



Hes·so

K-REVIEW GUIDE FOR APPLICANTS

02.05.2025

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

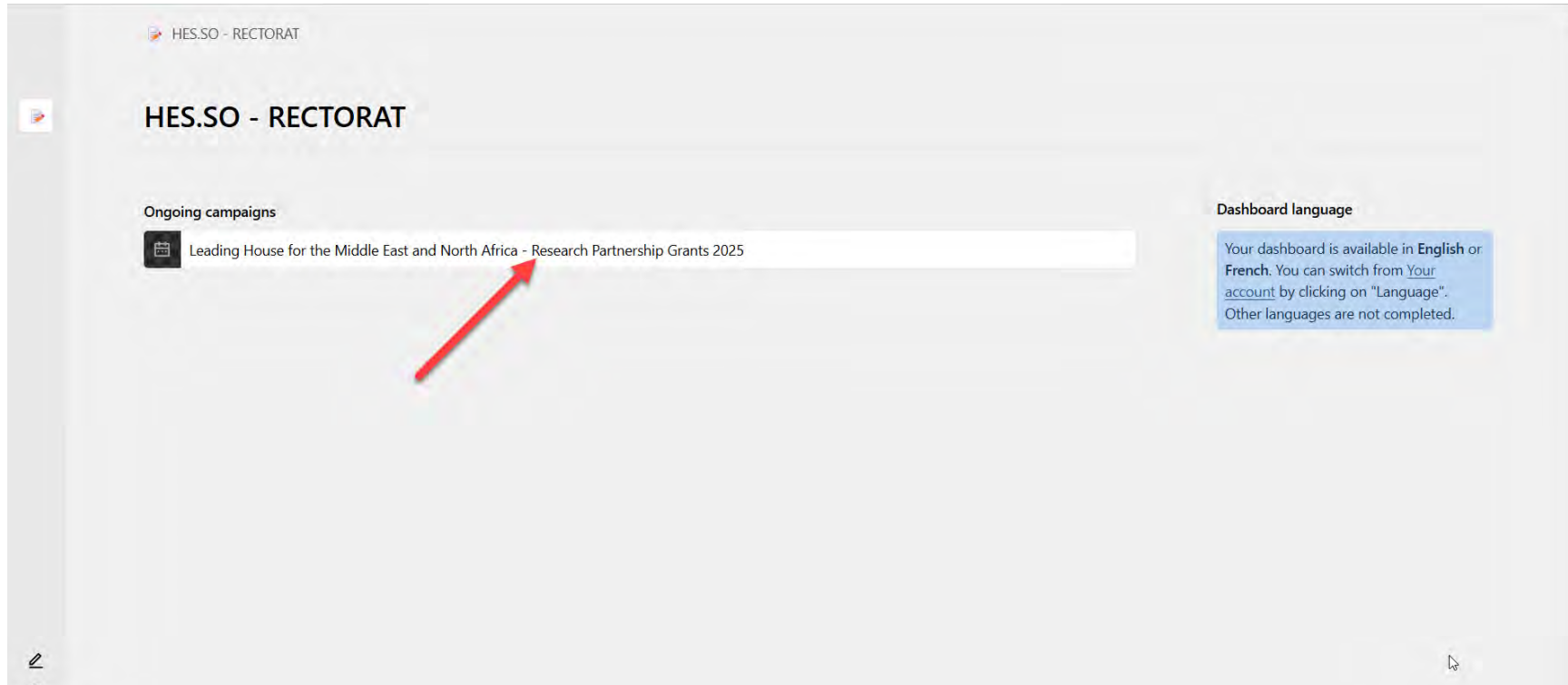
No ongoing calls at the moment

SELECTED PROJECTS

No selected projects yet

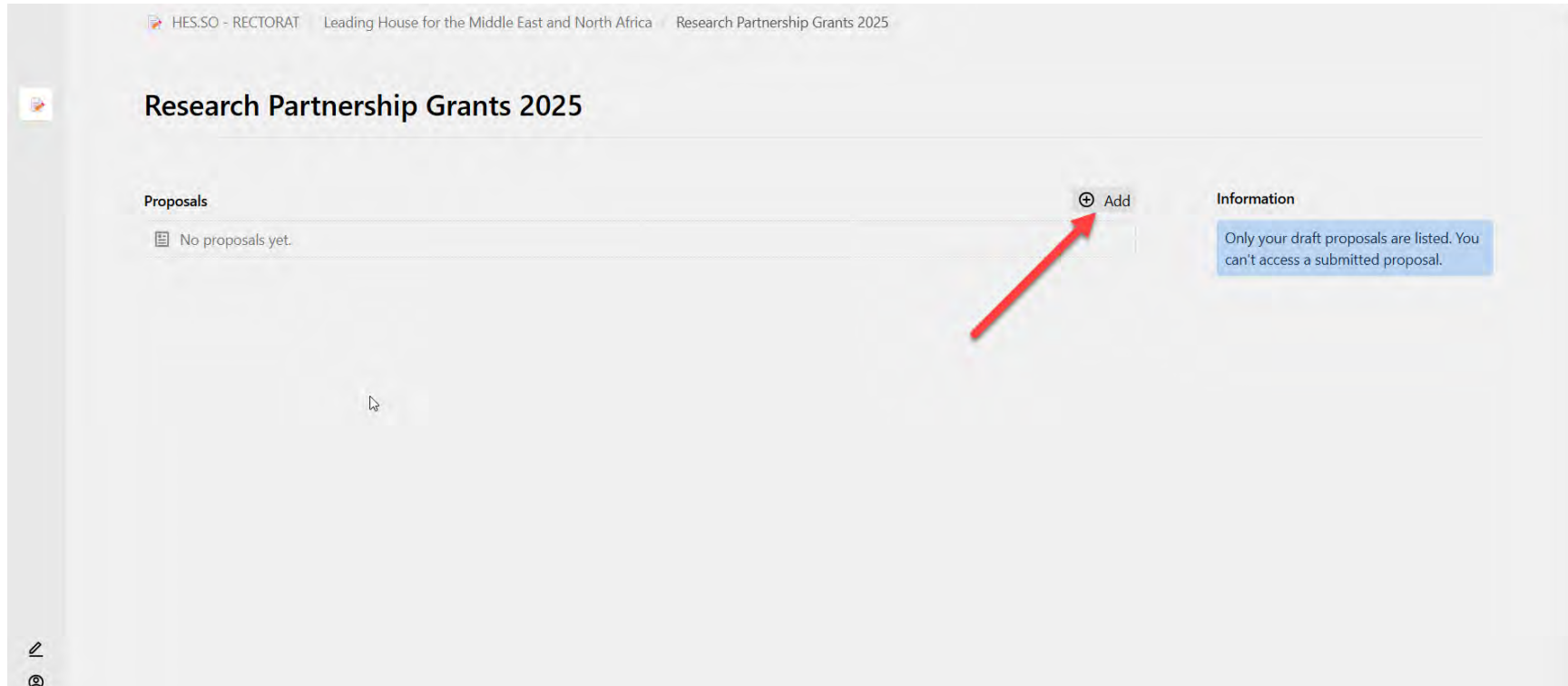
- Go to <https://hes-so.k-review.com/>
- If you are visiting the platform for the first time, click on “Register” to create your account.
- If you already have an account, click on “Sign in”.

Creating your proposal



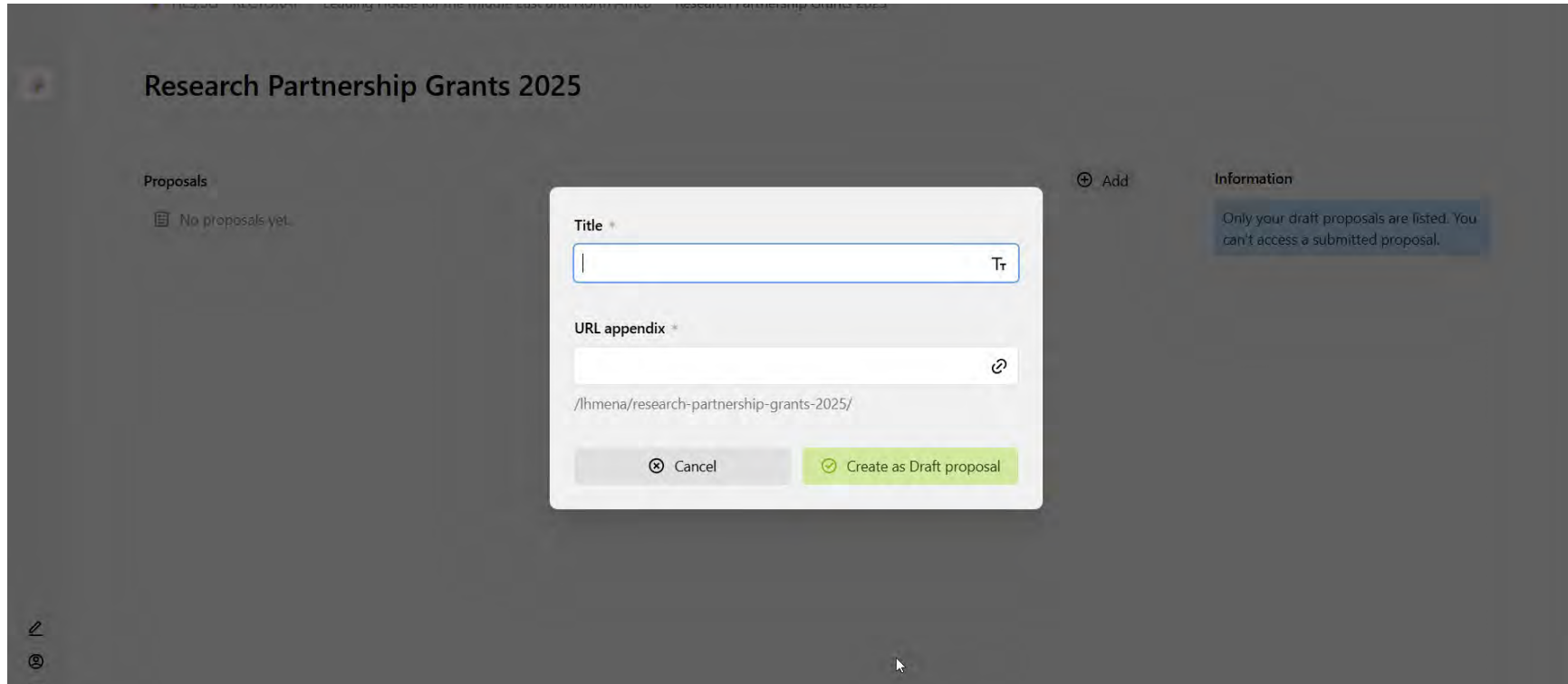
- Under “Ongoing campaigns”, click on the call that you want to apply to.

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



Research Partnership Grants 2025

Proposals

No proposals yet.

Add

Information

Only your draft proposals are listed. You can't access a submitted proposal.

Title *

URL appendix *

/hmena/research-partnership-grants-2025/

Cancel Create as Draft 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

Any incomplete proposal may be rejected.

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

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 toolbar: Bold, Italic, Underline, Link, Image]

The goal of the project is to...

This may be published online if your proposal is selected.

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

No entries yet

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.

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", enter a general description of your project.
- It should be understandable by a non-specialist audience and will be published if your project is selected.

Preparing your application - Description

The screenshot displays the 'Test project' form. At the top, a blue box contains instructions: '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' field, which has a character counter showing '32' at the top right. The field contains the text 'The goal of the project is to...' and has a rich text editor toolbar on the left with icons for bold, italic, underline, list, and link. A red arrow points to the toolbar. Below the description field, there are two sections for participants: 'Register a participant' and 'All registered participants except the author'. Each section has a 'Register a participant' button and a 'No entries yet' message. A 'Reload the page after registering a participant' button is also present. At the bottom, there is a 'Participants' section with a blue box containing instructions: '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.' On the right side of the form, there is a 'Submission' section with a red box 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 this is a 'Submit the proposal' button. At the top right of the form, there are buttons for 'Draft proposal', 'Revert', and 'Save'.

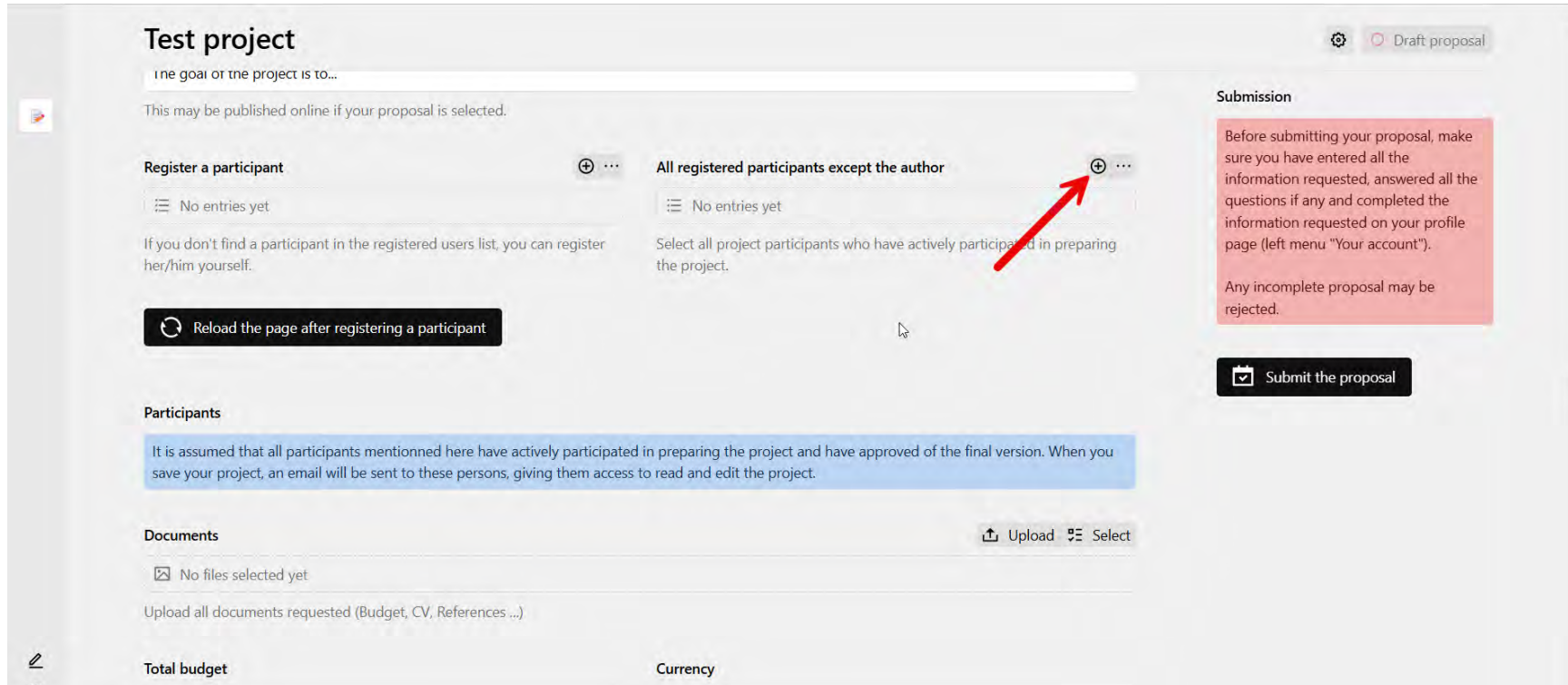
- The maximum length is maximum 2,500 characters, spaces included. A character counter is displayed at the top right of the text box.
- You can change the appearance of the text using the tools at the top left.

Preparing your application - Description

The screenshot displays the 'Test project' interface. At the top right, there are three buttons: 'Draft proposal' (disabled), 'Revert' (disabled), and 'Save' (active, highlighted in 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'. A 'Submit the proposal' button is located at the bottom right. A red box on the right side 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.'

- 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



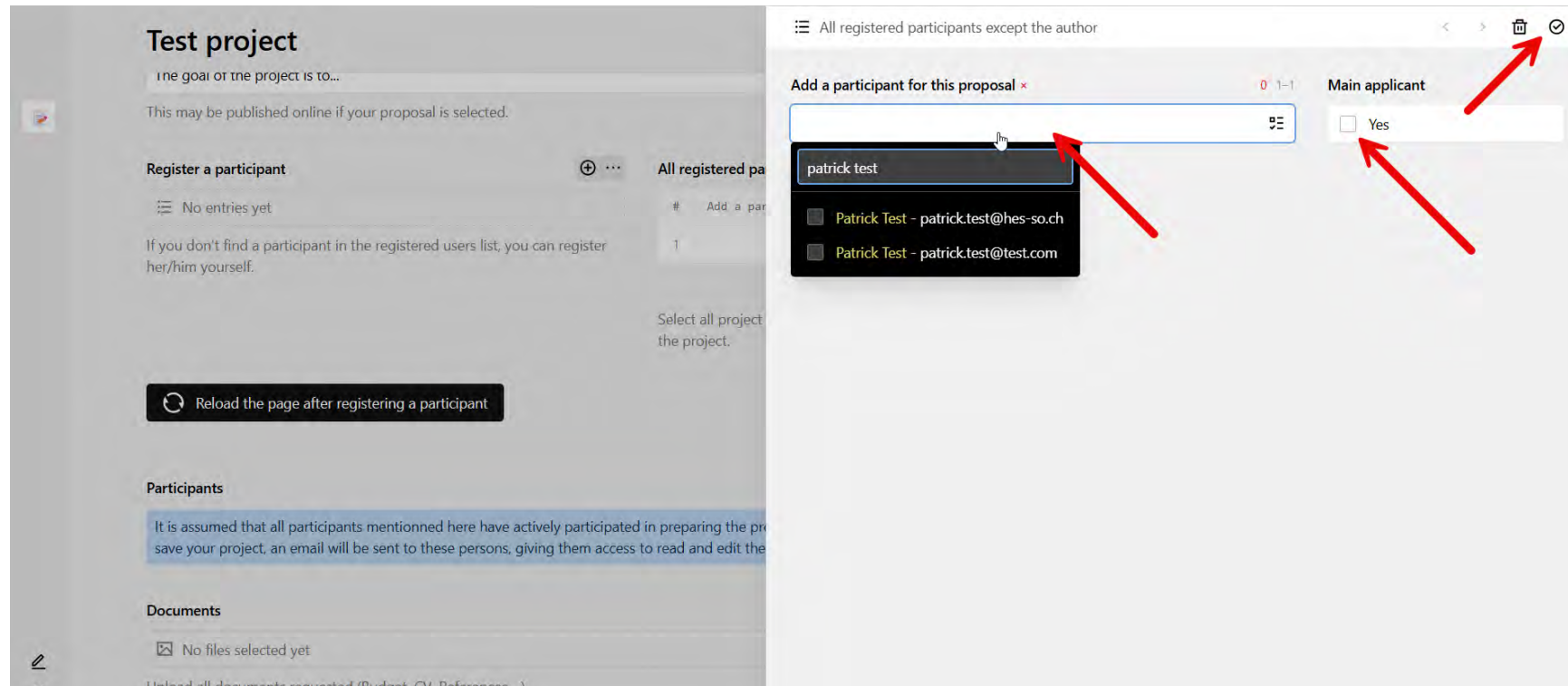
The screenshot shows a web interface for a project titled "Test project". At the top, there is a text input field for the project goal and a "Draft proposal" button. Below this, there are two main sections for participant management:

- Register a participant:** Includes a list with "No entries yet" and a button to "Reload the page after registering a participant".
- All registered participants except the author:** Includes a list with "No entries yet" and a red arrow pointing to a "+" icon next to the title.

Other visible elements include a "Submission" section with instructions, a "Submit the proposal" button, a "Participants" section with a blue informational box, a "Documents" section with an "Upload" button, and a "Total budget" field at the bottom.

- You can add your partners to your project, which will enable you to work collaboratively on your application.
- Click on the “+” next to “All registered participants except the author”.

Adding a participant to your project



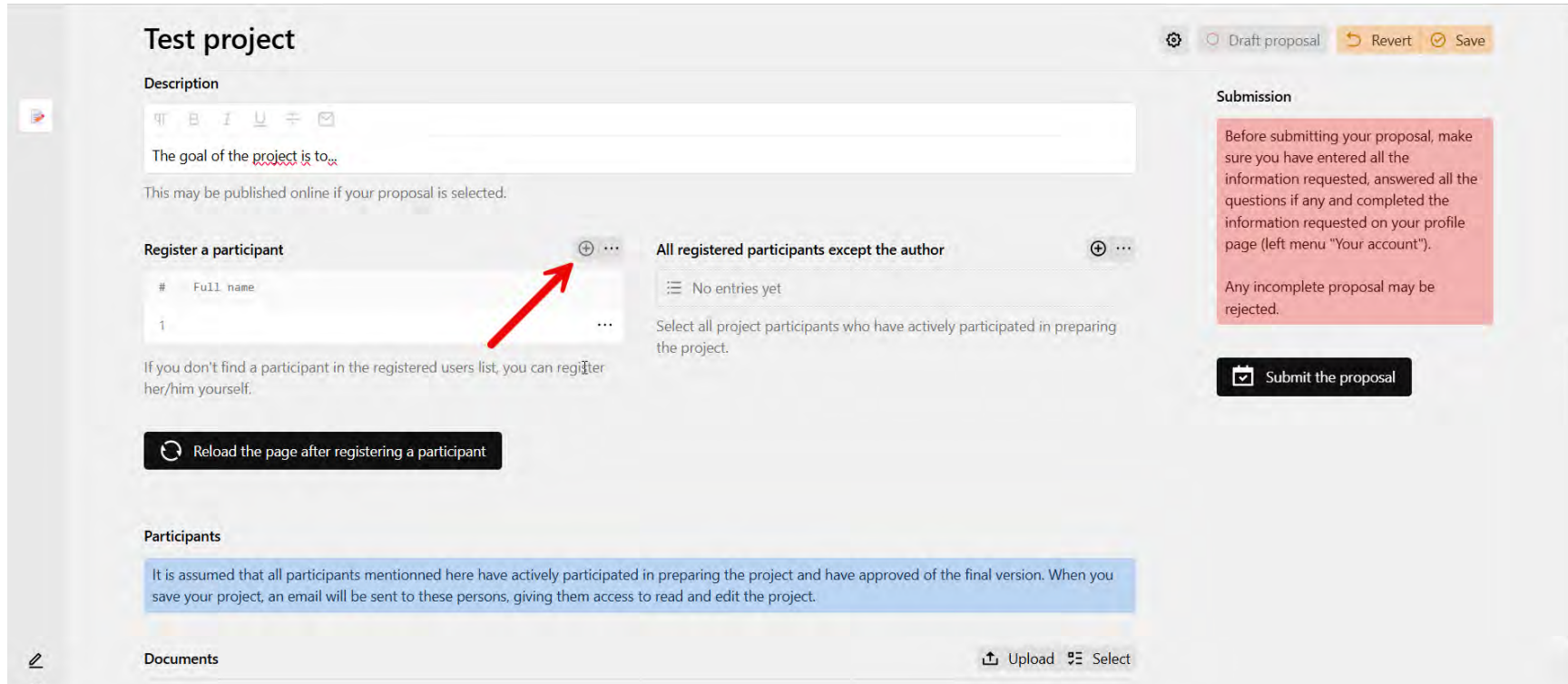
- Click in the box and enter the name of the person. If he/she already has a profile on the platform, their name and email address will appear below. Check the box next to their name. If the name does not appear, please see the section “Registering a participant” below.
- If the person is one of the main 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' page in the Hes-so system. 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 area for the project goal and a note about online publication. The 'Register a participant' section shows 'No entries yet' and a note about registering users. The 'All registered participants except the author' section shows a list with one entry: 'Patrick Test - patrick.test@hes-so.ch'. Below this list is a button to 'Reload the page after registering a participant'. The 'Submission' section contains a red box with 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 this is a 'Submit the proposal' button. The 'Participants' section has a blue box stating: '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 'Documents' section shows 'No files selected yet' and 'Upload' and 'Select' buttons.

- 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 the text '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 table with columns '#', 'Full name', and a three-dot menu icon. A red arrow points to the '+' icon next to the header. Below the table, a note says 'If you don't find a participant in the registered users list, you can register her/him yourself.' A button below reads 'Reload the page after registering a participant'.
- All registered participants except the author:** A section with a '+' icon and a three-dot menu icon. It contains the text 'No entries yet' and a note: 'Select all project participants who have actively participated in preparing the project.'
- Submission:** A red box with 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.' A button below reads 'Submit the proposal'.
- Participants:** A blue box with 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.

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

Registering a participant

The screenshot shows a web application interface for registering a participant. The main heading is "Test project". Below it is a "Description" section with a text editor containing the text "The goal of the project is to...". Below the description is a "Register a participant" section with a table of registered participants. The table has columns for "#", "Full name", and "All registered pa". The first row contains "1", "Patrick Test", and "No entries". Below the table is a button that says "Reload the page after registering a participant". Below the button is a "Participants" section with a text box containing the text "It is assumed that all participants mentioned here have actively participated in preparing the pr... save your project, an email will be sent to these persons, giving them access to read and edit the...". Below the text box is a "Documents" section. On the right side of the screenshot is a "Register a participant" form. The form has a title "Register a participant" and a close button. The form contains the following fields: "Full name" (Patrick Test), "Email" (patrick.test@hes-so.ch), "Prefix - First and Lastname - Suffix", "Position", "Institution", and "Department". Red arrows point to the "Email" field, the "Prefix - First and Lastname - Suffix" field, and a button on the top right of the form.

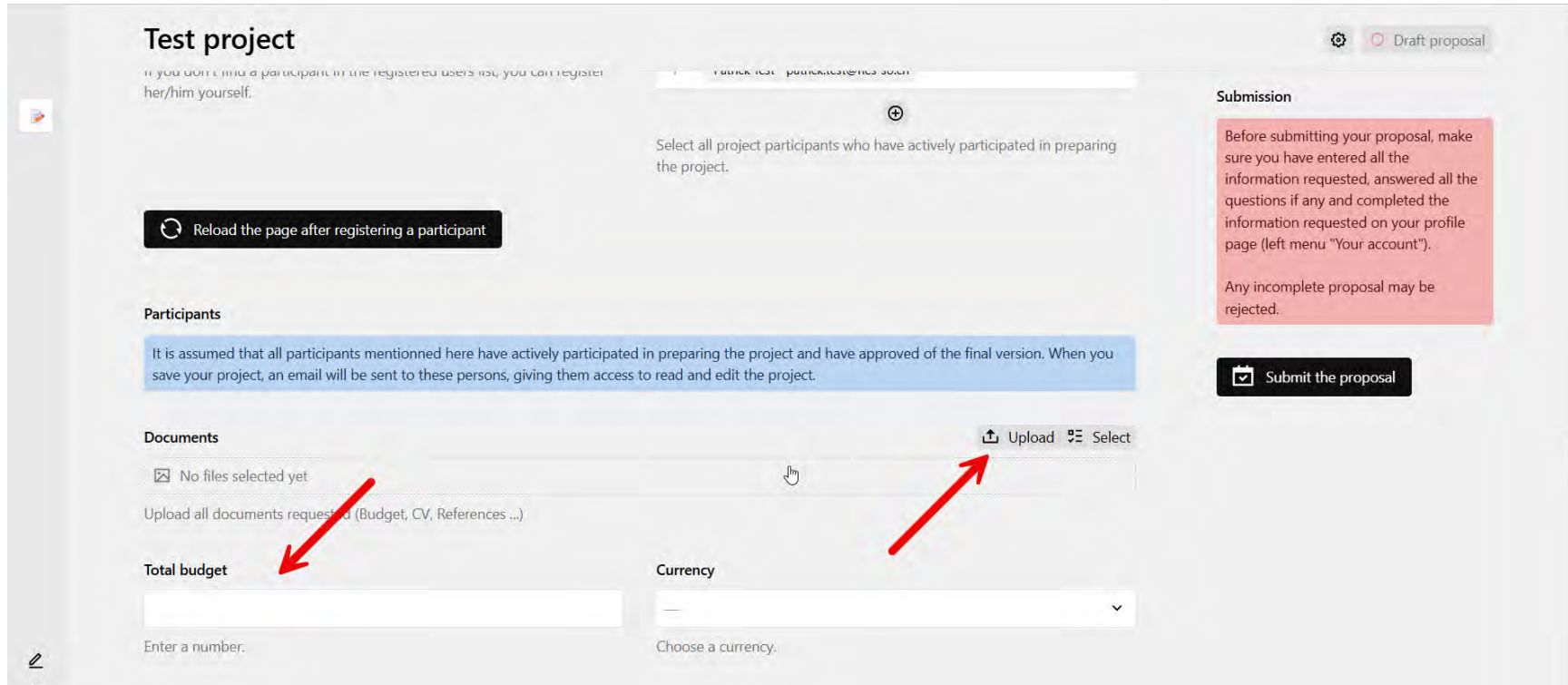
- Enter their name, email address, and additional information.
- Click on the button on the top right.

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 red arrow pointing to it. To the right, there is a "Submission" section with a red box 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 this is a "Submit the proposal" button. At the bottom, there is a "Participants" section with 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."

- 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).

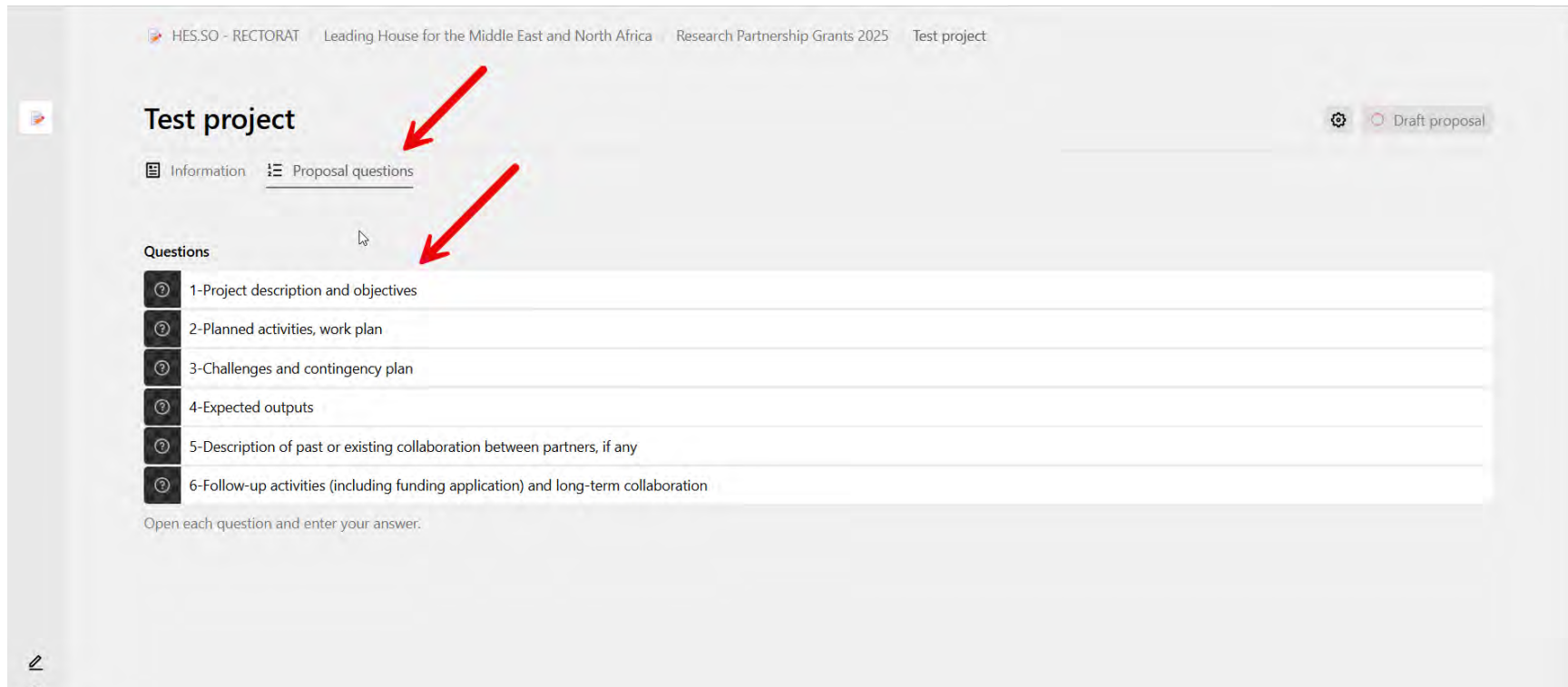
Uploading additional documents



The screenshot shows a web interface for a 'Test project'. At the top, there's a title 'Test project' and a 'Draft proposal' button. Below the title, there's a section for participants with a 'Reload the page after registering a participant' button. The 'Documents' section is highlighted, showing a file upload area with an 'Upload' button and a 'Select' button. Below this, there are fields for 'Total budget' and 'Currency'. A red arrow points to the 'Upload' button, and another red arrow points to the 'Total budget' field.

- 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 participants are mandatory.
- Under “Total budget”, please enter the amount requested as Research Partnership Grant in CHF.
- **Make sure to save your changes before moving to the next step.**

Answering the proposal questions



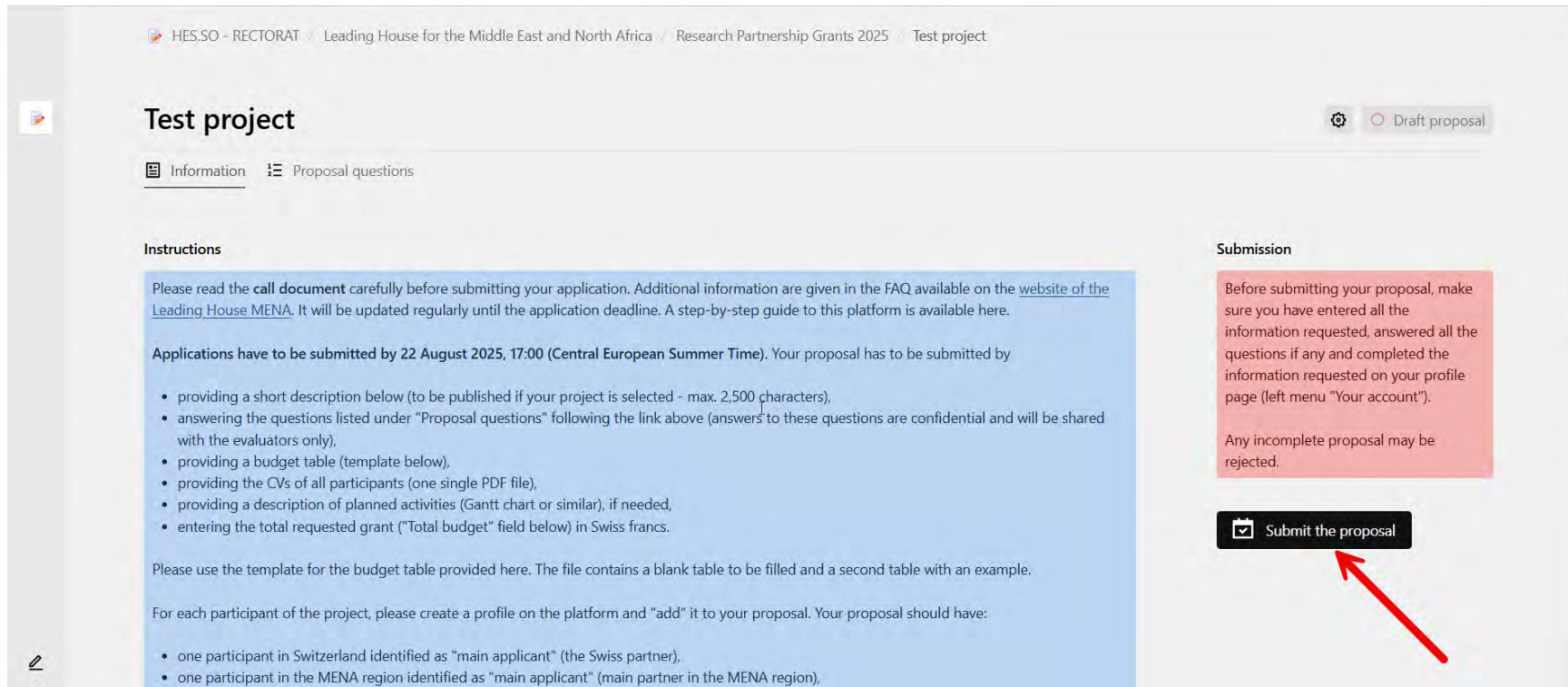
- Click on the tab “Proposal questions”. You will see the list of questions that you need to answer to submit your proposal. Your answers to these questions are confidential. They will be shared with the evaluators only.
- Click on one of the questions to start writing your proposal.

Answering the proposal questions

The screenshot shows the '1-Project description and objectives' question page. 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'. Navigation arrows are circled in red at the top right. The question title '1-Project description and objectives' is displayed, along with 'Question - Free text answer', 'Revert', and 'Save' buttons. A blue box indicates 'Maximum 5,000 characters (spaces included)'. The 'Answer' section features a rich text editor with a toolbar (bold, italic, underline, link, unlink, insert link) and a character counter showing '45'. The text 'The main objectives of this project are to...' is entered. A red arrow points to the 'Save' button. A red arrow points to the 'Go back to the proposal description' button. A red arrow points to the 'Instructions to answer the question' box. A red arrow points to the 'Caution! You must save your answers one by one.' message. A red arrow points to 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),
- 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),

Submission

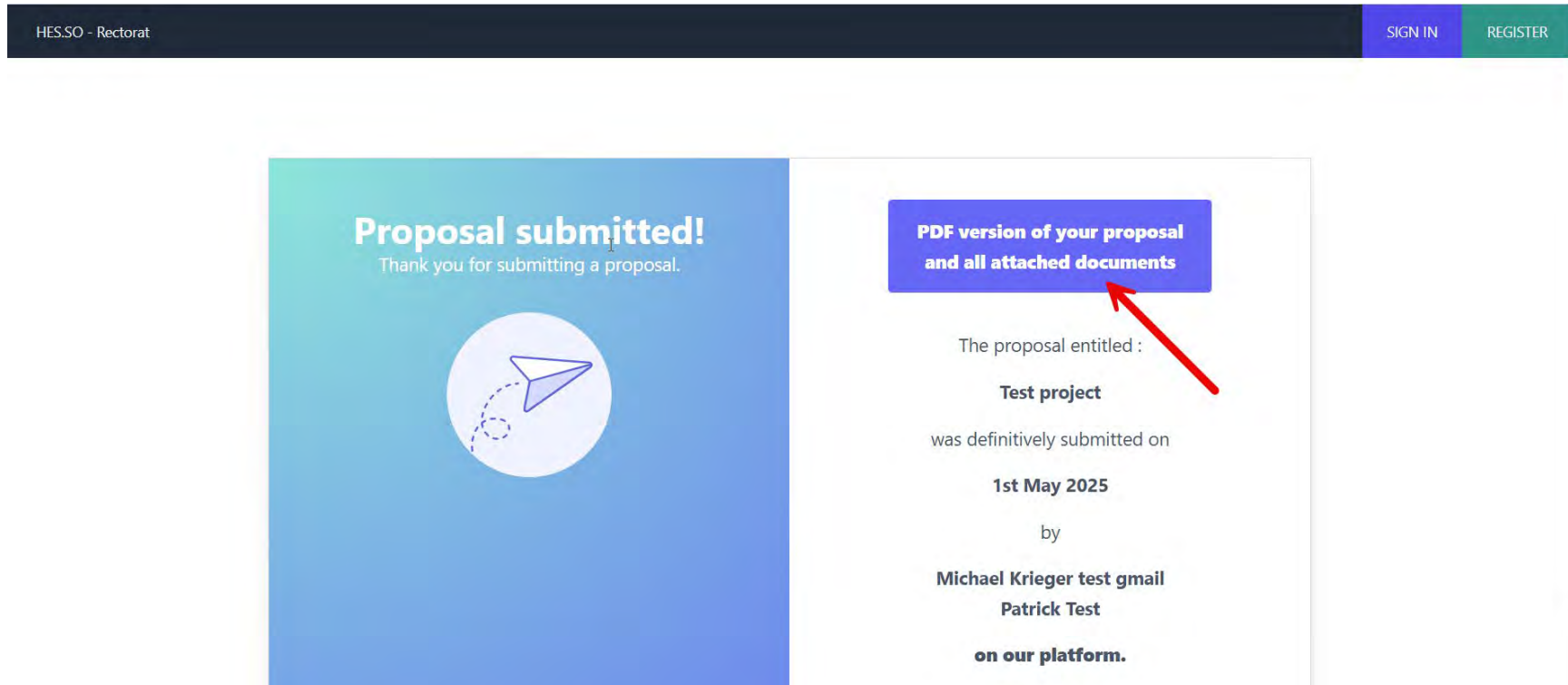
Before submitting your proposal, make sure you have entered all the information requested, answered all the questions if any and completed the information requested on your profile page (left menu "Your account").

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

