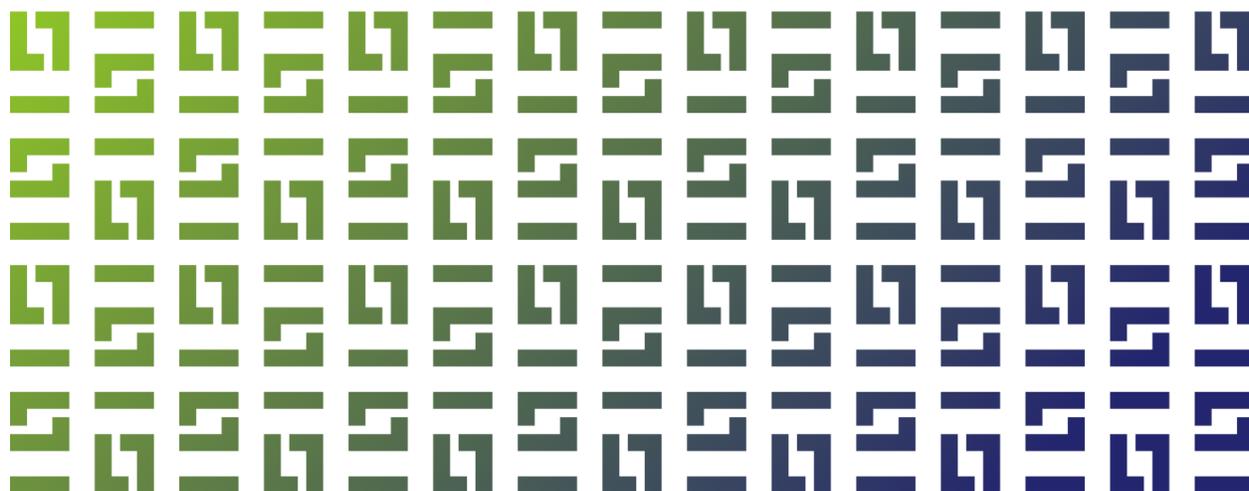




# User Guide

## APPLICANT

PostdokGrant online system



version: 1.0

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## 1 General information

The PostdokGrant online system ('the system') serves for the preparation and submission of grant applications under the Programme of Grants for Postdocs at the Slovak Academy of Sciences ('the Programme') and their subsequent administration, evaluation and final reporting.

The system is a web application accessible from the [programme website](#).

This guide serves grant applicants ('users') and guides them through the process of registration, login, preparation of application and its submission.

## 2 Registration in the online system PostdokGrant

Before login into the system for the first time, you must register first. The registration form is only available while the call is open. The registration form can be found on the program page: <https://postdokgrant.sav.sk/en/submit-a-project>. It can also be accessed via the start page of the Programme, the 'I want a GRANT' button or via the top bar on the page, the link 'CALL → SUBMIT A PROJECT' (**Error! Reference source not found.**).

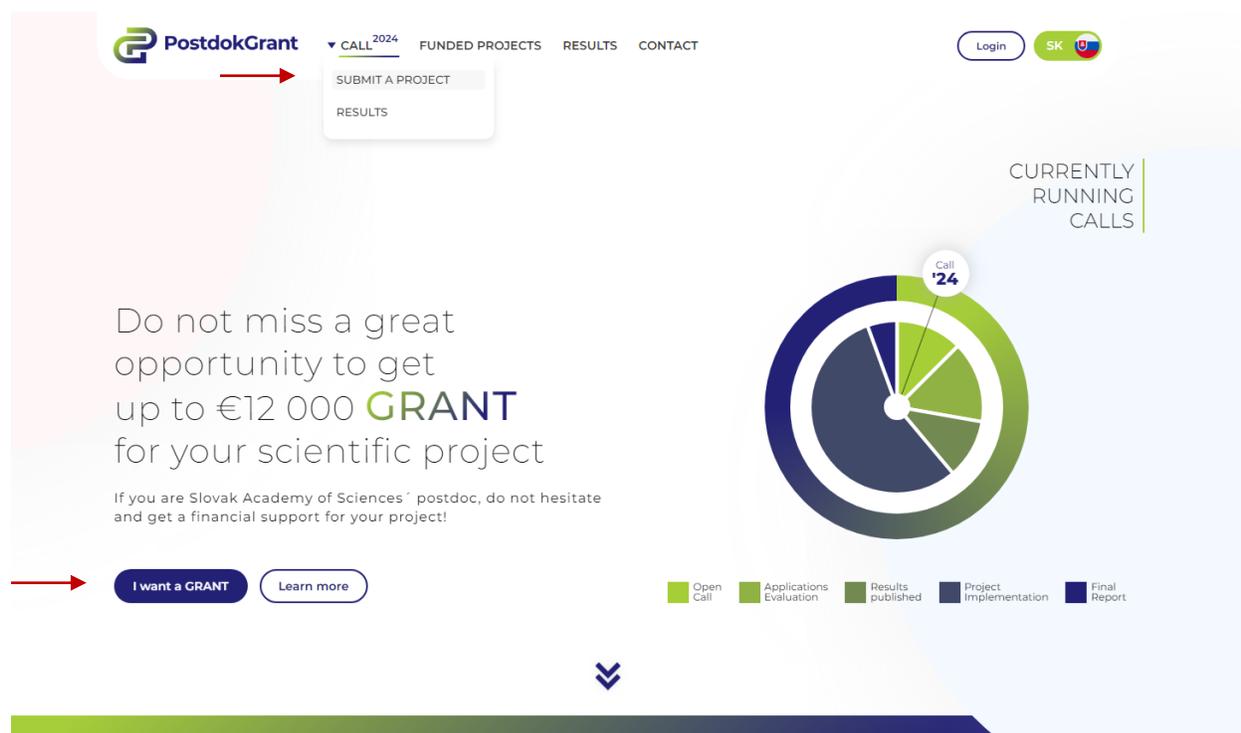


Figure 1 Access the registration form from the start page of the program

The registration form must be filled in with the required data and then the 'Register' button must be pressed (**Error! Reference source not found.**); without filling in all fields and ticking the consent to the processing of the provided personal data, it is not possible to complete the registration. After successful registration, the user can log in to the system (Figure 3).

First name \*

Last name \*

Email \*

Password \*

Confirm password \*

\* required fields

I agree with my personal data processing. \*

Register ←

Figure 2 Registration form

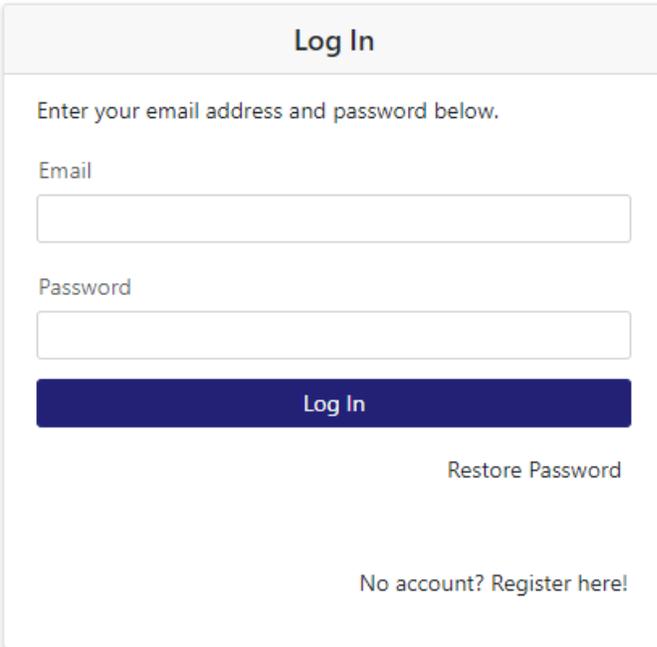


Figure 3 Login after registration

If the user has already registered in the previous call, there is no need to re-register in the next call. The user logs into the system using the login details entered during the original registration, or changed if the user has modified them.

### 3 Login to the PostdokGrant online system

The user logs into the system via the login form available on the Programme page: <https://postdokgrant.sav.sk/is> (Figure 4). To log in, the user uses the email address and password provided during registration, or changed data if the user has modified them (see below).



**Log In**

Enter your email address and password below.

Email

Password

**Log In**

[Restore Password](#)

[No account? Register here!](#)

Figure 4 Log in form

## 4 Changing the language of the system

The system is bilingual – in Slovak and English language. The language can be changed by clicking on the ‘EN’ button (if the user is logged in to the Slovak version of the system) or ‘SK’ button (if the user is logged in to the English version of the system) at the top right of the page (Figure 5).

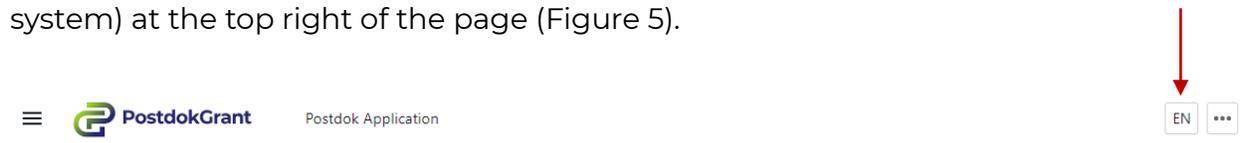


Figure 5 Change of the language in the system

## 5 Change of the password in the system

The user can change his/her password, which he/she created during registration, and then change the password repeatedly. After clicking on the three-dot button at the top right of the page (next to the system language change button) and selecting the ‘Change password’ menu. The original password must be entered and a new password must be entered and confirmed. The change will be completed by pressing the ‘OK’ button in the lower right corner (Figure 6).

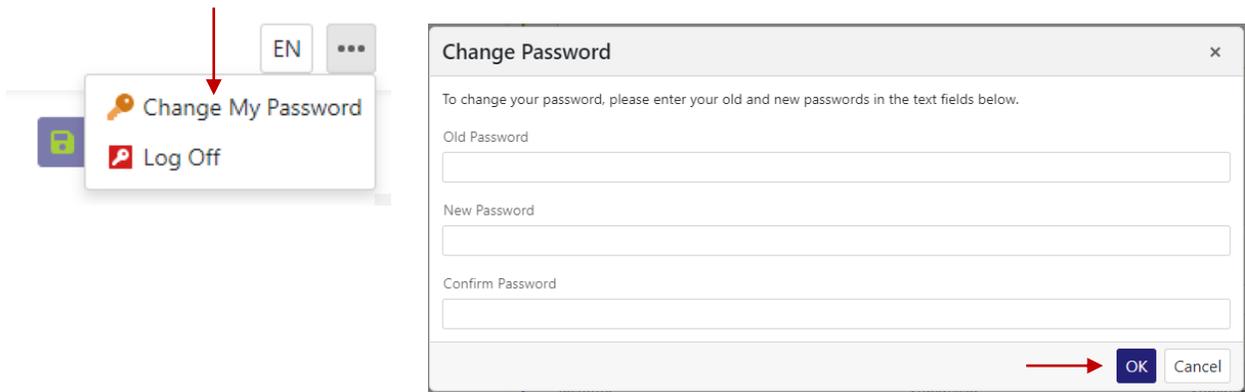


Figure 6 Change of the password in the system

## 6 Reset your password

If a user forgets his/her password, he/she can request it to be reset by clicking on 'Reset password' below the login form (Figure 7; left). Subsequently, the user enters his/her e-mail address with which he/she logs into the system and clicks on the 'OK' button (Figure 7 on the right). An email will be sent to the given email address with a link to complete the password reset, and after clicking on it, another email with a temporary password will arrive. The first time using this password, the user will be asked to create and confirm a new password.

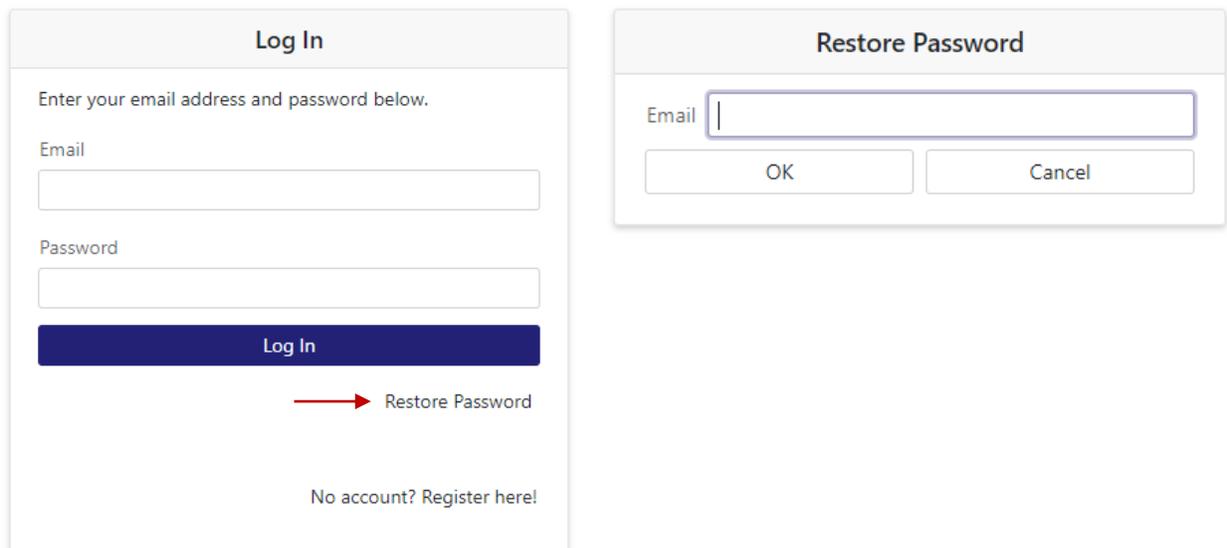


Figure 7 Password reset

## 7 Preparation of the grant application

The application consists of 3 sections arranged in tabs (Figure 8):

- Application Details
- Application Parts
- Budget

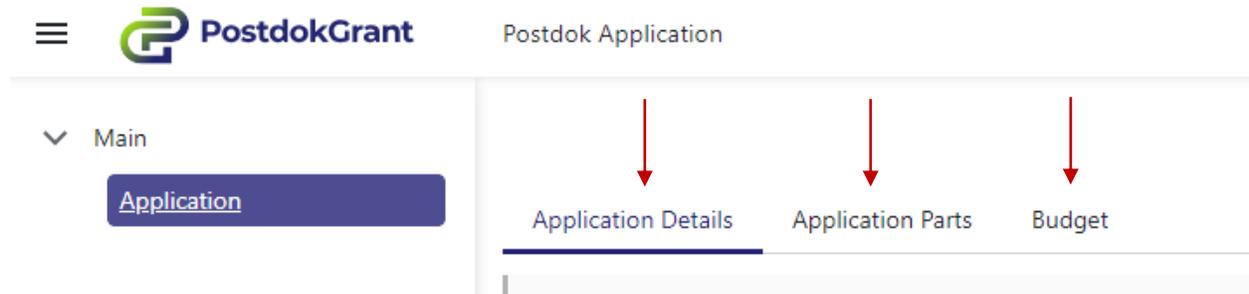


Figure 8 Application parts and their arrangement

Some data are already pre-filled from the registration (first name, last name, e-mail in the section 'Application Details') some fields are automatically filled in by the system and cannot be edited (application number, status, call and submission date in the section 'Application Details'), other fields are filled in by the user (or items selected from the list – specifically the field 'Organisation of SAS' in the section 'Application Details').

Date fields are marked with a calendar icon on the right (after clicking on it, a calendar appears), fields for uploading a file are marked with an office clip icon on the right (after clicking on it, a file browser window appears) (Figure 9).

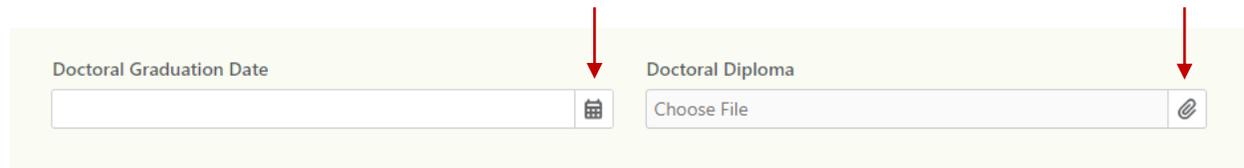


Figure 9 Calendar icons (left) and office clip icon (right) for date and file upload field

It is not possible to submit an application without completing the required fields (the system will notify you during submission – see below).

When moving from one part of the application / tab to another, the data will not be lost, however, we recommend saving the application regularly. The application is saved by pressing the 'Save' button at the top of the page (Figure 10).



Figure 10 'Save' button

The 'Application Parts' tab contains the core of the application itself (Figure 11), which contains the following text fields:

- Annotation - Slovak language
- Annotation – English language
- Scientific objectives of the project
- State of the art
- Methodology and work plan

One image can be enclosed as an attachment – in a separate field; it is possible to upload an image in standard formats. This field is not mandatory.

Application Details   **Application Parts**   Budget

Annotation should provide a brief description of the whole proposed project. It should be in sufficient quality enabling its direct publication. It should not contain any sensitive data. Annotation must be provided in both languages - Slovak and English. The number of characters within the individual parts of the application is not limited - it is necessary to adhere to permitted maximum number of pages per application: 5 x A4. After submitting the application, the system will inform you if exceeding the permitted scope and enable editing of the text.

**Annotation**

**Annotation En**

Please provide information on the scientific objectives of your project for the whole duration of the project implementation. The number of characters within the individual parts of the application is not limited - it is necessary to adhere to permitted maximum number of pages per application: 5 x A4. After submitting the application, the system will inform you if exceeding the permitted scope and enable editing of the text.

**Objectives**

Figure 11 Preview of the 'Application Parts' tab - cutout

There is no limit on the number of characters for each text field, but **the summary range of text fields in the tab 'Application Parts' must not exceed 5 A4 pages**. This fact is brought to the attention of the user in the help box located above each text box. In case the user wants to submit an application that exceeds the allowed range, the system will notify him/her when submitting the application and allow him/her to modify it. At the same time, the system generates a preview pdf of the application, allowing the user to see the actual range of the application and by how much it exceeds the allowed page limit. This pdf can be downloaded by the user in the 'Application Details' section (Figure 12).

**CAUTION:** the application is not submitted in this case and must be resubmitted after it has been shortened to the extent allowed.

Application Details    Application Parts    Budget

Application No:

Call:

Status:

Date Of Submission:

Application Pdf:

Figure 12 Generated pdf file

## 8 Submission of grant application

The application is submitted by pressing the 'Submit Application' button at the top of the page (Figure 13).

PostdokGrant    Postdok Application

Main

Save    Submit Application

Figure 13 'Submit' button

In case the application does not have all required fields filled in, the system notifies the user and does not allow the user to submit the application (Figure 14). The application can only be submitted after the errors have been corrected and the required fields have been filled in.

Title:

First Name:

Last Name:

Title 2:

Email:

Phone Number:

Gender:

Institute:

Supervisor:

Supervisors Email:

Doctoral Graduation Date:

Doctoral Diploma:

Parental Leave 1 Document:

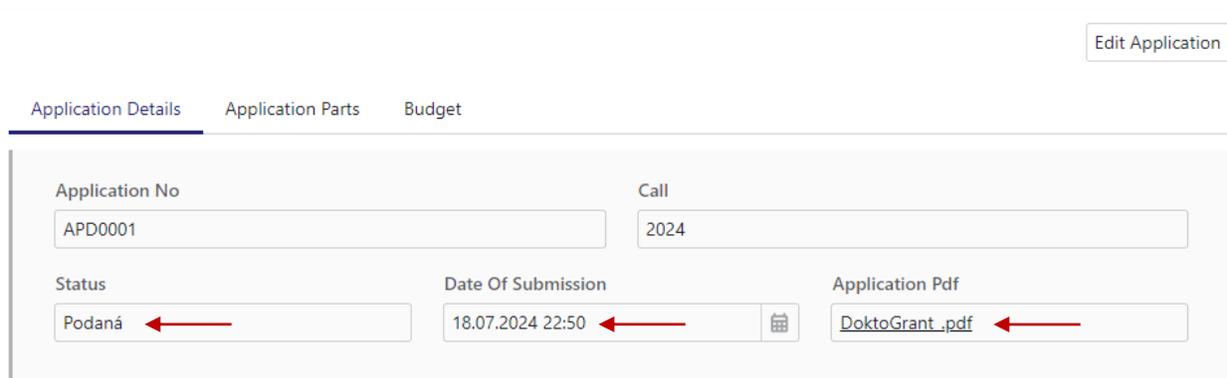
Parental Leave 2 Document:

Messages (12) Close All Show All

Figure 14 Warning of blank required fields when submitting

The application must be submitted before the call deadline; it is no longer possible to submit an application after that date.

Once the application has been submitted, the field 'Date Of Submission' is filled in, the application status is changed to 'Submitted' and a pdf file of the application is generated (all in the 'Application Details' section) (Figure 15). The user will also receive an email with information on the application submission, the date and time of the submission and with a pdf file of the application enclosed.



The screenshot shows the 'Application Details' section of a web interface. At the top right, there is an 'Edit Application' button. Below it, there are three tabs: 'Application Details' (selected), 'Application Parts', and 'Budget'. The main content area contains several fields with red arrows pointing to them, indicating they are the focus of the figure. The fields are: 'Application No' with the value 'APD0001', 'Call' with the value '2024', 'Status' with the value 'Podaná', 'Date Of Submission' with the value '18.07.2024 22:50', and 'Application Pdf' with the value 'DoktoGrant .pdf'. There is also a calendar icon next to the 'Date Of Submission' field.

Figure 15 Appearance of the application after its submission

## 9 Modification and resubmission of the already submitted application

Before the call deadline, the submitted application can be modified and resubmitted. The user enters the editing mode by pressing the 'Edit Application' button, which appears at the top right of the page above the submitted application (Figure 16).



Figure 16 Button for editing an application after it has been submitted

Once the application has been modified, it must be resubmitted (as described above). In case the user does not resubmit the modified application, his/her last submitted application will be evaluated.

## 10 Access to the application evaluation

After the call deadline, the application is assessed by the Evaluation Committee. Upon completion of the evaluation and approval of the results by the SAS Presidium, the evaluation of the application will be available – in a separate tab ‘Evaluation’ (Figure 17).

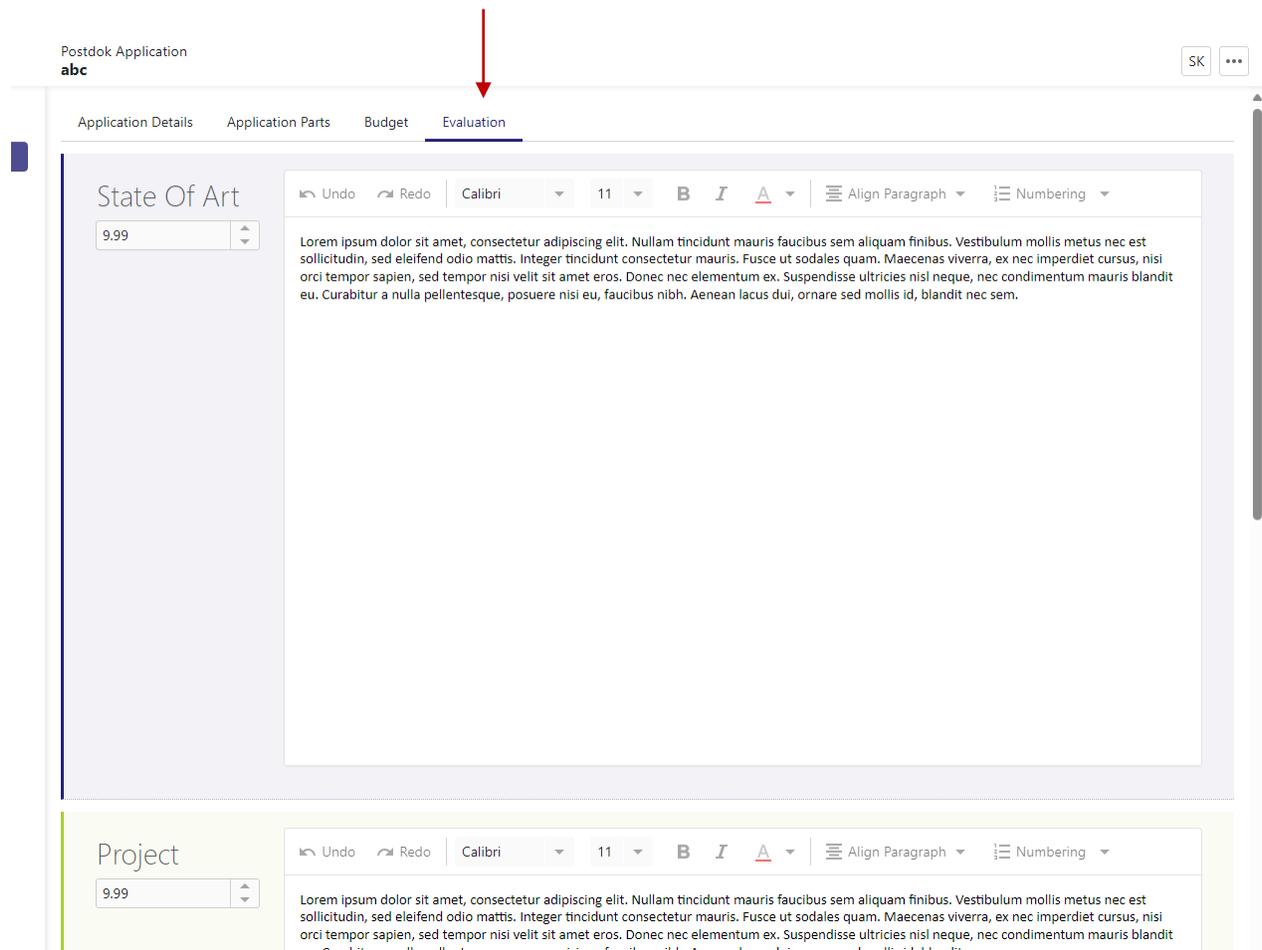


Figure 17 Evaluation of the application