CHARLESTON Programme

Charles University Programme for Postdoctoral Researchers

User Manual for Submitting Online Application Form

Co-funded by European Union

Call: Charleston26

Charles University

Co-funded by the European Union

User Manual for Submitting Online Application Form

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1) General instructions

Applicants should start the application early. There are two steps that require external action:

- approval of the registration by the programme coordinator (Registration into the IS Veda system) – these approvals will be provided during the working days between 8 am and 4:30 pm.
- supervisor's approval to participate in the project (Part A2 of the application).

For this reason, it is highly recommended not to leave the application filling until the last moment!!!

Remember, the postdoc is the applicant, not the supervisor at CU!

Important: After submitting the proposal (by clicking the Submit button), no changes can be made to the proposal, even before the deadline. If you want to make changes to your proposal after submission, you must open a new record in the online application system. If more than one application is submitted with the same name of the applicant, the application with the higher project number will be evaluated. (However, please note the potential delay as mentioned above).

If you see the Czech language on any page, please click the English flag in the up right corner of the page, and it should switch to English.

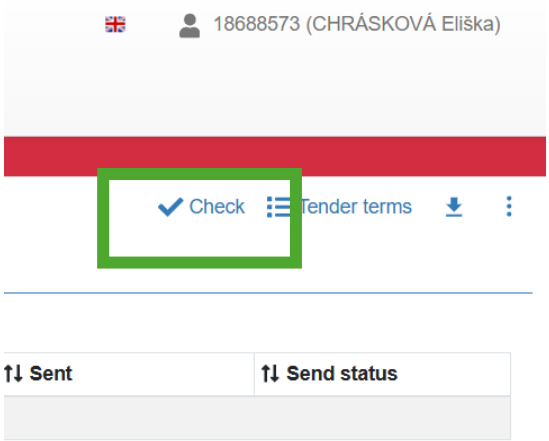
The application consists of multiple sections (tabs). All mandatory fields must be completed before submission.

Note: N<u>ot all obligatory fields are marked with *</u>, so please don't be confused if you click on

and there are fields marked as missing even though they weren't marked as obligatory.

If you click on

during the application filling process, you'll see what is missing, it will help you fill in all the parts and check your application. You can find it in the top right corner of your screen.



If you see this question mark:

, you can click on it to get instructions for filling in the particular field.

The grey fields are filled in automatically from the system and you cannot change them.

The submit button

is visible during the whole application process but you cannot submit unless you have filled in all obligatory items.

If you really need help, please use Request and Issues tab – this way, your request will be linked to your project. If you use the Helpdesk in the left menu, you will receive assistance, but it will not be connected to your proposal.

2) Registration in the university IS Veda system

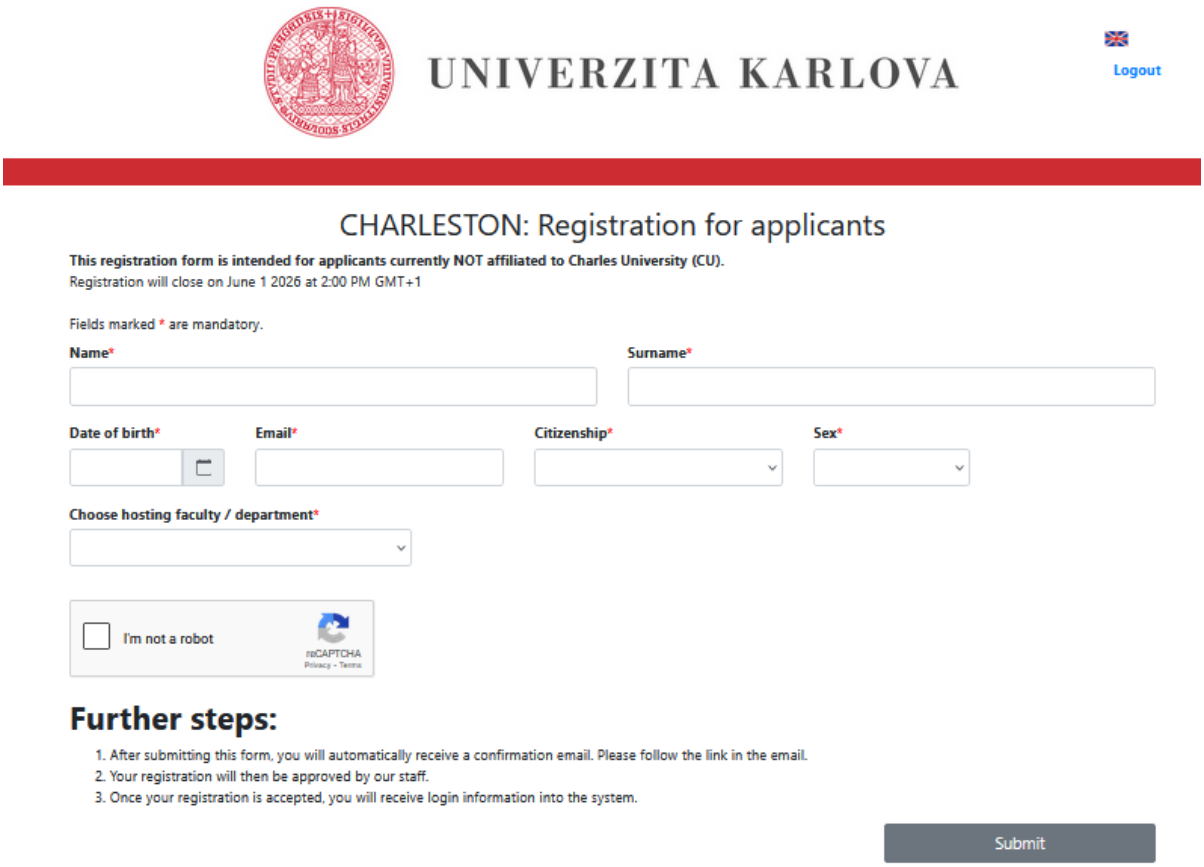
Before submitting a project application, you must **first register as an external user** in the university IS Veda system. IS Veda is a Charles University internal online system for managing grant competitions and projects, so only registered users can access it. Since you are not a CU employee, registration as external user is necessary. Once the access is granted and your password is set up, you can enter the system.

START HERE:

The link to gain access and **obtain your login information** is as follows:

https://kmenta.is.cuni.cz/pub/verso.fpl/_TS_/1771580009?fname=vav_registrace_form&id=29

The form will be open from 02.03.2026 00:00 to 01.06.2026 14:00 (Prague time).

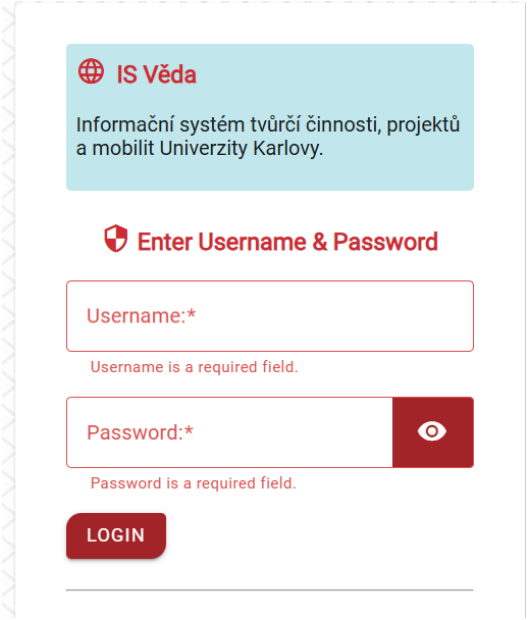


- You must fill in all the fields.
- After submitting this form, you will automatically receive a confirmation email. **Please follow the link in the email.**

- **Your registration will then be approved by the programme coordinator.**
- **Please wait for the confirmation – this process only takes place during working hours.**
- **Once the registration is approved, you will receive login information for the IS Věda system.**

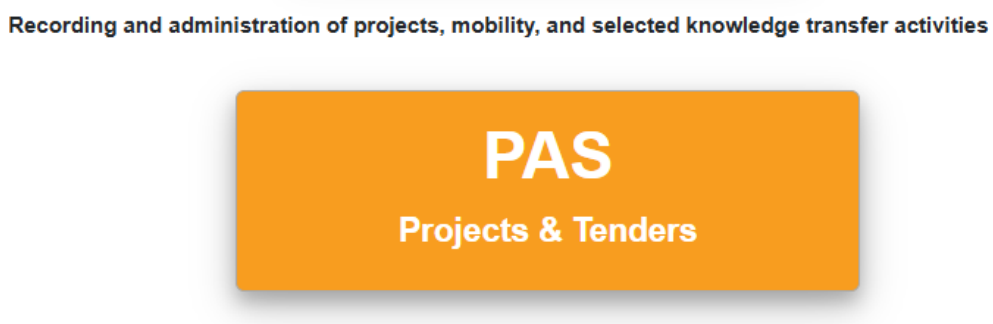
3) Logging into IS Věda and Accessing the Application Form

The next step is going to https://is.cuni.cz/veda and logging in with the login information from the previous step.



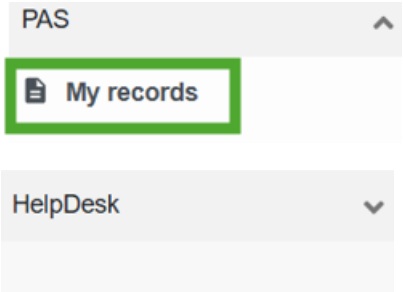
- Navigate to the **PAS portal**.

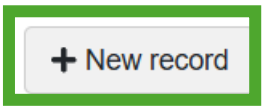
PAS = Projekty a Soutěže (Projects and Tenders)



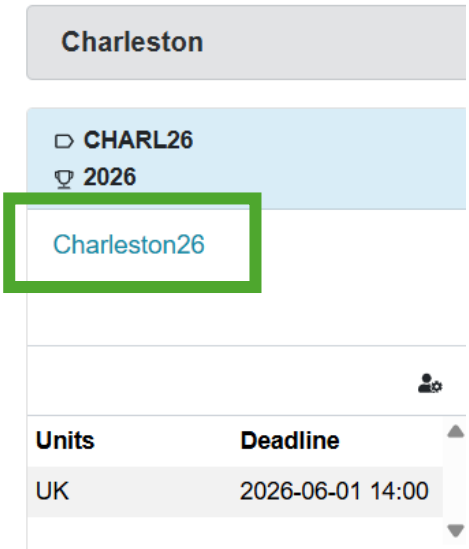
4) New record – starting your application

- Click on **"My Records"**. You will find this in the left menu.

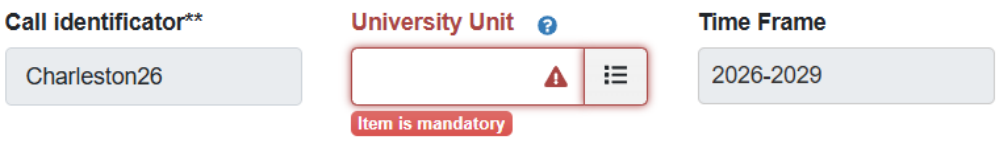




- Select Charleston Project Application – **"Charleston26"**

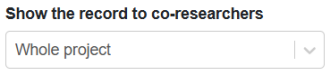


- Read the introductory instructions carefully.
- Click the **blue arrow** to proceed to the first step. You can find it in the bottom right corner of the screen.



- Select your University Unit, other fields are filled in automatically.

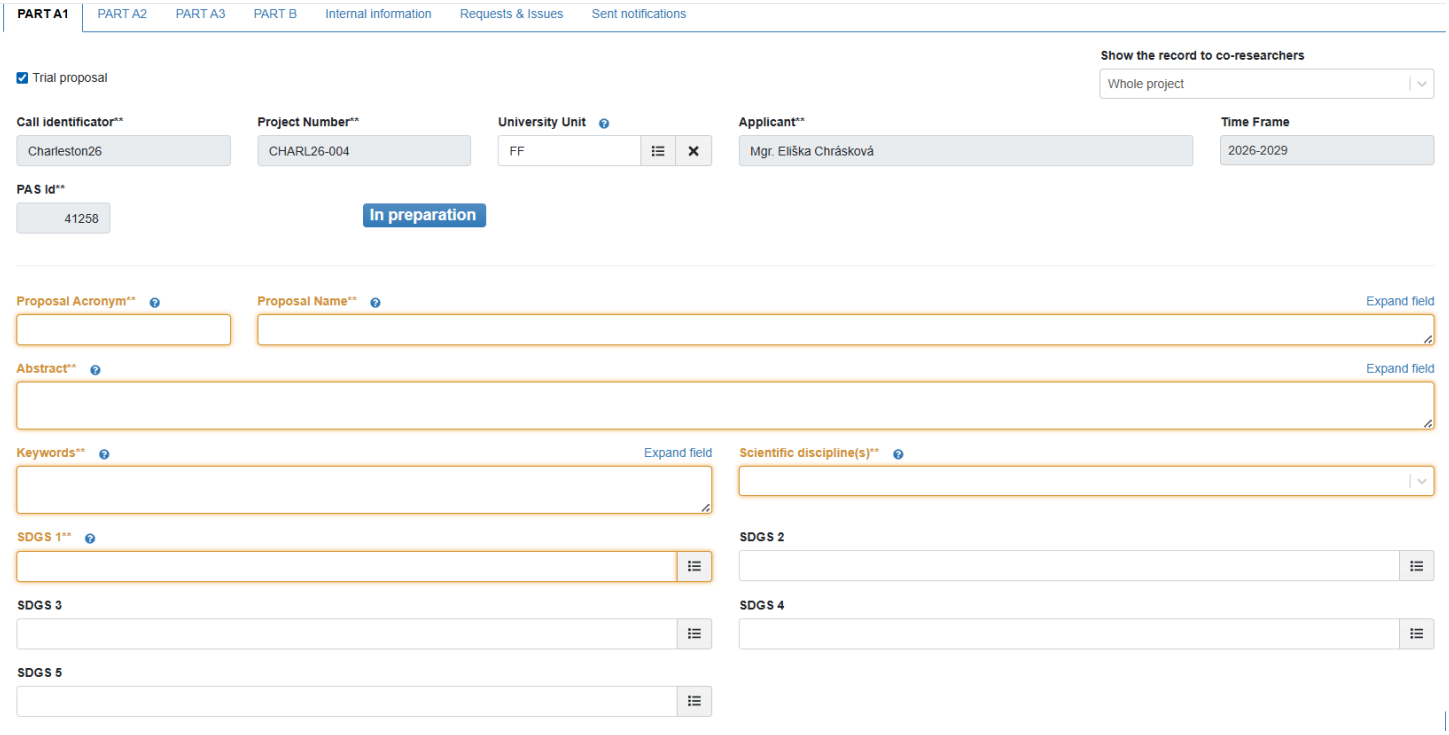
(Show the record to co-researchers – this is a default button, it is irrelevant for you, please ignore it.)



Continue with blue arrow

5) Completing the Application Form

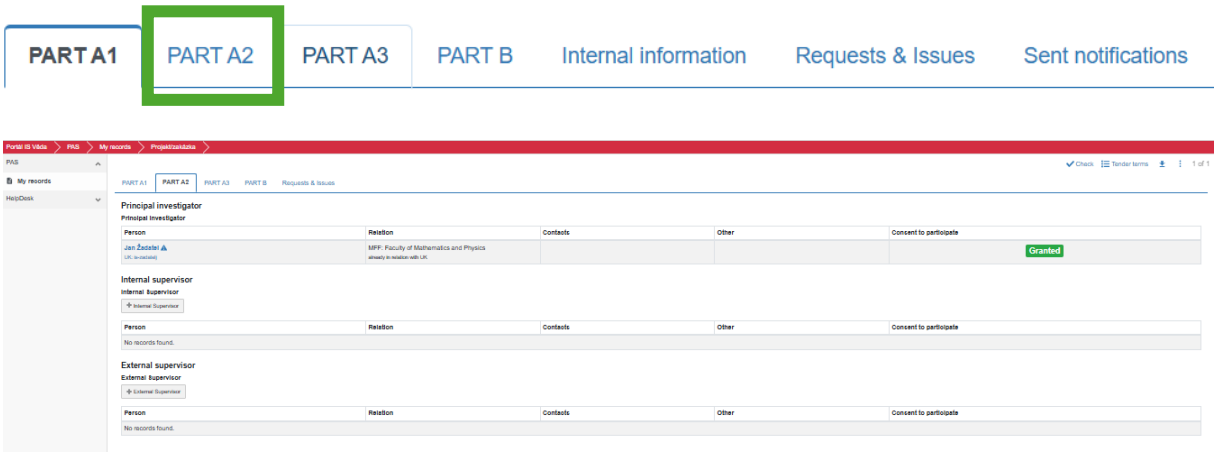
PART A1: Information about the proposed project



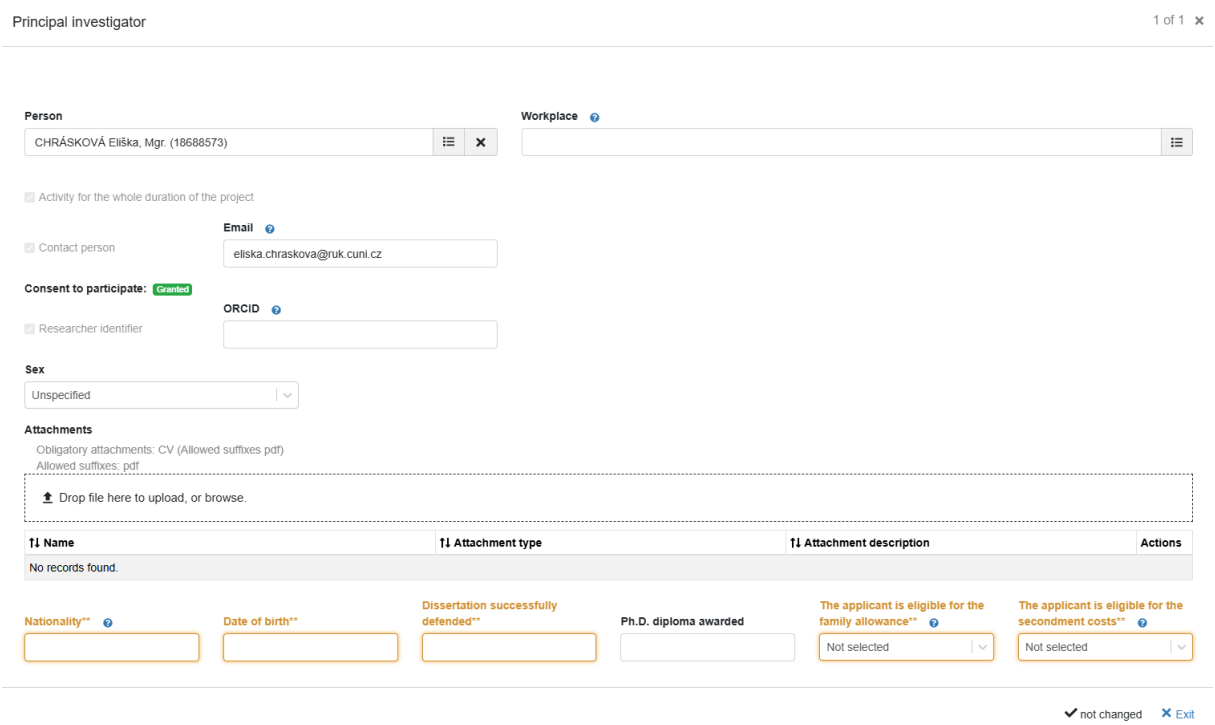
- **Call Identificator:** Auto-filled.
- **Project Number:** Auto-filled (e.g. CHARL26_XXX).
- **University Unit:** Select the faculty/department of Charles University where you plan to implement your proposed project, if funded.
- **Applicant:** Auto-filled with your name you provided in Step 1: Registration in the IS Veda system.
- **Status:** Auto-filled (application progress status). The status will be "In preparation", before the proposal is submitted.
- **Time Frame:** Is the expected time frame of the funded projects realisation. Auto-filled.
- **PAS Id:** Auto-filled.
- **Proposal Name:** Enter a short project title (max. 100 characters).
- **Proposal Acronym:** Enter a max. 10-character project acronym.
- **Abstract:** Provide a concise summary of your project. The maximum length of the abstract is 2000 characters.
- **Scientific discipline(s):** Choose a scientific discipline from the list. In case more than one scientific discipline is relevant to your project, you can choose more items from the list.
- **SDGS:** Choose at least one from the list. If you want to add more, use SDGS 2, SDGS 3…
- **Keywords:** Enter relevant keywords.

You can save your changes by clicking on the save button (you can find it in the bottom right corner of the screen) and then continue to part A2 – switch the tabs.

PART A2: Information about the Applicant and the Supervisors



- **Principal Investigator (the applicant):** Some of your details are pre-filled. However, when you click on your name, you'll see this table:



Please fill in your details:

Person: Auto-filled

Workplace: Choose from the list

Email: Fill in your email address

ORCID: Fill in (optional)

Sex: Choose from the list

Attachments: Upload your CV in PDF (max 2 pages)

Nationality: Fill in (obligatory)

Date of birth: Fill in (obligatory) – choose the date from calendar or type in the following format YYYY-MM-DD

Dissertation successfully defended: Choose the date from the calendar or type in the following format YYYY-MM-DD (obligatory)

Ph.D. diploma awarded: Choose the date from the calendar or type in the following format YYYY-MM-DD (optional)

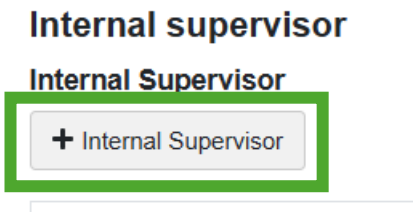
The applicant is eligible for the family allowance: Choose from the list YES/NO (obligatory) *The applicant is only eligible for family allowance when he has a child or children younger than 18 years of age. Please note that, in case your proposal is recommended for funding, you will be asked to provide documentation to prove you are eligible for family allowance.*

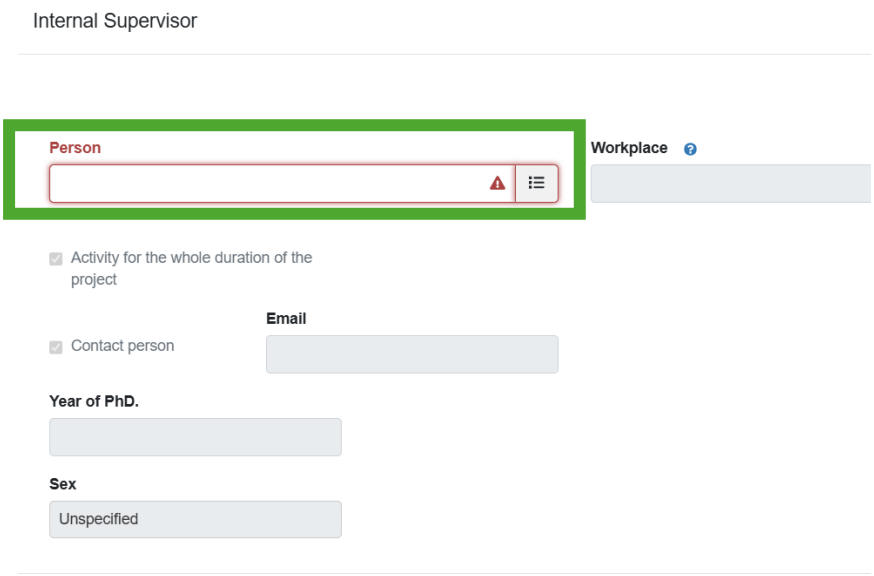
The applicant is eligible for the secondment costs: Choose from the list YES/NO (obligatory). *The applicant is eligible for secondment costs when the proposed secondment in a non-academic institution will take place in a location other than Prague, Plzeň or Hradec Králové respectively.*

- **Internal Supervisor:**

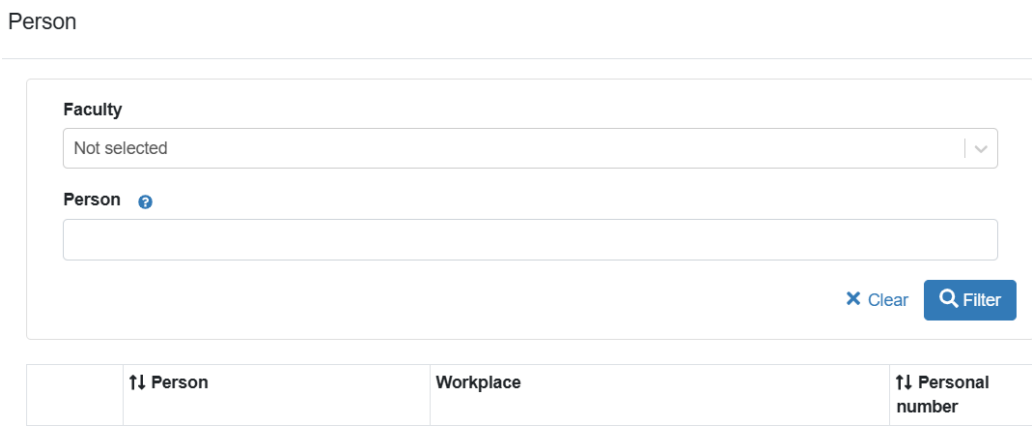
    1. Return to the tab A2 Team members and click on **"+ Internal Supervisor"**

    Determine your supervisor at Charles University.

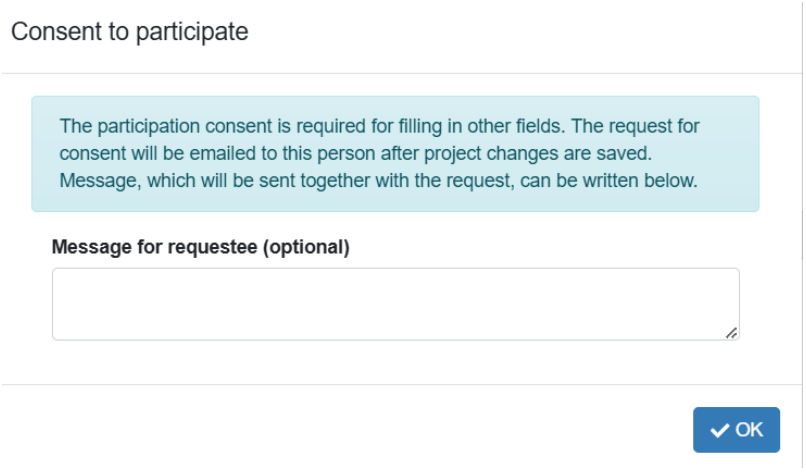




Choose the correct name from the university staff directory. All employees of CU should be in the system. If you don't find your supervisor in the list, please contact us at msca.charleston@cuni.cz.



You can add a message for your supervisor or just sent the notification without it.

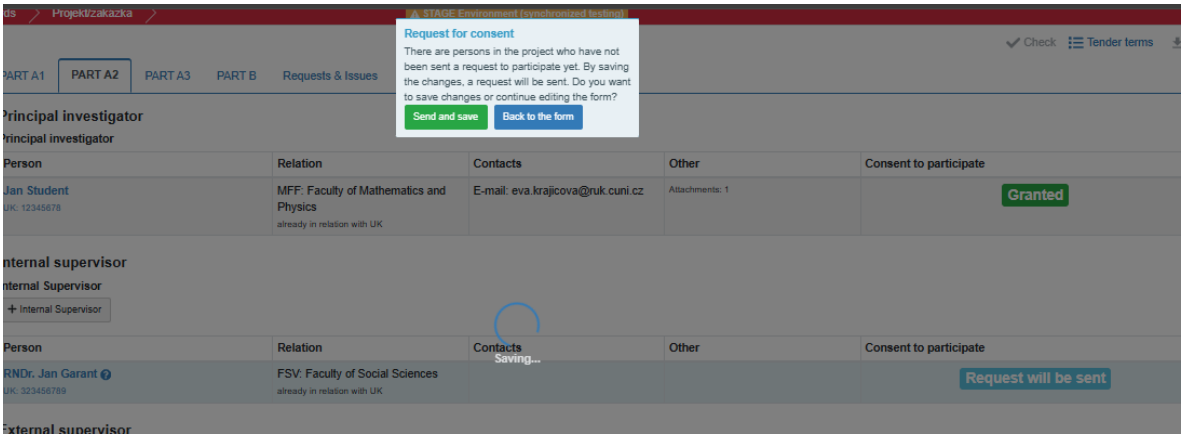


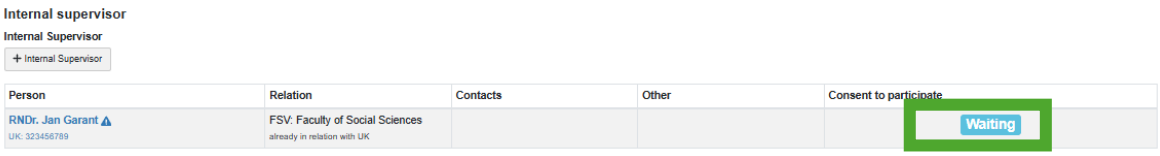
The selected person will receive a notification requesting their approval to be included in the proposed project as a supervisor.

The contact details of the internal supervisor will not be filled in until they accept their role.

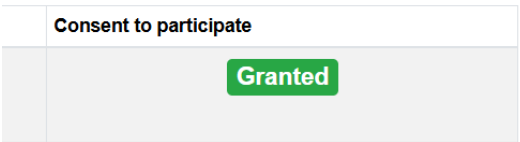
They will receive a notification and must approve your request. You don't have to fill in any email now, they will get the email on their address set up in the university system.

When you save the page by clicking the Save button, you will be asked to confirm your request, and the status of your supervisor will change to "Waiting."





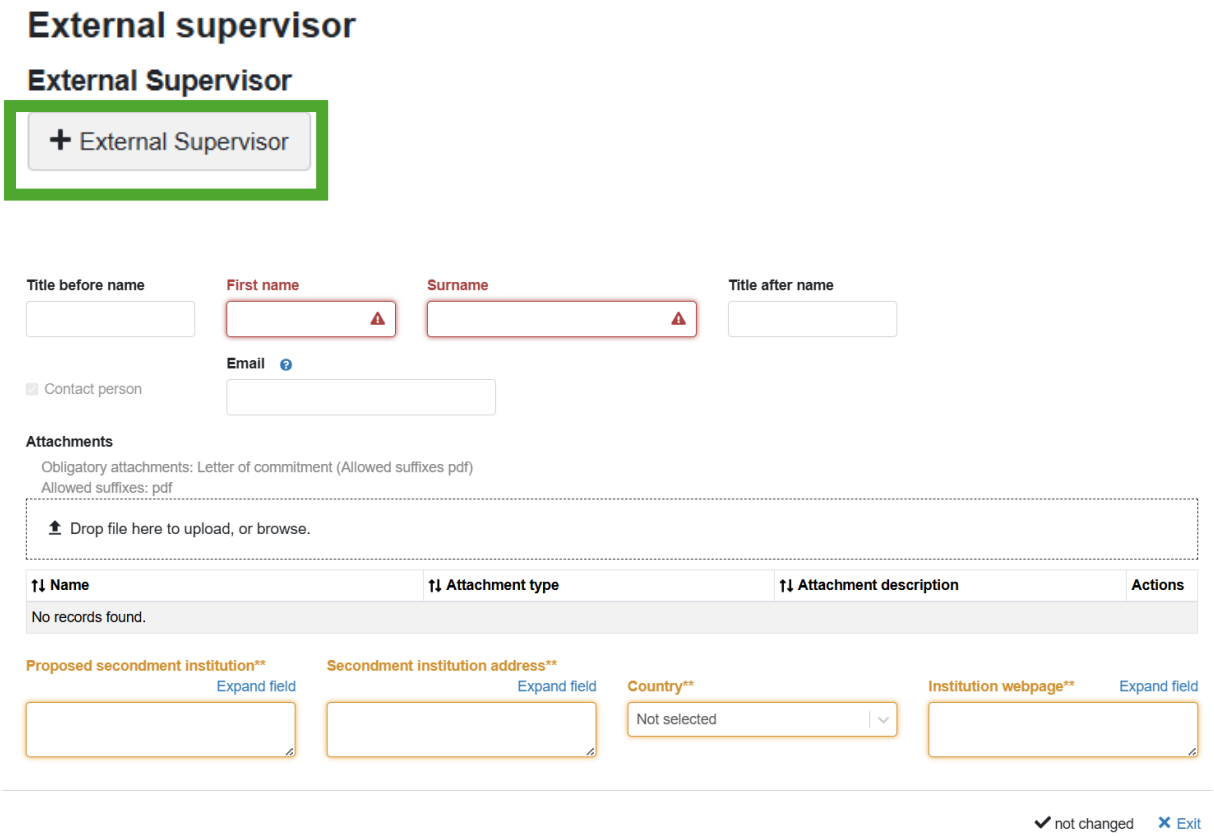
Before submitting your application, you need the internal supervisor to grant the supervision – the status will look like this:



- **External Supervisor:**

Return to the A2 Team Members tab and click on **"+ External Supervisor".**

Enter a person who will act as your supervisor on behalf of the non-academic partner institution.

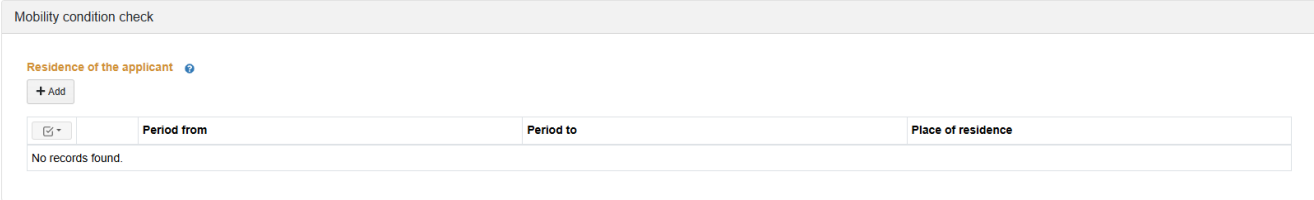


Enter the supervisor's details:

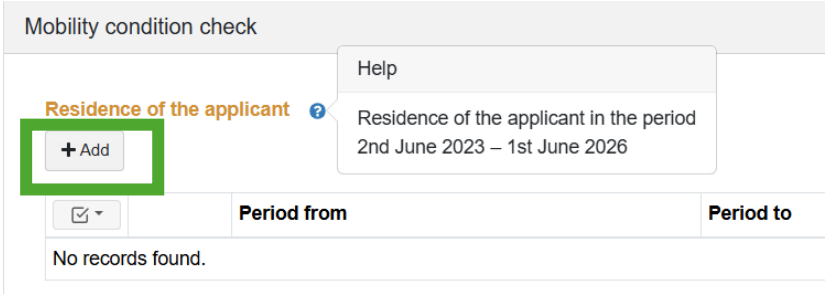
- **Title before name:** Fill in (optional)
- **First name:** Fill in (obligatory)
- **Surname:** Fill in (obligatory)
- **Title after name:** Fill in (optional)
- **Email**: Fill in the external supervisor's email address (obligatory)
- **Attachments:** Upload signed "**Letter of Commitment" in PDF** – a template of this form is available in the Guide for Applicants (Annex IV) (obligatory)
- **Proposed secondment institution:** Fill in the name of the non-academic institution (obligatory)
- **Secondment institution address:** Fill in the full address of the non-academic institution (obligatory)
- **Country:** Choose from the list (obligatory)
- **Institution webpage:** Fill in the official website of the institution (obligatory)

Residence of the applicant

Provide information confirming that you meet the **mobility condition**: *The researcher cannot have resided or carried out their main activity (work, studies, etc.) in the Czech Republic for more than 12 months in the 36 months immediately prior to the call deadline.* Please note that, if your proposal is recommended for funding, you will be asked to provide documentation proving the information stated in this section. Refer to the Guide for Applicants for more information.

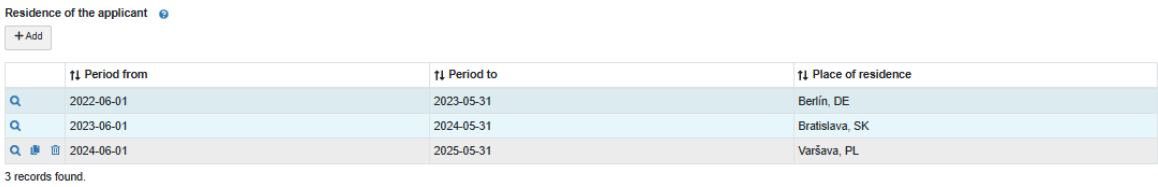


Click **"Add"** to enter details of your past residences.



- **Period from:** Choose date or type in format YYYY-MM-DD
- **Period to:** Choose date or type in format YYYY-MM-DD
- **Place of residence:** Fill in town and country

Example:



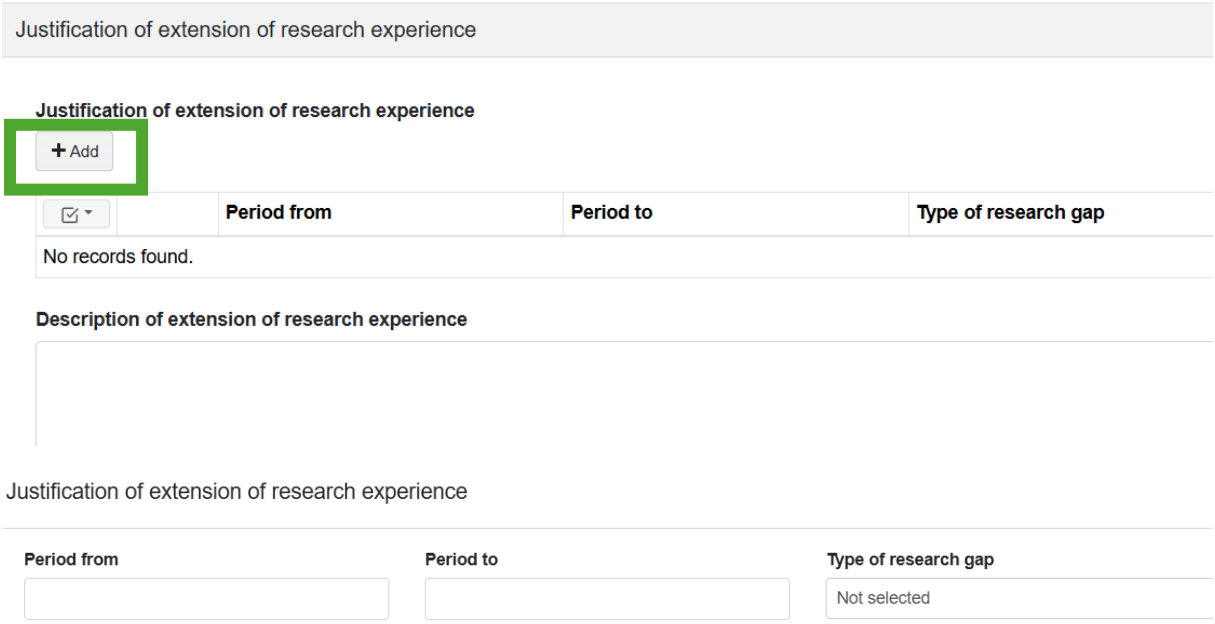
The number of records is not limited; you can delete or copy them.

Please make sure you cover the entire period from 2nd June 2023 – 1st June 2026.

Justification of extension of research experience

Section only for applicants who exceed the **Research experience condition**: *Maximum 8 years from date of award of the (first) doctoral degree* and request an extension.

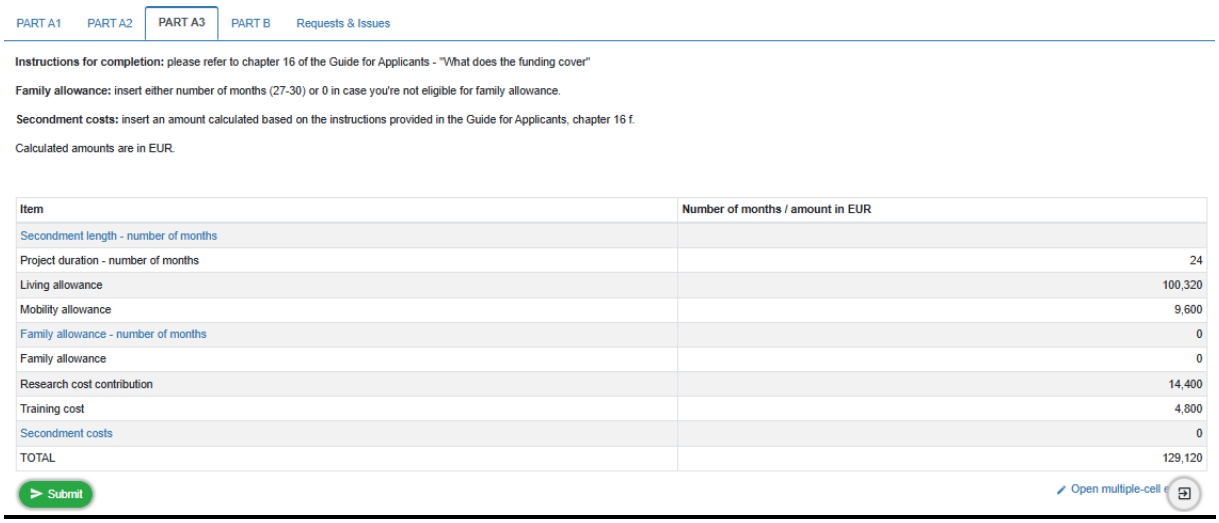
This limit can be extended (in days) for the following reasons: Maternity leave; Paternity leave; Compulsory national service; Time spent not working in research; Long-term sick leave, Seeking asylum, Natural disaster, Clinical training.



Add as many research gaps as you need. It works the same way as the mobility condition.

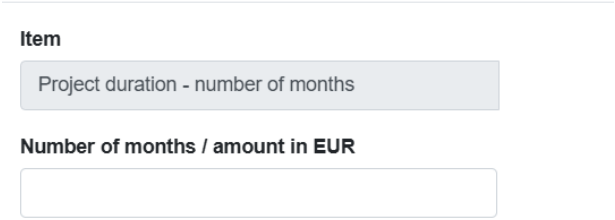
Please note that, if your proposal is recommended for funding, you will be asked to provide documentation proving the above-mentioned reasons for extension.

PART A3: Budget



If you click on: you can fill in the numbers directly into the table.

Or you can click on the Secondment length – number of months and fill in the whole number of months (between 3-6). Do not fill in euros, just the **number of months**, even though the pop-up window looks like this:



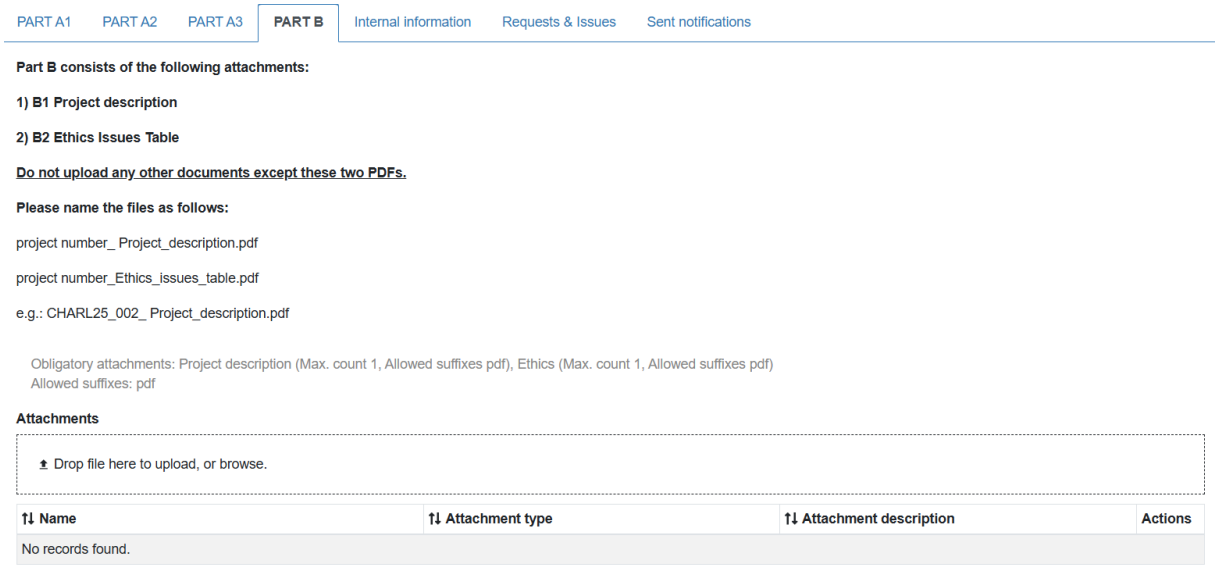
Then click on exit and

- Do the same with **family allowance** (if applicable / if you're not eligible for family allowance, enter 0)
- The system will automatically calculate the rest of numbers:
    - Living Allowance (Project Duration * 4180 EUR)
    - Mobility Allowance (Project Duration * 400 EUR)
    - Research Cost Contribution (Project Duration * 600 EUR)
    - Training Cost (Project Duration * 200 EUR)
    - Family allowance (Family allowance - number of months * 200 EUR)

For these five budget categories all you fill in is the number of months, you don't fill in any amounts.

For the **secondment costs** insert an amount calculated based on the instructions provided in the Guide for Applicants, chapter "What does the funding cover".

PART B: Project Description and Ethics Issues Table


PART A1 | PART A2 | PART A3 | **PART B** | Internal information | Requests & Issues | Sent notifications

Part B consists of the following attachments:

1) B1 Project description

2) B2 Ethics Issues Table

Do not upload any other documents except these two PDFs.

Please name the files as follows:

project number_ Project_description.pdf

project number_Ethics_issues_table.pdf

e.g.: CHARL25_002_ Project_description.pdf

Obligatory attachments: Project description (Max. count 1, Allowed suffixes pdf), Ethics (Max. count 1, Allowed suffixes pdf)
Allowed suffixes: pdf

Attachments

Drop file here to upload, or browse.

Name	Attachment type	Attachment description	Actions
No records found.			

Upload all required documents in **PDF format**.

That means:

- Part B1 – Proposed Project Description (Template in the Guide for Applicants – Annex II)
- Part B2 – Ethics issues table (Template in the Guide for Applicants – Annex III)

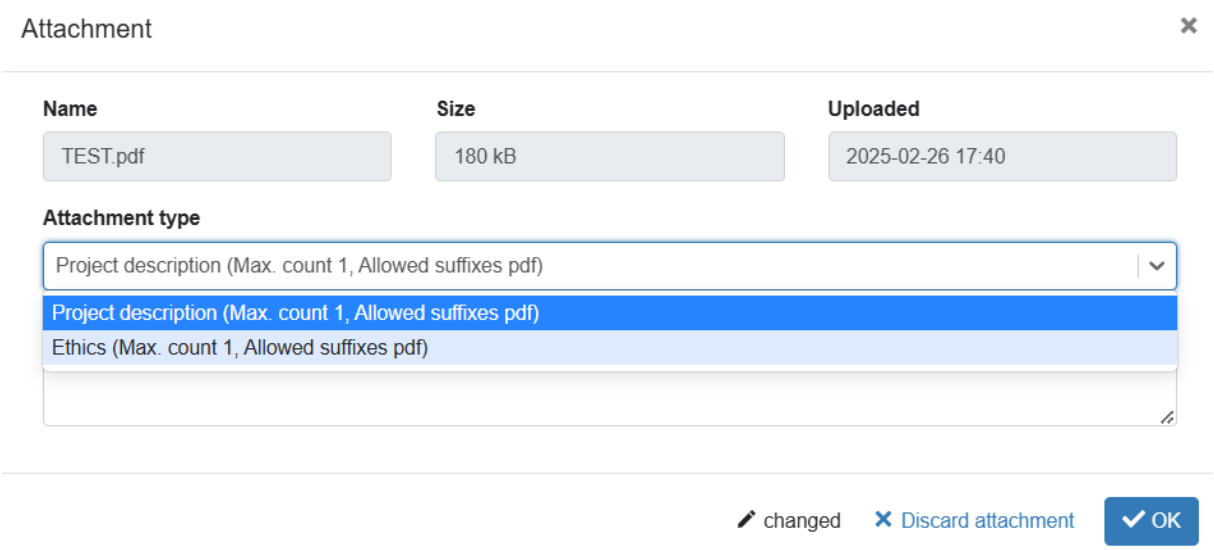
Please name the files as follows:

project number_ Project_description.pdf

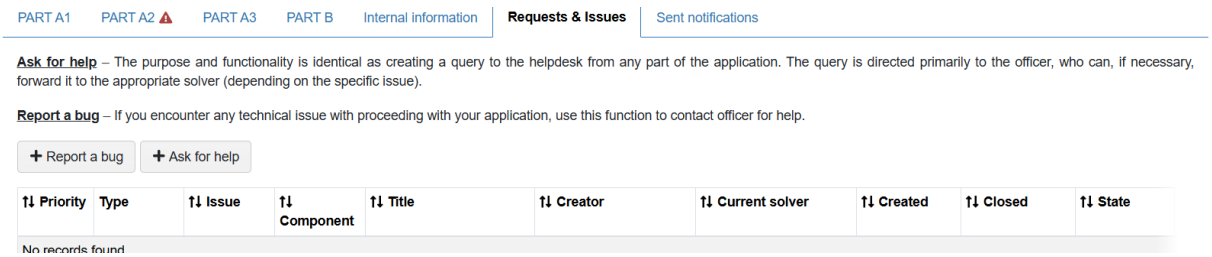
project number_Ethics_issues_table.pdf

e.g.: CHARL26_002_ Project_description.pdf

Please select the correct attachment type while uploading your documents:

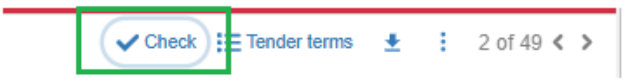


Request & Issues Tab



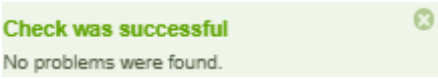
- Use **"Report a Bug"** to report system issues and technical problems.
- Use **"Ask for Help"** to seek assistance from the programme coordinator regarding the Charleston grant scheme conditions.

5) Submitting the Application

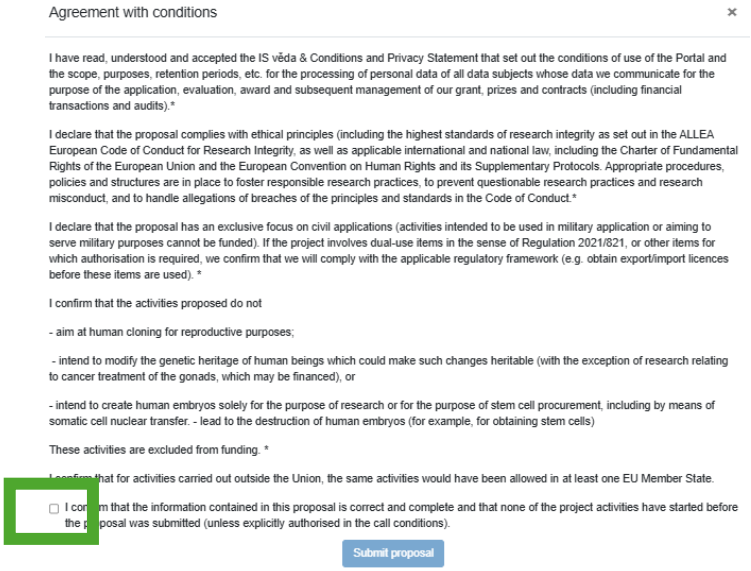


- Click **"Check"** to validate your application for any missing or incorrect entries.

- If there are any required fields left empty, they will be listed, and you must complete them.
- Once you have corrected all missing parts or filled everything in correctly, you should see a message indicating that your Check was successful.



- Click **"Submit"** to finalize your application.



- Read and accept the terms and conditions.
- You will receive a confirmation email upon successful submission.

6) Review and Approval Process

The Programme coordinator will review submitted applications and get back to you.