hereby declare that the topic of my student grant project is not co-funded from targeted support from specific university research at VŠB-TU Ostrava.

**Supervisor:** I hereby confirm that the topic of student grant project is not identical with the topic of project leader's / member's doctoral thesis.

**Mentor:** I hereby confirm the ability of the doctoral student to lead the project and the suitability of the team.

**Principal Investigator**

Position	Person	Relation	Contacts	Other	Consent to participate
Principal Investigator				Note: x	<b>Granted</b>

**Internal team members**

+ Mentor + Supervisor + Investigator

Position	Person	Relation	Contacts	Other	Consent to participate
Investigator				Note: x	Request will be sent
Supervisor				Note: x	Request will be sent
Mentor				Note: x	Request will be sent <span style="color: red;">1</span>

Submitted

## VIII. Finance

1. Total project budget – automatically filled
2. Finances that can be divided into other project costs
3. Total personnel costs (scholarships) – automatically filled
4. Project overheads – automatically filled

Project proposal: Example ✓ Check ☰ Agenda call ⌵ ⋮

Basic information Research team **Finance** Attachment

Finance total 958,320 **1**

Item	Amount [K€]
Available finance	254,532 <b>2</b>
Total of personnel costs	560,040 <b>3</b>
Materials	
Travel expenses	
Office supplies and other consumables	
Services	
Overhead costs	143,748 <b>4</b>

[Open multiple-cell editing](#)  
**5**

➤ Submitted 🗑️ 📄

1. Save
2. Switch to the attachments tab

Project proposal: Example ✓ Check ☰ Agenda call ⌵ ⋮

Basic information Research team **Finance** Attachment **2**

Finance total 958,320

Item	Amount [K€]
Available finance	0
Total of personnel costs	560,040
Materials	100,000
Travel expenses	60,000
Office supplies and other consumables	20,000
Services	74,532
Overhead costs	143,748

[Open multiple-cell editing](#)

➤ Submitted 🗑️ 📄 **1**

# IX. Mandatory attachments

## 1. Upload all mandatory attachments

Fill in all the required information in the attachments !!!

Project proposal: Example ✓ Check ☰ Agenda call ⬇ ⋮

Basic information   Research team   Finance   Attachment

**Attachments**

Recommended attachments:  
Obligatory attachments: Budget justification, Summary of planned outcomes of student project, Student professional qualification, Project schedule and activity description

⬇ Drop file here to upload, or browse. **1**

↑ Name	↑ Attachment type	↑ Attachment description	Actions
No records found.			

➤ Submitted



1. Attachment name - best to leave it the same
2. Select the appropriate attachment type
3. "OK"

Attachment ✕

<b>Name</b>	<b>Uploaded</b>
<b>1</b> Budget justification_12months.docx	2020-10-16 15:22
<b>Attachment type</b>	
<b>2</b> Budget justification   ▾	
<b>Attachment description</b>	<a href="#">Expand field</a>
<input type="text"/>	

**3**

✎ changed   ✕ Exit   ✓ OK



1. List of attachments
2. Save
3. Project proposal entry check button
4. Return to download attachment templates
5. **Export proposal to PDF + possibility to download all attachments**
6. Other options
7. Project proposal submittal button

Project proposal: Example

Basic information   Research team   Finance   Attachment

Check   Agenda call   3   4   5   6

**Attachments**

Recommended attachments:  
 Obligatory attachments: Budget justification, Summary of planned outcomes of student project, Student professional qualification, Project schedule and activity description

Drop file here to upload, or browse.

Name	Attachment type	Attachment description	Actions
Summary of planned outcomes.docx	Summary of planned outcomes of student project		Edit
Project schedule and activity description.docx	Project schedule and activity description		Edit
Professional qualification.docx	Student professional qualification		Edit
Budget justification_12months.docx	Budget justification		Edit

Submitted 7

2

## Export, printing and signatures

1. Export proposal to PDF
2. Printing and proposal signatures
3. Delivery of the signed proposal to the CNT Secretariat (N 518)
4. In case of any questions about uploading the project, call 1601, Ing. Miroslav Vaculík, Ph.D.