

INSTRUCTIONS FOR SUBMITTING APPLICATIONS IN THE GRANTS MODULE IN THE MojaPG SYSTEM

Applies to the program:

Radon Supporting Most Talented Students

Contents

1 Part I - submitting applications	pp. 1-4.
2 Part II - formal assessment	pp. 5-6

Updated 15/12/2023

Part I

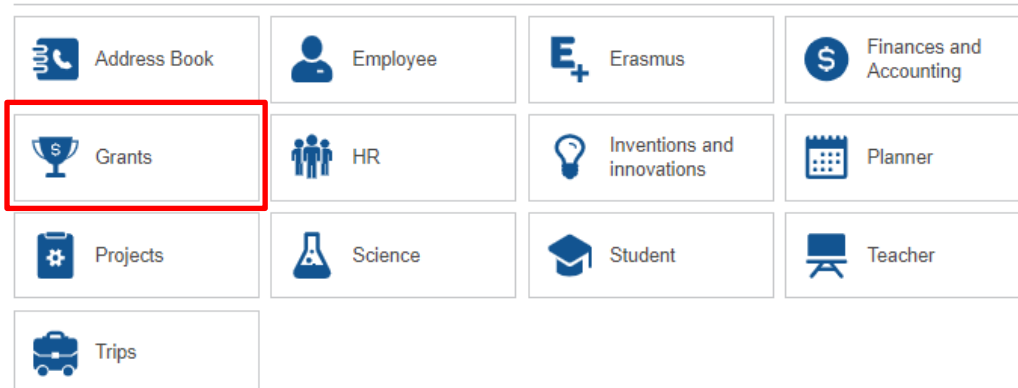
Please note:

- Applications in the program can be submitted while within the range of the Eduroam network, an external network or using with VPN connections that can be obtained following the procedure applicable at Gdańsk Tech
- The drawings contained in the manual are for illustration purposes only and may differ from the application in grants module

In order to submit an application to selected IDUB internal grant programs, you must:

- 1) log in to the Moja PG system, link: <https://moja.pg.edu.pl/>
- 2) select the "Grants" tab, link <https://moja.pg.edu.pl/auth/app/grant/>

Applications



- 3) In the Applications tab -> My requests please select the "Add" icon



2. The next step is:

- 1) selecting the program type **-Scholarships;**
- 2) indication of the program for which you want to submit an application **-Radon Supporting Most Talented Students**
- 3) indication of call **Radon 2023**

List of current types of programs and recruitments		
Program type	Programs	Recruitment
Scholarships	Radon Supporting Most Talented Students	Radon 2023

Please Note

Depending on the program, the application may be available only in English or Polish and English. To change the language, click PL or EN in the upper right corner of the screen.

3. In the generated application, fill in the registration data (eng. **registration data**):

✓ Project title

- should be entered appropriately **Radon 2023**

✓ Project title in English;

- should be entered appropriately **Radon 2023**

✓ Name and surname of the applicant (by clicking the green plus "choose");

- ✓ Name and surname of the project manager (by clicking the green plus "choose");

For the Radon program:

- *you must select a student as the applicant and as the project manager*

- ✓ The administrative unit/department for the implementation of studies/projects should only be provided - not the department

select organizational subunit (leave "select...")

4. The next step is to complete general information (**eng. general information**) and introducing the period of project implementation/payment of the scholarship, i.e.

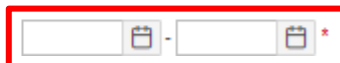
Please note:

In the Radon 2023 recruitment process, the scholarship period must be provided, i.e. from October 1, 2023 to July 31, 2024.

The project implementation period/scholarship period can be selected by clicking the "calendar" icon and selecting specific dates.

Informacje ogólne

Okres realizacji projektu: ?





The "?" icon provides guidance on the project implementation period

5. The application should complete the fields regarding the Applicant's research/scientific experience and the description of the submitted project.

Depending on the specifics of the grant program, the fields will vary in the information required and text length. There is a "?" icon next to each field that suggests the type of information required. Please complete the fields taking into account all the information contained in the question mark icons. The number of characters in the fields is limited. **Fields in which the applicant is unable to complete (due to, e.g. lack of achievements) should be entered not applicable.**

IMPORTANT:

You can save a draft copy of the application using the save button. To return to editing the application, enter the grants module -> conclusions -> my conclusions, select an application from the table and click on the pencil symbol . You can take a closer look using the magnifying glass symbol  application details without editing.

6. The next step is to enter the project budget broken down by type of costs in accordance with the regulations and electronic form.

IMPORTANT:

In the case of Radon, you do not complete the cost estimate, you should enter the value of PLN 12,000 or a smaller amount according to the hint in the question mark. ?

7. Attachments can be attached to each application, and in some programs there are mandatory attachments (e.g. secondary school leaving certificate, cost supplement, etc.)

Required attachments will be marked as mandatory. Accepted formats are: jpg, jpeg, pdf, png, doc, docx, xlsx. Maximum size of a single file 15 MB.

Please Note

Please attach documents confirming your achievements/grades listed in the text fields in the application, if in the application field was left blank (i.e. not applicable) there is no need to complete the attachments.

Załączniki

List motywacyjny: ?

Wybierz... *

Rekomendacje/listy polecające: ?

Wybierz...

Rekomendacje/listy polecające: ?

Wybierz...

Załącznik nr 4: ?

Wybierz...

Załącznik nr 5: ?

Wybierz...

9. The complete application must be accepted and sent using the "**sign and send**". An incomplete application can be saved using the "**save working copy**". Both buttons are located at the bottom of the application page.

Oświadczenia i podpisy

Wnioskodawca:

Promotor:

Wybierz *

Kierownik jednostki:

Wybierz... *

Zapisz kopię roboczą

Przełącz do podpisu

Powrót

10. After pressing the "**sign and send**" the applicant's declaration will appear, which must be read and signed by selecting the appropriate button. The application statute will contain information that the application is awaiting formal evaluation.

Zatwierdź

1. Według mojej najlepszej wiedzy złożenie niniejszego wniosku nie narusza żadnych praw osób trzecich.
2. Zadania badawcze określone w niniejszym wniosku nie są i nie były finansowane z Politechniki Gdańskiej ani z żadnych źródeł zewnętrznych.
3. W przypadku rekomendacji wniosku do finansowania, wyniki uzyskane w trakcie realizacji projektu badawczego zostaną poddane ocenie i opublikowane w czasopiśmie/czasopiśmie o zasięgu międzynarodowym.
4. Politechnika Gdańska jest moim podstawowym miejscem pracy.
5. Nie byłem głównym badaczem projektów (z wyłączeniem projektów realizowanych z programu MINIATURA, ETIUDA, DIAMOND GRANT).
6. Projekt będzie realizowany na wydziale Kierownika Projektu.

Podpisz

Anuluj

The applicant's declaration will vary depending on the program.

IMPORTANT:

The application number and the date of submission of the application are assigned after the Applicant's signature. An application that is not signed and not sent by the Applicant within the recruitment deadline will be automatically rejected by the system. A notice will appear at the top of the application page that the application deadline has passed.

Termin złożenia wniosku upłynął

Part II – formal assessment

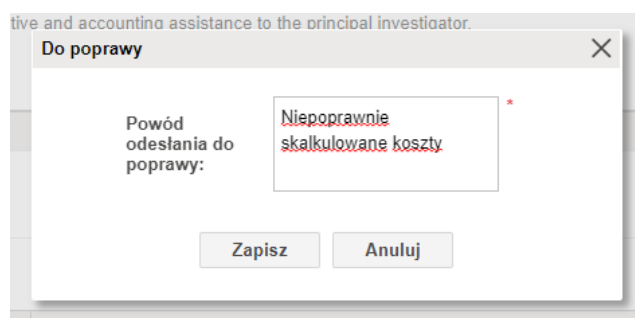
You can check the status and history of an application by going to the preview of the of the selected application in the table at the bottom of the page.

History

Type	Date	The person changing	Status	To improve reason
Insert	15.12.2022	Monika Wieczerzak	Waiting for head of the administrative unit sign	
Update	15.12.2022	Monika Wieczerzak	In formal assessment	
Update	15.12.2022	Jagoda Szwulińska	 view	
Update	15.12.2022	Jagoda Szwulińska	In substantive assessment	

Back

- After the applicant's approval/signature, the application is sent for formal evaluation. Formal verification will be carried out by employees handling a given program.
- During the formal assessment, if any formal errors occur, the application will be sent for correction (in the English version **To improve**) along with a comment in the mojaPG module.



A message about sending the application for correction will appear in the upper part of the application (application history at the bottom of yellow font) and in the page.

Number:	7/2/2022/IDUB/I3b/Ag
Status:	To improve
Send date:	21.12.2022
Submission date:	21.12.2022
Program type:	Research
Program:	Argentum Triggering Research Grants
Recruitment:	Argentum 2022/23 NAWA
To improve reason:	Niepoprawnie skalkulowane koszty



History

Type	Date	The person changing	Status	To improve reason
Insert	21.12.2022	Monika Wieczerzak	Waiting for head of the administrative unit sign	
Update	21.12.2022	Monika Wieczerzak	In formal assessment	
Update	21.12.2022	Monika Wieczerzak	To improve	Niepoprawnie skalkulowane koszty

The message will contain instructions on how to correct the application and when the correction should be made. The application should be corrected according to the comments in the message in the grants module.


4. Formal errors such as incorrect project implementation period, lack of required descriptions in the substantive part or incorrectly completed registration data, should be corrected by editing the application using the icon and then making the correction in the appropriate field.

If the descriptions in the application regarding formal issues, compliance with the regulations and the cost estimate raise doubts, you will be asked to attach attachments. Complements or Explains. There will be additional places to post attachments in the attachments section.


Załączniki

Załącznik nr 4:

Opinia dotycząca działalności
koła naukowego_Pu:

Opinia Rady Studenckiej WFTiMS
grant_opinia.pdf 

Specyfikacja oraz uzasadnienie
kosztów (obowiązkowy
załącznik)_Pu:

Astrofotometria_specyfikacja kosztów
PLUTONIUM_Astrofotometria_specyfikacja kosztów.docx 

Specyfikacja i kalkulacja -
koszty związane z
upowszechnianiem badań
naukowych (obowiązkowy
załącznik)_Pu:

Załącznik nr 5:

Uzupełnienia_Pu:

Wyjaśnienia_Pu:

The application being corrected can be saved in the same way as a working copy, but if the corrected application needs to be marked and sent for reconsideration.