

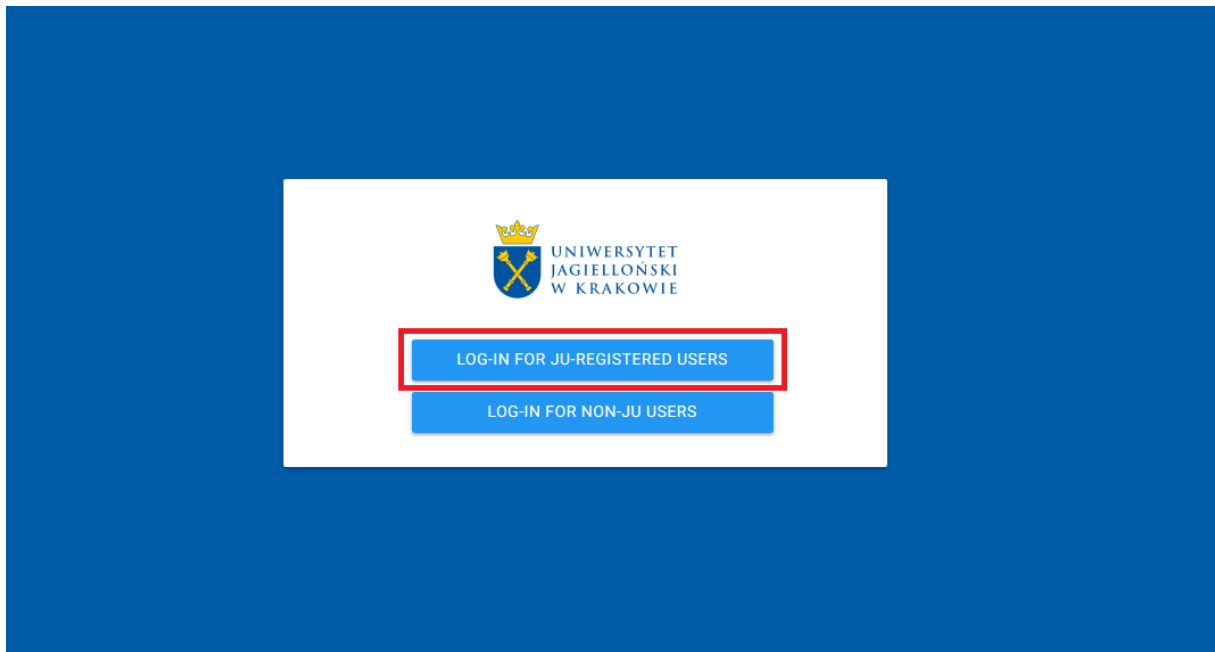
## Document Verification and Acceptance in the JU Project Zone

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

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

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

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.



Uniwersytet Jagielloński

Zaloguj

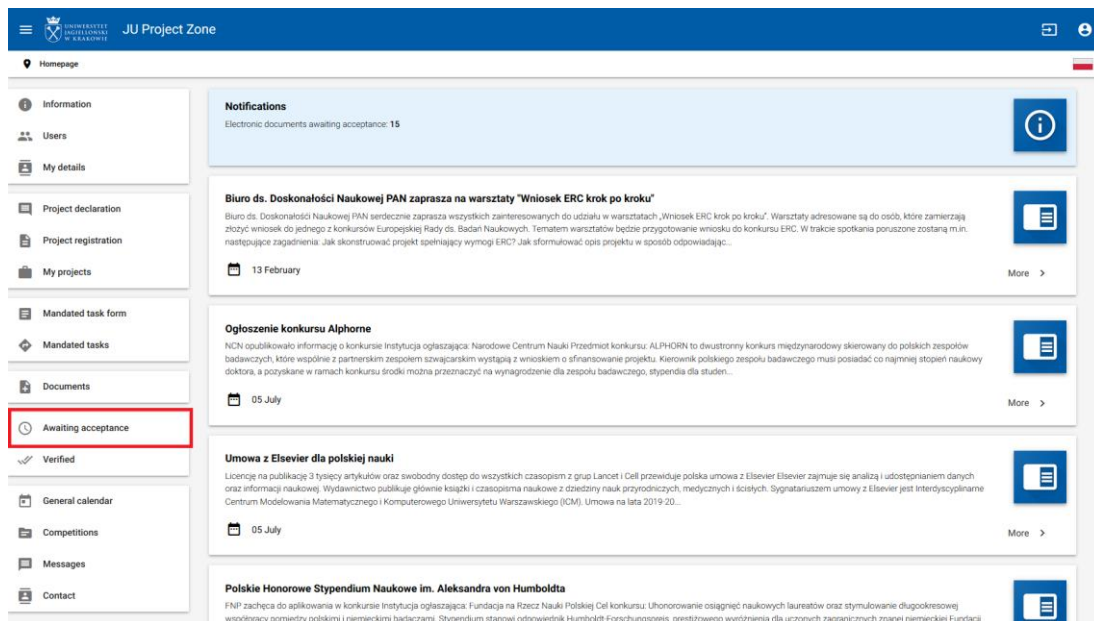
Zaloguj

[Odzyskaj hasło](#)

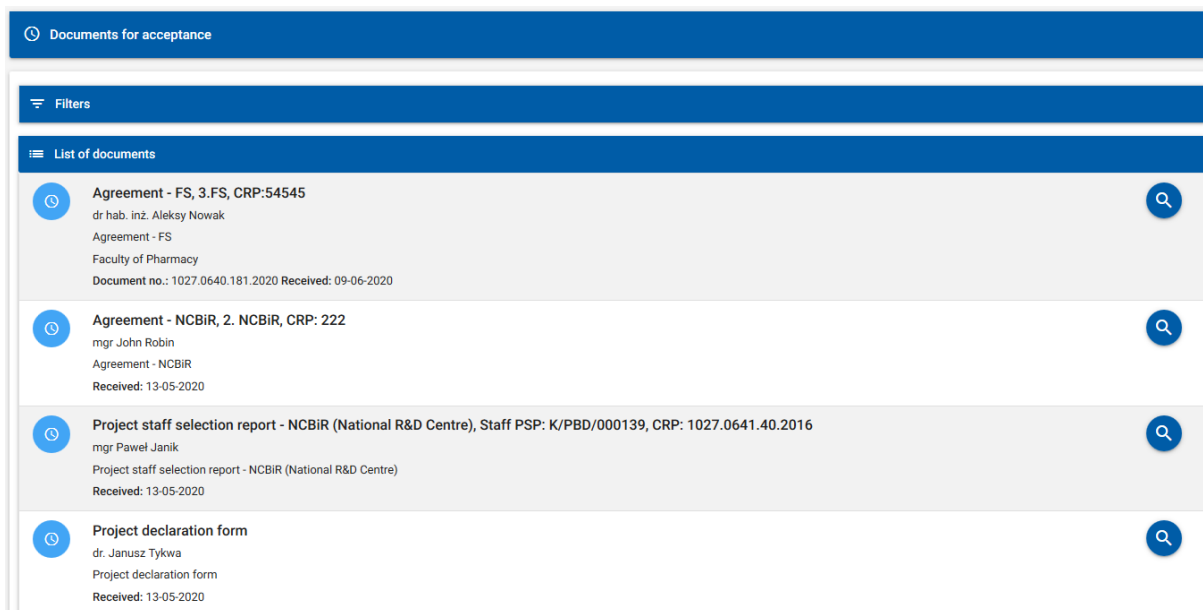
- Once you're logged in, the homepage of the **JU Project Zone** system opens.
- If there are any documents awaiting your acceptance in the system, a panel will show at the top of the homepage, specifying the number of such documents.

Clicking the number at the end of the notification panel will open the acceptance section.

- Select **Awaiting acceptance** (in the menu on the left) to view the documents that require your verification.



- Select the document you want to verify from the list by clicking anywhere on its panel or the magnifying glass icon.



For easier access to a particular document, you may also use the filters at the top; to view them, expand the **Filters** tab by clicking on it.

- Selecting a document for verification opens the document page. The section **Basic information** is a general overview of the document. On the right, full document **acceptance**

**history** is visible. Click **View** to open a new tab presenting the document details.

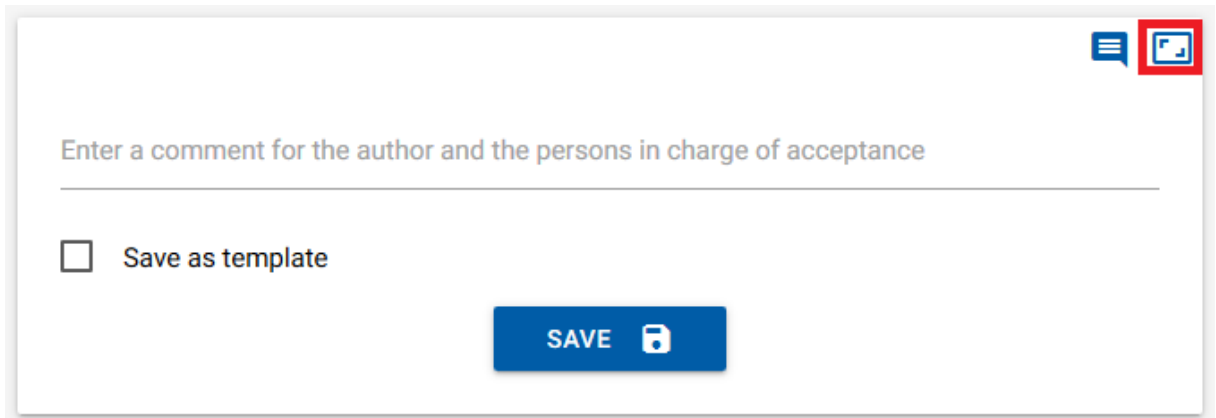
The screenshot displays a document management interface with two main panels. The left panel, titled 'Basic information', contains the following details: Title: Umowa - FS, 3. FS, CRP: 54545; Submitted by: dr hab. inż. Aleksy Nowak; Type: Agreement - SF; Unit: The Chancellor's Division; Received: 20-07-2020. A blue 'VIEW' button with a right-pointing arrow is highlighted with a red box. Below this is a comment input field with the placeholder text 'Enter a comment for the author and the persons in charge of acceptance', a 'Save as template' checkbox, and a 'SAVE' button. At the bottom of the left panel are two buttons: 'ACCEPT THE DOCUMENT' (blue with a thumbs-up icon) and 'REJECT DOCUMENT' (red with a thumbs-down icon). The right panel, titled 'Acceptance history', lists five entries: 1. Supervisor in CAWP (Accepted); 2. dr hab. inż. Aleksy Nowak (Accepted, 21-07-2020, Comment: Cos tam cos tam); 3. Dean (Awaits acceptance, Electronic signature required); 4. mgr Łukasz Joczzyk (Awaits acceptance); 5. Supervisor in CAWP (Awaits acceptance); 6. dr hab. inż. Aleksy Nowak (Awaits acceptance); 7. Solicitor (Awaits acceptance, Electronic signature required).

9. Once you have read them, close the tab with the details to return to the main document page, in which you can now accept or reject the document.
10. If needed, you may add a comment on your decision in the field provided. Type in the comment and click **Save**.

This screenshot is identical to the one above, but the comment input field area is highlighted with a red box. This area includes the text input field, the 'Save as template' checkbox, and the 'SAVE' button.

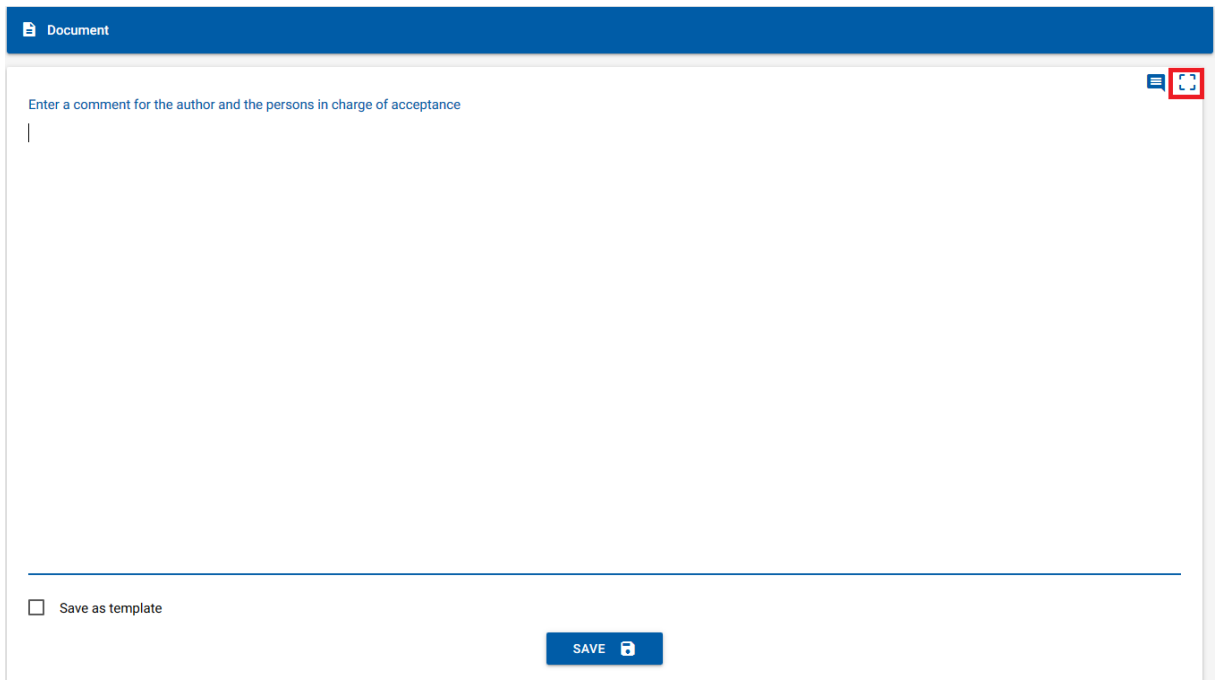
If you are going to reject the document, the comment section is obligatory. Please explain your decision, bearing in mind that your comment will be visible not only to other persons in charge of acceptance, but also to the document/application author.

11. If your comment is more extensive, enlarge the text field by clicking the button in the top-right corner.



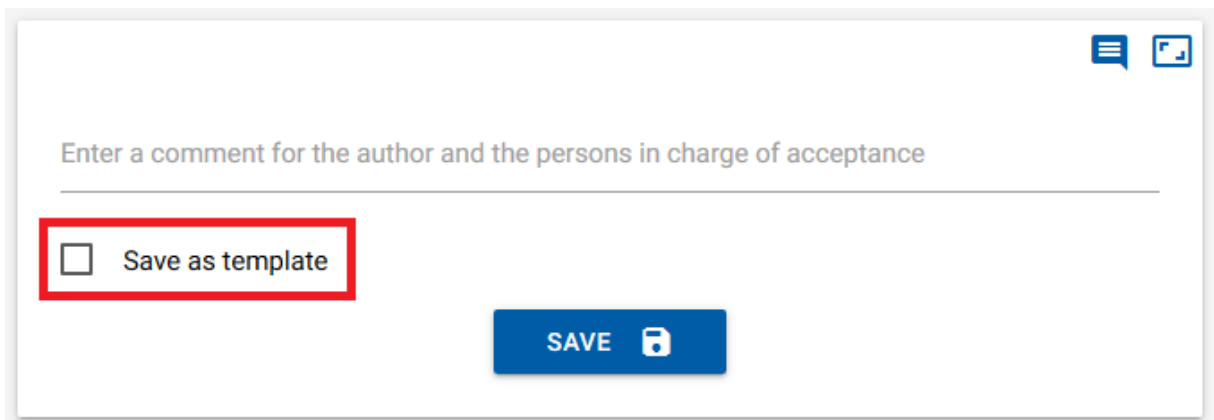
A screenshot of a comment form. At the top right, there are two icons: a speech bubble and a square with a smaller square inside, which is highlighted with a red box. Below the icons is a text input field with the placeholder text "Enter a comment for the author and the persons in charge of acceptance". Underneath the text field is a checkbox labeled "Save as template". At the bottom center is a blue button with the text "SAVE" and a document icon.

If you want to resize the text field, click the top-right button again.



A screenshot of a comment form. At the top, there is a blue header bar with the text "Document". Below the header, there are two icons at the top right: a speech bubble and a square with a smaller square inside, which is highlighted with a red box. The text input field below is significantly larger than in the previous screenshot. Below the text field is a checkbox labeled "Save as template". At the bottom center is a blue button with the text "SAVE" and a document icon.

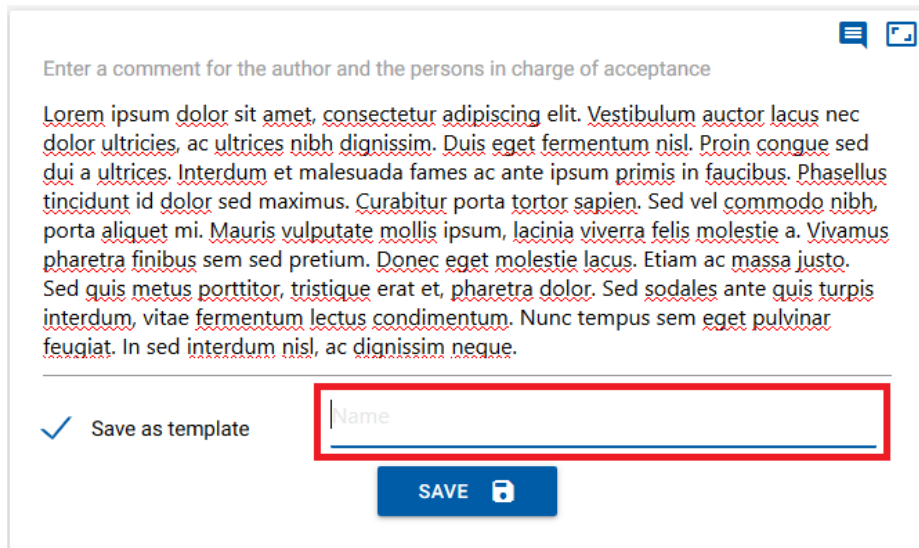
Whether you are typing the comment in the regular-sized or enlarged text field, at the bottom you will find the option **Save as template**.



A screenshot of a comment form, similar to the previous ones. At the top right, there are two icons: a speech bubble and a square with a smaller square inside. Below the icons is a text input field with the placeholder text "Enter a comment for the author and the persons in charge of acceptance". Below the text field is a checkbox labeled "Save as template", which is highlighted with a red box. At the bottom center is a blue button with the text "SAVE" and a document icon.

The template option allows saving the current version of the comment for future easy access. It is useful in the case of comments that will be repeated (or slightly modified) in multiple documents; entered from the template, they will not need to be typed anew in every document.

Checking this box will open a text field for the template name; the comment will be accessible under this name. Please enter the template name and save the comment.



Enter a comment for the author and the persons in charge of acceptance

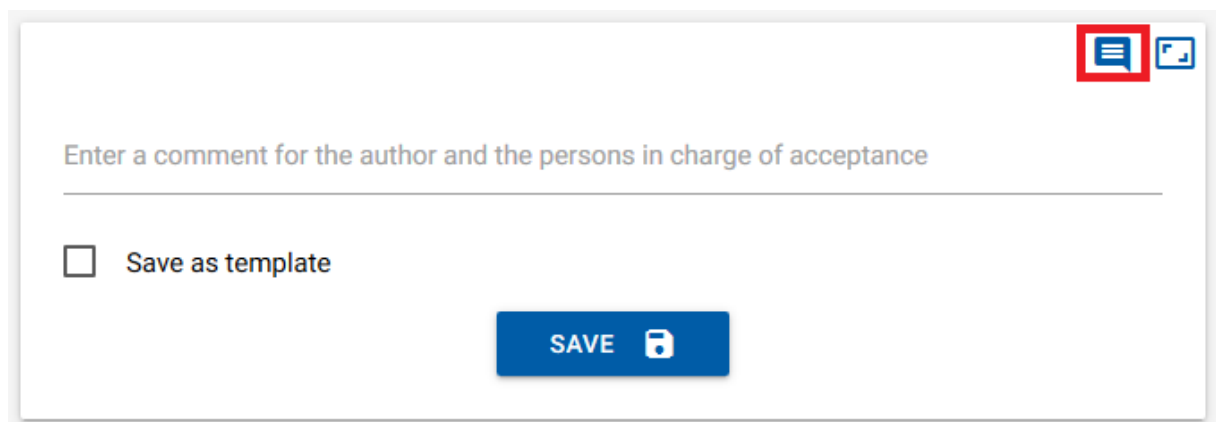
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Save as template

Name

SAVE

To quickly enter a comment previously saved as a template when accepting another document, use the button on the right.

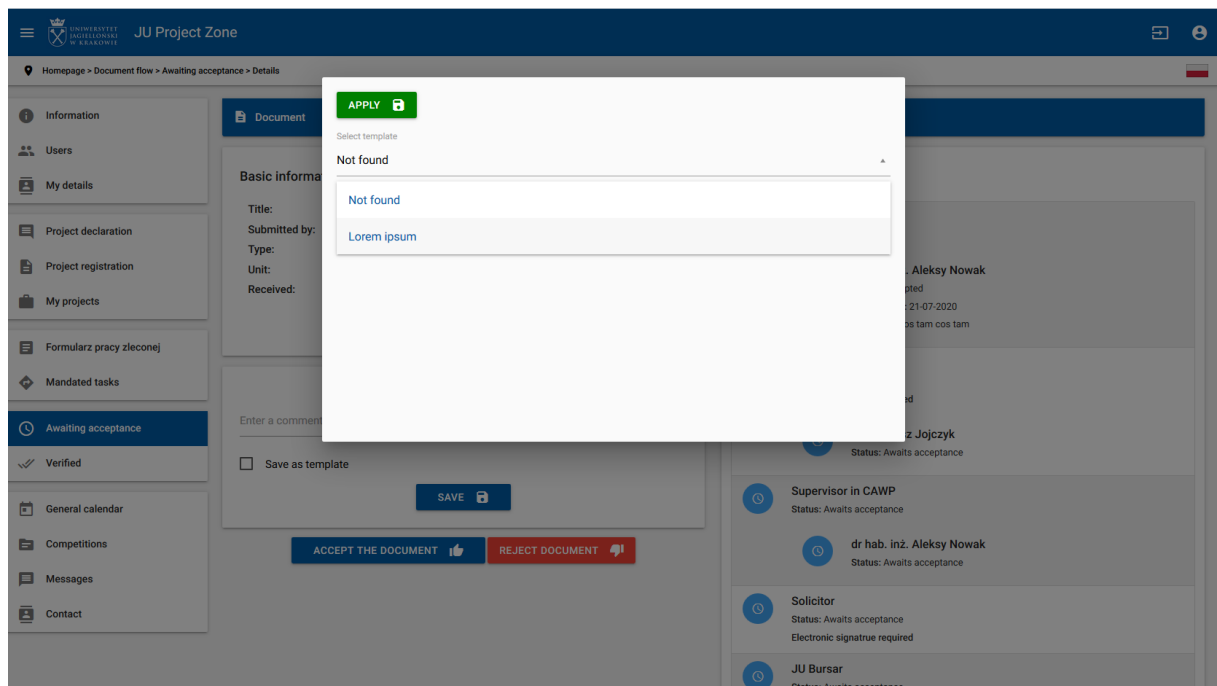


Enter a comment for the author and the persons in charge of acceptance

Save as template

SAVE

This will activate a modal pop-up window with a list of comment templates. Please select the template you want to use and click **Apply** to modify it. The comment will be automatically copied from the template.



12. In some cases, the document acceptance process may require additional data (“attachments”). The system will display a special form directly above the **acceptance/rejection** buttons.

**Declarations of the head of JU unit responsible for project implementation**  
To be completed by the dean or head of interfaculty/extrafaculty/administrative unit

Declarations

I agree for the project application to be submitted.

I declare temporary provision of financial resources from the JU unit's budget for the purposes of current project implementation.

I agree to supervise the project with regard to its academic quality.

I declare the provision of resources specified in the project application as "Unit's own resources" from the JU unit's budget.

**SAVE**

**ACCEPT THE DOCUMENT** **REJECT DOCUMENT**

13. Please answer all questions and save the form by clicking **Save**. The system will verify the completeness of the attachments and disable acceptance if any attachment is missing.

During the acceptance process, you may leave the current page at any time and return to it later. Please only remember to save your comment and attachment, if applicable, or otherwise these data will be lost.

14. Click **Accept the document** to complete acceptance at your level. The document will be forwarded to the next acceptance level. By clicking **Reject the document**, you will discontinue the document flow, regardless of its current level.
15. All documents that you have accepted or rejected are listed in the section **Verified**. To access them, please click the button in the menu and then select the document you want to view.

The screenshot displays the 'JU Project Zone' interface. The top navigation bar is blue with the university logo and 'JU Project Zone' text. A sidebar on the left contains a menu with items like 'Information', 'Users', 'My details', 'Project declaration', 'Project registration', 'My projects', 'Formularz pracy zleconej', 'Mandated tasks', 'Awaiting acceptance', 'Verified' (highlighted with a red box), 'General calendar', 'Competitions', 'Messages', and 'Contact'. The main content area shows a list of documents under the heading 'Document flow > Verified'. Each document entry includes a thumbs-up icon, a title, author name, document type, received date, accepted date, and status. The documents listed are: 1) 'Lorem Ipsum...' by dr Artur Komatka, Mandated task form, received 10-09-2020, accepted 10-09-2020, status Accepted. 2) 'Uproszczony content of a page...' by dr Artur Komatka, Mandated task form, received 10-09-2020, accepted 10-09-2020, status Accepted. 3) 'Aneks - Diamentowy Grant, 2. NCBiR, CRP: 222' by dr hab. inż. Aleksy Nowak, Annex - Diamentowy Grant/Diamond Grant, received 27-08-2020, accepted 27-08-2020, status Accepted. 4) 'Lorem Ipsum...' by dr Artur Komatka, Mandated task form, received 19-08-2020, accepted 19-08-2020, status Accepted. 5) 'MT 19.08 v3' by dr hab. inż. Aleksy Nowak.