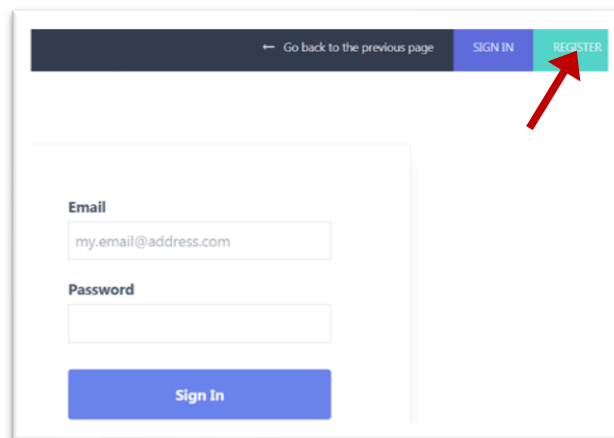


Submit a Proposal on the University of Geneva Joint Funding Platform

Instructions for applicants

1. Register or log in to <https://unige-cofunds.ch/login>



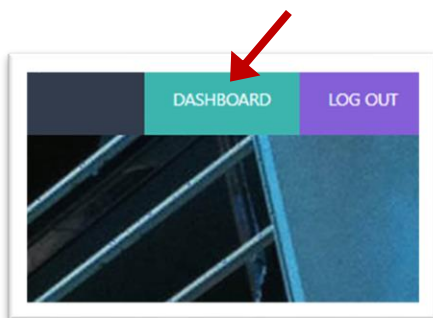
Go back to the previous page SIGN IN REGISTER

Email
my.email@address.com

Password

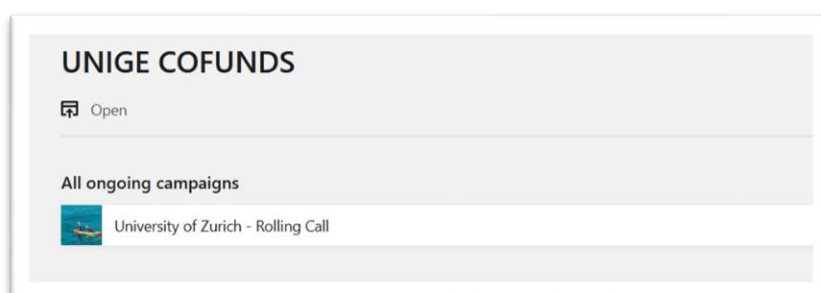
Sign In

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

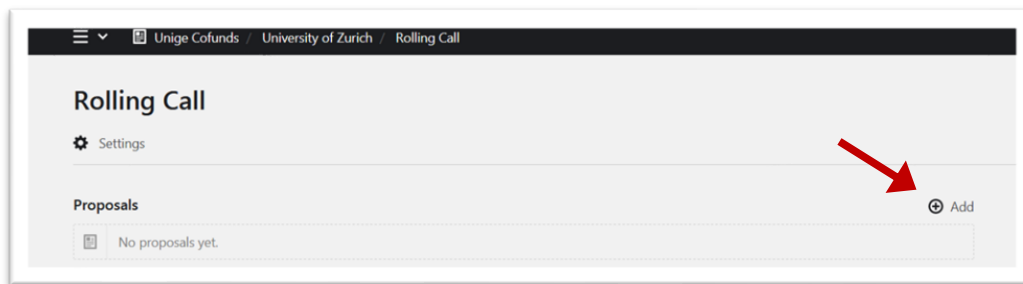


3. Under “Ongoing campaign”, click on the call that you are interested in.

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”.

A screenshot of a form titled 'Draft proposal for collaboration'. 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, there are two buttons: 'Cancel' and 'Create draft' (with a green checkmark icon). A red arrow points to the 'Create draft' button.

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.**

A screenshot of a web application interface titled 'Draft proposal for collaboration'. It has a 'Settings' gear icon and navigation tabs for 'INFORMATION' and 'PROPOSAL QUESTIONS'. The 'Instructions' section says: '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.' The 'Description' section has a text area with a rich text editor toolbar. A red box highlights the text area, and a red arrow points to it from a text box that says 'Fill in the project description and scroll down.' The 'Submission' section has 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.

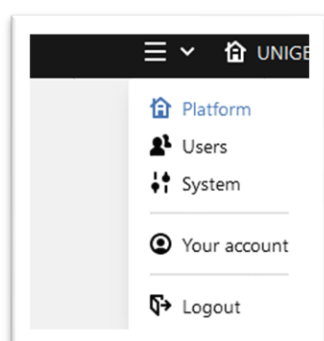
You may also add documents such as CVs or support letters under the Document section, **depending on what is stated in the call or in the instructions.**

The screenshot shows a web interface for managing a project. At the top, there are two sections: 'All registered participants except the author' and 'Register a participant'. Both have an 'Add' button. Below these, there are instructions for selecting participants and a note about email notifications. The 'Participants' section has a red box around the 'Add' button and a note: 'Add participants by searching the database (left) or adding a new user (right)'. Below this is a blue box with text about email notifications. The 'Documents' section has a red box around the 'Add' button and a note: 'The budget must be clearly stated and not surpass the amount allowed in the call.' Below this is a form for 'Total budget' and 'Currency'.

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

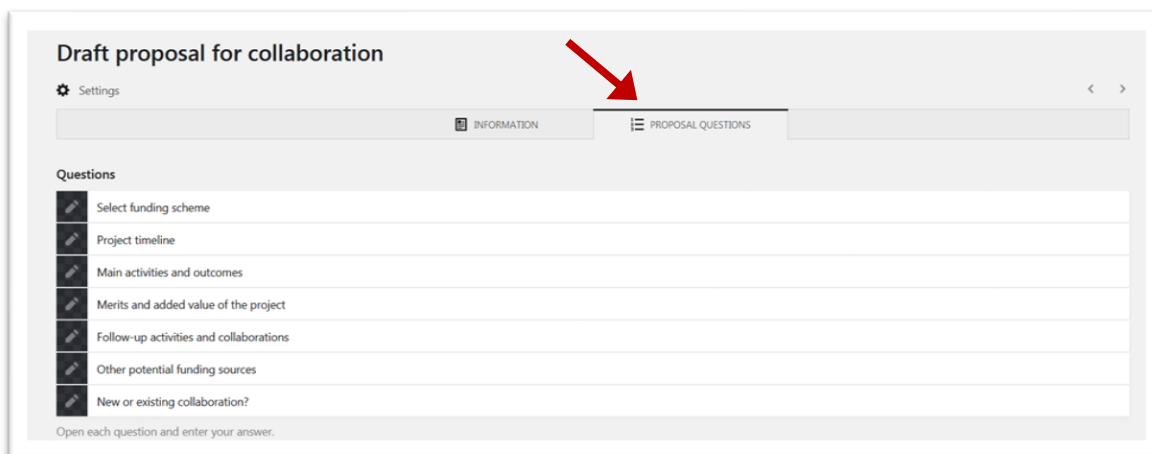
The screenshot shows the 'Register a participant' form. It has fields for 'Full name *' and 'Email *'. Below these are three fields: 'Position', 'Institution', and 'Department'. At the bottom, there are 'Cancel' and 'Add' buttons. A note at the bottom says: 'If you don't find a participant in the registered users list, you can register her/him yourself.'

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.



Draft proposal for collaboration

Settings

INFORMATION PROPOSAL QUESTIONS

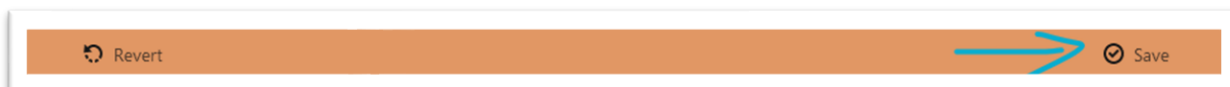
Questions

- Select funding scheme
- Project timeline
- Main activities and outcomes
- Merits and added value of the project
- Follow-up activities and collaborations
- Other potential funding sources
- New or existing collaboration?

Open each question and enter your answer.

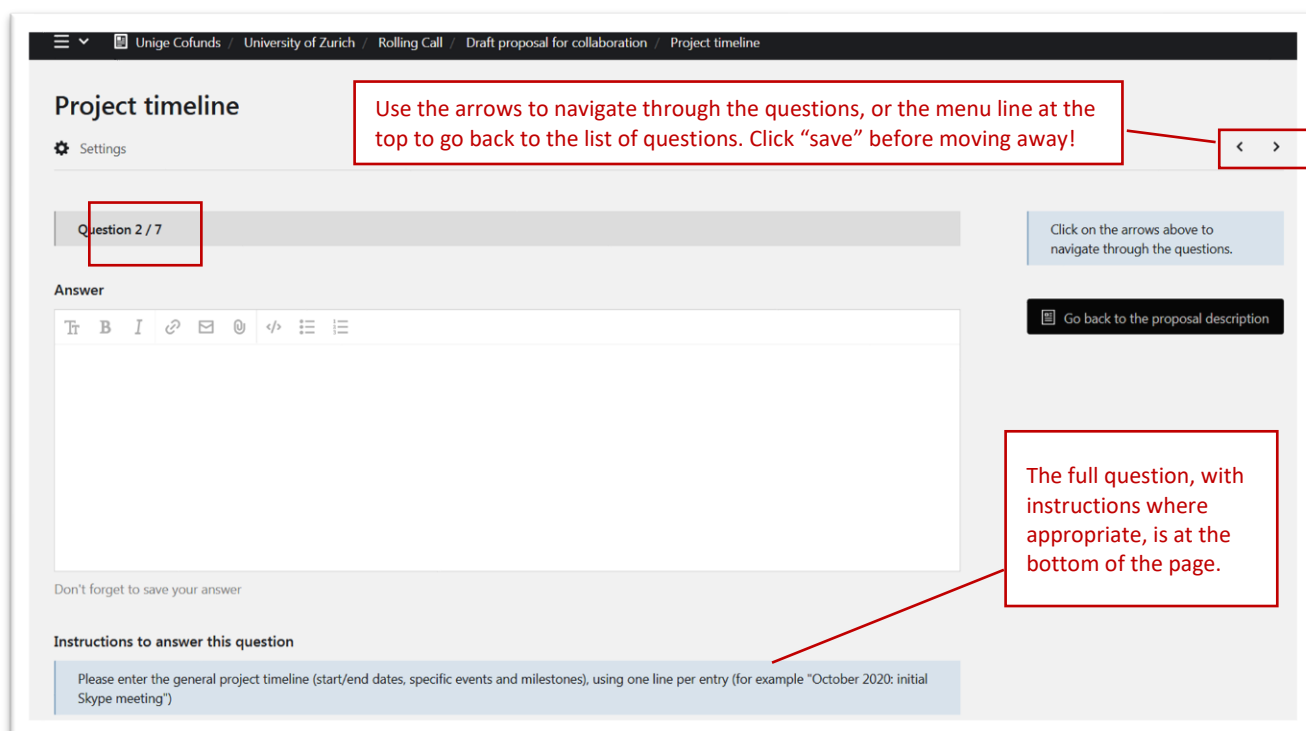
10. Click on the first question and fill in your answer. Use the arrows (top-right) to navigate through the questions or the top navigation menu to return to the list of questions.

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.**



Revert Save

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



Project timeline

Settings

Question 2 / 7

Answer

Use the arrows to navigate through the questions, or the menu line at the top to go back to the list of questions. Click “save” before moving away!

Click on the arrows above to navigate through the questions.

Go back to the proposal description

The full question, with instructions where appropriate, is at the bottom of the page.

Don't forget to save your answer

Instructions to answer this question

Please enter the general project timeline (start/end dates, specific events and milestones), using one line per entry (for example “October 2020: initial Skype meeting”)

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.**

Draft proposal for collaboration

Settings

INFORMATION PROPOSAL QUESTIONS

Instructions

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.

Submission

Before submitting your proposal, make sure that you have answered all questions, if any.

Description

Tr B I

Description of draft proposal.

Submit the proposal
