
Instructions

for preparing and submitting a request for change in a project through the ISTA system

1. Log in to the ISTA system (<http://ista.tacr.cz>)
2. In the “**Projekty**“ (*Projects*) tab, select the “**Moje projekty**“ (*My projects*) option – see figure below

In the list of your projects, select the project for which you want to **request or notify a change**.
3. After opening the selected project, click on the button called “**Založení žádosti o změnu**“ (*Create change request*), which can be found on the main button bar in the project – see figure below.
4. Now fill in the date when the change was detected and, if applicable, other projects that will be affected by the change – see figure below

Fill in other affected projects only if you are applying for a change concerning the organization itself, e.g. change of registered office, change of statutory body, a transformation, etc. That is, when the organization is involved in several projects and the change applies to all these projects.

If possible, notify the change through the project where the organisation acts as the project promoter.

Then press the green “**Uložit a zavřít**“ (*Save and Close*) button – see figure below.
5. Use the “**Upravit**“ (*Edit*) button to fill in the change request, i.e. all the particulars under the “**Blíže informace**“ (*Detailed information*) tab.
6. After filling in the detailed information about the change request, save the request using the “**Uložit a zavřít**“ (*Save and Close*) button – see figure below.

7. To add documents to the change request, click on the “**Přílohy**“ (*Annexes*) tab and using the “**Přidat přílohu**“ (*Add annex*) button add the required documents to the request.

When adding a document to the change request, enter a brief description of the document – see figure.

8. To send the change request to the provider for processing, press the “**Podání žádosti o změnu**“ (*Submit change request*) button – see figure below.

9. If you decide to cancel the change request and not send it for processing, you can cancel the change request using the “**Zrušení žádosti o změnu**“ (*Cancel change request*) button – see figure below.

10. After submitting the change request, do not forget to send via the data mailbox to the provider’s address the “**Confirmation of change request submission**“, which you will generate after submitting the change request using the “**Potvrzení podání**“ (*Confirmation of submission*) button – see figure below.

11. In the event that we do not receive the “**Confirmation of change request submission**“, we do not consider the change request to be officially submitted and it will not be accepted for processing.

12. If you decide to cancel the change request after it was submitted (but before sending the “**Confirmation of change request submission**“ via the data mailbox), you can still cancel it using the “**Zrušení žádosti o změnu**“ (*Cancel change request*) button – see figure below.

13. If you decide to cancel the change request after sending the “**Confirmation of change request submission**“, you must send a request to cancel the submitted change request via the data mailbox to the provider’s address.