

Mobility Fund – Guidebook for applicants

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Introduction

Charles University's Mobility Fund was established in 2001, and the goal of the fund is financial support in the following categories:

- A. Studying at a university abroad for one to two semesters
- B. Participation in international study or professional events for students abroad
- B-2: Participation in international study or professional events for students abroad – for IFMSA traineeships only
- C. Short-term academic or research stays abroad
- D. International students studying at CU
- E. International university employees or researchers at the university

More detailed information can be found on the [Mobility Fund's university web pages](#) or on the web pages of the individual faculties/units.

Proposals for Mobility Fund competitions are submitted via the **PAS module (projects and tenders)** in the [IS Věda information system](#).

1 Logging in and accessing the PAS module (projects and tenders)

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

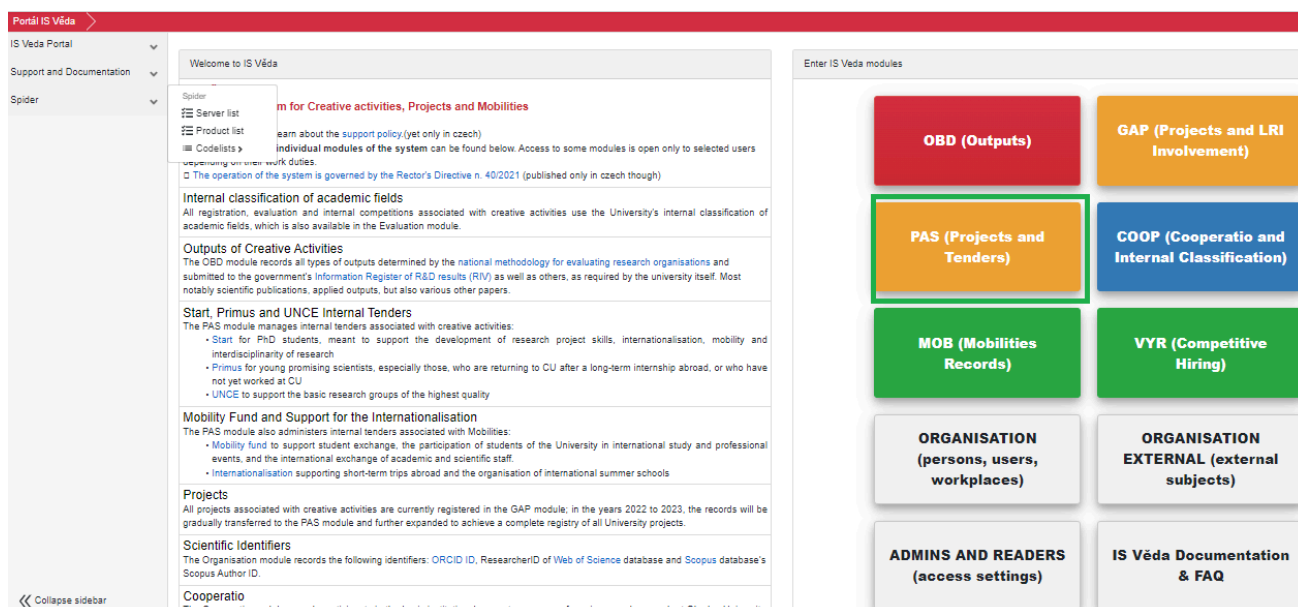
Username

Enter your ID number.

Password

Enter your CAS password.

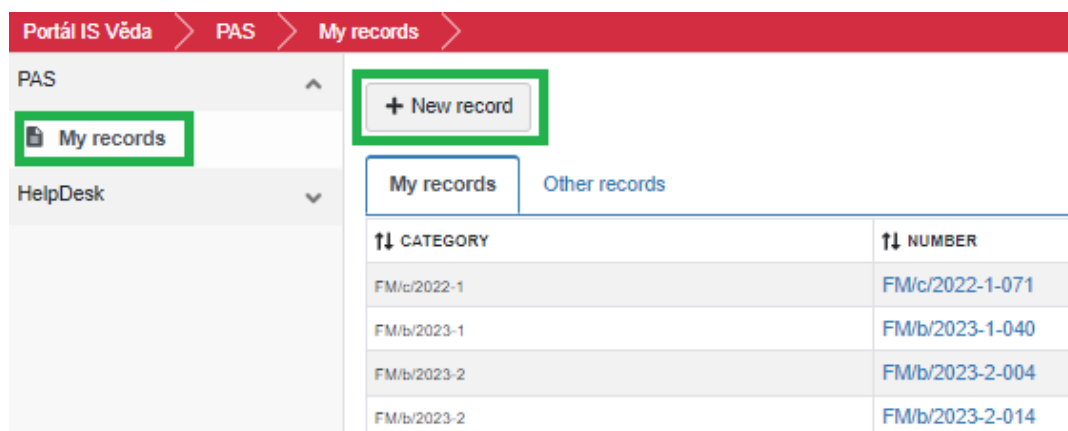
After logging in, the home page of the IS Věda Portal is displayed. Current information regarding the operation of the IS Věda system and its individual modules may be displayed in the left-hand side of the page (for example, planned or ongoing shutdowns). In the directory on the right-hand side, click on the **orange PAS button (projects and tenders)**.



2 Creating, completing, and submitting proposals

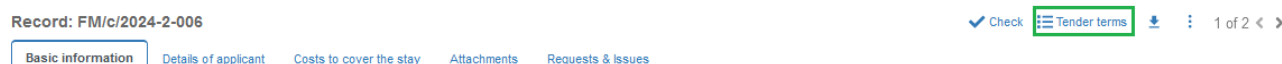
2.1 Selecting categories and creating proposals

After accessing the PAS module, a Noticeboard is displayed. On the left-hand side of the screen, there is a menu. Select **My records**.



Click the **New record** button to create a new proposal. A list of currently open competitions will be displayed. In the case of Mobility Fund competitions, only those categories in which you are entitled to apply for support are offered, 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 with basic instructions for submitting your proposal. We recommend reading them thoroughly. You can return to them later by clicking on the **Tender terms** button on the top right-hand side of the open proposal.



After reading the instructions, click on the **blue arrow button on the lower right-hand side of the page**.



The system creates the proposal after you fill in the basic data, which are similar for all six proposal categories:

New record


Show the record to co-researchers
Whole project

Category**
Mobility Fund: a) Long-term study abroad (1 – 2 semesters)

Faculty/unit**

Initiation of the study abroad**

Completion of the study abroad**

 For some fields a meaningful help is inserted, it will be displayed after clicking on the question mark in the blue circle.

Faculty/unit

If the system does not fill in the faculty automatically, select the faculty/unit you are applying to (in categories a, b, b-2 or c), or the faculty/unit for the international student (in category d) or international professor (in category e). This field is mandatory, and the proposal cannot be submitted without completing this.

Start date

Select from the calendar the date on which you would like to start your stay.

End date

Select from the calendar the date on which you would like to end your stay.

Making the project available to co-researchers

You cannot change the value in this field. The provided option means that all other persons who are included in the proposal (the guarantor, the contact person, etc.- see below in [Section 2.4](#)) will have read access to the entire proposal.

After filling in the data, click on the **blue arrow button** at the bottom right-hand side of the page. The system will check the data, and if the data are complete, the proposal will be created and other parts of the form will be opened.

After creating the proposal, you must fill in the necessary data on all tabs, with the exception of the **Request & Issues** tab. We recommend filling in the tabs in the order in which they are displayed. You can continuously save the proposal during your work.

2.2 Periodic saving of proposals

You can save the proposal at any time using the **save button** and then return to it (each tab can be saved separately). You can edit the proposal at any time prior to submitting it.



You can access an unfinished proposal using **My records** in the menu. You can find it on the tab with the same name **My records**. Open it by clicking on the proposal number.

↑↓ CATEGORY	↑↓ NUMBER
FM/a/2024-1	FM/a/2024-1-002
FM/a/2024-1	FM/a/2024-1-001
POINT/a/2024-1	POINT/a/2024-1-002

2.3 Basic information tab

**** Mandatory items are marked in the system with two asterisks after the name.**

Category a) Long-term study abroad (1 – 2 semesters)

State of residence abroad

Mandatory data. Select from the list of countries.

Foreign University

Mandatory data. Enter the official name of the university abroad that you plan to study at.

Faculty of foreign University

Mandatory data. Enter the official name of the faculty at the university abroad that you plan to study at.

Specialization

Mandatory data. Enter your area of study/specialization at the university abroad.

Purpose of stay

Mandatory data. Enter a brief description of the purpose of your stay. You will describe this in more detail in the motivation letter that you will attach to the proposal.

Additional funding

Provide a brief description of how you plan to finance the remaining costs (e.g. your own funds, a scholarship, a grant, other CU resources, etc.)

Sworn Declaration

Required field. Select whether or not you have already applied for a Mobility fund grant from the code list.

Grant received - additional information: year of departure, grant amount and destination country

The field is required if a Mobility fund grant has been received in the past.

Category b) Study or scientific events abroad (students only) + Category b-2) IFMSA Study or scientific events abroad (students only)

State of residence abroad

Mandatory data. Select from the list of countries.

Organisation

Mandatory data. Enter the name of the organization (university abroad) hosting the event.

Event

Mandatory data. Enter the title of the event you will be participating in. For category b-2, please enter text in the following format: IFMSA <state of residence abroad>.

Active participation

If you will actively participate in the event (presentation, lecture), mark this field.

Paper

Mandatory data if you will actively participate in the event (presentation, lecture).

Additional funding

Provide a brief description of how you plan to finance the remaining costs (e.g. your own funds, a scholarship, a grant, other CU resources, etc.)

Sworn Declaration

Required field. Select whether or not you have already applied for a Mobility fund grant from the code list.

Grant received - additional information: year of departure, grant amount and destination country

The field is required if a Mobility fund grant has been received in the past.

Category c) Scientific or research stay abroad**State of residence abroad**

Select from the list of countries.

Foreign office

Mandatory data. Enter the name of workplace abroad for your stay.

Additional funding

Provide a brief description of how you plan to finance the remaining costs (e.g. your own funds, a scholarship, a grant, other CU resources, etc.)

Purpose of stay

Mandatory data. Enter a brief description of the purpose of your stay. You will describe this in more detail in the motivation letter that you will attach to the proposal.

Expected outcome

Mandatory data. Enter a brief description of the anticipated benefit. You will describe this in more detail in the motivation letter that you will attach to the proposal.

Sworn Declaration

Required field. Select whether or not you have already applied for a Mobility fund grant from the code list.

Grant received - additional information: year of departure, grant amount and destination country

The field is required if a Mobility fund grant has been received in the past.

Category d) Promotion of foreign students in CU**State of residence abroad**

Select the student's country from the list of countries.

Study programme

Provide the programme of study/area of study or special curriculum of the international student at your faculty.

Additional funding

Provide a brief description of how you plan to finance the remaining costs (e.g. your own funds, a scholarship, a grant, other CU resources, etc.)

Purpose of stay

Provide a brief description of the purpose of the stay.

Category e) Support for foreign universities or research staff lecturer at the UK - Vis.Prof.

State of foreign University

Select the country of the university abroad from the list of countries.

Foreign University

Enter the name of the guest professor's university abroad.

Faculty of foreign University

Enter the name of the faculty at the guest professor's university abroad.

Specialization

Enter the area of study/specialization of the guest professor at the university abroad.

Publishing

Enter a brief summary of the publication activities of the international professor (the most important publications relating to mobility).

Contribution of Stay for Faculty/department

Provide a brief description of the benefit of the professor's stay at your faculty/workplace.

Additional funding

Provide a brief description of how the remaining costs will be financed.

2.4 Applicant data tab

This tab is always divided into several basic sections:

IN CATEGORIES a, b, b-2 and c	IN CATEGORIES d and e
Applicant <ul style="list-style-type: none"> • Mandatory • in categories a, b and b-2 student • in category c, either a student or an academic 	International student or professor <ul style="list-style-type: none"> • Mandatory
Expert guarantor at CU <ul style="list-style-type: none"> • Either an internal or external guarantor is mandatory (either one is sufficient) • Primarily a guarantor from the CU community (with an ID number) • Usually an instructor or head of the respective department 	Host faculty <ul style="list-style-type: none"> • Expert guarantor for the mobility (e.g. head of department or workplace) • Contact person = person administering the mobility (optional, can be provided only for category e)
Expert guarantor outside CU	External co-researcher

<ul style="list-style-type: none"> • Either an internal or external guarantor is mandatory (either one is sufficient) • In exceptional cases, an expert guarantor from a different institution may be provided instead of an internal guarantor (e.g. the Czech Academy of Sciences, etc.) 	<ul style="list-style-type: none"> • External team member from another institution (optional, can only be listed in category d)
--	--

With the exception of applicants in categories a, b and b-2, in which the system usually automatically fills in the logged-in user as the applicant, the person must be entered using the button available under the name of each section.

Applicant

+ Applicant

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

This record is not valid

- It is necessary to fill in the researcher's [REDACTED] (positionEng) phone.
- It is necessary to fill in the researcher's [REDACTED] (positionEng) bank account number.

Some of the information on the request is only recommended, not mandatory. If a recommended entry is missing, the system will also highlight it, but you can submit your request without it.

This record is not valid

- Field 'Academic average' for researcher [REDACTED] (Applicant) is recommended.

General rules for entering persons other than yourself (GDPR)

For all persons listed in the form, you must have their consent to involvement and thus ensure that they are aware of the use of their personal data (GDPR) as a part of the proposal. If you put yourself in the position of applicant, the system understands this fact as an expression of consent. However, you must obtain this consent from other persons in order to enter them in the proposal.

The system requests the consent of [internal persons](#) (**Applicant**, **Applicant-student**, **Applicant-academic staff member**, **Expert guarantor at CU**, **Guarantor**, and **Contact person**) automatically by e-mail.

For [external persons](#) (**Expert guarantor outside CU**, **International student**, and **International professor**), you must obtain and enter the completed GDPR consent form (the form filled in with the basic data of the external person can be downloaded in the exports in the row with the person, or is available for download in the competition tender terms).

Detailed procedures for internal persons

After selecting a person, a window will be displayed for completing the optional personal message, which the system enters in the automatic email, requesting your consent to participate.

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)

✓ OK

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

After confirming this window, you will not be able to edit any other fields in the person's details, and no personal or study information will be uploaded until the person gives 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

PF: Department of Legal Theory and Legal Doctrines

Contact person

Phone

Email

Consent to participate:

Request will be sent

Message for requestee (optional)

changed

Exit

✓ OK

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

Guarantee

+ Guarantee

Person	Relation	Contacts	Other	Consent to participate
	PF: Department of Legal Theory and Legal Doctrines already in relation with UK			Request will be sent

The system only sends the e-mails with the request after saving the entire proposal 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?

Send and save

Back to the form

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

Guarantee
+ Guarantee

Person	Relation	Contacts	Other	Consent to participate
[REDACTED]	PfF: Department of Legal Theory and Legal Doctrines already in relation with UK			Waiting

You will receive a message by e-mail about the decision of the person addressed on whether they have granted or refused consent. The decision is displayed as a green or red label:

Guarantee
+ Guarantee

Person	Relation	Contacts	Other	Consent to participate
UK [REDACTED]	PfF: Department of Genetics and Microbiology already in relation with UK	E-mail: [REDACTED] Phone: [REDACTED]		Granted

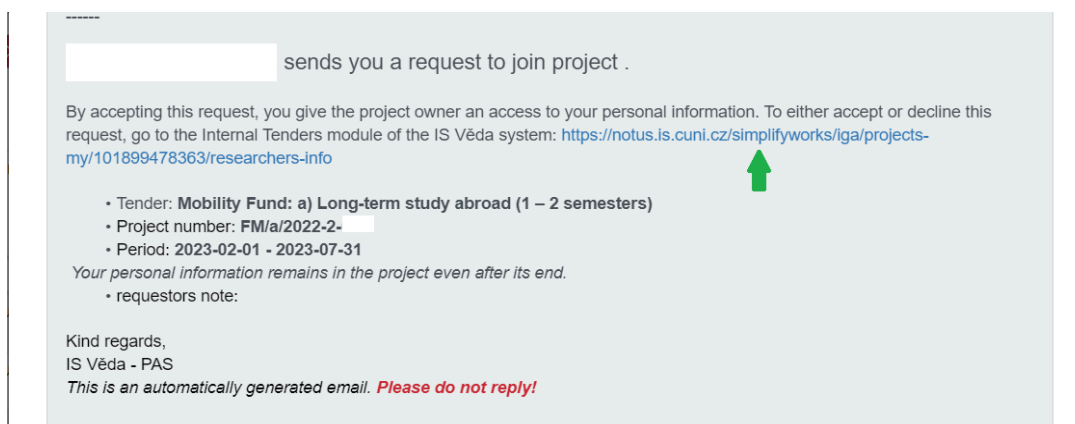
Guarantee
+ Guarantee

Person	Relation	Contacts	Other	Consent to participate
UK [REDACTED]	PfF: Department of Genetics and Microbiology already in relation with UK			Refused


If a person refuses consent, you must remove that team member (see [Removing persons from the team](#)). If consent is granted, the system automatically unlocks all locked fields and retrieves the remaining personal or study information from the list.

Procedures for obtaining consent from an internal person

The internal person (guarantor in all categories and contact person in category e) receives a notification e-mail with a request to grant consent.



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


IS Věda
 Informační systém tvůrčí činnosti, projektů a mobility Univerzity Karlovy.

Enter Username & Password

Username:*

personal number

Username is a required field.

Password:*

.....

LOGIN

?

Forgot your password?

?

Need help?

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

Five unsuccessful login attempts will lock your account for twenty minutes.

After logging into the system, PAS module, there is a list of proposals in the left menu **My records**, tab **Other records**. Click on the number of the proposal for which consent to participate is requested.

Portál IS Věda

PAS

My records

PAS

My records

HelpDesk

+ New record

My records

Other records

↑↓ CATEGORY	↑↓ NUMBER
FM/a/2024-1	FM/a/2024-1-001

On the Details of applicant tab, find your name and click on the Consent the participate button on the right.

Guarantee <div>+ Guarantee</div>				
Person	Relation	Contacts	Other	Consent to participate
UK [REDACTED]	PřF: Department of Genetics and Microbiology already in relation with UK			<div>Consent to participate</div>

This button opens a dialog box in which you can agree to participate with the green “Grant” button or disagree with participation with the red “Refuse” button.

Person

Workplace

☒ Contact person

Phone

Email

Consent to participate:

Waiting

✓ Grant

✕ Refuse

Message for requestee (optional)

Detailed procedures for external persons

After filling in the details of the external person (see below in the chapters for the individual positions), the status label for the request will be displayed in blue with the text **“External”**. You must upload the completed GDPR consent form for the person, which can be downloaded **after saving the record** in Exports in the row with the specified external person.

External team member

+ External team member

Person	Relation	Contacts	Other	Consent to participate	Export
John Smith	Not defined	Not defined		External	<div>Exports</div>

Both Czech and English versions are available, select the appropriate variant:

Exports

Participation consent - Czech

Participation consent - English

Exit

Please submit the form to the appropriate person for completion and then add 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.

Title before name

First name

Surname

Title after name

Organization

☐ Contact person

Person category on the contract

Not selected

Academic/Pedagogical worker

Not selected

Obligation of the work report

No

PPV ID from human resources

Attachments

Obligatory attachments: Participation consent (Allowed suffixes pdf)

Allowed suffixes: pdf

Drop file here to upload, or browse.

Attachment Name	Attachment type	Attachment description	Actions
No records found.			

After selecting the file, select “Participation consent” as the **attachment**.

Attachments

Name

Consent Form.pdf

Size

70 kB

Uploaded

2024-01-22 7:49

Attachment type

Participation consent (Allowed suffixes pdf)

changed

Discard attachment

OK

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

External team member

+ External team member

Person	Relation	Contacts	Other	Consent to participate	Export
John Smith	Not defined	Not defined	Attachments: 1	External	Exports

Applicants (in categories a, b, b-2 and c)

The system has probably already entered your name as the applicant. To complete the remaining data, open the person’s detail by clicking on the your name in the Person column of the table in the “Applicant” section.

Applicant**

Applicant

Person	Relation	Study	Contacts	Other	Consent to participate
<div>UK</div>	1.LF: First Faculty of Medicine already in relation with UK	Study Všeobecné lékařství / Kriminový obor / Všeobecné lékařství	E-mail Phone Address		Granted

However, if the system has not entered your name, click on the **Applicant** button (or **Applicant-student** or **Applicant-academic staff member** in category c).

Applicant**

Applicant

+ Applicant

Person	Relation	Study	Contacts	Other	Consent to participate
No records found.					

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

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

Person ✕

Faculty

Faculty of Social Sciences ▼

Person ?

✕ Clear 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 100197822628; FSV: Department of Sociology 345; FSV: Department of Sociology 345	

If you are a CU student, the system will upload the **required data from the Student Information System** to the person's details. These data cannot be edited in the person's details. If the study information does not upload correctly, [contact the Help Desk](#).

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

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

✎ changed ✕ Exit ✓ OK

Expert Guarantor at CU (in categories a, b, b-2 and c) Guarantor (in categories d and e)

Professional guarantor at UK**

Fill in only if he is an expert guarantor of a UK employee.

Guarantee

+ Guarantee

Person	Relation	Contacts	Other	Consent to participate
No records found.				

Professional guarantor not from UK**

To be filled in only if the professional guarantor is not a UK employee.

External team member

+ External team member

Person	Relation	Contacts	Other	Consent to participate
No records found.				

Admission faculty**

Guarantee

+ Guarantee

Person	Relation	Contacts	Other	Consent to participate
No records found.				

External researcher

External team member

+ External team member

Person	Relation	Contacts	Other	Consent to participate
No records found.				

After clicking on the **Guarantee** button, the details of the person are displayed. Select the Person from the list (similarly for the applicant in the previous step). After selecting the person, the system prepares a request for consent to participate to be sent (see the [General rules for entering persons other than yourself – GDPR](#)). After obtaining consent, you must fill in the **Telephone** and **E-mail** fields, provided the person does not fill them in when providing consent or if the system does not upload them automatically.

Guarantee
×

Person

⚠
☰

Workplace

☒ Contact person

Phone

Email

✓ not changed
✕ Exit

Contact person (category e)

If the administrative side of the stay in category e) is handled by someone other than the expert guarantor, e.g. the department's secretariat, also fill in the Contact Person (the contact person is not mandatory). Continue in the same manner as when entering the Guarantor.

Admission faculty**

Guarantor = professional guarantor, such as head of department or workplace.

Contact person = the person providing the administration of the residence of a foreign professor, for example the secretary of the department.

Contact person

+ Contact person

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

Expert guarantor outside CU (in categories a, b, b-2 and c)

In specific cases, you may provide a guarantor outside CU instead of an internal guarantor. Consult the relevant foreign relations officer for your faculty about this option. You enter an external guarantor by clicking on the **External team member** button.

Professional guarantor at UK**

Fill in only if he is an expert guarantor of a UK employee.

Guarantee

+ Guarantee

Person	Relation	Contacts	Other	Consent to participate
No records found.				

Professional guarantor not from UK**

To be filled in only if the professional guarantor is not a UK employee.

External team member

+ External team member

Person	Relation	Contacts	Other	Consent to participate
No records found.				

All data must be filled in manually.

External team member ✕

Title before name
 First name
 Surname ⚠
 Title after name

Organization ☰

☐ Contact person

Attachments ↓

📎 Drop file here to upload, or browse.

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

✎ 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 do not find the relevant organization in the list, [contact the Help Desk](#).

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

International student (in category d)

Click on the button **Foreign student** and fill in the required data on the international student in the displayed details.

Foreign student**

Foreign student

📎 Foreign student

Person	Relation	Contacts	Other	Consent to participate
No records found.				

First name

Enter the first name (or first names) of the international student.

Surname

Enter the surname of the international student.

Telephone, E-mail

Enter the contact data for the international student.

Completed semesters

Enter the number of semester that the student completed at the foreign university.

Foreign university

Enter the name of the foreign university where the student studies.

Faculty

Enter the name of the faculty at the foreign university where the student studies.

Area of study/specialization

Enter the area of study/specialization of the student at the foreign university.

Programme type

Enter the student's programme type at the foreign university (bachelor's/master's/PhD).

Postal address

Enter the contact address for the international student.

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

International professors (in category e)

Click on the button **Foreign professor** and fill in the required data on the international professor in the displayed details.

Foreign professor**

Foreign professor

+ Foreign professor

Person	Relation	Contacts	Other	Consent to participate
No records found.				

First name

Enter the first name (or first names) of the international professor.

Surname

Enter the surname of the international professor.

Telephone, E-mail, Postal address

Enter the contact data for the international professor.

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

Removing persons from a team

In the event of incorrect data, or if the person refuses to give consent to participate, you can remove the person using the button with the trash can icon, which is displayed when you hover the mouse over the field with the name of the position:

Professional guarantor at UK**

Fill in only if he is an expert guarantor of a UK employee.

Guarantee

+ Guarantee

Person	Relation
<div>████████████████████</div> <div>UK ██████████</div>	<div>1.LF: Institute of Physiology</div> <div>already in relation with UK</div>

You must also confirm that you want to remove the person:

Remove record

Do you really want to remove record '██████████'?

Remove

2.5 Costs tab

Click in the column **Amount in CZK** for all expense items. If you have not incurred any of the listed expenses, add a zero to the column. The column is mandatory and must be completed.

The **Other** item in categories a) to d) is a summary item and must be itemized using the button **Add sub-item for Other**.

In the **Requested support (max. 50%)** field, fill in the amount you are requesting. The amount may not exceed 50% of the total amount of the expense items listed in the proposal.

+ Add sub item for Other

Item	Amount [Kč]
Travel costs	8,000
Accommodation	50,000
Food	30,000
Participation fee	0
Other	0
Total	88,000
Requested contribution	44,000

Open multiple-cell editing

You can use the **Multiple-cell editing** button for filling in a number of items at the same time. You can save the entered values one by one with the Enter key or in bulk with the “Save all open cells” button.

+ Add sub item for Other

Item	Amount [Kč]	
Travel costs		✓ x
Accommodation		✓ x
Food		✓ x
Other	0	
Total	0	
Requested contribution (max. 50 %)		✓ x

Save all open cells

The **Approved finance** item is displayed after the proposal has been processed by the Mobility Fund Board, i.e. the proposal is in one of the following stages “Accepted” or “Accepted with a budget adjustment”. The approved amount may differ from the requested amount.

2.6 Attachments tab

Only PDF files may be saved as attachments.

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

Information Details of applicant Costs to cover the stay **Attachments** Final report Requests & Issues

Only messages in PDF format are allowed.

Attachments

Obligatory attachments: Letter of recommendation educator (Allowed suffixes pdf), Letter of intent (Allowed suffixes pdf), Letter of acceptance (Allowed suffixes pdf)
Allowed suffixes: pdf

Drop file here to upload, or browse.

Next, a dialogue window is displayed where you must fill in the Attachment Type.

Attachment ✕

Name	Size	Uploaded
Letter of intent.pdf	180 kB	2022-09-27 19:48

Attachment type

Letter of intent (Allowed suffixes pdf) ▼

Attachment description Expand field

✎ changed
✕ Discard attachment
✓ OK

The current list of mandatory attachments for a specific category is provided in the competition tender terms, which were displayed when the competition was created and which can be displayed again by clicking the **Tender terms** button at the top right-hand side of the open proposal.

✓ Check
Tender terms
⬇
⋮

Information
Details of applicant
Costs to cover the stay
Attachments
Final report
Requests & Issues
Accesses
Workflow history

2.7 Requests and issues tab

Using this tab, you can contact the respective faculty officers of the Mobility Fund and ask them to modify your proposal, which, due to its status, you no longer have editing rights to (**Request for a project change** button). It is also possible to submit a query to the help desk on this tab (**Ask for help** button). A query created in this manner will link directly to the specific proposal from which it was created, making it easier to identify any potential problem. At any point in time, if you encounter any technical issue with proceeding with your application/mobility, use **Report a bug** button to contact your faculty officer for help.

Important methodological guidelines:

- An applicant whose project was financially supported can submit a change request.
- This most often involves the following changes: a change in the implementation dates, delayed departure, a change in the foreign host institution, etc.
- All changes must be recorded in the IS Věda proposal for the specific project.
- The request must contain: the number of the project to which the request is associated, the first name and surname of the applicant, the mobility dates, and the allocated amount. In addition, the request itself and a short justification. The request contains the applicant's signature or a stamp if the applicant is a faculty.
- A request must be entered in the project on the "Requests and issues" tab. The request will be administered here and the requesting party will receive a response. Requests sent by e-mail will no longer be considered.
- The request must be sent prior to the starting date for the mobility, which is indicated 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 their request will not be accepted.

[Request for a project change](#) - after submitting your application, use this button to contact your faculty officer in case you need changing any saved data.

Ask for help - the purpose and functionality is identical as creating a query to the helpdesk from any part of the application. The query is directed primarily to the faculty officer, who can, if necessary, forward it to the appropriate solver (depending on the specific issue).

Report a bug - at any point in time, if you encounter any technical issue with proceeding with your application/mobility, use this option to contact your faculty officer for help.

[+ Request for a project change](#)
[+ Report a bug](#)
[+ Ask for help](#)

Priority	Type	Issue	Component	Title	Creator	Current solver	Created	Closed	State	Comments
No records found.										

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

Request for a project change

To edit more metadata, click here

Describe your request

Normal Sans Serif B I U S " A [Image] [Link] [List] [Table] [Quote] [Code] HTML

Choose a recipient

Not selected

Drop files here to upload, or browse.

📎

Name

📄

Description

No records found.

not changed



Exit

Create

Requests and issues can be addressed only to the faculty officer. If it is necessary to resolve the situation with staff members from the rector's office, the faculty officer may forward the request to the appropriate person.

2.8 System control of proposals

You can use the **Check** button to regularly verify the status of completing the mandatory items, but you must first **save** the form.

Record: FM/a/2024-2-028 ✓ Check  Tender terms  1 of 1

After clicking on the button, the system checks to see that all mandatory items have been completed. It will alert you when addition data is needed. For example:

- Information
 - Field 'Grant received - additional information: year of departure, grant amount and destination country' is required. ↗
- Details of applicant
 - It is necessary to fill in the researcher's [REDACTED] (positionEng) email. ↗
 - It is necessary to fill in the researcher's [REDACTED] (positionEng) phone. ↗
 - Person [REDACTED] has not yet granted their consent to participate. ↗
 - It is necessary to fill in the researcher's [REDACTED] (positionEng) adress. ↗
- Costs covering the study period
 - The amount of the item Travel costs has to be filled in. ↗
 - The amount of the item Tuition has to be filled in. ↗
 - The amount of the item Accomodation has to be filled in. ↗
 - The amount of the item Food has to be filled in. ↗
 - The amount of the item Requested contribution has to be filled in. ↗
- Attachments
 - The file itself is not yet uploaded to attachment of type 'Letter of recommendation educator'. ↗
 - The file itself is not yet uploaded to attachment of type 'Proof of language proficiency'. ↗
 - The file itself is not yet uploaded to attachment of type 'Letter of intent'. ↗
 - The file itself is not yet uploaded to attachment of type 'Letter of acceptance'. ↗

✕ Exit

The system also checks whether all persons have provided their consent to participate. If all data is completed, the check will be successful and the proposal can be submitted.

Check was successful ✕

No problems were found.

2.8 Submitting proposals

You can only submit a proposal that has successfully passed the system check (see above). To submit, use the **Submit** button (in the lower left-hand corner of the screen).

➤ Submit

After clicking on the OK button, you will no longer be able to edit the proposal. (The application/proposal in the Submitted status can only be edited by a faculty officer.)

Submit

✕

Žadatel - Submit

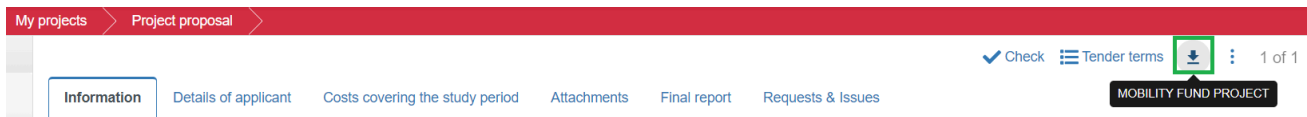
Confirm action.

✕ Exit

✓ OK

2.9 Printing/exporting proposals

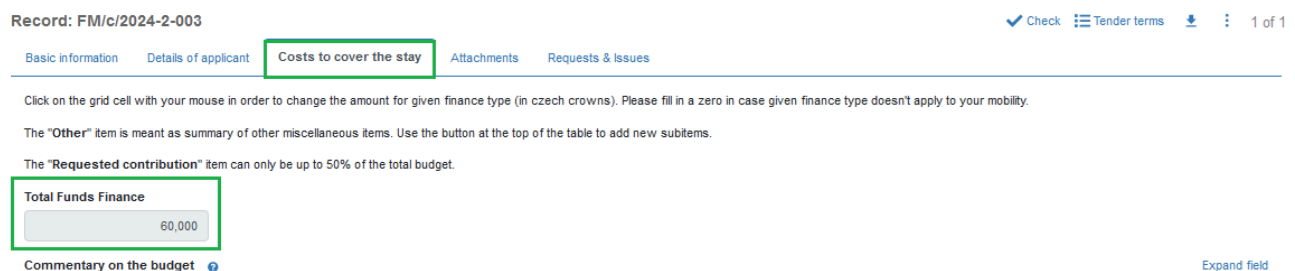
The **Print** button (the down-arrow icon) is located in the top right-hand corner next to the Check and Tender terms buttons.



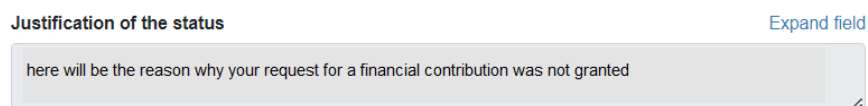
3 Publishing the results of the competition

After submitting applications, internal approval takes place at the respective faculty. Approved applications are subsequently submitted to the Mobility Fund Board for evaluation. The Mobility Fund Board of the UK assesses applications within 30 days of the deadline for submission of applications (from the university deadline). The Mobility Fund Board of the UK reserves the right to request any additions to the original application from the applicant. The financial amounts proposed by the FM Board are approved by the Rector's College. Subsequently, the faculty is informed in writing about the results.

The requester can find the results in My Records (Status). The approved amount can be found in the application details under the Cost... tab.



If the application is **not accepted**, the reason for not accepting the application will appear after the results are published on the **Information** tab at the bottom left of the form.



Note: **Justification of the status** field is only visible in the "Returned", "Cancelled", "Disapproved by faculty" and "Not Accepted" statuses. It is filled in by the Faculty Officer if the request has been returned to applicant (status "Returned") or rejected in the faculty round (status "Disapproved by faculty") and by the University officer if the request has been rejected (status "Not Accepted") or cancelled at any stage of processing (status "Cancelled").

4 Final report, Report

4.1 Final Report

Every researcher whose project was supported by a contribution from the Mobility Fund is required to submit the final documents upon arrival. The required documents are submitted within 30 days of the end of the stay and are uploaded electronically to the project on the Final Report tab in the IS Věda app.

In order to insert the final report, the record must be in the "Realization of mobility" or "Paid" status. Only in these two states is the Report management button available and it is possible to insert final report. If you want to insert a final report and the record is not in one of these states above, [contact support using Help Desk](#).

Basic information

Details of applicant

Costs to cover the stay

Final report

Requests & Issues

Final report - Please submit the completed final report forms for the project, which can be downloaded in the Rules section.

Forms:

Final report

Confirmation of Study Period

Interim report - If mobility starts in one calendar year and ends in the following year, it is necessary to upload an interim report on the progress by December 15th of that year. The Interim Report form can be downloaded in the Rules section.

Report - Other documents that are not a mandatory attachment but relate to mobility, such as a certificate, final presentation, etc.

Further information is provided in the [Applicant's Manual](#) (Chapter 4).

Report management

English name	Year	Report type	Description	Attachment count
No records found.				

Final report uploaded

Report management

Messages

+ Add

News type	Year	English name	Description	Attachment count
No records found.				

not changed

Exit

Report type

Final report

Not selected

Report

Final report

Year

English name

Description

Expand field

Attachment

Drop file here to upload, or browse.

There is no attachment yet.

changed Exit OK

The template forms for final reports are available for download in the Tender terms for the specific categories.

Record: [Redacted]

Check Tender terms

Information Details of applicant Cost of compensation for participation Attachments Final report Requests & Issues

Category a) – Support for studies at a university abroad for one to two semesters

1) Final Report

- Please use the final report form for category a.
- Please name the document in the following form: ZZ_FM_a_ROUND_Project number (i.e. Final Report / Mobility Fund in category a / designation of the round / specific project number – three-digit number for the attachment).
- When uploading a document to the project, select “Final report” from the list of options.

2) Confirmation of Study Period

- The university abroad issues the confirmation, or you can also use the template form.
- Please name the document in the following form: CONF_FM_a_ROUND_Project number (i.e. confirmation of study period / Mobility Fund in category a / designation of the round / specific project number – three-digit number for the attachment).
- When uploading a document to the project, select “Final report” from the list of options.

3) Transcript of Records

- An attachment from the institution abroad
- Please name the document in the following form: Transcript_FM_a_ROUND_Project number (i.e. transcript of records / Mobility Fund in category a / designation of the round / specific project number – three-digit number for the attachment).
- When uploading a document to the project, select “Final report” from the list of options.

After uploading all three pdf documents, change the workflow with the green button in the lower left-hand corner – “Final report uploaded”.

Category b) – Support for participation in international academic or professional events for students abroad + Category b-2) – IFMSA Support for participation in international academic or professional events for students abroad

1) Final Report

- Please use the final report form for category b.
- Please name the document in the following form: ZZ_FM_b_ ROUND _Project number (i.e. Final Report / Mobility Fund in category b / designation of the round / specific project number – three-digit number for the attachment).
- When uploading a document to the project, select “Final report” from the list of options.

2) Confirmation of Study Period

- The university abroad issues the confirmation, or you can also use the template form.
- Please name the document in the following form: CONF_FM_b_ ROUND _Project number (i.e. confirmation of study period / Mobility Fund in category b / designation of the round / specific project number – three-digit number for the attachment).
- When uploading a document to the project, select “Final report” from the list of options.

After uploading the two pdf documents, change the workflow with the green button in the lower left-hand corner – “Final report uploaded”.

Category c) – Support for scientific or research stays abroad

1) Final Report

- Please use the final report form for category c.
- Please select the correct form (for a student or for an academic).
- When uploading a document to the project, select “Final report” from the list of options.

2) Confirmation of Study Period

- The university abroad issues the confirmation, or you can also use the template form.
- Please name the document in the following form: CONF_FM_c_ ROUND _Project number (i.e. confirmation of study period / Mobility Fund in category c / designation of the round / specific project number – three-digit number for the attachment).
- When uploading a document to the project, select “Final report” from the list of options.

After uploading the two pdf documents, change the workflow with the green button in the lower left-hand corner – “Final report uploaded”.

Category d) – Support for international students studying at CU

A final report is not required.

Category e) – Support for international university employees or researchers lecturing at CU – guest professors

1) Final Report

- Please use the final report form for category e.

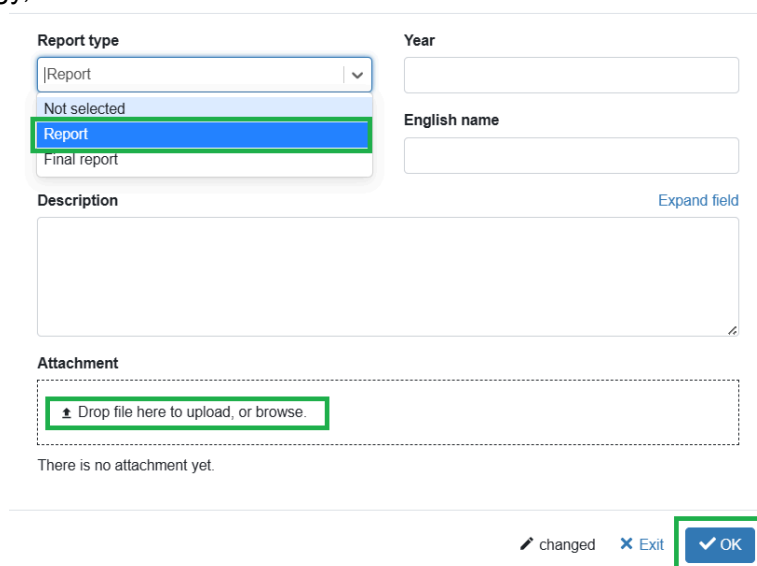
- Please name the document in the following form: ZZ_FM_e_ROUND_Project number (i.e. Final Report / Mobility Fund in category e / designation of the round / specific project number – three-digit number for the attachment).
- When uploading a document to the project, select “Final report” from the list of options.

After uploading the Final Report in pdf format, change the workflow with the green button in the lower left-hand corner – “Final report uploaded”.

4.2 Report

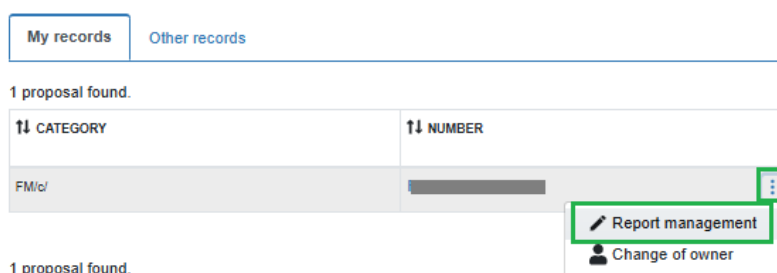
Please also upload other documents that are not mandatory attachments but relate to the completed mobility on the Final Report tab in the same way as the final report and select the **“Report”** option from the list of options.

These documents may be, for example, a certificate, a final presentation, a photograph, a published article in an anthology, etc.



4.3 Entering the report

To enter the report, go to the list of your proposals using the **My Projects** item in the menu, where you can find the relevant proposal. Move the mouse over the request number, then three dots will appear in the right-hand side of the field. Click on the button with the three dots in the **Number** column and then on the **Insert report** button.



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

Insert report ✕

Messages


+ Add

News type	↑↓ Year	↑↓ English name	Description	Attachment count
No records found.				

[not changed](#) [✕ Exit](#)

In the next window, select the **Report Type** "Final Report" or "Report" depending on what you are inserting. Click in the marked space and add the required files from the disk or drag them into this space with your mouse. Then click the **OK** button.

Report type

|Report| 

Not selected


Report


Final report

Year

English name

Description [Expand field](#)

Attachment 

 Drop file here to upload, or browse.

There is no attachment yet.

[changed](#) [✕ Exit](#) **✓ OK**

Finish entering the report by clicking on the **Save Changes** button.


Insert report ✕

Messages

+ Add

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

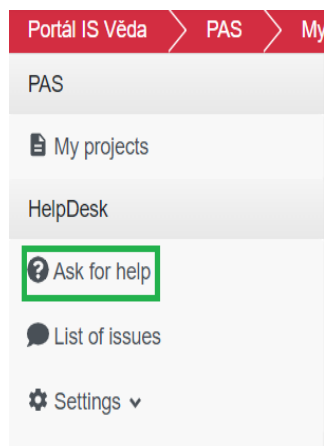
1 record found.



[changed](#) [✕ Exit](#) **Save changes**

5 Support – Help Desk

You can contact system support for the PAS module using the built-in Help Desk.



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

Then describe in detail what you need help with. Select the Mobility Fund (FM) officer from your faculty/unit as the recipient of the query and send the query using the **Ask for help** button.

A screenshot of the 'Ask for help' form. The form is titled 'Ask for help' and has a close button (X) in the top right corner. It contains the following fields and elements: a text area for 'Please write your issue' with a rich text editor toolbar (highlighted with a green box and a green arrow pointing down); a dropdown menu for 'Click into the field to select the recipient' (highlighted with a green box and a green arrow pointing down); a file upload area with the text 'Drop files here to upload, or browse.' (highlighted with a green box and a green arrow pointing down); a table with columns 'Name' and 'Description' (highlighted with a green box and a green arrow pointing down); and a 'Create' button (highlighted with a green box and a green arrow pointing down).

As soon as someone answers your query, you will be notified by an e-mail containing a link leading directly 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.