University of Basel – The Propelling Grant

Evaluation Process & Timeline

How does the evaluation process look like?

By three steps:

1. **Pre-evaluation phase (2 wd)** – 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. It will be then **rejected / admitted** for the in-person presentation of the provided slide deck.

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 within 2 working days from the presentation – 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 **10 working days (wd) before** the provided interview deadline are eligible for the admission at the next available interview session.

- **Pre-evaluation (T0+2 wd)** – admission / refusal, communication to admitted/rejected, communication to VRF+TT, communication to the external expert(s);

- **Presentation / Interview (T0+10 wd)** – 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 grade and select the accepted projects

- **Final Acceptance (T0+12 wd)** – acceptance / refusal will be communicated within two (2) working days 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.).

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Figure 1 – Propelling Grant application & approval time line

wd = working days
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## Appendix A – Submission, Evaluation & Actions Summary

**Table 1 – Overview of submission, evaluation & actions**

<table>
<thead>
<tr>
<th>What</th>
<th>How</th>
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| **Type of submission / evaluation timeframe** | ▪ Continuous, first-come first-served  
 ▪ Quarterly evaluation (4 per year)  
 ▪ Proposal documents delivered two (2) working week in advance (deadline provided) allows for evaluation in the next following interview session |
| **Evaluation Board**                      | ▪ Innovation Office  
 ▪ Vice-President Research + TT-Office  
 ▪ Entrepreneurship Expert |
| **Evaluation Document to be submitted**   | ▪ Project proposal template document (ca. 10 pages)  
 ▪ 15-slides max. (strict), pitch on specific points to be addressed, template is provided |
| **Presentation / Interview**              | ▪ Presentation / Interview in person at the given deadline |
| **Time to Approval**                      | ▪ «Next day» approval / rejected (e.g. within 2 working days)  
 ▪ Approval communication is to be considered as the Official Kick-Off |
| **Post Approval**                         | ▪ Administrative internal procedure will provide access to the funds  
 ▪ Continuous support by the Innovation Office  
 ▪ Mid-project update (@ T0 + 3 mo.)  
 ▪ End-project deliverable & reviews |