

# Tutorial

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

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

### **Necessary steps:**

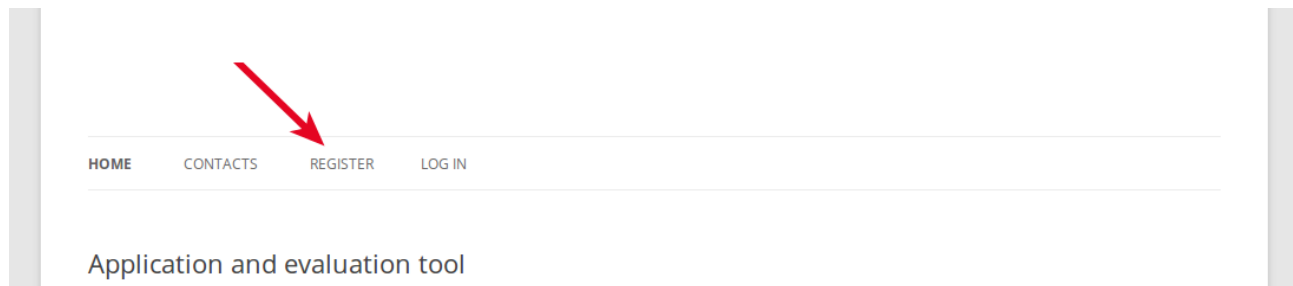
- 1- Register on the platform
- 2- Connect to the platform
- 3- Access the submission interface
- 4- Add a new project
- 5- Share the project with fellow applicants for consultation
- 6- Save your final project before the deadline

## 1- Register on the platform

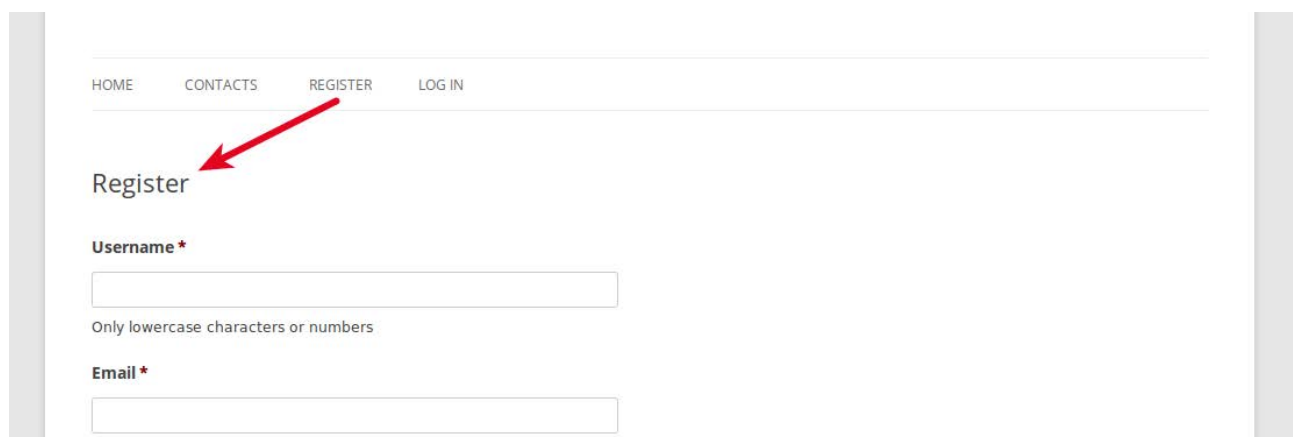
Access to the submission interface is restricted to registered members of unige-cofunds.ch

As a first step, register on the platform using the registration form.

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



The fields marked with a (\*) are mandatory

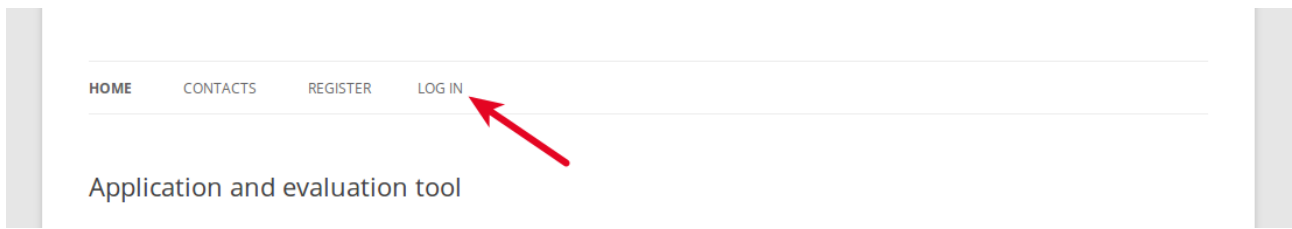


A screenshot of the registration form. The navigation menu is visible at the top, with a red arrow pointing to the REGISTER link. Below the navigation menu, the word "Register" is displayed. The form contains two input fields: "Username \*" and "Email \*". The "Username \*" field has a note below it that says "Only lowercase characters or numbers".

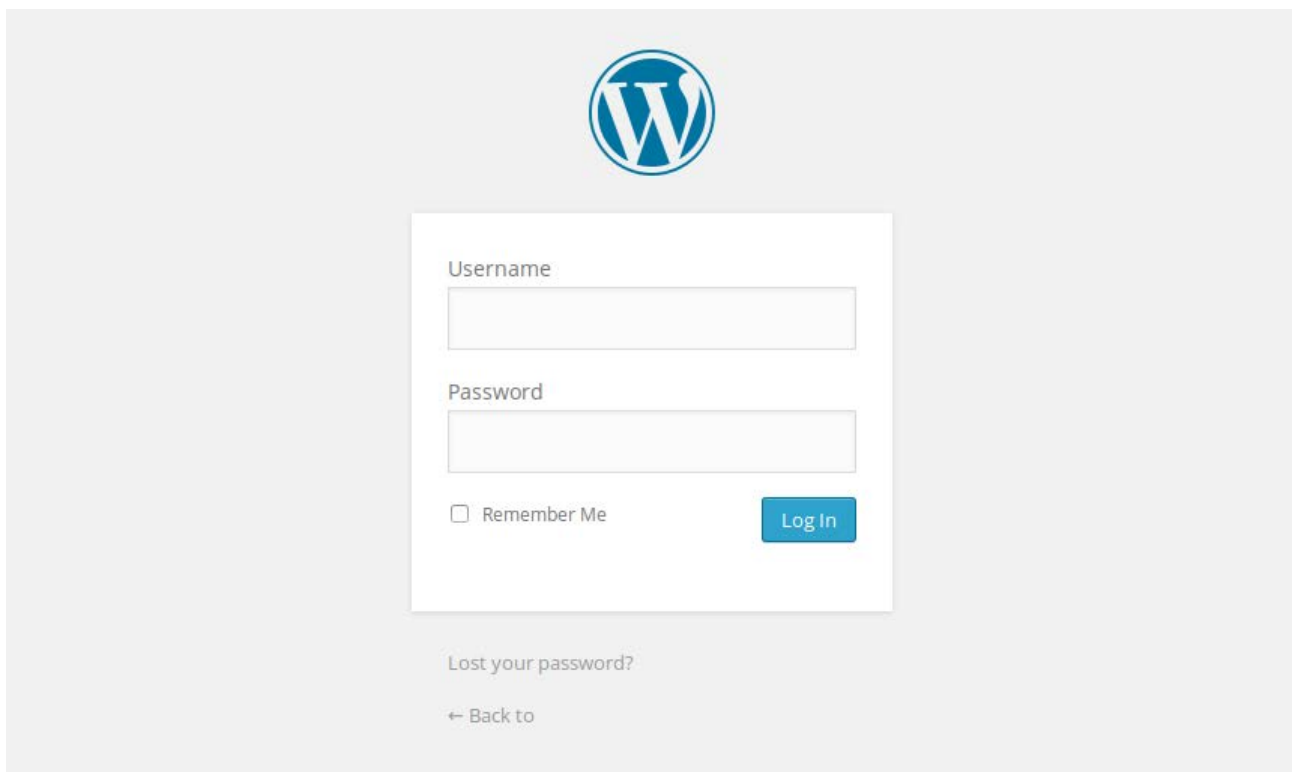
Once you have filled in and submitted this form, you will receive an email notification confirming your registration.

## 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.

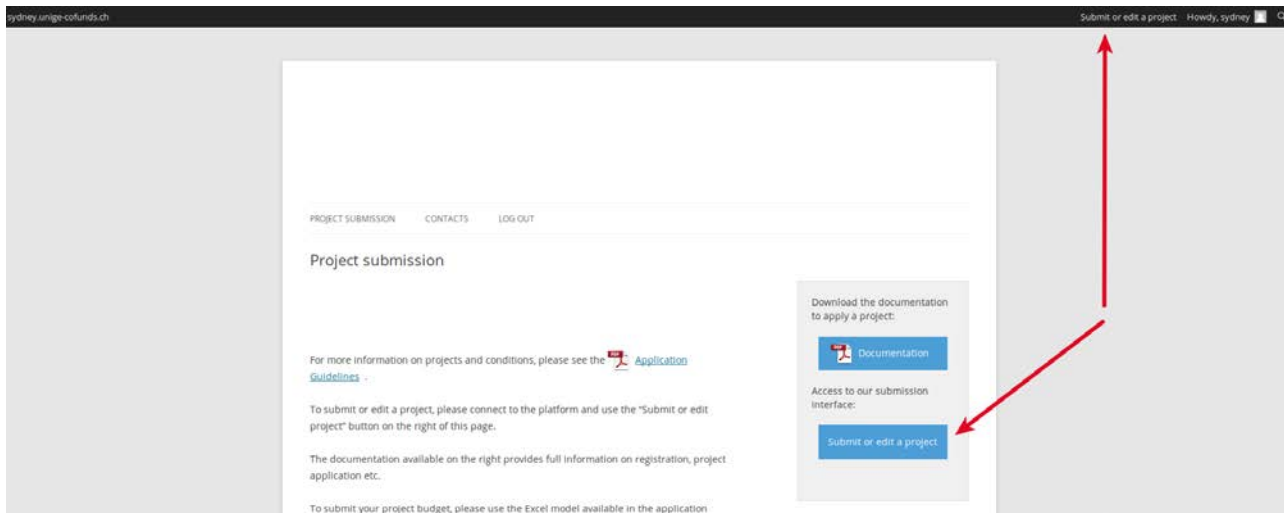


Once you are logged in, you can access additional menus in a black bar at the top of the page. This contains items such as “Submit or edit a PROJECT”.

### 3- Access the submission interface

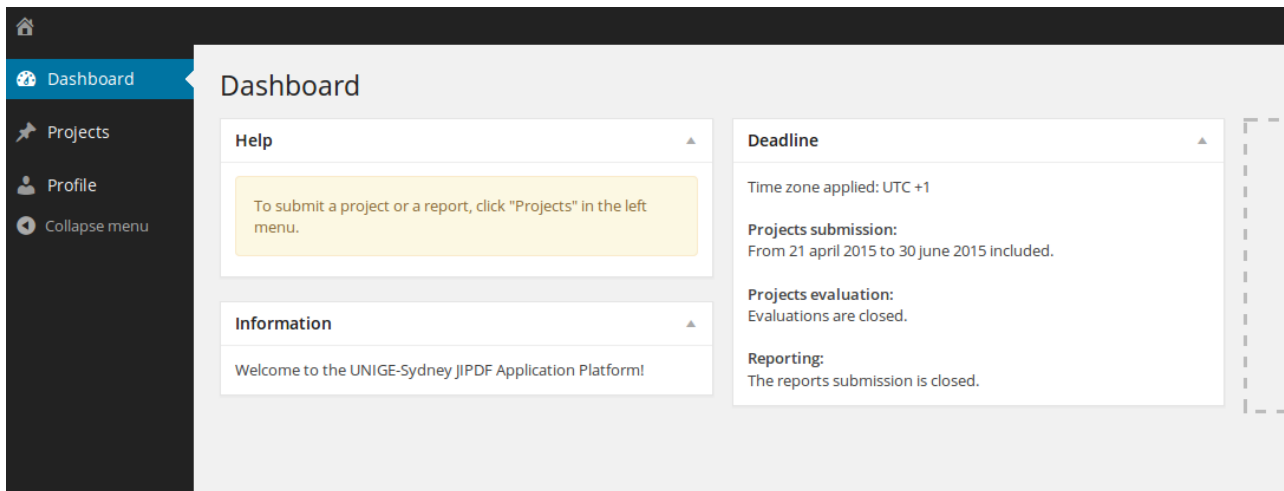
If you are logged in, you can reach the interface by clicking “Submit or edit a PROJECT” on the right of the black bar at the top of the page

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 submission 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.

#### Submissions dashboard



The Submissions dashboard is the “homepage” for project s. It is structured as follow:

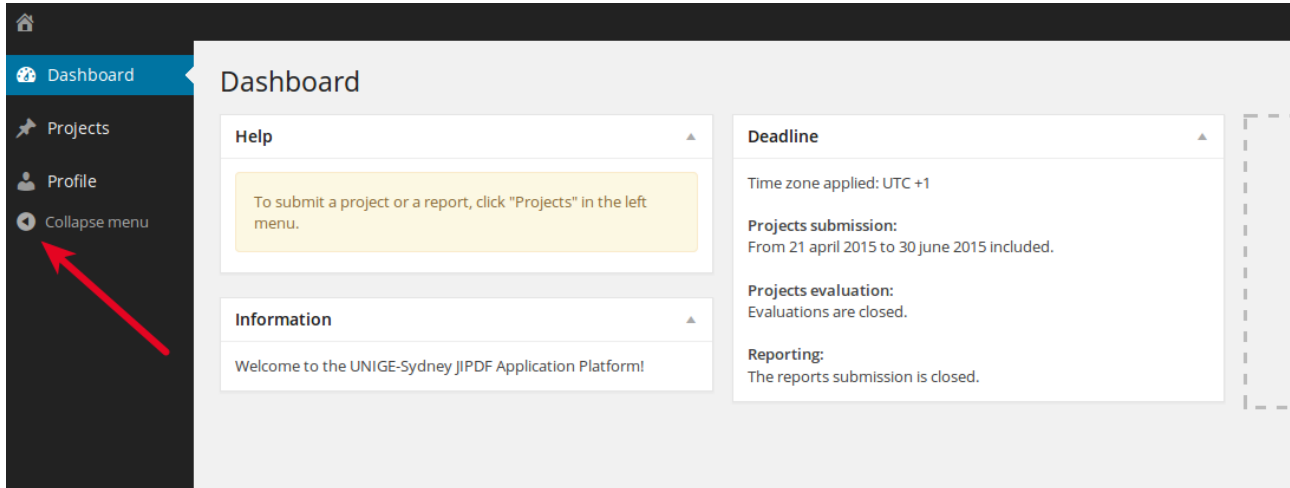
Menu on the left:

- **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:

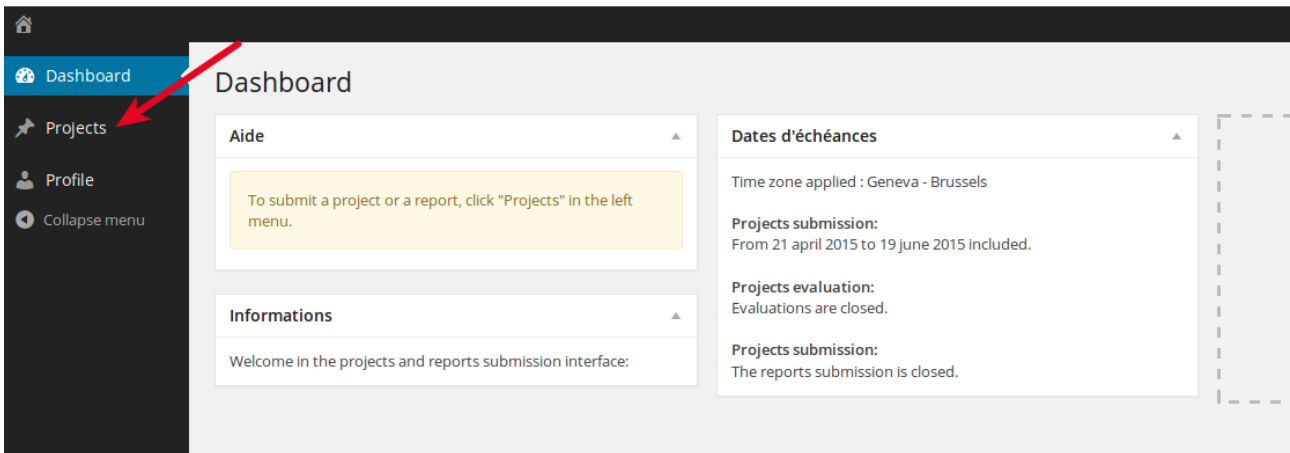
- **Help:** shows help messages
- **Information:** shows a welcome and information message from the Administrators
- **Deadlines:** shows information about submission and evaluation dates

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

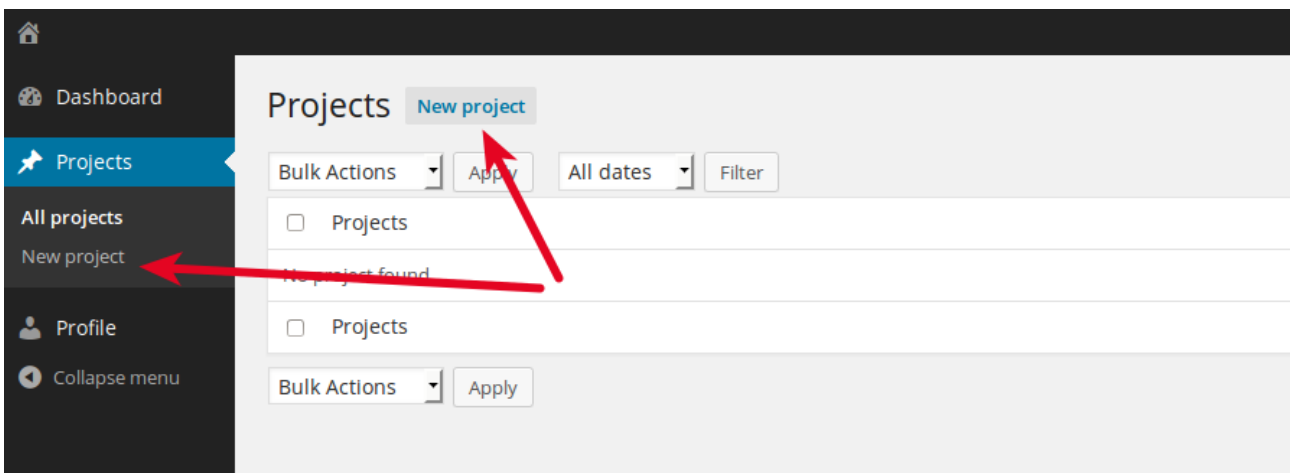


## 4- Enter a new project

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 top 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 paragraph of 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." To the right, there's a 'Project sharing' sidebar with 'Authorized persons' and checkboxes for 'colunds95164', 'gend', and 'sydney'. At the bottom, there's a section titled 'Other information about the project' with fields for 'Contributor(s)', 'Prefix', 'Firstname', 'Lastname', 'Suffix', 'University', 'Research department', 'Phone number', 'Email', and 'Website URL (e.g. http://website.com)'.

**Budget:** please use the Excel model available for download on the project submission page.

This screenshot focuses on the 'Other information about the project' section. It includes fields for 'Contributor(s)' with sub-fields for 'Prefix', 'Firstname', 'Lastname', 'University', 'Department / School / Faculty', 'Phone number', and 'Email'. Below these is a link: [Download the budget template \(.xls format\)](#), which is highlighted by a red arrow. There are also 'Add' buttons and input fields for 'Budget template (.xls format)', 'Budget' (with the instruction 'Using the Excel template provided above.'), 'Total budget' (with the instruction 'Enter only a number.'), 'Support letters' (with the instruction 'Attach PDF file(s)'), and 'Questionnaire'.

**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) ?

Prefix  Firstname  L

University  Department / School / Faculty

Phone number  Email

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

**Budget**  
Using the Excel template provided above, enter your budget data and add it to your project repository using the button below.

Total budget  
Enter only a number.

Support letters  
Attach PDF file(s).

*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.*

## 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.

Use the box labeled "**Share your project**" and enter the email address of the co-applicant with whom you want to share your project. If this co-applicant is already registered on the platform, use the email address with which he/she registered. If you use a different email address, a second account will be created for this user which is not desirable.

For unregistered users, an account will be created automatically using the email address you enter.

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**Share your project** ▲

To share your project with colleagues, please enter their email address below  
When you save your project, an email will be sent to these persons, giving them access to read and edit the project.

Email address  
email  - +

You can share your project with multiple stakeholders. To do this, click on the button with the "+" symbol, which will add an additional email address input field. To confirm that you want to share your project with the persons you've selected, make sure to use the "Save" button at the top of the page.



The image shows a screenshot of a web application interface. On the right side, there is a sidebar with several sections. At the top of the sidebar is a 'Save' section with a blue 'Save' button. Below it is the 'Author and editors' section, which lists 'Project author: Gilles Vauvarin' and 'Persons authorized to edit this project: Gilles Vauvarin'. The bottom section is 'Share your project', which includes instructions: 'To share your project with colleagues, please enter their email address below. When you save your project, an email will be sent to these persons, giving them access to read and edit the project.' Below the instructions is an 'Email address' input field with the placeholder text 'email' and minus/plus icons. A red arrow points from the 'Save' button in the 'Share your project' section to the 'Save' button in the top 'Save' section.

Stakeholders will receive a notification from the system to inform them of your project sharing.

## **6- Save your final 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 **save the final version of** project.

This has to happen before the submission deadline.

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

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