

## Instructions for Submission and Approval of the Project Card in InSIS for Project Proposers

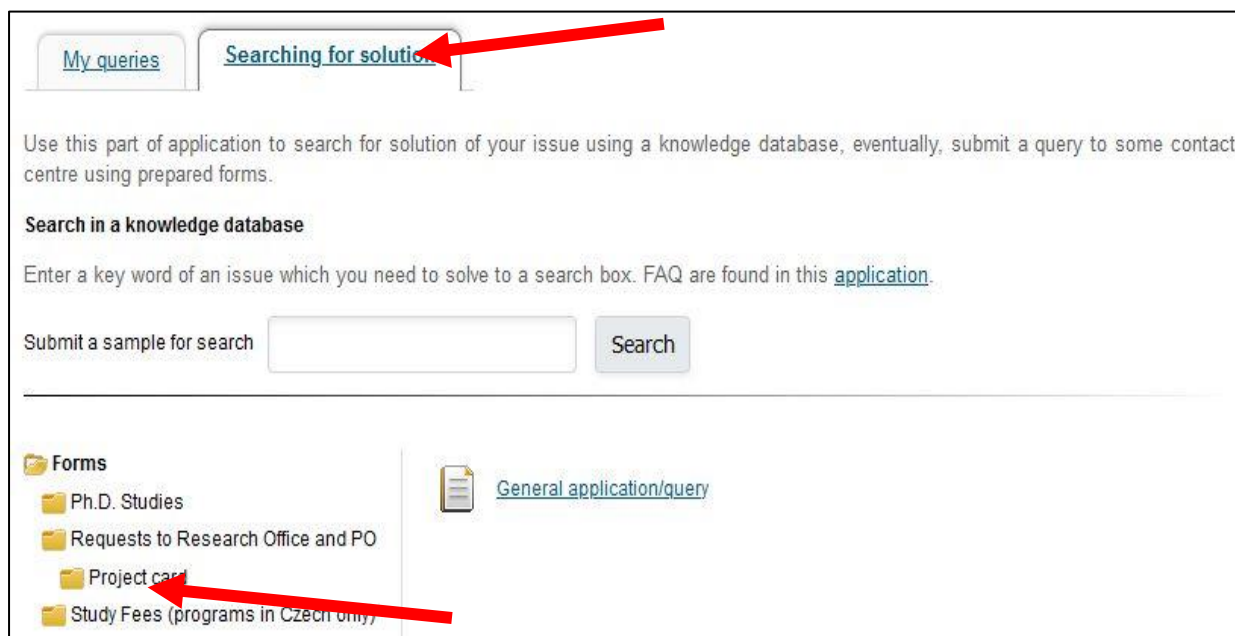
As of 1 November 2023, there is a change in the submission and approval of the Project Card, which will now be submitted only electronically via the Contact Centre in InSIS. This means that the Project Card will no longer need to be printed, physically signed and submitted to the Project Office (PO) or the Office for Science and Research (Research Office).

### Procedure

1. Open InSIS and log in to your personal administration (mobile authentication may be required to log in).
2. In the InSIS start menu, go to eAgenda and then to Contact Centre. It may happen that the Contact Centre link is not visible at first glance. In this case, you will need to use the grey arrow in the bottom right corner to open hidden items.



3. After entering the Contact Centre, open the "Searching for solution" tab.



4. A folder panel of available forms will appear in the bottom left of the screen, and here select and **click** on the **Project Card** folder, which is located under **Requests to Research Office and PO**.

5. Instead of "General application/query", the form "**Application for approval of the project card**" will then appear in the right-hand section. Click on it again to open it.

**Contact centre**

[My queries](#) [Searching for solution](#)

Use this part of application to search for solution of your issue using a knowledge database, eventually, submit a query to some contact centre using prepared forms.

**Search in a knowledge database**

Enter a key word of an issue which you need to solve to a search box. FAQ are found in this [application](#).

Submit a sample for search

**Forms**

- Ph.D. Studies
- Requests to Research Office and PO
- Project card**
- Study Fees (programs in Czech only)

[Application for approval of the project card](#)

6. Please fill in the following boxes, see picture below:
- in the query subject box please indicate the funds provider for the project (e.g. MPO ČR, GAČR, TAČR, Horizon Europe, MŠMT, contract research, IGS)
  - in the grant programme / call box please fill in such information, if available (e.g. OP TAK/Application – Call I)
  - in the last text box please indicate faculty / department or workplace, on behalf of which your project is submitted (e.g. FPH/KPO, FMV/KCR).

This information is used to identify whether the application will be handled by the Research Office or the Project Office.

7. Remember to upload the completed Project Card (in editable \*.doc or \*.docx format) using the "Select file" button.

Project Card forms are available at the links provided:

Project cards for **science projects** are available for download and completion at: <https://science.vse.cz/science-research-support/grant/forms/>, the administrative procedures are set out in the Directive called [Administrative Procedures for the Preparation and Implementation of Scientific Research Projects at VSE](#).

Project cards for projects **outside science and research** are available in the Annex of the Directive called Administrative Procedures for the Preparation and Implementation of Development Projects at VSE (SR 9/2019).

My queries
Searching for solution

**Contact centre** Contact Centre - Research Office, PO (VSE)  
**Study** FMV D-ME-MPE comb [year 4]  
**Work load** Department of English (Odborný asistent)

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**Application for approval of the project card**

Query subject

GAČR

←

In the "Query subject" box please indicate the funds provider for the project.

Please indicate the grant programme / call for proposals, under which your project is submitted.

Sigma

←

The project is submitted for the following workplace / faculty / department:

FIR

←

Upload the completed project card as an attachment. Download forms can be found below.

The project cards for **scientific projects** to be downloaded and then filled in are available on the link: <https://science.vse.cz/science-research-support/grant/forms/>

The project card for **projects outside science and research** is available on: <https://www.vse.cz/predpisy/administrativni-postupy-pripravy-a-realizace-rozvojnych-projektu-na-vse-5/> as Annex in the regulation.

*To enter the file, you can also drag it to this area.*

Select file

←

Use the **Submit** button to save and send the request for processing.

Submit

8. Submit everything for processing using the "Submit" button. You have now submitted the card to the administrators of the Project Office / the Research Office for review and further approval by relevant approvers according to the type of project. The respective administrator will handle your application as "competent person". You are the submitter.
9. In the event that the administrator of the Project Office / the Research Office assesses that the Project Card is not complete or correctly filled out, he/she may return it to you for revision. You will be informed by email.
10. Within the approval process, approvers may also have questions or requests to modify the project plan and parameters specified in the Project Card. In this case, their questions and comments can be found in the Comments section in the left column and you will also be informed by email.

The following points **11-16** explain the process related to modifications and uploading of a modified Project Card

11. You will find your submission under "My queries". Use the arrow in the "Enter" column to open it.

Contact centre

1 [My queries](#) 1 [Searching for solution](#)

2 [Unprocessed queries](#) 1 [Processed queries](#) 8

The table contains your submitted queries which have not been solved yet. In column *Enter* you can communicate with a query solver. You will be informed about new commentaries in column *Comments*.

State	Workflow status	Form	Query subject	Competent person	Comments New / Total	Enter	Process by	Submitted
	Administrátor OVV	Application for approval of the project card	GAČR	<a href="#">Mgr. Sabina Zúkalová</a>	0 / 0		--	06/11/2023 09:11

12. When a new page opens, click on the "Handle" option (with a red dot) in the left column.

1 [My queries](#) 1 [Searching for solution](#)

2 [Unprocessed queries](#) 1 [Processed queries](#)

### Information about a query

**Form**  
Application for approval of the project card

**Query subject**  
GAČR

Query submitter [Ing. Matthew David Huntley, BSc](#)  
For study FMV D-ME-MPE comb [year 4]  
Work load Department of English (Odborný asistent)  
Contact centre Contact Centre - Research Office, PO  
State In progress  
Competent person [Mgr. Sabina Zúkalová](#)  
Filed 06/11/2023 09:11  
Submitted 06/11/2023 09:11  
Process by -- not stated --  
Last change 06/11/2023 09:21

[Handle](#)

13. You will then see addition/adjustment requests at the bottom of the screen under "State". You can upload a new version of the Project Card by clicking the "Edit Attachments" button. Clicking the button will lead you to next page.



**Handle**

**Progress in processing the query**

While the query is being attended to, you can see details about the status. If there is a status requiring your involvement, you can see the option for relevant action, e.g. to enter a comment or approval.

**Current state:** Submitter **Deadline:** -- not entered -- **Person:** [Ing. Matthew David Huntley\\_BSc](#)

You can enter additional comments to your query here.


**Edit attachments**  

**Addition**

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**History of query statuses**

History shows the passage through the states when attending to the query. These states are arranged chronologically, from the latest to the oldest, and provide details about the process, including the list of statements, approvals and comments.

Ord.	State
2nd	<b>Name:</b> Administrátor OVV <b>Solver:</b> <a href="#">Mgr. Sabina Zúkalová</a> <b>Last change:</b> 06/11/2023 09:21 <b>Note to the file:</b> Complete all the required information. 

14. Here you click on "Select File". Insert the new Project Card using the "Add" button.

1 [My queries](#) 1 [Searching for solution](#)


2 [Unprocessed queries](#) 1 [Processed queries](#) 8

**Information about a query**

**Form**  
Application for approval of the project card

**Query subject**  
GAČR

Query submitter [Ing. Matthew David Huntley\\_BSc](#)  
For study FMV D-ME-MPE comb [year 4]  
Work load Department of English (Odborný asistent)  
Contact centre Contact Centre - Research Office, PO  
State In progress  
Competent person [Mgr. Sabina Zúkalová](#)  
Filed 06/11/2023 09:11  
Submitted 06/11/2023 09:11  
Process by -- not stated --  
Last change 06/11/2023 09:21


 [Handle](#)


**Attachments**

[ch14.pdf](#) 228.3 KIB [Ing. Matthew David Huntley\\_BSc](#) 06/11/2023 09:11

**Add files**

To enter the file, you can also drag it to this area.





15. You can fill in your notes or comments in the yellow text box after you click the red dotted "Handle" button. Click the "Save" button to submit everything for approval.

The screenshot shows a form titled "Addition". It features a large yellow text area where the text "All completed." has been entered. Below the text area is a grey button labeled "Save".

16. Under the "My queries" tab it is possible to check the workflow status of your submission, which will go from the administrator of the Research Office / the Project Office to the relevant persons for approval and back to the administrator.

17. You will be notified by email.

The image shows two sets of navigation tabs. The first set includes a tab labeled "My queries" with a red circle containing the number "1", and a sub-tab labeled "Searching for solution". The second set includes a tab labeled "Unprocessed queries" with a red circle containing the number "1", and a sub-tab labeled "Processed queries" with a red circle containing the number "8".

The table contains your submitted queries which have not been solved yet. In column *Enter* you can communicate with a query solver. You will be informed about new commentaries in column *Comments*.

State	Workflow status	Form	Query subject	Competent person	Comments New / Total	Enter	Process by	Submitted
	<b>Approved</b>	Application for approval of the project card	GAČR	<a href="#">Mgr. Sabina Zúkalová</a>	0 / 0	➔	--	06/11/2023 09:11