Instruction Manual
Type 1 and 2 Application

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# Instruction Manual

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1 Steps to register on proposalCentral

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

1.1 Proposal Typ

Select the Typ of proposal (Project Application Typ 1 or 2)

[Table showing Grant Maker and Programs with links to apply]

GrantMaker | 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

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.

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

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

These navigation tabs guide you through the application process.
2.2 Title Page

To initialize your application, enter a title for your project and press Save:

![Title Entry Form]

After entering the title Page all possible registers are at your disposal.

Please enter the budget (IN SWISS FRANCS) of your request in the following spaces:

![Budget Entry Form]

**Notice**
In this box the amount in dollars is listed. this is a bug that could not be fixed yet. Please always enter the amounts in Swiss Francs, even if the wrong symbol precedes it.
It is important to know that if the question regarding the «Tabacco Declaration» is answered with No, you are not eligible to apply for this program.

2.3 Download Templates & Instructions

Download all templates files in the section «Download Templates & Instructions». Upload the completed PDF files in the 'Upload Attachments' section.

<table>
<thead>
<tr>
<th>Download</th>
<th>Template Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BO-Project Description (6 pages Max) plus bibliography references</td>
</tr>
<tr>
<td></td>
<td>Data Protection Principles and Conditions</td>
</tr>
<tr>
<td></td>
<td>B1-Lay Summary</td>
</tr>
</tbody>
</table>
2.4 Applicant / PI

Here at least all information about the main application sites with a red star have to be available. If this is not the case, please click on «Edit Professional Profile» and follow the instructions below.
Under Institution Name you have to enter the exact phrase «no institution available» and click on «Display Results».

**Notice**
Please note that in the box «Institution Name» the words «No institution available» must be written exactly, otherwise you cannot select the correct item later on the next page.

Please select «no Institution Available» in the lower half of the screen.

Scrolling further on the page you get to the following button:
2.5 Key Personnel / Co-Applicants

Provide contact information for key personnel, other than the applicant, in the boxes as shown below:

- Enter email address
- Confirm email address

2.6 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:

![User Proposal Access Form](image)

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

![User Access Table](image)

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

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

### 2.7 Synopsis of Lay Summary

Here the Synopsis of the Lay Summary should be created as described in the document:

![Synopsis of Lay Summary Form](image)
### 2.8 Budget Period Detail / Summary

Please enter the calculated project costs into the according boxes.

#### Personnel Costs

The salaries must include the wage-based, social security contributions which are mandatory in Switzerland (KVG/UVG).

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Other R.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Collaborator</td>
<td></td>
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<td>Collaborator</td>
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<tr>
<td></td>
<td>Collaborator</td>
<td></td>
</tr>
</tbody>
</table>

**Notice**

Notice that the numbers should be in Swiss Francs even though the dollar sign is displayed.

### 2.9 Other Support

Please indicate here if there are any other grants available for the project.

#### Other Support

Please list all other support that is relevant to your current project.

- **No Other Support to report**

<table>
<thead>
<tr>
<th>Status</th>
<th>Award Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.10 Organization Assurances / Ethics

If humans or animals are examined in the studies, the corresponding documents must be uploaded at point 12 Upload Attachments.

2.11 Additional SLA Questions

Please answer the questions as described:

2.12 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.