

**COMPLETING THE PROJECT PROPOSAL IN THE RESEARCH PROJECT INFORMATION SYSTEM (ISVP)**

The web interface for logging into the ISVP is <http://eregpublic.ksrzis.cz/>.

**Table of Contents**

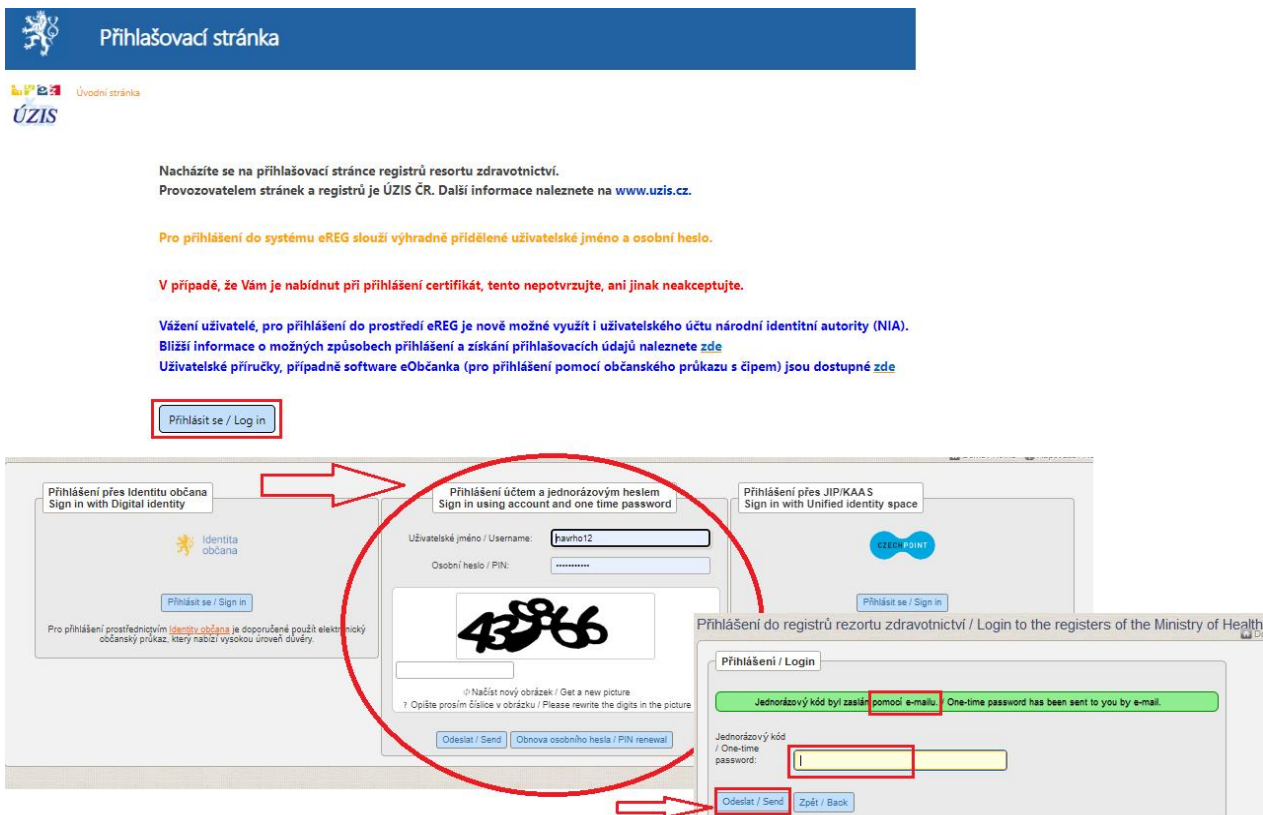
1) LOGIN .....	2
2) TENDER SEARCH AND NEW PROJECT PROPOSAL .....	3
3) SETTING UP A PROJECT PROPOSAL.....	5
4) COMPLETING THE PROJECT PROPOSAL .....	6
A) The "Detail" Tab .....	8
B) Tab "Applicant - xxxxx" or "Co- applicant - xxxxx" .....	15
Tab "Costs - breakdown (in thousands of CZK)" .....	16
Tab "Costs - summary (in thousands CZK)" .....	20
Tab "Costs - Cost Justification for 20xx" .....	22
Tab "Bibliography" .....	23
Tab "Related Projects" .....	24
The "Attachments" .....	26
Tab "Authorized persons".....	26
5) FINALISATION AND SUBMISSION OF THE PROJECT PROPOSAL.....	27
6) CHECKING THE PAIRING OF THE SUBMITTED PROJECT PROPOSAL.....	30
7) PRINCIPLES OF GENDER EQUALITY .....	31
CONTACTS.....	31

**!WARNING! All images and text used below are for ILLUSTRATION purposes only.**

The recommended browser for correct display of ISVP forms is **Microsoft Edge updated to Chromium, Google Chrome from version 69 and Mozilla Firefox from version 62.0.3 and 60.2.2 ESR** (these are general requirements of the JTP environment).

## 1) LOGIN

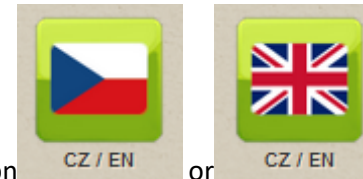
When you click on "Log in" (<http://eregpublic.ksrzis.cz/>), a login table will appear, **log in only with the username and password you created** (when activating), not via certificates and National Identity Authorities (NIA). When logging in for the first time on your computer, or if you enter incorrect data, you need to enter the captcha (control number code) and click on "Send". You will then receive a one-time code to your email/mobile phone, which then please enter (paste) into the appropriate field, then click "Send" (this double security is required to meet cybersecurity standards). The code is sent from [otp@ereg.ksrzis.cz](mailto:otp@ereg.ksrzis.cz).



The screenshot shows the login page with the following elements:

- Header: Přihlašovací stránka
- Navigation: Úvodní stránka
- Text: Nacházíte se na přihlašovací stránce registrů resortu zdravotnictví. Provozovatelem stránek a registrů je ÚZIS ČR. Další informace naleznete na [www.uzis.cz](http://www.uzis.cz).
- Text: Pro přihlášení do systému eREG slouží výhradně přidělené uživatelské jméno a osobní heslo.
- Text: V případě, že Vám je nabídnut při přihlášení certifikát, tento nepotvrzujete, ani jinak neakceptujete.
- Text: Vážení uživatelé, pro přihlášení do prostředí eREG je nové možné využít i uživatelského účtu národní identitní autority (NIA). Blíže informace o možných způsobech přihlášení a získání přihlašovacích údajů naleznete [zde](#). Uživatelské příručky, případně software eObčanka (pro přihlášení pomocí občanského průkazu s čipem) jsou dostupné [zde](#).
- Buttons: Přihlásit se / Log in
- Form fields: Přihlášení přes Identitu občana, Přihlášení účtem a jednorázovým heslem (Username: jawho12, PIN: \*\*\*\*\*), Přihlášení přes JIP/KAAS, Přihlášení do registrů resortu zdravotnictví.
- Captcha: A captcha image with the number 43866.
- Buttons: Odeslat / Send, Obnova osobního hesla / PIN renewal, Odeslat / Send, Zpět / Back.
- Message: Jednorázový kód byl zaslán pomocí e-mailu. One-time password has been sent to you by e-mail.

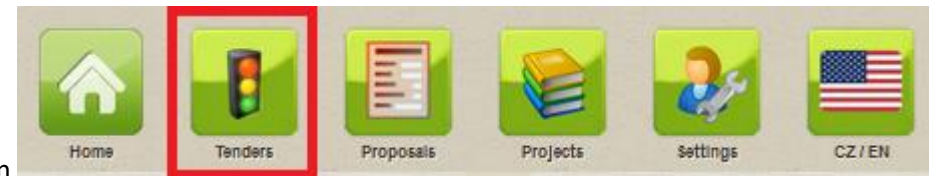
## 2) TENDER SEARCH AND NEW PROJECT PROPOSAL



The ISVP allows you to work in Czech and English, to switch to your preferred language use the flag icon or

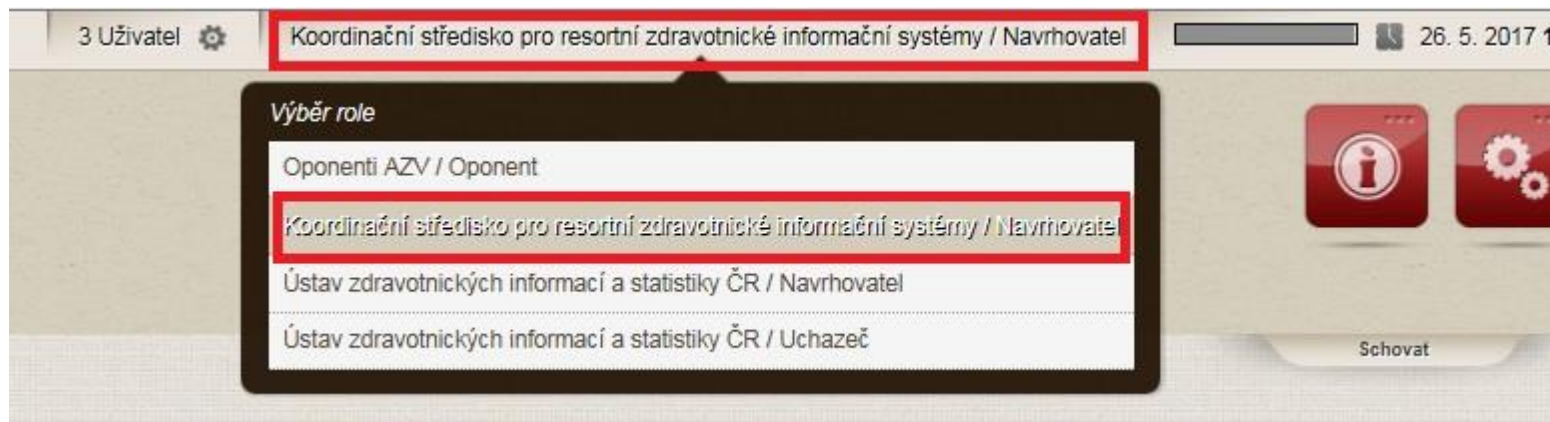


After logging in, select the "ISVP" icon followed by the "Contests" icon



**To submit a project proposal you must have the role of "Applicant", if you have more than one role or institution assigned to you, please make sure you have the correct role selected and the institution for which you intend to submit the project.**

3



When the list of tenders is displayed, by the "Detail" button (information about the tender), there is also a "New Proposal" button for an open call (there are two calls for VES 2025 in the ISVP), which can be used to submit a proposal to an active tender

The project proposal can be assigned to one of the sub-programmes according to the scientific career of the applicant and other conditions. In the ISVP application, these sub-programmes are distinguished by the letter "J", as follows. The amount of the award is limited to CZK 7 million, and 'VES 202X' (the applicant has a Ph.D. or equivalent).

List of public tenders

Filter

Tender status  Title

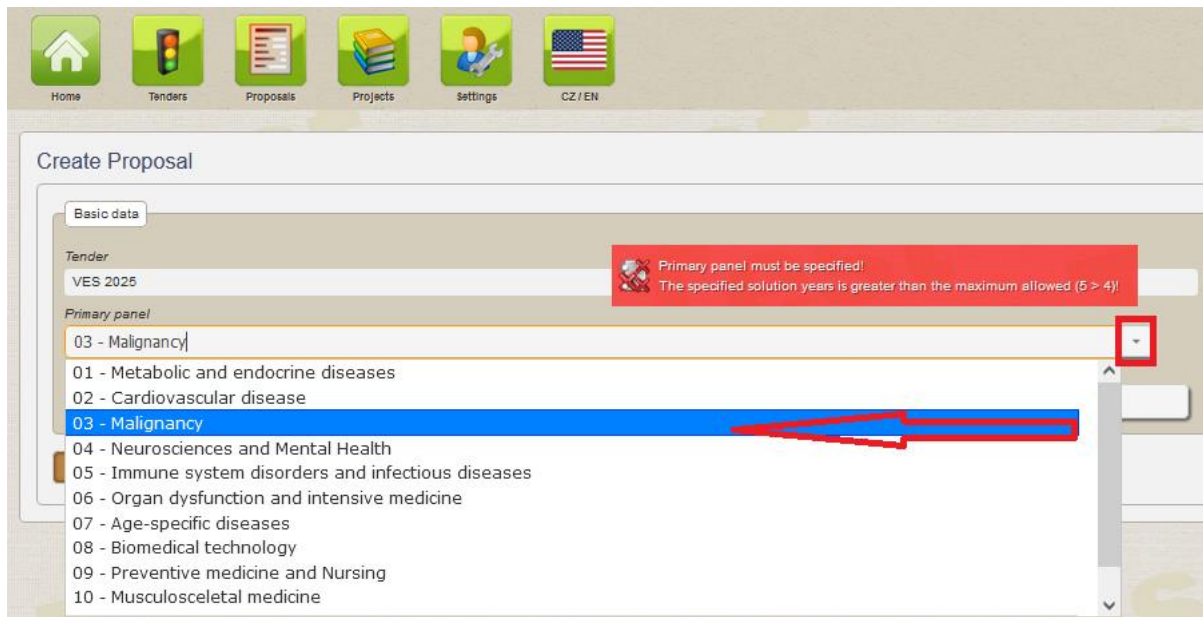
Search

Code	Title	Opening of applications ↓	Closing of applications	End of evaluation	Start of projects	Maximum length	Status	
25	VES 2025	04/25/2023	06/26/2024 18:00	11/11/2024	05/01/2025		4 Published	Detail New Proposal
24	VES 2025J	04/12/2023	06/15/2023 18:00	06/11/2023	07/01/2024		4 Published	Detail New Proposal
23J	VES 2023J	05/17/2022	10/07/2022 12:00	02/24/2023	05/01/2023		4 Published	Detail
23	VES 2023	05/11/2022	05/11/2023 12:00	06/11/2023	07/01/2023		4 Published	Detail

1 - 4 of 4 items

### 3) SETTING UP A PROJECT PROPOSAL

To create a project proposal, you must select **"Main panel"** (! ATTENTION cannot be changed after creation !), use the arrow to select from the panel dial, the project solution period **"Solution period (in years)"** (now 4 years by default, if you enter an invalid period, you will be notified).



Home Tenders Proposals Projects Settings CZ/EN

Create Proposal

Basic data

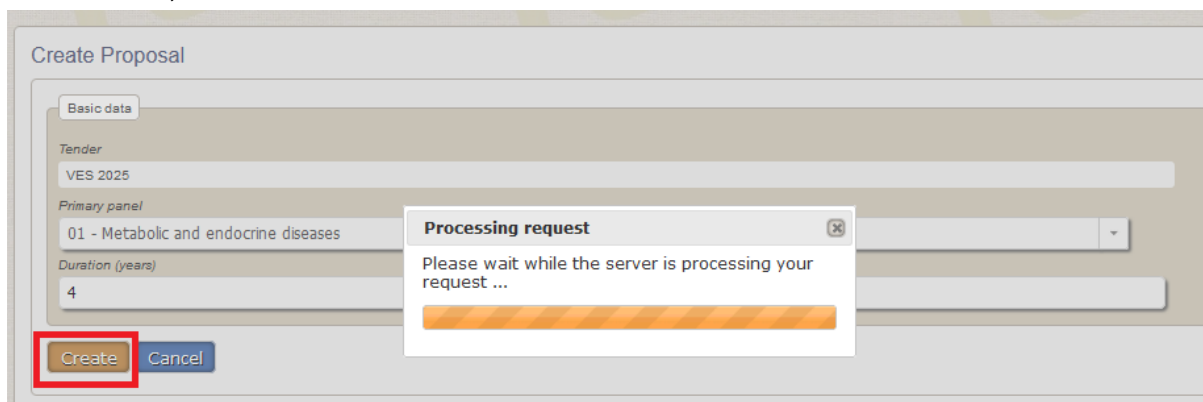
Tender  
VES 2025

Primary panel  
03 - Malignancy

01 - Metabolic and endocrine diseases  
02 - Cardiovascular disease  
03 - Malignancy  
04 - Neurosciences and Mental Health  
05 - Immune system disorders and infectious diseases  
06 - Organ dysfunction and intensive medicine  
07 - Age-specific diseases  
08 - Biomedical technology  
09 - Preventive medicine and Nursing  
10 - Musculoskeletal medicine

Primary panel must be specified!  
The specified solution years is greater than the maximum allowed (5 > 4)!

Once entered, click on **"Create"**.



Create Proposal

Basic data

Tender  
VES 2025

Primary panel  
01 - Metabolic and endocrine diseases

Duration (years)  
4

Create Cancel

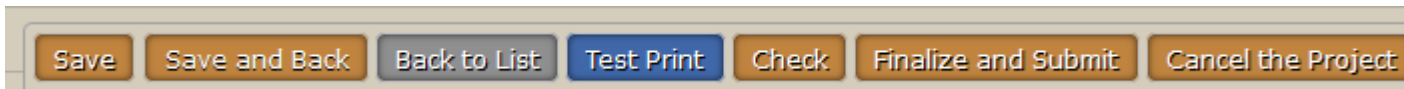
Processing request  
Please wait while the server is processing your request ...

#### 4) COMPLETING THE PROJECT PROPOSAL

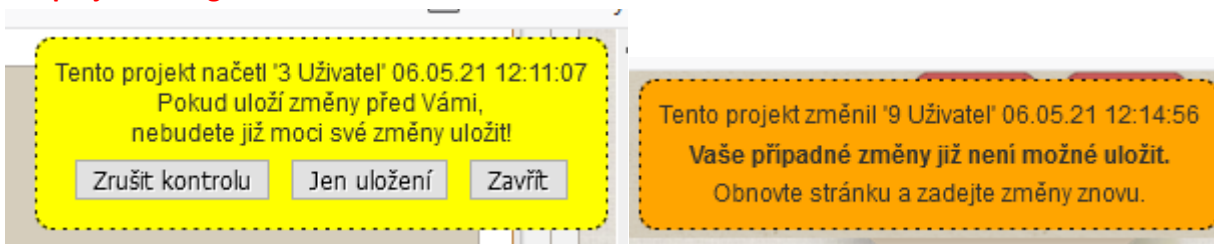
**THE ENTIRE PROJECT PROPOSAL MUST BE WRITTEN IN ENGLISH (e.g. rationale, scope of work, contribution to the field, history of international cooperation, etc.), UNLESS A FIELD REQUIRES FILLING IN CZECH.**

Once you have created a proposal, a registration number will be generated in the format NW2x-xx-00xxx or NW2xJ-xx-00xxx (Junior applicant).

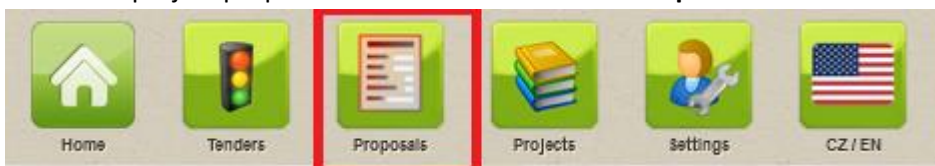
We recommend that you save the project proposal continuously, always on the specific "Detail", "Applicant - xxxxx", "Co- Applicant - xxxxx", etc., tab you are working on, not across the whole project or at the very end of your work, using the "Save" or "Save and Back" buttons if you do not want to continue creating the proposal. The "Back to List" button will return you to the Project Proposal List. Use the "Test Print" button to print a test PDF. Use the "Check" button if you want to check the filled fields, use the "Finalize and Submit" button to submit the project or get the final PDF. To irrevocably cancel the project, use the "Cancel Project" button.



In case you see the messages below, the project has been loaded by another person and you can still save the changes (yellow), or another person has saved it (orange), in which case the changes cannot be saved – message "Cannot save this project because a new version of the project has been created. Please go back and try to open the project tab again".



The saved project proposal can be found under the "Proposals" tab.



If you do not see all or any projects, check the checkbox next to "All Projects" and click "Search".

List of project proposals

Filter

Project title	Registration number	Primary panel	Secondary panel
(Co)/Applicant	(Co)/Proposer	(Co)/Proposer's workplace	Team member
Eligible costs from	Eligible costs to	Special-purpose costs from	Special-purpose costs to
Keyword	Duration (years)	Tender	All project proposals

Auto

**A) The "Detail" Tab**

By default, the bookmark sections are expanded, but they can be collapsed by clicking on the section name.

**"Basic data" section**

In this section, fill in the fields "Project title in Czech (max. 254 characters)", "Project title in English (max. 254 characters)", "Abstract in Czech (max. 2000 characters)", "Abstract in English (max. 2000 characters)", "General objective of the project in Czech (max. 2000 characters)" and "General objective of the project in English (max. 2000 characters)" **(be careful to fill in the text in the correct language CZ/EN)**. "The "Duration of the project (in years)" can be changed if the tender has been announced with more than one possible duration of the project; when changing the duration of the project, click on "Confirm duration of the project" (if you do not change the duration, you do not need to confirm it).

Project detail NW25-01-00001

Detail Applicant - 3 Uživatel Co-applicant - 10 Uživatel

**Basic data**

Registration number	Starting date	Project version status	Reason for project version
NW25-01-00001	5/1/2025	New	Proposal
Duration (years)	Date of submission	Current project status	Project version ID
4 <b>Confirm project length</b>		Concept	30,519

Project title in Czech (max. 254 chars)  
Začínáme testovat

Project title in English (max. 254 chars)  
Start testing

Abstract in Czech (max. 2000 chars)  
Abstrakt v češtině a v angličtině vyjadřující podstatu navrhovaného projektu a předpokládané konkrétní výsledky; abstrakt ani v češtině, ani v angličtině nesmí přesáhnout 2 000 znaků včetně mezer a je určen ke zveřejnění;

Abstract in English (max. 2000 chars)  
An abstract in Czech and English, expressing the nature of the proposed Project and the specific results expected; the abstract, neither in Czech nor in English, must not exceed 2 000 characters including spaces and is intended for publication;

General project objective in Czech (max. 2000 chars)  
Obecný cíl projektu v češtině a angličtině (2000 znaků); cíle projektu nesmí být v rozporu s cíli Programu.

General project objective in English (max. 2000 chars)  
Project objectives in Czech and English (2000 characters); the Project objectives must not conflict with the objectives of the Program.


Classification

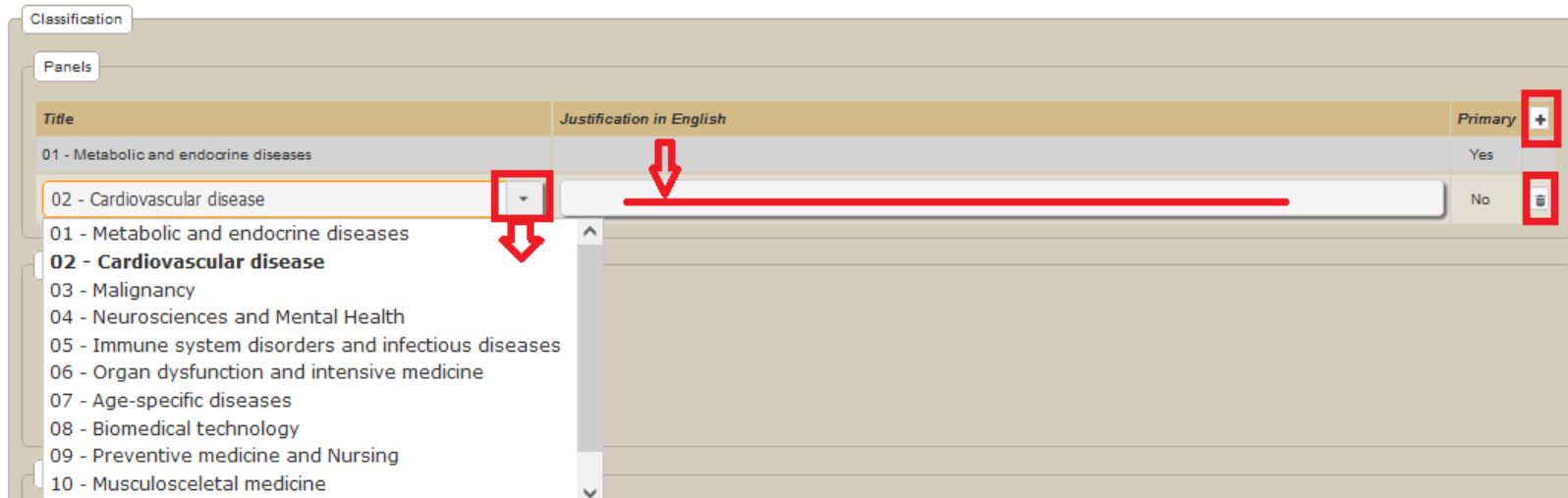
Save Save and Back Back to List Test Print Check Finalize and Submit Cancel the Project



In the ISVP, please always state only the general objective of the project (in Czech and English, max. 2000 characters), which must not be changed during the solution. Usually based on the project title, it does not have to include specific methodological approaches to achieving the objective, etc., which may change during the course of the project compared to the original plans.

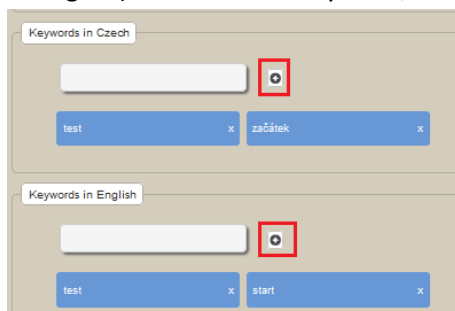
### Part "Classification"

If your project is interdisciplinary (only one additional panel can be added), select the next panel in the "Panels" section by using the plus button  to add a line in which you select the next panel where the project falls thematically, in which case you must then provide a reason (in English) for selecting the next panel (at least 20 characters). All entries can be deleted by clicking on the bin icon.

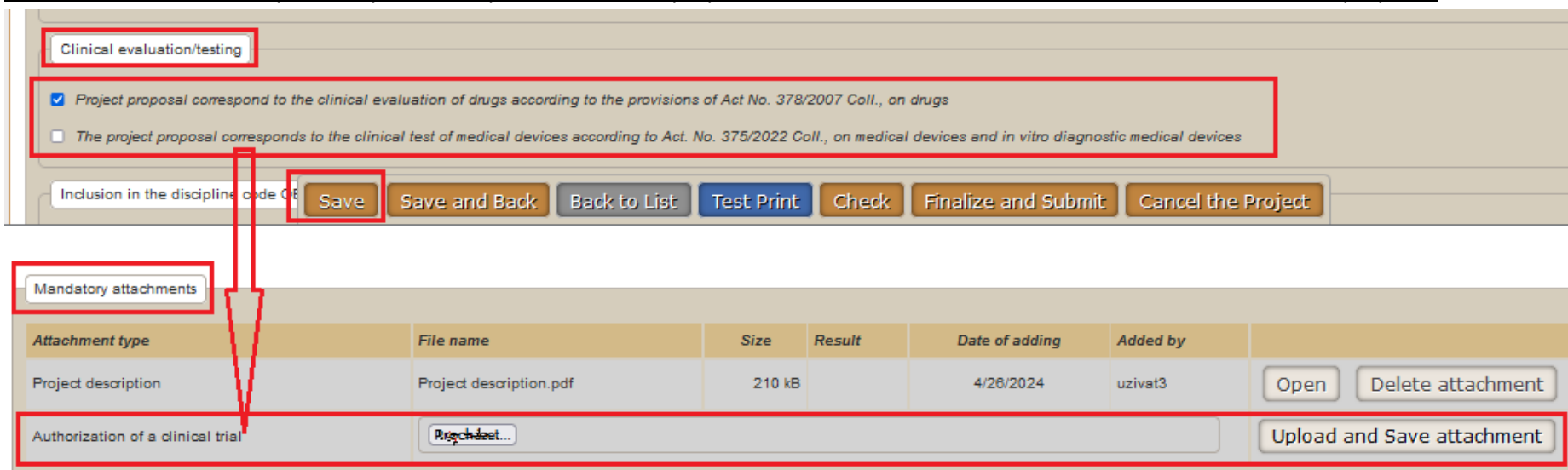


Title	Justification in English	Primary
01 - Metabolic and endocrine diseases		Yes
02 - Cardiovascular disease		No


In the "Czech keywords" and "English keywords" section, use the "Enter" key or the "+" button to confirm (you must enter at least three keywords in Czech and three in English). To remove a keyword, use the cross.






In the "Clinical Trial/Trial" section, two questions must be answered, namely whether *"The project proposal complies with the clinical trial of medicines under the provisions of the Act No 378/2007 Coll., on medicinal products"* and *"The project proposal corresponds to a clinical trial of medical devices according to Act No. 375/2022 Coll., on medical devices and in vitro diagnostic medical devices"*, if one or both of the questions are answered in the affirmative, the checkbox  will be ticked, then **after the project is saved, the** fields for inserting the mandatory attachments "Clinical trial authorisation" or "Clinical trial authorisation" will be added in the section "Mandatory attachments" (more on inserting attachments in the section "Mandatory attachments". If the answer is negative, the possibility of adding these attachments will not be visible, and the previously mandatory "Affidavit of the proposer in relation to the CLA" will not be submitted with such a proposal.





The screenshot shows a web interface for project submission. The top section is titled "Clinical evaluation/testing" and contains two checkboxes. The first checkbox is checked and corresponds to the question: "Project proposal correspond to the clinical evaluation of drugs according to the provisions of Act No. 378/2007 Coll., on drugs". The second checkbox is unchecked and corresponds to: "The project proposal corresponds to the clinical test of medical devices according to Act. No. 375/2022 Coll., on medical devices and in vitro diagnostic medical devices". Below these checkboxes is a row of buttons: "Save", "Save and Back", "Back to List", "Test Print", "Check", "Finalize and Submit", and "Cancel the Project". The "Save" button is highlighted with a red box. Below this is the "Mandatory attachments" section, which contains a table with columns: Attachment type, File name, Size, Result, Date of adding, Added by, and actions (Open, Delete attachment). The table has two rows: "Project description" with file "Project description.pdf" (210 kB) added on 4/26/2024 by uzivat3; and "Authorization of a clinical trial" with a "Browse..." button. Below the table is an "Upload and Save attachment" button, which is also highlighted with a red box. A red arrow points from the "Save" button to the "Upload and Save attachment" button.




In the "OECD Code Classification" section, select the classification of the project in up to three fields according to importance, the first being "Main", the second "Secondary" and the third "Other" ([https://www.vyzkum.cz/storage/att/E6EF7938F0E854BAE520AC119FB22E8D/Prevodnik\\_oboru\\_Frascati.pdf](https://www.vyzkum.cz/storage/att/E6EF7938F0E854BAE520AC119FB22E8D/Prevodnik_oboru_Frascati.pdf)). To add fields, use the plus button , where you can select the appropriate field classification from the codebook in the row. As this codebook contains multiple entries, you can use the search facility, i.e. just add part of the word to the selection line.

Inclusion in the discipline code OECD

Scale	Title	
Main	30202 - Endocrinology and metabolism (including diabetes, hormones)	
Minor	card	
	30201 - Cardiac and Cardiovascular systems	

The project proposal must be included in at least one "Sub-objective of the thematic areas of the Programme", the objective can be added using the plus button  , where you select the objective in the row from the tree code list, expanding it by clicking on the arrow  .

Sub-objectives of the thematic areas of the Programme

Order	Title	
1	1.6.1 - Metabolic and endocrine diseases	
2	2.2.1 - Elucidation of etiological factors and pathophysiological processes affecting the development and course of cardiovascular and cerebrovascular diseases	
3	Select the sub-objective of the thematic sub-area of the Programme with the code in the form X.Y.Z	

Breakdown of total eligible project costs

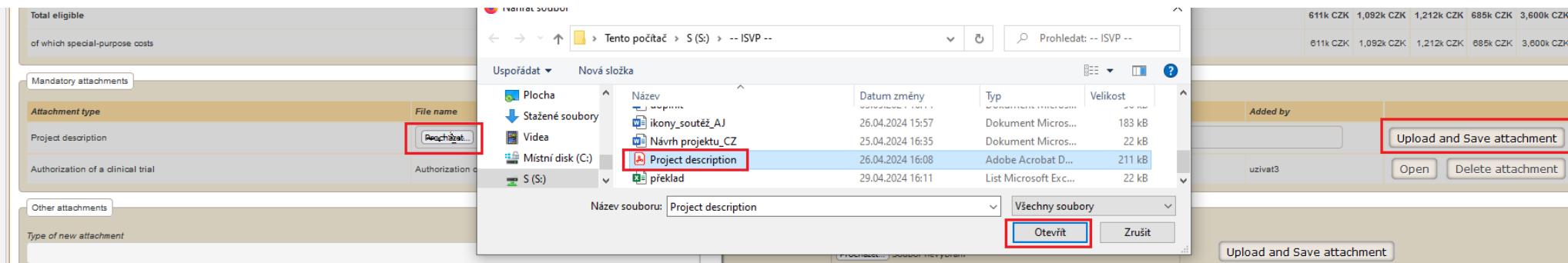
- 1. - Public health
  - 1.1 - Socioeconomic aspects of healthcare
  - 1.2 - Digitization of healthcare system
  - 1.3 - Demographic changes and care for the elderly
  - 1.4 - Healthcare
    - 1.4.1 - Analysis of the need and consumption (utilization) of health care for persons with chronic diseases
    - 1.4.2 - Measurability of health care outcomes
    - 1.4.3 - Capacity, consumption and access to healthcare
    - 1.4.4 - Human resources in healthcare
    - 1.4.5 - Patients' participation rights and respect for the autonomy of their will
    - 1.4.6 - Means of protecting the rights of persons in medical malpractice
  - 1.5 - Promoting health literacy and patient orientation
  - 1.6 - Health promotion and prevention
  - 1.7 - Global health
- 2. - Pathogenesis and development of diseases

### Part "Breakdown of total eligible project costs"

Do not fill in this section, it will be automatically filled in by the system (according to the data filled in below).

### Part "Mandatory Annexes"

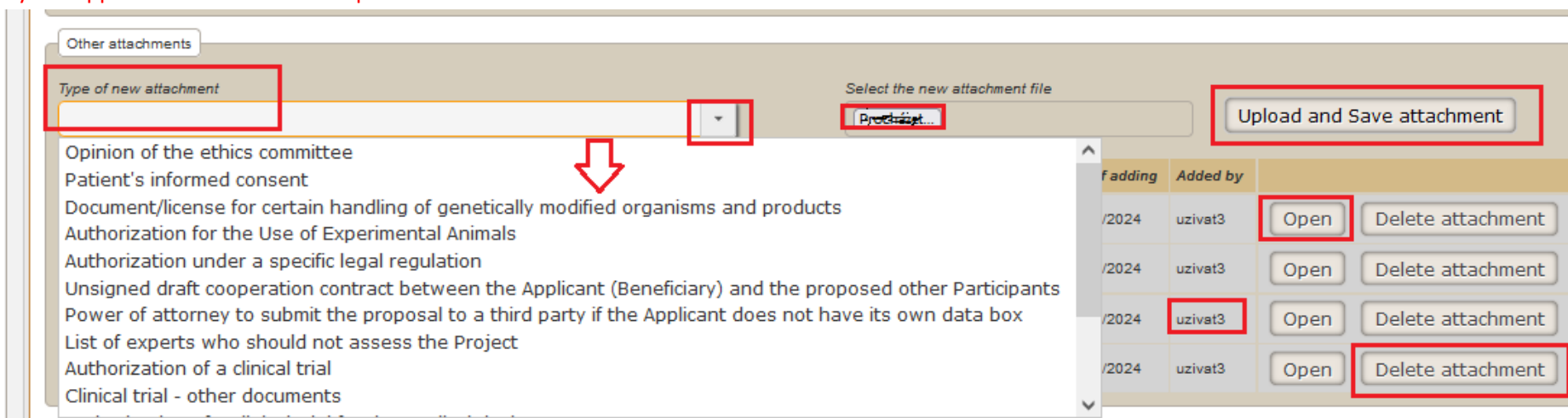
Mandatory annexes are the "project description" and, if the proposal corresponds to a clinical trial of pharmaceuticals or a clinical trial of medical devices, the annexes "Clinical Trial Authorisation" or "Clinical Trial Authorisation", and must therefore be attached to the proposal. To insert an attachment, click on 'Browse...'/ 'Select file', select the file and then click on 'Upload and save attachment'.



## Part "Other Annexes"

In a similar way to inserting a mandatory attachment, you will also insert **"Other attachments"** to the project, first selecting the **"Type of attachment"** from the code list (e.g. statement of the ethics committee, informed consent of the patient, draft cooperation agreement between the proposer (beneficiary) and the proposed other participants, copy of special authorisations according to a specific legal regulation, other, etc.). **Annexes that are relevant to the whole project may be inserted in this section.** Annexes which relate only to the proposer - applicant/co-proposer - co-applicant are to be inserted under the relevant tab **'Applicant - xxxxxx'** or **'Co-applicant - xxxxxx'** in the **'Annexes'** section (e.g. incentive effect, offer to identify the supplier, the subject of supply and the provisional price, copies of special authorisations under specific legislation, evidence of co-financing from other sources by affidavit of the proposer or confirmation of the intended applicant, etc.). **Once saved, all attachments are displayed in the 'Other attachments' section under the 'Detail' tab. You can delete an attachment at the point where it was inserted. Deletion of an attachment can be done by the applicant or the authorised person.**

12




### Part "Managing Co-applicants"

Potential co-applicants can be asked to cooperate in this section, it **is IMPORTANT THAT THE PERSON IS REGISTERED AND ACTIVATED IN THE ISVP WITH THE ROLE OF APPLICANT AT THE SEARCHED INSTITUTION (i.e. AT LEAST ONCE REGISTERED AND WITH COMPLETED PERSONAL DATA) IN THE OPPOSITE CASE THE SYSTEM WILL NOT SEARCH THE PERSON**. To collaborate, you must enter the applicant's (institution's) ID number or name and the last name of the co-proposer, then click the **"Load Available Co-Applicants"** button. In the case of universities, a faculty breakdown is required, so it is necessary to select a specific faculty, not the entire university. In this case, for example, the user Vrbíková does not have the role of the petitioner for the entity with the ID number 23833.

Managing Co-applicants

Available co-applicants

Organisation name in Czech  ID No.  Co-applicant's surname  Co-applicant's email

 Nebyli nalezeni žádní dostupní spolunavrhovatelé dle zadaných kritérií. Pro zadaný Název či IČO nejsou dostupní žádní navrhovatelé.

First name	Surname	Email	Organisation name in Czech	ID No.	Workplace in Czech
10	Uživatel		.ENTE s.r.o.	27997812	.ENTE s.r.o.

Co-applicants

First name	Surname	Organisation name in Czech	ID No.	Workplace in Czech	State of cooperation
10	Uživatel	.ENTE s.r.o.	27997812	.ENTE s.r.o.	Accepted

You can confirm the selected co-applicant by clicking **"Request cooperation"**, then you have to "Save" the proposal, which sends an email to the person.

Managing Co-applicants

Available co-applicants

Organisation name in Czech  ID No.  Co-applicant's surname  Co-applicant's email


First name	Surname	Email	Organisation name in Czech	ID No.	Workplace in Czech
10	Uživatel	iva.vrbikova@azvor.cz	.ENTE s.r.o.	27997812	.ENTE s.r.o.
4	Uživatel				

The co-applicant will be entered in the "Co- applicant" section, where the status of your application is also visible, i.e. the column "Status of cooperation" ("Requested/Requested"). The co- applicant must confirm the application, the status will change to "Accepted" and then fill in his/her part of the project proposal, or the cooperation can be cancelled by pressing "Cancel cooperation".

First name	Surname	Organisation name in Czech	ID No.	Workplace in Czech	State of cooperation	
10	Uživatel	.ENTE s.r.o.	27997812	.ENTE s.r.o.	Accepted	Cancel cooperation

The potential co-applicant will receive an automatically generated email "Invitation to collaborate on project xxxxx".  
The email will be sent from the system address [isvp@azvcr.cz](mailto:isvp@azvcr.cz).

**Výzva k spolupráci na projektu NW25-01-00001**



isvp@azvcr.cz  
Komu Vrbíková Iva Ing.

pá 26.04.2024 16:23

Byla Vám nabídnuta spolupráce na projektu NW25-01-00001.

Pro potvrzení či odmítnutí spolupráce se prosím přihlaste do ISVP zde <http://eregpublic.ksrzis.cz/>

**Project detail NW25-01-00005**

Detail

Co-applicant - 10 Uživatel

Applicant - 3 Uživatel

Accept cooperation

Refuse cooperation

The potential co-applicant must apply and confirm or reject the application the request for cooperation. If the co- applicant confirms the collaboration, the "Co-applicant - xxxxx" tab will appear at the top and will be filled in (see below B) "Co-applicant - xxxxx" or "Co- applicant - xxxxx" tab).

**Part "Project version"**

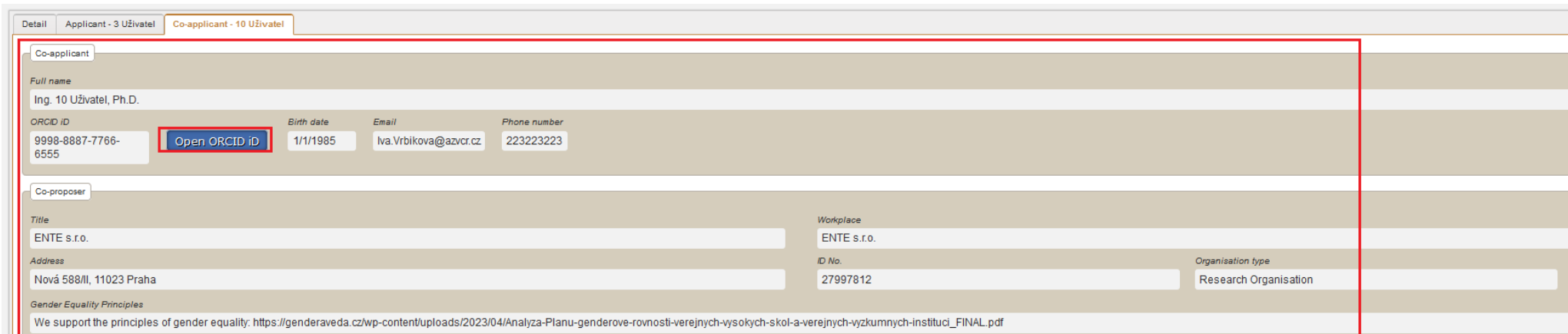
Do not fill in this section, it will be automatically completed by the system according to the versions actually created, including the possibility to download the final PDF of the project proposal, which is sent by data message.

**Section "Partial/final reports"**

Do not fill in this section, it will be automatically filled in by the system if the project is proposed for allocation (sub-reports and final report will be available here).

**B) Tab "Applicant - xxxxx" or "Co- applicant - xxxxx"**

It contains two sections "Applicant" and "Proposer" ("Co-Applicant" and "Co-Proposer") which are automatically generated and cannot be changed. Furthermore, the tab is divided into "Costs - breakdown (in thousands of CZK)", "Costs - summary (in thousands of CZK)", "Costs - cost justification for 20xx", "Bibliography", "Related projects", "Annexes", "Authorised persons".



The screenshot shows a web interface with two tabs: 'Applicant - 3 Uživatel' and 'Co-applicant - 10 Uživatel'. The 'Co-applicant' tab is active and contains the following fields:

- Co-applicant** (tab)
- Full name:** Ing. 10 Uživatel, Ph.D.
- ORCID iD:** 9998-8887-7766-6555 (with an 'Open ORCID iD' button)
- Birth date:** 1/1/1985
- Email:** Iva.Vrbikova@azvcr.cz
- Phone number:** 223223223
- Co-proposer** (tab)
- Title:** ENTE s.r.o.
- Workplace:** ENTE s.r.o.
- Address:** Nová 588/II, 11023 Praha
- ID No.:** 27997812
- Organisation type:** Research Organisation
- Gender Equality Principles:** We support the principles of gender equality: [https://genderaveda.cz/wp-content/uploads/2023/04/Analiza-Planu-genderove-rovnosti-verejnych-vysokych-skol-a-verejnych-vyzkumnych-instituci\\_FINAL.pdf](https://genderaveda.cz/wp-content/uploads/2023/04/Analiza-Planu-genderove-rovnosti-verejnych-vysokych-skol-a-verejnych-vyzkumnych-instituci_FINAL.pdf)

*In addition to the "Name", the "ORCID iD", "Date of Birth", "Email" and "Telephone" must be provided for the co/applicant. If the project will be funded, the birth number or, in the case of foreigners, the date of birth (and the birth date in the birth number will be in the format year, month, day, in the case of women, month +50). These details can be completed by the person of the co/applicant in their contact details "Settings". Titles can also be edited on this tab. After saving with the "Save" button, a green message must appear indicating that the changes have been saved (if a red error message pops up, the changes have not been saved). If the ORCID iD is filled in correctly, the page can be loaded with the "Open ORCID iD" button.*



The screenshot shows the 'Settings' tab selected in the top navigation bar. Below it, the 'Supply contact information' form is displayed. The form includes fields for 'Personal data' (Front degree, First name, Surname, Back degree), 'Nationality' (CZ - Czechia), 'Birth date' (6/5/1968), 'Personal number' (685605/123\_), and 'ORCID iD' (4444-3333-2222-1111). There are also buttons for 'Open ORCID iD', 'Text of the Consent', and 'Revoke consent'.

**It is also necessary to have the "Type of organisation" (Research organisation, Small enterprise, Medium enterprise, Large enterprise) filled in to correctly determine the intensity of support for each category of research, so please check it (the data is filled in once per institution) and the "Gender equality principles". If any data is missing, it can be completed with the "Proposer" role for the institution in the "Settings org." (here you will also find the option to edit the institution's bank account and registered office). For universities, the "Department" (i.e. the faculty) must also be completed by contacting [helpdesk@azvcr.cz](mailto:helpdesk@azvcr.cz).**

#### **Tab "Costs - breakdown (in thousands of CZK)"**

**Part "Other operating costs (in thousands of CZK)",** where you fill in the funds for each year, including possible co-financing for the individual items "Material costs", "Travel costs" (here the limits are set at 80 thousand CZK). CZK in the first year of the solution and 150 thousand CZK in the second year. CZK in the following years for the whole project), "Costs for other services and intangible costs" and "Additional (overhead) costs" (here the limit is a maximum of 20% of the non-investment support of the institution).

#### **Part "Total investment costs (in thousands CZK)"**

Do not fill in this section, it will be automatically filled in by the system as indicated below.



### Part "Personnel costs total (in thousands CZK)"

Do not fill in this section, it will be automatically filled in by the system as indicated below.

### Part "Investment costs (in thousands CZK)"

Use the "Add investment" button to add an investment. It is necessary to fill in the desired investment in the field "Investment", its price in the field "Purchase price (in thousands of CZK)", then depreciation in the column "Depreciation (in CZK thousands)" for each year or you can enter a summary of the amount of recognised costs, according to the template in the tender documentation, for the acquisition of tangible/intangible fixed assets for the first year. Furthermore, the utilisation is filled in the field "Utilisation (%)", the column "Cost (in thousands of CZK)" will be calculated (rounded if necessary). The investment can be removed by clicking on the button "Remove investment".

Personnel costs have three parts "Personnel costs - salaries (in thousands CZK)", "Personnel costs - agreements (in thousands CZK)", "Personnel costs – scholarships (in thousands CZK)" and "Personnel costs - other (in thousands CZK)"

### Part "Personnel costs - salaries (in thousands CZK)"

The persons who will be working on the project (applicant min. 0.20; co-applicant min. 0.10; maximum 1.00, excluding the cumulative time for Administrative/Technical/Assistant) should be filled in here.

The "1st team member" is always pre-filled by the applicant or co-applicant, for whom it is necessary to add the "Job description", hours and wages, or an indication that the wages will be financed from own resources in the case of an extraordinary remuneration "Wages from own resources in case of extra. (if you are requesting an extraordinary remuneration, the amount indicated in the column "Salary (in thousands of CZK)" must be financed from the institution/applicant's resources and added to the tab "Costs - summary (in thousands of CZK)" of the section "Project financing (in thousands of CZK)") and their amounts for each year. When you insert your own resources, but they are not used to cover the time spent on extraordinary remuneration, do not tick the "Salary from own resources" field.

Additional persons can be added using the "Add team member" button or newly added persons can be removed using the "Remove team member" button. Account for administrative, technical or auxiliary staff (ATP) can be filled in cumulatively and it is necessary to tick "Administrative/technical/auxiliary staff".

If students will be involved in the project, the appropriate box for "Student" must be ticked. The student must be "categorised" into one of the categories, either as a professional collaborator (full-time or contract), then the name, surname and date of birth must be filled in, or as an additional collaborator, **the "Administrative/technical/assistant" field must be ticked**, then the name, surname and date of birth need not be filled in. "First name", "Surname" are not required for ATA and "Date of birth", **for other persons this is required (these are professional associates)**. The field 'Job title' (in English) must be completed for all persons.

Personnel costs - Wages (in thousands CZK)

1. Team member

Student  Administrative/technical/support staff

No No

Title before prof. MUDr. Title after Date of birth 6/5/1968

First name 3 Surname Uzbalec

Job title

Costs

Year	Working capacity	Wage (in thous. CZK)	Own-source wages at extraord. remuneration	Extraord. remuneration (in thous. CZK)
2025		0.00	0	<input checked="" type="checkbox"/> 0
2026		0.00	0	<input type="checkbox"/> 0
2027		0.00	0	<input type="checkbox"/> 0
2028		0.00	0	<input type="checkbox"/> 0

2. Team member

Student  Administrative/technical/support staff

Title before Title after Date of birth

First name Surname

Job title

Costs

Year	Working capacity	Wage (in thous. CZK)	Own-source wages at extraord. remuneration	Extraord. remuneration (in thous. CZK)
2025		0	0	<input type="checkbox"/> 0
2026		0	0	<input type="checkbox"/> 0
2027		0	0	<input type="checkbox"/> 0
2028		0	0	<input type="checkbox"/> 0

Remove team member

Add team member

### Part "Personnel costs - agreements (in thousands of CZK)"

Here are the persons who will cooperate on the basis of an agreement for work activity or an agreement for work performance, you can add a person by clicking on "Add stipend" or remove them by clicking on "Remove stipend". A stipend can also be planned for ATPs or students, but the appropriate box for "Administrative/technical/assistant" or "Student" must be ticked. In all cases, except for ATP, the "First Name", "Last Name" and "Date of Birth" must be filled in. The 'Job title' field must be completed for all persons.

Personnel costs - Agreements (in thousands CZK)

1. Agreement

student
  Administrative/technical/support staff

Title before: 
 First name: 
 Surname: 
 Title after: 
 Date of birth:

Job title:

Year	No. of hours	Amount (in thous. CZK)
2025	<input type="text"/>	<input type="text"/>
2026	<input type="text"/>	<input type="text"/>
2027	<input type="text"/>	<input type="text"/>
2028	<input type="text"/>	<input type="text"/>

Remove agreement

HEIs can, for a particular student, claim a **Research, Development and Innovation Grant under the Higher Education Act** by clicking on "Add Grant", then you need to fill in "First Name", "Surname" and "Date of Birth" and again "Job Title" (English) and the required "Amount" (Grant). The stipend can be withdrawn by clicking on "Withdraw stipend".

Personnel costs - Scholarships (in thousands CZK)

1. Scholarship

Title before: 
 First name: 
 Surname: 
 Title after: 
 Date of birth:

Job title:

Year	Amount (in thous. CZK)
2025	<input type="text"/>
2026	<input type="text"/>
2027	<input type="text"/>
2028	<input type="text"/>

Remove scholarship

## Part "Personnel costs - other (in thousands CZK)"

In this section you will enter the contributions for all personal costs (health and social insurance, FKSP and any other funds) for each year.

### Tab "Costs - summary (in thousands CZK)"

In the section "Financial support for the project (in thousands of CZK)", indicate the co-financing of the project in the lines "Support from other public sources (domestic and foreign)" and "Support from non-public sources (own funds, private subsidies)", **indicating whether the funds contributed are "Non-investment" or "Investment" (depending on which item you are co-financing)**, the lines "Total donation from the provider for the project", "Eligible costs from all funding sources" and "Level of support from the provider:" will be automatically completed.

"Proposer's declaration of facts affecting the maximum aid intensity" here is pre-filled by default with "It is not a cross-border cooperation", there is also the option to select "It is a cross-border cooperation" and in the section "Research results" is set by default to "Will be freely disseminated" with an additional option to select "Will not be freely disseminated". If any of the three options is changed, the button "Determine maximum aid intensity" **must be** used and the aid intensity percentages in the section "Maximum aid intensity (in thousands of CZK)" may change accordingly. In this section it is also necessary to determine the share of funding for activities according to the type of research 'Basic research' (**WARNING all costs are added to the field 'Basic research' i.e. 100% basic research, must be reallocated**), 'Industrial research' (formerly applied) and 'Experimental development'. In the last section 'Breakdown of eligible project costs (in thousands of CZK)', the costs are automatically added up by year.

Costs - breakdown (in thousands CZK) **Costs - total (in thousands CZK)** Costs - Cost justification for the year 2025 Bibliography Related projects Attachments Authorised persons

Financial provision of the project (in thousands CZK)

Financial support type	Type of funds	2025 (in thous. CZK)	2026 (in thous. CZK)	2027 (in thous. CZK)	2028 (in thous. CZK)	Total (in thous. CZK)
Total Provider subsidy of the Project		0	0	0	0	0
Support from other public sources (domestic and foreign)	Non-investment	0	0	0	0	0
Support from other public sources (domestic and foreign)	Investment	0	0	0	0	0
Support from non-public sources (own funds, private subsidies)	Non-investment	0	0	0	0	0
Support from non-public sources (own funds, private subsidies)	Investment	0	0	0	0	0
Eligible costs from all funding sources		0	0	0	0	0

The Support Intensity: 0%

Proposer's declarations affecting the max. intensity of the support

I declare that:

**Set max. support intensity**

Maximum intensity of support (in thousands of CZK)

Research type	Eligible costs (in thous. CZK)	Share of the project	Max. supported amount (in thous. CZK)	Max. support intensity
Basic research	0	0.00%	0	100.00%
Applied research	0	0.00%	0	100.00%
Experimental development	0	0.00%	0	100.00%
Total	0	100.00%	0	0.00%

Breakdown of eligible project costs (in thousands CZK)

Type of cost	2025	2026	2027	2028	Total
Other operating costs	0k CZK	0k CZK	0k CZK	0k CZK	0k CZK
Investment costs	0k CZK	0k CZK	0k CZK	0k CZK	0k CZK
Personnel costs	0k CZK	0k CZK	0k CZK	0k CZK	0k CZK
Total eligible	0k CZK	0k CZK	0k CZK	0k CZK	0k CZK
of which special-purpose costs	0k CZK	0k CZK	0k CZK	0k CZK	0k CZK

**Tab "Costs - Cost Justification for 20xx"**

In this section, please provide a justification of the costs **in English** for the first year (Material costs/Travel costs/Other services and intangible costs/Overheads/Personnel costs/Investment costs for the year). In the event of a significant increase in the required costs or the acquisition of an 'investment' in subsequent years, justify the solution this as well. The **'Transfers of appropriations', 'Schedule of use of earmarked fund', 'Schedule of use of unspent dedicated funds'** section is to be completed only subsequently when the sub/final report is produced.

Costs - breakdown (In thousands CZK)	Costs - total (In thousands CZK)	<b>Costs - Cost justification for the year 2025</b>	Bibliography	Related projects	Attachments	Authorised persons
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**Costs - Cost justification for the year 2025**

Please fill in the cost justification in English only: if you are planning a significant increase in the required costs in the next years of the project or the acquisition of tangible and intangible fixed assets, please provide a justification for these costs as well.

*Material costs*

*Travel costs*

*Costs of other services*

*Overhead costs*

*Personnel costs*

*Investment costs*

*Transfers of funds*

*Breakdown of the use of the special-purpose fund (FÚUP)*

*Breakdown of the use of unspent special-purpose fund (NÚUP)*

### Tab "Bibliography"

In the section **"Full bibliographic data (max. 5) of the most significant results of scientific and research activities according to the valid Methodology for the evaluation of research and development results"** you can enter data on up to five significant results of scientific and research activities (e.g. journal publications, monographs, granted



patents, etc.) using the plus button. The name of the result must be entered in the **"Result"**, **"Result type"** and **"Database"** fields, select from the relevant code list. The **"Specify other database"** window will only be active if you specify **"Other"** from the dial in the **"Database"** section. For each publication, the number of citations found using Web of Science (or ERIH, SCOPUS with the described methodology) will be listed in the **"Citations"** column and for each article in an impacted journal, the journal's **"Impact Factor"** will be listed. In addition, the **"Quartile"** or **"Decile"** of the journal in the year of publication, or the last known one, will be given. The result can optionally be removed with the trashcan icon.

In the section **"Total number of results defined in the currently valid Methodology for the evaluation of research and development results for the last 5 years (according**



**to RIV)"**, use the plus button to add a row where you select the result **"Type of result"** in the code list and enter the number of results (of this type) created in the last five years. **This section will also include a list of specific publication results for the last 5 years, including information about the author status (first, corresponding), title of the article, title of the journal, IF of the journal (currently valid), quartile, decile of the journal according to WoS (free form in PDF, English).**

In the **"Contribution to the field"** section, please provide a verbal commentary on the significance of the most important results achieved by the applicant /co-applicant and their major contribution to the field **in English** (field is limited to a maximum of 1000 characters).

In the **"History of international cooperation"** section, please provide specific examples of international cooperation, e.g. international projects, involvement in international consortia or joint research activities evidenced by joint publications **in English** (the field is limited to a maximum of 1000 characters).

In the section **"Total number of citations excluding self-citations"**, fill in the number of citations in the **"Number of citations"** box, then according to which database in the **"According to database"** section, if you indicate the option **"Other"**, it is necessary to describe the methodology in the **"Methodology used for the number of citations according to "other methodology"** section and also indicate the h-index of the applicant /co- applicant according to **Web of Knowledge** in the **"h-index"** section.

Costs - breakdown (In thousands CZK) Costs - total (In thousands CZK) Costs - Cost justification for the year 2025 **Bibliography** Related projects Attachments Authorised persons

Complete bibliographic data (max. 5) of the most significant results of scientific and research activities according to the current Methodology for Evaluation of Research and Development Results

Result	Result type	Database	Specify another database	Citations	Impact factor	Quartile	Decile	
1	Jimp - Article in professional journal, impacted			0	0.000			

Total number of results defined in the currently valid Methodology for Evaluation of Research and Development Results for the last 5 years (according to RIV)

Result type	Count
	0

List of publications in the last 5 years:

Contribution to the field

Verbal commentary on the significance of the most important results achieved by the applicant/co-applicant and his/her major contribution to the field (In English, max. 1000 characters)

History of international cooperation

Specific examples of international cooperation, e.g. international projects, involvement in international consortia or joint research activities evidenced by joint publications (In English, max. 1000 characters)

Total number of citations without self-citations

Number of citations	According to database	Methodology used for number of citations according to 'other methodology'	h-Index

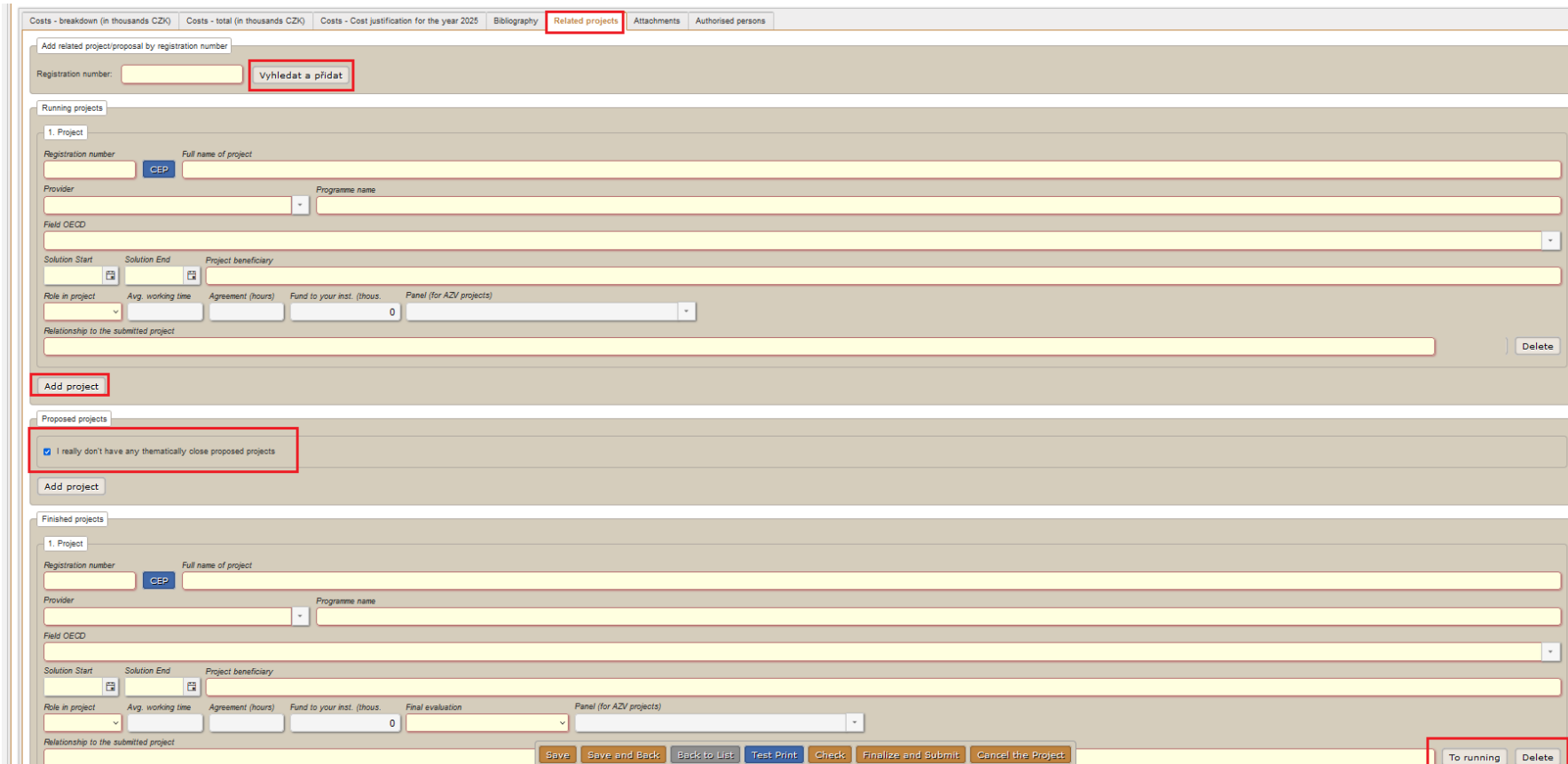
### Tab "Related Projects"

This section shall include information on projects (of the applicant, co- applicant(s)) submitted/resolved/completed with dedicated support provided under the Act 130/2002 Coll. from all providers. The section 'Ongoing projects' lists **all ongoing projects** of the applicant, co- applicant(s) (regardless of the topic). Information of all **thematically close projects** (of the applicant, co- applicant(s)) **completed in the last three years** shall be entered under 'Completed projects',



and similar information **on thematically similar projects submitted (proposed)** for earmarked support shall be entered under '**Proposed projects**'. **Projects can be searched by registration number and by pressing "Search and add", if the project is traced in ISVP or CEP R&D&I, the information is added to the relevant fields, which can be edited (changed) or deleted. Please check the completed fields and fill in the unfilled fields. If the project has not been traced, the message below will appear.**

To add projects manually, use "**Add project**" in the relevant section. Completed ones can be removed by clicking "**Delete**". All yellow shaded fields must be filled in, then it is mandatory to fill in either the time (registration) or the agreement (number of hours on the project), the second field is left blank. **If the co/ applicant does not have a proposal or project, he/she has to tick the respective fields "I really do not have any running projects", "I really do not have any thematically close proposed projects", "I really do not have any thematically close completed projects". If the registration numbers of running or completed projects are correctly filled in, the relevant page in the CEP (<https://www.isvavai.cz/cep>) can be loaded by clicking on the "CEP" button.** Alternatively, projects can be moved between the project groups '**In Progress**', '**Proposed**' and '**Completed**'.



The screenshot shows a web application interface with several sections:

- Costs - breakdown (in thousands CZK)**, **Costs - total (in thousands CZK)**, **Costs - Cost justification for the year 2025**, **Bibliography**, **Related projects** (highlighted), **Attachments**, **Authorised persons**
- Add related project/proposal by registration number**: Registration number:
- Running projects**:
  - 1. Project:
    - Registration number:   Full name of project:
    - Provider:  Programme name:
    - Field OECD:
    - Solution Start:  Solution End:  Project beneficiary:
    - Role in project:  Avg. working time:  Agreement (hours):  Fund to your inst. (thous.):  Panel (for AZV projects):
    - Relationship to the submitted project:
- Add project** (highlighted)
- Proposed projects**:
  - I really don't have any thematically close proposed projects (highlighted)
  -
- Finished projects**:
  - 1. Project:
    - Registration number:   Full name of project:
    - Provider:  Programme name:
    - Field OECD:
    - Solution Start:  Solution End:  Project beneficiary:
    - Role in project:  Avg. working time:  Agreement (hours):  Fund to your inst. (thous.):  Final evaluation:  Panel (for AZV projects):
    - Relationship to the submitted project:
- Buttons at the bottom:

The **"Attachments"** tab of contains **"Required Attachments"** where the applicant (co-applicant) will insert his/her CV. To upload an attachment, click on **"Browse..."/"Select file"**, select the appropriate file and then click on **"Upload and save attachment"**. In a similar way to inserting a mandatory attachment, you can also insert **"Other attachments"** to the project, but in addition select **"Type of new attachment"** from the code list (e.g. incentive effect, supplier identification offer, proof of co-financing from other sources, special authorisations, etc.). **NOTE: Attachments that relate only to the proposer - applicant /co-proposer- co-applicant** (i.e. on the relevant tab **"Applicant - xxxxxxx"** or **"Co-applicant - xxxxxxx"**) and that are required to be attached to the project, if its nature requires it, **are inserted here. Once saved, all attachments are displayed under "Other attachments" on the "Detail" tab. You can delete an attachment at the point where it was inserted. The deletion of an annex can be done by the applicant or by the authorised person of the co/applicant.**

**Tab "Authorized persons"** In this section you can search for persons (enter the surname of the person who has activated the ISVP account and press **"Search"**) who will be able to edit your project i.e. **"Add as editor"** or read it i.e. **"Add as reader"**. The selected persons will be entered in the **"Active Authorized Persons"** section, where you can terminate the access of the person using the **"Terminate Access"** button.

Costs - breakdown (in thousands CZK) | Costs - total (in thousands CZK) | Costs - Cost justification for the year 2025 | Bibliography | Related projects | Attachments | **Authorised persons**

Authorised persons

Finding an authorised person

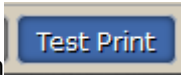
Surname:

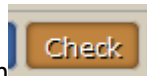
First name	Surname	Organisation name	
10	Uživatel	ENTE s.r.o.	<input type="button" value="Add as Editor"/> <input type="button" value="Add as Reader"/>
4	Uživatel	ENTE s.r.o.	<input type="button" value="Add as Editor"/> <input type="button" value="Add as Reader"/>

Active Authorised Persons

First name	Surname	Role	Organisation name	
4	Uživatel	Editor	ENTE s.r.o.	<input type="button" value="Terminate access"/>

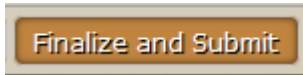
### 5) FINALISATION AND SUBMISSION OF THE PROJECT PROPOSAL

The PDF of the proposal can be viewed by clicking on the "Test print" button , **WARNING this PDF is not final and is not sent to ISDS, in the header you will find the text "--- TEST PRINT ---"**.

If you have completed the entire project proposal, we recommend checking the completed fields by clicking the "Check" button . If there is an error in the proposal, a red bar will appear with text describing the error (e.g. the project name and objectives are missing in the picture).

If the proposal is OK, a green bar will appear with the text "Proposal OK".

If the proposal is in order, the project can be submitted and thus a final PDF (see below) can be obtained and sent to ISDS. Use the **"Finalize and Submit"** button



A confirmation window will appear with the text **"Are you sure you want to finalize the project?"** confirm **"Finalize"** here. If the proposal has been finalised, the text **"Proposal submitted"** will appear.

In the **"Detail"** tab under **"Project Version"**, **download the PDF (of the project proposal) to send to ISDS**, by pressing the **"Download PDF"** button. The document can be found in the folder **"downloaded documents"** etc., depending on the PC settings. The draft PDF does not need to be renamed and must not be modified in any way.

Valid from	Valid to	Version reason	Version state	Received ISDS	
6/1/2023 7:57 AM		Proposal			<a href="#">Download PDF</a>

The project version status changes from **"New"** to **"Valid"**. Send the downloaded draft (PDF) of the project via data box to the data box of the AZV ČR with the identifier **"f7eike4"**.

### PDF inspection

To verify the authenticity of the project proposal submitted via data mailboxes, this PDF document is stamped with an electronic seal (signature).

The advantage of this solution is that the authentication of the document is not affected by its possible storage or its addition with information from antivirus programs, etc. The crucial signed part of the document is not changed.

You can verify the **correctness of the document by opening it in Adobe Reader**. A **signature block will appear in the header of the first page and the following three cases may occur:**

Platný podpis

Digitally signed by A-BOK  
Date: 2020.05.05 10:04:22 +02:00



Neznámá platnost

Digitally signed by A-BOK  
Date: 2020.05.05 10:04:22 +02:00



Neplatný podpis

Digitally signed by A-BOK  
Date: 2020.05.05 10:04:22 +02:00



If the **"Valid Signature"** document is **in order** and the signature has been verified on your computer, the **PDF can be sent via data mailbox**.

In the case of **"Unknown validity"** the document is also **fine**, but the signature cannot be verified on your computer, the **PDF can be sent by data mailbox**.

In case of **"Invalid signature"** the **document is damaged** and you **have to download it again from ISVP**.

If you would like to verify the validity of your signature when "Unknown Validity" is displayed, you will need to update the list of trusted CAs in Adobe Reader. This can be done using the following procedure:

1. Use the menu item Edit/Preferences..., the Preferences dialog will appear.
2. In Category, select "Rights Manager"
3. In the "Automatic updates to the European Union Trusted List (EUTL)" block, press the Update button.
4. If you see the "Update Trusted Certificates" dialog asking "Do you want to install them?", press OK.
5. Finally, you will see the confirmation "Security settings have been successfully updated.", which you can close by clicking OK.
6. Also close the Preferences dialog with the OK button.

When you open the PDF file with the project proposal, the "Valid signature" option should already be displayed.

**If you use another PDF viewer that verifies electronic signatures, the display of the signature validity is similar.**

### **Modification of a submitted proposal**

The proposal can be edited again after submission by clicking on "Edit submitted proposal". The message "ATTENTION!!! After starting new edits, you must 'Finalize and Submit' the project proposal AGAIN and send it via ISDS. Do you really want to proceed?". **So if you really confirm with the "Yes" button, you have to "Finalize" the proposal again. and submit" and also re-download (the correct version of the proposal "Download PDF") and send the PDF proposal to ISDS, even if you have not made any changes in the end.**

**6) CHECKING THE PAIRING OF THE SUBMITTED PROJECT PROPOSAL**

After sending the final PDF of the project proposal by data message, it is advisable to check whether the sent PDF has been paired with the project proposal in the ISVP. This information can be found in the project detail tab labelled "Detail" in the bottom section called "Project version", where in the column "Accepted by ISDS" it must be "OK" ("OK" must be for the version of the proposal that you downloaded using "Download PDF", this PDF must not be changed, e.g. translated, if no modifications have been made and resubmitted, this version is found on the first line). If the text "With error" appears in the column, the data message has not been paired with the ISVP (document violation), so it is necessary to generate a PDF and resend it by data message, if the column reads 'No', the data message has not yet been sent or the data message has not yet been picked up and forwarded to the AZV to the ISVP.

Project versions					
Valid from	Valid to	Version reason	Version state	Received ISDS	
6/1/2023 7:57 AM		Proposal	Valid	All right	<a href="#">Download PDF</a>

## 7) PRINCIPLES OF GENDER EQUALITY

For the institution, you can fill in the method of demonstrating gender equality under the icon "Settings org." under "Gender Equality Principles", this information is added by the "Proposer" role (it is valid for the whole institution).

In this section, instead of or in addition to the text, it is also possible to insert a link (to the web) to the Gender Equality Plan (GEP), HR Award, implementation of the Women's Equality Strategy Gender Equality Strategy 2020-2030, internal VO directive or other similar document demonstrating an active approach to promoting non-discrimination. As this field is subsequently transcribed into the project proposal in both the online and PDF version, the data must be filled in English, the field is limited to 2,000 characters.

**The integration of the gender dimension should be described within the specific project (across the "project description" annex).**

## CONTACTS

Methodological support of the system is provided by the AZV ČR: [helpdesk@azvcr.cz](mailto:helpdesk@azvcr.cz); +420 271 019 257

The technical support of the system is provided by the Office of the Information System of the Czech Republic: [helpdesk.registry@uzis.cz](mailto:helpdesk.registry@uzis.cz); +420 222 269 999