

**GENERAL INSTRUCTIONS TO FILL IN THE
APPLICATION FORM
FOR A SCIENTIFIC PROGRAM/PROJECT**

(version 8.15; 4 January 2006)

GENERAL INSTRUCTIONS TO APPLY FOR A SCIENTIFIC PROGRAM/PROJECT

The application form for a scientific program/project of the Ministry of Science, Education and Sports (hereinafter: Ministry) is filled in the Croatian and English language. None of the form fields should be filled in exclusively in upper case.

The application for a scientific program/project consists of three parts:

1. The web application form for the scientific program/project that needs to be filled in on the web page on the Internet. The filled-in form in the Croatian language should be printed and signed by the program, i.e. project manager and the dean, principal or head of the institution.
2. The textual form of the scientific program/project created in the program *Word* that needs to be *downloaded* from the web page, is to be filled in and uploaded as an appendix to the web application form. The textual form in the Croatian language needs to be printed and signed by the program/project manager.
3. The CV form (filled in only with the project application) that needs to be downloaded from the web page. The filled-in CVs of the project manager and other collaborators that applied for a project should be uploaded to the web page as an appendix to the application form. The CVs in the Croatian language should be printed and signed by the corresponding collaborators.

The printed and signed copies of the web application form, textual application form and all CVs (only with the project application), all in the Croatian language and one copy only, should be sent together with the original confirmation of the responsible Ethical Commission (only for projects that include research of humans and animals) by regular mail to the address of the Ministry:

Ministry of Science, Education and Sports
Head Office for Science
Application for a Scientific Program/Project
Donje Svetice 38
10000 Zagreb

The received application for the scientific program/project will be considered complete only if it contains all stated parts of the application, completely filled in and signed. The program/project manager is responsible for the completeness of the application. Possible amendments to the application will be considered only in the next period of consideration of an application for a program and project.

The tender allows the application for a proposal of an independent scientific project or program. The scientific program is a larger and more extensive research that includes at least three (3) scientific projects. The scientific program manager must be one of the project managers within the program frame.

The independent scientific projects are contracted for a period of three (3) years and scientific programs for a period of five (5) years.

TECHNICAL INSTRUCTIONS – User Registration

The user is any person registered in the system that has been entered into the Register of Scientists (has a registration number of a scientist). Depending on the user rights in the system, the user will be able:

- to fill in the data in the first part of the project application (web part) and download the empty second part of the application (textual part) and return the filled-in second part of the application; these are the users that fulfil the conditions for the program/project manager according to the Rules of the Application for Scientific Programs and Projects;
- check the project and the status of the collaborator who participates; these are the users that fulfil the conditions for a project collaborator.

Before the work (filling in of the application for a program or project, i.e. check of the collaborator status) the user must register in the system on the page «User login» that can be reached via the link:



(<http://zprojekti.mzos.hr/page.aspx?pid=19>)

- registered user enters the user name (e-mail address entered during the registration) and password in the foreseen fields,
- new user (non-registered user) should follow the link „User registration“ (<http://zprojekti.mzos.hr/page.aspx?pid=12&lid=1>).

New users register in the system by entering the registration number of a scientist and birth date, which allows them to access their data in the Register of Scientists. By entry of a desired password, repeated entry of the e-mail address (that is later used as user name) and department/institute in the employment institution (not obligatory field), the user is registered in the system.

Registracija korisnika

Neregistrirani korisnik

Registracija znanstvenika

Matični broj: ? Tražilica "Matični broj znanstvenika"

Datum rođenja:

Zaporka:

E-pošta: ?

E-pošta ponovo:

Odjel/zavod u ustanovi zaposlenja:

After the successful registration, through the menu “**Login**” the user can:

- apply for a program and
- apply for a project.

NOTES

- The data entered during the filling in of the application form for a scientific project are stored by pressing „Save“, „Next step“, „Previous step“ or automatically after 20 minutes if the user has been inactive in the system for more than 20 minutes.
- The fields marked with red asterisk are obligatory. You can proceed to other parts of the web application form without them, but you cannot finalise the application for the scientific program/project if all fields marked with red asterisk have not been filled in.
- The menu on the left side at the start of the application consists of the links „User info“, „User data“ and „Logout“; after the entry of the project name and the first save of the entered data, the rest of the menu for programs (number of the program application, program manager, scientific program, communication address, projects within the program, capital equipment, download and upload of forms, print of program application, „locking“ of program application) and projects (number of the project application, project manager, scientific project, communication address, project collaborators, project costs, explanation of project costs, equipment – space, download and upload of forms, print of project application, „locking of“ project application) appears.
- **ATTENTION!** By using this menu the data entered into the form will be lost if they had not been previously saved (“Save”).

Korisnik info →	Korisnik info →
Podaci o korisniku →	Podaci o korisniku →
Odjava →	Odjava →
Voditelj projekta	Voditelj programa
Broj prijave projekta →	Broj prijave programa →
Voditelj projekta →	Voditelj programa →
Znanstveni projekt →	Znanstveni program →
Adresa za komunikaciju →	Adresa za komunikaciju →
Suradnici na projektu →	Projekti unutar programa →
Troškovi projekta →	Kapitalna oprema →
Obrazloženje troškova projekta →	Preuzimanje i slanje obrazaca →
Oprema - prostor →	Ispis prijave programa →
Preuzimanje i slanje obrazaca →	Zaključavanje prijave programa →
Ispis prijave projekta →	
Zaključavanje prijave projekta →	

- The information about the possible changes of the data in the application form for a program/project will be sent daily to the e-mail address entered during the user registration.

- All data entered in the application form for a program/project can be changed until the „LOCKING“ of the application for a program/project.
- The project that is applied for within the program cannot be „locked“ until it has been accepted by the program manager within the program it is applied for.
- The project that is applied for independently cannot be additionally included in the application for a scientific program after its „locking“.
- After the entry of all obligatory data and electronic upload of all additional documents (textual application form, forms for CVs of all collaborators and additional appendices) the „locking“ of the program/project application is conducted by going to the „locking“ of the program/project application (left menu). After the "locking“, the application for a program/project cannot be changed anymore. It is only possible to view the entered data and print the application.
- The application can be printed at any moment (both Croatian and English version, by selecting the corresponding flag) by going to the print of the program/project application (selection in the left menu). If the „locking“ of the application has not been completed yet, the working version is printed and if the „locking“ of the application has been completed, the final version is printed, which should be sent signed to the Ministry with other appendices.

CONTACT

For all clarifications and questions please use:

- [Frequently asked questions](http://zprojekti.mzos.hr/zprojektiold/faq.asp) (<http://zprojekti.mzos.hr/zprojektiold/faq.asp>)
- [Contact form](http://zprojekti.mzos.hr/zprojektiold/kontakti.asp) (<http://zprojekti.mzos.hr/zprojektiold/kontakti.asp>)
- e-mail zProjekti@mzos.hr
- telephone number (01) 4594 523