Progres application manual

1. go to https://veda.is.cuni.cz

2. switch to english

3. Sign in
4. Switch again to english

5. Enter the Internal Tenders
6. Go to the list of your projects

7. Use „new proposal“ button to create a new project
8. Scroll the page and choose the tender

9. Create a new proposal in the chosen tender
10. Title and date your proposal

11. Fill in all the information required. Mind:

- the category of project has to be chosen from the offer (bottom on a left of the column)

- budget: „Other personal costs“ column is ONLY for wages purposes (job agreements, wage rewards). Everything else (including p.ex. travel costs, accommodation, meal allowance,...) is included in „Operating costs“. In case you do not have one of these items in your project, fill the box with „0“ [zero].

- attachments: attach all the attachments required. The list is specified in the call for proposals.
Edit information, team, budget, add attachments

Check if you have all required information fulfilled. If it is OK, submit your proposal.