How to declare 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).

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.

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

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

6. In order to begin the declaration process, click **Add**.

7. In the section **Basic project information**, please select the **project type**, enter the **name of funding institution** and the **project title**, and select the **JU unit in which the project will be implemented**.

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

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 declaration** tab in the menu. Click the **magnifying glass icon** next to your project declaration form, then click **Edit declaration 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.

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. Click **Yes** to complete the declaration process.

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

Please check whether the **VAT eligibility assessment form** is required for your project. Some projects to not require it.

14. If the **VAT eligibility assessment form** is required, click **Yes**.
If the **VAT eligibility assessment form** is not required, click **No** and proceed directly to point 22 below.

15. The **VAT eligibility assessment form** has two sections.
Section one, **Basic information about the program/project**, contains details imported from the **Declaration form**. Section two consists in a questionnaire on the assessment of VAT eligibility for JU.

16. Please answer all questions from section two.

17. If needed, you may add an explanation or comment to any answer. In order to do so, please click the Comments icon in the relevant answer row.

The comment should be a **short** note. Please enter the text in the pop-up comments field and click **Save**.

In order to view the comments, please click the comments icon again. The **editable comment** window will pop up. In order to **delete your comment**, please **delete the text** in the editable field and save changes. The comments icon colour will change from blue to black.

18. Please make sure all answers have been given according to your best knowledge.

19. Click **Save and finish** at the bottom of the form.

All questions must be answered. If any answers are missing, you will see the following alert **You must answer all required questions.**

20. 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. Click **Yes** to submit the VAT eligibility assessment form.

21. Please click **OK**. **You have successfully submitted the form.**

22. The form can still be viewed from the **Project declaration** menu.

23. Acceptance details are visible in the declaration form overview. If the **VAT eligibility assessment form** has been submitted, its acceptance details are also **accessible here**.