

Manual to explain essentials for working with the online application SGS TUL

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Online application SGS TUL

The SGS TUL online application (SGS-WebApp) is the only acceptable mean to submit student grant applications in Student Grant Competition (SGS) of the TUL. The submission of applications is governed by the [Principles of Student Grant Competition of the Technical University of Liberec](#).

Important notice

It is not possible to connect to the SGS-WebApp using Microsoft Internet Explorer!!!

Please use other state-of-the-art web browser (Chrome, Edge, Opera, Firefox, etc.)

Login

The SGS-WebApp is based on *Google Apps Script* technology and published as a web application running at the *tul.cz* domain.

To work with SGS-WebApp, you must sign in with Shibboleth:



TECHNICKÁ UNIVERZITA V LIBERCI
www.tul.cz

Přihlášení ke službě google.com

Uživatelské jméno
jmeno.prijmeni

Heslo
vaše centrální heslo do LIANE

☐ Nepamatovat přihlášení

☐ Odvolat souhlas s uvolňováním mých informací pro tuto službu.

[Ochrana osobních údajů](#)

Přihlášení

Known login issues

It can occasionally happen that the following error message appears, when you open the SGS-WebApp in your web browser:

Je nám líto, ale soubor momentálně nelze otevřít.

Zkontrolujte prosím adresu a zkuste to znovu.

Používejte Disk Google při své práci

Aplikace Disku Google usnadňují tvorbu, ukládání a sdílení dokumentů, tabulek a prezentací online a nabízejí mnoho dalších funkcí.

Další informace na drive.google.com/start/apps.

In this case, please do the following steps:

- 1) Open the anonymous/private/incognito window of your browser. (Usually by clicking Ctrl+Shift+N)
- 2) Open the SGS web app
- 3) In the Google login window enter your TUL email address, click Next
- 4) In the Shibboleth LIANE login enter your LIANE login credentials, click Next
- 5) Choose "GSuite"

Create a new application

The main page will appear when you sign in to the app:



The new application is created by pressing the "Create new application" button.

In the first section, it is necessary to fill in the basic data of the applicant:

- Name
- Surname
- Faculty
- Department
- Relationship with TUL
- Birthdate (For internal administration purposes of TUL, it will not be disclosed by any means in the SGS-WebApp.)
- Achieved university grade
- Diploma date
- Years spent on maternity or parental leave


In the second section, the following information on the grant application is requested:

- Project title (in Czech):
- Project title:
- Abstract (in Czech):
- Abstract:
- Start date:
- End date:
- Budget transactor:
- Budget administrator:

A new grant application is created by pressing the "*Create new application*" button. Typically, the server response to an application request takes about 20 seconds and may be longer.

When the grant application is created, you'll see the application page:

2019 (c) Referát pro vědu, výzkum a zahraničí TUL

 **Technical University of Liberec**
Student Grant Competition

My Projects

Create new application

SGS-2020-3685 - Studentský projekt

Name and Surname: Pavel Mokřý
Faculty: Faculty of Mechatronics, Informatics and Interdisciplinary Studies
Department: Test of Faculty
Status: In preparation
Project proposal: [Edit by clicking here](#)

Actions:

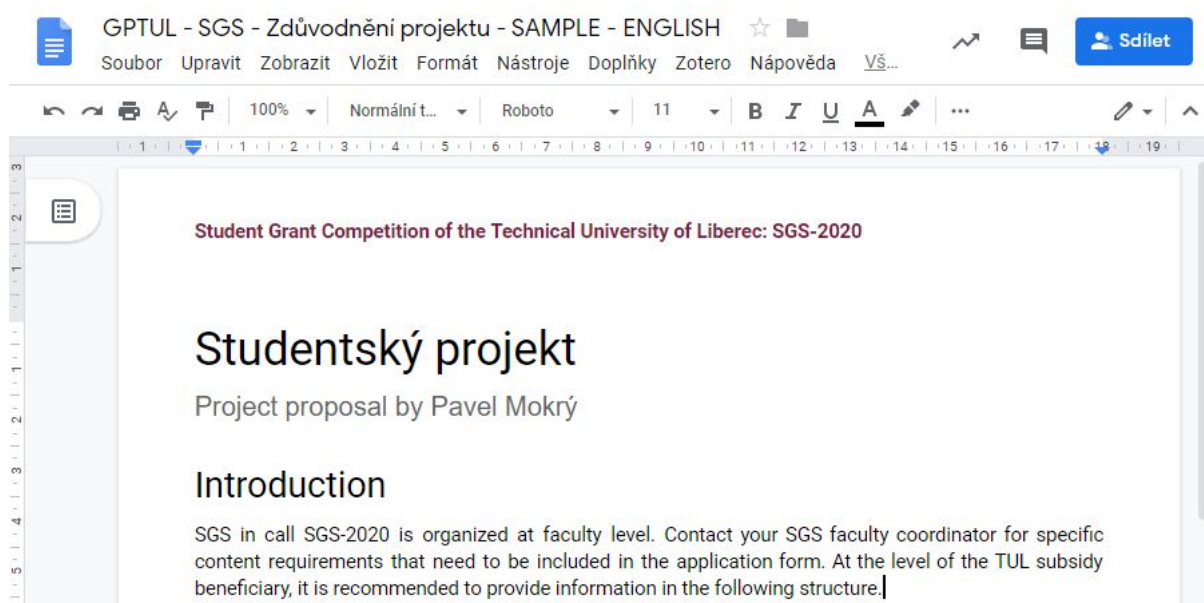
Edit basic information Edit team and budget Edit results Upload attachment

The *project proposal* should be edited in a Google document generated by the SGS-WebApp by clicking the link "*Edit by clicking here*".

A separate window or tab of your browser will open. For that reason please allow opening pop-up windows from the domain *script.google.com* in your browser.

Editing the project proposal

The project proposal should be explained in the Google Document, which is opened after clicking the "*Edit by clicking here*". The screenshot of the document is below.



There is no limitation on length or content of the project proposal. However, it is recommended to not exceed 10 pages. It is recommended but not limited to provide following information in the project proposal:

Introduction. SGS in call SGS-2020 is organized at faculty level. Contact your SGS faculty coordinator for specific content requirements that need to be included in the application form. At the level of the TUL subsidy beneficiary, it is recommended to provide information in the following structure.

Motivation for project solution. Introduce the project motivation.

State of the art and the knowledge needs in the field. Description of the current state of knowledge or level of technology. This is a brief research part of the project application, in which the project is placed in the context of national or international knowledge. Refer to ISO-690 or other industry-standard references.

Project description

Project objectives and results. Define project objectives in the context of the previous paragraph. Define specific controllable results of the project, such as information about the anticipated publications created within the project, information on the progress of the thesis or dissertation.

In the case of a multiannual project, describe the planned objectives and results of the project for the whole period of its duration.

Methods and methodology used. Describe briefly the used or proposed methods to achieve the project goals and results.

Time schedule and milestones. Provide a concise timetable for the project solution. The recommended setting of the project milestones and milestones is a quarter of the year.

Social and economic impact of the project or contribution to knowledge. If possible, evaluate the social and economic impact of the project or its contribution to knowledge. This information is required for the evaluation of results produced by in science and research organizations under the so-called M17 + Methodology. For more information, contact your SGS Coordinator and Coordinator responsible for the collection of results sent to RIV.

Description of the work activities of the team members. Describe briefly the competencies and activities of the individual members of the team.

References. Refer to references in ISO-690 or other typical for your field.

Edit basic information

It allows you to correct a basic information about the project applicant and grant application details. The basic information of the grant application is split in two sections:

Grant applicant. In the first section, it is necessary to fill in the basic data of the applicant:

- Name
- Surname
- Faculty
- Department
- Relationship with TUL
- Birthdate (For internal administration purposes of TUL, it will not be disclosed by any means in the SGS-WebApp.)
- Achieved university grade
- Diploma date
- Years spent on maternity or parental leave

Grant application details. In the second section, the following information on the grant application is requested:

- Project title (in Czech):
- Project title:
- Abstract (in Czech):
- Abstract:
- Start date:
- End date:
- Budget transactor:

- Budget administrator:

Editors. You can easily allow your coworkers to help you with your grant application by entering their TUL email addresses. Click *Add* for adding a new project editor. If you want to remove the editor, click *Delete* on the right hand side of the particular name.

Click “Save” when you enter all the information. You can hide/show the section by clicking the [-]/[+] symbols at the section header.

Edit team and budget

It allows you to include team members of your project. The project team information is split in three section:

Research team members (including applicant).

The research team member is added by clicking the button “Add”. Then, please, enter the basic information of the research team member:

- Name
- Surname. (You can include maiden name in round brackets)
- Faculty
- Department
- Role:
- Wages, i.e. the wages of the employees covered from the project in CZK.
- Reward, i.e. the rewards of the employees covered from the project in CZK.
- DPP/DPC, i.e. the other personal costs for administration or technical stuff covered from the project in CZK.
- Scholarship, i.e. scholarships for students covered from the project in CZK.

The research team member can be deleted by clicking the button “Delete” on the line of the researcher to be deleted.

Please, do not forget to include the grant applicant in the research team members.

The screenshot of the researcher entry is shown below:

Research team members (including applicant): [-]

Name:	Surname (maiden):	Faculty:	Department:	Role:	Wages:	Reward (CZK)	DPP/DPC:	Scholarship (CZK)
<input type="text"/>	<input type="text"/>	(Vyberte) ▾	<input type="text"/>	(Select) ▾	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="button" value="Add"/>								

Project budget proposal (in thousands CZK).

Please include the details of the personal, material, and investments costs of your project for all years of your project. The wages for the first year of the project are included from the “Edit project team” data.

In order to calculate the insurance (in Personal costs) and Overhead costs (in Material costs), you can click the particular buttons “Recalculate”, which are located below the

particular budget entry. The overhead costs are calculated using the “overhead cost coefficient”, which is entered in percents.

The screenshot of the project budget proposal is shown below:

Project budget proposal (in thousands CZK): [-]

Year:		2019	2020	2021	2022
Personal costs:					
Wages and rewards:		0	0	0	0
Insurance:		0	0	0	0
		Recalculate	Recalculate	Recalculate	Recalculate
Total:		0	0	0	0
Material costs:					
Materials:		0	0	0	0
Repair and maintenance:		0	0	0	0
Travel costs:		0	0	0	0
Services:		0	0	0	0
Scholarships:		0	0	0	0
Other non-material costs:		0	0	0	0
Overhead costs:		0	0	0	0
- Cost coefficient (%):	30	Recalculate	Recalculate	Recalculate	Recalculate
Total:		0	0	0	0
Investment costs:					
Tangible property:		0	0	0	0
Intangible assets:		0	0	0	0
Total:		0	0	0	0
Project total:		0	0	0	0

Justification of individual budget items in the first year of the project.

Please, include the brief but specific description and justification of the project budget entries during the first year of the project.

Click “Save” when you enter all the information. You can hide/show the section by clicking the [-]/[+] symbols at the section header.

Edit results

It allows you to include results achieved previously by student research team members and the expected results of the project. The results information is split in two section:

Previous results of the student part of the research team in RIV

Please include the results, which are registered in RIV and which were achieved by student members of the research team of the project. Results can be entered manually by clicking the button “Add” and entering the following information:

- Authors, title, and the year of the result. Please use the following pattern:
E.g. “Surname1, Name1; Surname2 (Maiden name2), Name2; Surname3, Name3: Title and other bibliographic information of the result”
- Type of the result (Journal article, Proceedings paper, patent, etc.)
- Registration number in the RIV database

Alternatively, you can click the “Import from RIV button” to start the automatic import from the RIV data of TUL, which include all results evaluated for excellence registered in RIV and submitted by TUL during the years between 2013 and 2018. The automatic import scans all results in the RIV database of TUL and gets the papers published by the research team members specified in section “Research team members (including applicant)”.

After clicking the “Import from RIV button”, all existing results will be deleted.

Click “Save” when you enter all the information. You can hide/show the section by clicking the [-]/[+] symbols at the section header.

The screenshot of the result entry is shown below:

Results of the research team in RIV evaluated for excellence: [-]

Authors and title of the result: Delete

Type: J - Article in a research journal

Registration number: Evaluation:

Add Import from RIV

Click “Save” when you enter all the information. You can hide/show the section by clicking the [-]/[+] symbols at the section header.

Planned results of the project.

Please include the expected results of the project proposal for all years of your project.

If the indicated numbers of expected results are not met during the progress of the project solution, the Grant Program Advisory Committee may order the researcher to stop further research steps and to stop further draw on project funds.

The screenshot of the project budget proposal is shown below:

Planned results of the project: [-]

Year:	2020	2021
J - Article in a research journal	0	0
B - Monograph	0	0
C - Chapter or chapters in the science book	0	0
D - Article in proceedings	0	0
V - Research report containing classified information	0	0
P - Patent	0	0
S - Prototype, applied methodology	0	0
Z - Semi-operation, proven technology, variety, breed	0	0
A - Audiovisual creation	0	0
O - Other Results	0	0
F - Results with legal protection (utility model, industrial design)	0	0
R - Software	0	0
N - Certified methodologies, curative procedures, heritage procedures, specialized maps with professional content	0	0
G - Technically realized results (prototype, functional sample)	0	0
W - Workshop arrangement	0	0
Dp - Diploma thesis	0	0
Dis - Dissertation	0	0

Upload Attachment

If you need to upload some additional (e.g. multimedia) data, press button *“Upload attachment”* to upload your documents.

Submit application

If all mandatory attachments are uploaded to the app and all data all correct, the grant application will be submitted request by pressing the button *“Submit application”*. To simplify the application process, all approval is done electronically through one-phase authentication. After submitting the application for approval, SGS-WEbApp will send you an email to confirm the submission of the project application.


Delete application

If you do not like your project, delete the grant application by pressing the button *“Delete application”*.

Project summary

You can review all data of your project application by clicking the title of your project.

2019 (c) Referát pro vědu, výzkum a zahraničí TUL (devel.mokry@tul.cz) Přepnout do češtiny



Technical University of Liberec
Student Grant Competition

My Projects Evaluator

Create new application

SGS-2020-3685 - Studentský projekt

Name and Surname: Pavel Mokřý
 Faculty: Faculty of Mechatronics, Informatics and Interdisciplinary Studies
 Department: Test of Faculty
 Status: In preparation
 Project proposal: [Edit by clicking here](#)

Actions:

Edit basic information Edit team and budget Edit results Upload attachment

Language settings

The language of the SGS-WebApp can be switched from English to Czech and vice versa by clicking the link in the top-right corner of the application.

Frequently Asked Questions and Answers

Questionnaire

All your questions or comments will be directed through the form at:

<https://forms.gle/ZBb2bynUP9oVpLFs9>

Question and Answers

Question: Is it possible to further modify the project after submitting the application but before the deadline?

Answer: No, it is not possible. After submitting your project application, it will be locked and reviewers will begin the evaluation process.

Question: When I applied last year, I wrote project outputs for a full 3 years, but now these outputs are all written in the application for 2019 and cannot be edited. Is it possible to revise this?

Answer: This is a known drawback that occurred after creating projects in an online application from the 2018 data. Please provide a breakdown of the cumulative results entering RIV in each year in the factual description of the progress of the annual report.

Question: While working on the SGS project I created result, which is not yet in RIV and does not have a registration number. Should I put this result into an online application without a registration number?

Answer: In the online application, please write all results, which you plan to submit into publikace.tul.cz and into RIV. Leave the registration number blank, it is not required. Please consider that the submitted results should satisfy the quality requirements to become a valid RIV result.

Question: Can I modify SGS project design a bit, such as motivation, plan, objectives, etc.?

Answer: The project request cannot be edited. Project objectives should not be changed. If you need to explain changes in the project, explain them in the expert section of the annual report.