

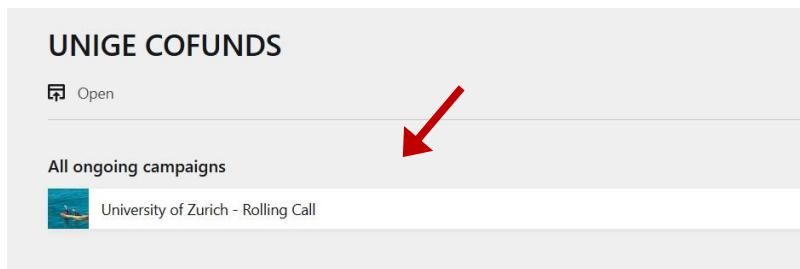
Submit a Proposal on the University of Geneva Joint Funding Platform

Instructions for applicants

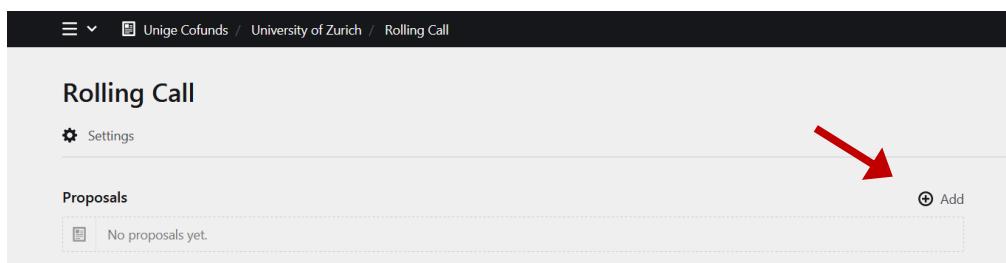
1. Register or log in to <https://unige-cofunds.ch/login>

The screenshot shows the login page for UNIGE COFUND. At the top, there are three buttons: 'Go back to the previous page' (disabled), 'SIGN IN' (blue), and 'REGISTER' (green). Below these are fields for 'Email' (containing 'my.email@address.com') and 'Password'. A large blue 'Sign In' button is at the bottom. A red arrow points from the right towards the 'REGISTER' button.

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”.

The screenshot shows the 'Create draft' form. It has fields for 'Title *' (containing 'Draft proposal for collaboration'), 'URL appendix *' (containing 'draft-proposal-for-collaboration'), and 'Template *' (containing 'Proposal'). At the bottom are two buttons: 'Cancel' and 'Create draft'. A red arrow points to the 'Create draft' button.

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.

Description

Fill in the project description and scroll down.

Submit the proposal

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

Select all project participants who have actively participated in preparing the project.

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

If you don't find a participant in the registered users list, you can register her/him yourself.

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”.

☰ ▾  Unige Cofunds / University of Zurich / Rolling Call / Draft proposal for collaboration / Project timeline

Project timeline

 Settings

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!

Question 2 / 7

Answer

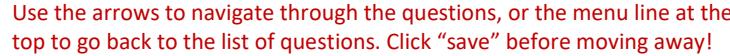
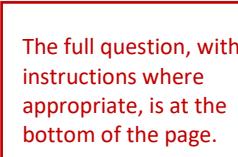
Click on the arrows above to navigate through the questions.

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")

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

- 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

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Also make sure to fill in all the relevant information below and answer all the questions by clicking on "proposal questions" above.

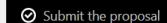
Description

Description of draft proposal.

Submission

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



 Submit the proposal