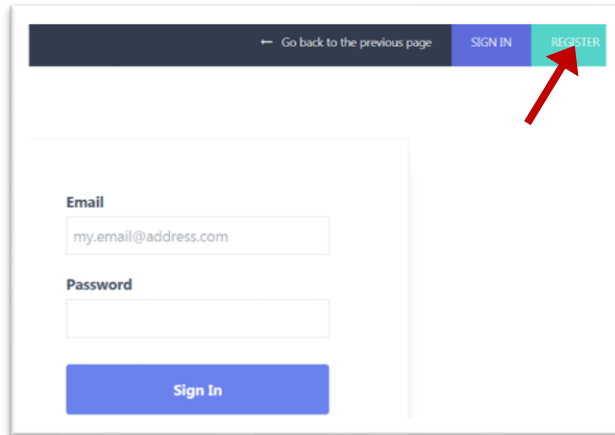


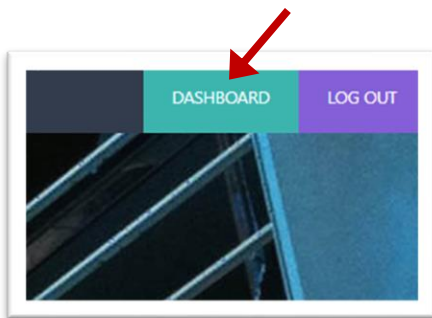
Submit a Proposal on the University of Geneva Joint Funding Platform

Instructions for applicants

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

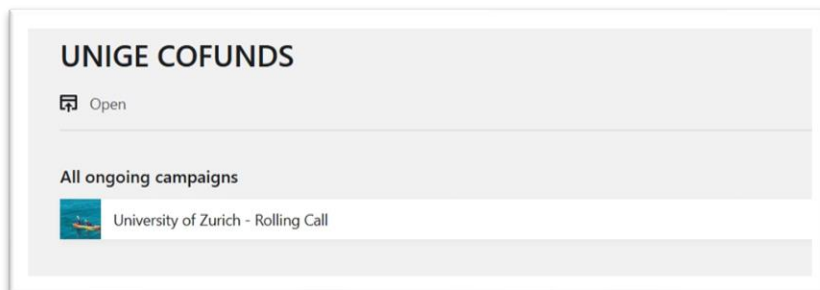


2. Once you are logged in, click on the “Dashboard” button on the top right of your screen.

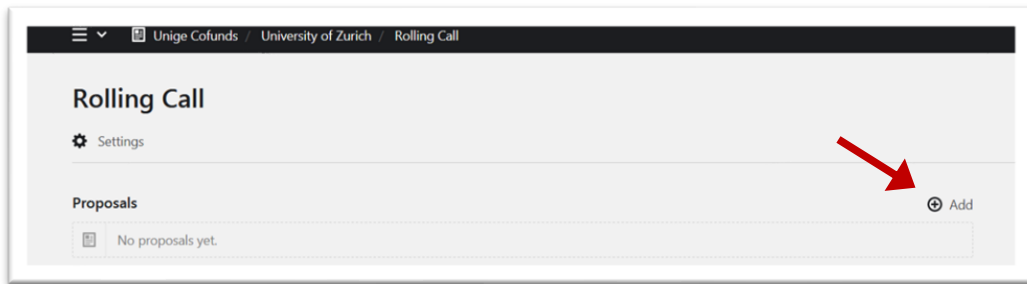


3. Under “Ongoing campaign”, click on the call that you are interested in.

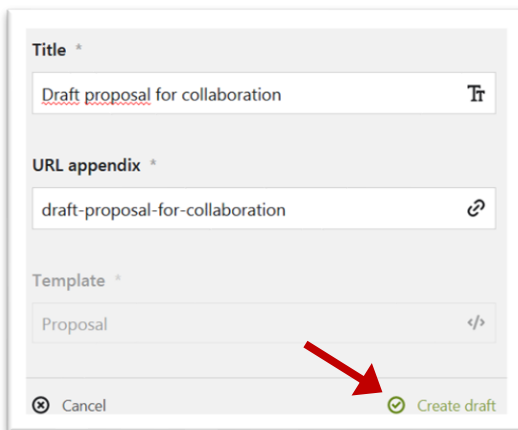
The link includes the name of the partner university, apart from UNIGE, and the round of the call such as “2020” or “rolling call”.



- 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.

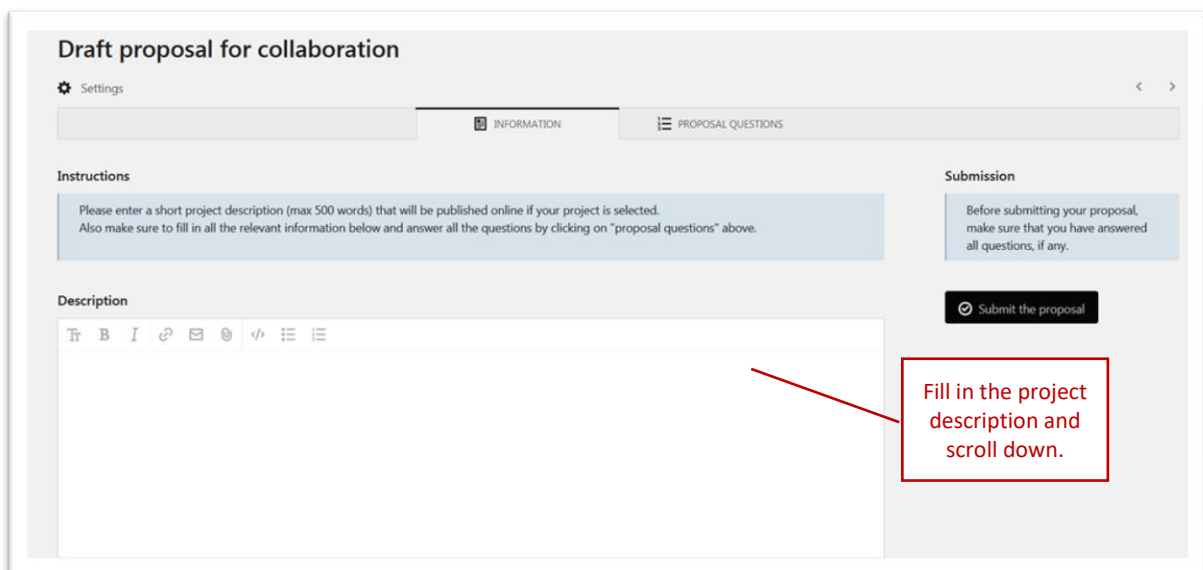


- Enter the title of your project and click on "Create draft".

A screenshot of a form titled "Create draft". It has three input fields: "Title *" with the text "Draft proposal for collaboration", "URL appendix *" with the text "draft-proposal-for-collaboration", and "Template *" with the text "Proposal". At the bottom of the form, there are two buttons: "Cancel" and "Create draft". A red arrow points to the "Create draft" button.

- 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.**

A screenshot of a web form titled "Draft proposal for collaboration". It has a "Settings" gear icon and two tabs: "INFORMATION" and "PROPOSAL QUESTIONS". Under "Instructions", there is a text box with the text: "Please enter a short project description (max 500 words) that will be published online if your project is selected. Also make sure to fill in all the relevant information below and answer all the questions by clicking on 'proposal questions' above." To the right, under "Submission", there is a text box with the text: "Before submitting your proposal, make sure that you have answered all questions, if any." Below the instructions is a "Description" field with a rich text editor toolbar. A red box with a red border and a red arrow pointing to it contains the text: "Fill in the project description and scroll down." To the right of the description field is a "Submit the proposal" button.

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, **depending on what is stated in the call or in the instructions.**

The screenshot shows a web interface with two main sections: "Participants" and "Documents".

- Participants:** At the top, there are two tabs: "All registered participants except the author" and "Register a participant". Both have "Add" buttons. Below the tabs are two lists, both currently empty ("No entries yet"). A red box highlights the "Add" button in the "Register a participant" tab with the text: "Add participants by searching the database (left) or adding a new user (right)." Below this is a blue informational box: "It is assumed that all participants mentioned here have actively participated in preparing the project and have approved of the final version. When you save your project, an email will be sent to these persons, giving them access to read and edit the project."
- Documents:** Below the participants section is a "Documents" section with an "Add" button. It shows "No files selected yet". A red box highlights the "Total budget" input field with the text: "The budget must be clearly stated and not surpass the amount allowed in the call." Next to it is a "Currency" dropdown menu.

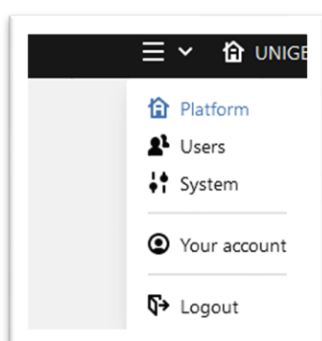
8. When registering a participant, **please enter their Position, Institution and Department.**

The screenshot shows the "Register a participant" form. It has the following fields:

- Full name ***: Input field containing "Pr. Barbara Conwell".
- Email ***: Input field containing "mail@example.com" with an email icon.
- Position**: Input field.
- Institution**: Input field.
- Department**: Input field.

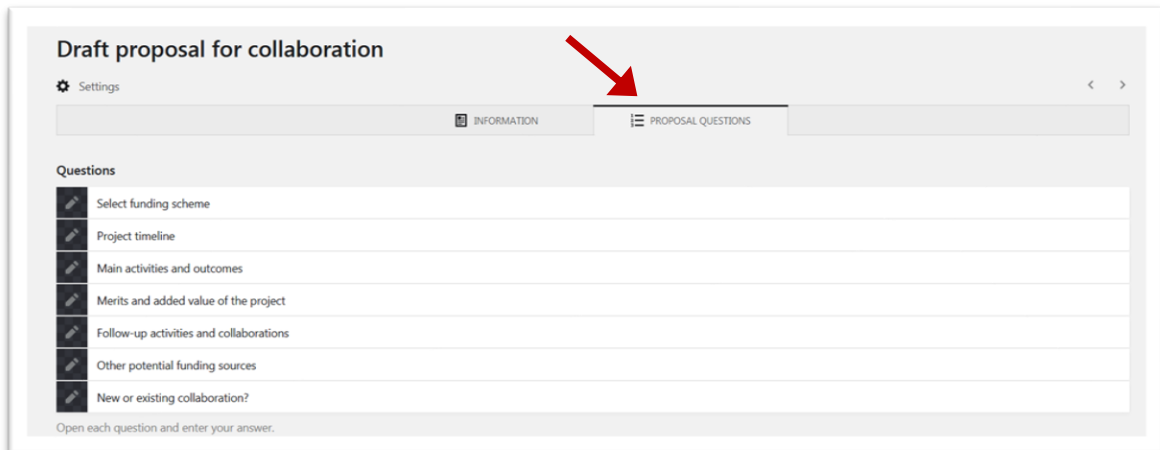
At the bottom, there are "Cancel" and "Add" buttons. A note at the bottom reads: "If you don't find a participant in the registered users list, you can register her/him yourself." Red boxes highlight the "Position", "Institution", and "Department" input fields.

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



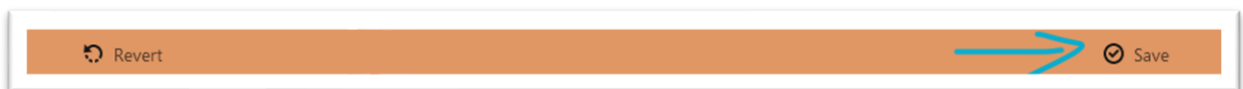
9. Scroll back up and click on “Proposal questions”.

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

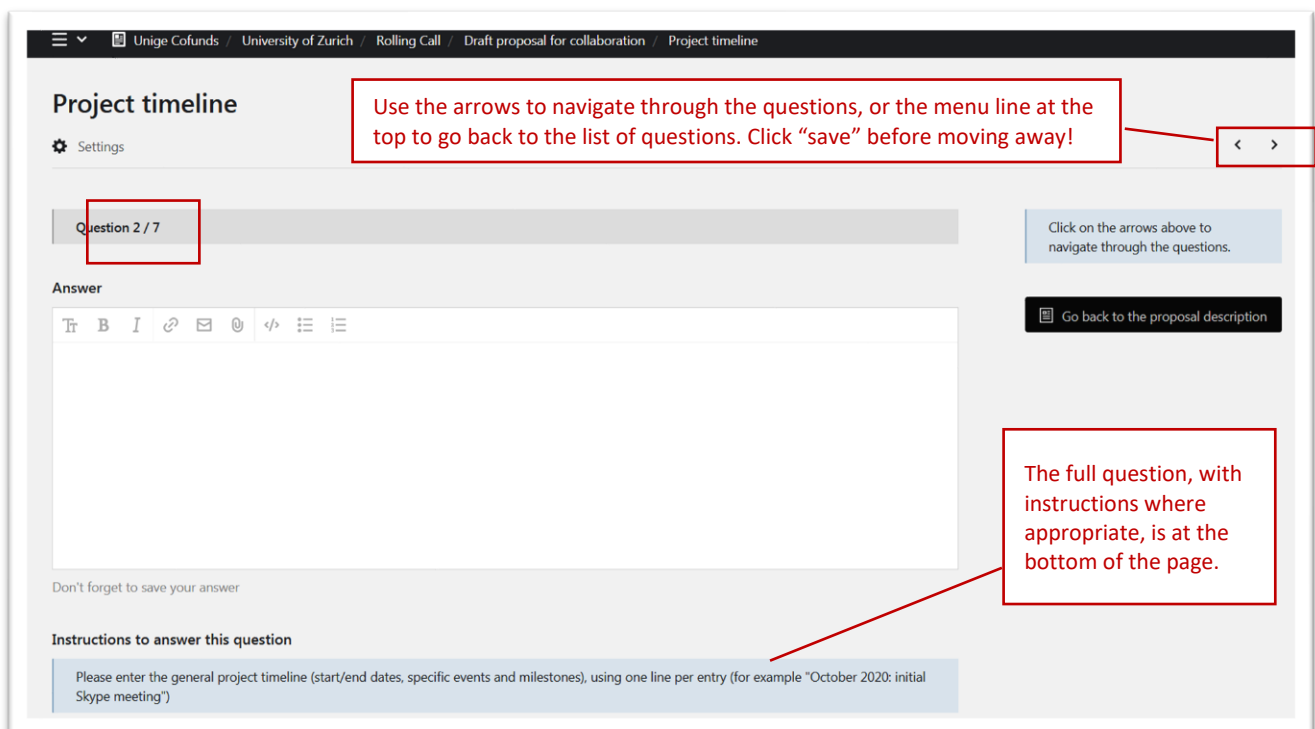


10. Click on the first question and fill in your answer. Use the arrows (top-right) to navigate through the questions or the top navigation menu to return to the list of questions.

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



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.**

