Tutorial

Project submission
on unige-leadinghouse.ch

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

Necessary steps:

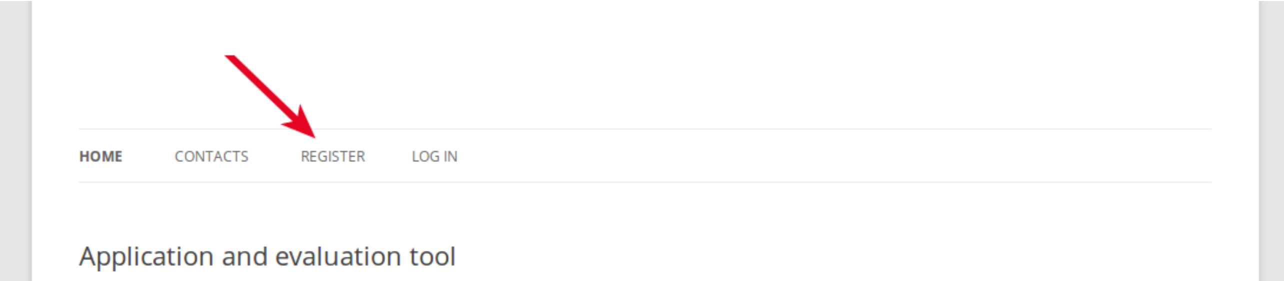
1- Register on the platform
2- Connect to the platform
3- Access the submission interface
4- Add a new project
5- Share the project with fellow applicants for consultation
6- Save your final project before the deadline

1- Register on the platform

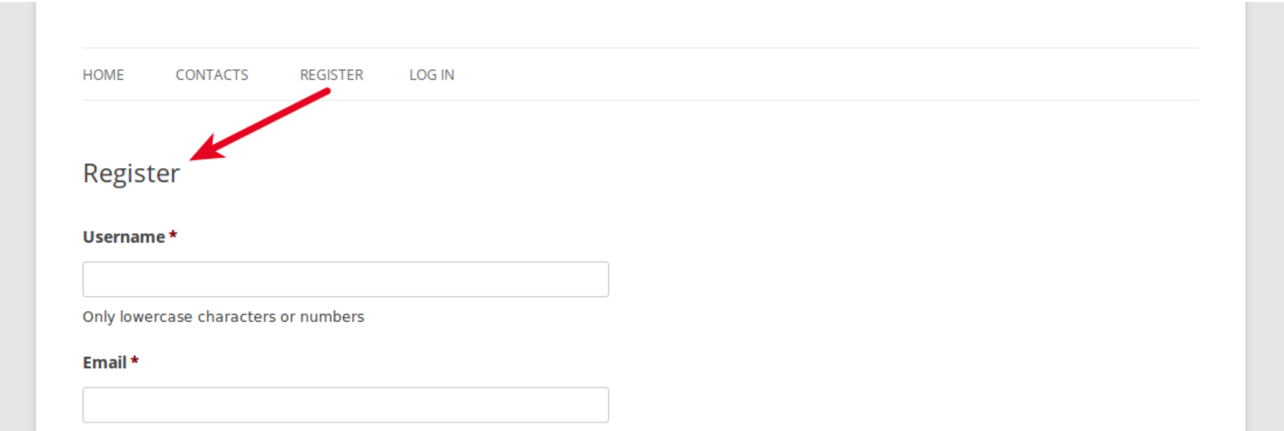
Access to the submission interface is restricted to registered members of unige-leadinghouse.ch

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 or using the “register” button on the project Submission page.



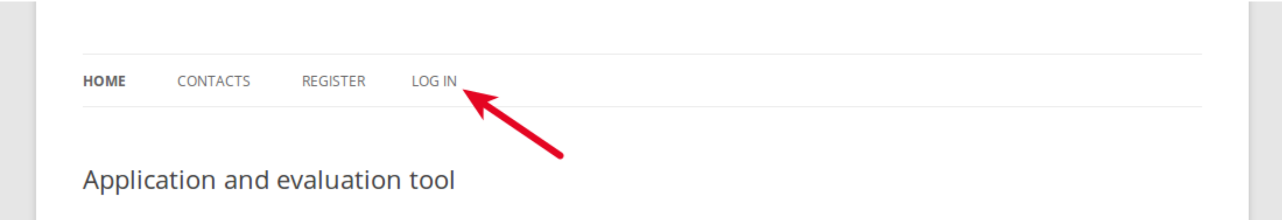
The fields marked with a (*) are mandatory



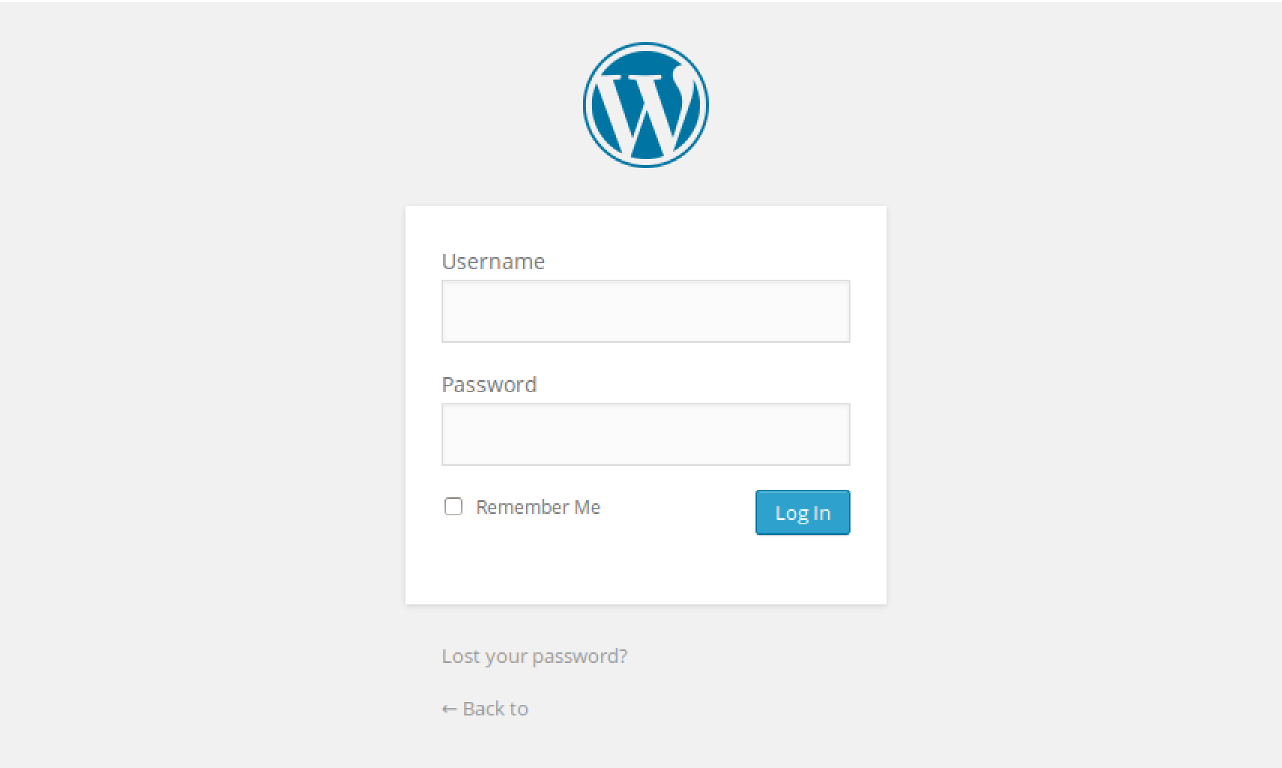
Once you have filled in and submitted this form, you will receive an email notification confirming your registration.

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.

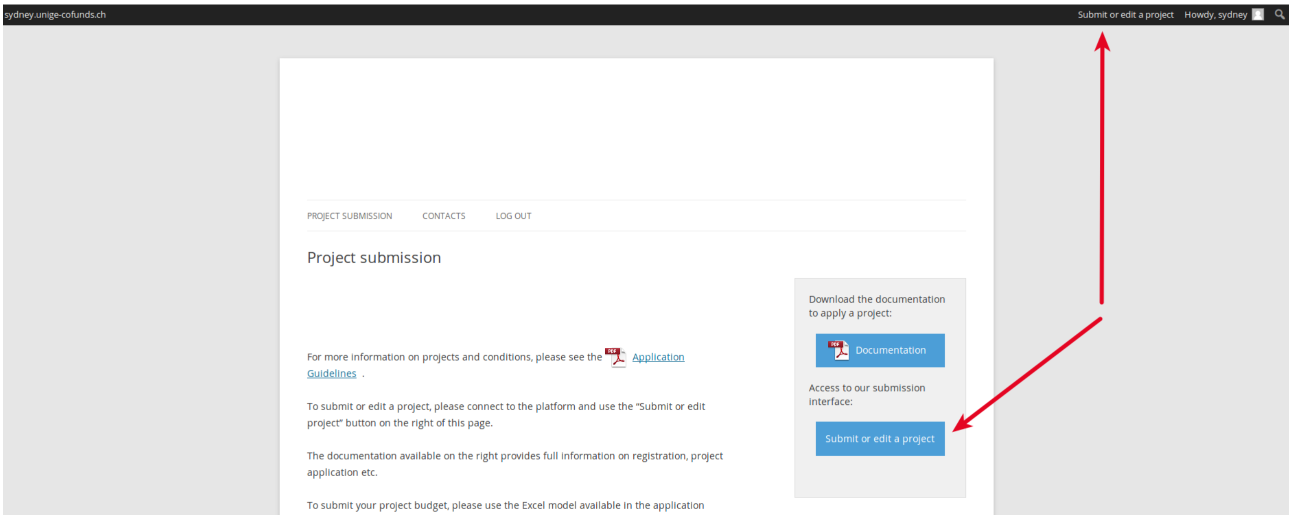


Once you are logged in, you can access additional menus in a black bar at the top of the page. This contains items such as “Submit or edit a PROJECT”.

3- Access the submission interface

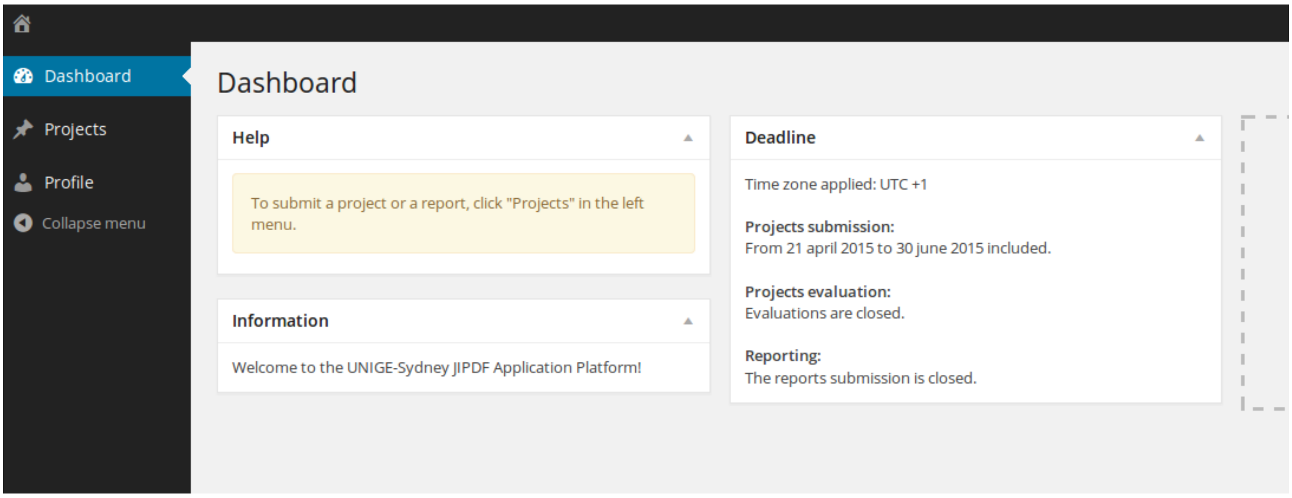
If you are logged in, you can reach the interface by clicking “Submit or edit a PROJECT” on the right of the black bar at the top of the page

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



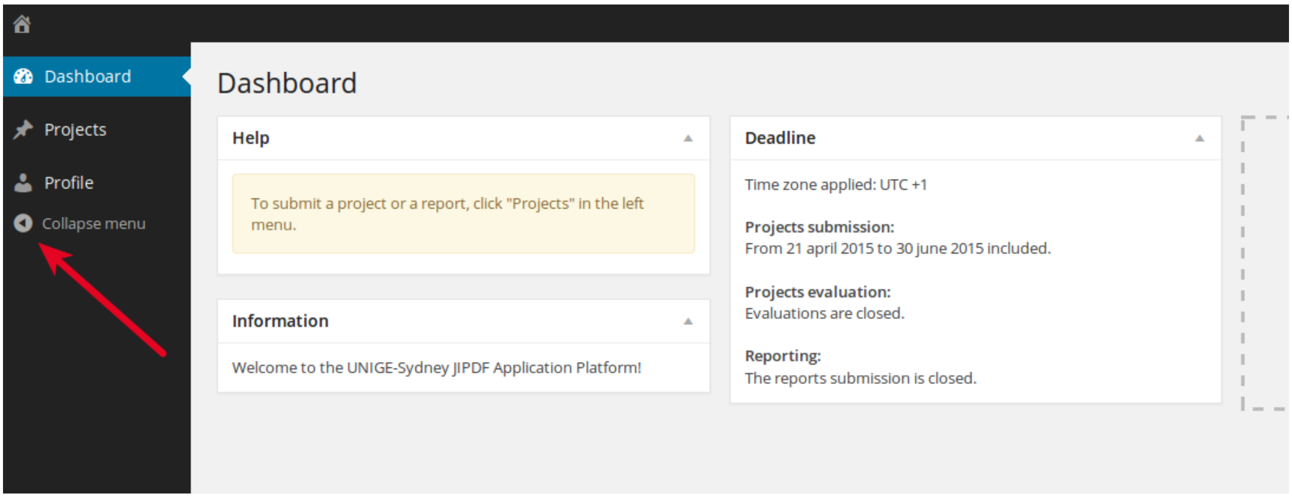
The Submissions dashboard is the “homepage” for project s. It is structured as follow:

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

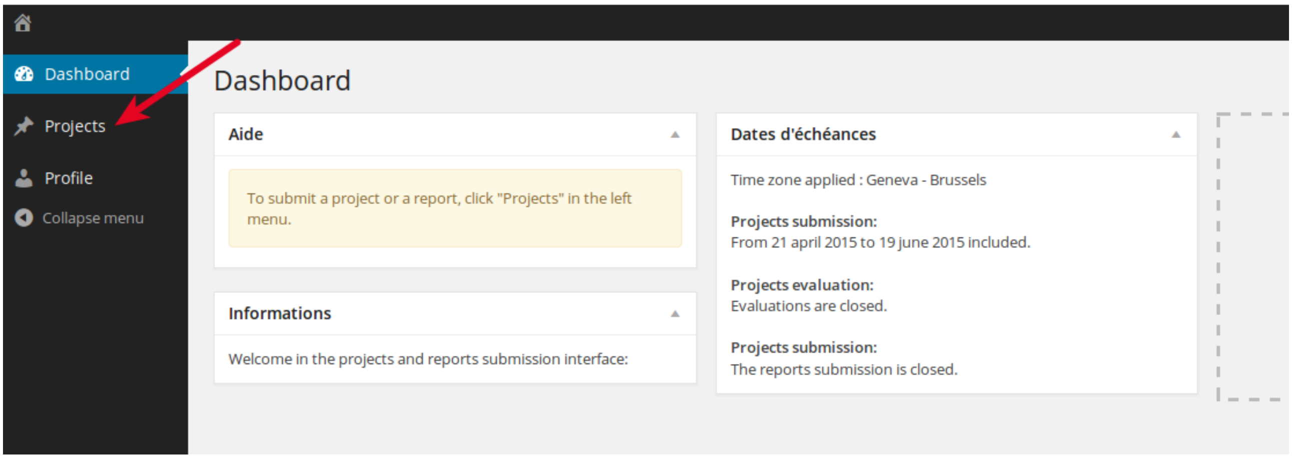
Information in the middle:
- **Help**: shows help messages
- **Information**: shows a welcome and information message from the Administrators
- **Deadlines:** shows information about submission and evaluation dates

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

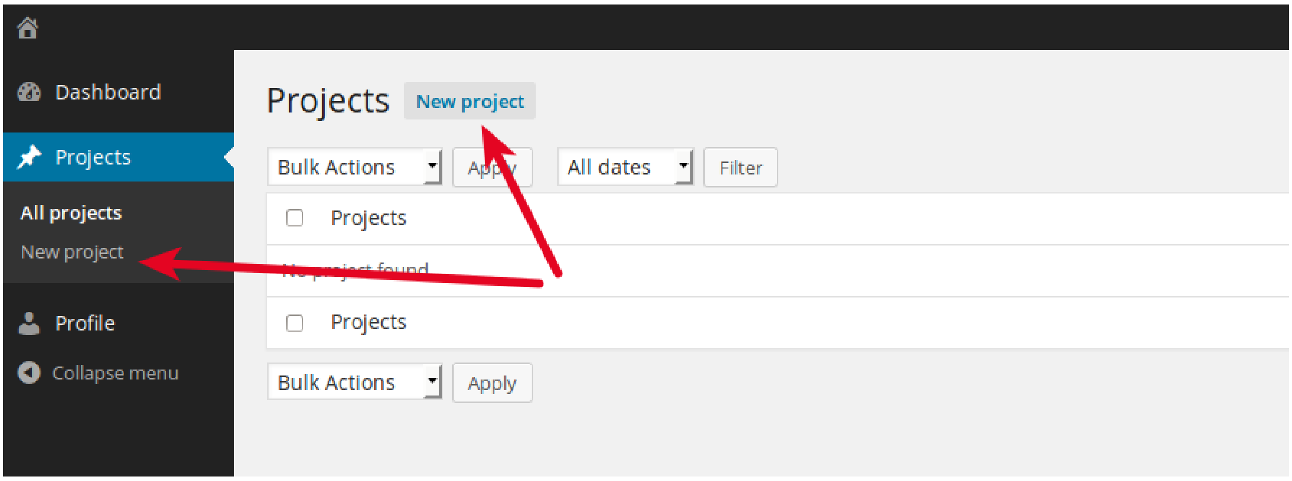


4- Enter a new project

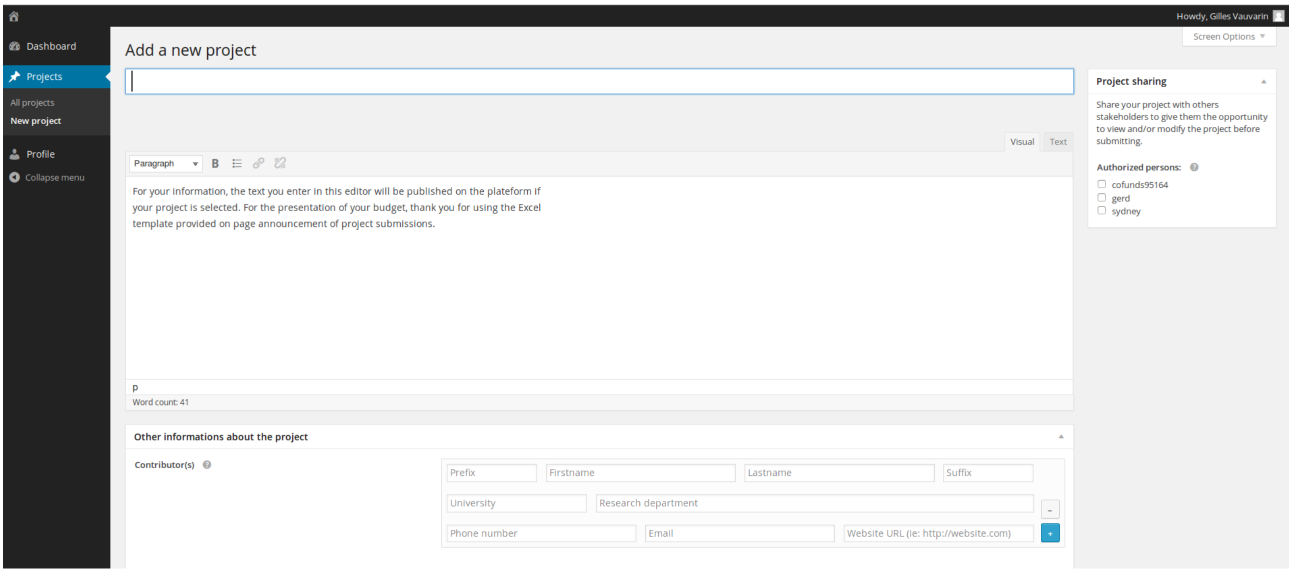
To enter your project, click on “Projects” in the menu on the left.



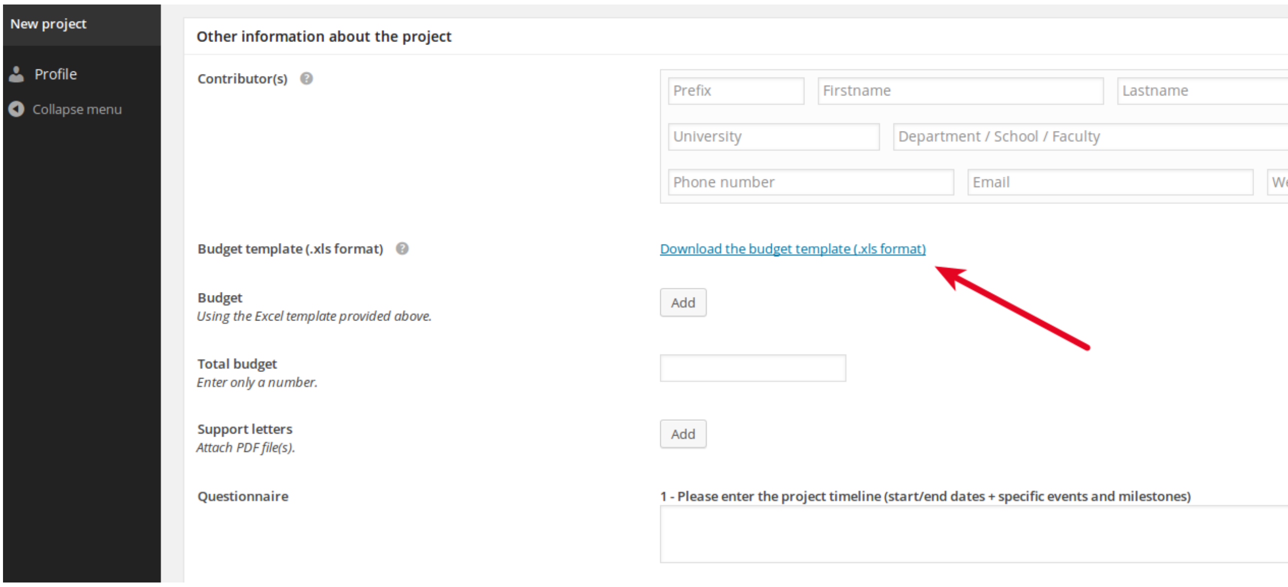
Select “New Project” below



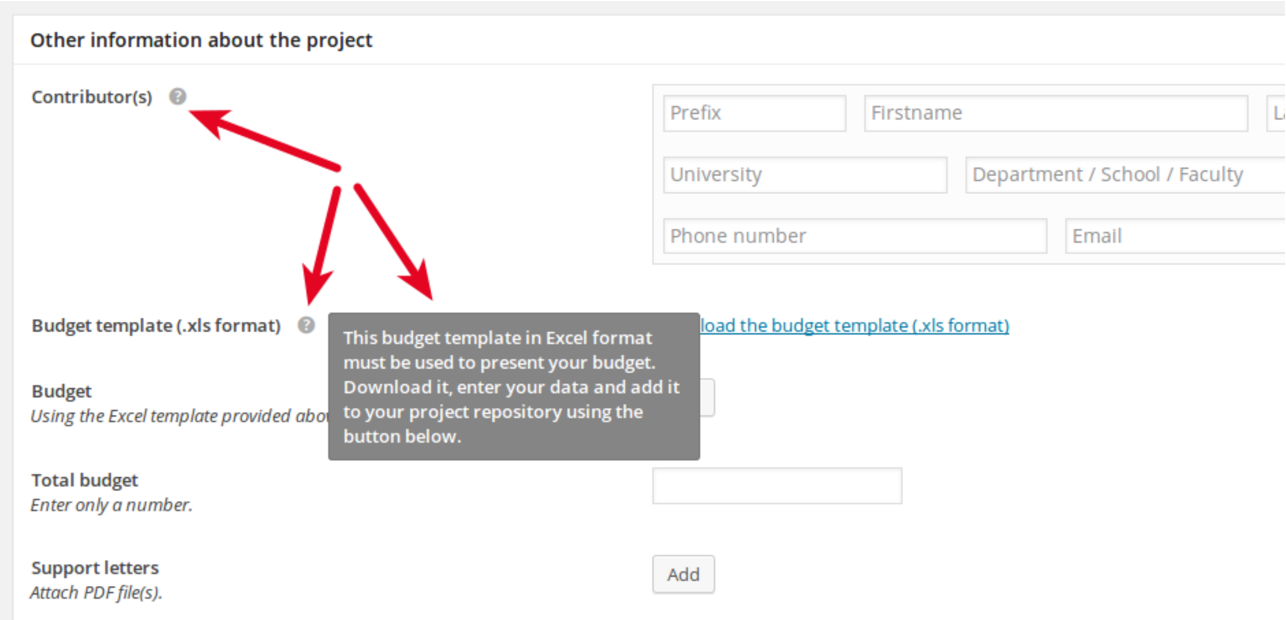
Enter the required data in the application form. Before quitting, don’t forget to click “Save” on the top of the page.



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



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.

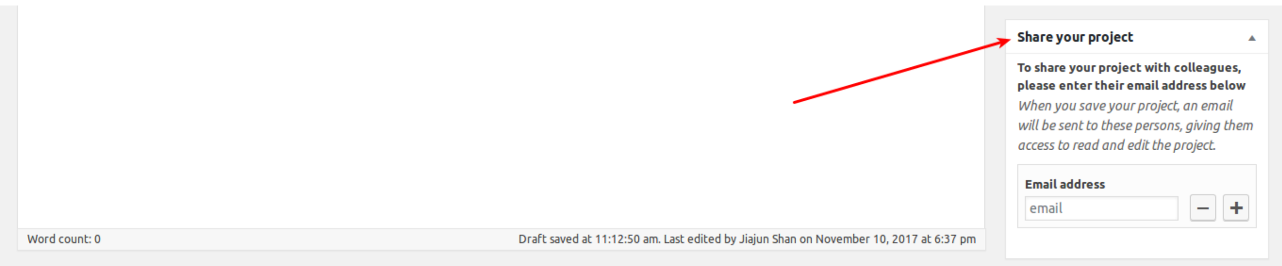


5- Share your project with fellow applicants

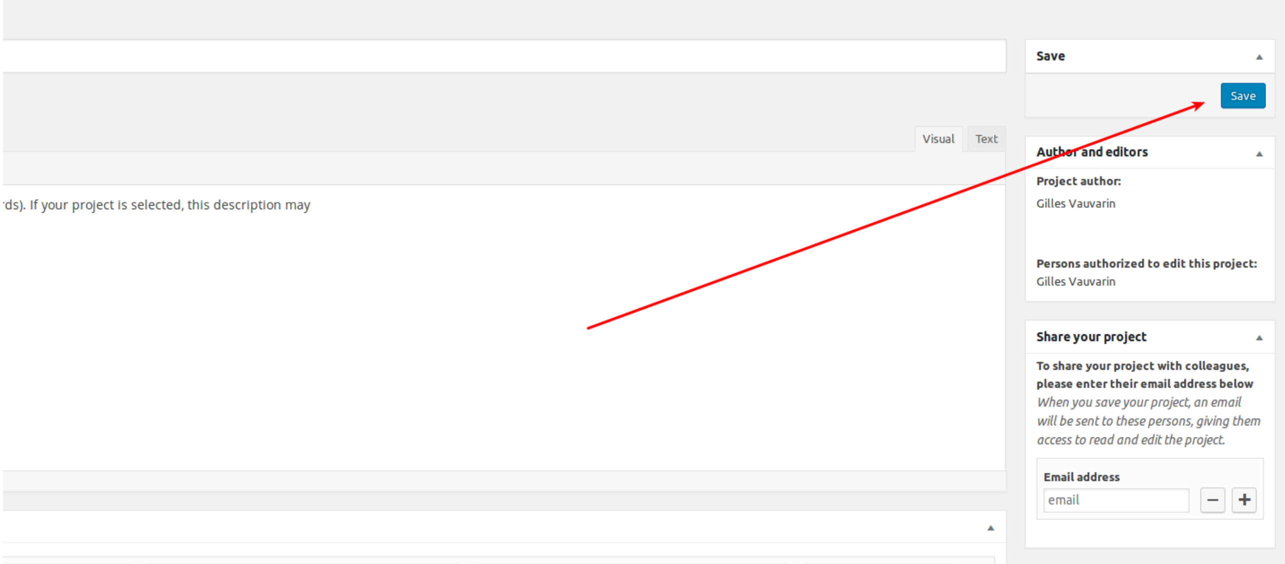
You can share access to your project with your co-applicants so they can view and, if necessary, edit it.

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.



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.



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.