

Fulfillment of Final reports in START programme

You will find the report in the detail of the project, bookmark "reports", or via URL in the notification.

After its creation the report will be filled out by the head researcher. The rest of the team will get the report as read-only.

The head researcher fills in the box "summary of implementation" (min 500, max 10 000 characters) and "evaluation of edu. goal" (The box in the table; you have to click on the eyeglass in the given line, min 500, max 3000 characters). After the completion of these boxes he/she will hand it over to the mentor.

Summary of implementation of student grant (head researcher), outputs and research/educational activities abroad* Zvětšit pole

Fulfillment of educational goals

[+ Přidat](#)

	Researcher	Set educational goal	Evaluation of educational goals, reflection (utilization of gained knowledge)
	HUBÁČKOVÁ Iva		
	BETÁK Kryštof		
	BULANTOVÁ Barbora		
	GRÁF Tomáš		

Fulfillment of educational goals 1 of 4 < > x

Researcher

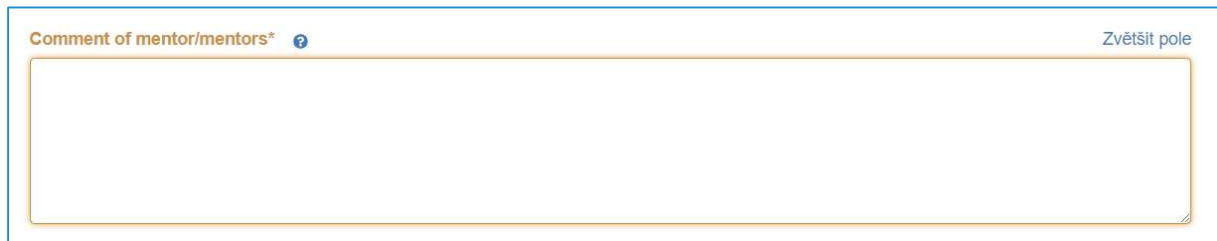
HUBÁČKOVÁ Iva

Set educational goal Expand field

Evaluation of educational goals, reflection (utilization of gained knowledge) Expand field

✓ not changed ✕ Exit

The mentor then fills in the box with comment (min 500, max 5000 characters). After checking of the student texts (the mentor can alternatively return the report for revision to them) he/she can return the report for revising further to the faculty clerk.



The screenshot shows a text input field with the label "Comment of mentor/mentors*" and a help icon. In the top right corner, there is a link that says "Zvětšit pole". The input field is currently empty.

The faculty clerk can even return the report to the head researcher if necessary or hand it over to the university clerk. **If the faculty clerk does not hand over the report to the university clerk until 28th April, it will be shifted automatically.**

The university clerk checks the content and goes through the evaluation of the reports and then picks from the menu "evaluation" of the report. Then he/she can finalize the report.



The screenshot shows a dropdown menu with the label "Evaluation of student grant by bodies of student grant competition)". The selected option is "Nevybráno".

Download of the report

Download the report in PDF format.

The report will be downloaded in the detail of the project on the reports bookmark. There is a kebab menu (three points) in the status column on the line with the report, which offers the report for download.



↑↓ Title	↑↓ Status	↑↓ Deadline
[blurred]	In development	[blurred]

1 record found.

report START

It is necessary to print out the report after download and let it signed by all (active) participants of the project.

Notification

1. Creation of the report (Head researcher)
2. Submission of the report by the Head researcher (to the mentor)
3. Submission of the report by the mentor (to the faculty clerk)
4. Return of the report (to the Head researcher)

Status of the report

1. In development (to be filled out by the Head researcher)
2. Submitted (to be filled out by the mentor)
3. Approved by mentor (to be filled out by the faculty clerk; on 28th April at noon it will be shifted automatically)
4. Approved by faculty (to be filled out by the faculty clerk)
5. Finished (to be filled out by the university clerk)
6. Concluded