

CLUSTER FUNDING, SCIENTAINMENT, FOUNDATION & SWITZERLAND

GUIDELINES ON PREPARING A PROJECT PROPOSAL: STAGE 1

OVERVIEW

A formal project proposal consists of the following parts:

1. Online application form on [our web portal](#);
2. One single PDF containing the following documents: accompanying letter, project proposal, attachments (details below);
3. If available: project presentation (max. 10 slides/pages).

The four deadlines for submission per year are final deadlines: 1 February, 1 May, 1 September and 1 December. This means that your project documentation must be uploaded on our web portal by these cut-off dates at the latest.

1 ACCOMPANYING LETTER

Please answer the following three questions:

- How did you learn about Gebert RUF Stiftung?
- To what extent does your project fit in with the activities of Gebert RUF Stiftung?
- How creative/innovative is your project?

2 PROJECT PROPOSAL

- Please use the appropriate «Project proposal form», which can be downloaded from our website.
- Limit your project proposal to max. 6 pages – excluding the accompanying letter and attachments.
- Please follow the listed instructions given on the form and upload the one single PDF (incl. accompanying letter and attachments) on the web portal.
- Proposals with incomplete information cannot be accepted.

3 ATTACHMENTS (to be included in the one single PDF)

- Brief CV of main applicant;
- CVs of project team and/or partners;
- Other attachments.

4 PROJECT PRESENTATION

- Upload separately if available: project presentation (max. 10 slides/pages).