Instruction Manual Award Application

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Instruction Manual

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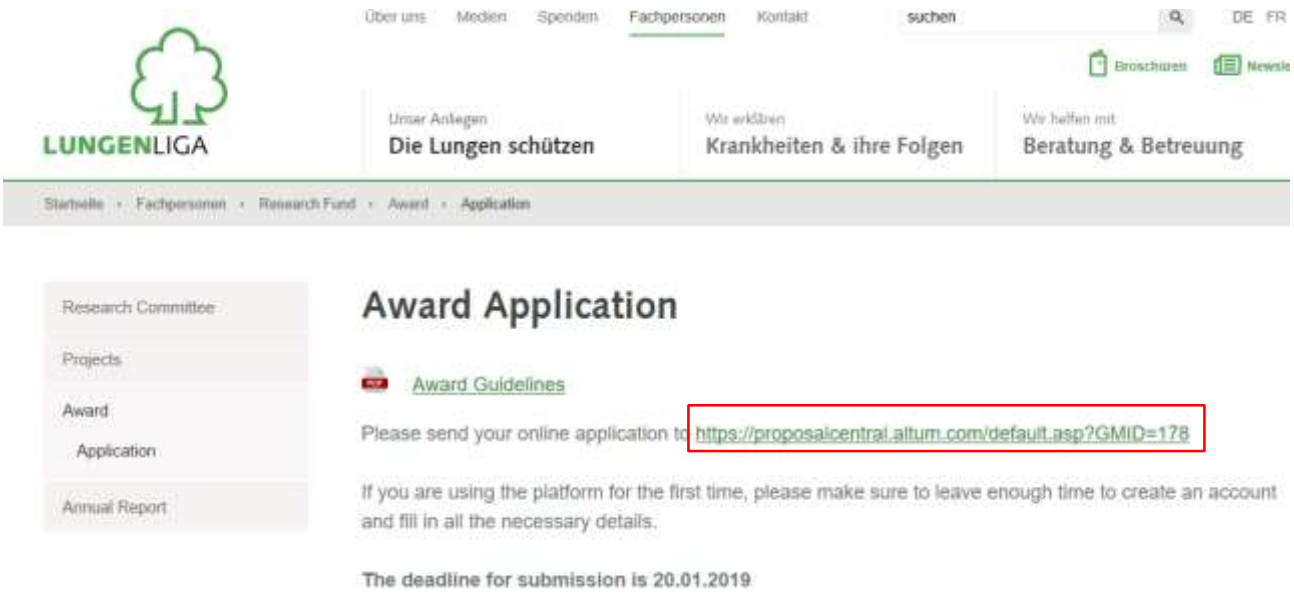
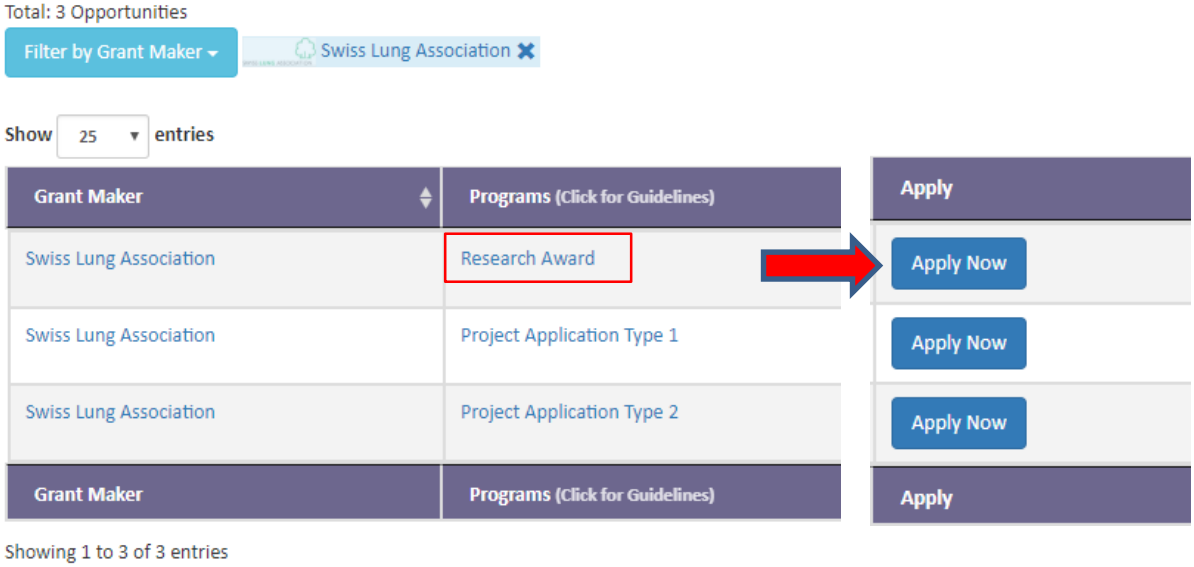
1 Steps to register on proposalCentral

Please follow the link you will find at Award Application on the Swiss Lung Association Homepage.



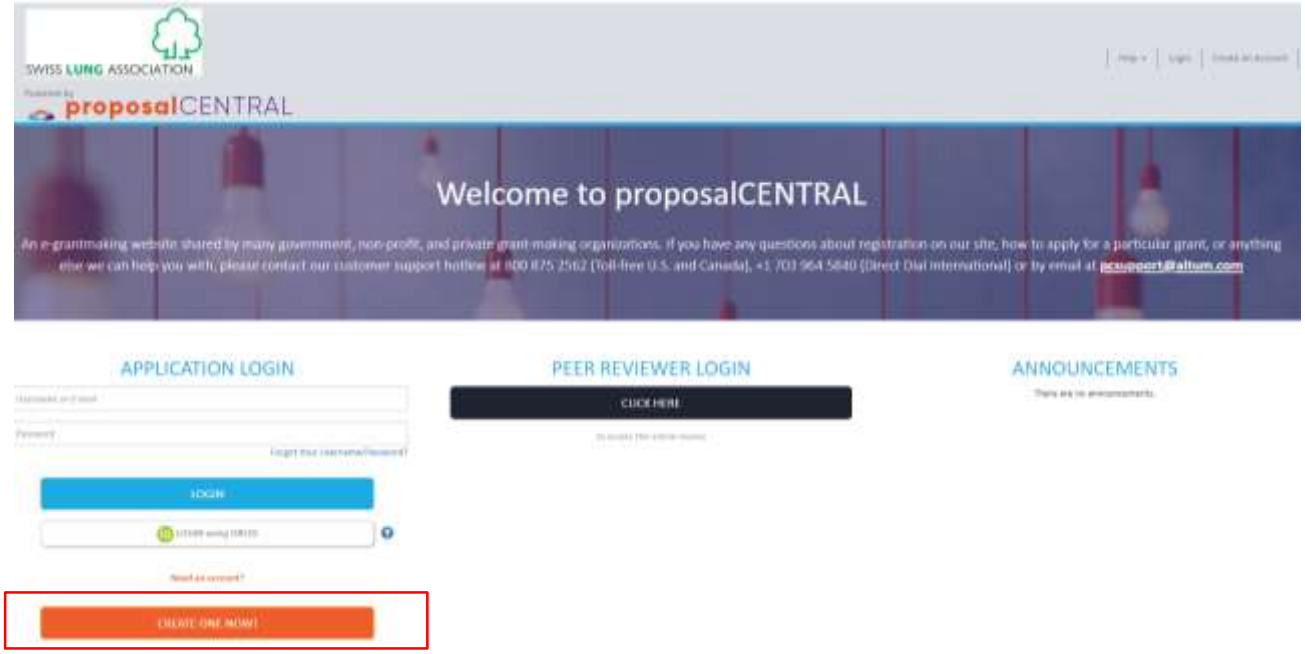
1.1 Proposal Typ

Select the Typ of proposal (Research Award)

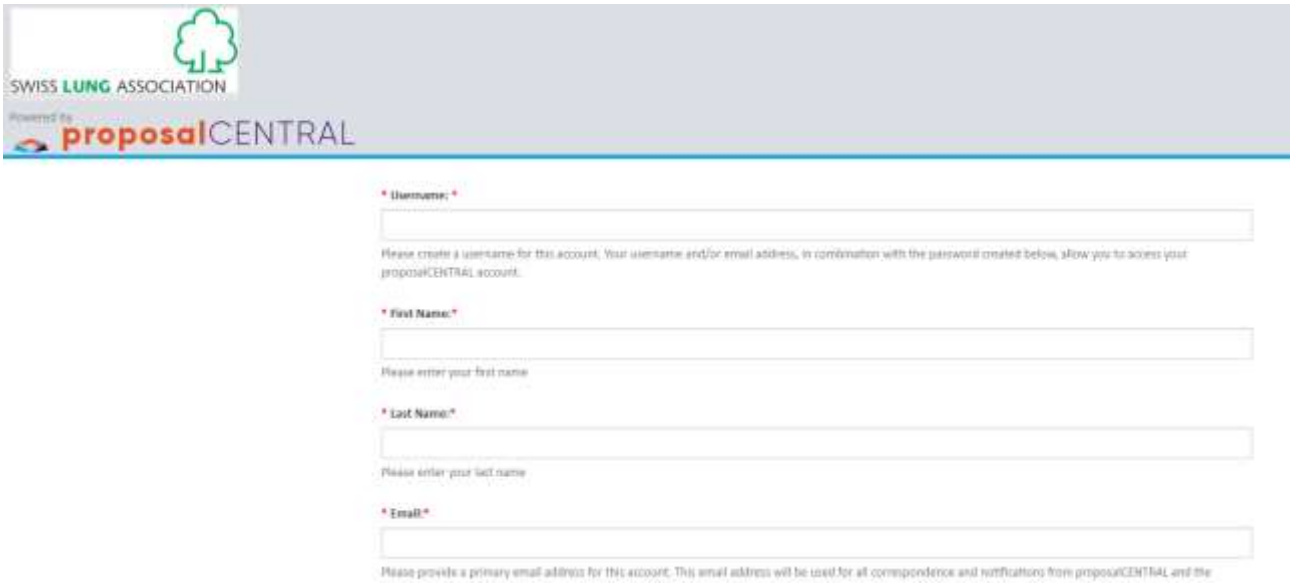


1.2 Registration

The first time you sign up, you must create a new account. Click on «Create one now!» to create your login.



This leads you to the following interface: Please fill out the blanks and follow the instructions.

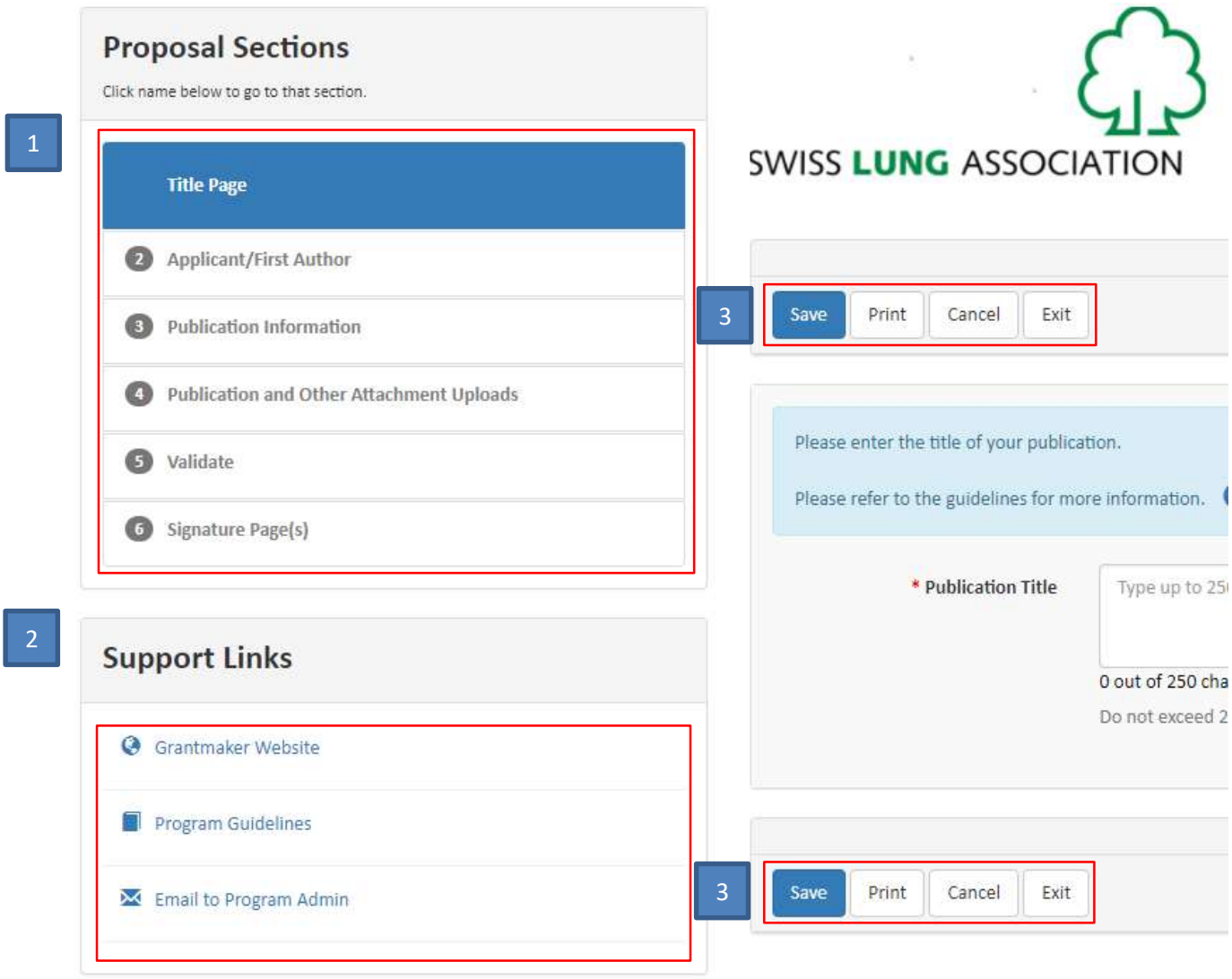


Notice
The username should contain only letters without blank spaces or symbols.

2 Proposal Steps

2.1 Navigation

After the registration process the application can be edited. The navigation aids will guide you through the application process.



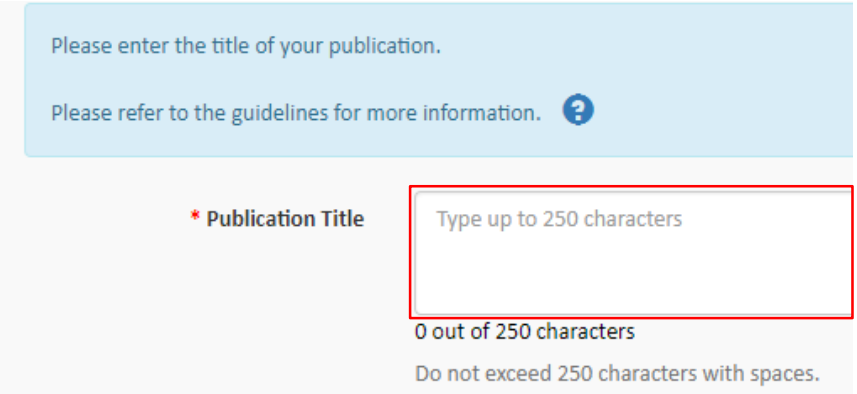
1 At the «Proposal Sections» you will find all the necessary steps to complete your application.

2 With the help of the «Support Links» you can get back to website «Swiss Lung Association» or you can contact us.

3 These navigation tabs guide you through the application process.

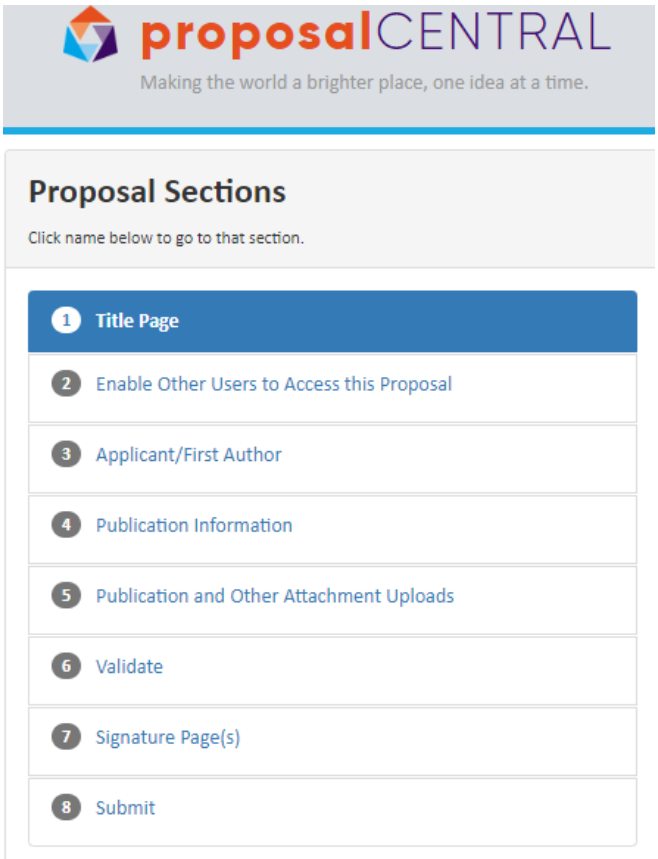
2.2 Title Page

Please enter the title of your research on the website in the space marked below:



Notice
If the «Publication Title» is not indicated, it is not possible to continue with the application process.

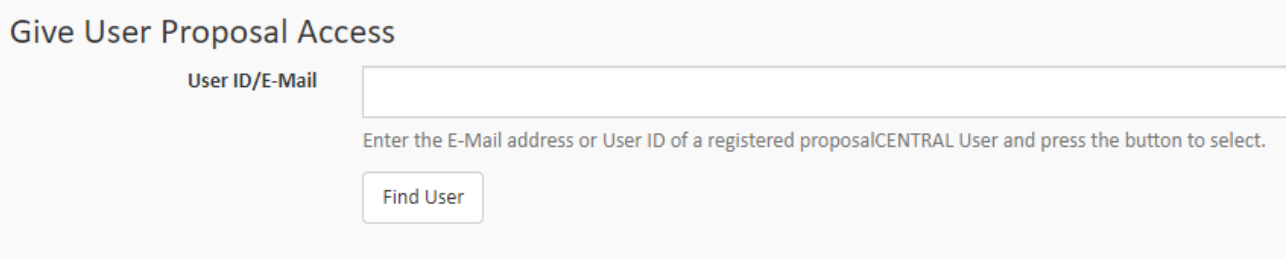
After entering the title all possible registers are at your disposal as you can see below:



2.3 Enable Other Users to Access this Proposal

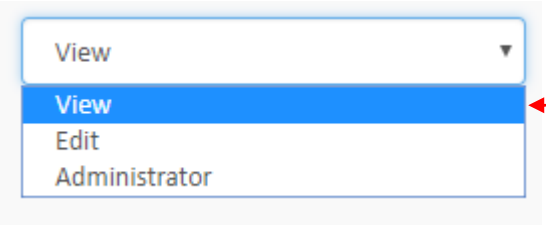
In this step, you specify who else must have access to the documents and which Permissions this person has. It is predefined that the Main applicant has to enter his own function and rights (Role: Applicant / Permission: Administrator).

After that you can add any person by entering the email address in the following box:



If an email address has been entered it will be listed as shown in the picture below:

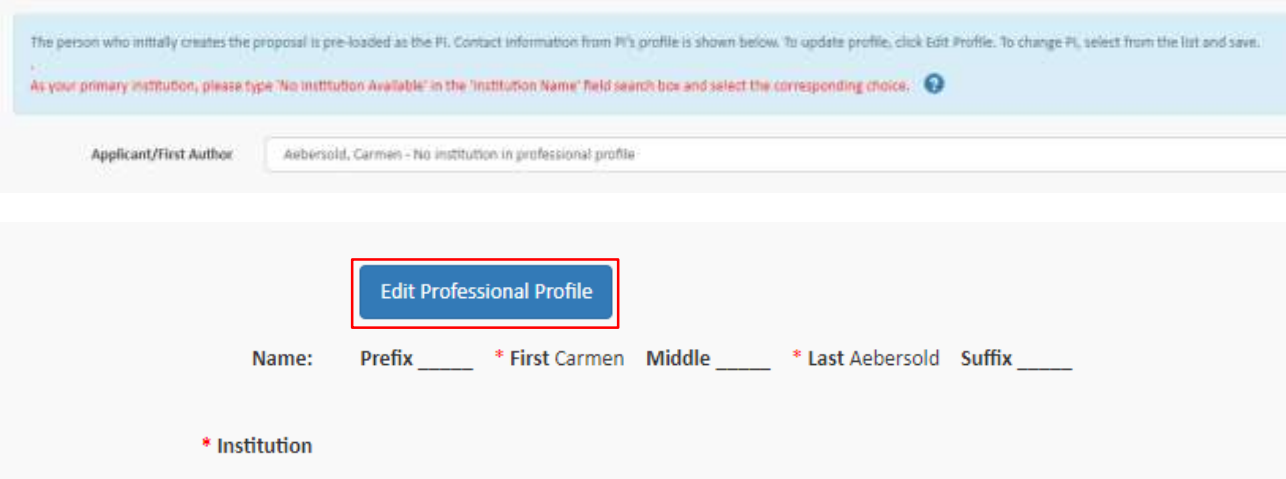
It is important that the appropriate rights are assigned here as well.

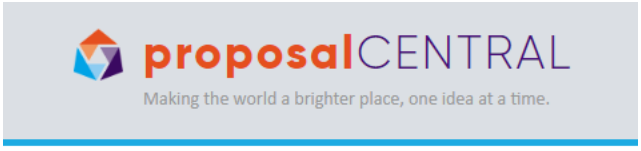


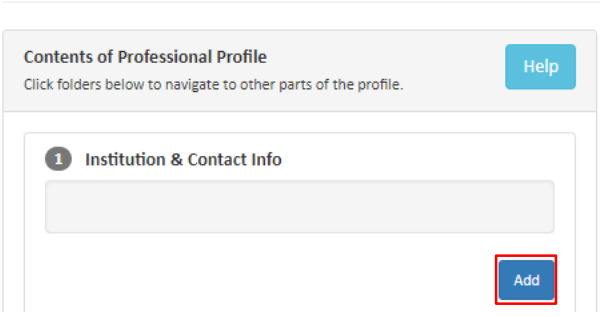
Notice
To enable your co-investigators, department or grants administrators to receive system notifications, add them with at least "View» access below and check the box «Auto Notify»

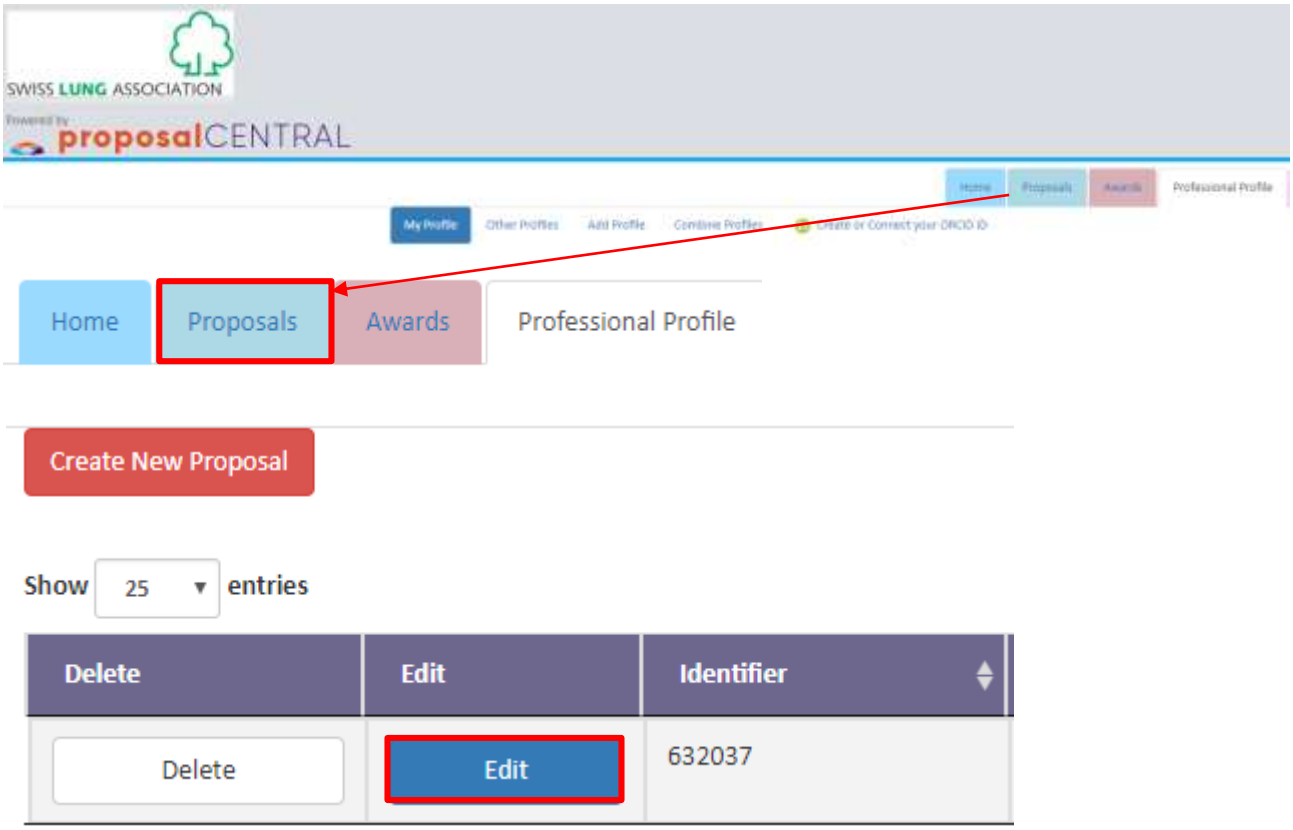
2.4 Applicant / First Author

In this section the profile must be generated. please select the checkbox «add» in the register Institution & contact Info:



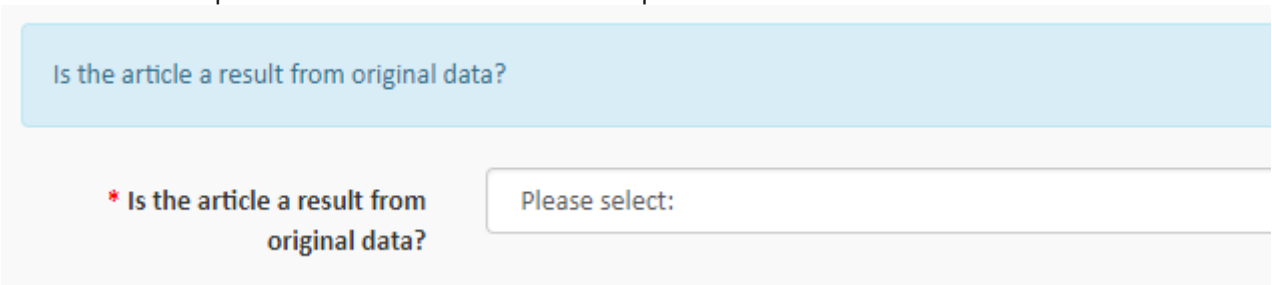






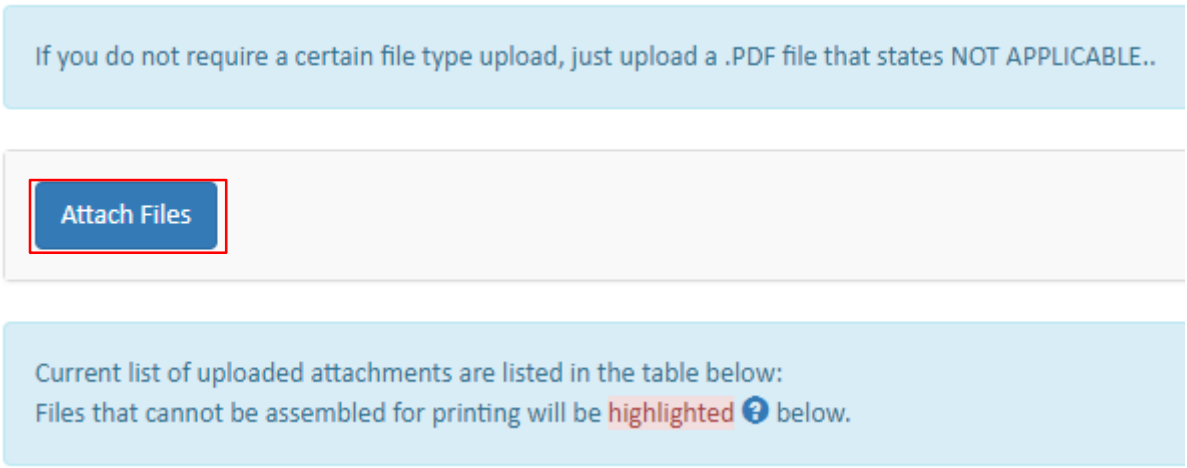
2.5 Publication Information

In this section all questions should be answered as required.



2.6 Publication and Other Attachment Uploads

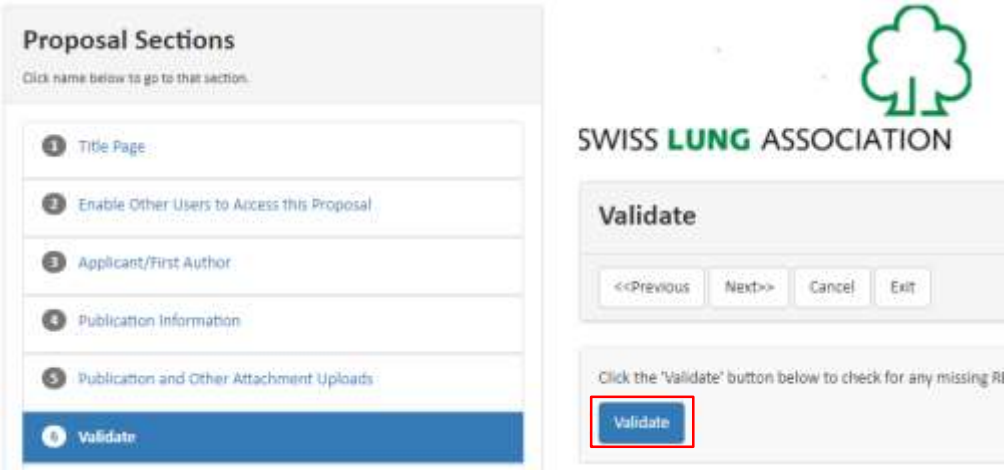
All required documents can be uploaded using the "attach files" button.



3 Completion

3.1 Validate

Click on «Validate» to check if you have completed all the required information.

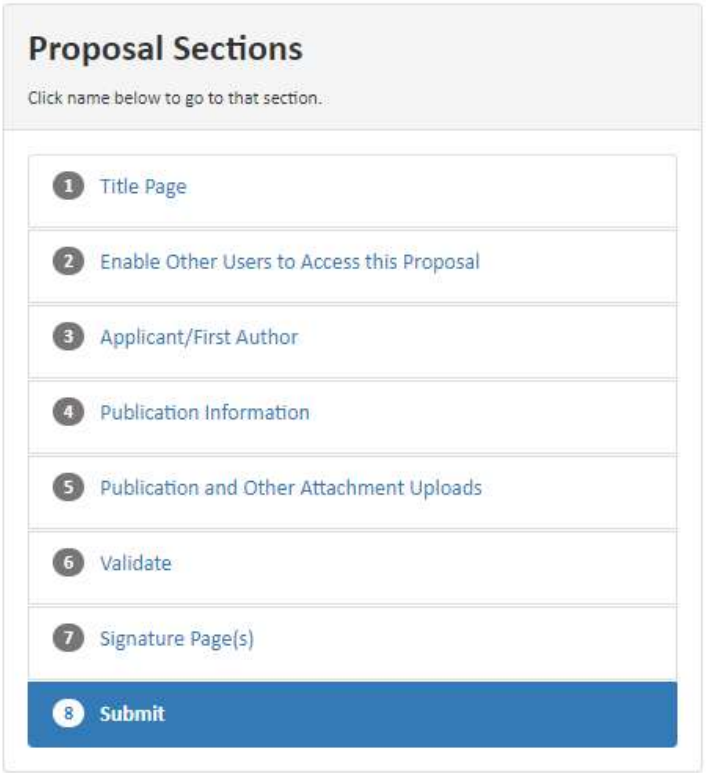


3.2 Signature Page(s)

Before the application can be completed, please print out the application form.

3.3 Submit

To submit your Proposal, please click the 'Submit' button. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the applicant.



Notice
We recommend that you verify that the status of your application has changed to 'Submitted'. For best results, you should logout and close all proposalCENTRAL browser windows.
Login and click the 'Proposals' tab; select 'Submitted' as the Proposal Status. Your application should be listed with the date and time of the submission.