

# **Manual**

## **How to apply for Mobility Funding from Mobility Fund Charles University**

For the opening dates of the spring and autumn rounds, please check the [faculty website](#).

Charles University webpage - [provisions](#)

If you have questions write to [studyabroad@fsv.cuni.cz](mailto:studyabroad@fsv.cuni.cz)

The online application system [here](#)

The image shows two screenshots of the IS VĚDA system interface. The top screenshot is the login page, featuring the university logo, the text 'IS VĚDA EVIDENCE A HODNOCENÍ TVŮRČÍ ČINNOSTI Univerzita Karlova', and the department name 'Odbor pro vědu a výzkum RUK | Ústav výpočetní techniky | UK'. It includes a login form with fields for 'Personal ID number' and 'Password to CAS', and a 'Login' button. A welcome message and help links are on the left. The bottom screenshot shows the user's dashboard after login, with the user name '47482660 (STANOVS)'. It features a 'MENU' on the left and 'Enter IS Veda modules' on the right. Two buttons are visible: 'Enter the RECORDS OF CREATIVE ACTIVITIES (OBD/GAP)' in red and 'Enter the INTERNAL TENDERS' in orange, with a green arrow pointing to the latter.

**IS VĚDA**  
EVIDENCE A HODNOCENÍ  
TVŮRČÍ ČINNOSTI  
Univerzita Karlova

Odbor pro vědu a výzkum RUK | Ústav výpočetní techniky | UK

Welcome to IS Věda.

Not able to sign up? Learn about [signing in to the system](#) (yet only in Czech).  
Do not know what and when? Check out [our calendar](#).  
Do you need advice? Learn about the [support policy](#) (yet only in Czech).

Login Personal ID number

Password Password to CAS

Login

**IS VĚDA**  
EVIDENCE A HODNOCENÍ  
TVŮRČÍ ČINNOSTI  
Univerzita Karlova

Portál IS Věda

MENU

Welcome to IS Věda

Do not know WHAT and WHEN? Check out the [calendar of registration dates and competitions](#).

PRIMUS: [primus@ruk.cuni.cz](mailto:primus@ruk.cuni.cz) | [website in English](#)

RESEARCH EVALUATION  
[Interactive guide](#)

Enter IS Veda modules

Enter the RECORDS OF CREATIVE ACTIVITIES (OBD/GAP)

Enter the INTERNAL TENDERS



Language changed  
Language of the app was changed.



Portál IS Věda > Internal tenders >

Internal tenders

My project proposals

Project proposals

Assessment

CLICK

INFORMACE PRO FAKULTNÍ  
REFERENTY soutěže Fond



Portál IS Věda > Internal tenders > My project proposals >

Internal tenders

My project proposals

Project proposals

Assessment

Prepared assemblies

HelpDesk

+ New proposal

My proposals

↑↓ Tender

↑↓ Number

POINT/Bi/2020-2

POINT/Bi/2  
020-2004

FM/a/2020-1

FM/a/2020

Portál IS Věda > Internal tenders > My project proposals > New proposal

Internal tenders

- My project proposals
- Project proposals
- Assessment
- Prepared assemblies
- HelpDesk
- Ask for help
- List of issues
- Settings

Choose a tender where you wish to create your proposal.

Include inactive tenders **make sure you choose the correct round (calendar year 2021 spring -1 or autumn - 2)**

**Mobility Fund** **choose a correct category - a/b/c/... (if you are not sure, contact studyabroad@fsv.cuni.cz), to enter the category, simply click on it.**

FM/a/2021-1	2021-1	FM/b/2021-1	2021-1	FM/c/2020-X	2020-X
Mobility Fund: a) Long-term study abroad (1 – 2 semesters)		Mobility Fund: b) Study or scientific events abroad (students only)		Mobility Fund: c) Scientific or research stay abroad - extraordinary competition	
<b>Units</b>	<b>Deadline</b>	<b>Units</b>	<b>Deadline</b>	<b>Units</b>	<b>Deadline</b>
PfF	2021-03-31 23:59	UK	2021-03-31 23:59	1.LF	2021-03-24 23:59

## New proposal

### Mobility Fund: a) Long-term study abroad (1 – 2 semesters)

!!! MPORTANT !!!

**Basic instructions:**

1. Create an application.
2. Complete all details in the application form (mandatory fields are marked with \*\*) and upload all required documents in electronic form.
3. Save the application (with bottom right „save” button). You can save an incomplete form and return later.
4. Check before submitting (with below left „check” button).
5. Submit your application (with below left „submit the application” button).

You cannot edit your application after submitting.  
If you need to do so, please contact the International Relations Office at your faculty.

User manual (in Czech) is available here: <https://goo.gl/1aFwJf>

**Required documents:**

- 1) Letter of recommendation
- 2) Letter of acceptance
- 3) Proof of language proficiency
- 4) Motivation letter

Once your study/research stay is completed, the submittance of the following documents within 30 days is required:

**to enter the application**  
  


write project

**Category\*\***  
Mobility Fund: a) Long-term study abroad (1 – 2 semesters)

**Faculty/unit\*\***  
FSV

**Initiation of the study abroad\*\***  
  
 Item is mandatory

**Completion of the study abroad\*\***

**Fill in the dates of your study abroad**

**make sure you are applying under your home faculty**

**to continue**  
  


Check sign is invalid as I haven't saved my data by clicking on the disc button

**Project proposal:** ✓ Check Tender terms ↓ ⋮

**Information** | Details of applicant | Costs covering the study period | Attachments | Final report

Exception from deadline: Without exception | ▼

Make project accessible for co-researchers: Whole project | ▼

Category\*\*: Mobility Fund: a) Long-term study abroad (1 – 2 semesters)

Application number\*\*: FM/a/2021-1-022

Applicant\*\*: Bc. Marie Stanovská

Faculty/unit\*\*: FSV | ☰ | ✕

Status\*\*: In development

Initiation of the study abroad\*\*: 2021-02-25

Completion of the study abroad\*\*: 2021-04-15

**Fill in important data and then press the disc icon (in blue circle at the bottom of the page) - to save your work. Afterwards you can always press the Check button on the top to see if you have not missed out anything.**

Faculty of foreign University\*\*: ▶ Submit ▶ Submit

Foreign University\*\*: 📄 💾

Country\*\*: Herzliya IDC

Country\*\*: Israel 🔍

Specialization\*\*: Political Science

Purpose of stay\*\*: study abroad, learn the language ... Expand field

Additional funding: none

Type of agreement: Faculties ☰ ✕

Institute: 🔍

Student ID (personal number): 12345689 **number on your student card under the picture**

Reason for non-acceptance by the FM Council: ☰

Disapproval Reason (detail): Expand field

Item ×

Search...

	TI Name	TI English name	TI Code
<span>▶ Select</span>	Mezuniversitni	Intercollegiate	MU
<span>▶ Select</span>	Mezifakultni	Faculties	MF
<span>▶ Select</span>	Freemover	Freemover	FM

3 records found.

✕ Exit

Always save your work using the **disc button**



The application does not have to be submitted the same day you start it.\*

To leave the application press the **EXIT BUTTON**. Make sure you have saved the data by pressing the **DISC BUTTON** first.

\*To get to your application next day, simply go to my project proposals and choose the application you are working on.

As you could see on the top of the application, there are more files to be filled.



**Final Report** stays empty as you will fill it only after your study abroad is finished.

Here you will fill in the name of the person who wrote your letter of recommendation

- preferably someone from the Charles University as the person will be sent an email

When filled the information about the Applicant and the professional Guarantor at UK, please press the **disc button** to save the data and continue.

Project proposal:

✓ Check Tender terms

Information Details of applicant **Costs covering the study period** Attachments Final report

+ Add sub item for Other

Item	Amount [K€]		
Travel costs	20000	✓	x
Tuition		✓	x
Accommodation			
Food			
Other	0		
Total	0		
Requested contribution (max. 50 %)			

Save all open cells

> Submit > Submit "Other" Expand field



Think wisely before filling cost data, talk to your colleagues, look up on the internet but of course be aware that you are a student.

Travel costs/ tuition/ accommodation/ food – click on the line to be able to edit the figure and at the end always press ✓

**TUITION always fill in ZERO – 0 unless you are going as a freemover.**

To fill in other costs you have to click on the button **+Add sub item for Other** Here please be precise, and fill visa, insurance, phone bill, books, quarantine....

For every item you want to put under the other costs, you have to fill it in individually.

Item **Name**

Universal field Insurance

Amount [Kč]

2000

Approved finance item explanation [Expand field](#)

[changed](#) [Exit](#) [OK](#)

As you can see the other costs appear in the main table

Item	Amount [Kč]
Travel costs	20,000
Tuition	
Accommodation	
Food	
Other	9,500
└ Insurance	2,000
└ visa	5,000
└ phone bill	2,500
Total	29,500
Requested contribution (max. 50 %)	

[Open multiple-cell editing](#)

Breakdown of the cost item "Other" [Expand field](#)

[Submit](#) [Submit](#)

The Total amount sums up itself. But **you have to fill in the space for Requested contribution (max 50 %)**

You can always change the data until you submit the application.

+ Add sub item for Other

Item	Amount [Kč]
Travel costs	20,000
Tuition	
Accommodation	
Food	
Other	9,500
└ Insurance	2,000
└ visa	5,000
└ phone bill	2,500
Total	29,500
Requested contribution (max. 50 %)	14,750

Open multiple-cell editing

Breakdown of the cost item "Other" Expand field

> Submit > Submit

🗑️ 📄

When you want to finish with this file, do not forget to **save your work**

Information Details of applicant Costs covering the study period **Attachments** Final report

Only messages in PDF format are allowed.

**Attachments**

Recommended attachments:  
Obligatory attachments: Proof of language proficiency , Letter of recommendation educator, Letter of acceptance , Letter of intent  
Allowed suffixes: pdf

📁 Drop file here to upload, or browse.

↑↓ Name	↑↓ Attachment type	↑↓ Attachment description	Actions
No records found.			

> Submit > Submit

🗑️ 📄

Here you will upload all the required documents. **All the documents must be in PDF.**

To make sure you have done everything, always press the check button



before submitting.



**If you need help, there is some technical problem that seems not to let you continue or submit the application. Please write your query to HELPDESK in the application system.**

- My project proposals
- Project proposals
- Assessment
- Prepared assemblies
- HelpDesk**
- Ask for help
- List of issues

Information   Details of applicant   Costs covering the study period   Attac

**Exception from deadline**

Without exception | v    Trial proposal

**Category\*\***

Mobility Fund: a) Long-term study abroad (1 – 2 semesters)

**Applicant\*\***

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