

# Tutorial

## **Project application on unige-cofunds.ch**

To apply for seed funding on the unige-cofunds.ch platform, please follow the simple steps described below.

### **Necessary steps:**

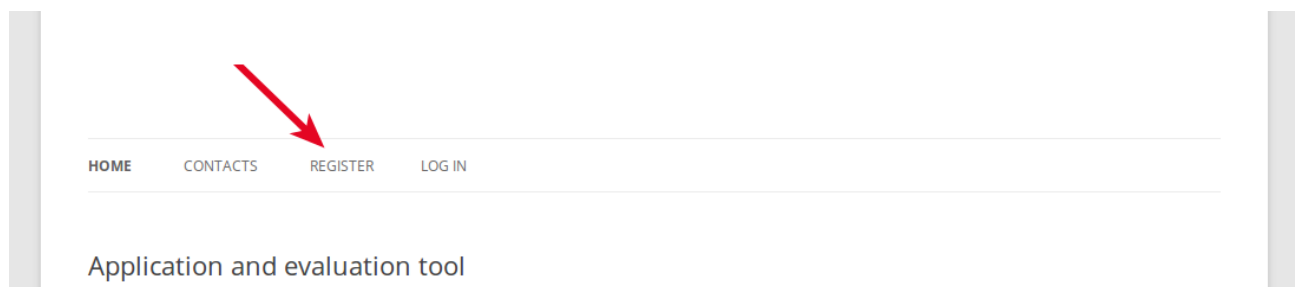
- 1- Register on the platform
- 2- Connect to the platform
- 3- Access the application interface
- 4- Add a new project
- 5- Share the project with fellow applicants for consultation
- 6- Submit your project

## 1- Register on the platform

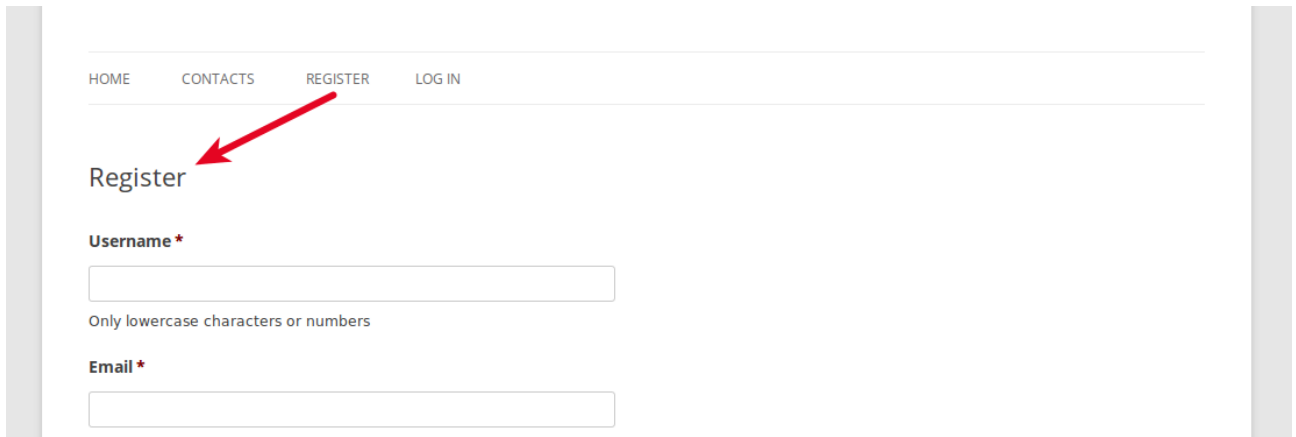
Access to the application interface is restricted to registered members of unige-cofunds.ch

As a first step, each project participant must register on the platform using the registration form.

A link to this form can be found at the top right of the each page of the site.



The fields marked with a (\*) are mandatory



HOME CONTACTS REGISTER LOG IN

Register

**Username \***

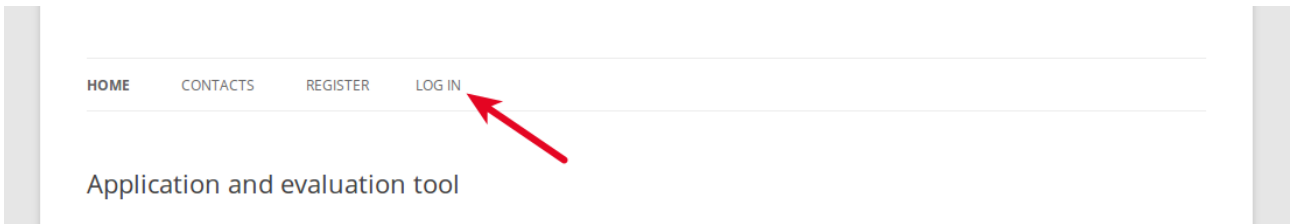
Only lowercase characters or numbers

**Email \***

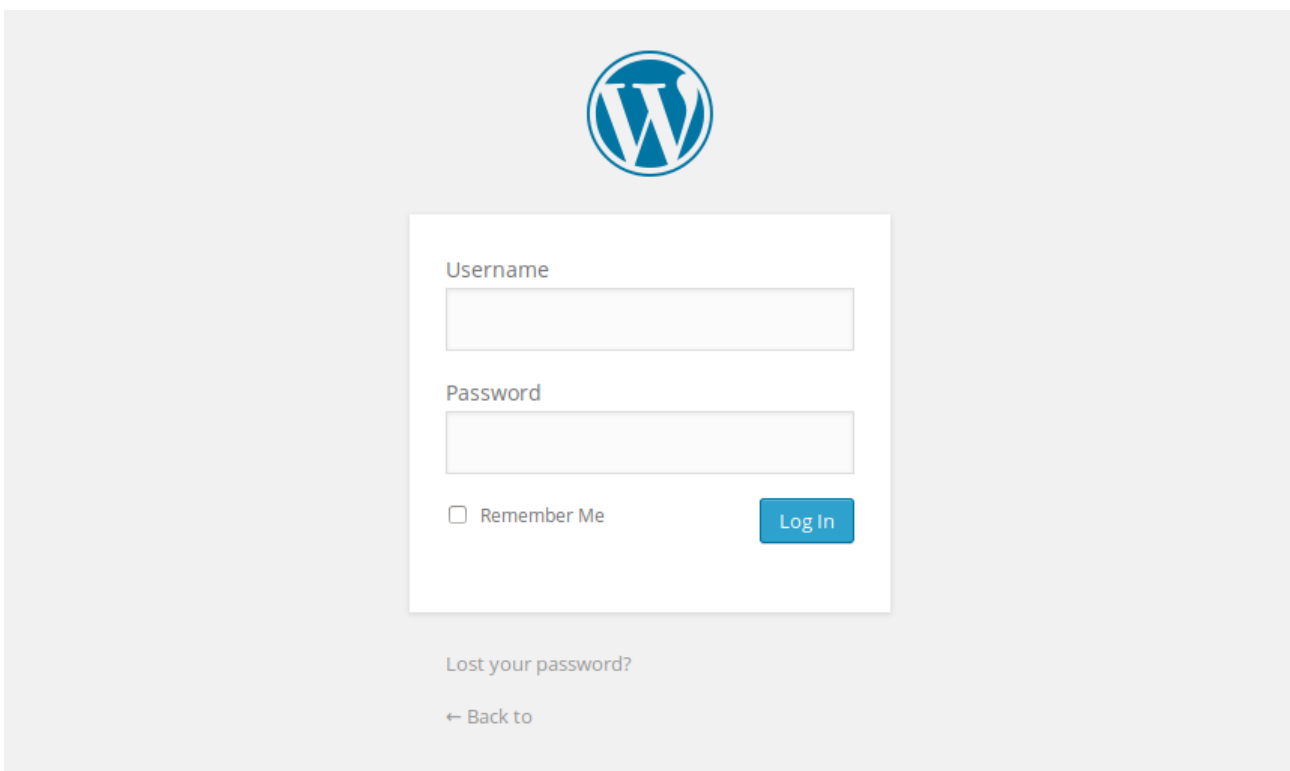
Once you have filled in and submitted this form, you will receive an email notification asking you to confirm your registration.

## 2- Connect to the platform

To connect to the platform (once you are registered), click the “Log in” link in the menu of any page.



Enter your username and password.

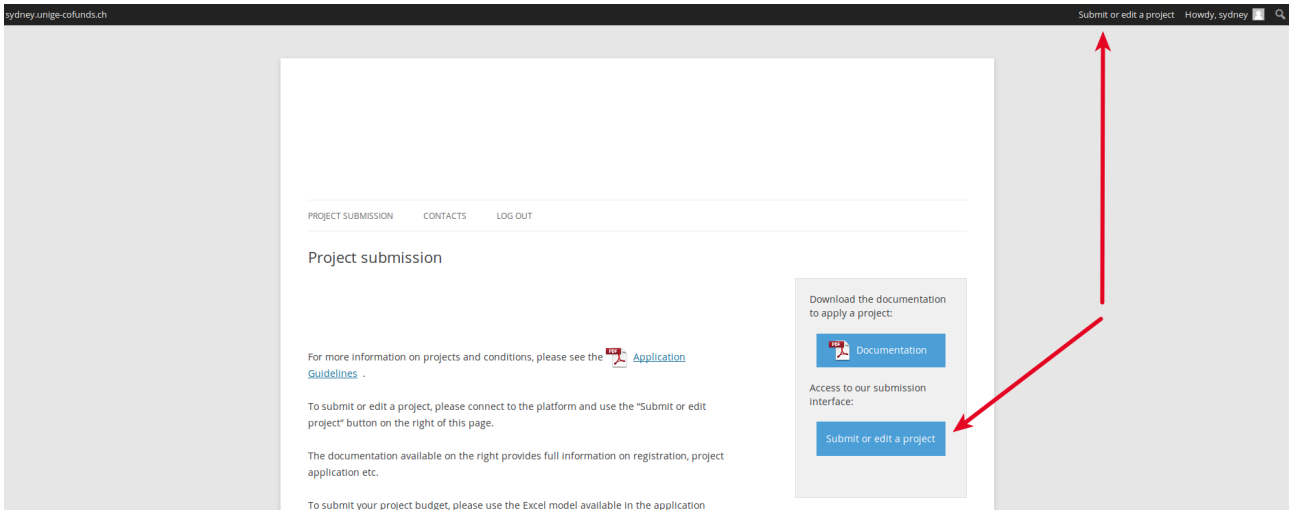


Once you are logged in, you can access additional menus in a black bar at the top of the page. This contains items such as “Submit or edit a PROJECT”.

### 3- Access the application interface

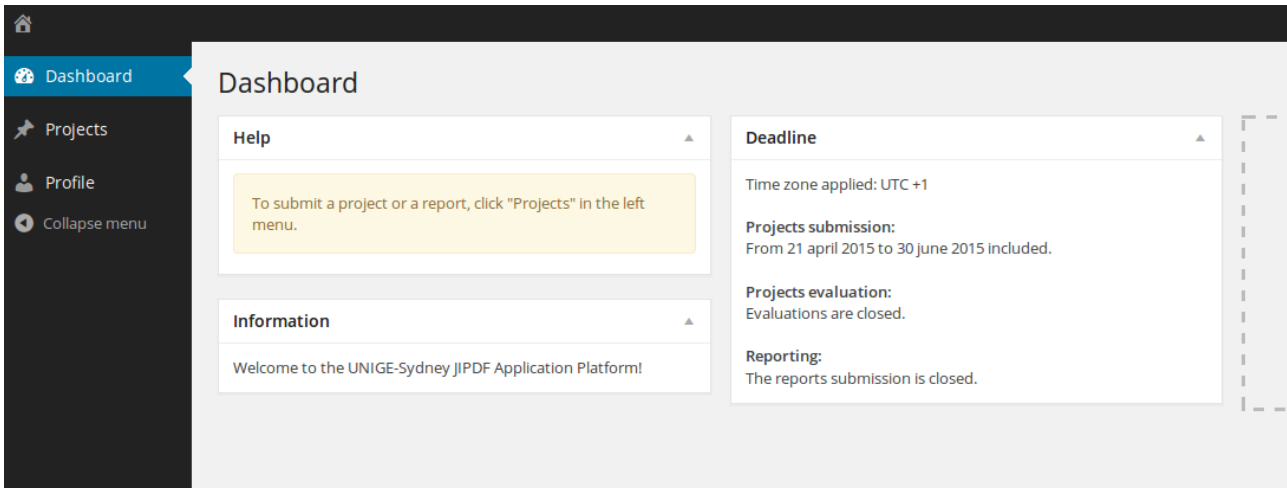
If you are logged in, you can reach the application interface by clicking “Submit or edit a PROJECT” on the right of the black bar at the top of the page

You can also reach this interface using the button “Submit or edit a project” in the “Project Submission” page. You will find this page in the main menu.



**Warning:** some links are only visible if you are logged in and during the application period. If you are logged in and can't see the links or if they don't work, there is no open call at that moment.

## Applications dashboard



The Applications dashboard is the “homepage” for project applications. It is structured as follow:

Menu on the left:

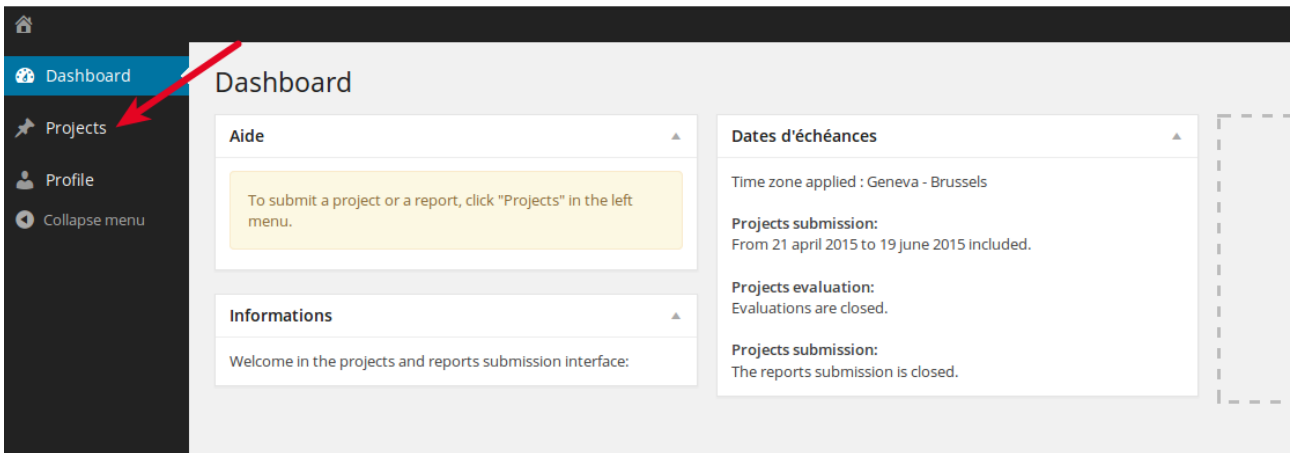
- **Dashboard:** allows you to go back to the dashboard
- **Projects:** leads to the list of projects you have access to.
- **Profile:** gives you access to your Profile page to view or edit it

Information in the middle:

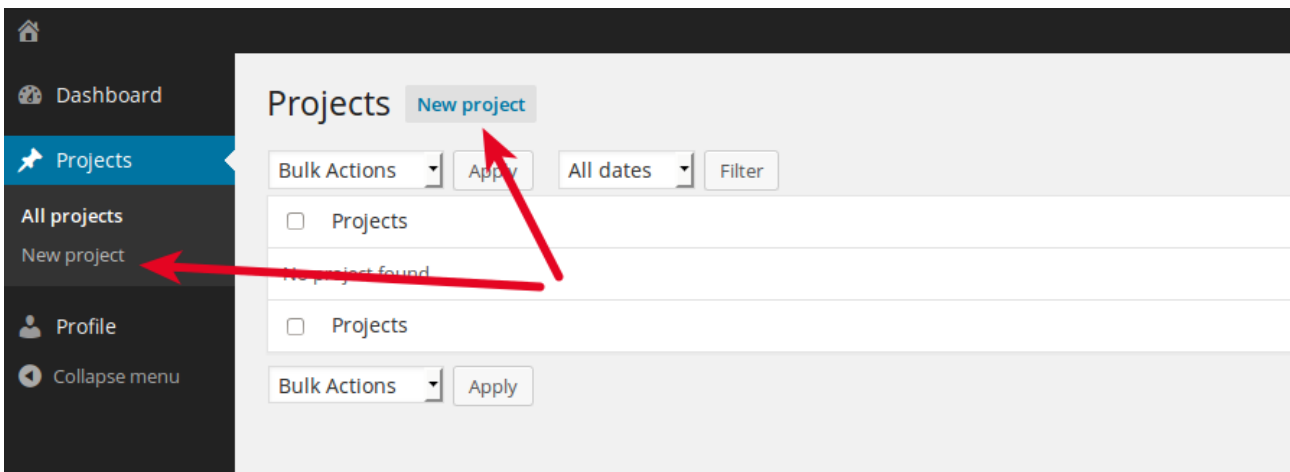
- **Help:** shows help messages
- **Information:** shows a welcome and information message from the Administrators
- **Deadlines:** shows information about application and evaluation dates

## 4- Enter a new project

To enter your project, click on “Projects” in the menu on the left.



Select “New Project” below



Enter the required data in the application form. Before quitting, don't forget to click "Save" on the bottom of the page.

The screenshot shows the 'Add a new project' interface. At the top, there's a title field. Below it is a rich text editor with a word count of 41. The editor contains the text: "For your information, the text you enter in this editor will be published on the platform if your project is selected. For the presentation of your budget, thank you for using the Excel template provided on page announcement of project submissions." Below the editor is a section titled "Other informations about the project" with a plus icon. This section contains a "Contributor(s)" field with a question mark icon, and a form with fields for Prefix, Firstname, Lastname, Suffix, University, Research department, Phone number, Email, and Website URL. On the right side, there is a "Project sharing" sidebar with a "Share your project with others" section and a list of "Authorized persons" with checkboxes for cofunds95164, gerd, and sydney.

**Budget:** please use the Excel model available for download in the interface.

The screenshot shows the "New project" interface, specifically the "Other information about the project" section. It features a "Contributor(s)" field with a question mark icon, followed by a form with fields for Prefix, Firstname, Lastname, University, Department / School / Faculty, Phone number, Email, and Website URL. Below this is a "Budget template (.xls format)" section with a question mark icon, a "Budget" field with the instruction "Using the Excel template provided above.", and a "Total budget" field with the instruction "Enter only a number.". There are "Add" buttons for the contributor and total budget fields. A red arrow points to a blue link labeled "Download the budget template (.xls format)". Below this is a "Support letters" section with the instruction "Attach PDF file(s)." and another "Add" button. At the bottom, there is a "Questionnaire" section with the instruction "1 - Please enter the project timeline (start/end dates + specific events and milestones)".

**Help pop-ups:** By placing your cursor above one of the little round question mark symbols, you can access help messages about this particular point of the application.



Other information about the project

Contributor(s) ?

Budget template (.xls format) ? [Load the budget template \(.xls format\)](#)

Budget  
Using the Excel template provided above

Total budget  
Enter only a number.

Support letters  
Attach PDF file(s).

Prefix Firstname University Department / School / Faculty Phone number Email

This budget template in Excel format must be used to present your budget. Download it, enter your data and add it to your project repository using the button below.

Add

## 5- Share your project with fellow applicants

You can share access to your project with your co-applicants so they can view and, if necessary, edit it.

**All applicants must register on the platform beforehand.** They will then appear in the “member list” from which you can choose authorized persons.

Howdy, Gilles Vauvarin

Screen Options

Project sharing

Share your project with others stakeholders to give them the opportunity to view and/or modify the project before submitting.

Authorized persons: ?

cofunds95164  
 gerd  
 sydney

Visual Text

To confirm that you want to share your project with the persons you’ve selected, make sure to use the “Save” button at the bottom of the page.

Save

Save

## 6- Submit your project

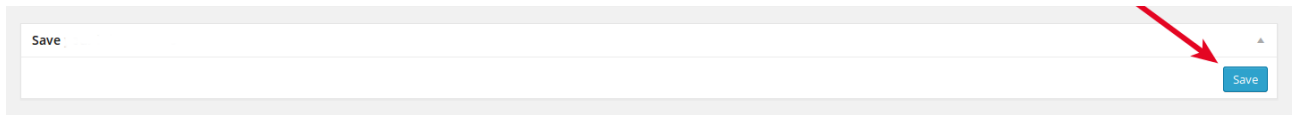
Until the deadline, you and the people you have shared the project with can still edit it.

For your project to be evaluated, you must fill in all required information, make sure that all your colleagues agree with what was entered, and **submit** your project.

This has to happen before the application deadline.

**Warning: after the deadline, your project can't be edited anymore.**

To submit your project, please make sure to click "Save" at the bottom of the page.



## 7- Collapse / show the left menu

You can collapse or show the left menu by clicking on the “arrow” icon.

