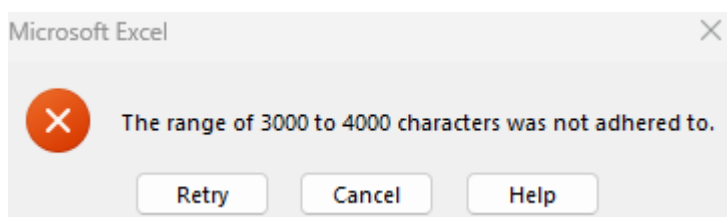


## Final report IGA 2025 – instructions for filling in

- Template for filling in Excel format.
- Yellow fields – option to select from the drop-down list.
- Cells for the text part of your report are limited in scope (this information is displayed after clicking on the cell as a yellow information field).
- To write text on a new line in text cells, press Alt + Enter.
- If you do not comply with the specified range of characters, an error message will appear:



When pressing Cancel --> ATTENTION, THE ENTIRE TEXT WILL BE DELETED!

When pressing Retry --> THE TEXT IS SAVED AND YOU CAN CONTINUE!

- In order to prevent the Final Report being prepared from being irretrievably deleted, we recommend that you prepare the text part in Word, including checking the number of characters, and then copy the text into the cells.
- The Final Report will not be signed by either the project investigator or the project guarantor. After filling it out, please insert the Excel file into the appropriate section in the verso EPZ system (Record of projects and orders) → Final Report on the IGA FA project, together with Annex No. 1 and Annex No. 2.

**1. Annex No. 1 - Statement on the management of IGA FA MENDELU funds** (in the form of a printed SAP report signed by the guarantor, which you scan).

**2. Annex No. 2 - Documentation of publication activity** in PDF format or scan of publications (it is possible to upload multiple PDF files).

**Please submit the final project report with attachments no later than January 6, 2026, at 11:59 p.m.** (after this date, the system will be closed). **This step must be completed by pressing the green button "SUBMIT OUTPUTS FOR EVALUATION", which is located in this tab at the bottom left!** Your Final Project Report will then be submitted for evaluation to the opponents of the Final Report.

**Planned outputs must be published no later than one year after the end of project financing, i.e. by December 31, 2026.** In case that the planned project results are not realised by the specified deadline, the researcher, guarantor and supervisor may participate in another grant competition only after the obligations of the evaluated project have been settled. Please send additional documentation of publication activity by e-mail to [iga.af@mendelu.cz](mailto:iga.af@mendelu.cz), or to the e-mail address of the Secretary of the AF Grants Board [dagmar.hegerova@mendelu.cz](mailto:dagmar.hegerova@mendelu.cz), no later than December 31, 2026.