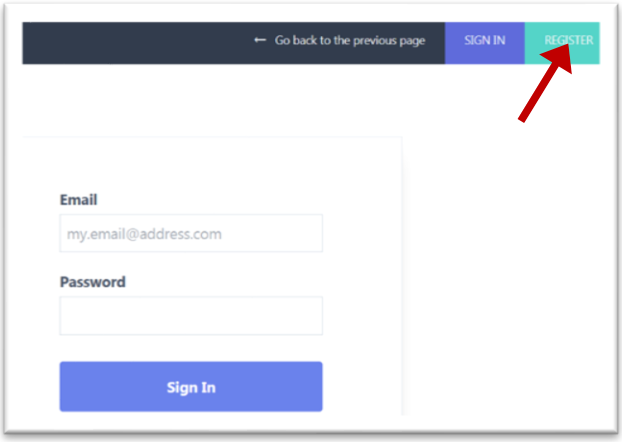
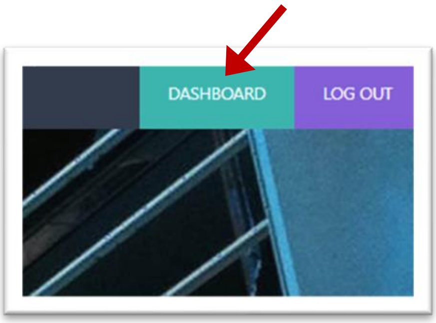
# Submit a Proposal on the University of Geneva Joint Funding Platform

## Instructions for applicants

1. Register or log in to https://unige-cofunds.ch/login
   We strongly recommend using Firefox

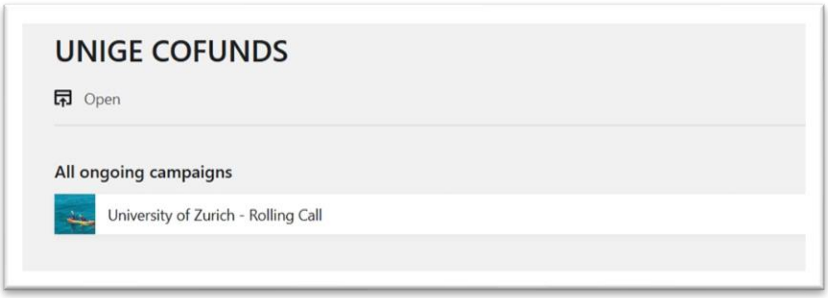



2. Once you are logged in, click on the "Dashboard" button on the top right of your screen.

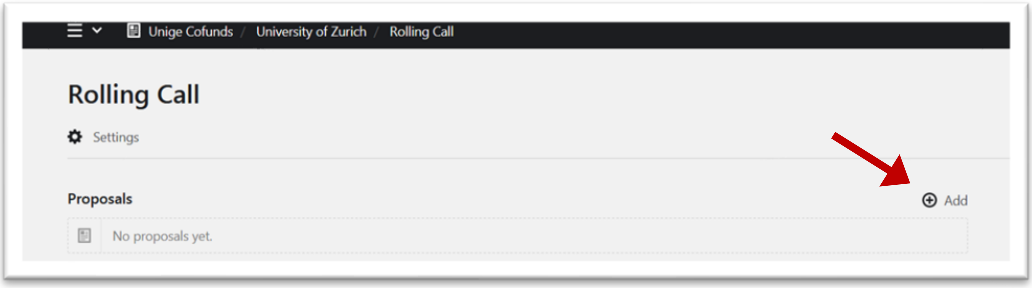



3. Under "Ongoing campaign", click on the call that you are interested in.

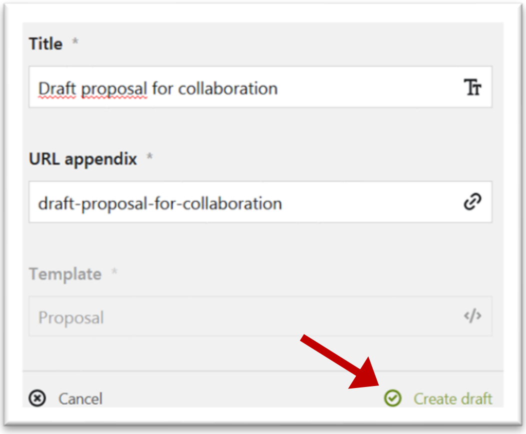
   The link includes the name of the partner university, apart from UNIGE, and the round of the call such as "2020" or "rolling call".



4. Under “Proposals”, click on “Add”. Note that when you log in again on this page, you will only be able to see your draft proposals; your submitted proposals will no longer be accessible or visible to you.

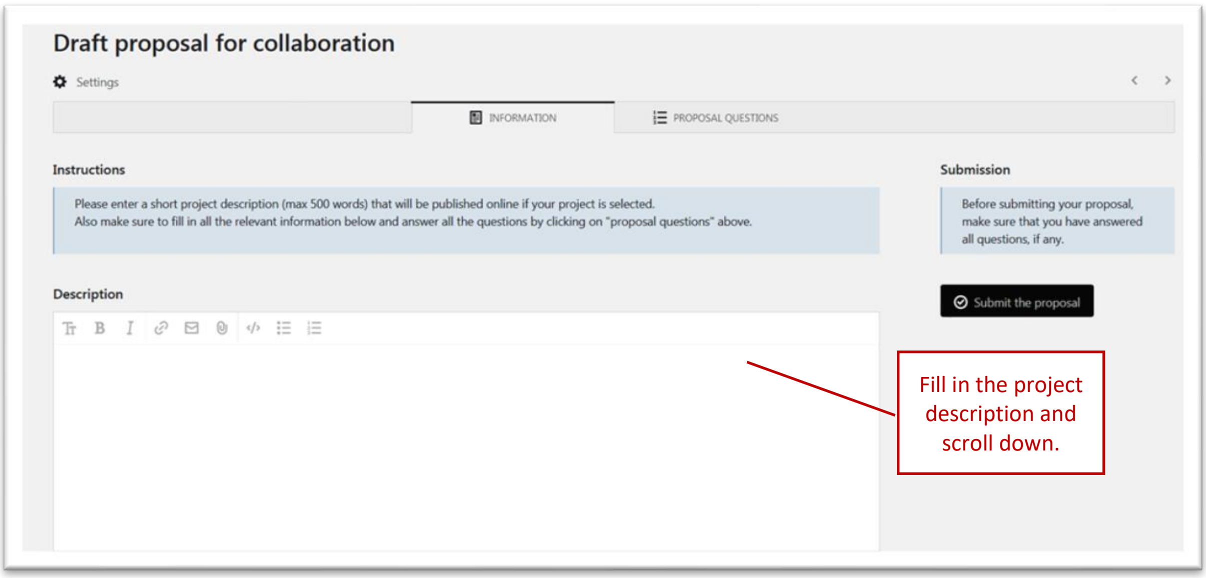



5. Enter the title of your project and click on “Create draft”.



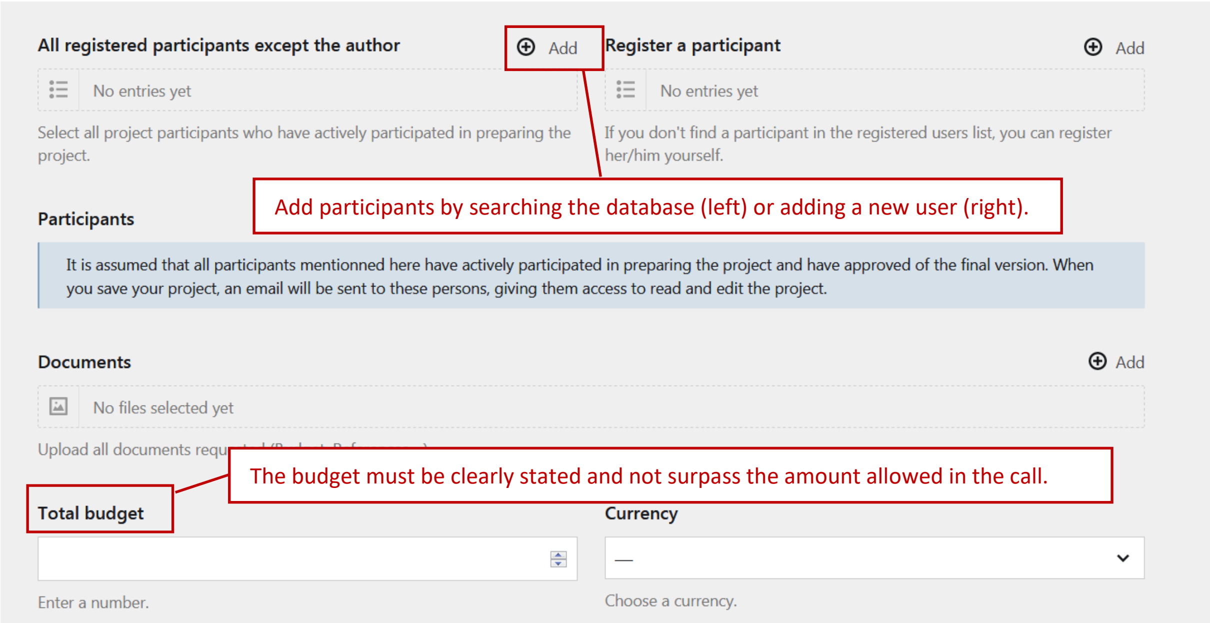

6. Please fill in the fields as described in the instructions on the page.

   You must provide a short description of the project, **which will be published online if your project is selected**.

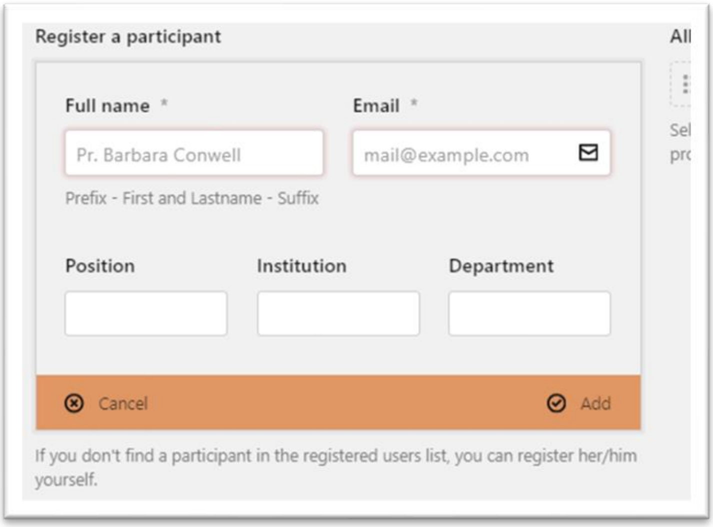


7. Scroll down and fill in the relevant information: total budget, names of all other participants other than the person submitting the draft, etc.

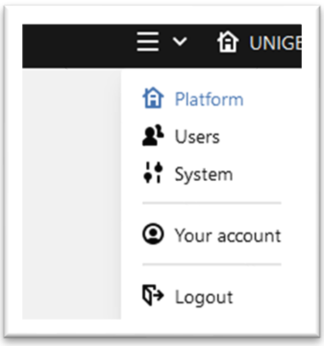
   You may also add documents such as CVs or support letters under the Document section, **<u>depending on what is stated in the call or in the instructions</u>**.




8. When registering a participant, **<u>please enter their Position, Institution and Department</u>**.

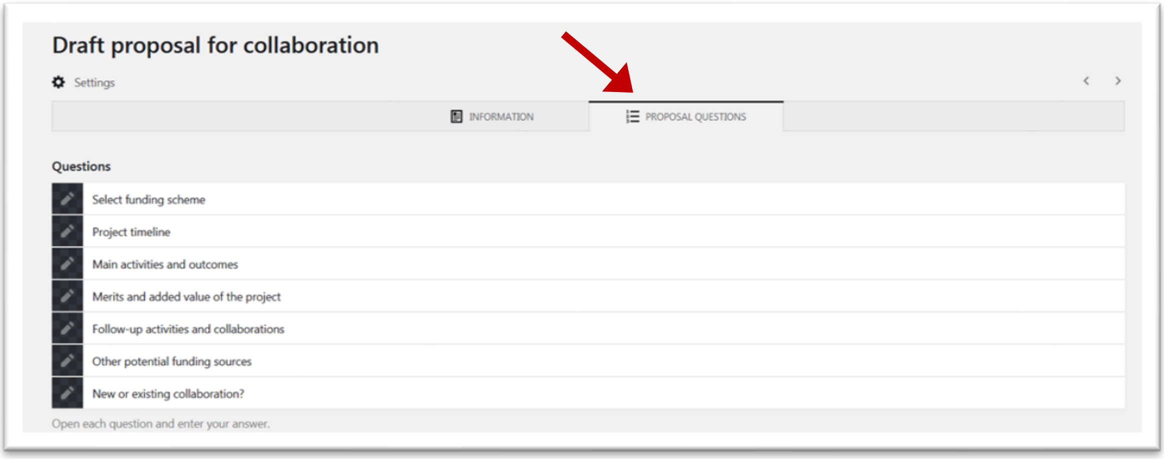



   Note that participants **<u>can fill in that information by themselves</u>** through their "Your account" entry:



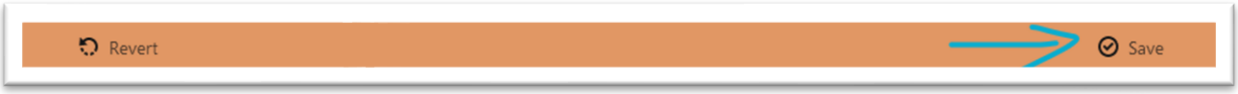
9. Scroll back up and click on “Proposal questions”.

   You will see the full list of questions that you must answer for your proposal to be complete.

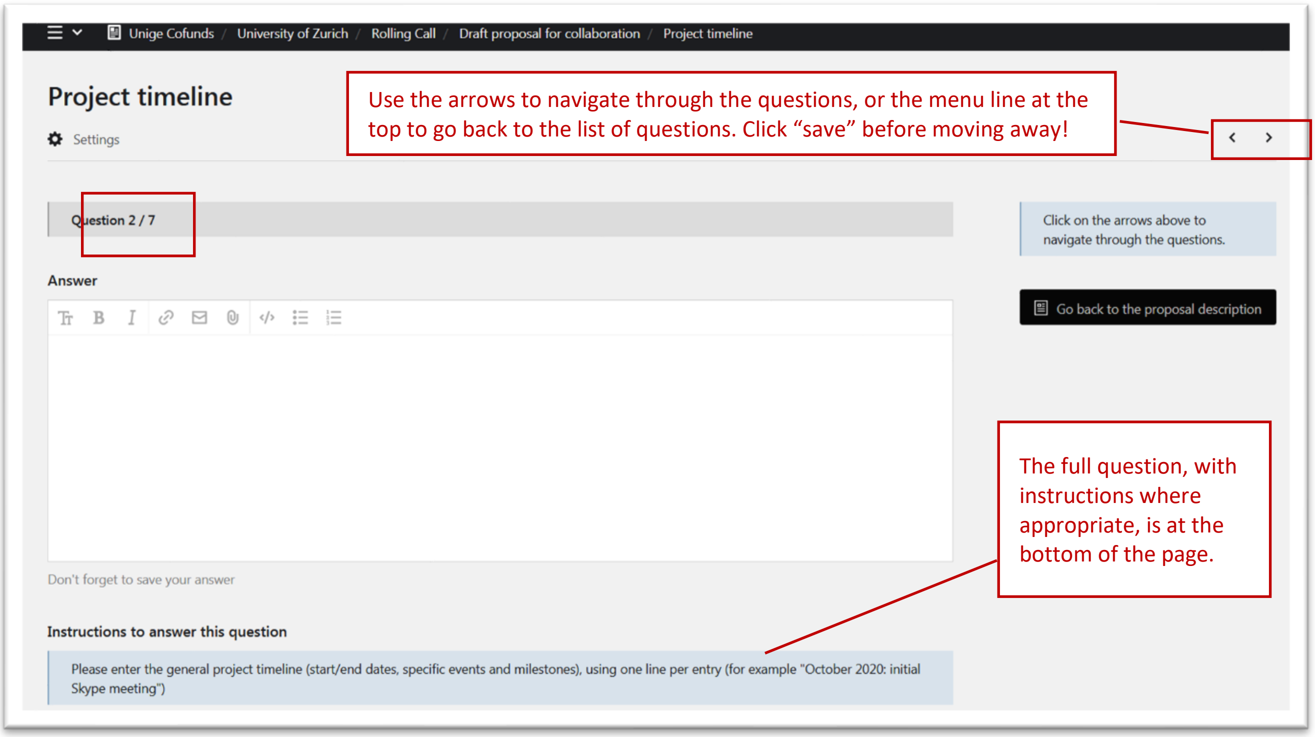



10. Click on the first question and fill in your answer. Use the arrows (top-right) to navigate through the questions or the top navigation menu to return to the list of questions.

    **CAUTION:** Click on “save” at the bottom before moving away from the page! For easier navigation, there is an indicator of the question number. **<u>You must save the answers one by one.</u>**

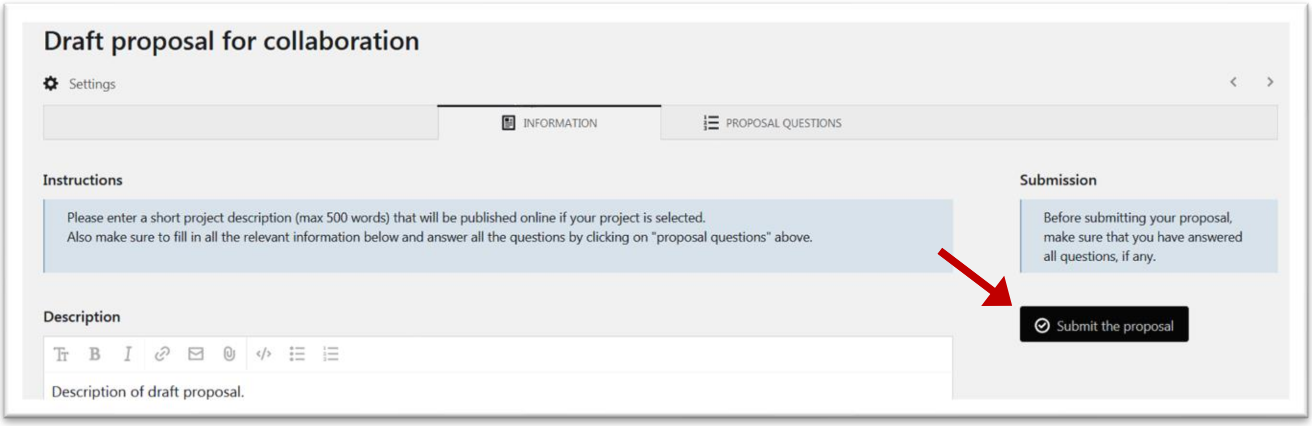



After having answered all the questions, click on “go back to the proposal description”.



11. Double check that all the information is promptly filled in, the participants names listed, then click on "Submit the proposal".

    You will see a preview of your application before clicking on "Definitely submit my proposal" **after which you will no longer be able to access it**.

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