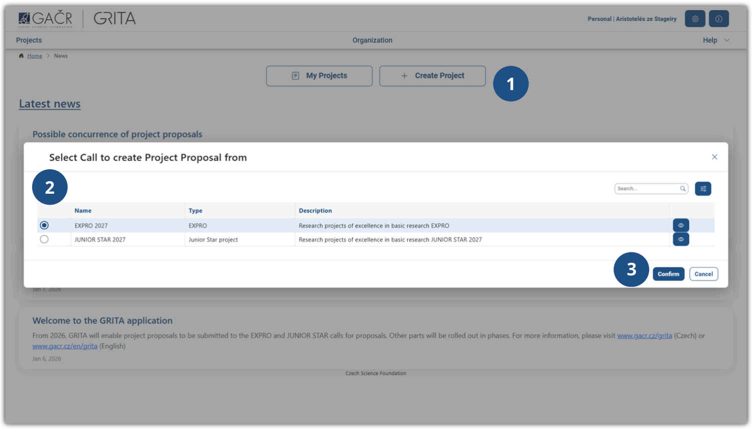
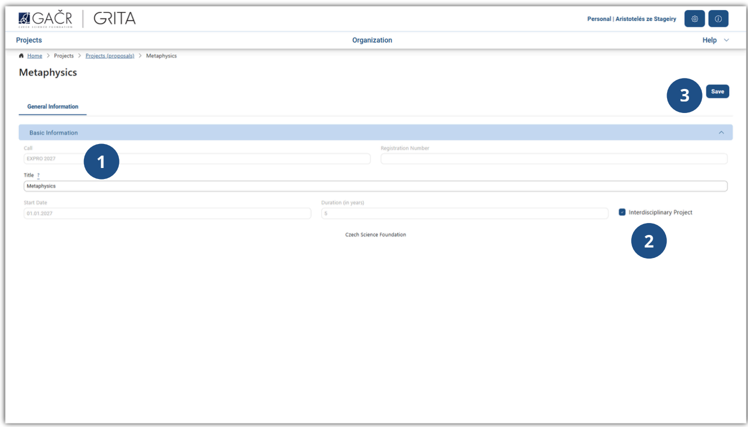
GRITA Guide

Preparing the Project Proposal



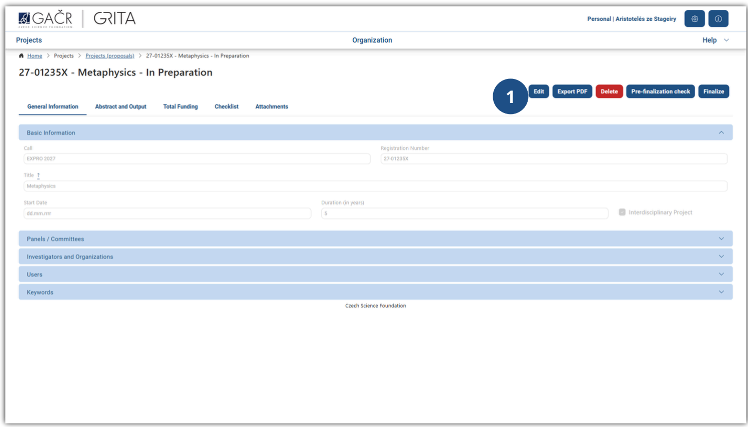
Choosing a Call

1. To create a new project in GRITA, click the "Create Project" tile at the home page.
2. Select the appropriate call. Tender documentation and detailed info about each call can be found at www.GACR.cz/en/.
3. Confirm your selection by clicking the "Confirm" button.



Project title

1. Write the project title into the indicated. You can also see the project start date and its duration. For EXPRO and JS these are prefilled and not editable.
2. If your project is interdisciplinary, check the "Interdisciplinary project" box. Your project will now be evaluated by a reviewer from a second panel.
3. Click the "Save" button to save the project. It has been created and is visible in your project list.

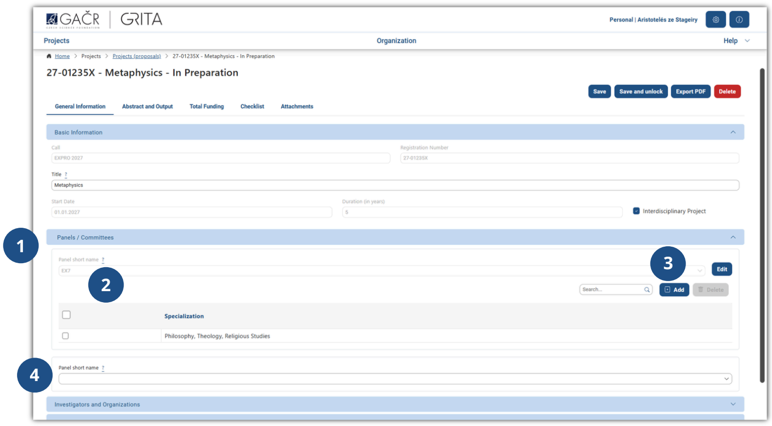


Editing the Project

1. Project Proposal is by default **locked for editing**. If you want to start filling it out, click the "Edit" button.

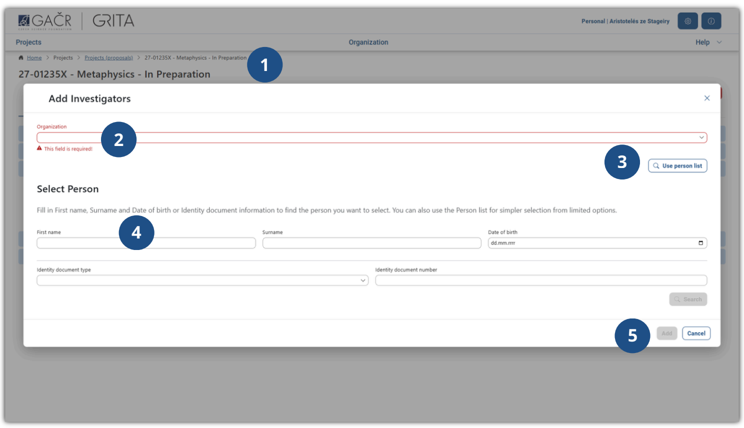
   Once you click it, the "Save" and "Save and unlock" buttons will appear. "Save"will save your work, "Save and unlock" will unlock the project for other editors. The project proposal also autosaves regularly so there is no need to worry of losing unsaved progress even if you don't click the "Save" button.

   If you try to work on the project while other person is editing it, GRITA informs you of this and lets you know the identity of the person currently editing the proposal. You can then contact this person and let them know you would like to work on the proposal. If you forget to click the "Save and Unlock" when you are done, the system will unlock the proposal automatically after 30 minutes of inactivity.



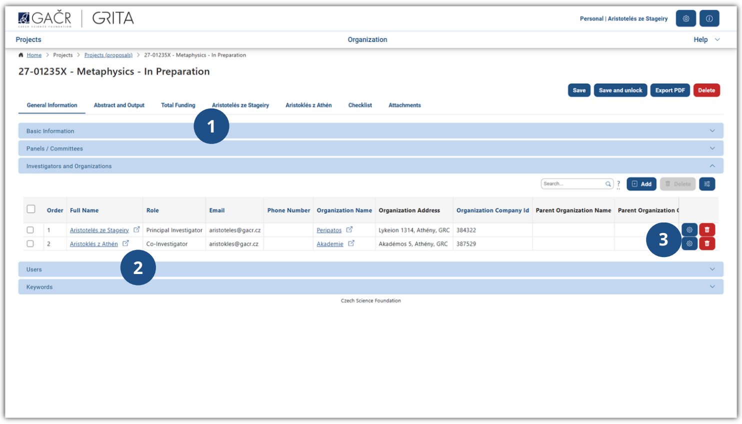
Choosing the panel and the discipline committee

1. Click the Panels/Committees section to choose the panel and discipline committee you wish to evaluate your project.
2. Select the appropriate panel from the list - you can find a detailed description of their specialiazations at the GACR website. Please take care in panel selection as selecting an inappropriate one can adversely affect your chance of receiving the grant.
3. Click the “Add” button to select the specialization(s) that correspond to the scientific field of your proposal.
4. If your project is an interdisciplinary one, select the other panel and one or more specialization.



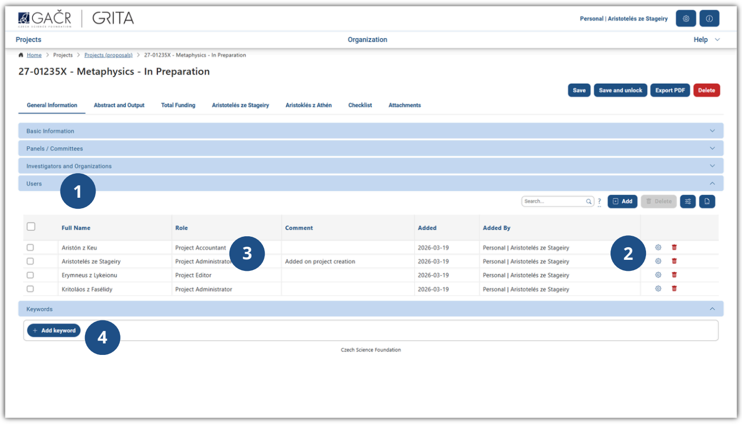
Adding a (co-)Investigator and Organization

1. Click the “Add” button in the “Investigators and Organizations“ section to open the form to add the Investigator and their organization, likewise with co-Investigators, if applicable.
2. Select the organization on whose behalf is the (co-)Investigator submitting the project proposal.
3. If you got assigned the appropriate role by your organization, you can use the Person List to quickly search for the person from the list of their employess. This list also includes you.
4. You can also search for a person using the name, surname, date of birth method, or other provided options should you know the information. GRITA first searches its database, then it checks the state registry. If it does not find this person, it gives you the option to create a new person record by clicking the “Register new person” button.
5. Add the selected person by clicking the “Add” button.



Designating the Principal and Co-investigators

1. Assigning an investigator creates a new tab on the project that you need to fill out. How to do that is described below.
2. Assigned persons are designated either as a Principal Investigator or a Co-investigator. Principal Investigator is responsible for the entire project, handles all communication with GACR, including submitting the project and signing the contract.
3. If necessary you can switch the order of persons and their roles. If you want the curent Co-investigator to become the Principal Investigator, click the gear icon near their name and set the "Order" value to 1 and Update.



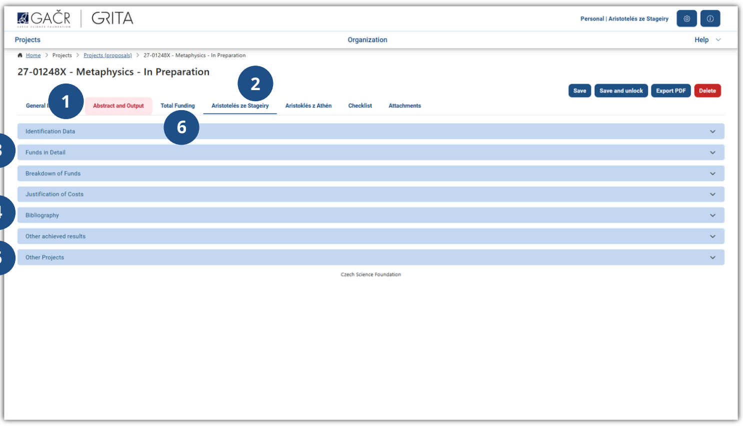
Adding Users and Keywords

1. You can add more users who can edit the project with you, via the same method you used for adding Investigators.

   Once you add a User, you can define their role by clicking the gear icon in their record.

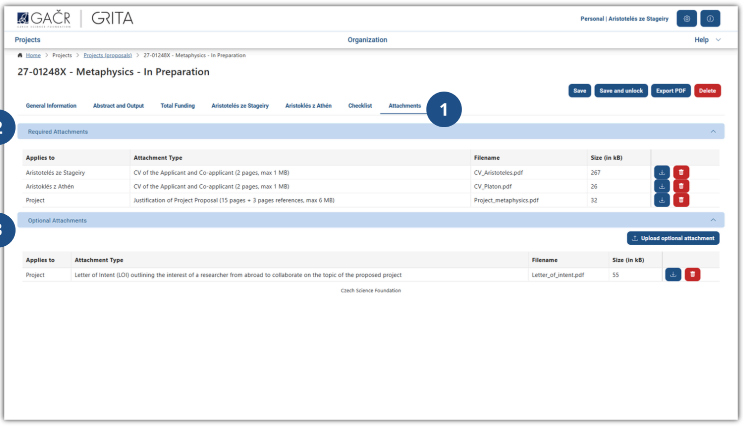
2. You can choose one of three project roles:
3. **Project Administrator** – can edit the entire proposal and finalize it which sends it to the next phase of internal review and eventual submission.
   Project Editor – can edit the entire project but is not allowed to finalize
   Project Accountant – can view and edit the financial sections

4. In the last section you add keywords. Every keyword entry can be up to four words long. Click "Add keyword" to edit. Click or hit enter to save the keyword.



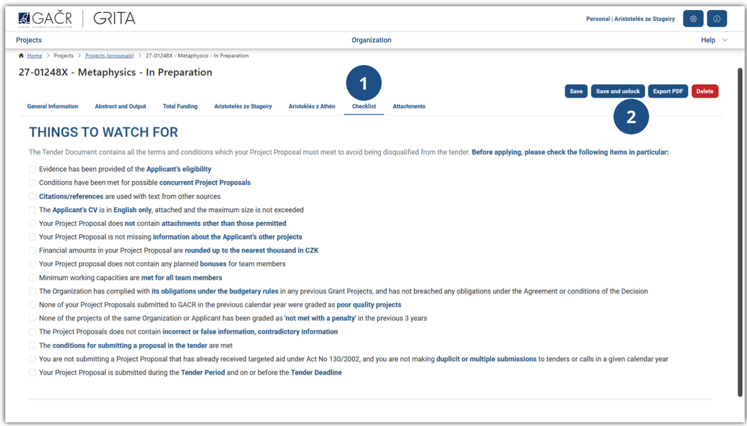
Filling out the Project

1. Fill out the “Abstract and Output“ tab. Required fields are indicated in red. Fill out the others as well, if possible.
2. In the “Person Tab” of the (co-)Investigator fill out the personal, scientific and financial details.
3. Fill out the tables in sections “Funds in Detail“ and “Breakdown of Funds“. Some lines are computed using already provided data. Should a field show red letters, you have filled in incorrect values.
4. Fill out the bibliography, achieved results and costs justification sections.
5. Please pay close attention to the section “Other projects” where you provide information about other publicly funded projects in solution or applied for. Incomplete information can negatively affect your chances of receiving the grant.
6. Filled out financial data is automatically copied and added up in the read only tab “Total Funding“.



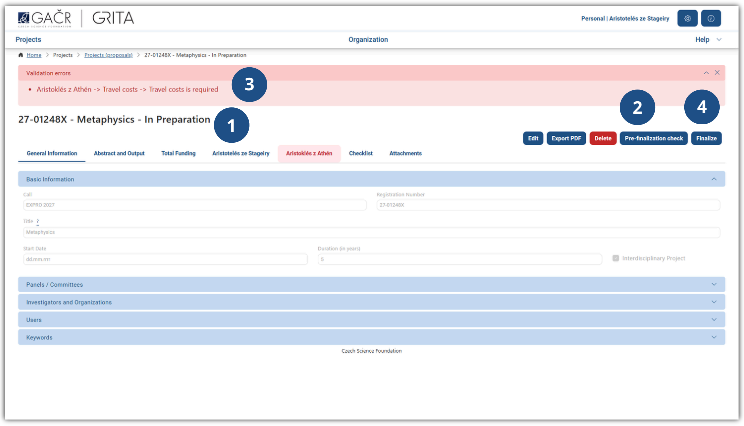
Attachments

1. Add attachments at the “Attachments” tab
2. Justification of Project Proposal and CV of the Applicant (Co-applicant) are among the required ones. Some calls have other required attachments. Attached documents must adhere to the parameters specified in the tender documentation (maximum page count, maximum size). Failing to observe these rules can lead to the eliminaton of the project from the call. Page count and size are checked by the system. Should you have issues uploading your attachments, this might be the cause.
3. Allowed optional attachments are specified in the tender documentation. Attaching other than allowed optional attachment can lead to elimination from the call.



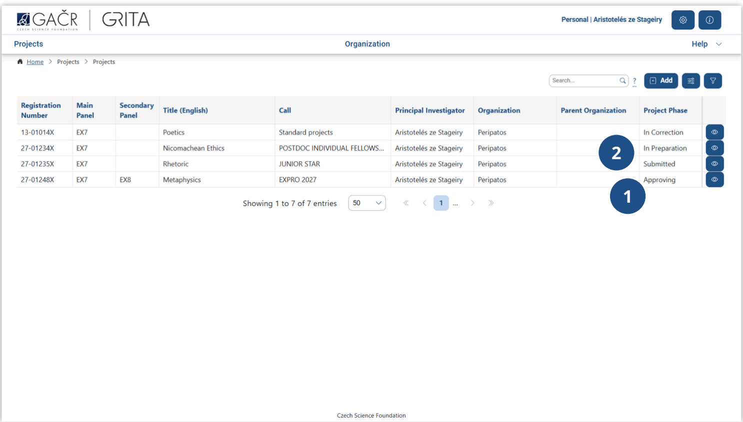
Completeness check

1. You can check for yourself if the project proposal has all the required information. Checking the boxes here is for your use only and does not have an effect on actually meeting the condition.
2. If you think you are satisfied with the state of the project and want to hand it over to your co-Investigator and/or other Users, click the “Save and unlock“ button.



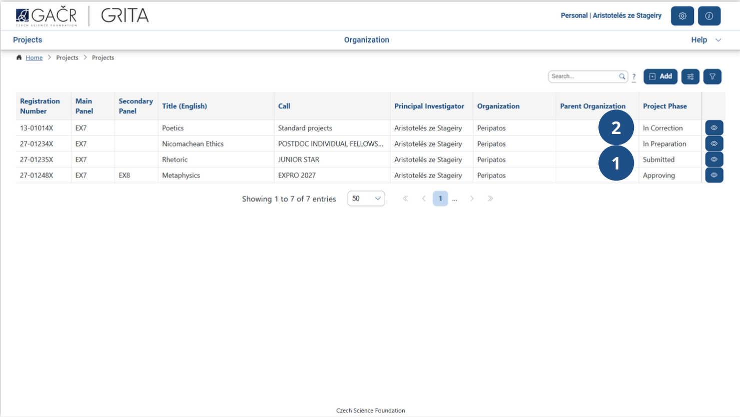
Project Finalization

1. Project proposal is by default in the “In Preparation” phase. In this phase you can edit the project at will.
2. Before you finalise the project, it is advised to use the “Pre-finalization check“ which checks if all the required data and attachments are provided correctly.
3. If there are incorrect or missing data, the system highlights the tabs and also provides a list of errors.
4. Once you remedy all the errors and omissions, you can finalize the project by clicking “Finalize“.



Project Phase

1. Once you successfully finalize the project it moves to the phase “Approving”. It is now ready for internal review by your organization and locked for editing by you. You can inform your organization of this fact.
2. If either you or the organization decide you need to make changes, you can do so by clicking the “Return for editing” button which moves it back to phase “In Preparation”. Once you make the changes, finalize again. This can be repeated as many times as neccessary.



1. Once your organization approves it, their designated representative can submit it. The project moves to phase “Submitted”. In the detail of the project, you can download it as a pdf file. Principal Investigator and the person who submitted it will receive an e-mail, confirming the submission.

2. Before the end of the call you can still take the proposal back and make changes. Organization’s designated representative and every User on the project with the role Project administrator can reopen the project proposal for changes by clicking the “Return to corrections” button. Updated version has to be finalized, approved and submitted again. If you do not do complete these steps before the end of the call, the last submitted version will be evaluated. If you decide to withdraw submitted project proposal from the call completely, click the “Return for editing” button.