

## How does the evaluation process look like?

The evaluation process is structured in four main steps:

### 1. Pre-evaluation by the Innovation Office

Timely submitted and complete proposals will first be reviewed by the **Innovation Office** to ensure they meet the **formal eligibility criteria** (e.g. active affiliation, completeness of application documents, alignment with the grant's objectives, etc.).

At this stage, applications that clearly lack innovation potential or entrepreneurial vision will be excluded.

### 2. Expert assessment

Proposals that pass the initial eligibility check will be assessed by **external experts** selected by the Innovation Office based on their expertise relevant to the specific field of each project. Each project will be evaluated on both the scientific & innovation quality and the business & market opportunity. In parallel, Unictetra will review the project's intellectual property (IP) potential.

The evaluation will focus on the following criteria: innovation potential; feasibility; proof of concept and supporting data; market analysis; commitment of the project team; willingness and potential to spin out as a start-up; alignment of the requested budget and the grant application with the overall purpose of the grant.

Projects will then be **rejected or admitted** for the in-person presentation to the Evaluation Board, which is elected by the *University of Basel President's Board (Rektorat)* and is composed of seasoned 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. Information about the Evaluation Board members can be found on the [Innovation Office's Propelling Grant website](#).

### 3. Interview and final evaluation

This phase consists of two parts:

- a. **Project presentation & interview** – Each team will deliver a presentation (~30 minutes per project), followed by a Q&A session with the Evaluation Board.
- b. **Evaluation and selection** – The Evaluation Board will deliberate in a closed-door session, grading and selecting the projects to recommend for funding.

### 4. Final decision

All applicants will be informed of the outcome once the official decision is made by the *University of Basel President's Board (Rektorat)*. Please note that the timing of the final approval depends on the calendar of the *Board's Meetings*. Once approved, the project is considered officially kicked off. No contract signatures are required – an internal administrative process will be implemented to manage the disbursement of funds.

### What does the Propelling Grant application time line look like?

The full application and selection timeline includes the following steps:

- **Submission** – of both a “slide deck” and a “proposal document” (templates provided). Proposals submitted by the deadline are eligible for the current grant edition.
- **Pre-evaluation** – The Innovation Office reviews proposals and contacts external experts to assess eligible projects. Applicants are then informed of their admission or rejection.
- **Presentation / Interview** – Applicants present their project to the Evaluation Board, followed by a Q&A session.
- **Grading** – The Evaluation Board grades the projects and selects which ones to recommend to the President’s Board.
- **Final Acceptance (at earliest available President’s Board meeting)** – acceptance / refusal will be communicated to the project main contact person as soon as an official decision is taken.
- **Project start** – The official project start date is the day acceptance is communicated.
- **Project review** – Around mid-project, a review interview is held to assess progress.
- **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.).

### Appendix A – Submission, Evaluation & Actions Summary

Table 1 – Overview of submission, evaluation & actions

What	How
<b>Type of submission / evaluation timeframe</b>	<ul style="list-style-type: none"> <li>▪ Continuous</li> <li>▪ Bi-annual evaluation (twice per year, in Spring and Fall)</li> <li>▪ Proposals submitted by the deadline are eligible for the current grant edition.</li> </ul>
<b>External Experts</b>	<ul style="list-style-type: none"> <li>▪ Experts selected by the Innovation Office based on relevant field-specific expertise to assess projects scientifically, commercially, and for IP potential.</li> </ul>
<b>Evaluation Board</b>	<ul style="list-style-type: none"> <li>▪ Experienced entrepreneurship experts from industry, investors, and related fields.</li> </ul>
<b>Evaluation Documents to be submitted</b>	<ol style="list-style-type: none"> <li>1. Online submission form</li> <li>2. Project proposal template document (ca. 10 pages)</li> <li>3. Pitch deck: max. 15 slides (strict limit), template provided</li> </ol>
<b>Presentation / Interview</b>	<ul style="list-style-type: none"> <li>▪ Pitch of the provided slide deck to the Evaluation Board (content can be slightly adjusted if necessary)</li> </ul>
<b>Time to Approval</b>	<ul style="list-style-type: none"> <li>▪ Final approval usually occurs within a few weeks after the interview, depending on the schedule of the next available President's Board meeting.</li> </ul>
<b>Post Approval</b>	<ul style="list-style-type: none"> <li>▪ Administrative internal procedure will provide access to the funds</li> <li>▪ Onboarding meeting (for selected projects) or Feedback meeting (for applicants not selected) with the Innovation Office</li> <li>▪ Continuous support by the Innovation Office</li> <li>▪ Mid-project update</li> <li>▪ End-project deliverable &amp; reviews</li> </ul>