

LS25 / Full Proposal / Update information about PIs

Contact details, CV, and information about your role in the project have been automatically transferred from the short proposal to the full proposal. Please ensure the information in the tab "My Profile" and "My Roles" is up-to-date. Only update information if required.

Step 1: Update your profile information if required

Upon login, go to "My Profile" in the top menu to update your profile. To update your CV, delete the previous document and upload a new CV as PDF. The requirements regarding the CV in the full proposal are the same as those in the short proposal . Please review these requirements [here](#).

Step 2: Update information about your specific role in the proposal if relevant

Go to "My Proposal & Roles" in the top menu. Under "My Roles", click on your role below the title of the proposal.

- You can update the personal information by clicking on "Refresh from profile". The system will check if there is new information in "My Profile" and update this section accordingly. Should you have uploaded a new CV in "My Profile", it will now be transferred to the full proposal.
- The requirements regarding the description of your specific role in the full proposal are the same as those in the short proposal. Please review these requirements [here](#).

Please note that the information entered here should be specific to the project. If you are participating in multiple proposals that require different subsets of your expertise, please tailor the information according to the project.

Revision #9

Created 21 May 2025 09:30:19 by Grace Liu

Updated 26 June 2025 14:25:51 by Grace Liu