Charles University

National Czech Programme eosc

IS Věda - Manual for Applicants in the Open Science II Mini-Projects Calls

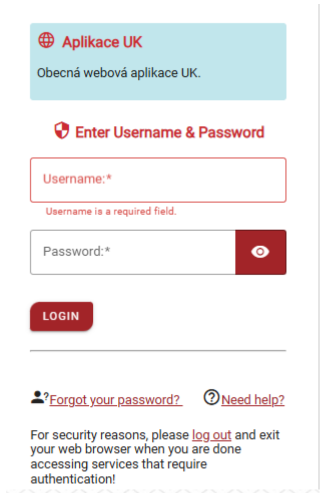
Contents

Introduction

Applications are submitted via the **PAS (Projects and Competitions) module** of the IS Věda information system**.**

Login and access to the PAS (Projects and Competitions) module

The IS Věda information system is available at https://is.cuni.cz/veda, and can be accessed via a normal web browser. The system can only be accessed by students and employees of Charles University, who can log in to the system using data from the Central Authentication Service (CAS), or external persons who have applied for access via the registration form, or who have been granted access as a member of the evaluation committee.



Username
Enter your personal number (CU personal number or assigned login).

Password
Enter the password.

After logging in, the main page of the IS Věda Portal appears. Current information can be displayed in the left-hand part of the portal, and in the right-hand part there is a signpost in which you can click on the **orange PAS (Projects and Competitions) button.**

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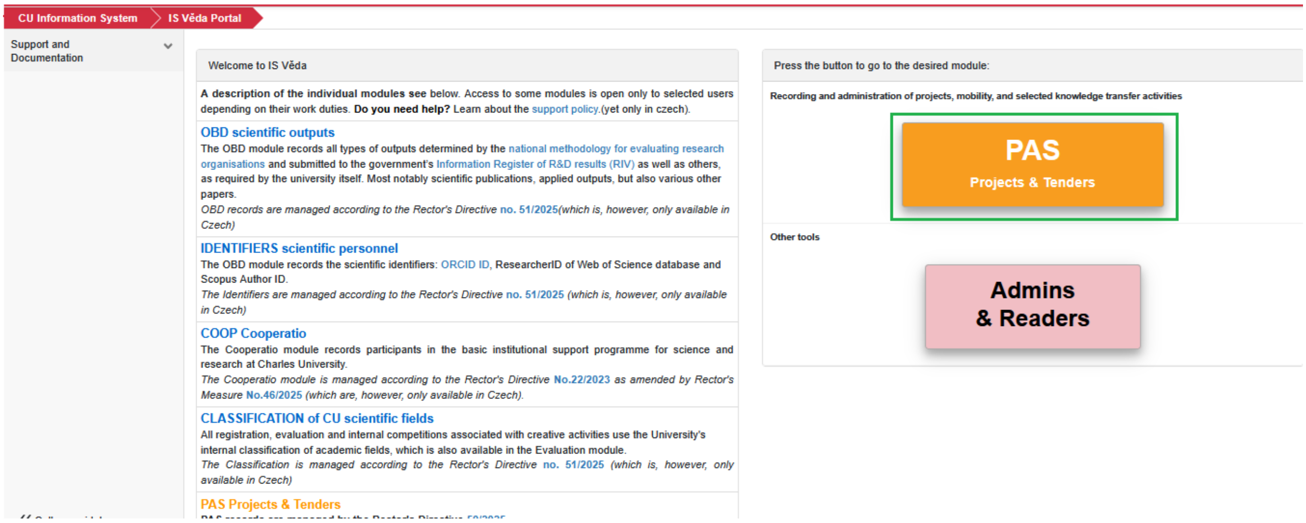
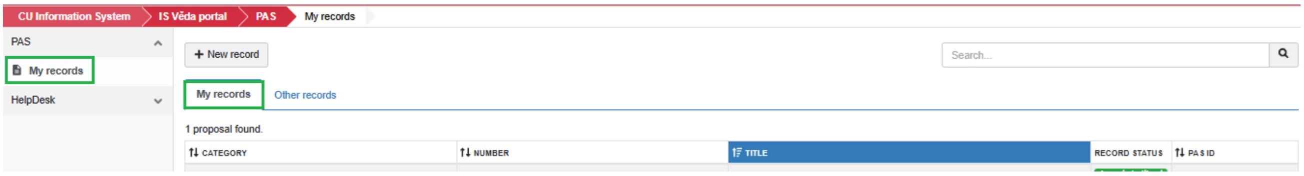


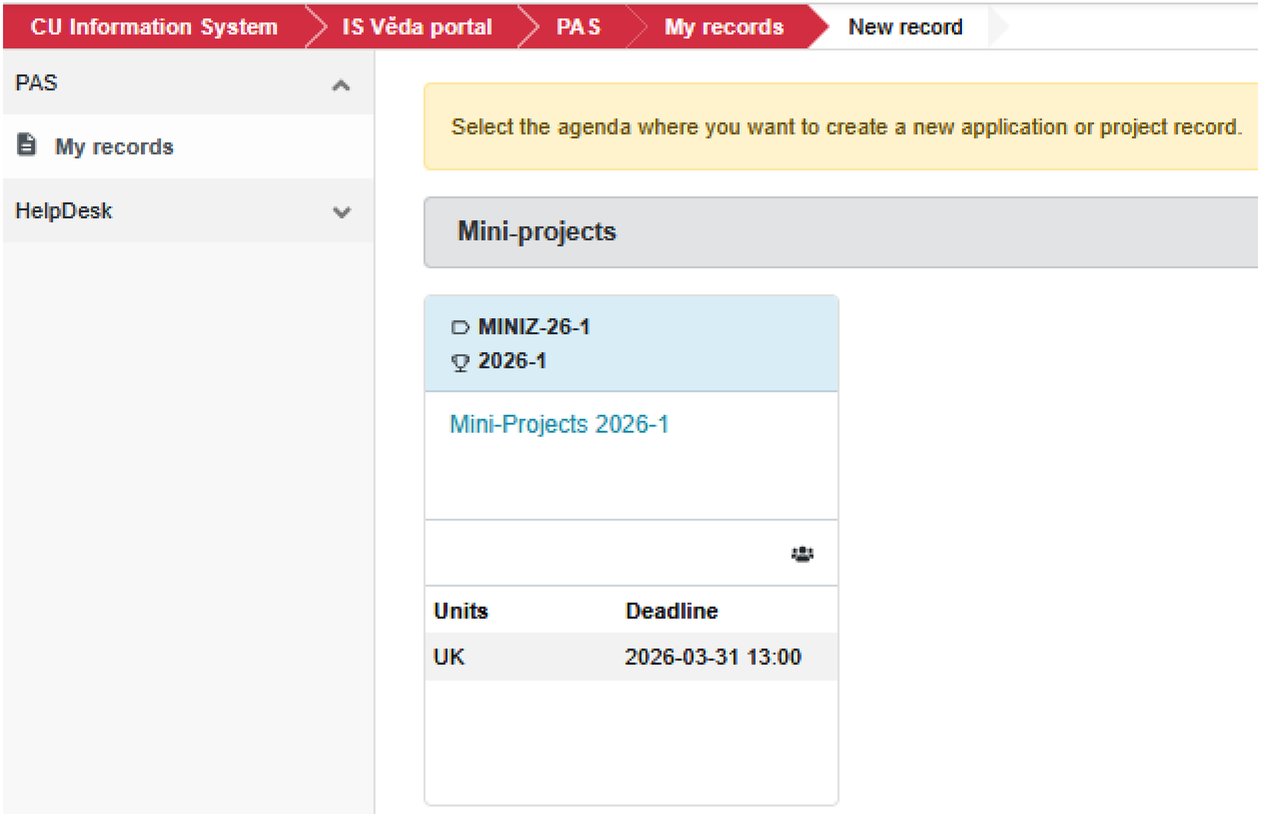
Creation, completion and submission of an application

Creation of an application

After entering the PAS module, you will see the Dashboard. On the left side of the screen, there is a menu where you can select the **My Records** menu.



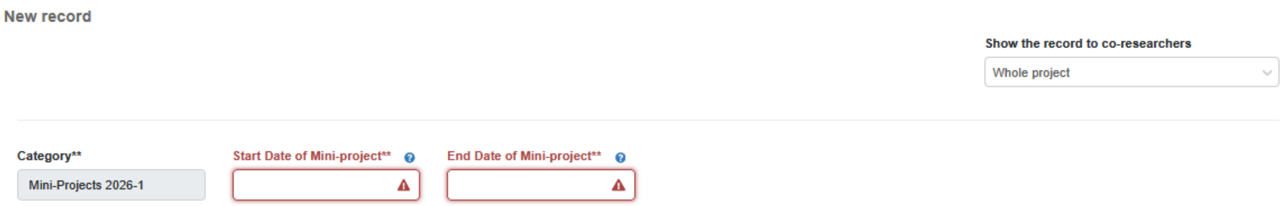
Click the **New Record** button to create a new application. A list of current open calls is displayed. **Click on the title of the Call to select Mini-Projects**.



After the category is selected a landing page appears, on which you can find basic instructions for submitting your application. We recommend that you read these carefully. You can return to them later by clicking the **Tender terms** button at the top right of the open application.

After reading the instructions, click on **the blue arrow button at the bottom right**.

The system creates the application after you have filled in the following basic data:



Some fields contain an information point that is displayed after clicking on the question mark in the blue circle.

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If the required field is not filled in, it is marked with a warning icon in the form of an exclamation mark in a red triangle.

Show the record to co-researchers

It is not possible to change the value in this field. This option means that all other people who will be included in the application (see Contact Persons tab below) will have access to view the entire application.

Start date of Mini-Project

Choose the start date of the project from the calendar.

End date of Mini-Project

Choose the end date of the project from the calendar.

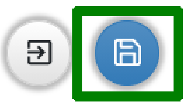
The minimum duration of a Mini-Project is six weeks, and the maximum duration of a Mini-Project is eighteen months.

After filling in this data, click the **blue arrow-shaped button** at the bottom right. The system checks the completed data, and if they are complete, the application is created, and other parts of the form are opened.

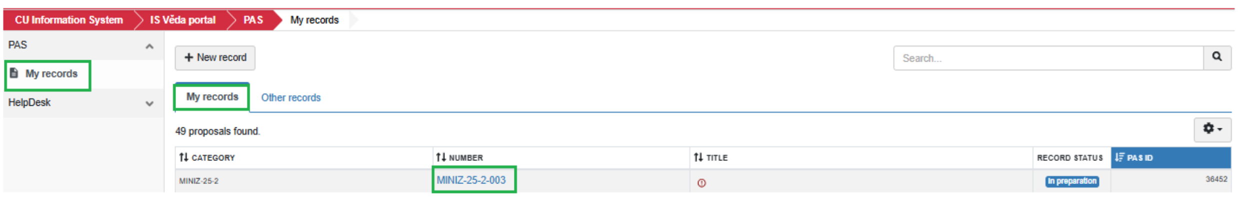
After the application has been created, it is necessary to enter the necessary data in all tabs except **Requests and Queries**. We recommend filling in the tabs in the order in which they are displayed. While filling in the application, it is possible and recommended to save the application as you go.

Saving the application as you go

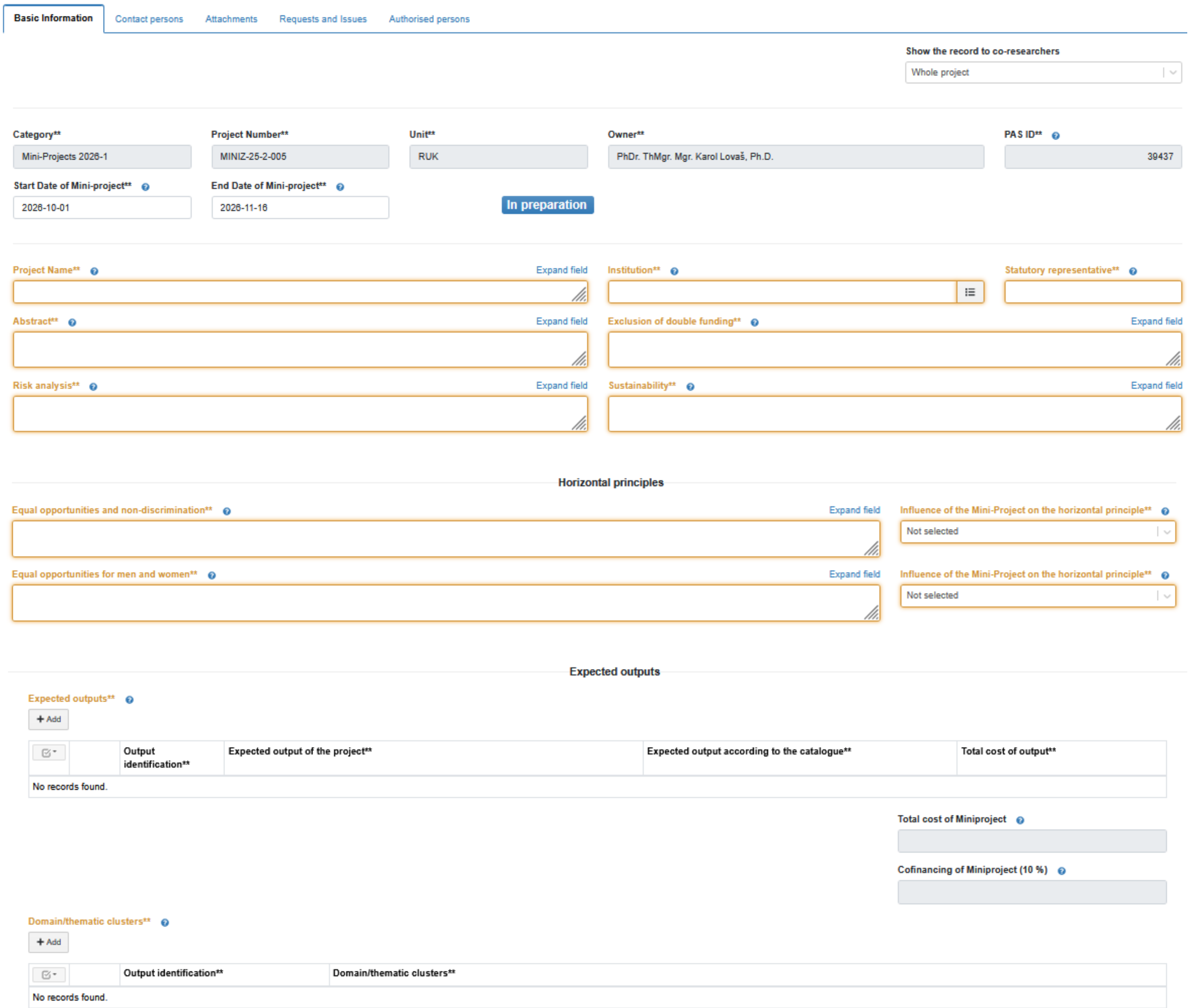
Save the application at any time by clicking on the **floppy disk icon,** after which you can return to it (each tab can be saved separately). You can freely edit the application until you decide to submit it.



You can access semi-finished applications through the **My Records** section in the menu. This can be found on the tab with the same name in **My Records;** to open it, click on the application number.



Basic Information tab


Basic Information | Contact persons | Attachments | Requests and Issues | Authorised persons

Show the record to co-researchers: Whole project

Category**: Mini-Projects 2026-1
Project Number**: MINIZ-25-2-005
Unit**: RUK
Owner**: PhDr. ThMgr. Mgr. Karol Lovaš, Ph.D.
PAS ID**: 39437
Start Date of Mini-project**: 2026-10-01
End Date of Mini-project**: 2026-11-16
In preparation

Project Name** — Expand field
Institution**
Statutory representative**
Abstract** — Expand field
Exclusion of double funding** — Expand field
Risk analysis** — Expand field
Sustainability** — Expand field

Horizontal principles

Equal opportunities and non-discrimination** — Expand field
Influence of the Mini-Project on the horizontal principle**: Not selected
Equal opportunities for men and women** — Expand field
Influence of the Mini-Project on the horizontal principle**: Not selected

Expected outputs

Expected outputs**
+ Add

Output identification**	Expected output of the project**	Expected output according to the catalogue**	Total cost of output**
No records found.			

Total cost of Miniproject
Cofinancing of Miniproject (10 %)

Domain/thematic clusters**
+ Add

Output identification**	Domain/thematic clusters**
No records found.	

**** Mandatory items are marked with two asterisks in the system.**

Category: mandatory item filled in by the system: information about the agenda/form.

Project number: mandatory item filled in by the system: ID number of the Mini-Project, composed of a prefix (MINIZ-), the serial number of the round and the serial number of the record.

Unit: mandatory item filled in by the system: unit that is managing the applications (all applications in the Mini-Projects agenda are managed by a unit of the Rectorate of Charles University).

Owner: mandatory item filled in by the system: name of the applicant who created and filled out the application.

PAS ID: mandatory item filled in by the system, internal application identifier

Start date of Mini-Project: mandatory item filled in by the applicant in the first step of submitting the application: expected start date of realization of the Mini-Project.

End date of Mini-Project: mandatory item filled in by the applicant in the first step of submitting the application: expected end date of the Mini-Project.

Status: mandatory item filled in by the system: current processing status.

Project name: mandatory item: concise name of the planned project.

Institution: mandatory item: selection from the list of codes of external organisations.

Statutory representative: mandatory item: indicate the name, surname, or title of the statutory representative.

Abstract: mandatory item: brief, concise abstract of the project.

Exclusion of double funding: mandatory item: delineation between output and outputs of other projects.

Risk analysis: mandatory item: risk preparedness, risk monitoring settings, risks already known during preparation of the application.

Sustainability: mandatory item: now the sustainability of outputs is ensured for a specified period of time after the completion of the Mini-Project.

Equal opportunities and non-discrimination: mandatory item: please provide a justification for the compliance of the Mini-Project with the horizontal principle.

Influence of the Mini-Project on the horizontal principle: mandatory item: select a value from a dial and state whether the influence of the Mini-Project is positive or neutral.

Equal opportunities for men and women: mandatory item: please provide a justification for the compliance of the Mini-Project with the horizontal principle.

Influence of the Mini-Project on the horizontal principle: mandatory item: select a value from a dial and state whether the influence of the Mini-Project is positive or neutral.

Expected outputs: mandatory item: table with parameters of individual outputs of the Mini-Project. Fill in one line for each output of the Mini-Project.

> **Output identification:** mandatory item: select a code from the code list. Select a unique identification for each output. Indicate the same output designation later in the table for entering domain/thematic clusters for each output of the Mini-Project. You can also use it in the title of an attachment, for example the calculator, for better orientation.
>
> **Expected output of the project:** mandatory item: describe the output and insert a link to the attachment.
>
> **Expected output according to the catalogue:** mandatory item: select a code from the code list and select the output according to the Catalogue of Outputs. Exactly one value from the catalogue can be listed for each output.
>
> **Total cost of output:** mandatory item: enter the amount of the total cost of the output as determined using the calculator.

Domain/thematic clusters: mandatory item: supplementary table to the expected outputs. At least one domain/thematic cluster must be specified for each output. If multiple clusters have to be assigned to a single output, enter the corresponding number of rows with the same output label in the table.

> **Output identification:** mandatory item: select a code from the code list. Enter the value according to the Expected Outputs table.

Domain/thematic clusters: mandatory item: select the appropriate value from the domain/thematic cluster code list for the output. If multiple domain/thematic clusters have to be assigned to a single output, enter multiple rows with the same output ID.

Example of assignment of outputs and domain/thematic clusters:

	Output identification**	Expected output of the project**	Expected output according to the catalogue**	Total cost of output**
	Output01 (OUTPUT01)	Output A ...	Software: Extending the capabilities of repositories developed within the National Repository Platform - modules for working with metadata (standardization, export, import from other disciplinary repositories and external sources, etc.) (SW_REP_METADATA)	100,000.00
	Output02 (OUTPUT02)	Output B ...	Software: Extending the capabilities of repositories developed within the National Repository Platform - modules for automatic and semi-automatic deposit and field-specific data access, etc. (SW_REP_DEPOSIT)	200,000.00
	Output03 (OUTPUT03)	Output C ...	Software: Extending the capabilities of repositories developed within the National Repository Platform - modules for data and metadata quality	300,000.00

	Output identification**	Domain/thematic clusters**
	Output01 (OUTPUT01)	Organic/health/food (ZDRAVI)
	Output01 (OUTPUT01)	Materials Science and Technology (TECHNOLOGIE)
	Output01 (OUTPUT01)	Data management for artificial intelligence and machine learning (DATA_MNGMT)
	Output02 (OUTPUT02)	Materials Science and Technology (TECHNOLOGIE)
	Output02 (OUTPUT02)	Social Sciences (SOC_SCIENCES)
	Output03 (OUTPUT03)	Physical Sciences (PHYSIC_SCIENCES)

Contact Persons tab

The tab is divided into two sections: **Primary Contact Person** and **Deputy Contact Person**:

Basic Information | Contact persons | Attachments | Requests and Issues | Authorised persons

The primary contact person is pre-filled according to the person who created the request. Fill in the missing data.
In addition, enter at least one other person in the Contact Person Representative section. This person must have access to the IS Věda application and must give consent to participate in the project. Once consent has been given, it will be possible to complete the contact details.
If you want the contact person's representative to be able to edit the entire request, you must list this person in the list of persons with editing access on the Authorised persons tab.

Primary contact person**

Primary contact person

Person	Relation	Contacts	Other	Consent to participate
Jan Student UK: 12345678	FSV: Faculty of Social Sciences already in relation with UK	E-mail: jan.student@ruk.cuni.cz		Granted

Deputy contact person**

Deputy contact person

+ Deputy contact person

Person	Relation	Contacts	Other	Consent to participate
RNDr. Jan Garant UK: 323456789	FSV: Faculty of Social Sciences already in relation with UK	E-mail: jan.garant@ruk.cuni.cz		Granted

Primary Contact Person

Primary contact person**

Primary contact person

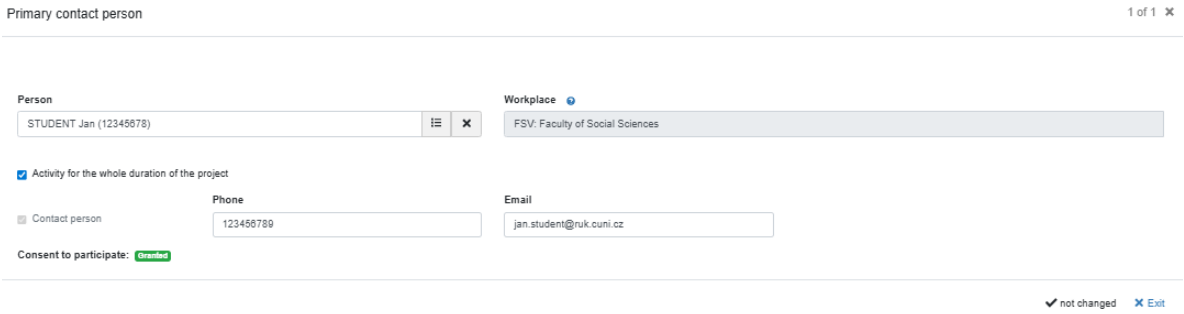
Person	Relation	Contacts	Other	Consent to participate
Jan Student UK: 12345678	FSV: Faculty of Social Sciences already in relation with UK	E-mail: jan.student@ruk.cuni.cz Phone: 123456789		Granted

The primary contact person is pre-entered according to the person who creates the application. It cannot be deleted or changed. Missing contact information must be entered in the details for person that are displayed when their name is clicked on.

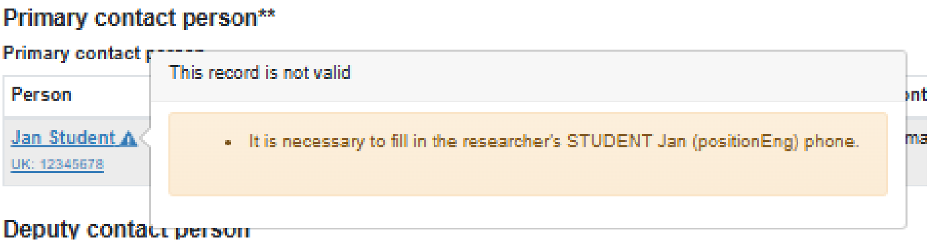
<u>Workplace:</u>

- in the case of an internal person, indicate your workplace at CU. The system lists all workplaces where active employment is possible. Select the relevant information.

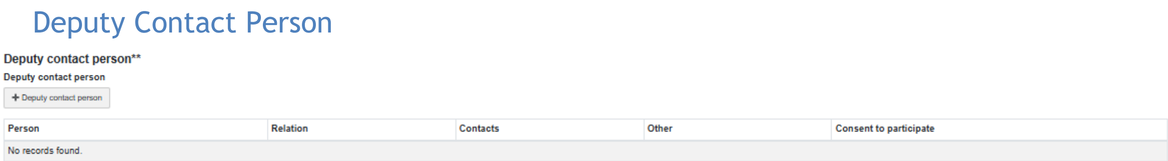
- In the case of an external person, enter the workplace that is indicated in the menu, if it is not pre-entered. This is the workplace under which you are registered as an external person on the basis of a request in the registration form in the IS Věda system; usually it will be 'Charles University' or the 'Rectorate of Charles University'.

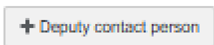


The system notifies you of missing data with an exclamation mark in a blue triangle. Hover your mouse over the triangle to find out what data is missing:



Some of the information in your application may be only recommended, and not mandatory. While the system will also notify you of recommended data that is missing, it will be possible to submit the application without this data.



At least one deputy contact person must be listed in the application. Select the deputy contact person's name from the list of persons in the dialogue box that opens after clicking on the button. 

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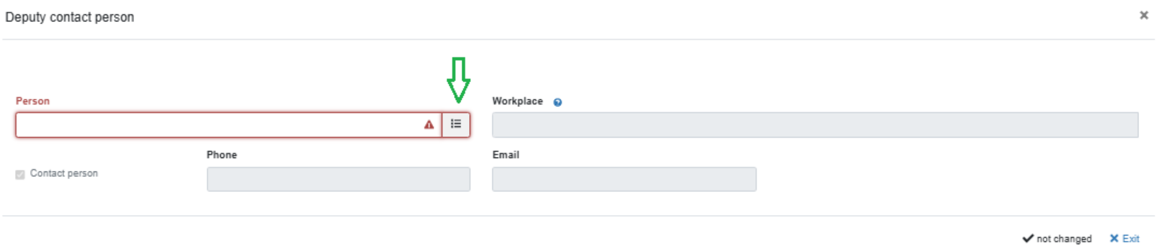
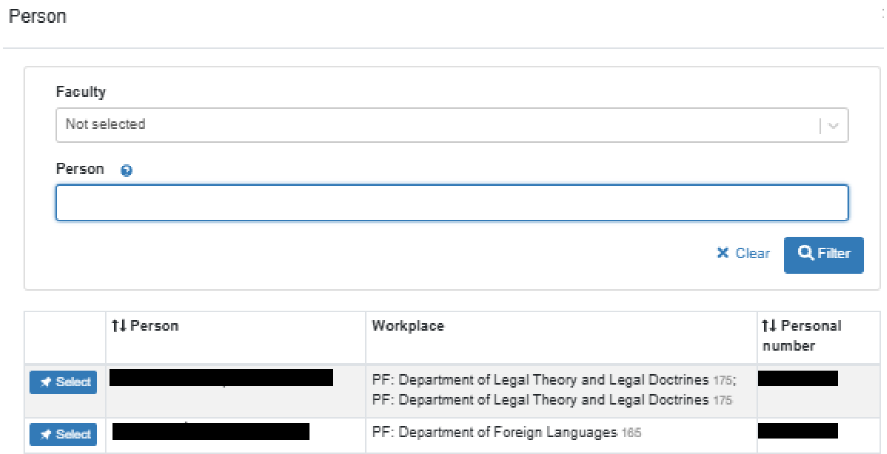


In the dialogue box, you can search for a deputy contact from the list of people:



List contains the names of all persons registered in the system. The selection can be limited by setting a specific component in the filter and the value in this field can be changed to 'Not selected‘ for selecting people from across CU. If you cannot find the required person on the list, verify that that person is employed by CU or, in the case of an external institution, verify that they have requested access to IS Věda via the registration form.

Workplace:

- in the case of an internal person, indicate the CU workplace of the selected person. The system offers all workplaces where the selected person is actively employed. Select the relevant information.
- In the case of an external person, enter the workplace that is indicated in the menu. This is the workplace under which the external person is registered on the basis of a request in the registration form in the IS Věda system; usually it will be 'Charles University' or the 'Rectorate of Charles University'.

Every deputy contact person listed in the application must give their consent to participate, i.e. confirm in the app that their data can be included in the application**. Until consent is given, it is not possible to edit any details of the deputy contact person, including contact information.** The request for consent is sent to the person’s e-mail address as specified in the HR system. Any missing contact information can be added after they have given their consent to participate.

❗ If you want the deputy contact person to be able to edit the application, you must list this person in the list of people with editing access on the Authorised Persons tab.

General rules for the inclusion of persons other than oneself (GDPR)

In order to ensure that they are aware of the use of their personal data (GDPR) as part of the application, all persons listed in the form must give their consent to such inclusion. If you list yourself as the applicant, the system understands this as a statement of consent; however, consent must be obtained from other persons who are to be included in the application.

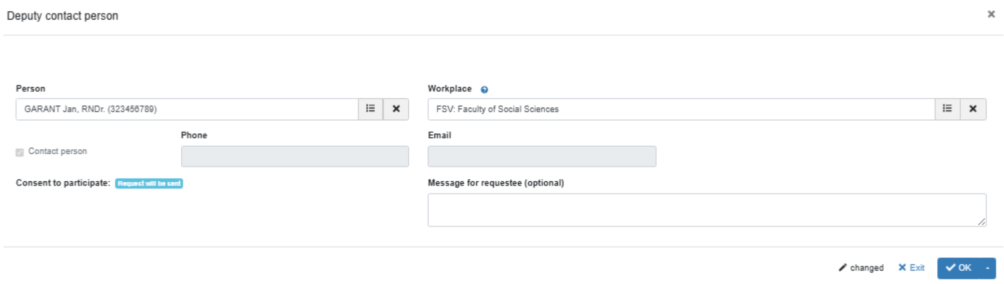
The system sends an automatic e-mail to request the consent of persons listed as the Deputy Contact Person.

Detailed procedure for internal and registered persons

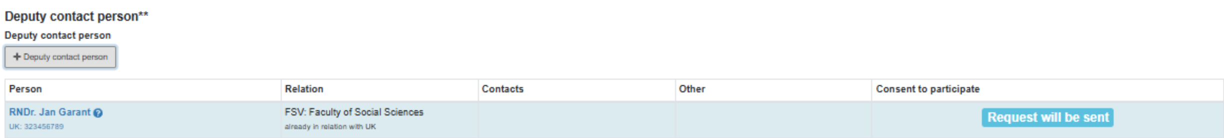
After selecting a person, a window will appear for you to write an optional personal message, which the system then includes in the automatic e-mail requesting consent to participate.

Confirming this window does not send the e-mail! E-mails are not sent in bulk to all entered persons until the changes have been saved (see below).

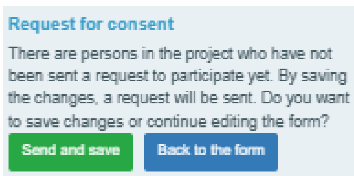
After this window has been confirmed it will not be possible to edit any additional fields in the detailed information for the person and no personal or study information will be loaded until the person has given their consent to participate. A label with the current status of the request ('Request will be sent') is displayed next to the name of the listed person.



The application status label is also displayed on the research team's overview.



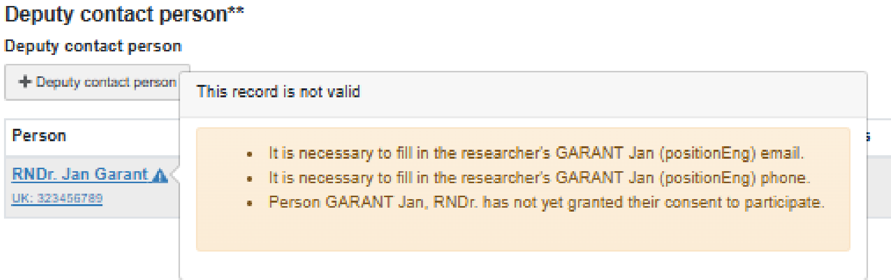
The system sends e-mails with a request only after the changes have been saved and it has been confirmed that they can be sent:



The person's status label will change to Pending Consent.

Person	Relation	Contacts	Other	Consent to participate
RNDr. Jan Garant UK: 323456789	FSV: Faculty of Social Sciences already in relation with UK			Waiting

The applicant is notified of the need to wait for consent by an exclamation mark in a blue triangle:



You will receive an e-mail telling you whether the contacted person has granted or refused consent. The decision is indicated with a green or red label:

Person	Relation	Contacts	Other	Consent to participate
RNDr. Jan Garant UK: 323456789	FSV: Faculty of Social Sciences already in relation with UK	E-mail: jan.garant@ruk.cuni.cz		Granted

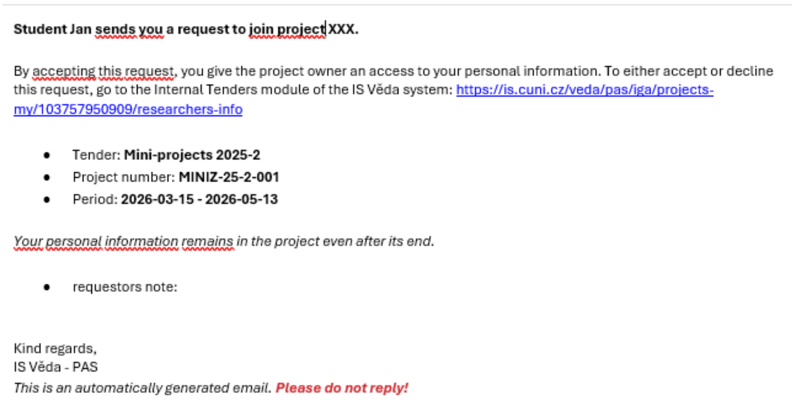
Person	Relation	Contacts	Other	Consent to participate
RNDr. Jan Garant UK: 323456789	FSV: Faculty of Social Sciences already in relation with UK			Refused

If consent is refused, the relevant team member must be removed (see Removing a person from the team).

If consent is granted, the system will automatically unlock all locked fields and retrieve the remaining personal information from the code list, or data can be entered manually.

Consent procedure for internal or registered persons

Persons designated as a deputy contact person receive a notification e-mail with a request for consent.



Student Jan sends you a request to join project XXX.

By accepting this request, you give the project owner an access to your personal information. To either accept or decline this request, go to the Internal Tenders module of the IS Věda system: https://is.cuni.cz/veda/pas/iga/projects-my/103757950909/researchers-info

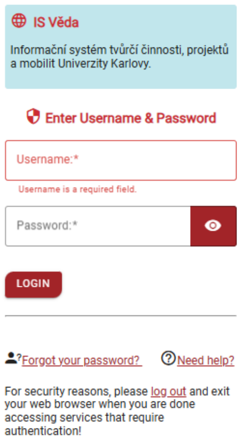
- Tender: **Mini-projects 2025-2**
- Project number: **MINIZ-25-2-001**
- Period: **2026-03-15 - 2026-05-13**

Your personal information remains in the project even after its end.

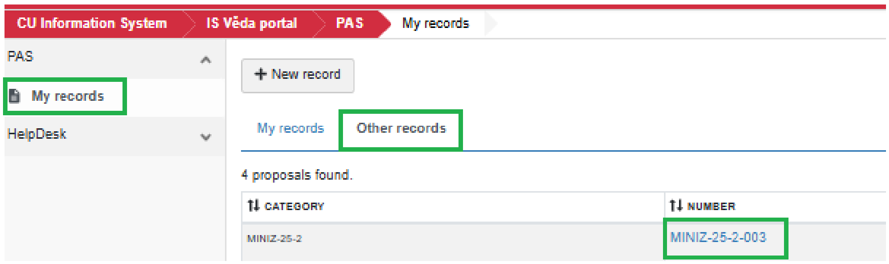
- requestors note:

Kind regards,
IS Věda - PAS
This is an automatically generated email. ***Please do not reply!***

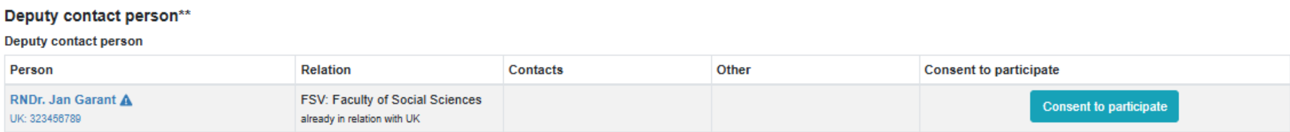
The IS Věda login page opens after they click on the link. If the internal person does not receive/cannot find the notification e-mail with the request for consent, they can enter the address directly into the browser: https://is.cuni.cz/veda.



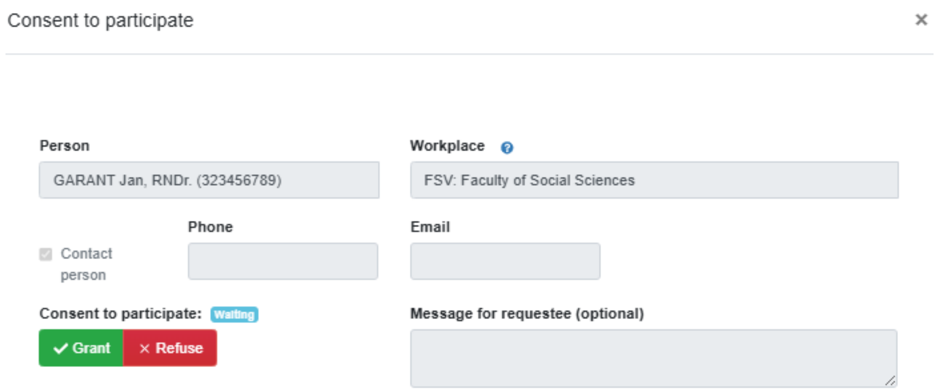
After logging in to the system, they must go to the PAS module. In the **Other Records** tab in the **My Records** menu on the left-hand side they will see the list of applications and must then click on the number of the application for which consent to participate is being requested.



They will find their name in the **Contact Persons** tab, after which they must click on the 'Consent to Participation' button on the right.

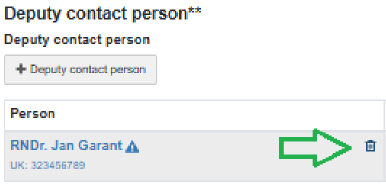


This button then opens a dialogue box through which they agree to participate by clicking on the green 'Grant' button or refuse to participate by clicking on the red 'Refuse' button.

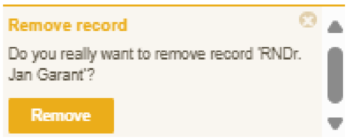


Removing a person from the team

If a person is entered by mistake, or if the deputy contact person refuses to give their consent to participate, you can remove that person by using the button with the rubbish bin icon that appears when you hover your mouse over the field with the name of the position:



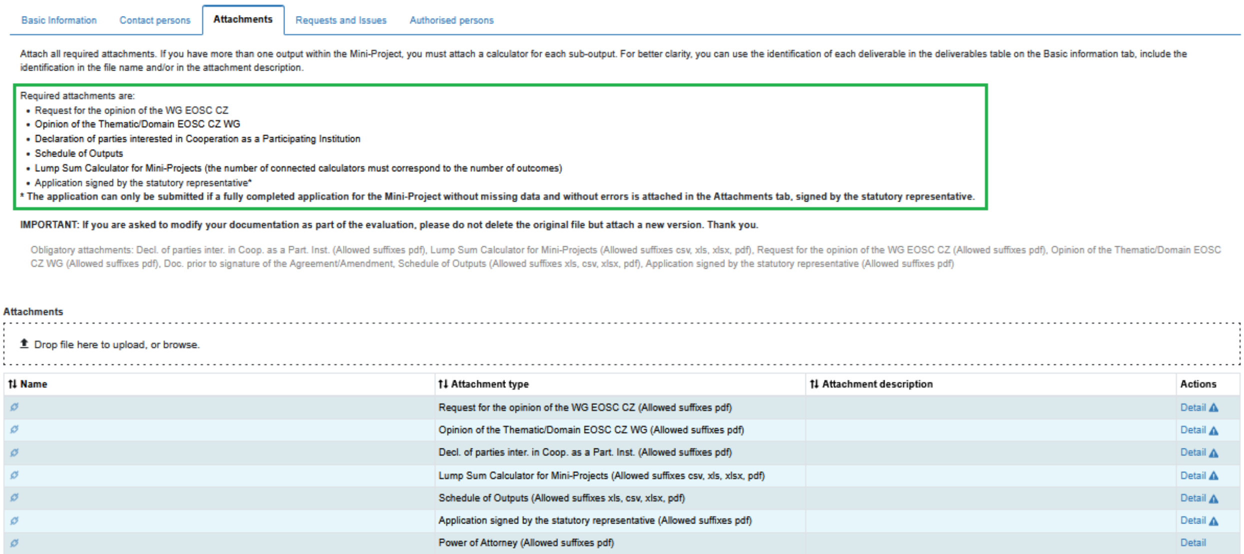
Removal of a person still requires confirmation:



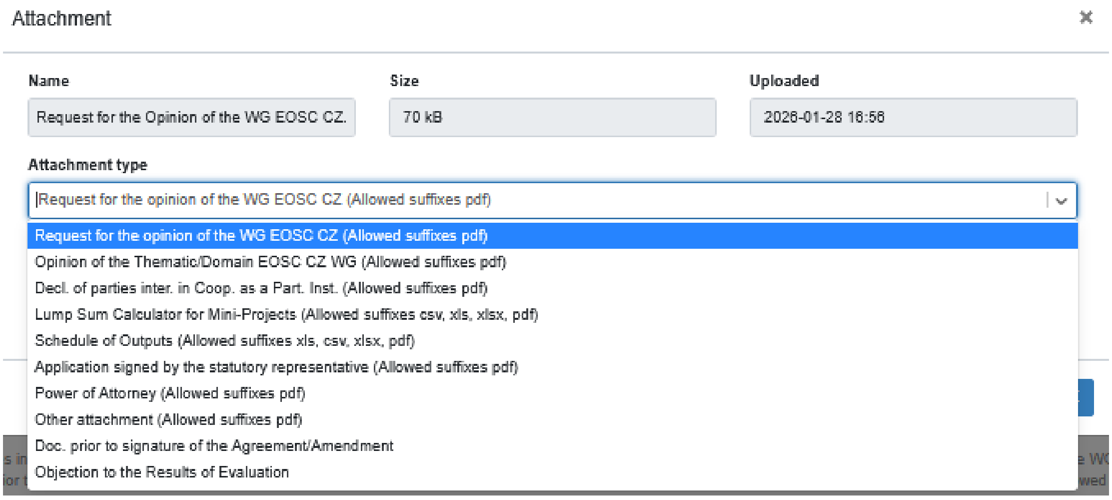
Attachments tab

You can add attachments to your application in the tab. Applications cannot be submitted without attachments that are marked as mandatory. Every attachment has specified permitted file types, and it is not possible to add attachments in other formats.

To add an attachment, click in the marked space and attach the file from the hard disk or drag and drop the file into the space.

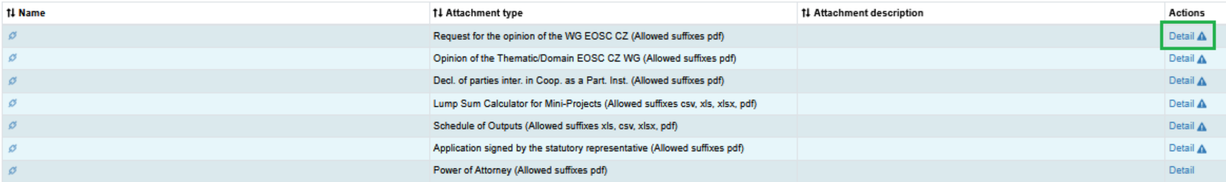


Subsequently, a dialogue box in which the correct **Attachment Type** must be entered is displayed.



You can insert additional text for the file in the **attachment description** field.

Attachments can also be added directly in the table by clicking the **Detail** button in the line with the attachment type:

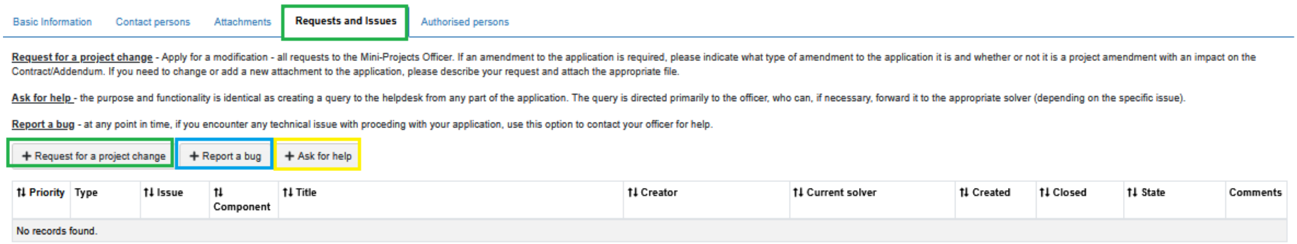


Name	Attachment type	Attachment description	Actions
	Request for the opinion of the WG EOSC CZ (Allowed suffixes pdf)		Detail
	Opinion of the Thematic/Domain EOSC CZ WG (Allowed suffixes pdf)		Detail
	Decl. of parties inter. in Coop. as a Part. Inst. (Allowed suffixes pdf)		Detail
	Lump Sum Calculator for Mini-Projects (Allowed suffixes csv, xls, xlsx, pdf)		Detail
	Schedule of Outputs (Allowed suffixes xls, csv, xlsx, pdf)		Detail
	Application signed by the statutory representative (Allowed suffixes pdf)		Detail
	Power of Attorney (Allowed suffixes pdf)		Detail

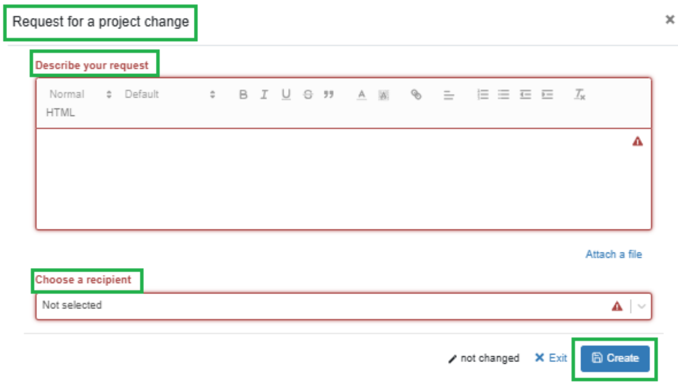
Requests and Issues Tab

This tab is used for all communication with the university clerk in charge of the Mini-Projects programme. Communications are also archived on this tab. If you need to request an edit to an application that you no longer have edit rights to with respect to its status, or add some information, please use the **Request for a project change** button. Likewise, you can add any attachment you want to your application (document requested by the clerk, documentation required prior to signature of a contract in the event of acceptance of the application, etc.) or request a permissible change to an ongoing project (change of contact persons or change of statutory representative). It is also possible to insert a helpdesk query (**Ask for help** button) in this tab. If you encounter any technical problems when working with your proposal or application, use the **Report a bug** button to contact the clerk for assistance. The clerk may, if necessary, forward the request to another member of the research team.

Requests entered in this way provide a direct link to the specific application from which it was generated and facilitate the identification of any problem.

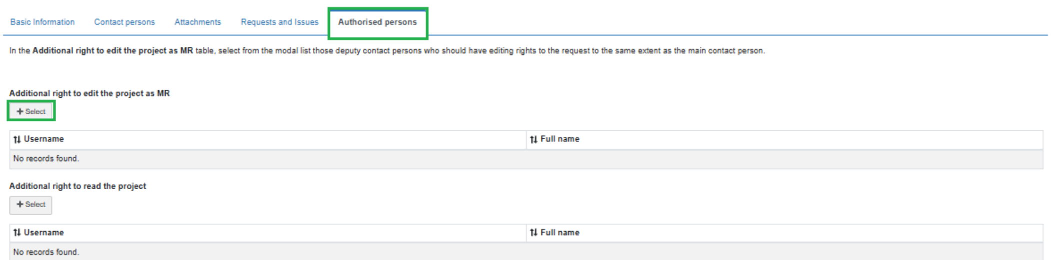


In queries submitted through the **Requests and Issues** tab, it is necessary to indicate the relevant change, query or problem (for example, change of the statutory representative, provision of documentation prior to signature of a contract, …) and select the university clerk to whom the application or query is addressed. All university clerks for the Mini-Projects programme are listed. The request is assessed by the clerk, and the applicant is informed about the processing of the request directly in the submitted change request or query. The input form is the same as when creating a helpdesk query from any part of the application.

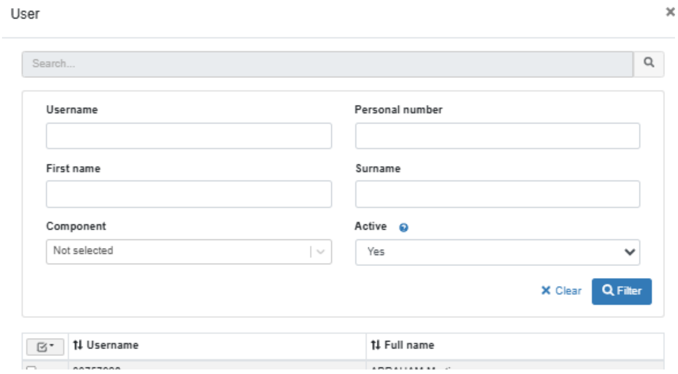


Authorised Persons tab

Applicants who are also the primary contact person have editorial rights to applications registered in the IS Věda app at all times. If you want other persons you have indicated as your representatives to have editing rights to the application, you must enter them in the Authorised Persons tab in the **Additional rights to edit the project as MR** table.



The **+Select** button opens a modal window in which you can search for and select the appropriate person:

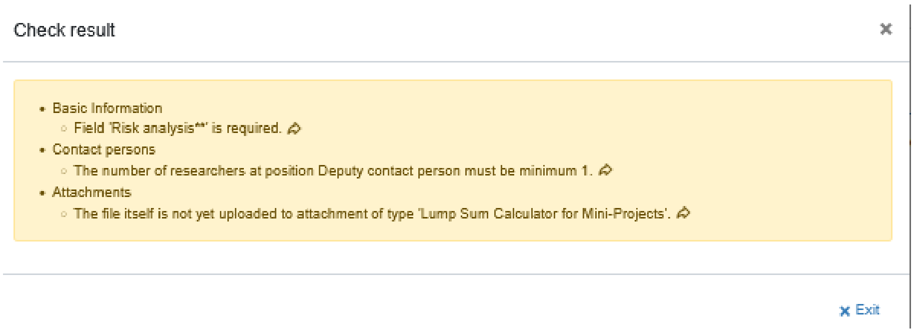


We recommend that you add only those persons to the Authorised Persons that you have listed as deputy contact persons in the Contact Persons tab.

Systematic review of the application

The **Check** button can be used to verify the status of the mandatory items while filling in the application; however, before doing this the form has to be **saved**.

After the button has been pressed, the system checks that all mandatory items have been completed. It highlights any missing data that has to be added. Example:



The system also checks whether all persons have given their consent to participate. If all details have been filled in, the check is successful, and the application can be submitted.

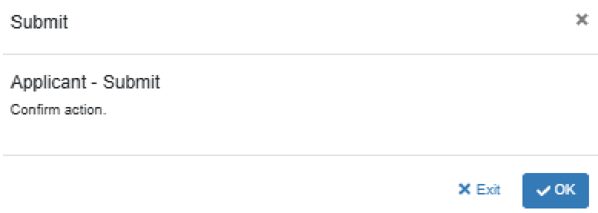
Print/Export application

The **print button** (downward-pointing arrow icon is located at the top right, next to the Check and Tender terms buttons.

Submission of application

The Mini-Projects programme requires that a copy of the application that has been signed by the statutory body be included with the attachments before submission. Before submitting the application, it is necessary to download a fully completed application (i.e. an application in which all mandatory fields in all tabs have been filled in and all mandatory attachments have been added, with the exception of the attachment 'Application signed by the statutory representative'), have the application signed by the statutory body and upload the signed application in the Attachments tab with the type 'Application signed by the statutory representative'. Only after these attachments have been added can the application be forwarded for further processing by pressing the **Submit** button (in the lower left-hand corner of the screen).

After pressing the **Confirm** button, you will **no longer be able to edit the application**. At the moment of submission, the record passes to the responsibility of the clerk, who further processes the application. It is possible to contact the clerk by message, i.e. insert a question or request using one of the buttons on the **Requests and Issues** tab, at any time during the processing of the request by the clerk.



If, in the course of processing, the clerk finds that some data needs to be added or modified, the application will be returned to you. You will be informed by e-mail about the return of the application for completion and you will be able to edit records with the status **Returned**. When editing the application, follow the instructions of the clerk and make the required adjustments. **In the event that any of the attachments needs to be modified, do not delete the original attached file, but upload a new version of the document in all cases.** Resubmit your application once all edits have been completed.

Processing of submitted applications

The submission of applications is followed by internal processing. Applications are reviewed to ensure that they meet formal requirements and requirements for admissibility. This is followed by objective evaluation by the committee of evaluators who, at their meetings, assess individual applications, following which the chair of the committee fills in the evaluation protocol either personally or on behalf of the university clerk.

Exclusion of an application following a review or substantive evaluation

If an application is excluded at any stage of the review process or in the course of the substantive evaluation process, this fact is indicated in the application by a change in the status to **Excluded following review** or **Excluded following substantive evaluation**. You will be informed by e-mail of any exclusion from the evaluation process.

Accepted without reservation

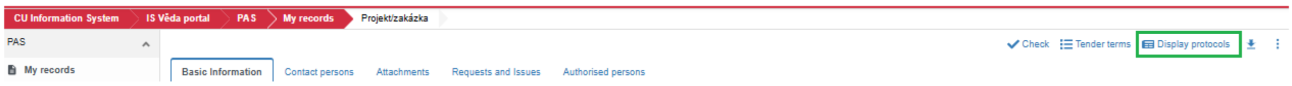
Following completion of the substantive evaluation, applications are switched to the final status. In the event that an application is accepted without reservations, additional documents are required prior to signature of an Agreement/Amendment, such as an extract from the Criminal Register of Natural Persons (members of statutory bodies), a completed and signed Criteria test for an undertaking in difficulty and documents on freedom from debt. **Upload all documents required for signature of the Agreement/Amendment to the system in the Requests and Issues tab**. Following the review, the university clerk completes the documents and then, at your request, places them in the Attachments tab with the type 'Documentation prior to signature of the Agreement/Amendment. After the documentation has been completed and the Agreement/Amendment signed, the application is switched to realization status.

Accepted with reservations

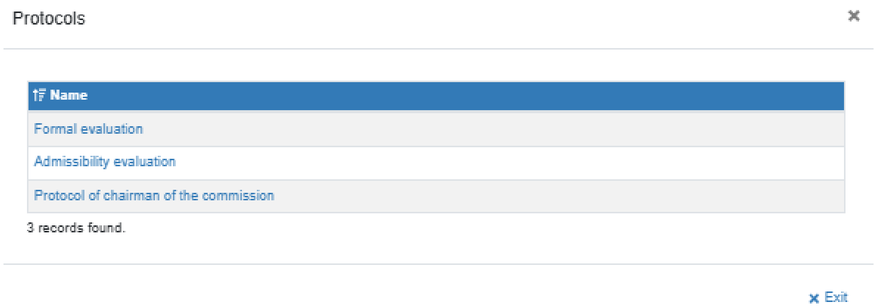
If the application is accepted with reservations, you must first deal with all reservations, i.e. make the required changes to the application. **If changes need to be made to the attached documents, do not delete the original document, but attach a new version of it.** After completing all modifications, return the application with the **Reservations settled** status to the clerk for review and further processing.

View protocols

For the statuses **Returned**, **Excluded following review**, **Excluded following substantive evaluation**, **Rejected**, **Placed in the Queue of reserve Mini-Projects**, **Accepted (will not be realized)**, **Accepted with reservations**, **Accepted without reservations** and **Accepted for realization**, evaluation protocols will be available in the IS Věda app. You can view them in the detail of the application using the 'Display protocols' icon.



All protocols that have been completed during the processing of the application will be available: formal review protocol, admissibility evaluation protocol and substantive evaluation protocol.



You can also download the protocols using the icon in the lower left-hand corner of the protocol.

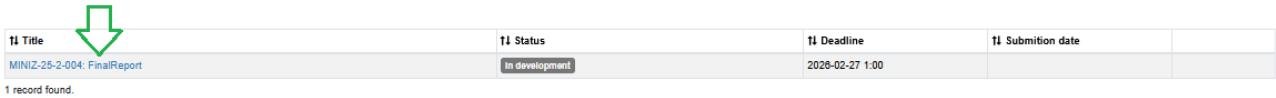
Final Report, Sustainability Report

Final Report

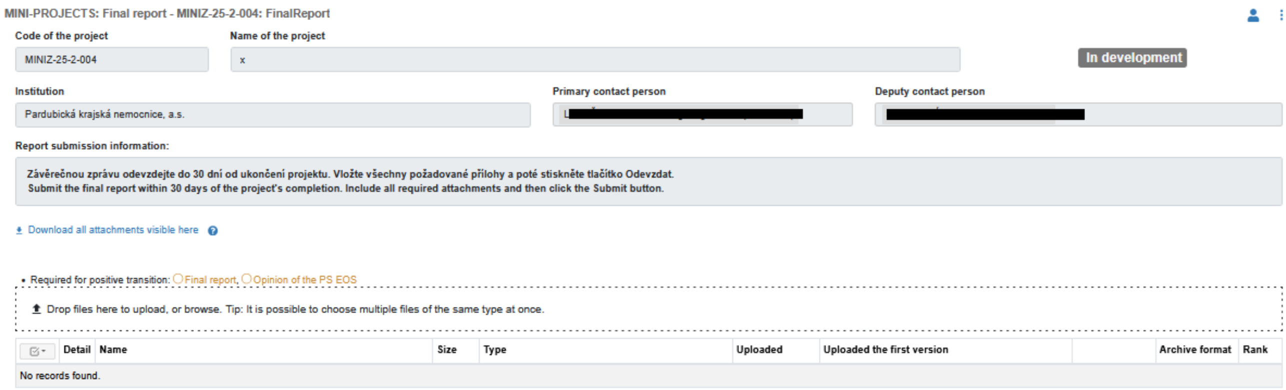
Every applicant whose Mini-Project has received funding is obliged to **submit a Final Report within 30 days from the completion date of the Mini-Project**. Documents must be uploaded in electronic form to the Mini-Project realization record on the **Reports** tab in the IS Věda app.

To attach a report, the record must have the status 'Project completed'. If you want to attach a report and the record does not have the above status, please contact support through the HelpDesk.

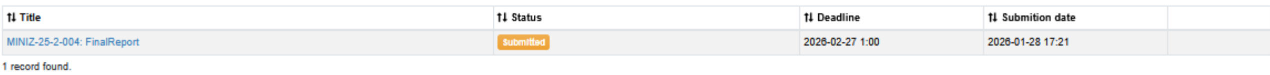
If the project has the status 'Project completed', a record in the Final Report table in the **'In development'** status should be generated in the **Reports** tab.



Click on the value in the **Name** field to open the report in edit mode. Please upload the required documents to the detail of the Final Report.



Next, press the **Submit** button to transfer the report to the university clerk for the Mini-Projects programme.



The university clerk then checks the report. If the report needs to be supplemented, it is returned to you. You will be notified of this by e-mail. Otherwise, they mark the message as approved.

⇅ Title	⇅ Status	⇅ Deadline	⇅ Submition date	
MINIZ-25-2-004: FinalReport	Finished	2026-02-27 1:00	2026-01-28 17:21	

1 record found.

Sustainability Report

A **Sustainability Report** is required for a period of five years following the end of every realised Mini-Project that has been successfully completed. Documents must be uploaded in electronic form to the Mini-Project realisation record on the Reports tab in the IS Věda app.

Basic Information | Contact persons | Budget | Attachments | Reports | Requests & Issues | Eligible persons

⇅ Title	⇅ Status	⇅ Deadline	⇅ Submition date	
MINIZ-25-2-004: FinalReport	Finished	2026-02-27 1:00	2026-01-28 17:21	

1 record found.

⇅ Title	⇅ Status	⇅ Deadline	⇅ Submition date	
MINIZ-25-2-004: SustainabilityReport_2026	In development	2026-02-27 1:00		

1 record found.

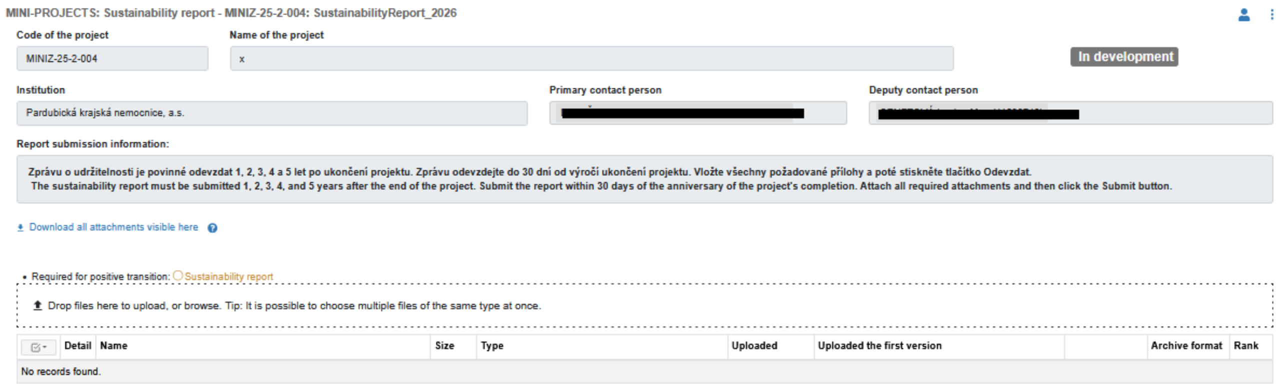
To attach a report, the record must have the status 'Sustainability of the project'. If you want to attach a report and the record does not have the above status, [please contact support through the HelpDesk](#).

If the project has the status 'Sustainability of the project', a record in the Sustainability Report table in the **'In development'** status should be generated in the **Reports** tab.

⇅ Title	⇅ Status	⇅ Deadline	⇅ Submition date	
MINIZ-25-2-004: SustainabilityReport_2026	In development	2026-02-27 1:00		

1 record found.

Click on the value in the **Name** field to open the report in edit mode. Please upload the required documents to the detail of the Sustainability Report.



Next, press the **Submit** button to transfer the report to the university clerk for the Mini-Projects programme.

⇅ Title	⇅ Status	⇅ Deadline	⇅ Submition date	
MINIZ-25-2-004: SustainabilityReport_2026	Submitted	2026-02-27 1:00	2026-01-28 17:42	

1 record found.

The university clerk then checks the report. If the report needs to be supplemented, it is returned to you. You will be notified of this by e-mail. Otherwise, they mark the message as approved.

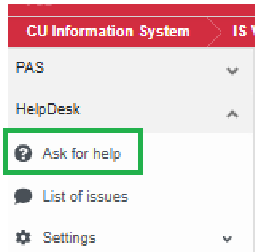
Title	Status	Deadline	Submition date	
MINIZ-25-2-004: SustainabilityReport_2026	Finished	2026-02-27 1:00	2026-01-28 17:42	

1 record found.

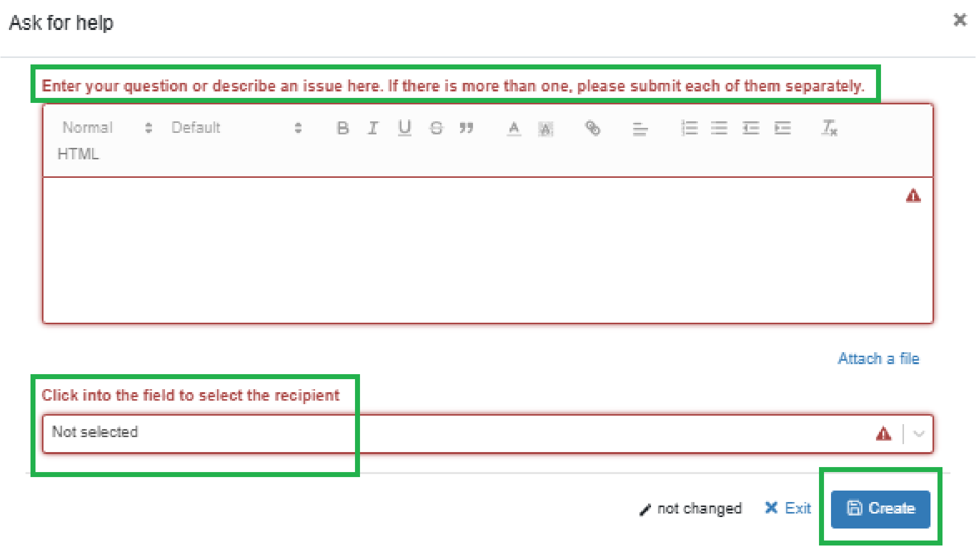
Support – HelpDesk

You can contact the system support of the PAS module using the built-in HelpDesk or directly in the app via the Requests and Queries tab.

Using the navigation on the left-hand side of the screen, click **Ask for help** to open a window for you to complete your query.



Now describe in detail what you need help with. Choose as one of the recipients the **Mini-Projects clerk** and click on **Create** to send the query.



As soon as someone responds to your question, you will be sent a notification e-mail, which also contains a link leading directly to the detailed reply to your question. You can check the status of your query at any time in the **List of issues** section in the left-hand side of the screen. Here, you can search for all the queries you have ever entered or dealt with in the system.