

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.

Research Committee
Projects
Call for proposals
Application
Award
Annual Report

Application

 [Grant agreement](#)

To be sure you will be able to fulfill its conditions, please take the time to read the grant agreement carefully before submitting your application.

Please send your online application to <https://proposalcentral.altum.com/default.asp?GMID=178>

If you are using the platform for the first time, please make sure to leave enough time to create an account and fill in all the necessary details.

Applications for 2019 may be submitted from 17th of January until 17th March 2019.

1.1 Proposal Typ

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

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.

SWISS LUNG ASSOCIATION
Powered by **proposalCENTRAL**

Help - Login - Create An Account

Welcome to proposalCENTRAL

An e-grantmaking website shared by many government, non-profit, and private grant-making organizations. If you have any questions about registration on our site, how to apply for a particular grant, or anything else we can help you with, please contact our customer support hotline at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by email at pcsupport@altum.com

APPLICATION LOGIN

Username or E-mail

Password

[Forgot Your Username/Password?](#)

LOGIN

LOGIN using ORCID

[Need an account?](#)

CREATE ONE NOW!

PEER REVIEWER LOGIN

CLICK HERE

to access the online review

ANNOUNCEMENTS

There are no announcements.

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

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*** Username:***

Please create a username for this account. Your username and/or email address, in combination with the password created below, allow you to access your proposalCENTRAL account.

*** First Name:***

Please enter your first name

*** Last Name:***

Please enter your last name

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. On the left, a vertical navigation menu is shown with a blue header 'Title Page'. Below it, a list of steps is numbered 2 through 10: 'Download Templates & Instructions', 'Applicant/PI', 'Key Personnel/Co-Applicants', 'Synopsis of Lay Summary', 'Budget Period Detail', 'Budget Summary', 'Other Support', 'Organization Assurances/Ethics', and 'Additional SLA Questions'. A blue box with the number '1' highlights this menu. To the right, the main content area shows the 'SWISS LUNG ASSOCIATION' logo at the top. Below the logo, there are three buttons: 'Save', 'Print', 'Cancel', and 'Exit'. A blue box with the number '3' highlights these buttons. Below the buttons, a light blue box contains the text 'Enter a title for your project and press Save.' and 'ALL BUDGET VALUES WILL BE LISTED IN SWISS FRANCS'. Below this, there is a form field for '* Project Title' with a placeholder 'Type up to 250 characters' and a character count '0 out of 250 characters'. Below the form field, there is another form field for '* Total Amount Requested in Swiss Francs from the Swiss Lung'.

2

Support Links

[Program Guidelines](#)

[Email to Program Admin](#)

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

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

Enter a title for your project and press Save.

ALL BUDGET VALUES WILL BE LISTED IN SWISS FRANCS. 

* Project Title

0 out of 250 characters

Do not exceed 250 characters with spaces.

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:

* Total Amount Requested in Swiss Francs from the Swiss Lung Association

Enter total amount requested for the project.

* Total Budget of the Project in Swiss Francs

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.

Tobacco Declaration

The Research Fund of the Swiss Lung Association does not accept speaking at or attending meetings organised by the tobacco industry.

If you select No, you are not eligible to apply for this program.




*** I declare that I have or have had NO relationship of any kind with the tobacco industry.**

Yes

No

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.

Download	Template Type
	B0-Project Description (6 pages Max) plus bibliography references
	Data Protection Principles and Conditions
	B1-Lay Summary

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.

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

[Edit Professional Profile](#)

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

* Institution

Academic Degree

* Current Position/Function

Address: Office Address

* Street

* City State/Province _____ * Zip/Postal Code _____ Country _____

* E-Mail c.aebersold@lung.ch

Phone Work: _____ * Mobile: _____

Please enter your date of birth (mm/dd/yyyy).

* Date of Birth



1 Institution & Contact Info

[Add](#)

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.

Create New Institution

Please search and select applicable institution for your profile by using the search filters provided. If you do not find your institution in the search results, then

Institution Name (partial):

No institution available|

A maximum of 100 results will be returned based on th

Institution City:

Enter entire city name.

Institution State:

Institution Country:

Select Country

Display Results

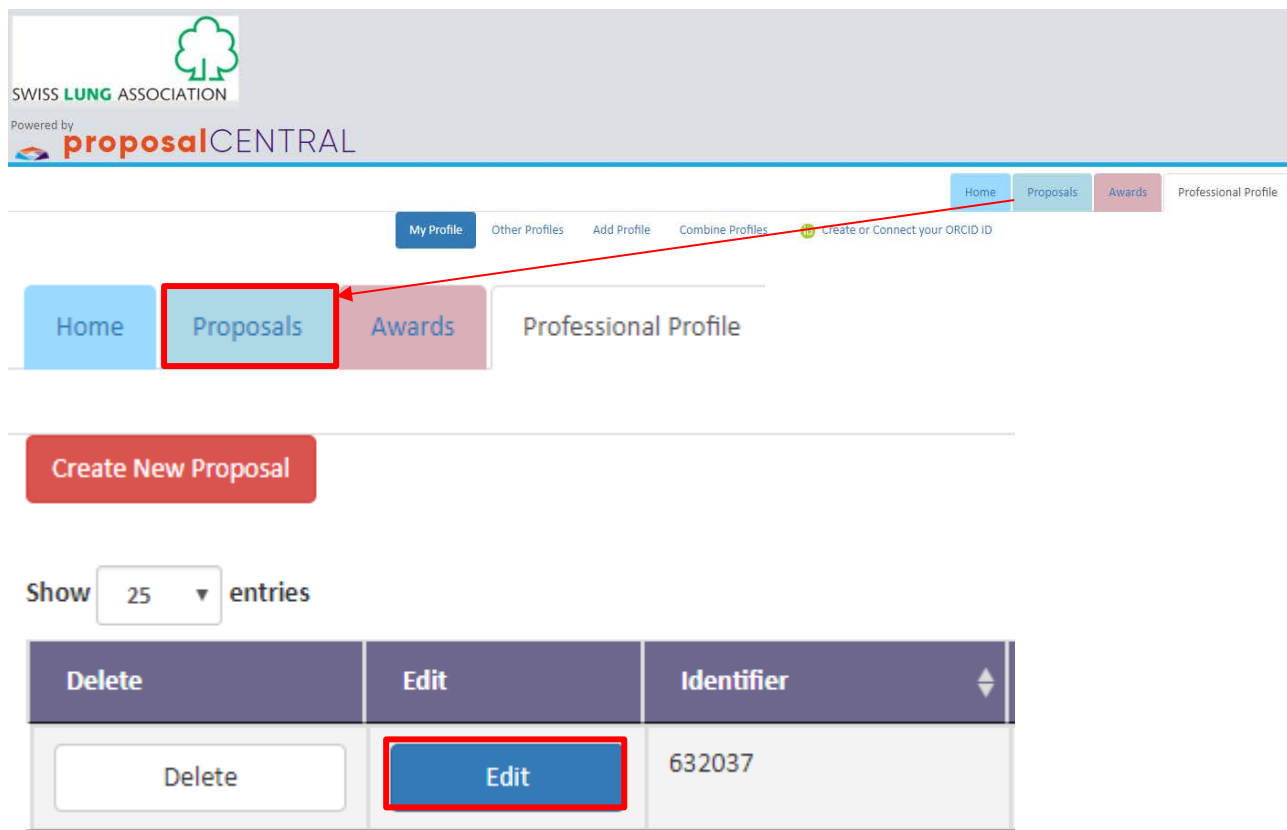
Reset Filter

Cancel

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

Select	Institution Name
<input checked="" type="radio"/>	No Institution Available

Scrolling further on the page you get to the following button:



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Home Proposals Awards Professional Profile

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

Home Proposals Awards Professional Profile

Create New Proposal

Show 25 entries


Delete	Edit	Identifier
Delete	Edit	632037

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).

Proposal Access Rights

Auto Notify	Role	Name	E-Mail	Permissions
	<input type="text"/>	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
<input type="text" value="Applicant"/>	Aebersold, Carmen	c.aebersold@lung.ch	<input type="text" value="Administrator"/>	<input type="button" value="Delete"/>
<input type="text" value="Co-investigator"/>	Putzing, Fabian	f.putzing@lung.ch	<input type="text" value="View"/>	<input type="button" value="Delete"/>

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

View
View
Edit
Administrator

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


<<Previous Next>>

Synopsis of Lay Summary (see document B1_Summary)

* Synopsis of Lay Summary




2.8 Budget Period Detail / Summary

Please enter the calculated project costs into the according boxes.

* Start Date of Project (mm/dd/yyyy) 

Personnel Costs

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

	Name	Role	Other R
	<input type="text"/>	Collaborator ▼	<input type="text"/>
	<input type="text"/>	Collaborator ▼	<input type="text"/>
	<input type="text"/>	Collaborator ▼	<input type="text"/>

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

<<Previous Next>> Print Exit

Please list all Other Support that is relevant to your current project.

No Other Support to report

Status	Award Number
	

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.

Organization Assurances/Ethics

<<Previous
Next>>
Save
Print
Cancel
Exit

Human Subjects

?

* Does the proposed project involve Human Subjects?

Yes
 No

2.11 Additional SLA Questions

Please answer the questions as described:

Additional SLA Questions

<<Previous
Next>>
Save
Print
Cancel
Exit

Please answer the questions listed below.

* Subtopic that best reflects your project research

Pneumology:basic research (experime
 Social medicine-science/public health

2.12 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..

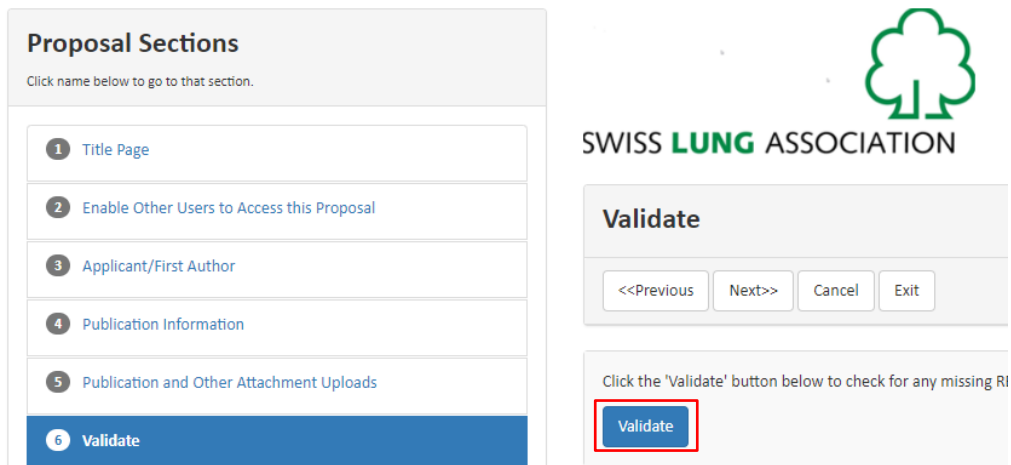
Attach Files

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.



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**

SWISS LUNG ASSOCIATION

Validate

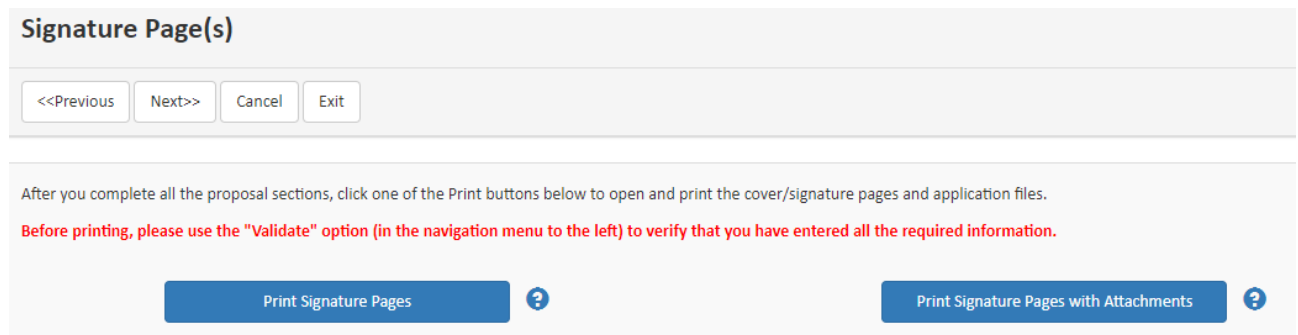
<<Previous Next>> Cancel Exit

Click the 'Validate' button below to check for any missing RI

Validate

3.2 Signature Page(s)

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



Signature Page(s)

<<Previous Next>> Cancel Exit

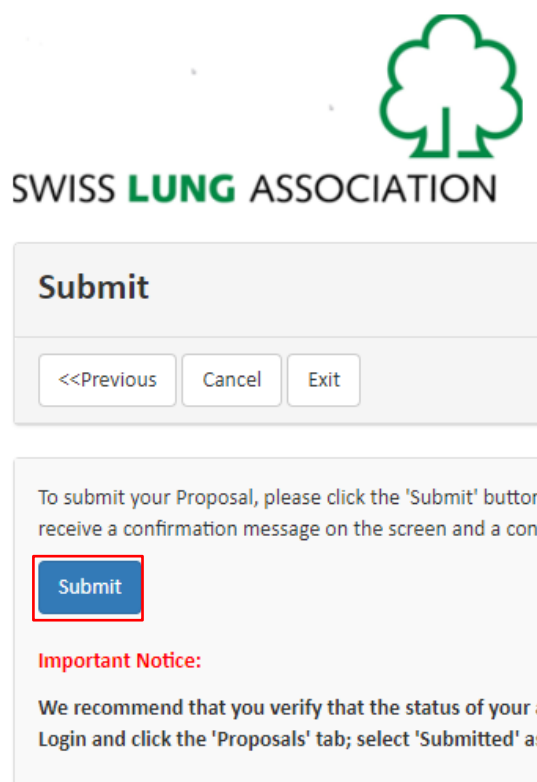
After you complete all the proposal sections, click one of the Print buttons below to open and print the cover/signature pages and application files.

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.



Submit

<<Previous Cancel Exit

To submit your Proposal, please click the 'Submit' button. You will 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.
