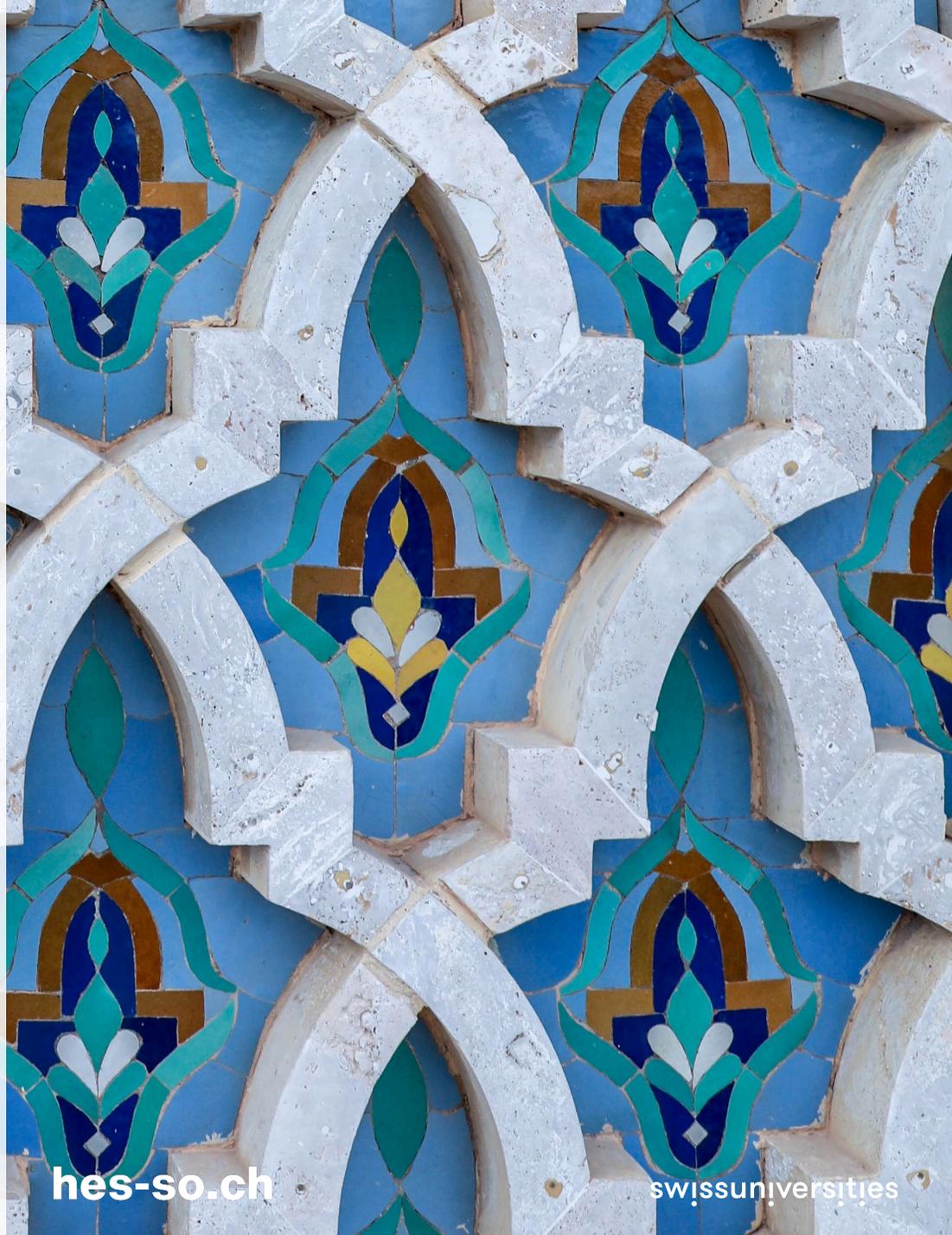




**Hes**·so

# **K-REVIEW GUIDE FOR APPLICANTS**

13.02.2026



hes-so.ch

swissuniversities

# Sign in / Register

HES.SO - Rectorat

SIGN IN REGISTER

PROGRAMMES

Leading House for the Middle East and North Africa

ONGOING CALLS

Research Partnership Grants 2025

OPEN: Apr 30, 2025  
CLOSED: Aug 22, 2025

SELECTED PROJECTS

All projects

Research Partnership Grants 2021

Research Partnership Grants 2022

Research Partnership Grants 2023

Consolidation Grants 2023

PROGRAMMES

RELIEF

ONGOING CALLS

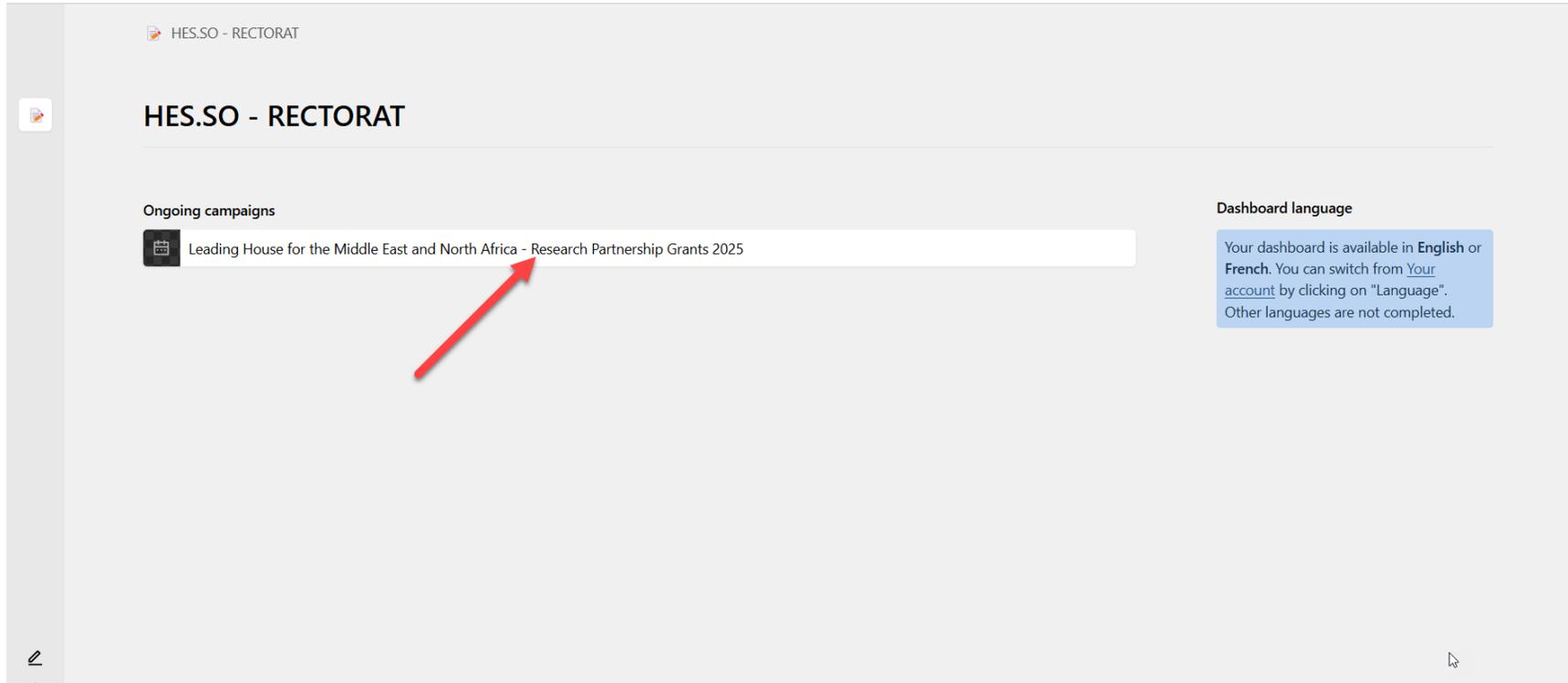
No ongoing calls at the moment

SELECTED PROJECTS

No selected projects yet

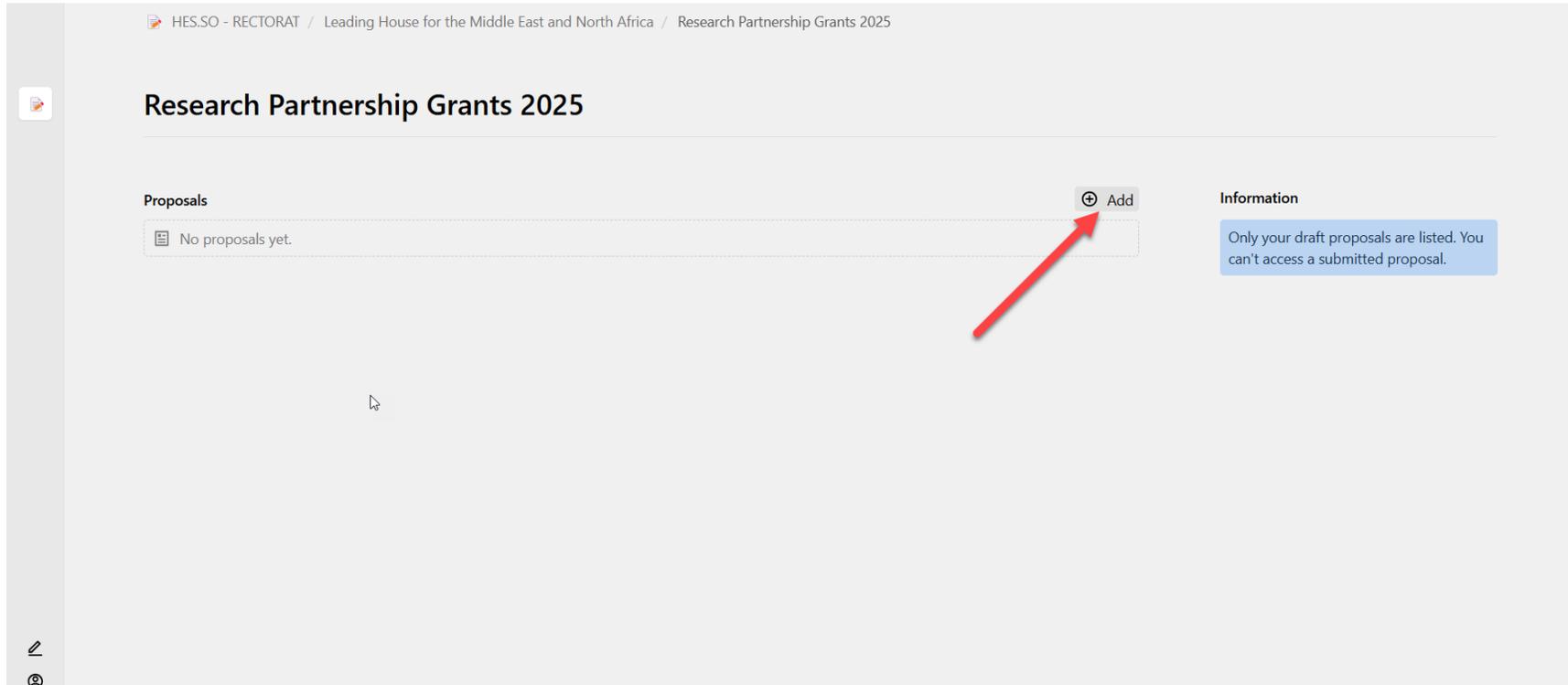
- Go to <https://hes-so.k-review.com/>
- If you are visiting the platform for the first time, click on “Register” to create your account.
- If you already have an account, click on “Sign in”.

# Creating your proposal



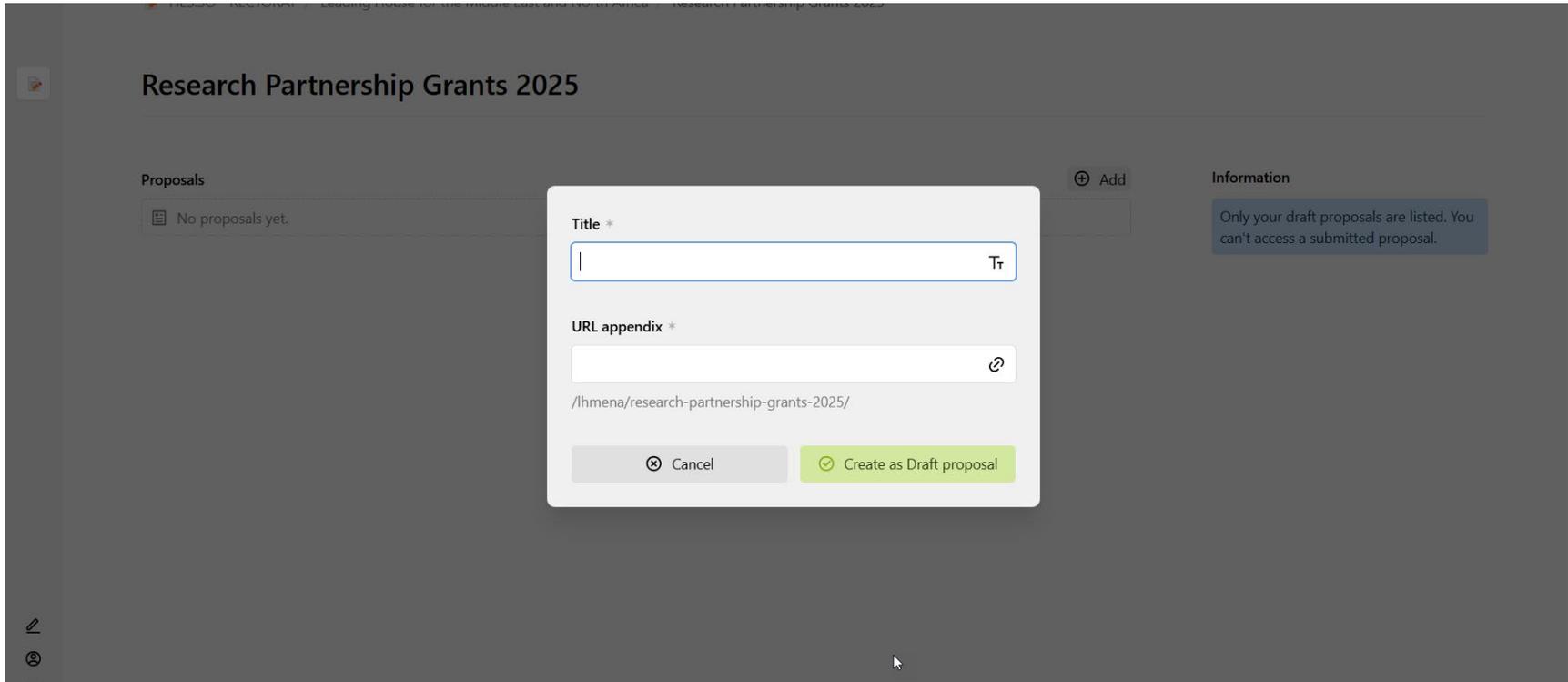
- Under “Ongoing campaigns”, click on the call that you want to apply to.

# Creating your proposal



- Under “Proposals”, click on “Add”.
- *If you have already created a proposal, or if you have been invited to collaborate on a proposal by a partner, the proposal will show here.*

# Creating your proposal



The screenshot shows a web interface for 'Research Partnership Grants 2025'. A modal dialog is open for creating a draft proposal. The dialog has two input fields: 'Title \*' and 'URL appendix \*'. The 'Title \*' field is empty and has a 'Tr' icon on the right. The 'URL appendix \*' field is also empty and has a link icon on the right. Below the fields, the URL '/hmena/research-partnership-grants-2025/' is displayed. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Create as Draft proposal'. The 'Create as Draft proposal' button is highlighted in green. In the background, the main interface shows a 'Proposals' section with 'No proposals yet.' and an 'Add' button. An 'Information' box on the right states: 'Only your draft proposals are listed. You can't access a submitted proposal.'

- Enter the title of your proposal (you will be able to change it later if needed). Click on “Create as draft proposal”.

# Preparing your application - Information

HES.SO - RECTORAT / Leading House for the Middle East and North Africa / Research Partnership Grants 2025 / Test project

## Test project

Information Proposal questions

### Instructions

Please read the **call document** carefully before submitting your application. Additional information are given in the FAQ available on the [website of the Leading House MENA](#). It will be updated regularly until the application deadline. A step-by-step guide to this platform is available here.

**Applications have to be submitted by 22 August 2025, 17:00 (Central European Summer Time).** Your proposal has to be submitted by

- providing a short description below (to be published if your project is selected - max. 2,500 characters),
- answering the questions listed under "Proposal questions" following the link above (answers to these questions are confidential and will be shared with the evaluators only),
- providing a budget table (template below),
- providing the CVs of all participants (one single PDF file),
- providing a description of planned activities (Gantt chart or similar), if needed,
- entering the total requested grant ("Total budget" field below) in Swiss francs.

Please use the template for the budget table provided here. The file contains a blank table to be filled and a second table with an example.

For each participant of the project, please create a profile on the platform and "add" it to your proposal. Your proposal should have:

- one participant in Switzerland identified as "main applicant" (the Swiss partner),
- one participant in the MENA region identified as "main applicant" (main partner in the MENA region),

Draft proposal

- Tr Rename
- Change URL
- Change status
- Change position
- Change template
- Move page
- Duplicate
- Delete

Submit the proposal

- On the main page of your project, the wheel at the top right of the page enables you to duplicate your proposal or to rename it.
- The application form contains two tabs: "Information" and "Proposal questions".
- Please read carefully the "Instructions" given in the tab "Information".

# Preparing your application - Description

The screenshot displays the 'Test project' form. At the top, there is a blue informational box: 'Both main applicants should meet the eligibility requirements mentioned in the calls document. The main applicant can be the same person as the "author" (which is the person who first created the proposal on the platform), but not necessarily.' Below this is the 'Description' section, which is circled in red. It features a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), strikethrough (ABC), and link (📧). The text entered in the editor is 'The goal of the project is to...'. Below the editor is a note: 'This may be published online if your proposal is selected.' To the right of the description field is a 'Submission' section with a red background, containing instructions: 'Before submitting your proposal, make sure you have entered all the information requested, answered all the questions if any and completed the information requested on your profile page (left menu "Your account"). Any incomplete proposal may be rejected.' Below the instructions is a 'Submit the proposal' button. The form also includes sections for 'Register a participant' and 'All registered participants except the author', both showing 'No entries yet' and a 'Register a participant' button. At the bottom, there is a 'Participants' section with a blue informational box: '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.'

- In the tab “Information”, enter a standalone, public-facing description of the proposed activity. This description should be accessible to a broad audience and will be published on the Leading House MENA website if the project is selected.
- Briefly describe the activity’s format, purpose, target audience(s) and the Switzerland-MENA collaboration it relates to, using clear and accessible language

# Preparing your application - Description

**Test project** [Settings] [Draft proposal] [Revert] [Save]

Both main applicants should meet the eligibility requirements mentioned in the calls document. The main applicant can be the same person as the "author" (which is the person who first created the proposal on the platform), but not necessarily.

**Description** 32

[Rich text editor: Bold, Italic, Underline, Link]

The goal of the project is to...

This may be published online if your proposal is selected.

**Register a participant** [Register a participant]

No entries yet

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

**All registered participants except the author** [Register a participant]

No entries yet

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

**Submission**

Before submitting your proposal, make sure you have entered all the information requested, answered all the questions if any and completed the information requested on your profile page (left menu "Your account").

Any incomplete proposal may be rejected.

**Submit the proposal**

**Participants**

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.

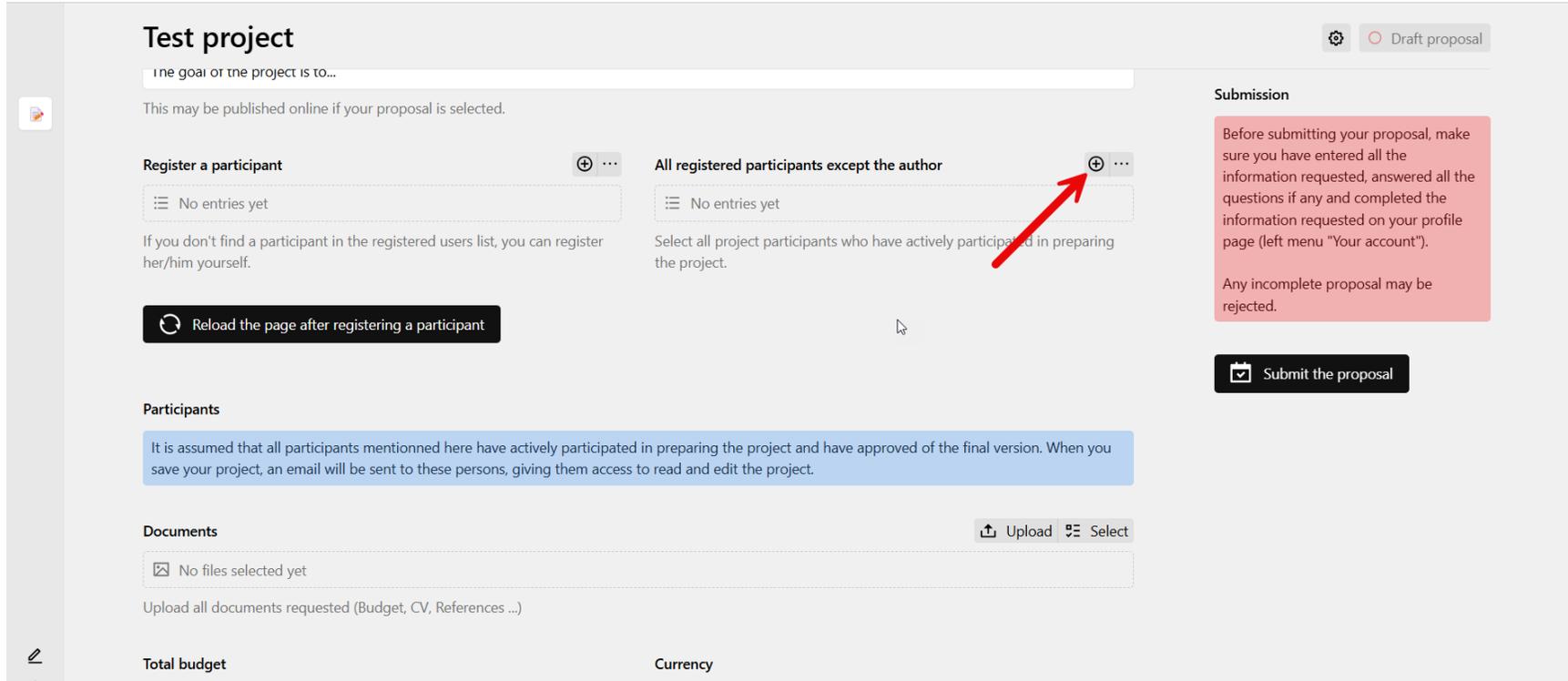
- The maximum length is maximum 1,500 characters, spaces included. A character counter is displayed at the top right of the text box.
- You can change the appearance of the text using the tools at the top left.

# Preparing your application - Description

The screenshot displays the 'Test project' interface. At the top right, there are three buttons: 'Draft proposal' (grey), 'Revert' (orange), and 'Save' (orange). A red arrow points to the 'Save' button. The main content area includes a 'Description' field with a rich text editor containing the text 'The goal of the project is to...'. Below this, there are two sections for participants: 'Register a participant' and 'All registered participants except the author', both showing 'No entries yet'. A 'Submit the proposal' button is located at the bottom right. A red box on the right side contains the following text: 'Before submitting your proposal, make sure you have entered all the information requested, answered all the questions if any and completed the information requested on your profile page (left menu "Your account"). Any incomplete proposal may be rejected.'

- As soon as you make any change on your proposal, two orange buttons appear at the top right of the page.
- **Please click on “Save” before moving to the next page or closing the page.**

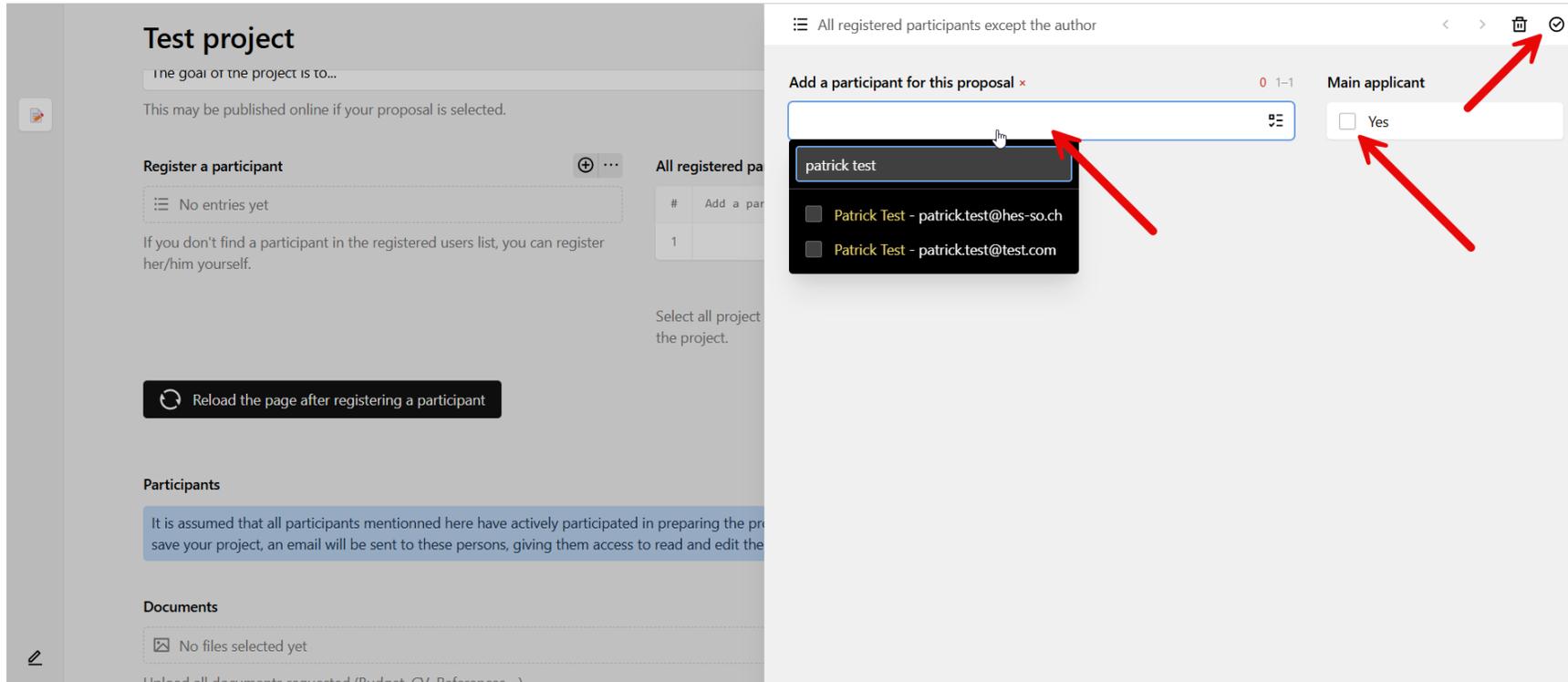
# Adding a participant to your project



The screenshot displays the 'Test project' management page. At the top, there is a text input field for 'The goal of the project is to...' and a 'Draft proposal' button. Below this, there are two main sections for managing participants: 'Register a participant' and 'All registered participants except the author'. Both sections currently show 'No entries yet'. A red arrow points to the '+' icon in the 'All registered participants except the author' section. To the right, a 'Submission' section contains a red warning box with instructions on how to submit a proposal and a 'Submit the proposal' button. At the bottom, there is a 'Documents' section with an 'Upload' button and a 'Participants' section with a blue informational box.

- You need to add all the applicants and participants of the project (including yourself). This will enable you to work collaboratively on your application.
- To do so, click on the “+” next to “All registered participants except the author”.

# Adding a participant to your project



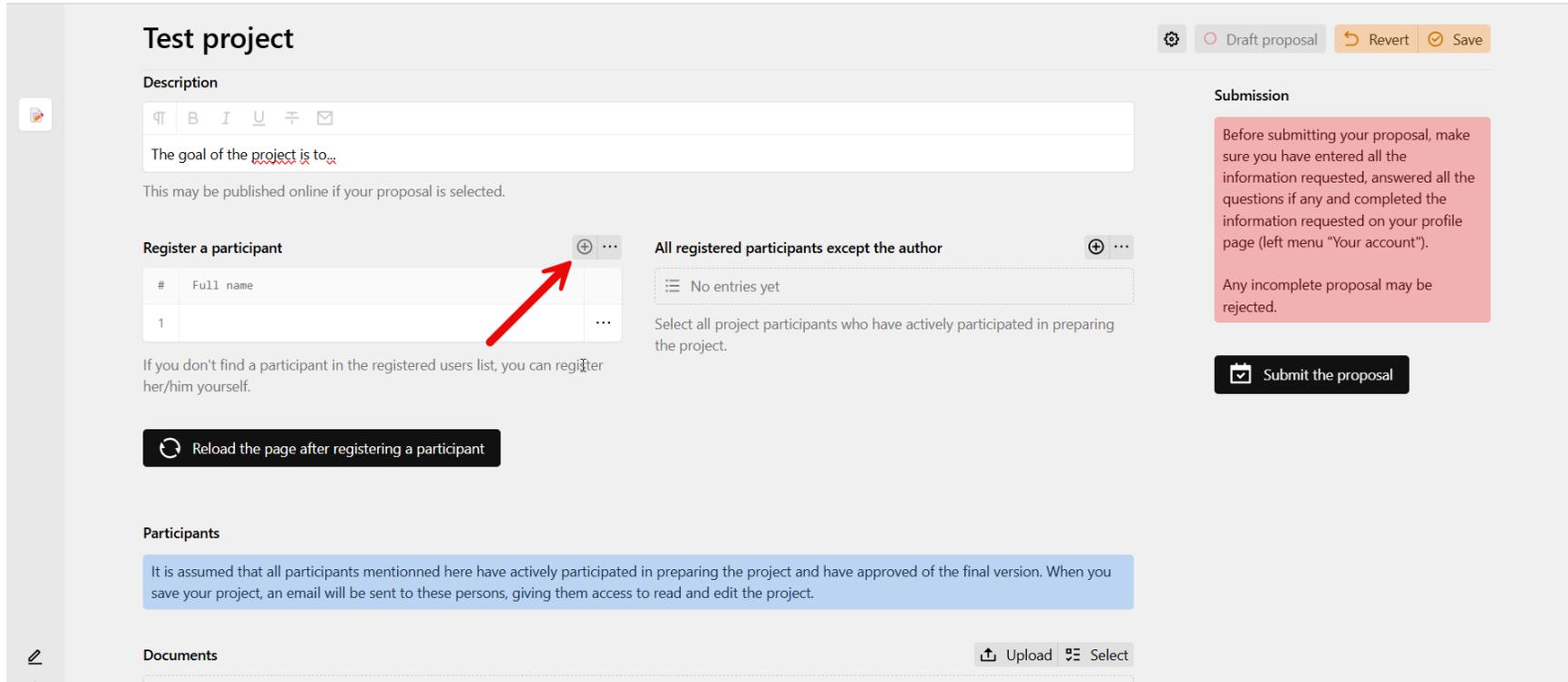
- Click in the box and enter the name of the person. If he/she already has a profile on the platform, their name and email address will appear below. Check the box next to their name. If the name does not appear, please see the section “Registering a participant” below.
- If the person is the main applicant or is one of the co-applicants of the project, check “Yes” under “Main applicant”. Click on the button on the top right of the page.

# Adding a participant to your project

The screenshot shows the 'Test project' management interface. At the top right, there are buttons for 'Draft proposal', 'Revert', and 'Save'. A red arrow points to the 'Save' button. Below the project title, there is a text input field for the project goal and a 'Register a participant' section with a 'No entries yet' message. To the right, a table titled 'All registered participants except the author' shows one participant: 'Patrick Test - patrick.test@hes-so.ch'. Below the table is a 'Submit the proposal' button. A red box on the right contains a 'Submission' warning: 'Before submitting your proposal, make sure you have entered all the information requested, answered all the questions if any and completed the information requested on your profile page (left menu "Your account"). Any incomplete proposal may be rejected.'

- Click on “Save” at the top right of the page.
- The person is now added as a participant to your project. They will receive an email inviting them to create a password to complete their profile (if applicable) and to access the proposal on the platform.

# Registering a participant



The screenshot shows a web interface for a 'Test project'. At the top right, there are buttons for 'Draft proposal', 'Revert', and 'Save'. The main content area is divided into several sections:

- Description:** A text editor with a toolbar (bold, italic, underline, link, list) and a text box containing 'The goal of the project is to...'. Below it, a note says 'This may be published online if your proposal is selected.'
- Register a participant:** A section with a table and a '+' icon. A red arrow points to this '+' icon. The table has two columns: '#', 'Full name', and a third column with a vertical ellipsis. The first row contains the number '1' in the first column and a vertical ellipsis in the third column.
- All registered participants except the author:** A section with a '+' icon and a list containing 'No entries yet'. Below it, a note says 'Select all project participants who have actively participated in preparing the project.'
- Submission:** A red box containing text: 'Before submitting your proposal, make sure you have entered all the information requested, answered all the questions if any and completed the information requested on your profile page (left menu "Your account"). Any incomplete proposal may be rejected.' Below this is a 'Submit the proposal' button.
- Participants:** A blue box containing text: '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:** A section with an 'Upload' button and a 'Select' button.

At the bottom left, there is a 'Reload the page after registering a participant' button.

- If your partner does not have a profile on the platform, click on the “+” next to “Register a participant”.

# Registering a participant

**Test project**

Description

The goal of the project is to...

This may be published online if your proposal is selected.

**Register a participant**

#	Full name
1	Patrick Test

All registered participants

No entries

Select all project participants

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

Reload the page after registering a participant

**Participants**

It is assumed that all participants mentioned here have actively participated in preparing the project. When you save your project, an email will be sent to these persons, giving them access to read and edit the project.

**Documents**

Register a participant

Full name \* Patrick Test

Email \* patrick.test@hes-so.ch

Prefix - First and Lastname - Suffix

Position Institution Department

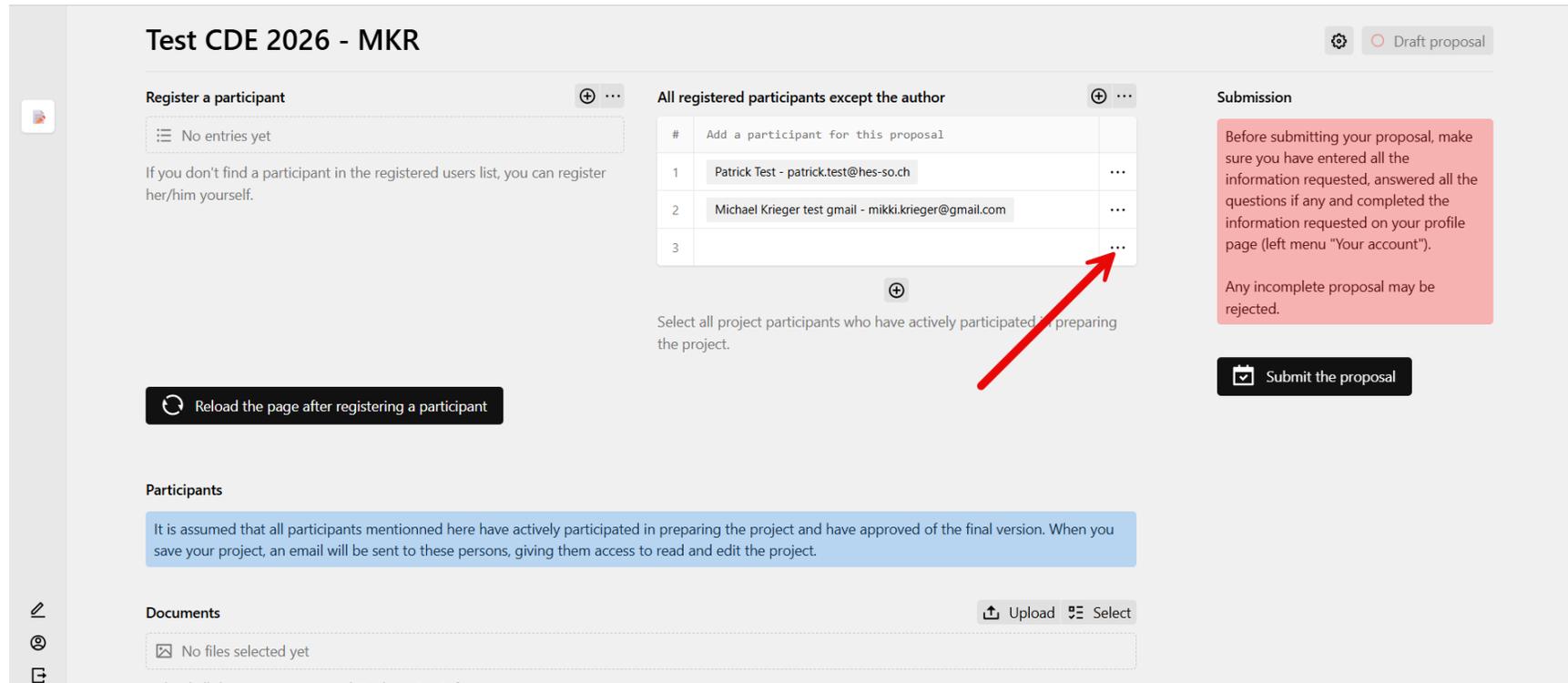
- Enter their name, email address, and additional information.
- Click on the button on the top right.

# Registering a participant

The screenshot shows a web interface for a project titled "Test project". At the top right, there are buttons for "Draft proposal", "Revert", and "Save". A red arrow points to the "Save" button. Below the "Description" field, there is a "Register a participant" section with a table containing one entry: "Patrick Test". Below the table, there is a button labeled "Reload the page after registering a participant" with a refresh icon, also indicated by a red arrow. To the right, there is a "Submission" section with a red warning box and a "Submit the proposal" button. The interface also includes a "Participants" section with a blue informational box and a "Documents" section at the bottom.

- Click on “Save” on the top right.
- Click on “Reload the page after registering a participant”.
- The person is now registered as a user on the platform and can be added as a participant in your project (see above).

# Registering a participant



**Test CDE 2026 - MKR** ⚙️ Draft proposal

**Register a participant** ⊕ ⋮

No entries yet

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

**All registered participants except the author** ⊕ ⋮

#	Add a participant for this proposal	
1	Patrick Test - patrick.test@hes-so.ch	⋮
2	Michael Krieger test gmail - mikki.krieger@gmail.com	⋮
3		⋮

⊕

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

**Submission**

Before submitting your proposal, make sure you have entered all the information requested, answered all the questions if any and completed the information requested on your profile page (left menu "Your account").

Any incomplete proposal may be rejected.

📄 Submit the proposal

🔄 Reload the page after registering a participant

**Participants**

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** 📁 Upload 📄 Select

No files selected yet

- Once all the participants have been added to your project, make sure to remove any empty lines using the three dots at the end of the line.

# Uploading additional documents

**Test project**

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

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

Reload the page after registering a participant

**Participants**

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**

No files selected yet

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

**Upload** **Select**

**Total budget**

Enter a number.

**Currency**

Choose a currency.

**Submission**

Before submitting your proposal, make sure you have entered all the information requested, answered all the questions if any and completed the information requested on your profile page (left menu "Your account").

Any incomplete proposal may be rejected.

**Submit the proposal**

- In the tab "Information", under "Documents", the button "Upload" allows you to add documents to your proposal. Only the budget table and the CVs of the main applicants are mandatory.
- Under "Total budget", please enter the amount requested as a grant in CHF.
- **Make sure to save your changes before moving to the next step.**

# Answering the proposal questions

HES.SO - RECTORAT / Leading House for the Middle East and North Africa / Research Partnership Grants 2025 / Test project

## Test project

Information Proposal questions

### Questions

- 1-Project description and objectives
- 2-Planned activities, work plan
- 3-Challenges and contingency plan
- 4-Expected outputs
- 5-Description of past or existing collaboration between partners, if any
- 6-Follow-up activities (including funding application) and long-term collaboration

Open each question and enter your answer.

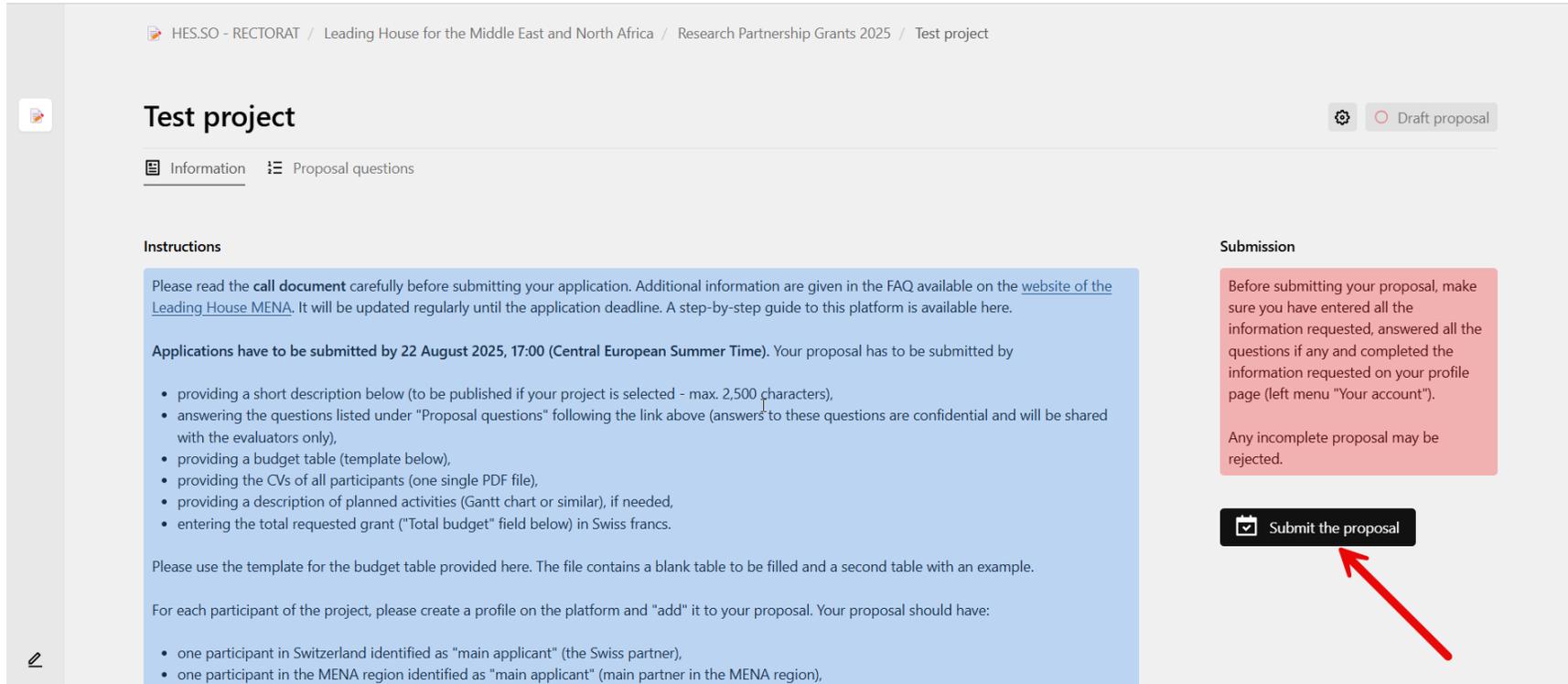
- Click on the tab “Proposal questions”. You will see the list of questions that you need to answer to submit your proposal. Your answers to these questions are confidential. They will be shared with the evaluators only.
- Click on one of the questions to start writing your proposal.

# Answering the proposal questions

The screenshot shows a web interface for submitting a proposal. At the top, the breadcrumb trail reads: HES.SO - RECTORAT / Leading House for the Middle East and North Africa / Research Partnership Grants 2025 / Test project / 1-Project description and objectives. The page title is '1-Project description and objectives'. On the right, there are navigation arrows and buttons for 'Revert' and 'Save'. Below the title, there are 'Instructions to answer the question' and a character limit of 'Maximum 5,000 characters (spaces included)'. The 'Answer' section features a rich text editor with a toolbar (bold, italic, underline, link, unlink, insert link, insert image) and a character counter showing '45'. The text entered is 'The main objectives of this project are to...'. A warning message states: 'Don't forget to save your answer. Caution! You must save your answers one by one.' On the right side, there is a 'Question 1 / 6' section with a blue instruction box: 'Click on the arrows above to navigate through the questions.' Below that is a red warning box: 'Caution! You must save your answers one by one.' At the bottom right, there is a black button with a back arrow: 'Go back to the proposal description'. Red arrows in the image point to the navigation arrows at the top right, the character limit, the character counter, the warning message, and the 'Go back to the proposal description' button.

- Enter the answer to each proposal question. You can change the appearance of the text using the tools on the top left of the box.
- The maximum characters are shown for each question. A character counter is shown on the top right.
- You can move to the next question using the arrows at the top right of the page or go back to the proposal description using the button.
- **In any case, please remember to save each answer before your move to the next page.**

# Submitting your proposal



HES.SO - RECTORAT / Leading House for the Middle East and North Africa / Research Partnership Grants 2025 / Test project

## Test project

Information Proposal questions

### Instructions

Please read the **call document** carefully before submitting your application. Additional information are given in the FAQ available on the [website of the Leading House MENA](#). It will be updated regularly until the application deadline. A step-by-step guide to this platform is available here.

**Applications have to be submitted by 22 August 2025, 17:00 (Central European Summer Time).** Your proposal has to be submitted by

- providing a short description below (to be published if your project is selected - max. 2,500 characters),
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- providing a budget table (template below),
- providing the CVs of all participants (one single PDF file),
- providing a description of planned activities (Gantt chart or similar), if needed,
- entering the total requested grant ("Total budget" field below) in Swiss francs.

Please use the template for the budget table provided here. The file contains a blank table to be filled and a second table with an example.

For each participant of the project, please create a profile on the platform and "add" it to your proposal. Your proposal should have:

- one participant in Switzerland identified as "main applicant" (the Swiss partner),
- one participant in the MENA region identified as "main applicant" (main partner in the MENA region),

### Submission

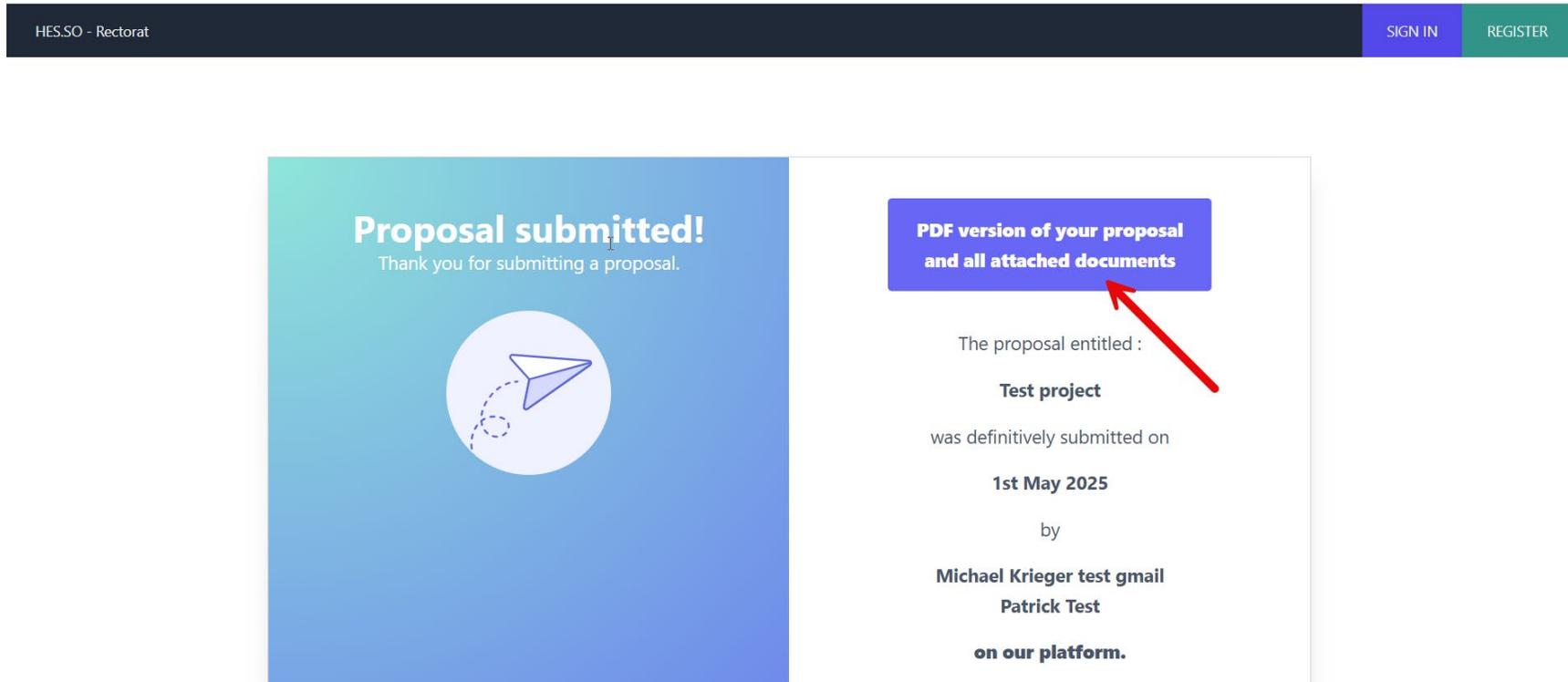
Before submitting your proposal, make sure you have entered all the information requested, answered all the questions if any and completed the information requested on your profile page (left menu "Your account").

Any incomplete proposal may be rejected.

Submit the proposal

- Once you have completed your application, go to the tab "Information" and click on the button "Submit the proposal".
- A summary of your proposal will be shown, allowing you to check that you have entered all required information. If your proposal is ready, click on "Definitely submit my proposal".

# Submitting your proposal



- You will see a confirmation that your proposal has been submitted.
- You can download a PDF version of your proposal with all the additional documents. This PDF can be used as a confirmation. No confirmation is sent by email after the submission of your proposal.

**Hes·so**

