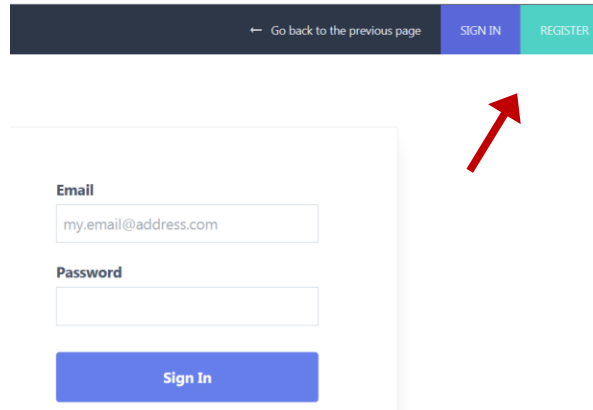


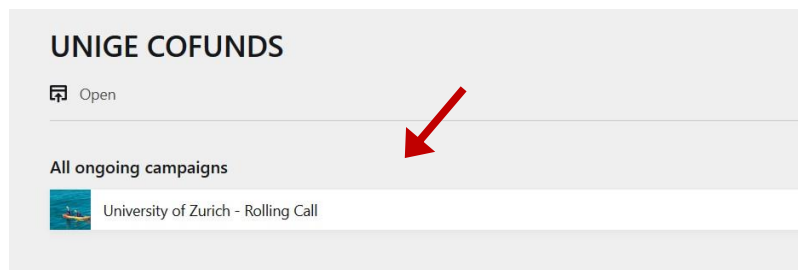
Submit a Proposal on the University of Geneva Joint Funding Platform

Instructions for applicants

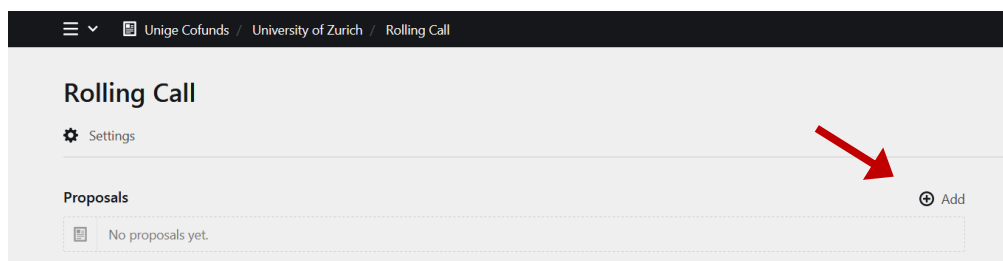
1. Register or log in to <https://unige-cofunds.ch/login>



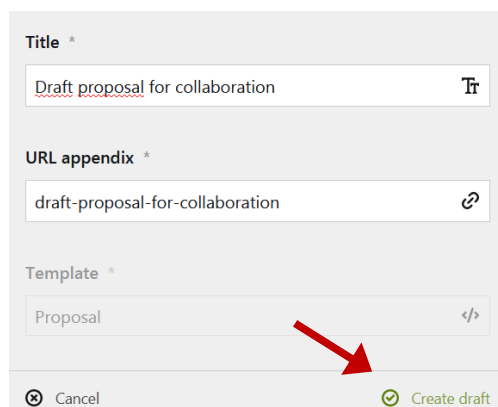
2. Under “Ongoing campaign”, click on the call that you are interested in. The link includes the name of the partner university, apart from UNIGE, and the round of the call such as “2020” or “rolling call”.



3. Under “Proposals”, click on “Add”. 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.



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



5. 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 if your project is selected.

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

Submit the proposal

Fill in the project description and scroll down.

6. Then, scroll down and fill in the relevant information, namely the total budget requested and the names of all other participants other than the person submitting the draft. You may also add documents such as CVs or support letters, which are not mandatory unless otherwise stated in the call.

All registered participants except the author Add Register a participant Add

No entries yet No entries yet

Select all project participants who have actively participated in preparing the project. If you don't find a participant in the registered users list, you can register her/him yourself.

Participants

Add participants by searching the database (left) or adding a new user (right).

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 Add

No files selected yet

Upload all documents requested (Budget, References ...)

Total budget The budget must be clearly stated and not surpass the amount allowed in the call.

Enter a number. Choose a currency.

7. 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.

- 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. Click on “save” at the bottom before moving away from the page! For easier navigation, there is an indicator of the question number. After having answered all the questions, click on “go back to the proposal description”.

The screenshot shows the 'Project timeline' interface. At the top, a navigation bar includes 'Unige Cofunds / University of Zurich / Rolling Call / Draft proposal for collaboration / Project timeline'. Below this, the page title 'Project timeline' is followed by a 'Settings' gear icon. A red box highlights the top navigation area with the text: '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!'. To the right, a small box contains left and right arrow icons. Below the navigation, a progress indicator shows 'Question 2 / 7'. A large text area for the answer is visible, with a 'Go back to the proposal description' button below it. A red box on the right side of the page contains the text: 'The full question, with instructions where appropriate, is at the bottom of the page.' At the bottom, a section titled 'Instructions to answer this question' provides a prompt: '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”).' A 'Don't forget to save your answer' reminder is also present.

- 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.

The screenshot shows the 'Draft proposal for collaboration' interface. At the top, the page title is 'Draft proposal for collaboration', followed by a 'Settings' gear icon and navigation arrows. Below the title, there are two tabs: 'INFORMATION' and 'PROPOSAL QUESTIONS'. The 'INFORMATION' tab is active. Under 'Instructions', a text box 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.' A red arrow points from this text box towards the 'Submit the proposal' button. Under 'Description', there is a rich text editor with a toolbar and the placeholder text 'Description of draft proposal.'. To the right, under 'Submission', a text box says: 'Before submitting your proposal, make sure that you have answered all questions, if any.' Below this is a prominent 'Submit the proposal' button with a checkmark icon.