CHARLESTON Programme

Charles University Programme for Postdoctoral Researchers

User Manual for Submitting Online Application Form

Co-funded by European Union

Call: Charleston25

Charles University

Co-funded by the European Union

User Manual for Submitting Online Application Form

Table of contents

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: Not all obligatory fields are marked with *, 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.
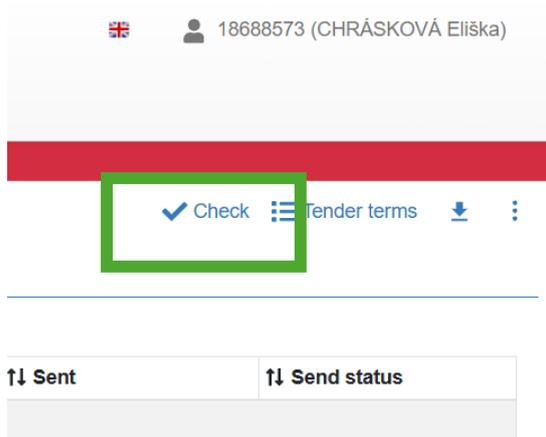
If you see this question mark: Nationality* (?) , you can click on it to get instructions for filling in the particular field.

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://verso.is.cuni.cz/pub/verso.fpl/_TS_/1739873413?fname=vav_registrace_form&id=8

CHARLESTON: Registration for applicants

This registration form is intended for applicants currently NOT affiliated to Charles University (CU).
Registration will close on May 31 2025 at 11:59 PM GMT+1

Fields marked * are mandatory.

Name*

Surname*

Date of birth*   **Email***   **Citizenship***   **Sex***

Choose hosting faculty / department*

☐ I'm not a robot   reCAPTCHA
Privacy - Terms

Further steps:

1. After submitting this form, you will automatically receive a confirmation email. Please follow the link in the email.
2. Your registration will then be approved by our staff.
3. Once your registration is accepted, you will receive login information into the system.

Submit

- 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.**

UNIVERZITA KARLOVA

CHARLESTON: Registration for applicants

We sent a verification email to the provided email address. Verification expires in 24 hours.

- **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 veda system.**

3) Logging into IS veda 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.

PAS ⌃

📄 My records

HelpDesk ⌄

+ New record
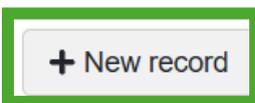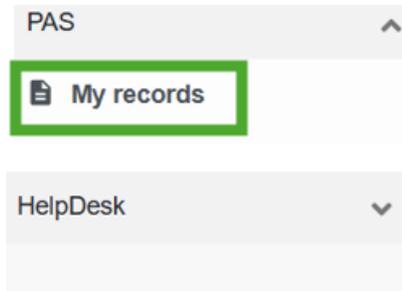
- Select Charleston Project Application – **"Charleston25"**

Charleston

CHARL25	2025
Charleston25	

👤

Units	Deadline
UK	2025-05-31 14:00
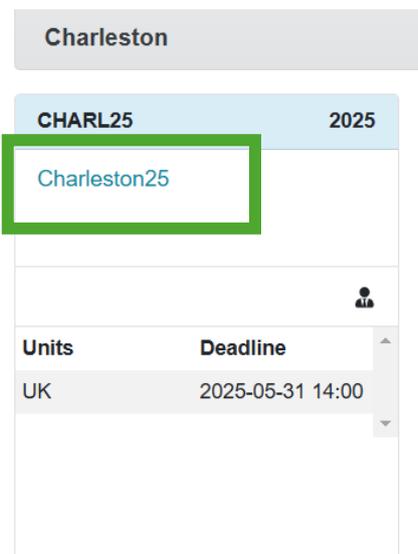
- Read the introductory instructions carefully.
- Click the **blue arrow** to proceed to the first step. You can find it in the bottom right corner of the screen.

✕ →

Call identificator**	Project Number**	University Unit	Time Frame
Charleston25		⚠ ☰	2025-2027/28

- Select your University Unit, other fields are filled in automatically. Then click on the blue arrow again.

Show the record to co-researchers

Whole project

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:** Automatically filled.

- **Project Number:** Auto-generated (e.g. CHARL25_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. Automatically 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 (optional).

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.
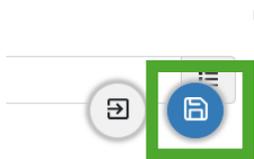
PART A2: Information about the Applicant and the Supervisors
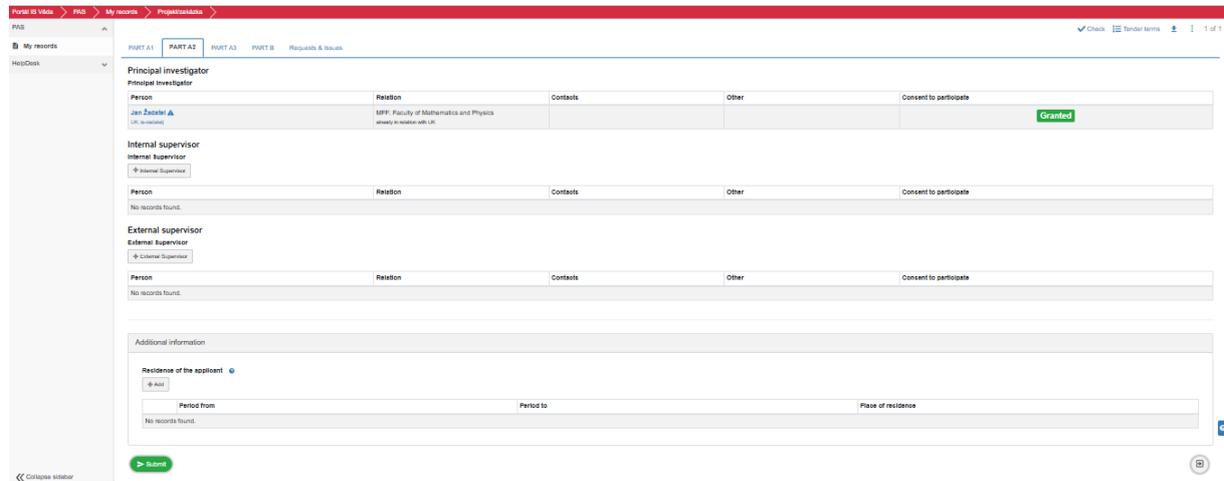
- **Principal Investigator:** Some of your details are pre-filled. However, when you click on your name, you'll see this table:

Please fill in your details:

Person: pre-filled

Workplace: choose from the list

Email: fill in your email address

ORCID: fill in (optional)

Sex: choose from the list (optional)

Attachments: upload your CV in PDF

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)

Justification: fill in in case you received your Ph.D. diploma more than 8 years before the call deadline (i.e. before 31st May 2017). Extensions to this period are only justifiable 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.

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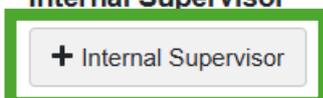
Internal Supervisor

Person
⚠ ☰

Workplace ❔

☑ Activity for the whole duration of the project

Email

☑ Contact person

Year of PhD.

Sex

Unspecified

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.

Person

Faculty

Not selected ⌄

Person ❔

✕ Clear 🔍 Filter

	↑↓ Person	Workplace	↑↓ Personal number

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

Consent to participate

The participation consent is required for filling in other fields. The request for consent will be emailed to this person after project changes are saved. Message, which will be sent together with the request, can be written below.

Message for requestee (optional)

✔ OK

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."

- **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 "**Letter of Commitment" in PDF** – a template of this form is available in the Guide for Applicants (Annex IV)
- **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 (see part 11.b. of the Guide for Applicants for more information). 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.
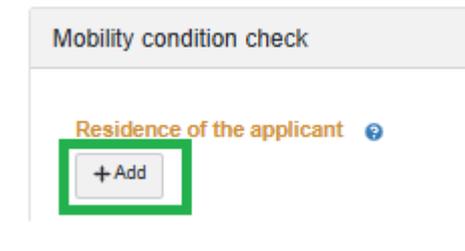
Click **"Add"** to enter details of your past residences.

- **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

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

Please make sure you cover the entire period from June 1st, 2022, to May 31st, 2025.

PART A3: Budget

Open multiple-cell editing

If you click on: [icon] 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:

    o Living Allowance (Project Duration * 4180 EUR)

    o Mobility Allowance (Project Duration * 400 EUR)

    o Research Cost Contribution (Project Duration * 600 EUR)

    o Training Cost (Project Duration * 200 EUR)

       o   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

<u>Do not upload any other documents except these two PDFs.</u>

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.: CHARL25_002_ Project_description.pdf

Please select the correct attachment type while uploading your documents:

Attachment   ✕

Name	Size	Uploaded
TEST.pdf	180 kB	2025-02-26 17:40

Attachment type

Project description (Max. count 1, Allowed suffixes pdf)	∨

| Project description (Max. count 1, Allowed suffixes pdf) |
| Ethics (Max. count 1, Allowed suffixes pdf) |

✎ changed   ✕ Discard attachment   ✔ OK

Request & Issues Tab

PART A1   PART A2   PART A3   PART B   **Requests & Issues**

Request for a project change - after submitting your application, use this button to contact your faculty officer in case you need changing any saved data.

Ask for help - the purpose and functionality is identical as creating a query to the helpdesk from any part of the application. The query is directed primarily to the faculty officer, who can, if necessary, forward it to the appropriate solver (depending on the specific issue).

Report a bug - at any point in time, if you encounter any technical issue with proceding with your application/mobility, use this option to contact your faculty officer for help.

+ Report a bug   + Ask for help

↑↓ Priority	Type	↑↓ Issue	↑↓ Component	↑↓ Title	↑↓ Creator	↑↓ Current solver	↑↓ Created	↑↓ Closed	↑↓ State	Comments
No records found.										

- 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

✔ Check   ☰ Tender terms   ⬇   ⋮   2 of 49 ‹ ›

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

18

Check result ✕

- PART A1
  - Field 'Length of secondment' is required. ⤶
  - No value in Klasifikace**, but minimum field size is 1. ⤶
  - Field 'SDGS 1**' is required. ⤶
  - Operation result "Length of secondment minimum" is not valid (value must be >= 3). Currently is 0 ⤶
- PART B
  - The file itself is not yet uploaded to attachment of type 'Project description'. ⤶
  - The file itself is not yet uploaded to attachment of type 'Ethics'. ⤶

✕ Exit

- 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.

Check was successful ⊗
No problems were found.

▶ Submit

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

Agreement with conditions ✕

I have read, understood and accepted the IS věda & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).*

I declare that the proposal complies with ethical principles (including the highest standards of research integrity as set out in the ALLEA European Code of Conduct for Research Integrity, as well as applicable international and national law, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Appropriate procedures, policies and structures are in place to foster responsible research practices, to prevent questionable research practices and research misconduct, and to handle allegations of breaches of the principles and standards in the Code of Conduct.*

I declare that the proposal has an exclusive focus on civil applications (activities intended to be used in military application or aiming to serve military purposes cannot be funded). If the project involves dual-use items in the sense of Regulation 2021/821, or other items for which authorisation is required, we confirm that we will comply with the applicable regulatory framework (e.g. obtain export/import licences before these items are used). *

I confirm that the activities proposed do not

- aim at human cloning for reproductive purposes;

 - intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed), or

- intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer. - lead to the destruction of human embryos (for example, for obtaining stem cells)

These activities are excluded from funding. *

I confirm that for activities carried out outside the Union, the same activities would have been allowed in at least one EU Member State.

☐ I confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).

Submit proposal

- 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.