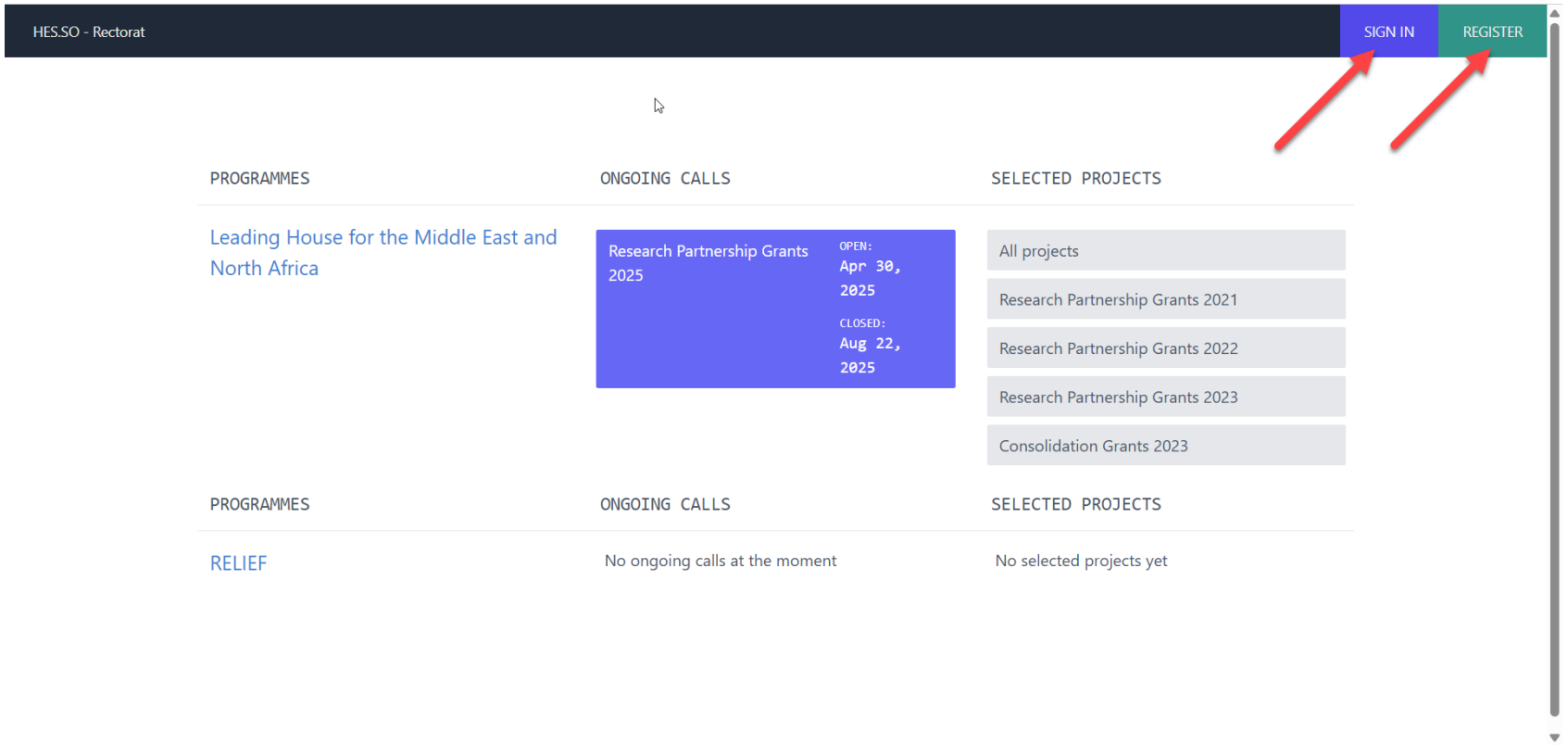
Hes·so

K-REVIEW GUIDE FOR APPLICANTS

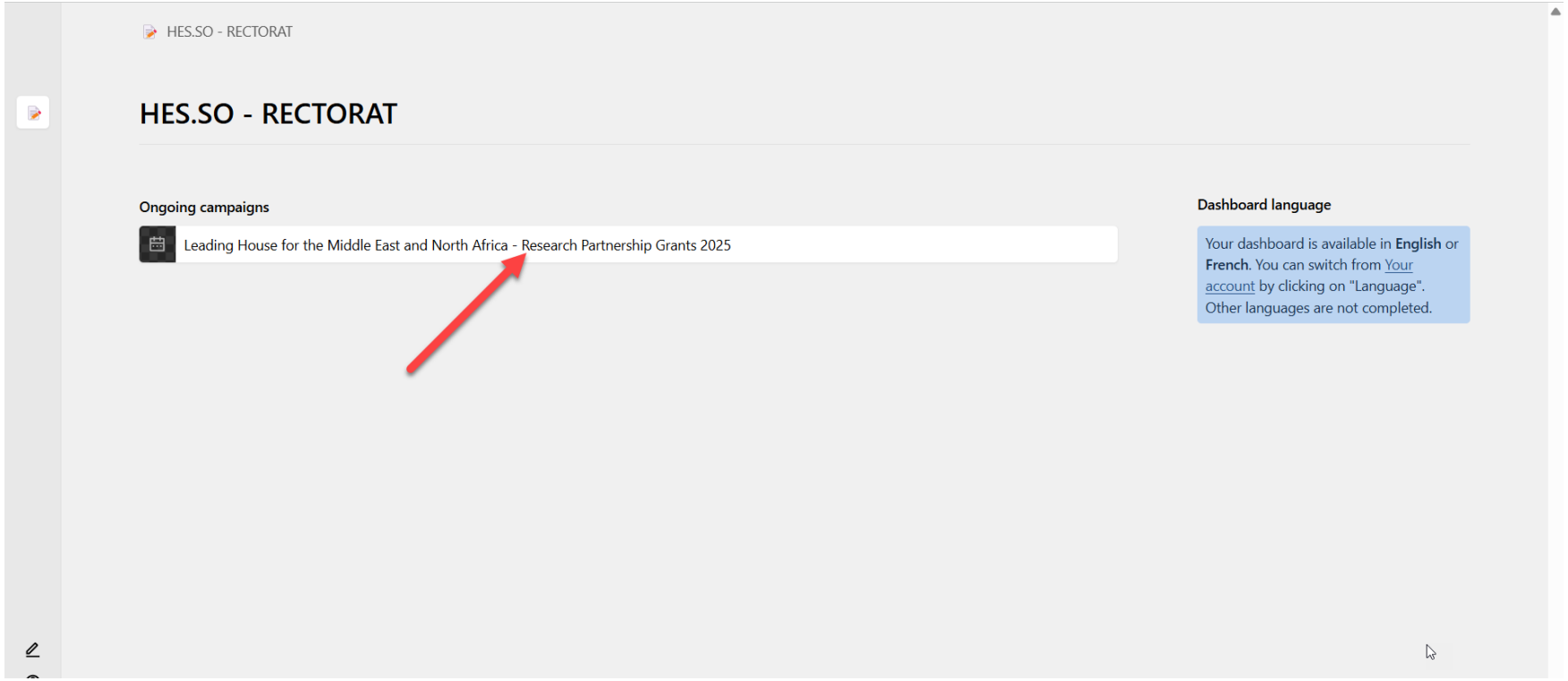
29.05.2026

Sign in / Register



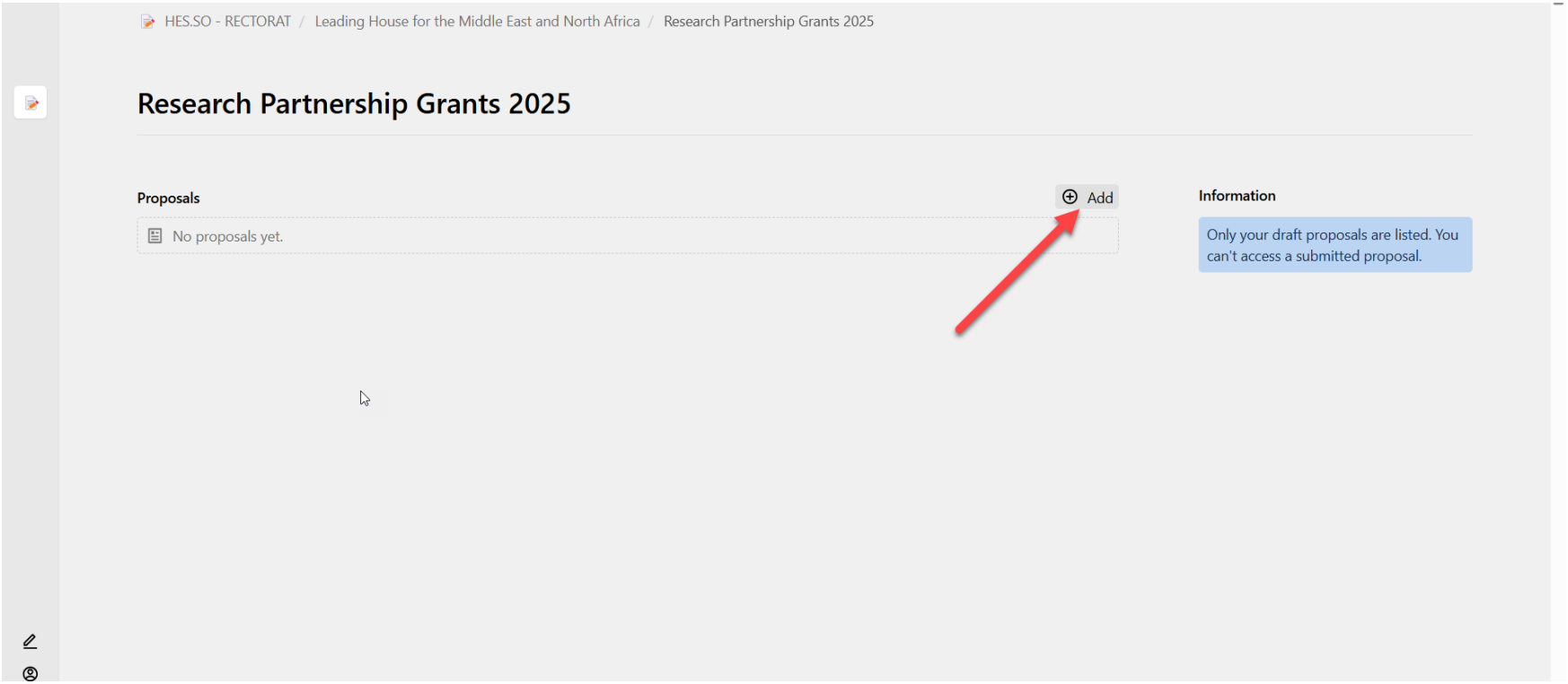
- Go to https://hes-so.k-review.com/
- If you are visiting the platform for the first time, click on “Register” to create your account.
- If you already have an account, click on “Sign in”.

Creating your proposal



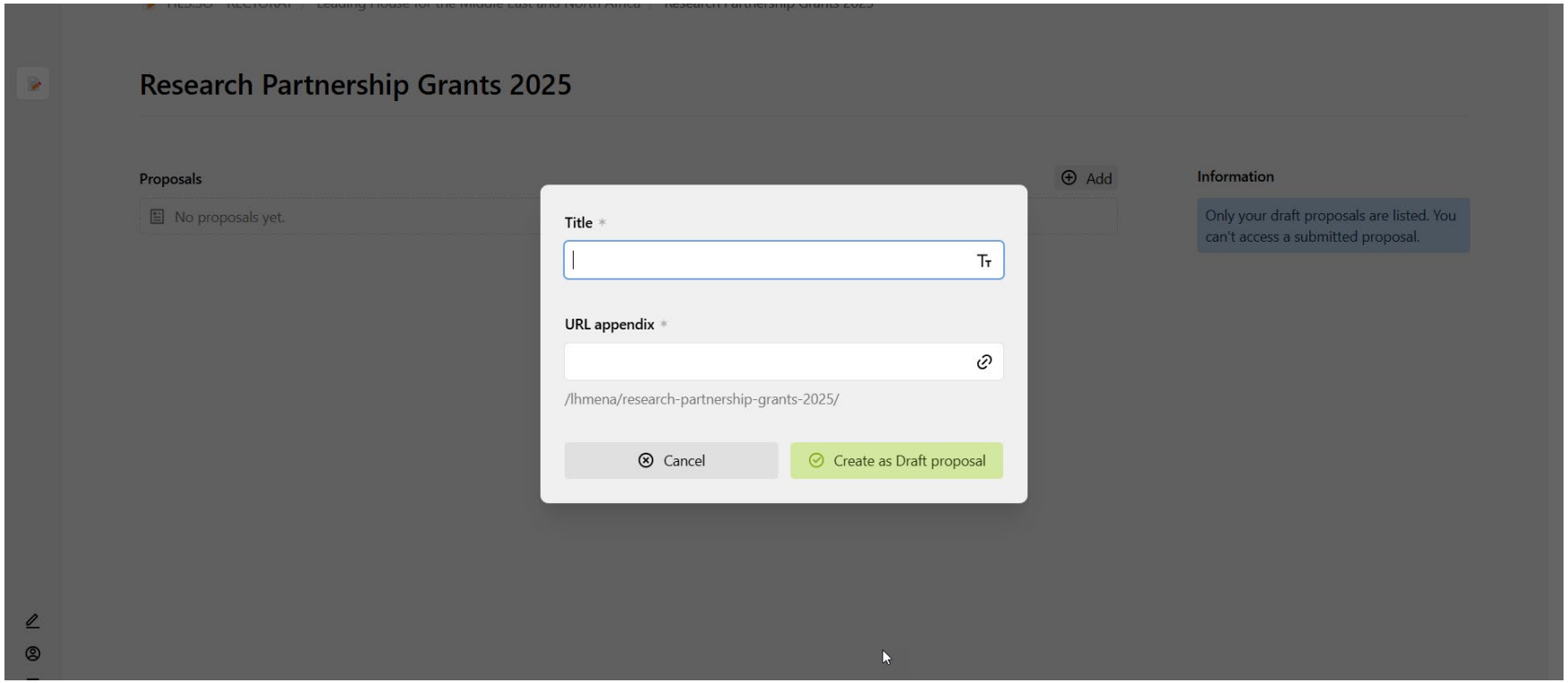
- Under “Ongoing campaigns”, click on the call that you want to apply to.

Creating your proposal



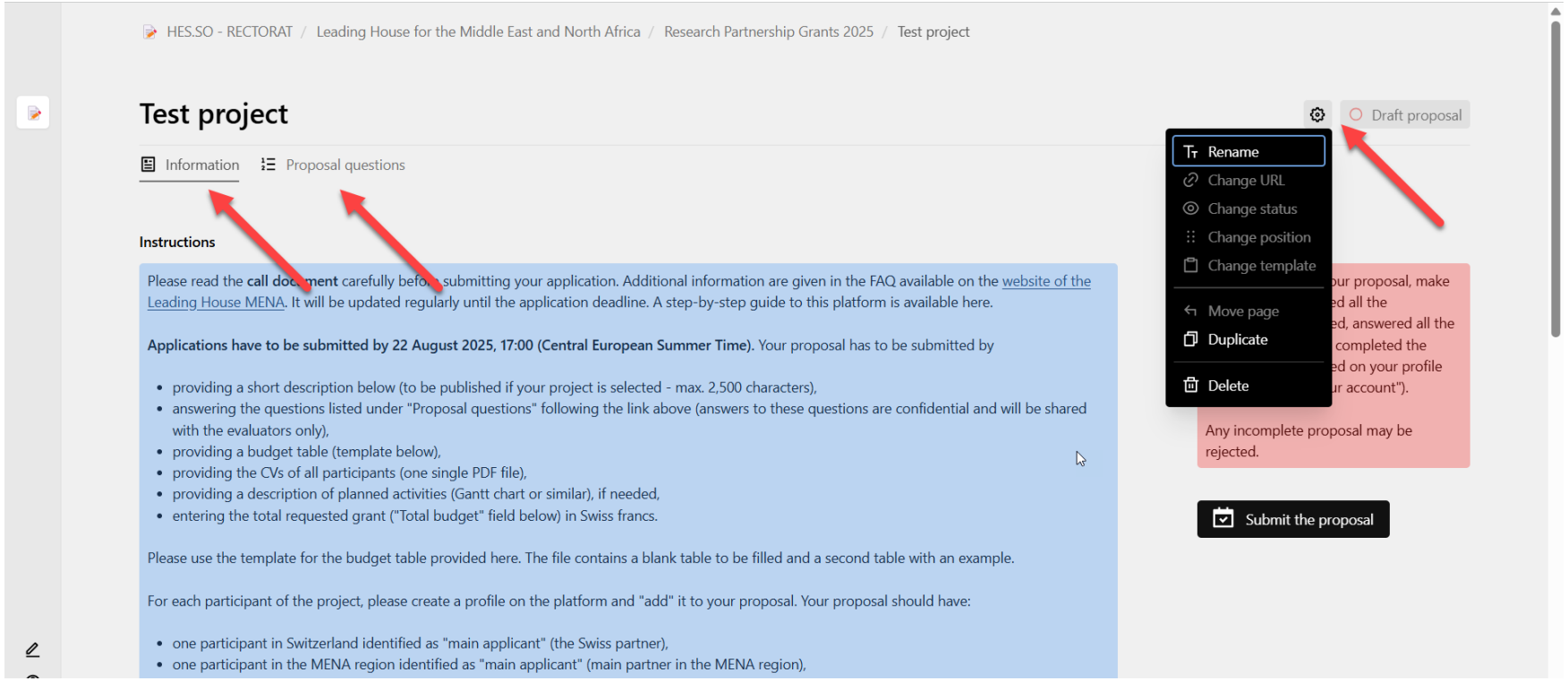
- Under “Proposals”, click on “Add”.
- *If you have already created a proposal, or if you have been invited to collaborate on a proposal by a partner, the proposal will show here.*

Creating your proposal



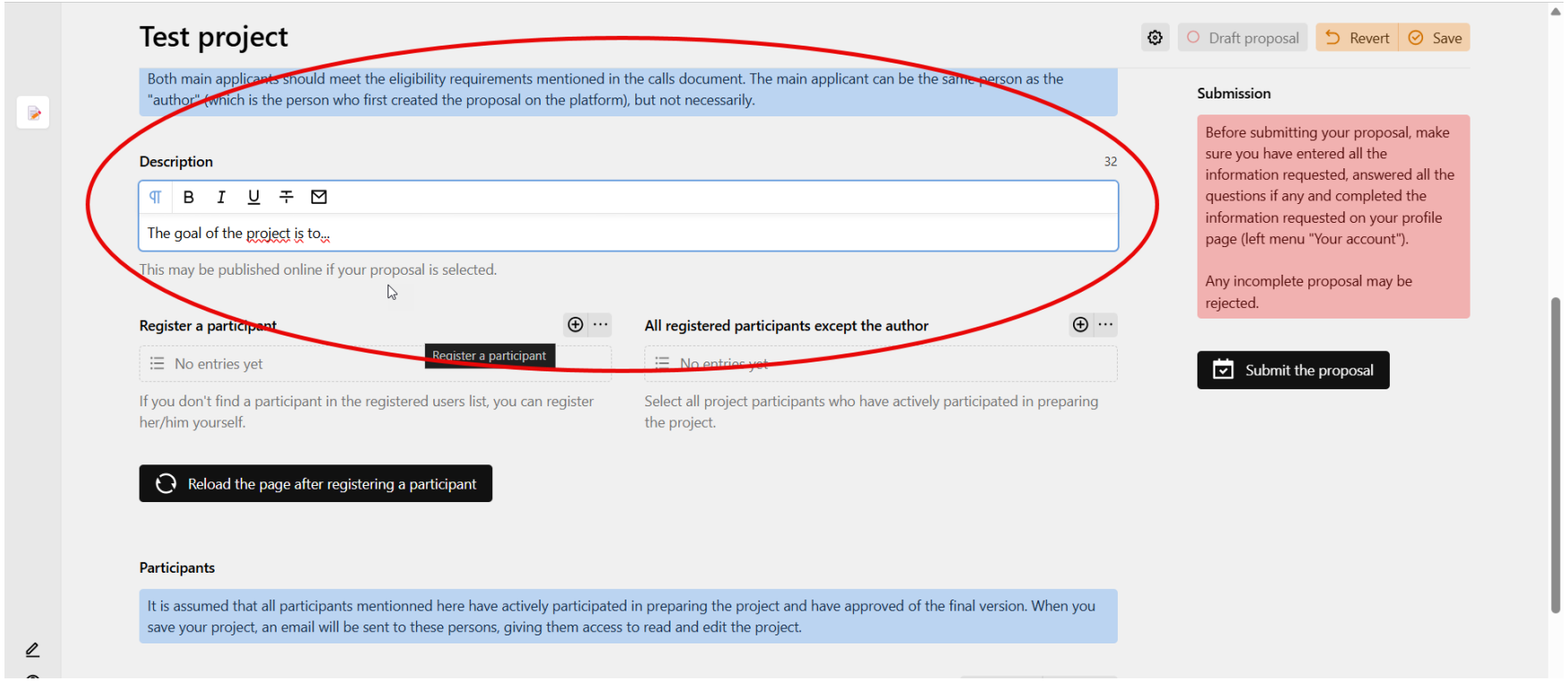
- Enter the title of your proposal (you will be able to change it later if needed). Click on “Create as draft proposal”.

Preparing your application - Information



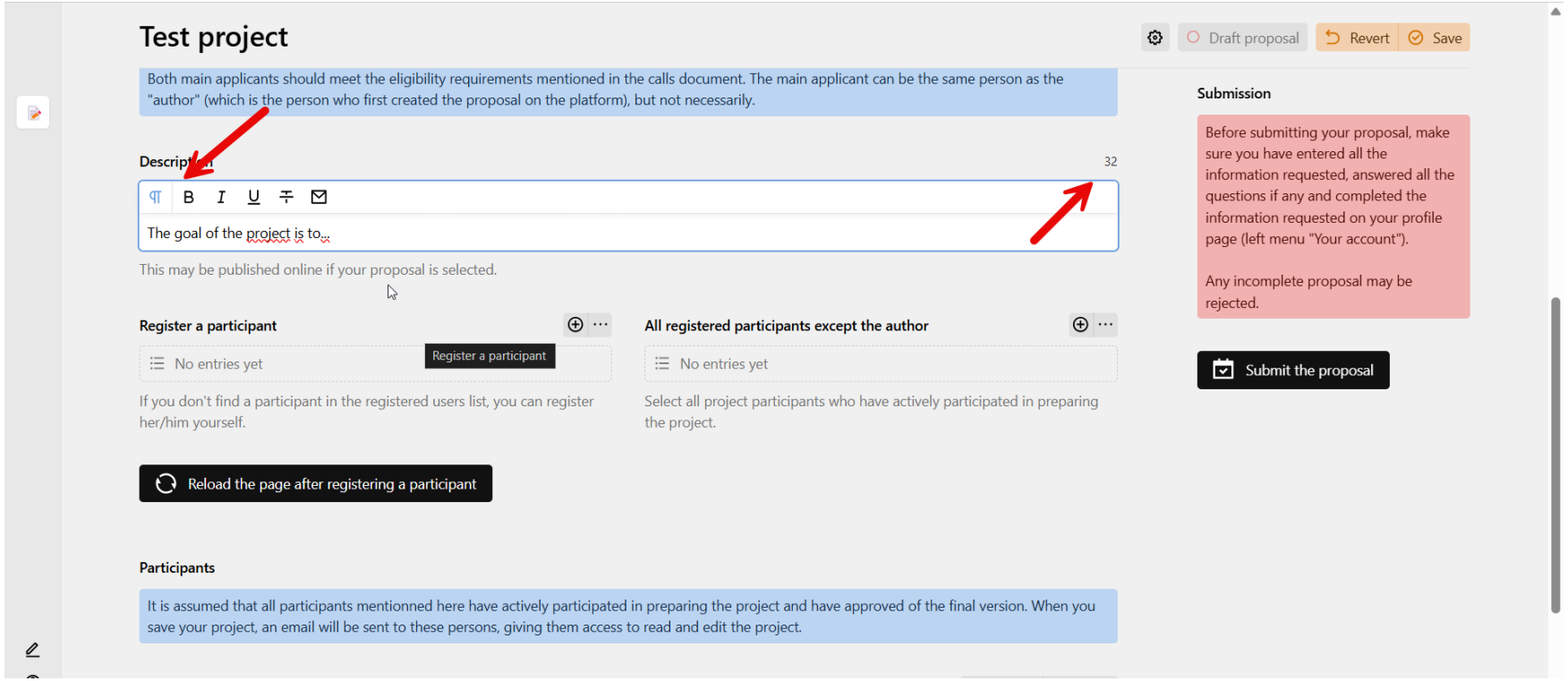
- On the main page of your project, the wheel at the top right of the page enables you to duplicate your proposal or to rename it.
- The application form contains two tabs: “Information” and “Proposal questions”.
- Please read carefully the “Instructions” given in the tab “Information”.

Preparing your application - Description



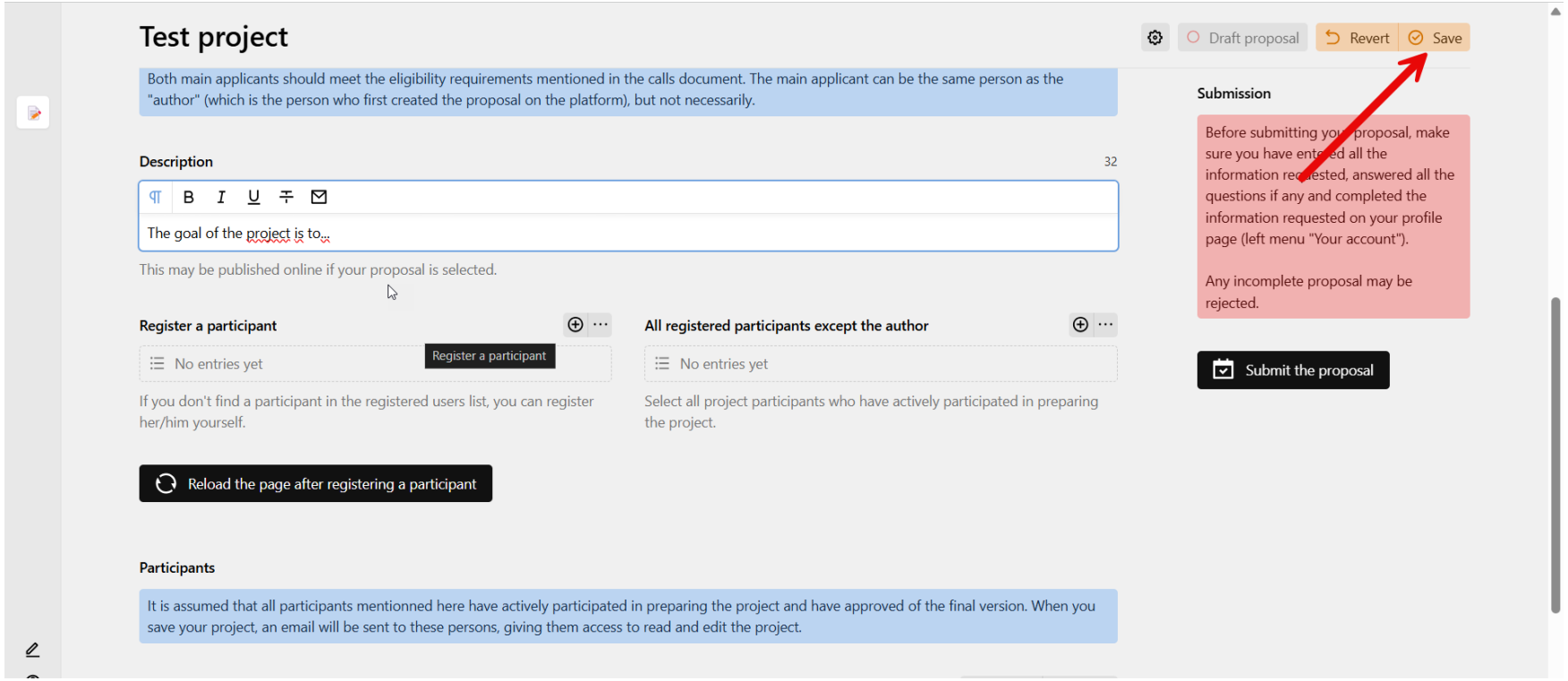
- In the tab “Information”, enter a standalone, public-facing description of the proposed activity. This description should be accessible to a broad audience and will be published on the Leading House MENA website if the project is selected.
- Briefly describe the activity’s format, purpose, target audience(s)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

Preparing your application - Description



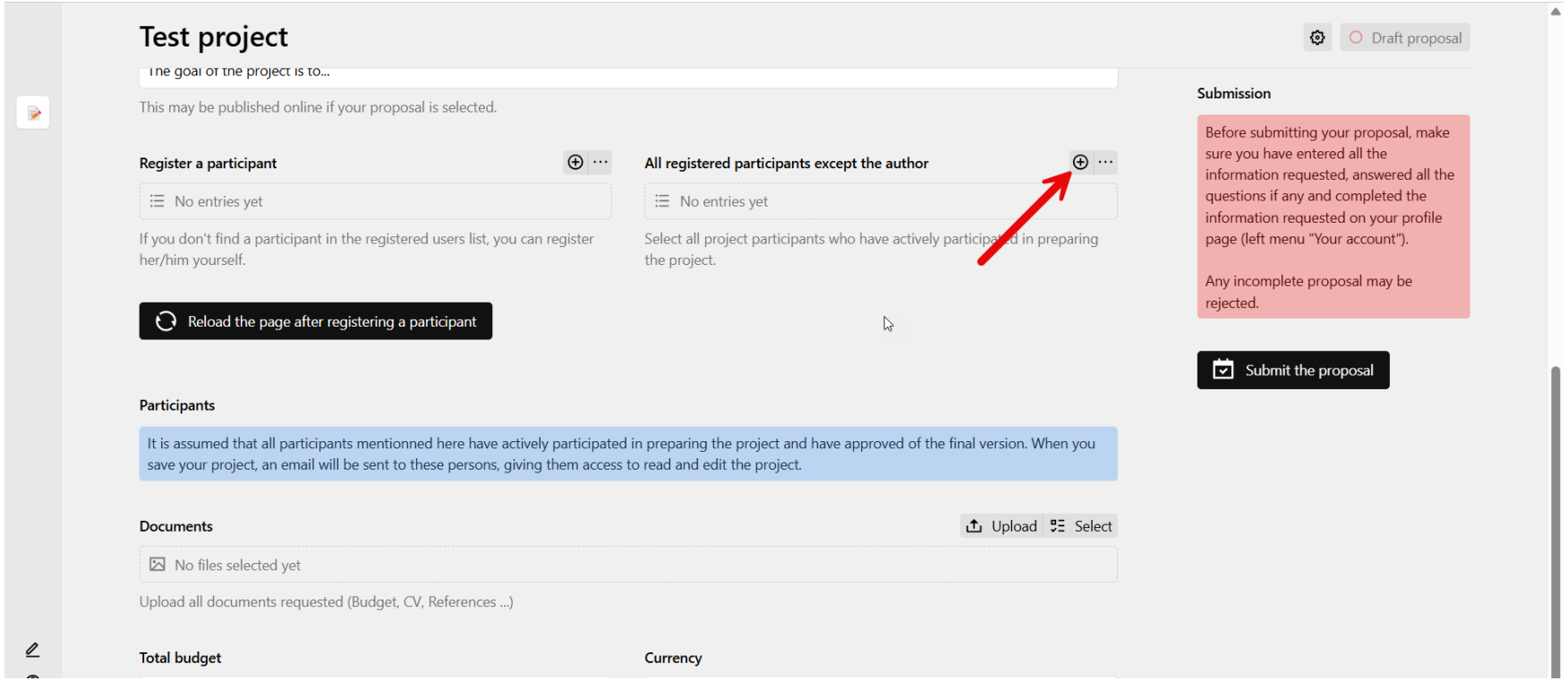
- The maximum length is maximum 2,000 characters, spaces included. A character counter is displayed at the top right of the text box.
- You can change the appearance of the text using the tools at the top left.

Preparing your application - Description



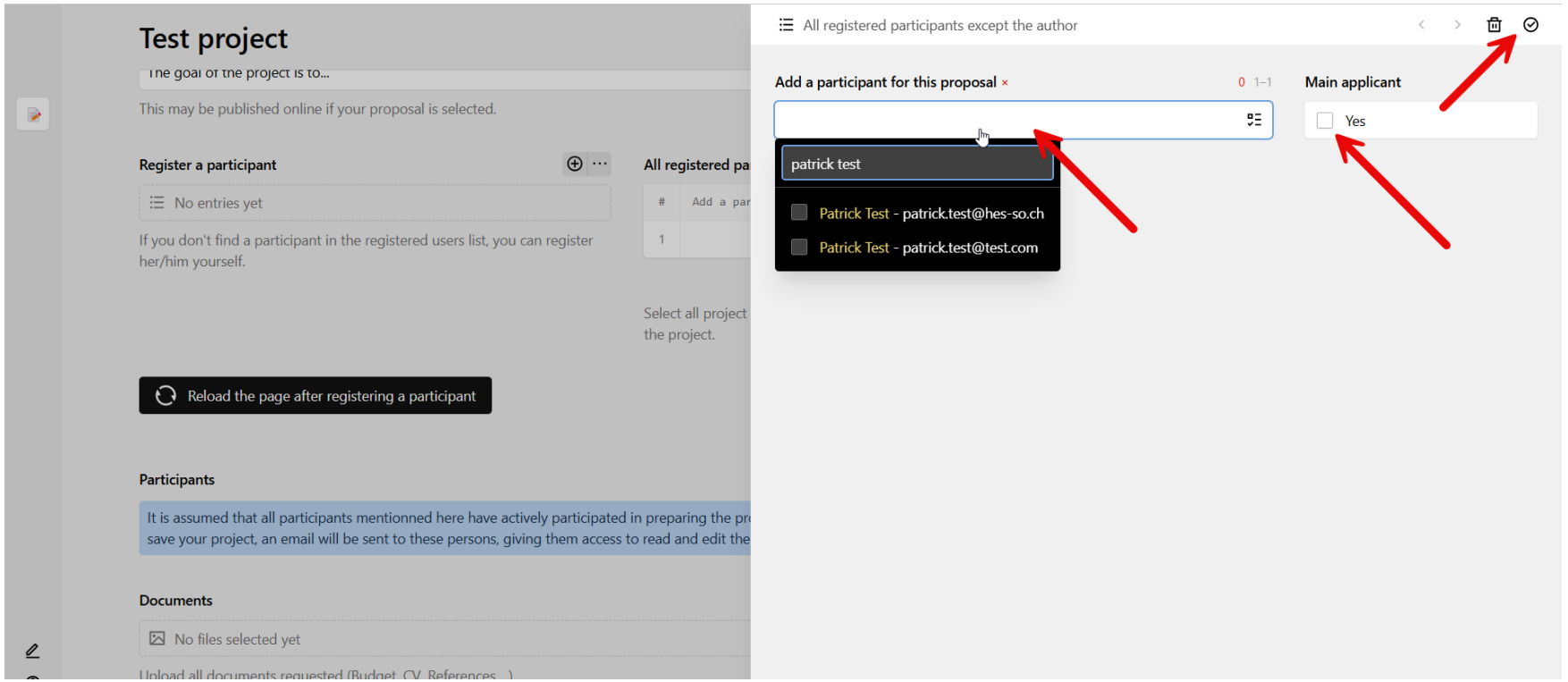
- As soon as you make any change on your proposal, two orange buttons appear at the top right of the page.
- **Please click on “Save” before moving to the next page or closing the page.**

Adding a participant to your project



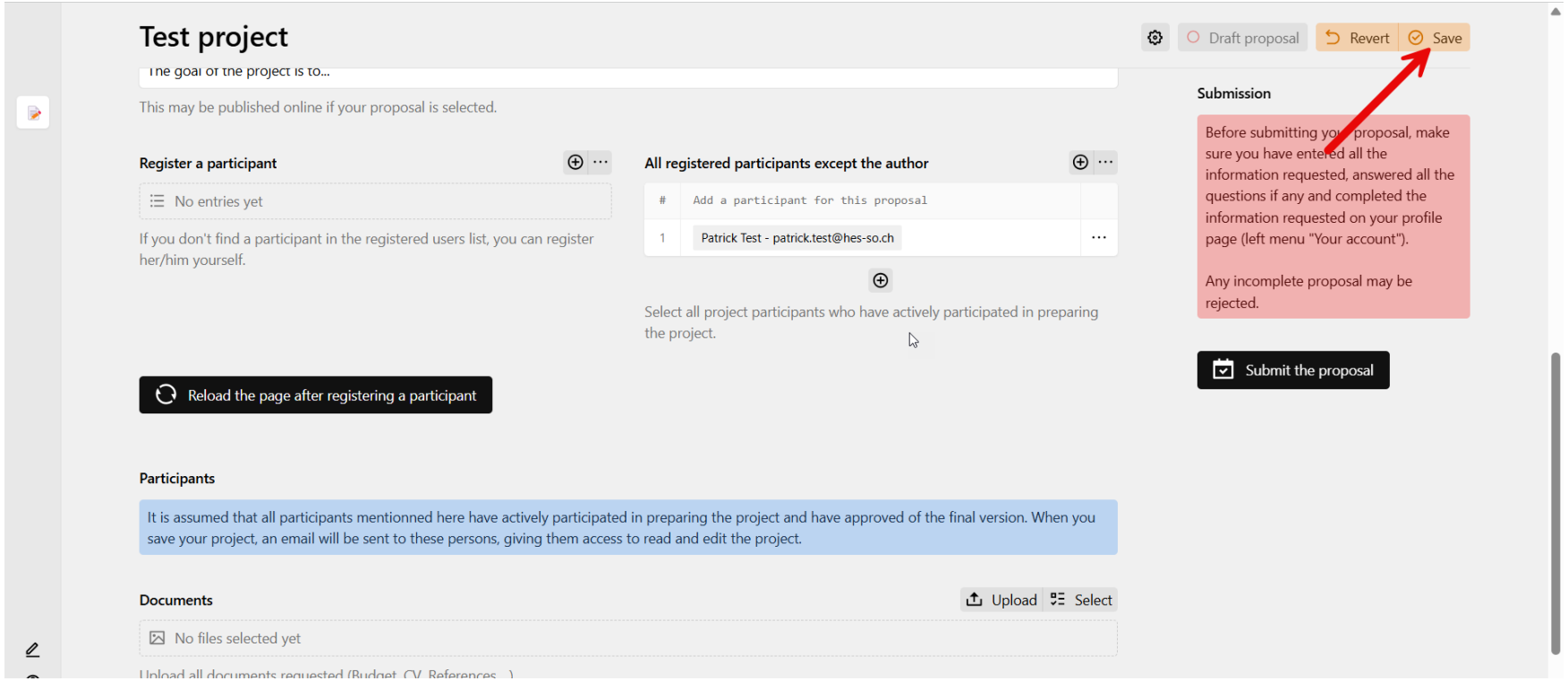
- You need to add all the applicants and participants of the project (including yourself). This will enable you to work collaboratively on your application.
- To do so, click on the “+” next to “All registered participants except the author”.

Adding a participant to your project



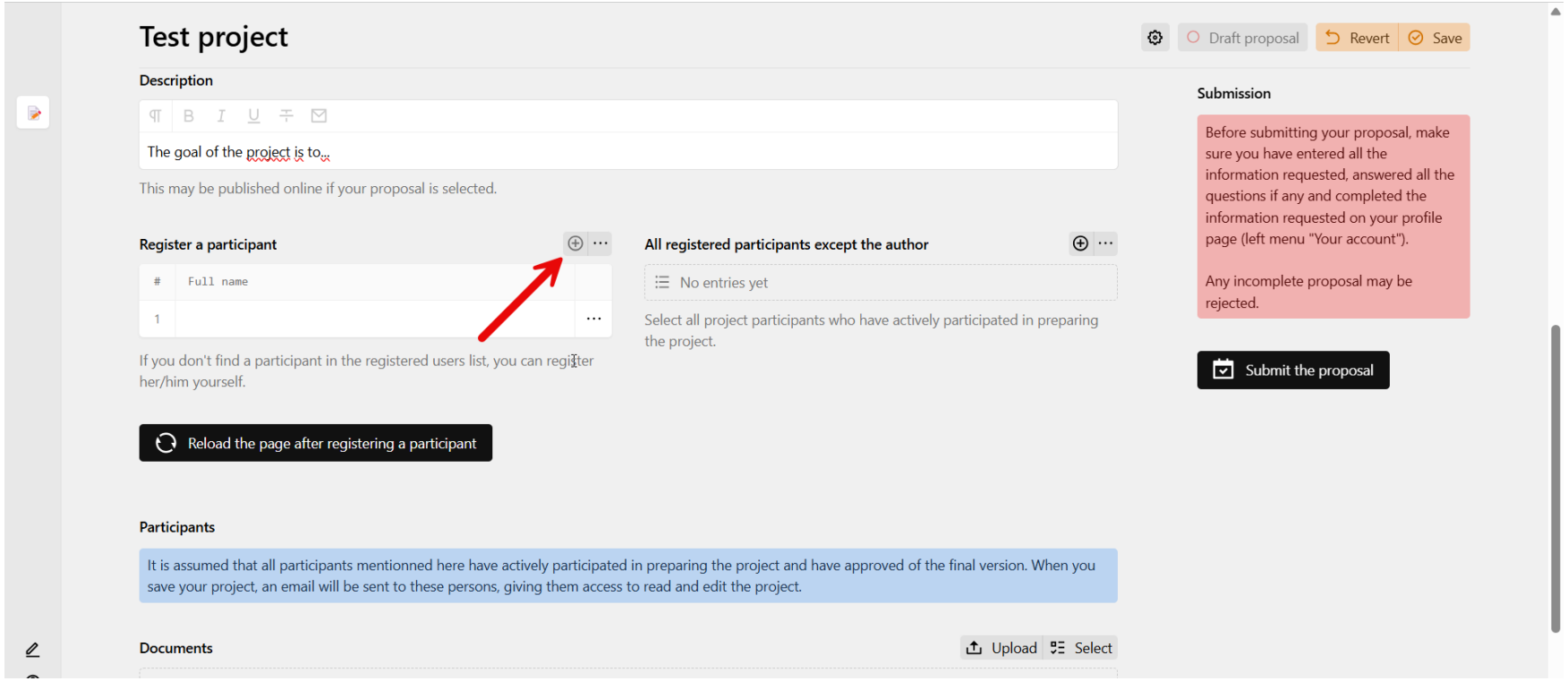
- Click in the box and enter the name of the person. If he/she already has a profile on the platform, their name and email address will appear below. Check the box next to their name. If the name does not appear, please see the section “Registering a participant” below.
- If the person is the main applicant 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



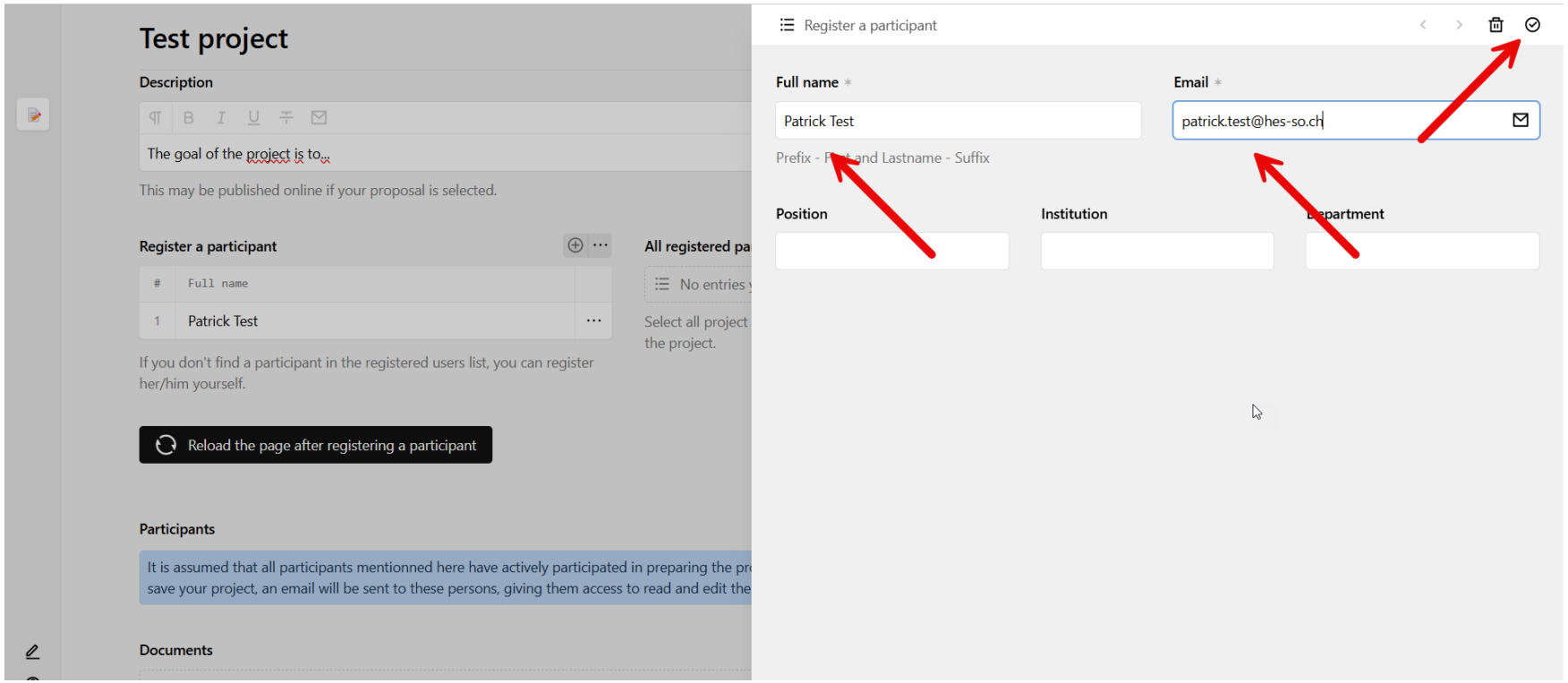
- Click on “Save” at the top right of the page.
- The person is now added as a participant to your project. They will receive an email inviting them to create a password to complete their profile (if applicable) and to access the proposal on the platform.

Registering a participant



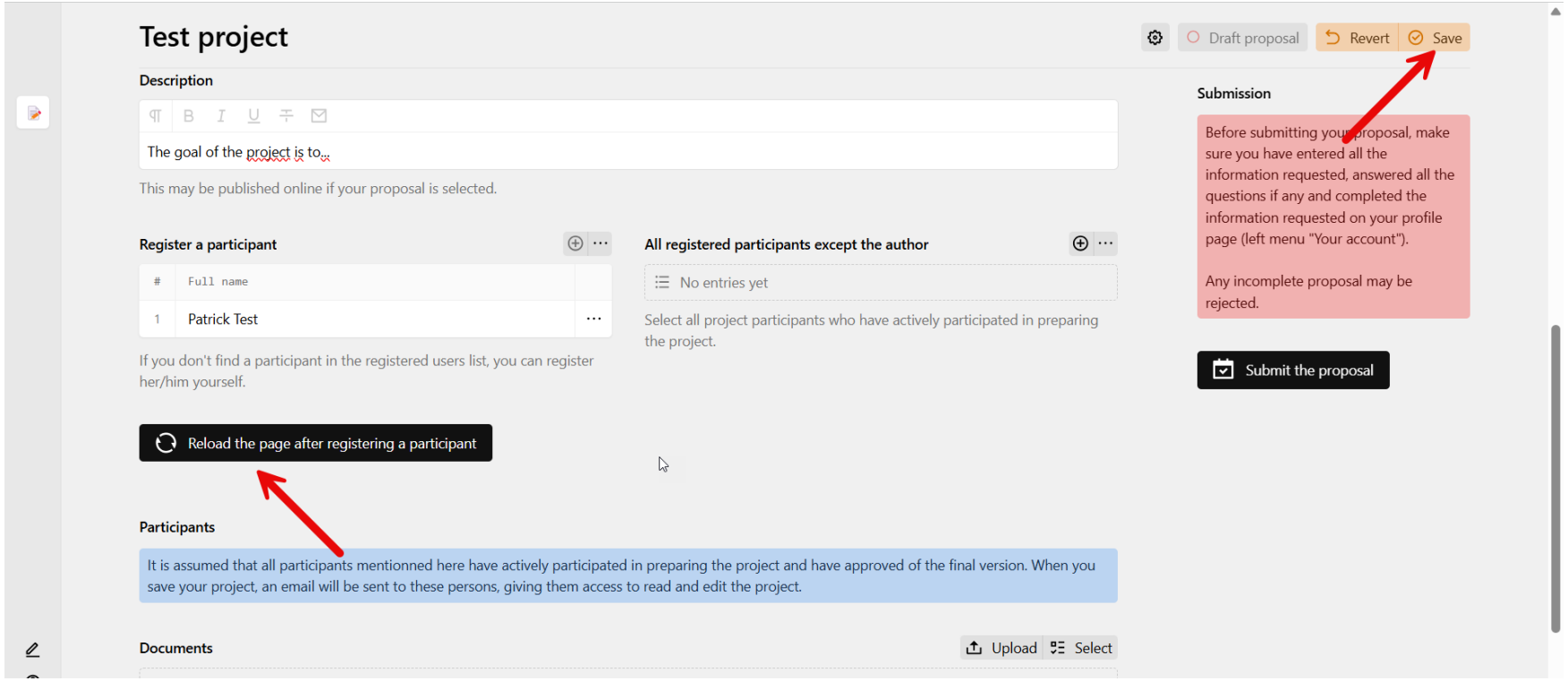
- If your partner does not have a profile on the platform, click on the “+” next to “Register a participant”.

Registering a participant



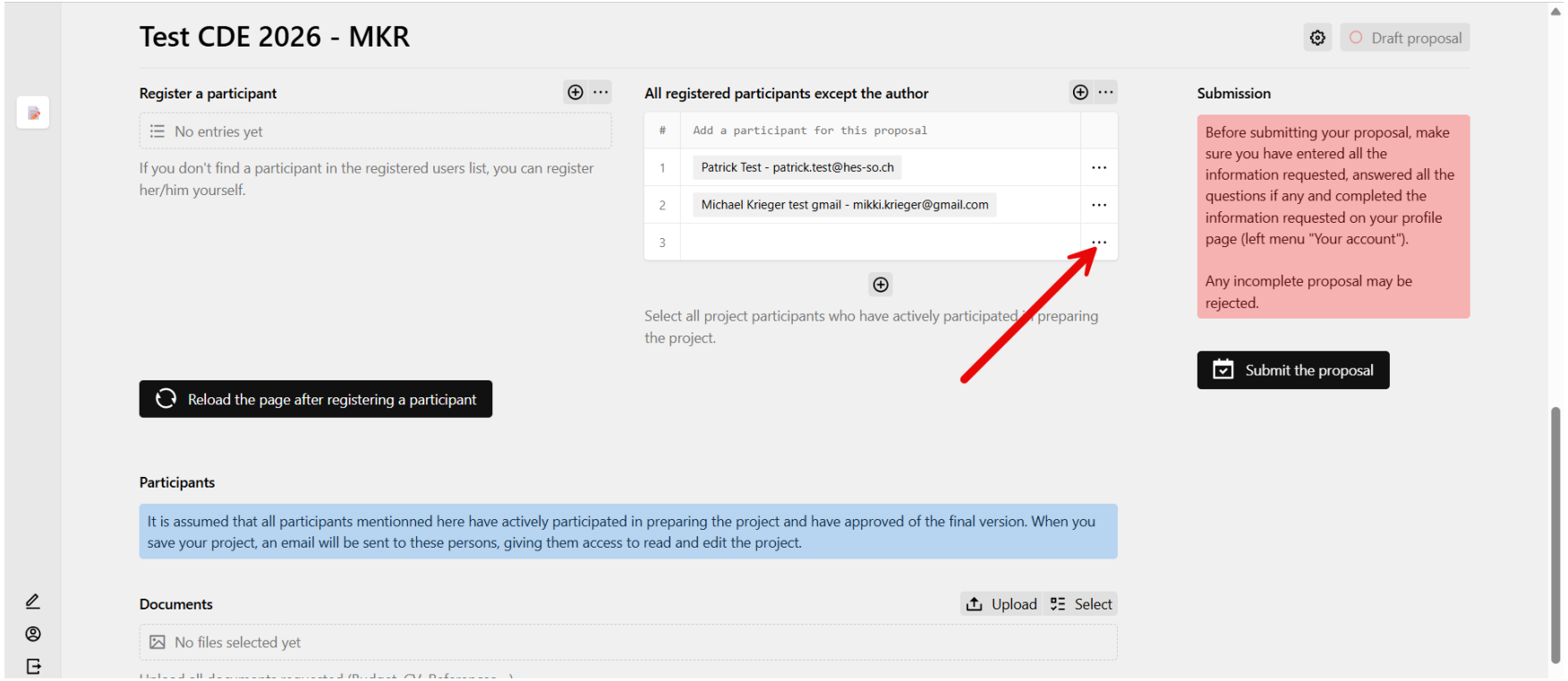
- Enter their name, email address, and additional information.
- Click on the button on the top right.

Registering a participant



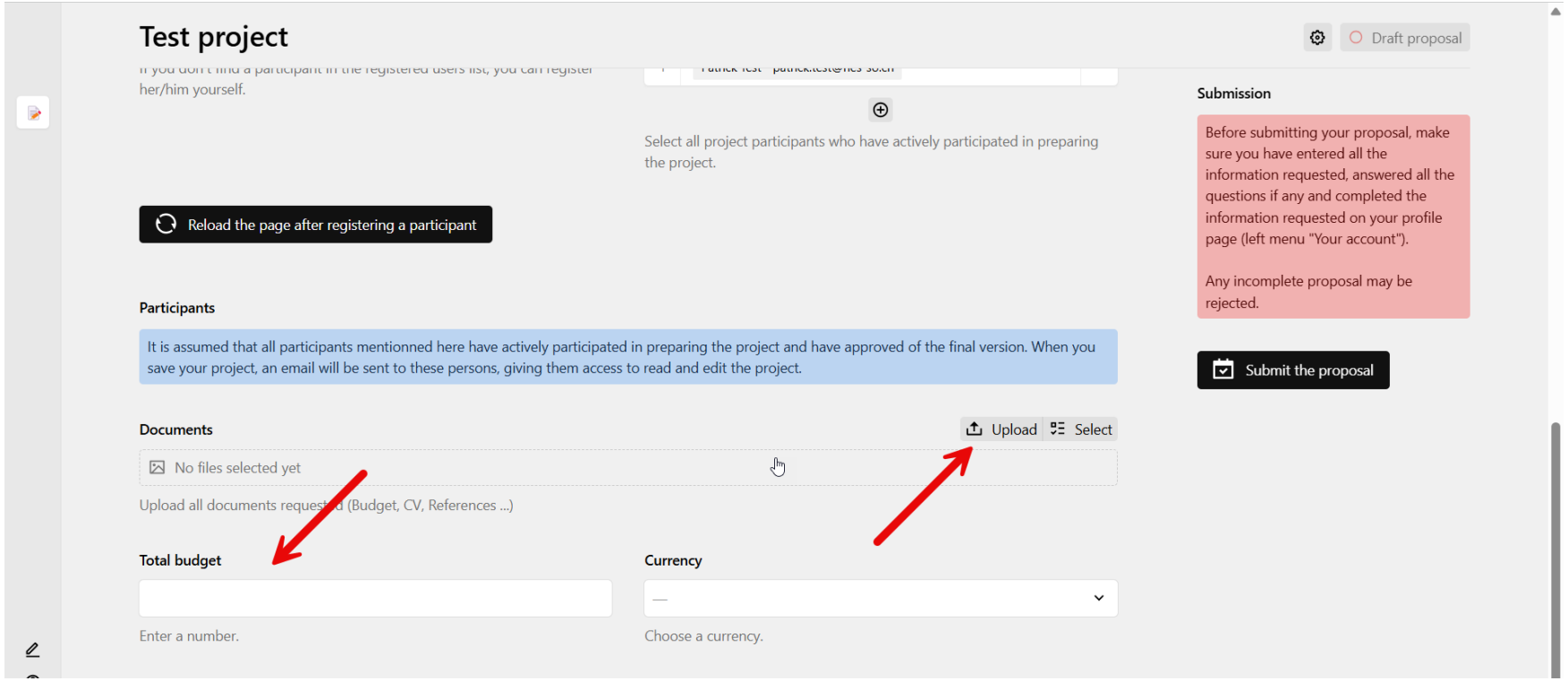
- Click on “Save” on the top right.
- Click on “Reload the page after registering a participant”.
- The person is now registered as a user on the platform and can be added as a participant in your project (see above).

Registering a participant



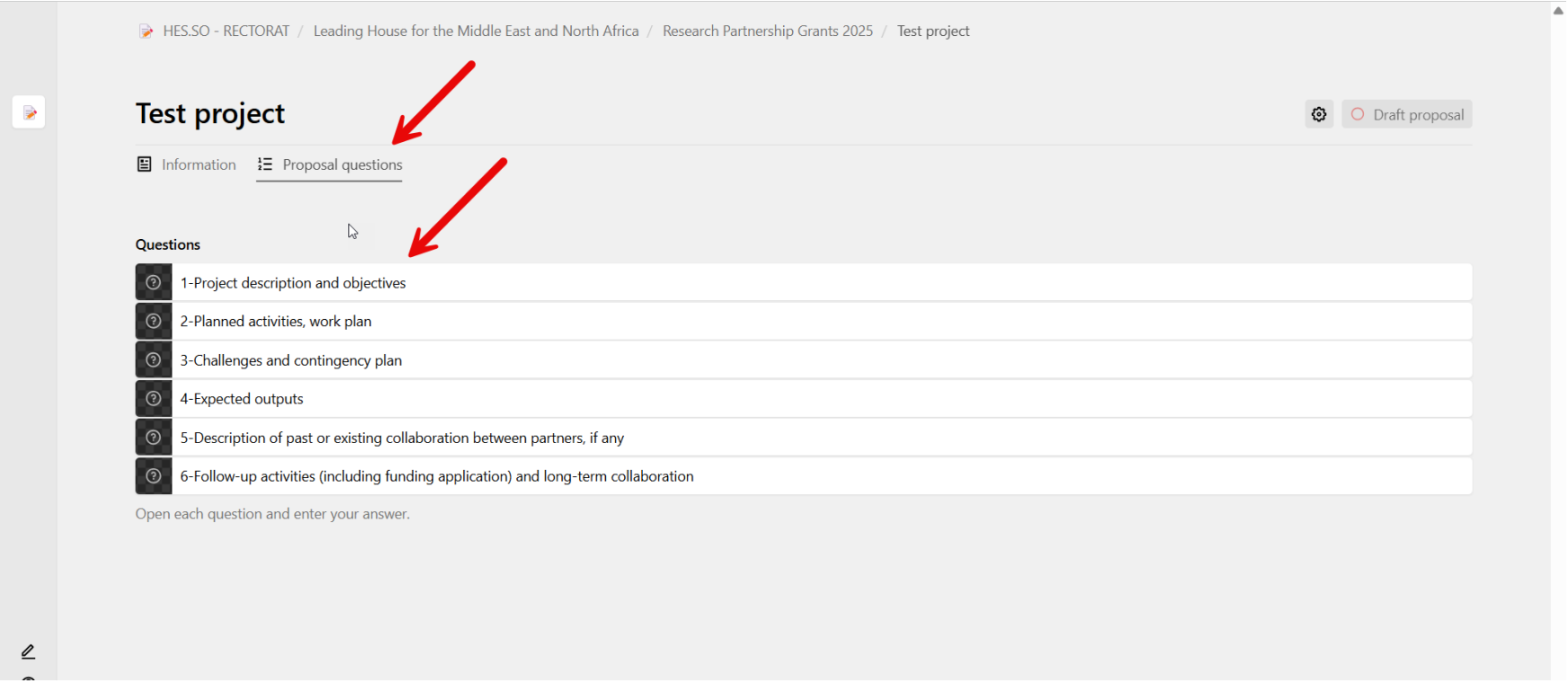
- Once all the participants have been added to your project, make sure to remove any empty lines using the three dots at the end of the line.
- An empty line in the menu “Register a participant” or in the menu “All registered participants except the author” may prevent the submission of the proposal.

Uploading additional documents



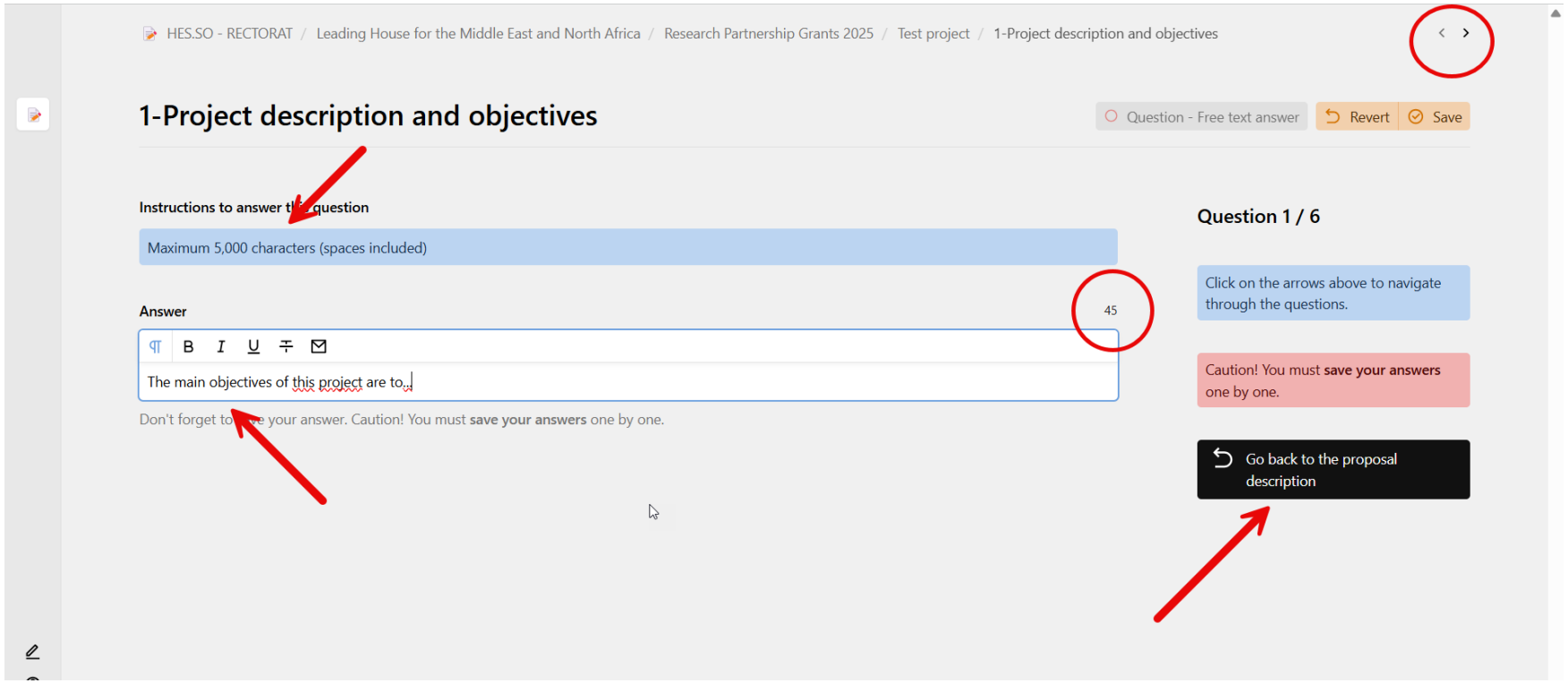
- In the tab “Information”, under “Documents”, the button “Upload” allows you to add documents to your proposal. Only the budget table and the CVs of the main applicants are mandatory. You can also provide references, a work plan, and/or support letters if relevant.
- Under “Total budget”, please enter the amount requested as a grant in CHF.
- **Make sure to save your changes before moving to the next step.**

Answering the proposal questions



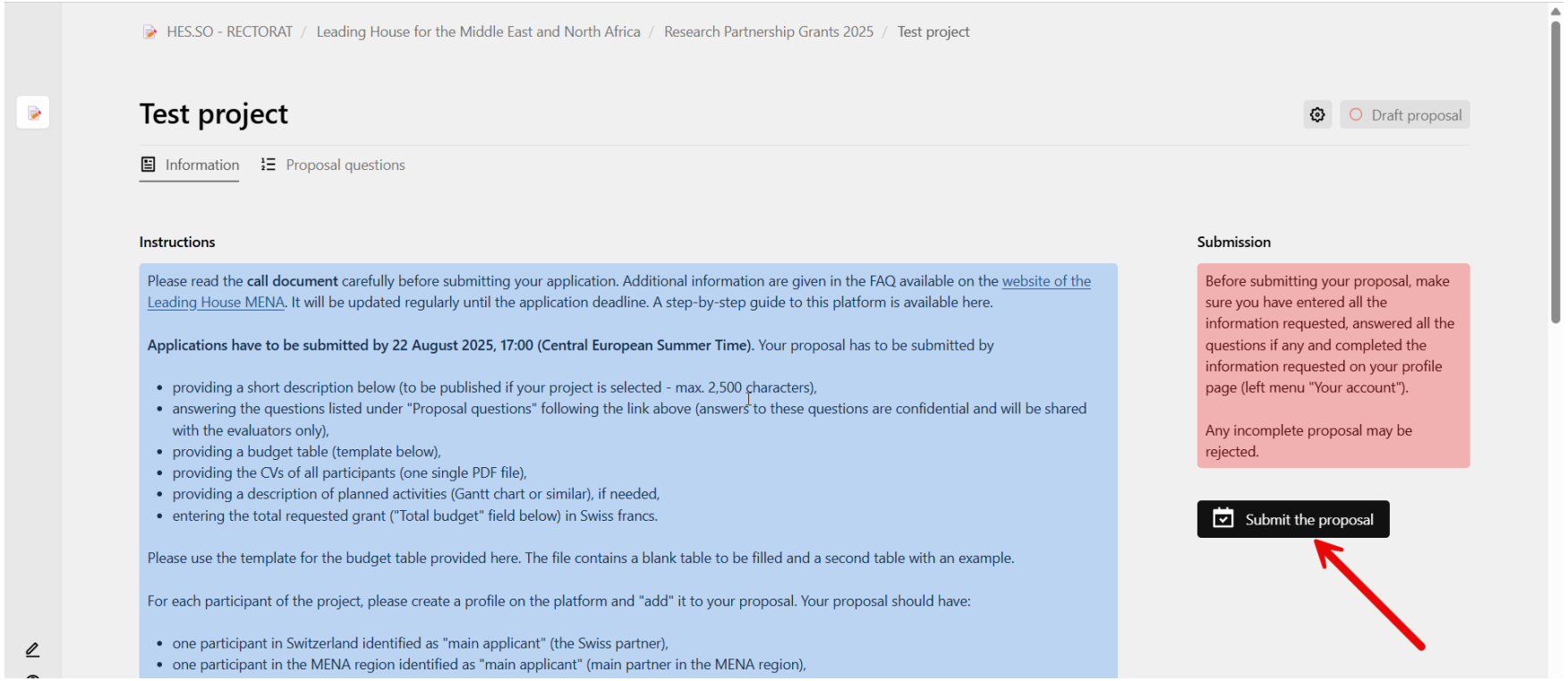
- Click on the tab “Proposal questions”. You will see the list of questions that you need to answer to submit your proposal. Your answers to these questions are confidential. They will be shared with the evaluators only.
- Click on one of the questions to start writing your proposal.

Answering the proposal questions



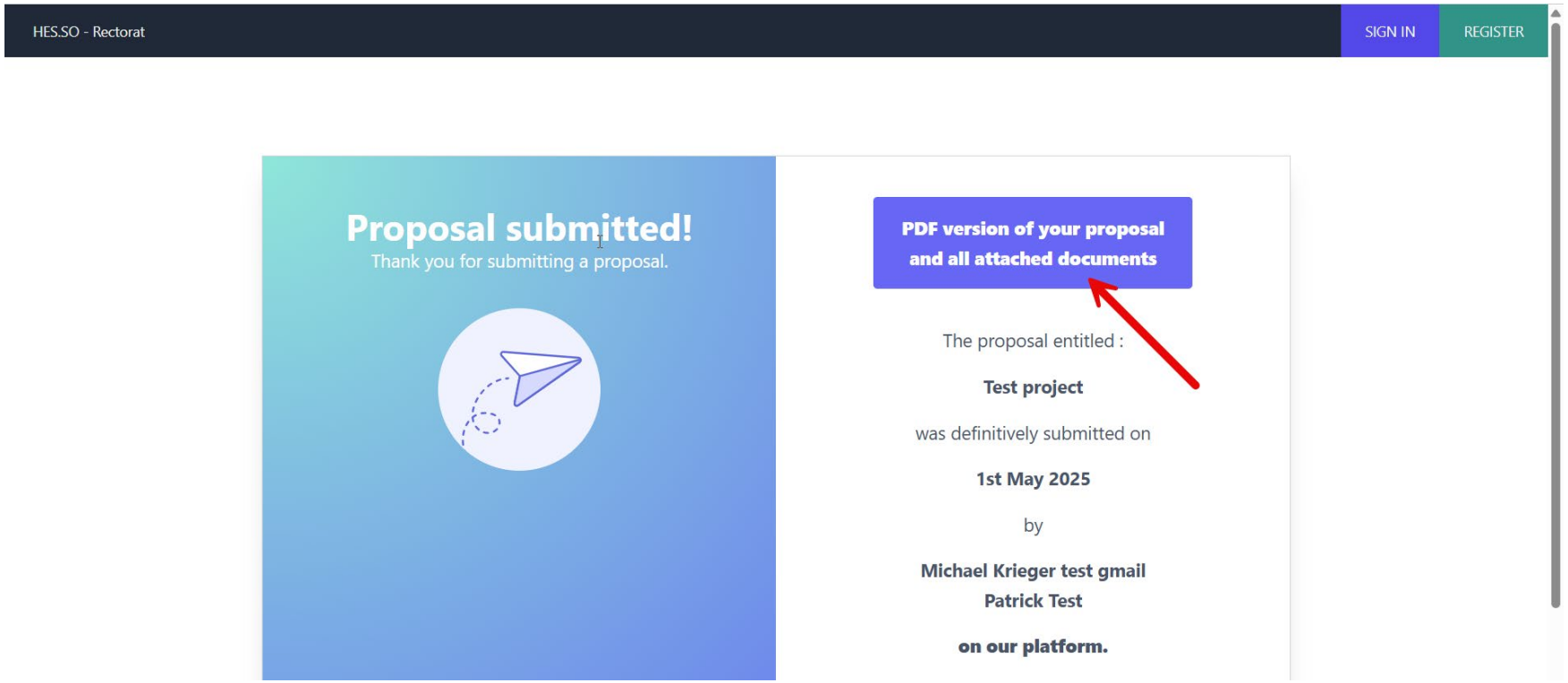
- Enter the answer to each proposal question. You can change the appearance of the text using the tools on the top left of the box.
- The maximum characters are shown for each question. A character counter is shown on the top right.
- You can move to the next question using the arrows at the top right 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



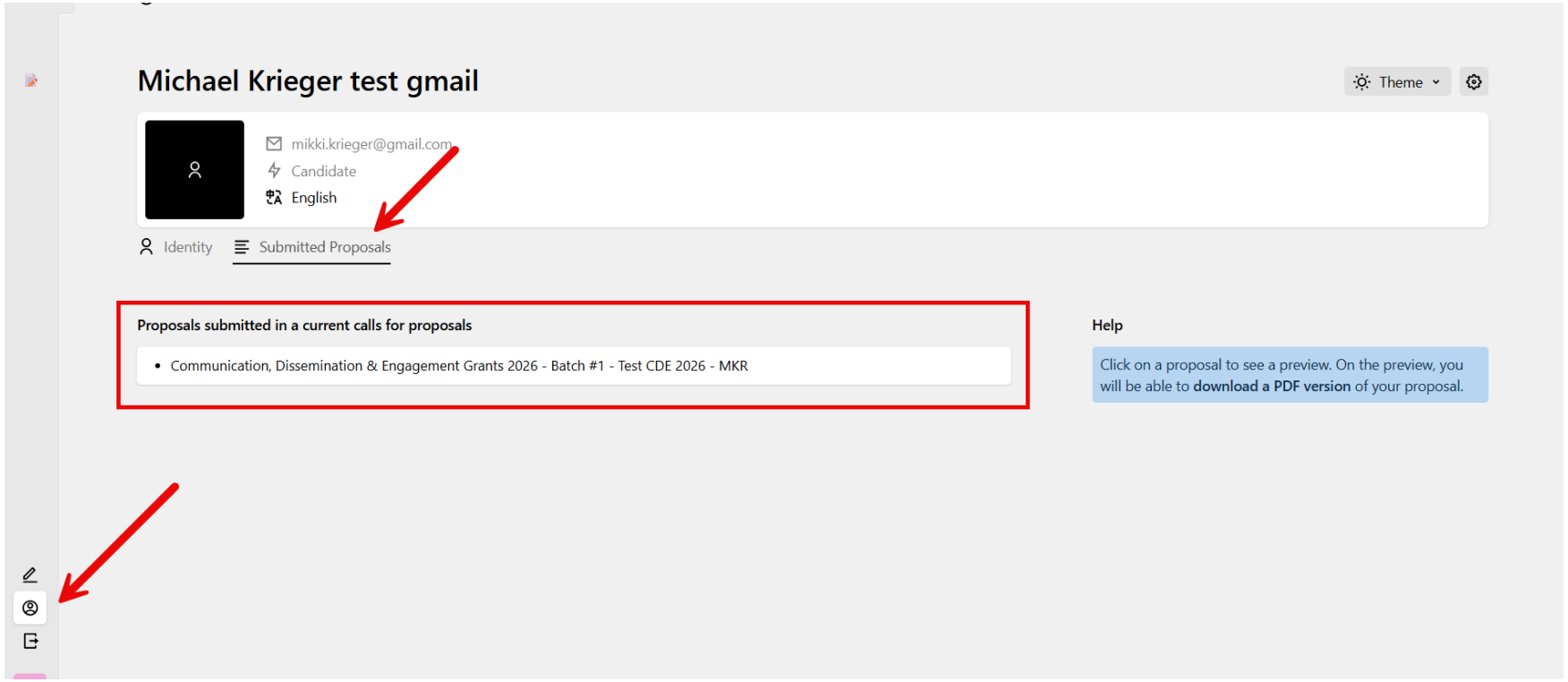
- Once you have completed your application, go to the tab “Information” and click on the button “Submit the proposal”.
- A summary of your proposal will be shown, allowing you to check that you have entered all required information. If your proposal is ready, click on “Definitely submit my proposal”.

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.

Accessing a submitted proposal



- After you submitted your proposal, you can access it again by clicking on “Your account” and then on “Submitted proposals”.
- There you can download the PDF version of your proposal.

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