

How to register your project in the JU Project Zone

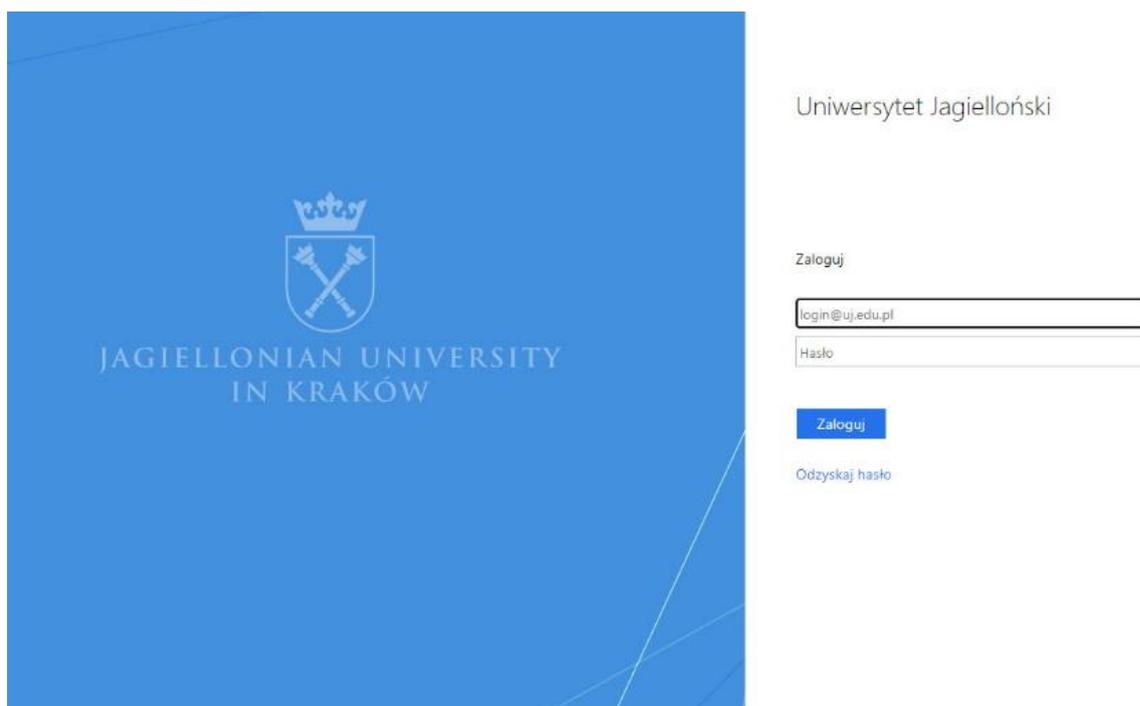
1. Enter the following address in the browser window: <https://strefaprojektow.uj.edu.pl/>

Only newer browser versions are supported (recommended browser: Google Chrome).



2. Please select the first option, **Log-in for JU-registered users**

3. In the login page, please enter your standard login and password used in JU systems.



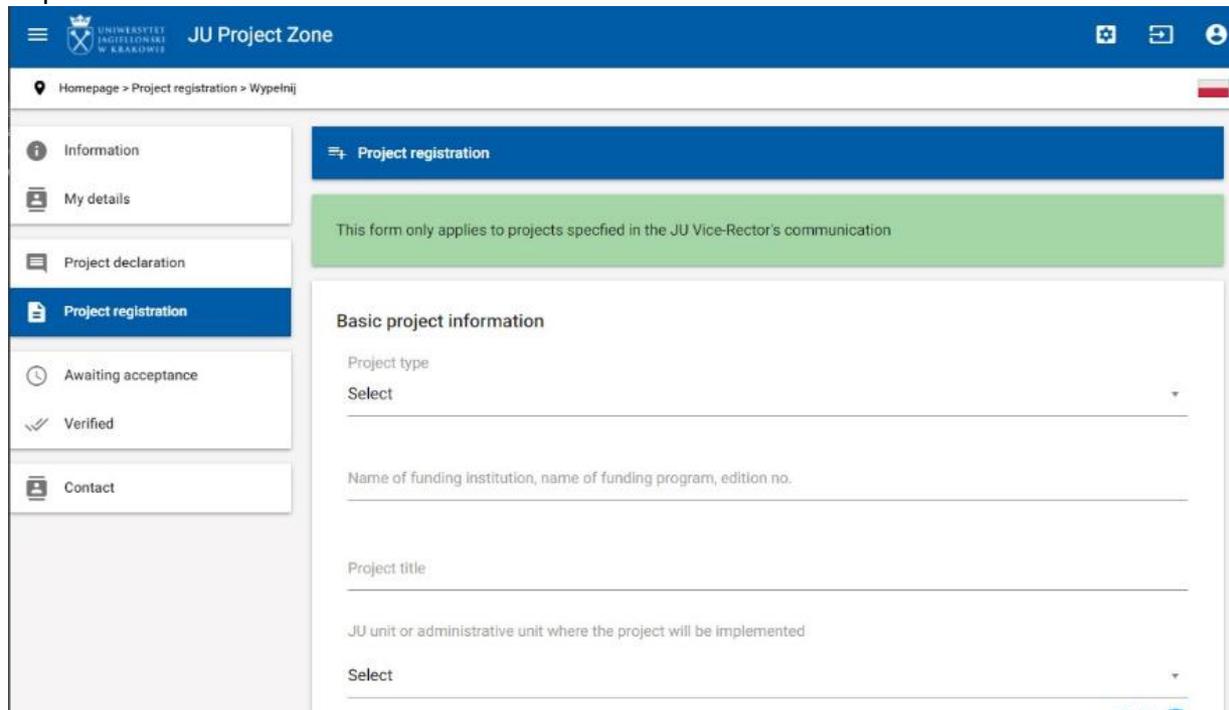
4. Once you're logged in, the homepage of the JU Project Zone system opens.

In the top-right corner, click the flag icon to switch to English.

5. In the main menu on the left, please select **Project registration**.

6. In order to begin the registration, click **Add**.

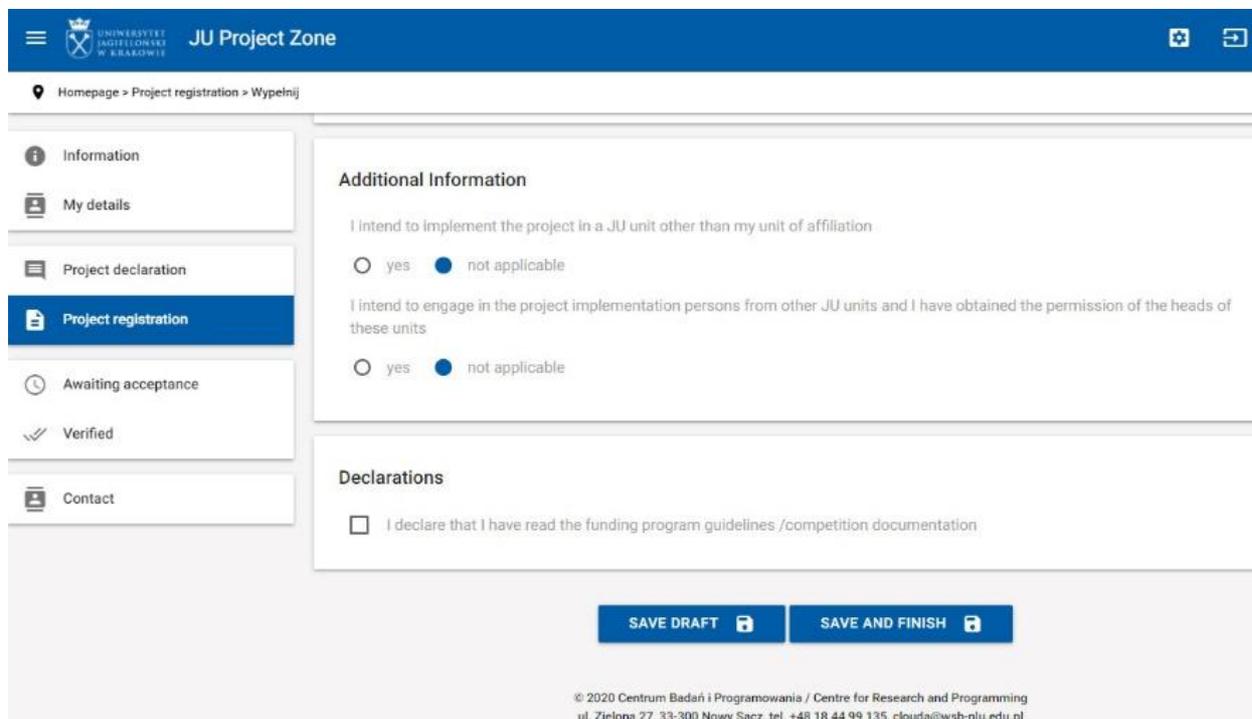
7. In the section **Basic project information**, please select the project type, enter the name of funding institution (including name of funding program/competition scheme and its edition number) and the project title, and select the JU unit in which the project will be implemented.



The screenshot shows the 'JU Project Zone' interface. The left sidebar contains navigation options: Information, My details, Project declaration, Project registration (highlighted), Awaiting acceptance, Verified, and Contact. The main content area is titled 'Project registration' and includes a green notice: 'This form only applies to projects specified in the JU Vice-Rector's communication'. Below this is the 'Basic project information' section with the following fields:

- Project type: Select
- Name of funding institution, name of funding program, edition no. (text input)
- Project title (text input)
- JU unit or administrative unit where the project will be implemented: Select

8. Click **Save draft** at the bottom of the electronic form.



The screenshot shows the 'JU Project Zone' interface with the 'Project registration' section highlighted in the sidebar. The main content area is titled 'Additional Information' and contains two questions:

- I intend to implement the project in a JU unit other than my unit of affiliation.
 yes not applicable
- I intend to engage in the project implementation persons from other JU units and I have obtained the permission of the heads of these units.
 yes not applicable

Below this is the 'Declarations' section with one checkbox:

- I declare that I have read the funding program guidelines /competition documentation

At the bottom of the form, there are two buttons: 'SAVE DRAFT' and 'SAVE AND FINISH'. The footer contains the following text:

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ul. Zielona 27, 33-300 Nowy Sącz, tel. +48 18 44 99 135, clouds@wsb-nlu.edu.pl

Once the draft form is saved, you may continue entering the details right away, or you may return to it later. If you exit the form at this point, you may access it again from the **Project**

registration tab in the menu. Click the **magnifying glass icon** next to your project registration form, then click **Edit registration form** to return to the editable version.

9. Complete all remaining details.

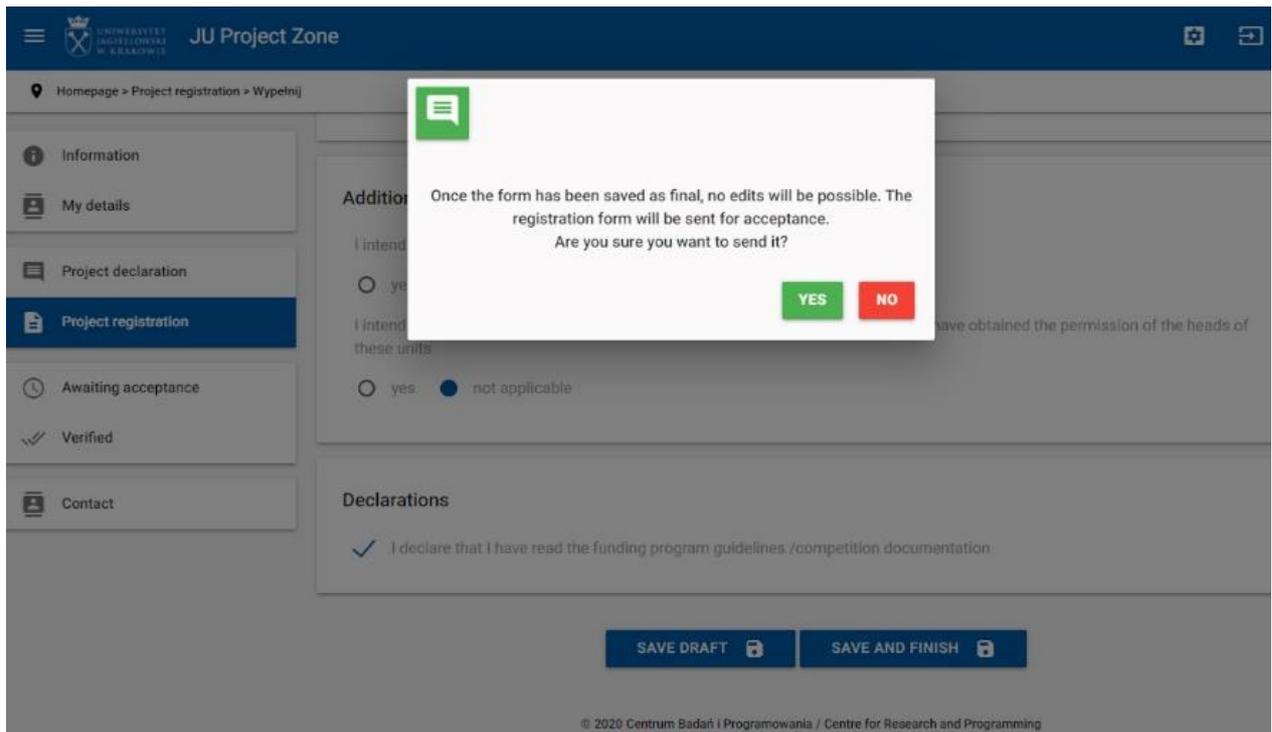
10. Please make sure that all details are entered according to the guidelines.

11. Once all required details are completed, please click **Save and finish** at the bottom of the form.

The screenshot shows the 'JU Project Zone' interface. The top navigation bar includes the university logo and the text 'JU Project Zone'. Below the navigation bar, a breadcrumb trail reads 'Homepage > Project registration > Wypełnij'. A left-hand sidebar contains a menu with the following items: 'Information', 'My details', 'Project declaration', 'Project registration' (highlighted in blue), 'Awaiting acceptance', 'Verified', and 'Contact'. The main content area is titled 'Additional Information' and contains two questions, each with radio button options for 'yes' and 'not applicable'. The first question is 'I intend to implement the project in a JU unit other than my unit of affiliation', with 'not applicable' selected. The second question is 'I intend to engage in the project implementation persons from other JU units and I have obtained the permission of the heads of these units', also with 'not applicable' selected. Below this is a 'Declarations' section with a checkbox for 'I declare that I have read the funding program guidelines /competition documentation', which is currently unchecked. At the bottom of the form, there are two buttons: 'SAVE DRAFT' and 'SAVE AND FINISH'. The footer contains copyright information: '© 2020 Centrum Badań i Programowania / Centre for Research and Programming ul. Zielona 27, 33-300 Nowy Sącz, tel. +48 18 44 99 135, clouda@wsb-nlu.edu.pl'.

If any details are missing, you will see the following alert **Before saving the document, all required fields (marked in red) must be filled in correctly.**

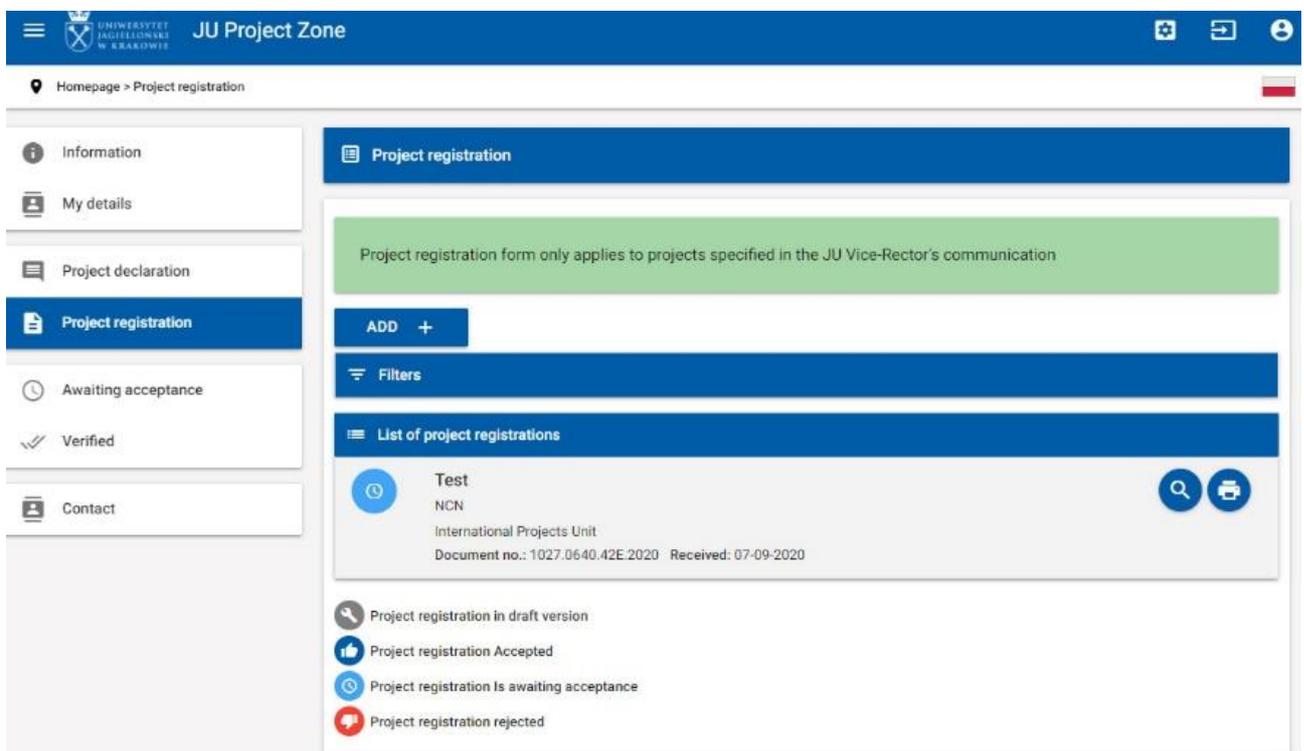
12. If the system does not identify any irregularities, you will be asked to confirm that you want to save the form as final and submit it. **Yes** to complete the registration.



13. If the form has been successfully saved and submitted, a confirmation message will pop up.

14. Please click **OK**. You have submitted the project registration form.

15. The form can still be viewed from the **Project registration** menu.



16. Acceptance details are visible in the registration form overview.

The screenshot shows the 'JU Project Zone' interface. The top navigation bar is blue with the university logo and 'JU Project Zone' text. Below it, a breadcrumb trail reads 'Homepage > Project registration > Preview'. A left sidebar contains menu items: 'Information', 'My details', 'Project declaration', 'Project registration' (highlighted), 'Awaiting acceptance', 'Verified', and 'Contact'. The main content area is titled 'Project registration' and is divided into two columns. The left column, 'Basic information', lists project details: Document no.: 1027.0640.42E.2020, Project title: Test, Project type: Research, Financing: NCN, Unit: International Projects Unit, Implementation timeframe: 6 months, Received: 07-09-2020, and Document status: Is awaiting acceptance. Below this list are two buttons: 'VIEW REGISTRATION' and 'PRINT REGISTRATION FORM'. The right column, 'Acceptance history', shows a single entry: 'CAWP' with a status of 'Awaits acceptance'.

UNIWERSYTET JAGIELLONSKI W KRAKOWIE

JU Project Zone

Homepage > Project registration > Preview

Project registration

Information

My details

Project declaration

Project registration

Awaiting acceptance

Verified

Contact

Basic information

Document no.: 1027.0640.42E.2020

Project title: Test

Project type: Research

Financing: NCN

Unit: International Projects Unit

Implementation timeframe: 6 months

Received: 07-09-2020

Document status: Is awaiting acceptance

VIEW REGISTRATION

PRINT REGISTRATION FORM

Acceptance history

CAWP
Status: Awaits acceptance