

University of Basel – The Propelling Grant

Evaluation Process & Timeline

How does the evaluation process look like?

By three steps:

1. **Pre-evaluation phase** – timely submitted complete proposals will be checked by the **Innovation Office** concerning the compliance with formal & suitability requirements (basic check of evaluation criteria). Projects which are evidently lacking either innovation potential or entrepreneurial vision, will be excluded. Applications will be then **rejected / admitted** for the in-person presentation of the provided slide deck.

This will be supported by the expert opinion from selected External Experts with specific competences and a strong background in translating innovation to the market; building entrepreneurial ventures (team, fundraising); developing products and services in start-ups and in the industry.

2. **Interview evaluation** is divided in two parts:
 - a. Part 1 – project presentations & interview by the Evaluation Board (ca. 30 min. per project)
 - b. Part 2 – evaluation phase as **grading** & selection by the evaluation board (closed doors session)
3. **Approval** – all projects will receive communication of the approval / rejection as soon as an official decision from the *University of Basel President's Board (Rektorat)* is taken. This can take a variable amount of time, depending on the calendar of the *Board Meetings*, but ideally within 2-3 weeks and no longer than 4 weeks from the interview. This constitutes the official “kick-off” of the project. There will be no contractual / signature requirements – an internal administrative procedure will be put in place for the access to the funding.

What does the Propelling Grant application time line look like?

The application timeline and steps are the following:

- **Submission (T0)** – of both a “slide deck” and a “proposal document” (templates provided). Projects submitted no later than **3 working weeks before** the provided interview deadline are eligible for the admission at the next available interview session.
- **Pre-evaluation (ideally within 1 working week from the submission)** – admission / refusal, communication to admitted/rejected, communication to the external expert(s);
- **Presentation / Interview (3 weeks after the submission, T0)** – a presentation of the project slide deck will be delivered and the Evaluation Board will have the chance to ask additional questions to the applicants;
- **Grading** – after the presentations/interviews, the evaluation board will select the accepted projects;
- **Final Acceptance (ideally within 2-3 weeks from the interview, pending President’s Board meeting)** – acceptance / refusal will be communicated (ideally) within two-three (2-3) working weeks from the presentation to the project main contact point;
- **Project start** – immediately after the acceptance communication, which is the official “kick-off” day.
- **Project review** – ca. mid-project (@ T0 + 3 mo.), as an assessment of the ongoing activities in the form of an interview
- **Project end** – list of expected deliverables
 - update on the proof of concept activity outcome(s);
 - update on the business plan / potential application assessment;
 - update on the strategy for “next steps” (further developments, additional funding, business strategy, etc.).

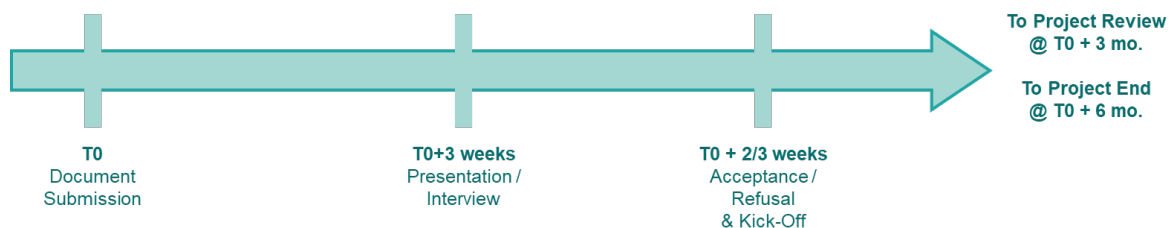


Figure 1 – Propelling Grant application & approval time line