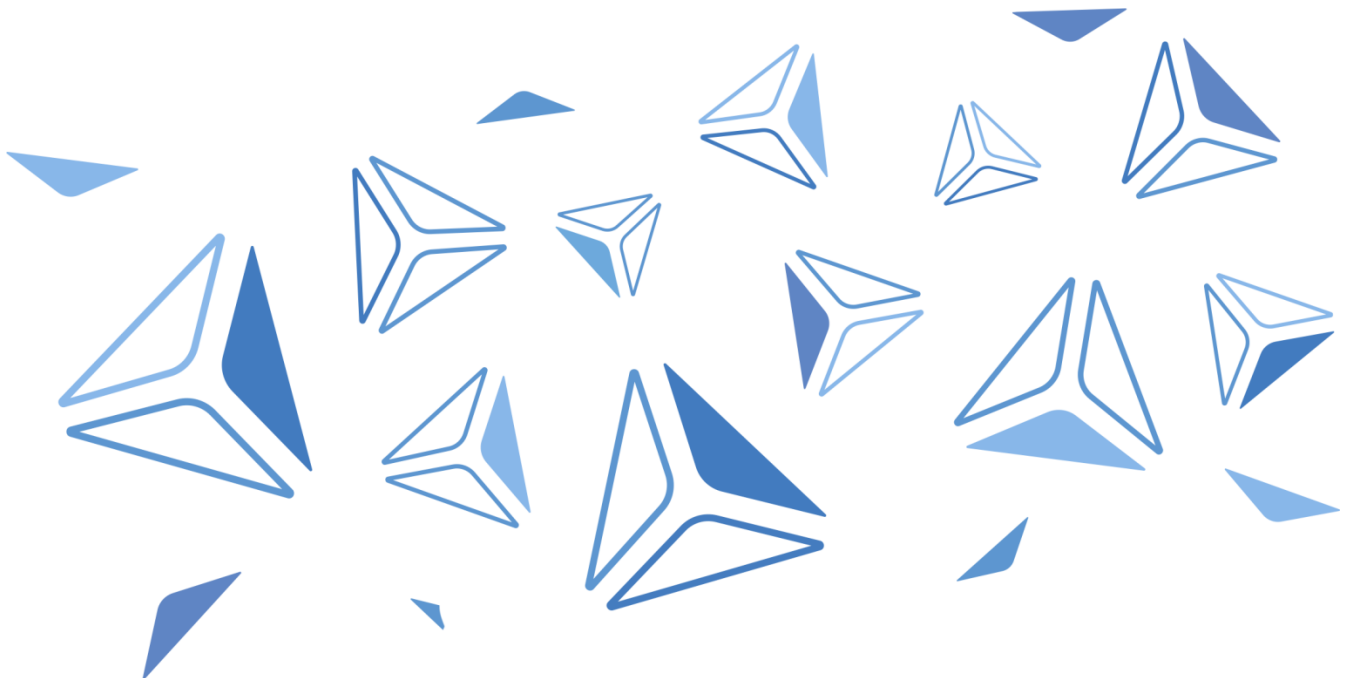




User's guide
APPLICANT
online system DoktoGrant



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1 General information

Online system DoktoGrant (hereinafter referred as „system“) is intended for preparation and submission of applications for grant under the Grant programme for SAS PhD students (hereinafter referred as „programme“). System also serves for subsequent administrative handling of the applications, their evaluation as well as for final report submission.

System is web-based application available from the [programme webpage](#).

This guide is intended for applicants for grant (hereinafter referred as „user“) and navigates them through the process of registration, log in, application preparation and submission.

2 Registration to the online system DoktoGrant

Registration is required before first log in to the system. [Registration form](#) is available on the programme website only during the open call. Form is also accessible from the homepage of the website (Fig. 1) or through the page menu (Fig. 2).

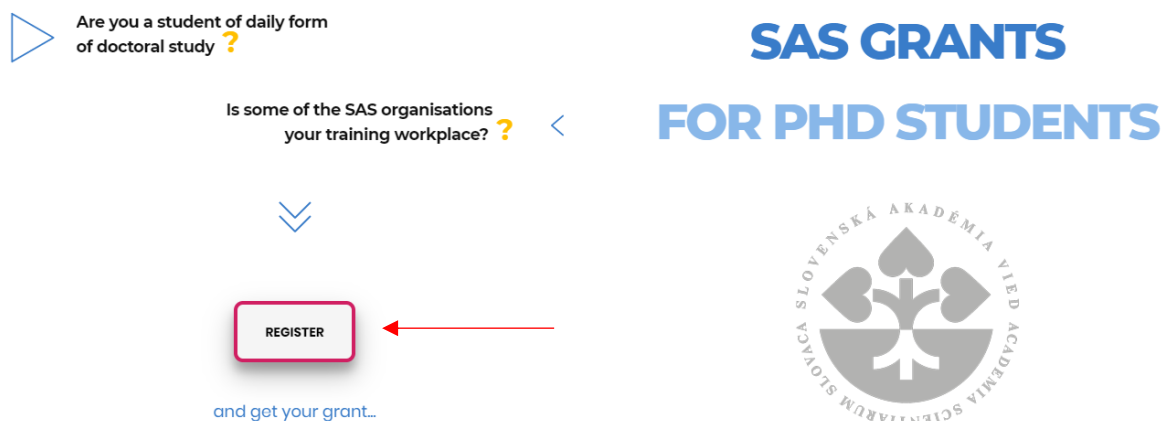


Figure 1 Access to the registration from the programme website's homepage

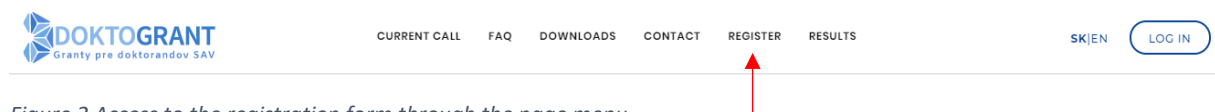


Figure 2 Access to the registration form through the page menu

Requested data must be provided within the registration form and subsequently, button „Register“ must be pressed (Fig. 3); registration cannot be finished without all textboxes filled in and without ticking the checkbox for agreement with personal data processing. After successful registration, user can log in to the system (Fig. 4).

First name

Last name

e-mail

Password

Confirm password

I agree with collecting and processing of my personal data

REGISTER ←

Figure 3 Registration form

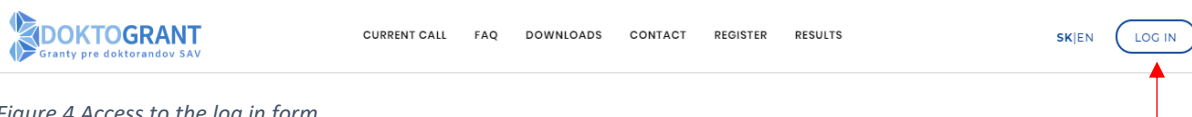


Figure 4 Access to the log in form

! In case applicant has been registered under the previous call, registration under the next call is not required. User logs in to the system using the data provided within the registration (or subsequently changed, if applicable).

3 Log in to the online system DoktoGrant

User logs in to the system via log in form available on the programme webpage:

<https://doktogrant.sav.sk/is> (Fig. 5). E-mail address and password provided within the registration (or changed data, if applicable) are used for log in.

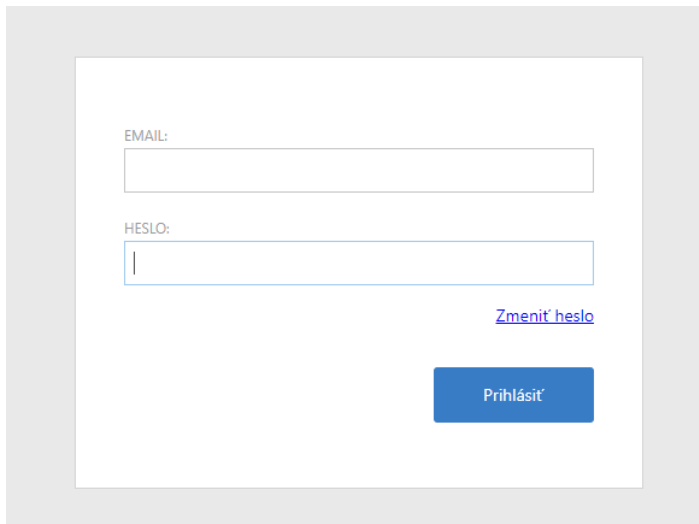


Figure 5 Log in form

4 Change of the system language

System is made bilingual: in Slovak and English language. Language can be change by pressing the username link placed at the top right corner of the page and by picking the option “Slovensky” in English version or “English” in Slovak version (Fig. 6).

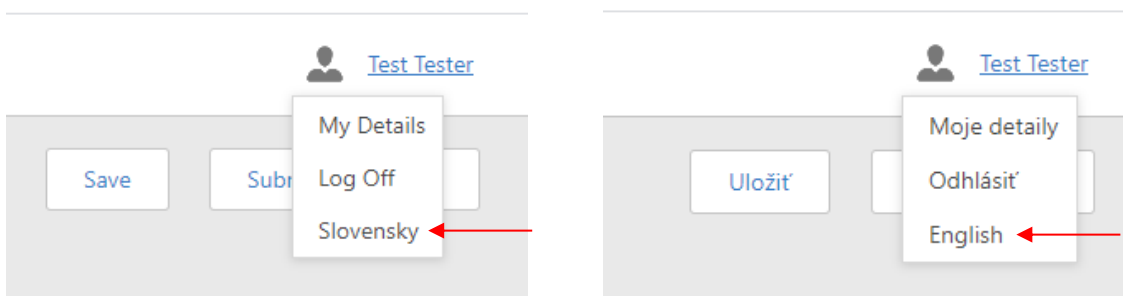


Figure 6 Change of system language in English version (left) or in Slovak version (right)

5 Editation of user’s data

User can change data provided during the registration. User can edit name, surname and e-mail address (Fig. 8) after pressing the username link placed at the top right corner of the page and by picking the option „My Details“ (Fig. 7). It is necessary to press the button „Save“ for saving the changed data (Fig. 8, blue arrow). Also, the password to the system can be changed here – after the pressing the icon of keys in the top right corner (Fig. 8, red arrow). Old password must be provided together with the new password and its confirmation. Change will be saved after the pressing of the button „Ok“ in the top right corner (Fig. 9).

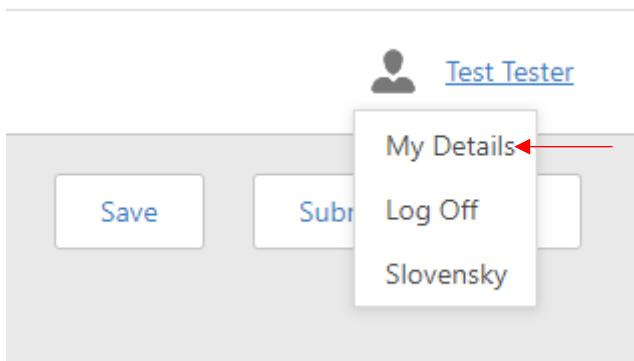


Figure 7 Options list after pressing the username link

A screenshot of a 'My Details' form. The title bar reads 'Dokto Grant User Test Tester'. On the right side of the title bar, there is a 'Save' button and a user icon. The form contains several input fields: 'TITLE:' (empty), 'FIRST NAME:' (containing 'Test'), 'LAST NAME:' (containing 'Tester'), 'TITLE 2:' (empty), and 'EMAIL:' (containing 'test@tester.test'). A blue arrow points to the 'Save' button, and a red arrow points to the user icon.

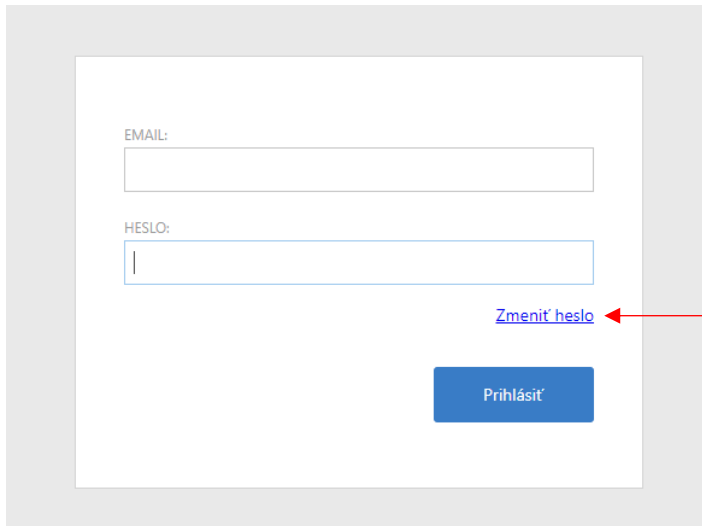
Figure 8 Change of the user's data in "My Details"

A screenshot of a 'Change Password' form. The title bar reads 'Change Password' and has 'OK' and 'Cancel' buttons on the right. Below the title bar is a yellow warning triangle icon. The main text says: 'To change your password, please enter your old and new passwords in the text fields below.' There are three input fields: 'OLD PASSWORD:', 'NEW PASSWORD:', and 'CONFIRM PASSWORD:'.

Figure 9 Change of the user's password

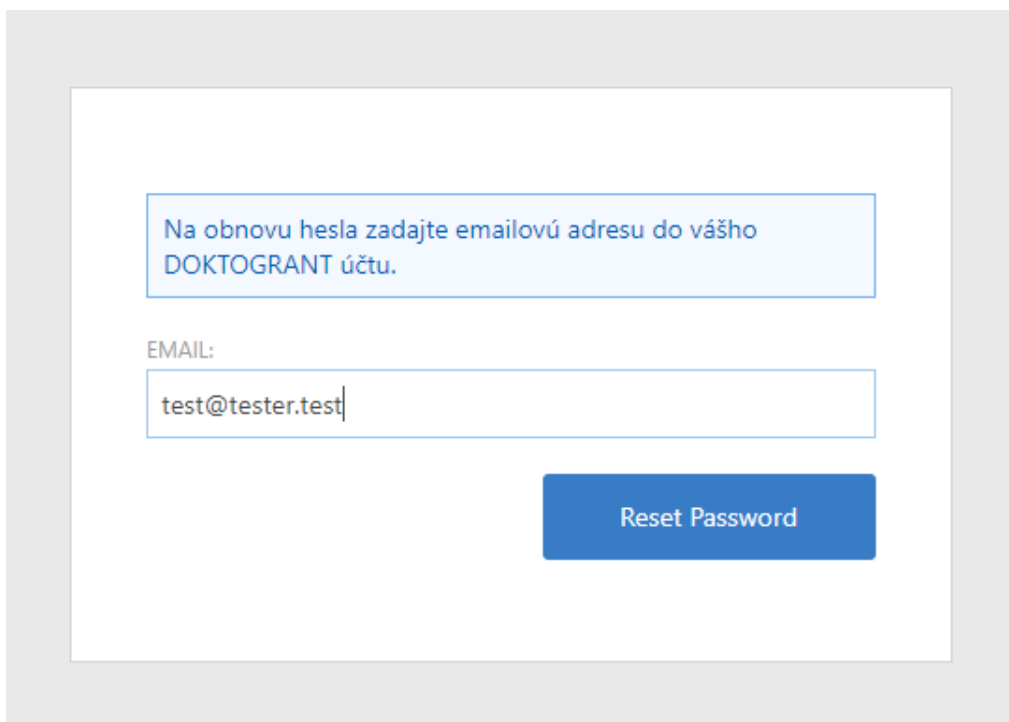
6 Password reset

In case of forgotten password user can request its reset by clicking on link “Zmenit heslo” under the log in form (Fig. 10). Subsequently, user provides his/her e-mail address used within the system and presses button “Reset Password” (Fig. 11). E-mail with password reset link will be sent to his/her address and another e-mail with temporary password will be sent after the clicking on this link. User will be asked to create and confirm a new password during the first log in with the temporary one.



The screenshot shows a login form with two input fields: "EMAIL:" and "HESLO:". Below the "HESLO:" field, there is a blue link labeled "Zmenit heslo" with a red arrow pointing to it. At the bottom of the form is a blue button labeled "Přihlásit".

Figure 10 Reset password link under the log in form

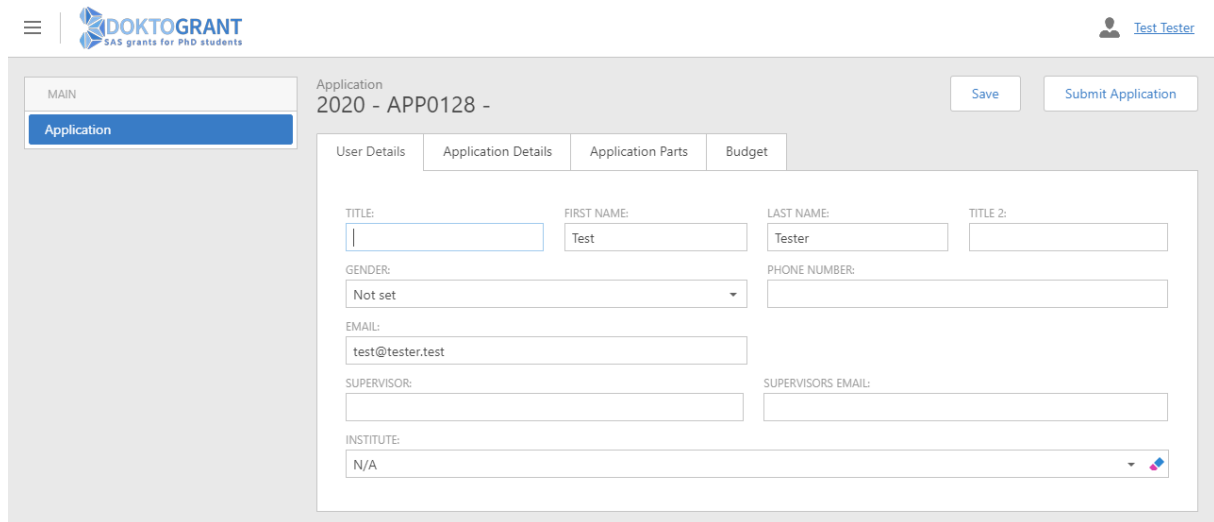


The screenshot shows a password reset form. At the top, there is a light blue box containing the text: "Na obnovu hesla zadajte emailovou adresu do vašho DOKTOGRANT účtu." Below this is an "EMAIL:" label and an input field containing the text "test@tester.test". At the bottom right of the form is a blue button labeled "Reset Password".

Figure 11 Reset of the user's password

7 Preparation of the application

In case of user's first application, the homepage of the current application – "User Details" (prepared under the current call) can be seen after the login (Fig. 12).



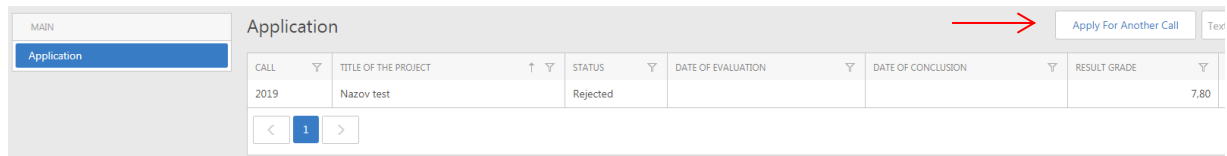
The screenshot shows the 'Application' page for '2020 - APP0128'. The user is logged in as 'Test Tester'. The 'User Details' tab is active, showing a form with the following fields:

- TITLE: (empty)
- FIRST NAME: Test
- LAST NAME: Tester
- TITLE 2: (empty)
- GENDER: Not set (dropdown)
- PHONE NUMBER: (empty)
- EMAIL: test@tester.test
- SUPERVISOR: (empty)
- SUPERVISORS EMAIL: (empty)
- INSTITUTE: N/A (dropdown)

Buttons for 'Save' and 'Submit Application' are visible in the top right.

Figure 12 Preparation of the first user's application

In case user has already prepared application under the previous call, the list of the previous applications can be seen after the login. Button „Apply for another call“ is placed above the list (Fig. 13). Application for current call will be created by pressing this button.

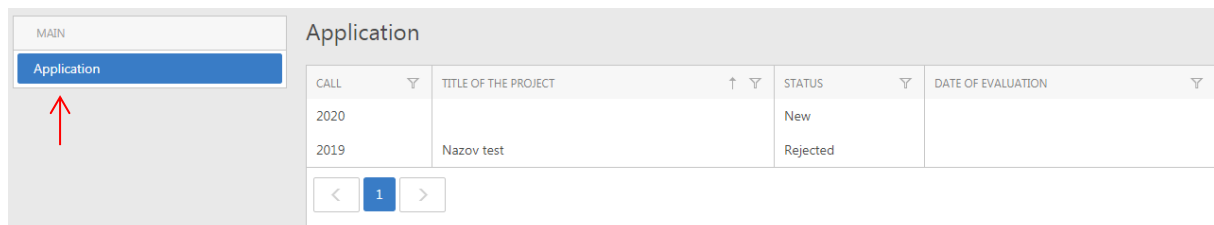


The screenshot shows a table of applications. A red arrow points to the 'Apply for Another Call' button above the table.

CALL	TITLE OF THE PROJECT	STATUS	DATE OF EVALUATION	DATE OF CONCLUSION	RESULT GRADE
2019	Nazov test	Rejected			7.80

Figure 13 Preparation of the application under another call

List of all user's applications can be seen by pressing the menu „Application“ within the left navigation panel (Fig. 14).



The screenshot shows the 'Application' page with the 'Application' menu item highlighted in the left navigation panel. A red arrow points to this menu item.

CALL	TITLE OF THE PROJECT	STATUS	DATE OF EVALUATION
2020		New	
2019	Nazov test	Rejected	

Figure 14 List of all user's applications

Application is composed from several parts organized to the tabs (Fig. 15):

- User Details
- Application Details

- Application Parts
- Budget

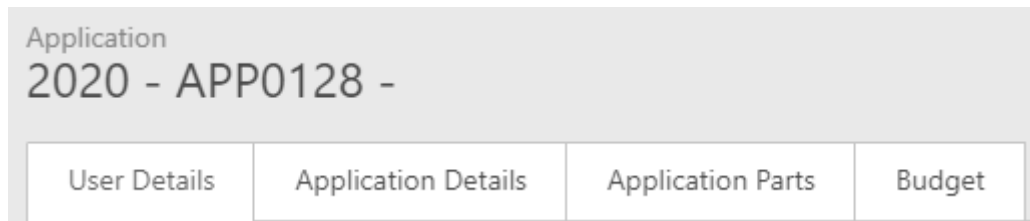


Figure 15 Application parts and their organization

Some data are pre-filled from the registration (first name, last name, email in tab “User Details”), some fields are filled in automatically by the system and they are non-editable (Application Number, Status, Call, Date of submission in tab “Application Details”), other fields shall be filled in by the applicant (or he/she select a value from the list – specifically, “Institute” within the tab “User Details”). Application with empty fields which are obligatory (i. e. must be filled in) cannot be submitted (user will be notified by the system during the submission – see below).

Data will not be lost during the browsing between application tabs; however, we highly recommend saving application regularly. Application is saved by pressing the button “Save” at the top part of the page (Fig. 16).

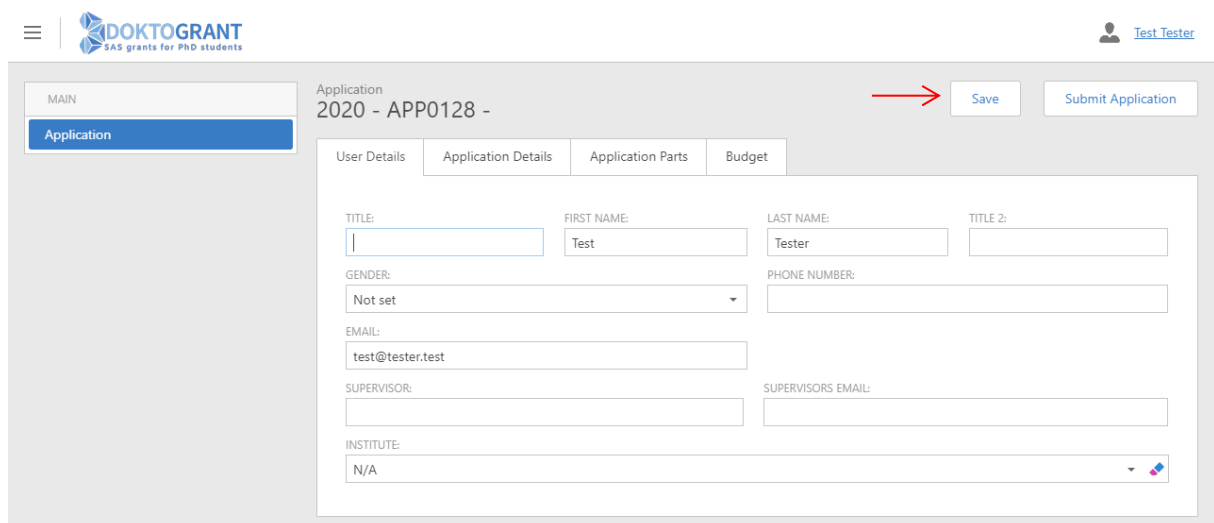


Figure 16 "Save" button for saving of application

The core of the application is in the tab “Application Parts”. It is composed from following textboxes:

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

Image in standard formats can be uploaded to the separate field. This field is not obligatory.



There is no characters limit for individual textboxes, however overall limit for all textboxes within the „Application Parts“ tab is set of 3 x A4 pages. This information is provided within the hints placed above every textbox. In case user wants to submit application exceeding the allowed limit, he/she will be notified by the system during the submission. Edit mode will be enabled. Preview pdf file of application will be generated to allow the user to see the actual length of the application and its exceeding over the limit. This pdf can be found in tab „Application Details“ (Fig. 17).

Attention: in this case application is not submitted. It must be submitted again after its reduction to the limit.

Application
2020 - APP0128 - Test nazov Save Submit Application

Your application exceeded 3 pages. Please check 'Application Pdf' in 'Application details'.

User Details | Application Details | Application Parts | Budget

APPLICATION NO:
APP0128

TITLE OF THE PROJECT:
Test nazov

DATE OF SUBMISSION:
[Dropdown menu]

STATUS:
New

CALL:
2020

APPLICATION PDF:
[DoktoGrant_APP0128.pdf](#) ←

Figure 17 Notification on the pages limit exceeding and generated preview pdf file

8 Application submission

Application is submitted by pressing the button “Submit Application” placed at the top part of the page (Fig. 18).

Application 2020 - APP0128 -

Save Submit Application

User Details Application Details Application Parts Budget

TITLE: | FIRST NAME: Test LAST NAME: Tester TITLE 2: |

GENDER: Not set PHONE NUMBER: |

EMAIL: test@tester.test

SUPERVISOR: | SUPERVISORS EMAIL: |

INSTITUTE: N/A

Figure 18 "Submit Application" button

Application must be submitted before deadline; it is not possible to submit the application after deadline.

After submission the date and time of submission will be filled in to the field "Date of submission", status of the application will be changed to "Submitted" and pdf file of the application will be generated (all in tab "Application Details") (Fig. 19). Also, user will be notified on the date and time of submission via email.

Application 2020 - APP0128 - Test nazov Edit Application

User Details Application Details Application Parts Budget

APPLICATION NO: APP0128

TITLE OF THE PROJECT: Test nazov

DATE OF SUBMISSION: 02.06.2020 13:44

STATUS: Submitted

CALL: 2020

APPLICATION PDF: [DoktoGrant_APP0128.pdf](#)

Figure 19 Application after its submission

In case some of the obligatory fields are not filled in, user will be notified, and application submission will be disabled (Fig. 20). Application can be submitted once all of the obligatory fields are filled in.

Application
2020 - APP0128 -

Save Submit Application

Problems were detected during data validation. Please read the information below to understand what the issues are and how you can correct them.

- "Requested Amount" must be within the "1" and "2000" range, boundaries are included.
- Field of Annotation must be filled
- Field of Annotation EN must be filled
- Field of Gender must be filled
- Field of Methodology must be filled
- Field of Objectives must be filled
- Field of State of art must be filled
- Field of Supervisor email must be filled
- Field of Supervisor must be filled
- Field of Title must be filled
- Financial needs and explanation must be filled

User Details Application Details Application Parts Budget

TITLE: FIRST NAME: LAST NAME: TITLE 2:

GENDER: PHONE NUMBER:

EMAIL:

SUPERVISOR: SUPERVISOR'S EMAIL:

INSTITUTE:

Figure 20 Notification on the errors during the submission

Case of pages limit exceeding is described above.

9 Editing of submitted application and its re-submission

Submitted application can be edited and re-submitted before deadline. Editing is enabled by pressing the button "Edit Application" which will appear at the top right part of the page when application is submitted (Fig. 21).

Application
2020 - APP0128 - Test nazov

→ Edit Application

User Details Application Details Application Parts Budget

Figure 21 Button for editing application after its submission

Edited application must be re-submitted by process described above.

10 Evaluation results for the application

Application is assessed by the Evaluation Committee once deadline for applications submission is over. User can see results of evaluation for his/her application within new tab "Evaluation" after evaluation completion and approval of the results by SAS Presidium (Fig. 22).

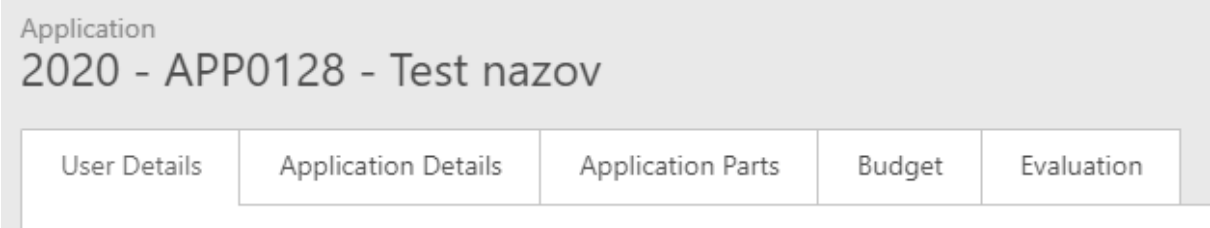


Figure 22 "Evaluation" tab within the system