



Hes·so

K-REVIEW GUIDE FOR APPLICANTS

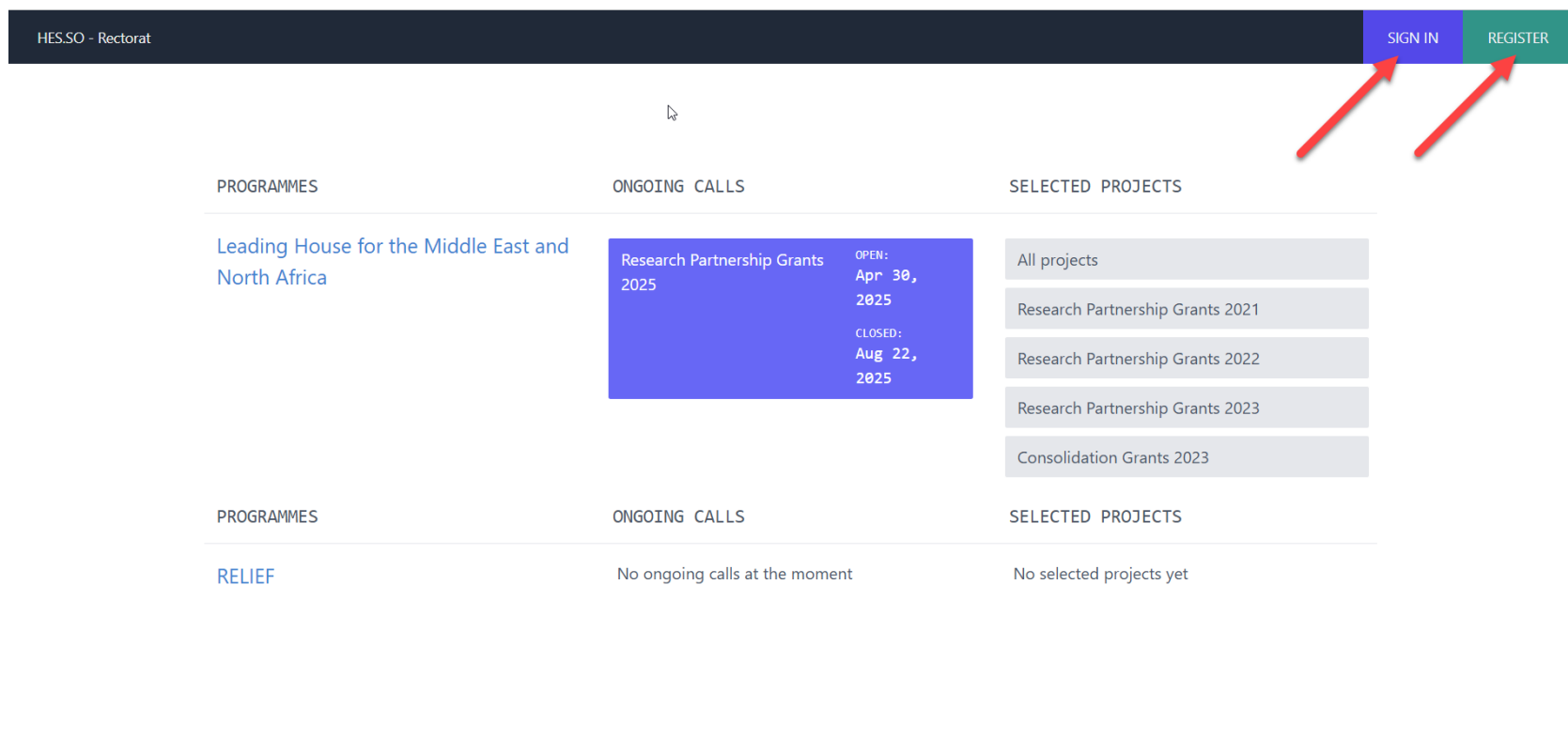
02.05.2025



hes-so.ch

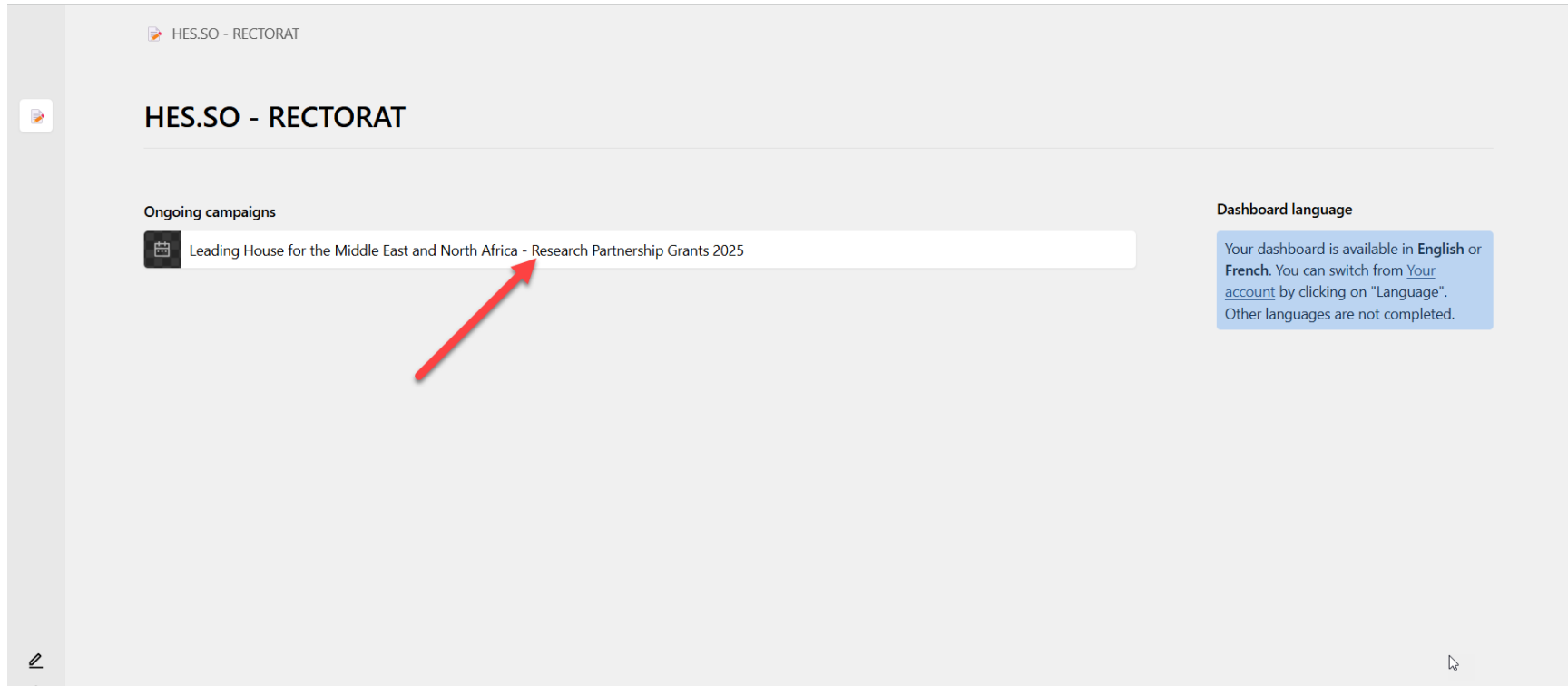
swissuniversities

Sign in / Register



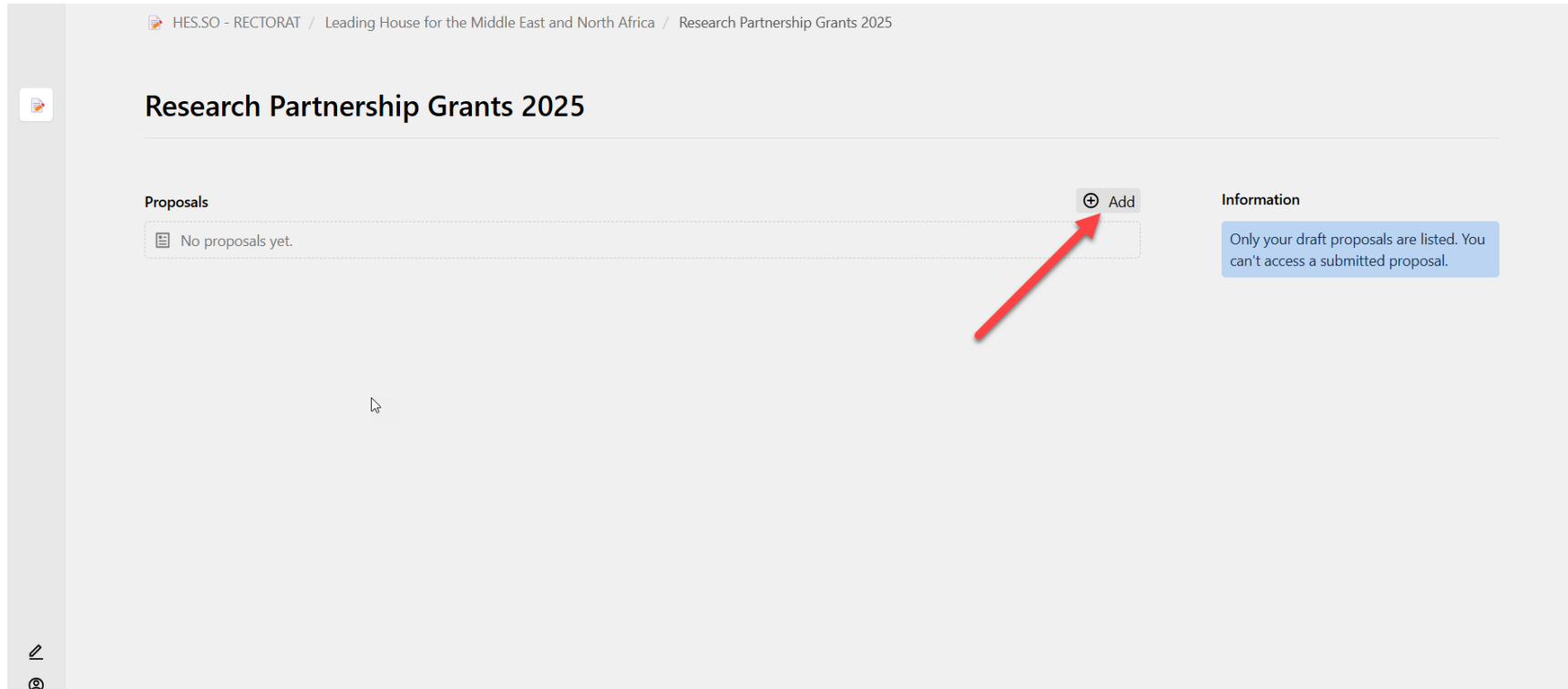
- Go to <https://hes-so.k-review.com/>
- If you are visiting the platform for the first time, click on “Register” to create your account.
- If you already have an account, click on “Sign in”.

Creating your proposal



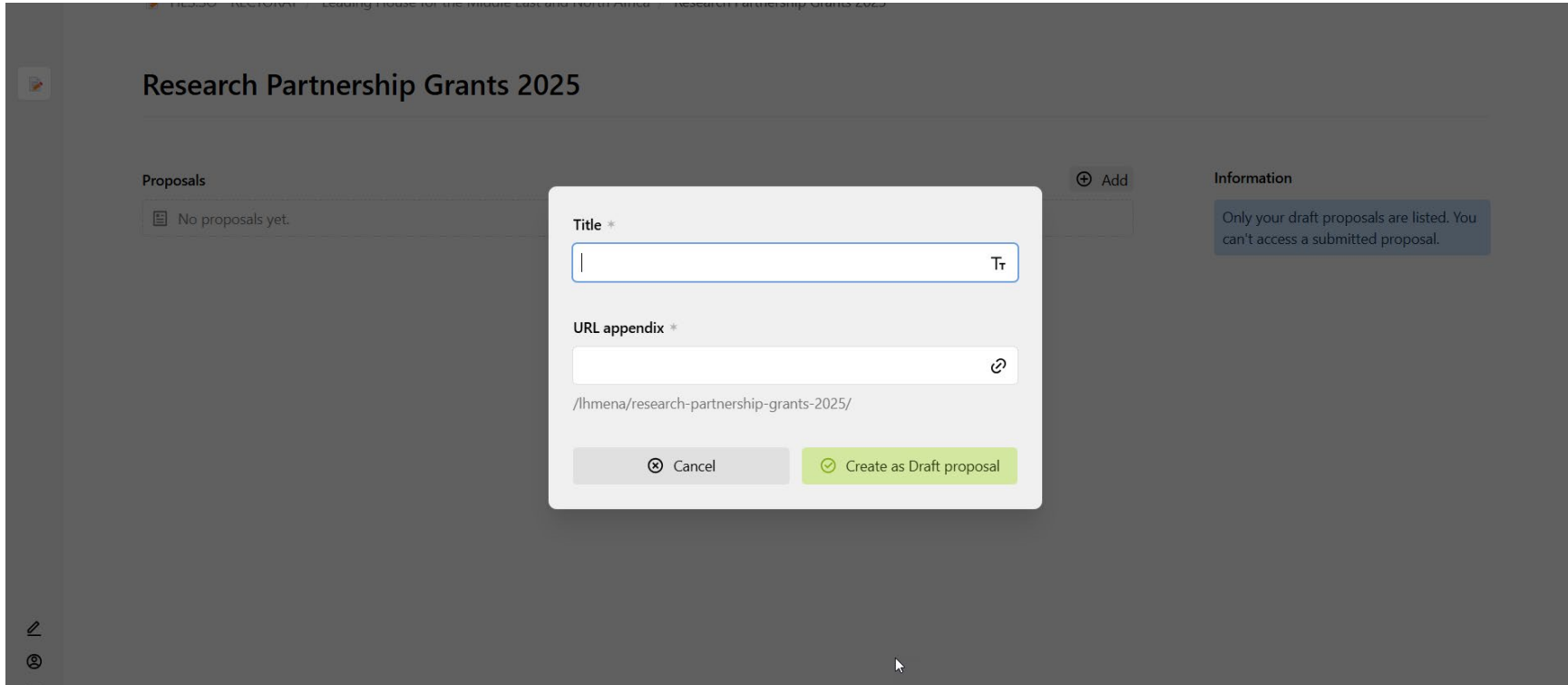
- Under “Ongoing campaigns”, click on the call that you want to apply to.

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



The screenshot displays a web application interface for 'Research Partnership Grants 2025'. A modal dialog is open in the center, prompting the user to create a draft proposal. The modal contains two input fields: 'Title *' and 'URL appendix *'. The 'Title' field has a cursor and a 'Tr' icon. The 'URL appendix' field has a link icon and a pre-filled URL: '/hmena/research-partnership-grants-2025/'. At the bottom of the modal are two buttons: 'Cancel' and 'Create as Draft proposal'. The background 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

- 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

The screenshot shows a web interface for creating a project. A red circle highlights the 'Description' section, which includes a text area with a character count of 32 and a rich text editor toolbar. The text entered is 'The goal of the project is to...'. Above this, a blue box contains instructions about eligibility requirements. Below the description, 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 visible on the right. A 'Submission' sidebar on the right provides additional instructions before submitting.

Test project

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

The goal of the project is to...

This may be published online if your proposal is selected.

Register a participant

No entries yet

Register a participant

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

All registered participants except the author

No entries yet

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

Submission

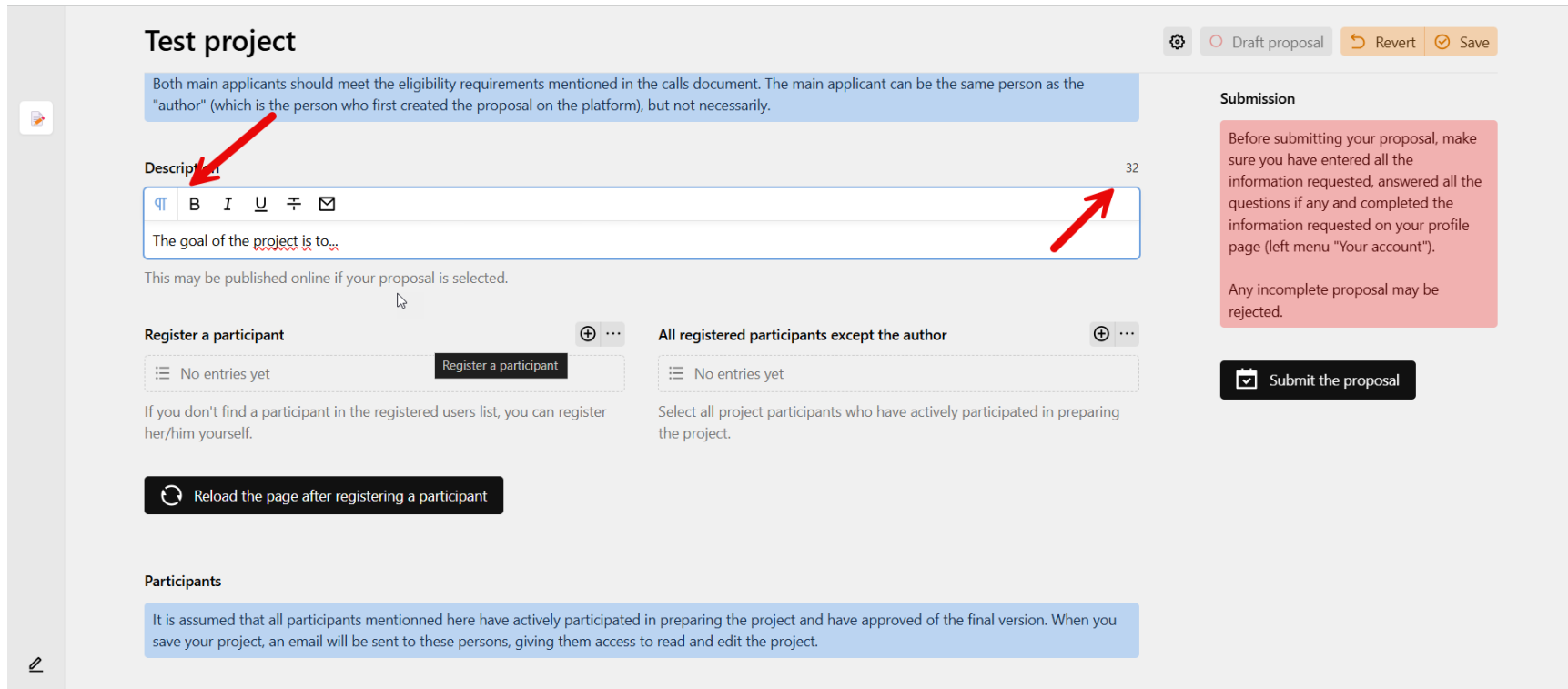
Before submitting your proposal, make sure you have entered all the information requested, answered all the questions if any and completed the information requested on your profile page (left menu "Your account").

Any incomplete proposal may be rejected.

Submit the proposal

- 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



Test project

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

The goal of the project is to...

This may be published online if your proposal is selected.

Register a participant (+) ...

No entries yet

Register a participant

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

All registered participants except the author (+) ...

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

- 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

Test project

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

The goal of the project is to...

This may be published online if your proposal is selected.

Register a participant (+) ...

No entries yet

Register a participant

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

All registered participants except the author (+) ...

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.

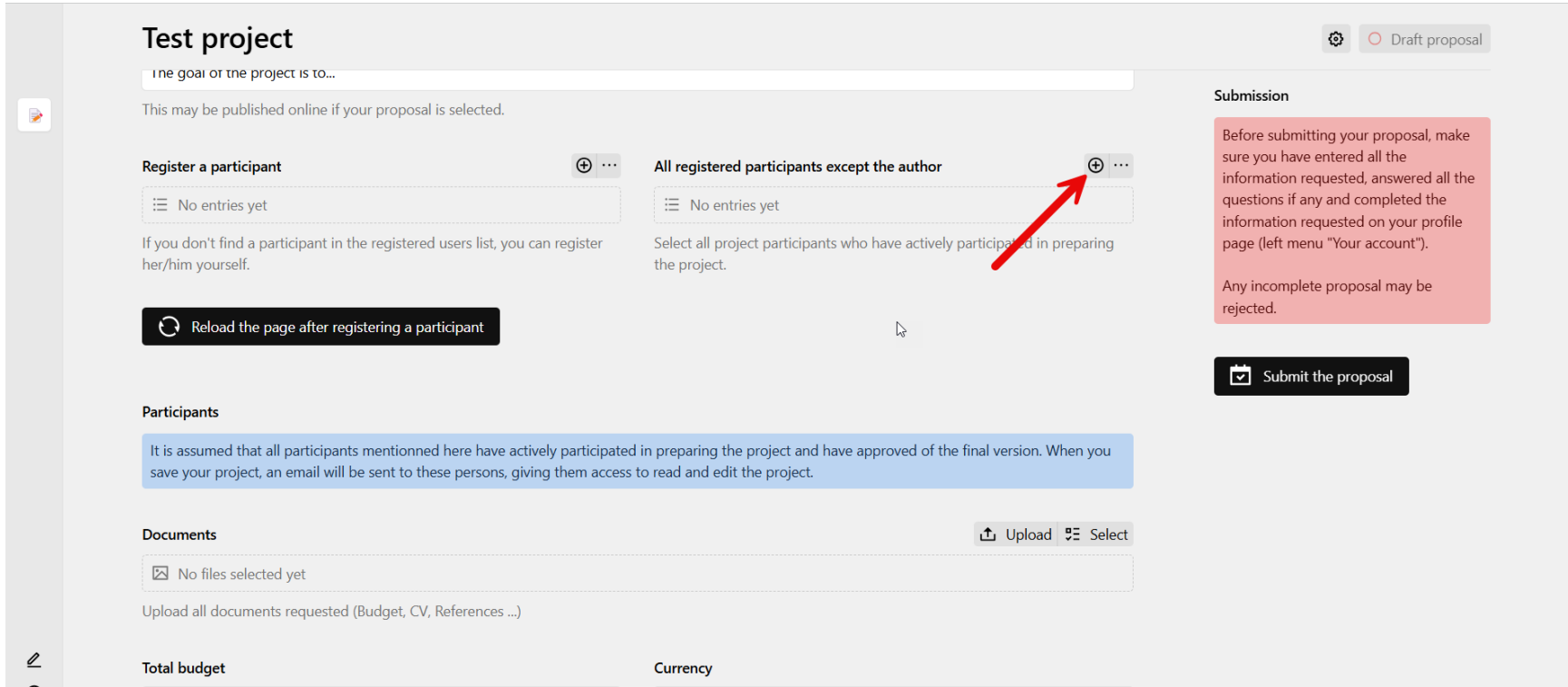
Submit the proposal

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.

- 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 'Test project'. At the top, there's a header with a gear icon and a 'Draft proposal' button. Below the header, there's a section for 'Register a participant' with a '+ ...' icon. To its right is a section titled 'All registered participants except the author' with a '+ ...' icon. A red arrow points to this '+ ...' icon. Below these sections, there's a 'Participants' section with a blue box containing text about participant roles. At the bottom, there's a 'Documents' section with an 'Upload' button and a 'Select' button. On the right side, there's a 'Submission' section with a red box containing text about proposal requirements and a 'Submit the proposal' button.

Test project

The goal of the project is to...

This may be published online if your proposal is selected.

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 + ...

No entries yet

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

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

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

Submission

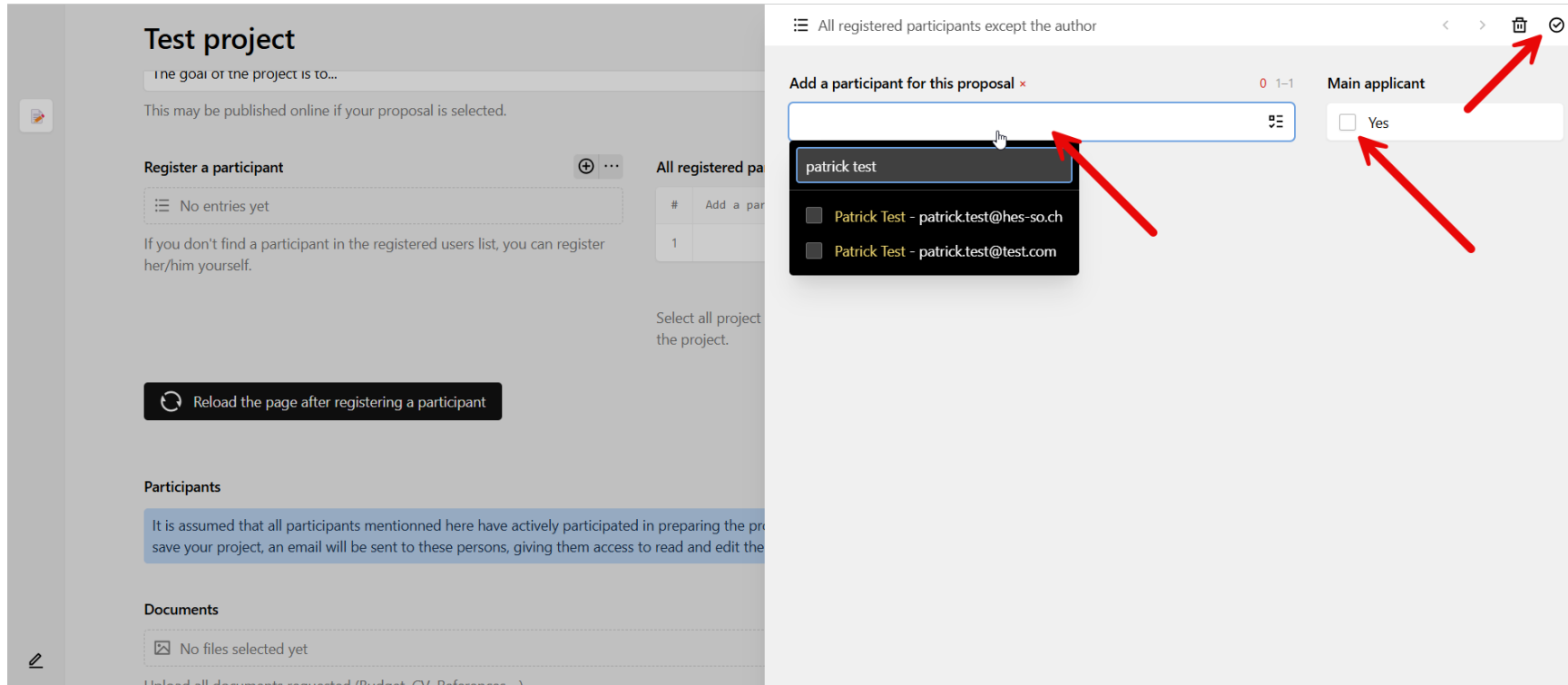
Before submitting your proposal, make sure you have entered all the information requested, answered all the questions if any and completed the information requested on your profile page (left menu "Your account").

Any incomplete proposal may be rejected.

Submit the proposal

- 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' interface. At the top right, there are buttons for 'Draft proposal', 'Revert', and 'Save'. A red arrow points to the 'Save' button. Below the title, there is a text input field for 'The goal of the project is to...' and a note 'This may be published online if your proposal is selected.'.

On the left, there is a section 'Register a participant' with a '+ ...' button and a list showing 'No entries yet'. Below this, it says 'If you don't find a participant in the registered users list, you can register her/him yourself.' and a button 'Reload the page after registering a participant'.

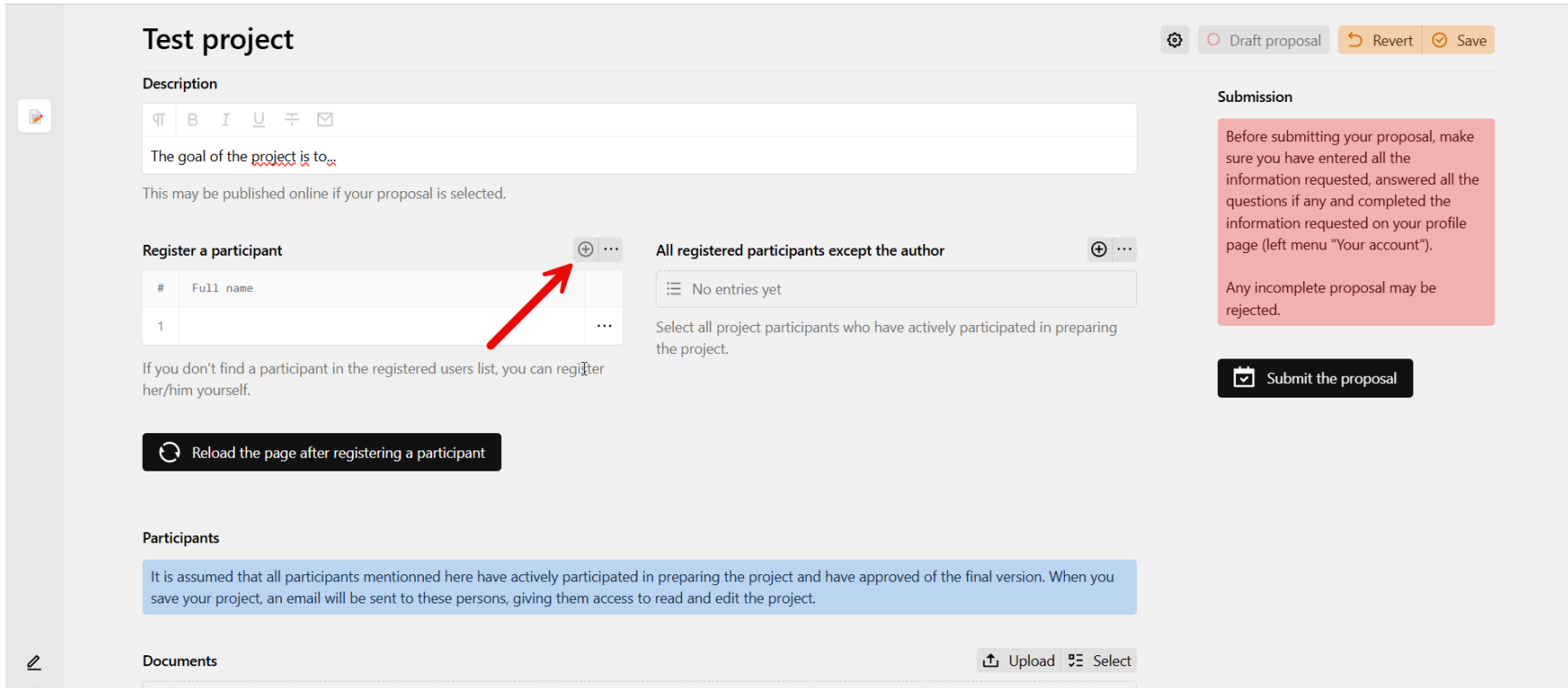
In the center, there is a table titled 'All registered participants except the author' with a '+ ...' button. The table has two columns: '#', 'Add a participant for this proposal'. It contains one entry: '1', 'Patrick Test - patrick.test@hes-so.ch', and a '+ ...' button. Below the table, it says 'Select all project participants who have actively participated in preparing the project.'

On the right, there is a 'Submission' section with 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.' and a button 'Submit the proposal'.

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.' and a 'Documents' section with an 'Upload' button and a 'Select' button.

- 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 'Description' section contains a text editor with the text 'The goal of the project is to...' and a note 'This may be published online if your proposal is selected.' Below this is the 'Register a participant' section, which includes a table with columns '#', 'Full name', and an action column. A red arrow points to a '+' icon in the action column of the first row. To the right of the table is a section titled 'All registered participants except the author' which currently shows 'No entries yet'. Below the table, there is a button that says 'Reload the page after registering a participant'. At the bottom, there is a 'Participants' section with a blue box containing text about participant approval. On the right side, there is a 'Submission' section with a red box containing instructions and a 'Submit the proposal' button.

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		...

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

All registered participants except the author

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.

Documents

Upload Select

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

Registering a participant

The screenshot displays the 'Test project' interface. On the left, a 'Description' field contains the text 'The goal of the project is to...'. Below it, a table titled 'Register a participant' shows one entry: 'Patrick Test'. A button labeled 'Reload the page after registering a participant' is visible. On the right, a form titled 'Register a participant' contains several input fields: 'Full name *' (filled with 'Patrick Test'), 'Email *' (filled with 'patrick.test@hes-so.ch'), 'Prefix - First and Lastname - Suffix', 'Position', 'Institution', and 'Department'. A confirmation button with a checkmark icon is in the top right corner. Red arrows highlight the 'Full name', 'Email', 'Position', 'Institution', and 'Department' fields, and the confirmation button.

#	Full name
1	Patrick Test

Full name *	Email *	Prefix - First and Lastname - Suffix	Position	Institution	Department
Patrick Test	patrick.test@hes-so.ch				

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

Registering a participant

Test project

Settings Draft proposal Revert Save

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

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

All registered participants except the author

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.

Documents

Upload Select

- 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 header with a settings icon and a 'Draft proposal' button. Below the header, there's a section for 'Participants' with a button to 'Reload the page after registering a participant'. The 'Documents' section is highlighted with a red arrow pointing to the 'Upload' button. Below the 'Documents' section, there's a 'Total budget' field with a red arrow pointing to it, and a 'Currency' dropdown menu. A red box on the right side of the interface contains instructions for submitting a proposal.

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 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

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 the '1-Project description and objectives' section of a proposal submission form. At the top, a 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 main title '1-Project description and objectives' is on the left, with 'Question - Free text answer', 'Revert', and 'Save' buttons on the right. A blue box states 'Instructions to answer this question: Maximum 5,000 characters (spaces included)'. Below is the 'Answer' section with a rich text editor (B, I, U, A, Link icons) 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 box contains the warning: 'Caution! You must save your answers one by one.' A black button at the bottom right says 'Go back to the proposal description' with a red arrow pointing to it.

- 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

The screenshot shows the 'Test project' submission page on the HES.SO platform. The breadcrumb trail at the top reads: HES.SO - RECTORAT / Leading House for the Middle East and North Africa / Research Partnership Grants 2025 / Test project. The page has two tabs: 'Information' (selected) and 'Proposal questions'. On the right, there is a 'Draft proposal' button. The 'Information' tab contains a blue box with instructions and a list of requirements, and a red box with submission warnings. A red arrow points to the 'Submit the proposal' button at the bottom right.

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

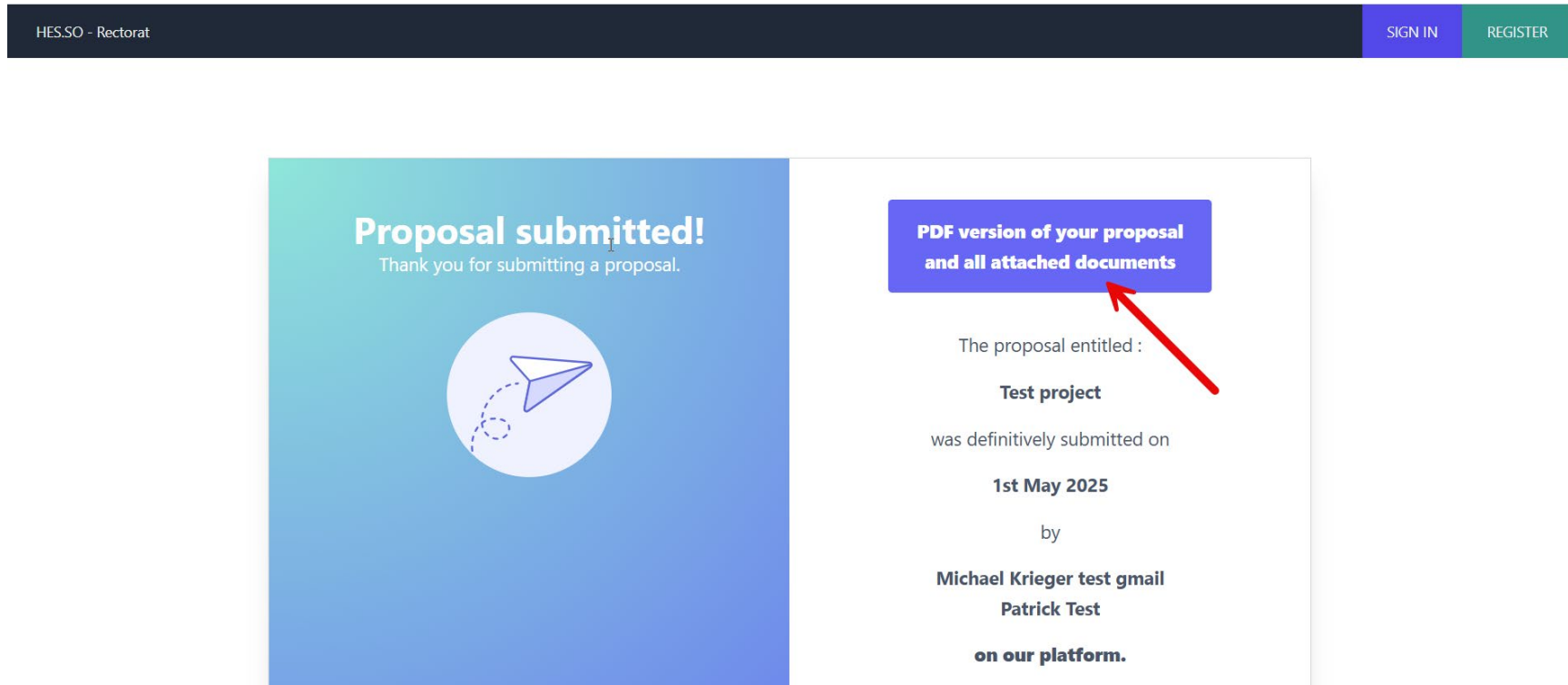
Before submitting your proposal, make sure you have entered all the information requested, answered all the questions if any and completed the information requested on your profile page (left menu "Your account").

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

