

Instruction Manual Award Application

Date: 11.11.2021

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.

The screenshot shows the Swiss Lung Association website. At the top, there is a navigation bar with links for 'Über uns', 'Medien', 'Spenden', 'Fachpersonen', and 'Kontakt'. A search bar is also present. Below the navigation bar, there are three main sections: 'Unser Anliegen: Die Lungen schützen', 'Wir erklären: Krankheiten & ihre Folgen', and 'Wir helfen mit: Beratung & Betreuung'. The main content area is titled 'Award Application' and includes a link to 'Award Guidelines' and a highlighted URL: <https://proposalcentral.aitum.com/default.asp?GMID=178>. A sidebar on the left contains links for 'Research Committee', 'Projects', 'Award', 'Application', and 'Annual Report'. At the bottom, it states 'The deadline for submission is 20.01.2019'.

1.1 Proposal Typ

Select the Typ of proposal (Research Award)

Total: 3 Opportunities

Filter by Grant Maker Swiss Lung Association

Show 25 entries

| Grant Maker | Programs (Click for Guidelines) | Apply |
|------------------------|---------------------------------|-----------|
| Swiss Lung Association | Research Award | Apply Now |
| Swiss Lung Association | Project Application Type 1 | Apply Now |
| Swiss Lung Association | Project Application Type 2 | Apply Now |
| Grant Maker | Programs (Click for Guidelines) | Apply |

Showing 1 to 3 of 3 entries

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.

The screenshot displays the application interface for the Swiss Lung Association. It is divided into two main sections: 'Proposal Sections' and 'Support Links'. The 'Proposal Sections' section contains a list of steps: 1. Title Page, 2. Applicant/First Author, 3. Publication Information, 4. Publication and Other Attachment Uploads, 5. Validate, and 6. Signature Page(s). The 'Support Links' section includes links for 'Grantmaker Website', 'Program Guidelines', and 'Email to Program Admin'. To the right, there are two form panels. The top panel shows the 'SWISS LUNG ASSOCIATION' logo and a 'Save' button. The bottom panel shows a form for entering the 'Publication Title' with a character count of '0 out of 250 characters' and another 'Save' button. Red boxes highlight the 'Save' buttons in both panels, and blue boxes with numbers 1, 2, and 3 point to the 'Proposal Sections', 'Support Links', and the 'Save' buttons respectively.

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:

Please enter the title of your publication.

Please refer to the guidelines for more information. [?](#)

*** Publication Title**

Type up to 250 characters

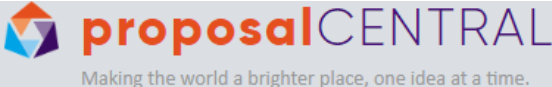
0 out of 250 characters

Do not exceed 250 characters with spaces.

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:



Making the world a brighter place, one idea at a time.

Proposal Sections

Click name below to go to that section.

- 1 Title Page
- 2 Enable Other Users to Access this Proposal
- 3 Applicant/First Author
- 4 Publication Information
- 5 Publication and Other Attachment Uploads
- 6 Validate
- 7 Signature Page(s)
- 8 Submit

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).

| Auto Notify | Role | Name | E-Mail | Permissions |
|--------------------------|------|-------------------|---------------------|---------------|
| <input type="checkbox"/> | | Aebersold, Carmen | c.aebersold@lung.ch | Administrator |

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

Give User Proposal Access

User ID/E-Mail

Enter the E-Mail address or User ID of a registered proposalCENTRAL User and press the button to select.

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

| Role | Name | E-Mail | Permissions | Delete |
|-----------------|-------------------|---------------------|---------------|--------|
| Applicant | Aebersold, Carmen | c.aebersold@lung.ch | Administrator | |
| Co-Investigator | Putzing, Fabian | f.putzing@lung.ch | View | |

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

View

View

Edit

Administrator

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:

The person who initially creates the proposal is pre-loaded as the PI. Contact information from PI's profile is shown below. To update profile, click Edit Profile. To change PI, select from the list and save.

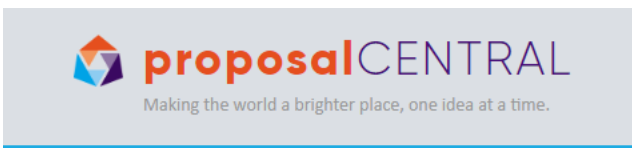
As your primary institution, please type 'No institution Available' in the 'Institution Name' field search box and select the corresponding choice. ?

Applicant/First Author: Aebersold, Carmen - No institution in professional profile

[Edit Professional Profile](#)

Name: Prefix _____ * First Carmen Middle _____ * Last Aebersold Suffix _____

* Institution



Contents of Professional Profile [Help](#)

Click folders below to navigate to other parts of the profile.

1 Institution & Contact Info

[Add](#)

SWISS LUNG ASSOCIATION
Powered by **proposalCENTRAL**

Home Proposals Awards Professional Profile

My Profile Other Profiles Add Profile Combine Profiles Logout or Connect your ORCID ID

Home Proposals Awards Professional Profile

Create New Proposal

Show 25 entries

| Delete | Edit | Identifier |
|--------|------|------------|
| Delete | Edit | 632037 |

2.5 Publication Information

In this section all questions should be answered as required.

Is the article a result from original data?


* Is the article a result from original data?

2.6 Publication and Other Attachment Uploads

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

If you do not require a certain file type upload, just upload a .PDF file that states NOT APPLICABLE..

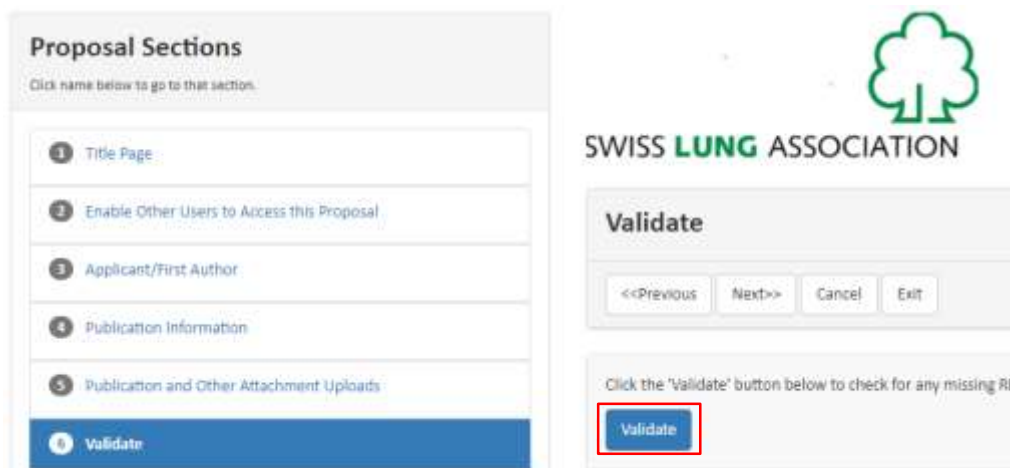
Attach Files

Current list of uploaded attachments are listed in the table below:
Files that cannot be assembled for printing will be highlighted  below.

3 Completion

3.1 Validate

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



The image shows two screenshots from a web application. The left screenshot, titled 'Proposal Sections', lists six sections: 1. Title Page, 2. Enable Other Users to Access this Proposal, 3. Applicant/First Author, 4. Publication Information, 5. Publication and Other Attachment Uploads, and 6. Validate. The 'Validate' section is highlighted in blue. The right screenshot shows the 'Validate' button, which is also highlighted in blue. Above the 'Validate' button are navigation buttons: '<<Previous', 'Next>>', 'Cancel', and 'Exit'. The text below the 'Validate' button reads: 'Click the 'Validate' button below to check for any missing RI'.

3.2 Signature Page(s)

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

Signature Page(s)

<<Previous Next>> Cancel Exit

After you complete all the proposal sections, click one of the Print buttons below to open and print the cover/signature pages and application files.
 Before printing, please use the "Validate" option (in the navigation menu to the left) to verify that you have entered all the required information.

Print Signature Pages Print Signature Pages with Attachments


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.

Proposal Sections

Click name below to go to that section.

- 1 Title Page
- 2 Enable Other Users to Access this Proposal
- 3 Applicant/First Author
- 4 Publication Information
- 5 Publication and Other Attachment Uploads
- 6 Validate
- 7 Signature Page(s)
- 8 Submit**



SWISS LUNG ASSOCIATION

Submit

<<Previous Cancel Exit

To submit your Proposal, please click the 'Submit' button receive a confirmation message on the screen and a confirmation email will be sent to the applicant.

Submit

Important 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.

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.