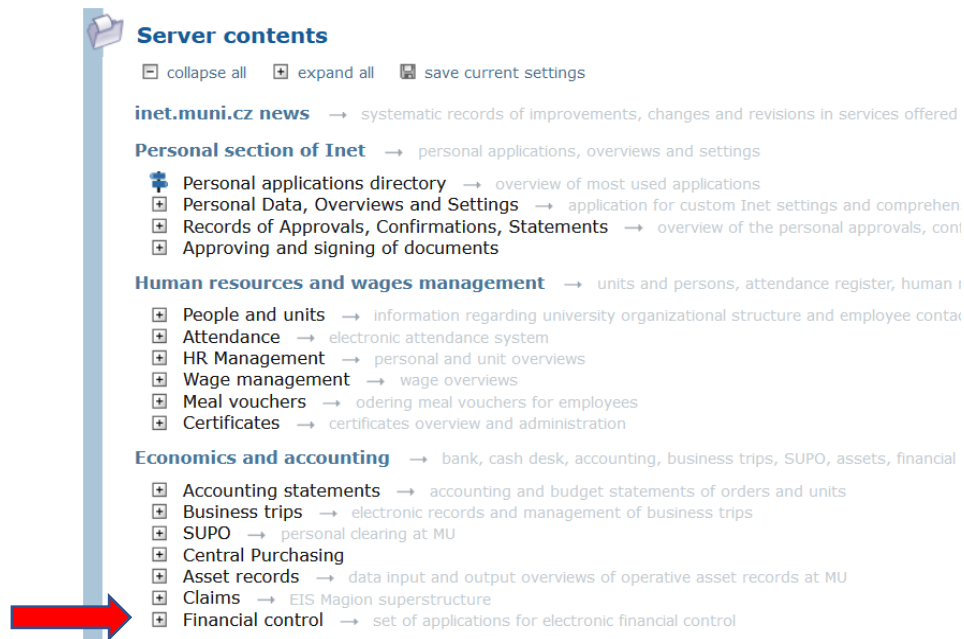


## Scholarship proposal submission procedure

Scholarships are entered electronically in the INET application in the Economics and Accounting section - Financial Control menu:



**Server contents**

collapse all  expand all  save current settings

**inet.muni.cz news** → systematic records of improvements, changes and revisions in services offered

**Personal section of Inet** → personal applications, overviews and settings

- Personal applications directory** → overview of most used applications
- Personal Data, Overviews and Settings** → application for custom Inet settings and comprehensive overviews
- Records of Approvals, Confirmations, Statements** → overview of the personal approvals, confirmations and statements
- Approving and signing of documents**

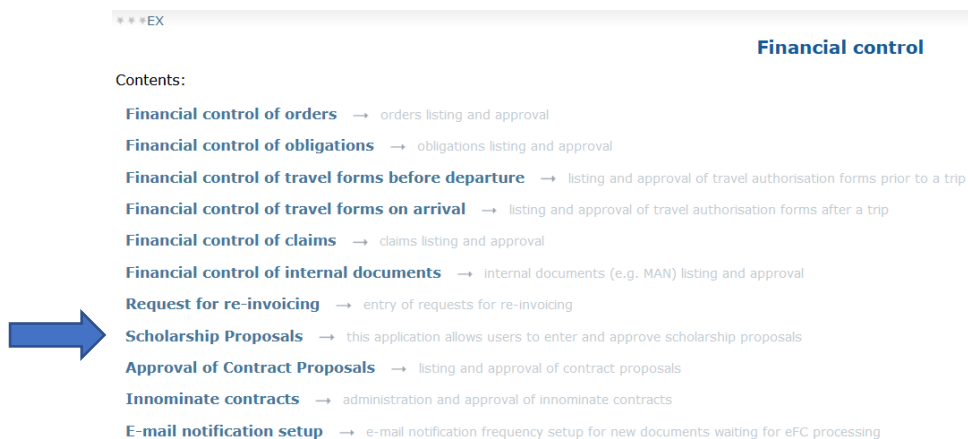
**Human resources and wages management** → units and persons, attendance register, human resources

- People and units** → information regarding university organizational structure and employee contact
- Attendance** → electronic attendance system
- HR Management** → personal and unit overviews
- Wage management** → wage overviews
- Meal vouchers** → ordering meal vouchers for employees
- Certificates** → certificates overview and administration

**Economics and accounting** → bank, cash desk, accounting, business trips, SUPO, assets, financial control

- Accounting statements** → accounting and budget statements of orders and units
- Business trips** → electronic records and management of business trips
- SUPO** → personal clearing at MU
- Central Purchasing**
- Asset records** → data input and output overviews of operative asset records at MU
- Claims** → EIS Magion superstructure
- Financial control** → set of applications for electronic financial control

Click on the following menu to select Scholarship Proposals:

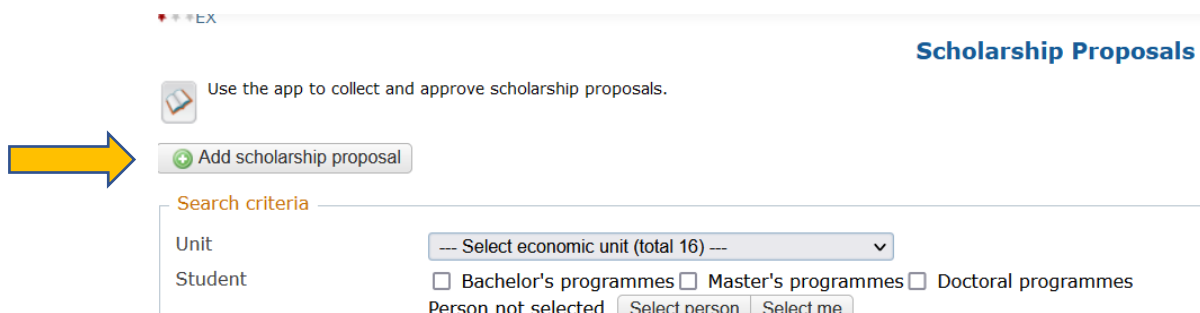


\*\*\*EX **Financial control**


Contents:

- Financial control of orders** → orders listing and approval
- Financial control of obligations** → obligations listing and approval
- Financial control of travel forms before departure** → listing and approval of travel authorisation forms prior to a trip
- Financial control of travel forms on arrival** → listing and approval of travel authorisation forms after a trip
- Financial control of claims** → claims listing and approval
- Financial control of internal documents** → internal documents (e.g. MAN) listing and approval
- Request for re-invoicing** → entry of requests for re-invoicing
- Scholarship Proposals** → this application allows users to enter and approve scholarship proposals
- Approval of Contract Proposals** → listing and approval of contract proposals
- Innominate contracts** → administration and approval of innominate contracts
- E-mail notification setup** → e-mail notification frequency setup for new documents waiting for eFC processing

then click on the Add Scholarship Proposal button:



\*\*\*EX **Scholarship Proposals**

 Use the app to collect and approve scholarship proposals.

**Search criteria**

Unit

Student  Bachelor's programmes  Master's programmes  Doctoral programmes

Person not selected

Now you need to select the Unit (faculty), the type of PhD scholarship and the option Support Scholarship for creative work (PhD students). In the justification you will select either the option "for the preparation of outputs in accordance with the project research" or "to cover the costs of participation on the conference/study stay":

**Scholarship proposal**

Unit: 560000 - Faculty of Economics and Administration

Scholarship type: choice of  no limit, limit to  Bachelor's  Master's  Doctoral scholarship  
Support scholarship for creative work (PhD students)

Reason: --- Select item (total 10) ---

Type of academic programme: --- Select item (total 10) ---

Date of scholarship award: [calendar icon]

Proposer: [person icon]

Persons: [person icon]

Financial resource: [person icon]

Number of students: 0.

Permitted funding sources

Description	Order	Sub-order	Unit	Activity	FA

Scholarship for the costs of participation on the conference/study

Scholarship for the preparation of outputs in accordance with the project research

Next, choose the PhD programmes at MU, fill in yourself as the Proposer, the Periodicity „one-off“ and the month in which the scholarship should be paid. Under the Persons menu, click on the Add Student button:

Reason: Tvůrčí stipendium za zpracování výstupů v souladu se zadáním specifického výzkumu

Type of academic programme: Ph.D. programmes at MU

Date of scholarship award: 13.01.2022

Proposer: department head/head of specific targeted research/specific targeted research guarantor  
Ing. Adjoa Nyameyie Kuntu-Blankson [Change person] [Select me] [Unselect]

Periodicity: one-off

Date: << January 2022 >>

Persons: [Add student] [Add as a group]

You will again fill in yourself, the proposed amount of the scholarship, and justify what the scholarship is proposed for. Then you save it:

**Student**

Student: Ing. Adjoa Nyameyie Kuntu-Blankson [Change person] [Select me] [Unselect]

Amount: 2000

Justification: Scholarship for the creative activity (collecting data and their analysis) within the specific research project No MUNI/A /1368/2021.

[Save] [Close]

In the Funding source section, fill in your project order and click Look up by number, all other fields will be filled in automatically, except for the last field Faculty account, where you select the option "administrative overhead not tracked":

The screenshot shows a web form with the following elements:

- Order:** An input field with a blue arrow pointing to it.
- Look up by number:** A button with a magnifying glass icon and a yellow arrow pointing to it.
- Department:** A dropdown menu.
- Suborder:** A dropdown menu.
- Activity:** A dropdown menu.
- Faculty account:** A dropdown menu with a blue arrow pointing to it.
- Attachments:** A section with a "File" header, an "Add file" button, and the text "There is no file selected".
- Internal note:** A text area containing the text: "It does not serve the submitter to justify persons! For example, provide supporting information for approvers."
- Buttons:** At the bottom right, there are two buttons: "Save and to hand over for approval" (with a green checkmark) and "Save" (with a green checkmark). A red arrow points to the "Save and to hand over for approval" button.

At the end you will save and hand over for approval.