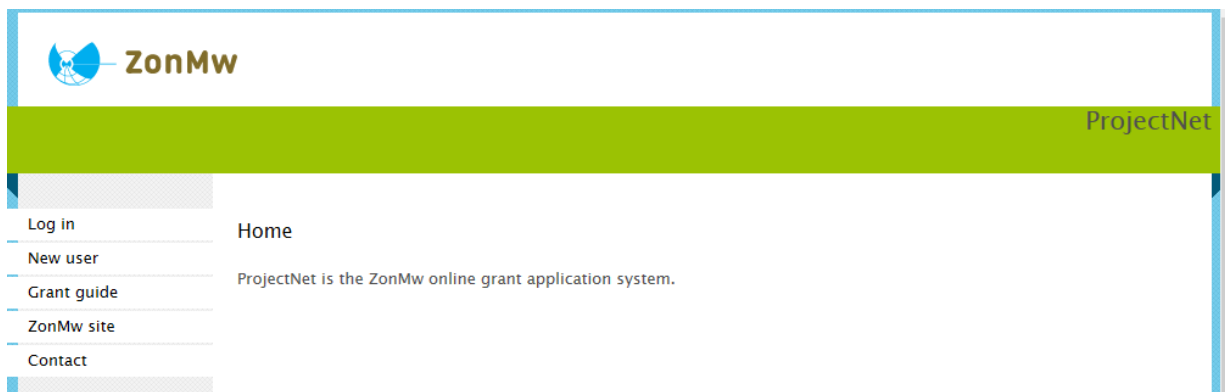




## Log in

ProjectNet is an individual-user based system. This means that you have to log in using a personal username and password.

If you are new to ProjectNet then you must first create an account.

## Creating an account

Step 1:

Go to ProjectNet (<https://projectnet.zonmw.nl/>) and select 'New User'.

You will be prompted to enter the username and password of your choice.

Your login details

Fields marked \* are mandatory.

|                  |   |                          |
|------------------|---|--------------------------|
| Username         | * | <input type="text"/>     |
| Password         | * | <input type="password"/> |
| Confirm password | * | <input type="password"/> |

[Next](#) [Cancel](#)

The password must contain a minimum of **6** and a maximum of **15** characters, but **no spaces**.  
The username is not case-sensitive; the password is case-sensitive.

Step 2:

In this screen you will be prompted to select your organisation.

In the 1<sup>st</sup> search field, enter the name of your organisation (or the first part of it).

In the 2<sup>nd</sup> search field, enter details of the organisation's place of business.

## Search organisation

Fields marked \* are mandatory.

Organisation name (or part of the organisation name) \*

Location of the organisation \*

Search

Cancel

Click "Select" to select an organisation

## Search results

| Organisation | Acronym | Postal address |
|--------------|---------|----------------|
|--------------|---------|----------------|

It may be that your organisation is not registered with the Netherlands Organisation for Health Research and Development (ZonMw). The message 'Unknown organisation' is displayed. You can then use the 'Add organisation' form or you can send an email to [projectnet@zonmw.nl](mailto:projectnet@zonmw.nl) requesting that your organisation be added.

**Please note: You cannot complete the process of creating an account without entering the name of an organisation.**

*No organisation known for this location. Check the location entered and try again.*

*Otherwise, notify us of your organisation by clicking the next button.*

Notify organisation

## New organisation

Fields marked \* are mandatory.

Enter the name of an organisation if it does not appear in ProjectNet and send it to ZonMw. ZonMw will then send you an email confirming that the organisation has been added to the system.

Name of organisation \*

Department

Section

Postal code \*

House number \*

Street / P.O. box \*

Town or city \*

Your name \*

Your telephone number \*

Your e-mail address \*

Submit organisation

Cancel

### Step 3:

Use this screen to fill in your own personal details. All of the fields marked \* are mandatory. You should also place full stops between your initials. Finally, it is important to enter a correct email address.

ProjectNet will send details of your PIN code to this email address. You will need to enter this PIN code when submitting an application.

Your account

Fields marked \* are mandatory.

#### Personal details

|                                                                                            |                                                           |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Username                                                                                   | Patch                                                     |
| Title (academic)                                                                           | <input type="text"/>                                      |
| Initials                                                                                   | * <input type="text"/>                                    |
| First name                                                                                 | * <input type="text"/>                                    |
| Prefix                                                                                     | <input type="text"/>                                      |
| Surname                                                                                    | * <input type="text"/>                                    |
| Postfix                                                                                    | <input type="text"/>                                      |
| Sex                                                                                        | * <input type="radio"/> Male <input type="radio"/> Female |
| Telephone                                                                                  | * <input type="text"/>                                    |
| Fax                                                                                        | <input type="text"/>                                      |
| Position                                                                                   | <input type="text"/>                                      |
| Qualification                                                                              | <input type="text"/>                                      |
| Discipline                                                                                 | <input type="text"/>                                      |
| E-mail  | * <input type="text"/>                                    |

**NB: Email address must exist and you must be easy to contact at this address!**

**Please note:** your initials should be separated by a full stop, e.g.: J.P.

When you have completed the form click

**Save and continue**

Your account has been created.

You will immediately receive an email from ProjectNet (at the email address specified by you), containing details of your username, password and PIN code.

Van: Projectnet  
Aan: Patty Koorevaar  
CC:  
Onderwerp: Your ProjectNet account information

This message contains information concerning your new ProjectNet account.  
This information is private, apart from your username.  
Do not give your password or PIN to anyone else.

#### Account details

Username: XXXXXXXXXX

Password: XXXXXXXXXX

PIN: XXXXXX

Can't find your log-in details?

You can easily retrieve your password and/or PIN code if you have forgotten them.

From the ProjectNet home page, select 'Log in' and, in the next screen, select 'Forgotten your password and/or PIN code?'.

Home

New user

Forgotten password and/or PIN

Log in

Username

Password

Log in

You will be prompted to enter your username, after which details of your password and PIN code will be sent to the email address that you specified when creating your account.

Home

New user

Log in

Forgotten password and/or PIN

Enter your username and your password and PIN will be sent to the email address registered for the account.

Username

OK

Home

New user

Forgotten password and/or PIN

Log in

⚠ Your password and PIN have been sent to your email address

Username

Password

Log in

Van: Projectnet  
Aan: Patty Koorevaar  
CC:  
Onderwerp: Your ProjectNet account information (resent)

This message was sent at your request.

This message contains information concerning your new ProjectNet account.  
This information is private, apart from your username.  
Do not give your password or PIN to anyone else.

Account details

Username:

Password:

PIN:

If you have forgotten your username, you should contact the help desk (Tel: +31-(0)70 349 5178).

## Main Menu

Once you have logged in, your main menu will be displayed.

This contains the following options:

Applications

Approved projects

Account

Permissions

Logging out

**Main menu** Main menu

Applications Logged in as: P.F. Koorevaar

Rewarded projects

Account

Authorizations Choose from the following options:

Log out

**Applications** Submit new pre-proposal, project idea or grant application  
Your applications (submitted or awaiting submission)

**Rewarded projects** Your rewarded projects  
Submit progress and final reports  
Submit products from projects (completed or ongoing)

## Applications

Select '**Applications**' if you wish to submit a new application, or if you want to continue working on an application that has not yet been submitted.

### List of applications:

Under 'Your applications' you will find details of all applications (both those which have been submitted and those which have yet to be submitted).

NO details of approved applications are listed here.

Your applications:

The status of an application is indicated on the right-hand side of the screen.

**Main menu** List of applications

**Applications** New application

Rewarded projects

**Your applications:**

|                            |                 |
|----------------------------|-----------------|
| ▶ <b>International</b>     | <b>NOT sent</b> |
| Project idea: 50707        |                 |
| Deadline: 17-11-2014 15:00 |                 |
| ▶ <b>test</b>              | <b>NOT sent</b> |
| Grant application: 48697   |                 |
| Deadline: 13-11-2014 15:00 |                 |

Not submitted

Submitted + date and time of submission

Deadline expired

Applications that have not yet been submitted are automatically allotted an application number once the 1<sup>st</sup> tab of the application (General Project Data) has been filled in and saved. When it is submitted, an application is allotted a dossier number.

To continue working on your application, click the application's title.

## New application:

There are two ways to start a new application.

1. ZonMw's Grants calendar
2. Via ProjectNet -> New application

In the Grants calendar, open the call for which you wish to submit an application.

At the bottom of the page you will find the link to the appropriate form (Prepare Grant application).

## Approved projects

After logging in, select 'Approved projects' and a list of your approved projects awarded will be displayed.

The screenshot shows the 'Project overview' page. On the left is a sidebar menu with 'Main menu', 'Applications', and 'Project overview' (which is highlighted). The main content area is titled 'Project overview' and contains a section 'Your projects:'. This section displays a list of projects. The first project is 'Implementatie van een zelfmanagementinterventie voor matig tot ernstig kwetsbare ouderen in de thuissituatie' with file number 'ZZZ-TEST1', awarded on '11/9/2010 3:13:42 PM'. The second project is 'Implementatie van een zelfmanagementinterventie voor matig tot ernstig kwetsbare ouderen in de thuissituatie' with file number 'ZZZ\_GEHONOREERD', awarded on '4/24/2008 10:08:41 AM'. A third project is partially visible at the bottom.

| Project title                                                                                                | File number     | Status   | Awarded date          |
|--------------------------------------------------------------------------------------------------------------|-----------------|----------|-----------------------|
| Implementatie van een zelfmanagementinterventie voor matig tot ernstig kwetsbare ouderen in de thuissituatie | ZZZ-TEST1       | Rewarded | 11/9/2010 3:13:42 PM  |
| Implementatie van een zelfmanagementinterventie voor matig tot ernstig kwetsbare ouderen in de thuissituatie | ZZZ_GEHONOREERD | Rewarded | 4/24/2008 10:08:41 AM |
| Implementatie van een zelfmanagementinterventie voor matig tot ernstig kwetsbare ouderen in de thuissituatie |                 | Rewarded |                       |

This screen displays your project's status.

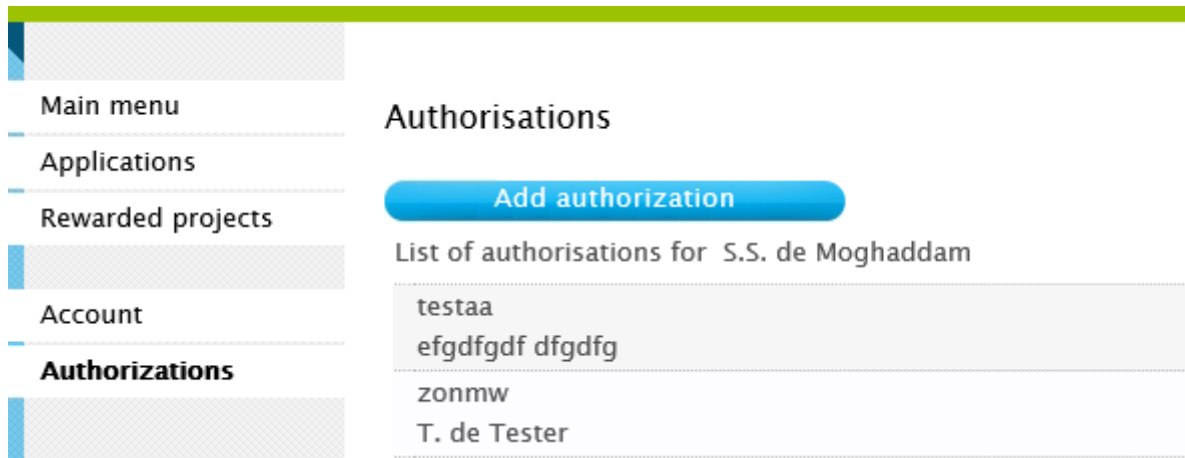
If you click your project's title, the 'List of project details' will be displayed:

The screenshot shows the 'Overview project details' page. The sidebar menu on the left includes 'Main menu', 'Applications', 'Project overview', 'Reports' (highlighted), 'Products', 'Public summary', and 'Disciplines'. The main content area is titled 'Overview project details' and shows the details for the project 'Implementatie van een zelfmanagementinterventie voor matig tot ernstig kwetsbare ouderen in de thuissituatie'. The details include: Title, File number: ZZZ-TEST1, Owner: P.F. Koorevaar, Closest deadline: -, Status: Rewarded, and Modified: 11/9/2010 3:13:42 PM. Below this is a section 'Your reports:'.

| Field             | Value                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------|
| Title:            | Implementatie van een zelfmanagementinterventie voor matig tot ernstig kwetsbare ouderen in de thuissituatie |
| File number:      | ZZZ-TEST1                                                                                                    |
| Owner:            | P.F. Koorevaar                                                                                               |
| Closest deadline: | -                                                                                                            |
| Status:           | Rewarded                                                                                                     |
| Modified:         | 11/9/2010 3:13:42 PM                                                                                         |

## Permissions

You can give someone permission to work on your application and/or report.  
Do this by clicking 'Add permitted users' in the 'Permitted users' screen.



The screenshot shows a sidebar menu on the left with options: Main menu, Applications, Rewarded projects, Account, and Authorizations (which is highlighted). The main content area is titled 'Authorisations' and features a blue button labeled 'Add authorization'. Below this button, it says 'List of authorisations for S.S. de Moghaddam'. A table lists four entries: 'testaa', 'efgdfgdf dfgdfg', 'zonmw', and 'T. de Tester'.

| Authorisation   |
|-----------------|
| testaa          |
| efgdfgdf dfgdfg |
| zonmw           |
| T. de Tester    |

Any individuals to whom you grant permission **MUST HAVE** a ProjectNet account.  
After entering the 'Username' of the individual to be granted permission, click the 'Search' button.

### Search accounts to authorize

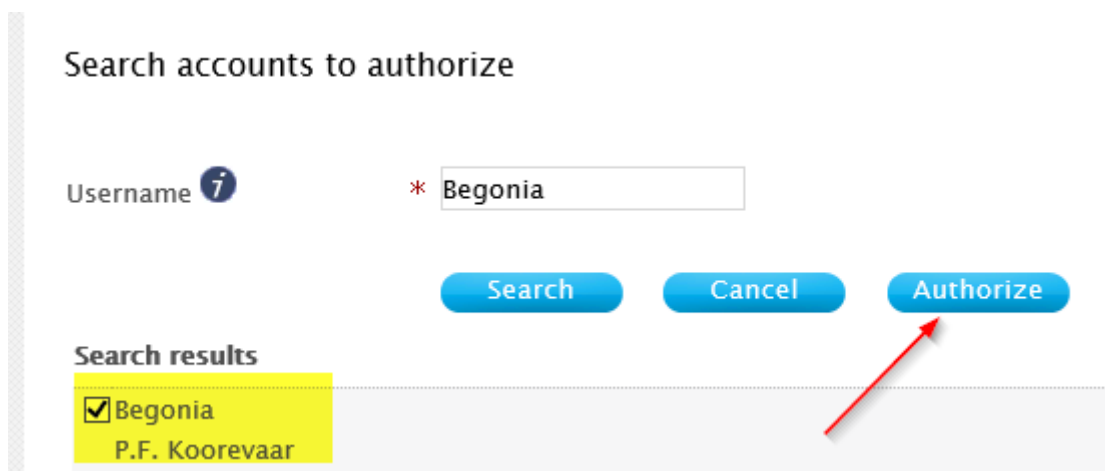


The form has a label 'Username' with an information icon. A red asterisk is next to the input field. Below the input field are three blue buttons: 'Search', 'Cancel', and 'Authorize'.

Username  \*

### Search results

Select the individual and click the '**Grant permission**' button to add that individual to your list of 'Permitted users'.



The screenshot shows the 'Search accounts to authorize' form with 'Begonia' entered in the username field. Below the form, the 'Search results' section shows a single result: 'Begonia' with a checked checkbox and 'P.F. Koorevaar' below it. A red arrow points from the 'Authorize' button to the 'Begonia' result.

Search accounts to authorize

Username  \*

Search results

|                                                               |
|---------------------------------------------------------------|
| <input checked="" type="checkbox"/> Begonia<br>P.F. Koorevaar |
|---------------------------------------------------------------|

Select the individual to whom you want to give permission. Your list of applications and approved projects will then be displayed. You determine which applications or projects will be covered by a given individual's permission.

| Application                                 | File number                                | Test                         |
|---------------------------------------------|--------------------------------------------|------------------------------|
| <input type="checkbox"/> Application: 50639 | No file number has been made yet. <i>i</i> | <b>Memorabel Fellowships</b> |
| <input type="checkbox"/> Application: 48403 | No file number has been made yet. <i>i</i> | <b>Test</b>                  |

## Tabs used in Grant applications – Minimal

**Grant application**

☐ **Part 1**

- ☒ **Project**
- ☐ **Focus**
- ☐ **Summary**
- ☐ **Project group**
- ☐ **Special details**

You can generate a PDF of your Grant application – Minimal, either while you are still in the process of writing that Grant application or after it has been submitted. You can then save this PDF on your own computer.

Until the Grant application has been submitted, the word-**'DRAFT'** will be displayed at the top right-hand side of the page. Once the Grant application has been submitted, this changes to **DEFINITIVE**, at which point your Grant application will be allotted a dossier number.

**Make PDF**

Click on "Make PDF" to make a PDF (it can take some time to complete this process). To return to the application, click "Cancel".

**Make PDF** **Cancel**

Click **'Create PDF'** then, in the next screen, click **'Application'**.



Your PDF has been created. In the lefthand menu on the application screen you will find a link called "View PDF" which allows you to open the PDF file. NB: the PDF will be removed after 2 months (you can however generate a new PDF at any time).

Application

An extra option, '**View PDF**', is now displayed to the left of the menu.

 **Grant application**

☐ **Part 1**

☒ **Project**

☐ **Focus**

☐ **Summary**

☐ **Project group**

☐ **Special details**

☐ **Part 2**

Make PDF

View PDF

Submit

## Project tab

Main menu

**Applications**

Rewarded projects

**Grant application**

☐ Part 1

☒ Project

☐ Focus

☐ Summary

☐ Project group

☐ Special details

☐ Part 2

Make PDF

View PDF

Submit

☒ Project

Fields marked \* are mandatory.

You must complete the fields below for every new application.

**Title** ? \*

Programme

Round

**Type of project** \*

**Duration of project** \*  Month(s)

**Project language** \* ☐ Dutch ☒ English

**Planned start** \*  (DD-MM-YYYY)

Is this project a follow-up to a previous project funded by ZonMw? \* ☐ Yes ☒ No

Save

All of the fields marked \* are mandatory.

Title:

A title can consist of up to 3 lines of 255 characters.

The Programme, Top Programme and Grant Round fields are filled in automatically. You can not change this data.

Type of project:

Clicking opens a 'Type of project' menu. Select the type of project that is applicable to you.

If your Grant application does not fall into any of the following categories, select the project type Other.

Research

Primarily focused on expanding knowledge through fundamental, strategic and applied research.

Fundamental research:

Research that primarily focuses on questions that are mainly determined by purely scientific means and that are primarily aimed at expanding knowledge. This generally involves long-term research.

Strategic research:

Research focused on specific questions determined by means that are purely scientific in nature, but which are oriented towards practical applications. This can also involve more generally formulated practical problems derived from everyday clinical or social practice. One important type of strategic research is translational research. This concept mainly applies to research in the area where fundamental research intersects with clinical research. This generally involves medium-term research.

Applied research:

Research focused on a question arising from a specific, tangible problem. Its objective is a practical application. This generally involves short-term research.

Development

Primarily focused on developing improvements in everyday practice (e.g. development of prevention programmes, interventions, types of treatment, instruments, protocols, types of collaboration). The main aim is to disseminate and implement innovations or changes that are of proven value in everyday practice (e.g. the introduction of a prevention programme, a new type of treatment, or a device for use in home care).

#### Implementation

In practice, projects do not always fit neatly into one of these categories. For example, a project may have a range of goals. All projects – even those that focus primarily on development or implementation – ultimately generate knowledge. However, many development and implementation projects also focus on organising support, collaboration, and influencing behaviour.

Knowledge must ultimately contribute to the introduction of an innovation in healthcare or prevention. Some projects do not fit neatly into the category in question, such as the implementation of national information campaigns. Other projects do not fit into the category as they are characterised by a specific type of grant that is directly linked to the programme's goal, such as:

Grants for equipment in programmes aimed at improving the research infrastructure.

Fellowship grants (individuals applying for their own salary) in programmes aimed at promoting the influx of young talent.

Personal grant allocation (individuals applying for funding for their own employees) in programmes aimed at boosting the careers of talented, experienced researchers.

#### Other:

Some projects do not fit into the category in question, such as the implementation of national information campaigns.

In that case, you should select 'Other'.

#### Planned duration in months:

Enter details of the project's duration (in months) here. This relates to the period covered by the ZonMw grant for which you are applying.

#### Project language:

All applications are normally written in Dutch, unless the call indicates that a given application must be written in English.

#### Planned start

Enter the date of commencement (DD-MM-YYYY) on which, if approval is granted, you want to start the project.

When **Part 1 – Project** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

**Grant application**

- ☐ **Part 1**
- ☒ **Project**
- ☐ **Focus**
- ☐ **Summary**
- ☐ **Project group**
- ☐ **Special details**

## Summary tab

Main menu

Applications

Rewarded projects

**Grant application**

☐ Part 1

- ☒ Project
- ☒ Focus
- ☐ Summary
- ☐ Project group
- ☐ Special details

☐ Part 2

Make PDF

View PDF

Submit

Summary \*

5000 remaining characters

Save

Fields marked \* are mandatory.

When completing a Grant application, you can enter 5000 characters on the Summary tab.

You can either enter text directly into the edit field or copy/paste it from another document (or Word document). The font type and size are automatically adjusted to comply with the ProjectNet standard. You can not make use of bold, italics, or underlining.

When **Part 1 – Summary** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

**Grant application**

☐ Part 1

- ☒ Project
- ☒ Focus
- ☒ Summary
- ☐ Project group
- ☐ Special details

## Project group tab

Main menu

Applications

Rewarded projects

Project idea

☐ Part 1

☒ Project

☒ Focus

☒ Summary

☐ Project group

☐ Budget

☐ Part 2

☐ Part 3

Make PDF

Submit

☐ Project group

You may enter no more than 10 project group members.

You must enter at least three members. These have the roles:

▶ Project leader and correspondent

▶ Administrative responsibility

▶ Main applicant

Add project group member

copy account holder details

No members have been added.

A project group can consist of **up to 10 project members**.

You are required to add the following **three members of the project group**:

1. Project leader and correspondent
2. Person with administrative responsibility (Budget holder)
3. Main applicant

There are two ways to add project group members.

Add project group member

The following screen should be filled in:

### Search organisation

Fields marked \* are mandatory.

Organisation name (or part of the organisation name)

\*university of New York

Location of the organisation

\*New York

Search

Cancel

Click "Select" to select an organisation

Search results

| Organisation                                                                                                               | Acronym   | Postal address                                            |
|----------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------|
| <i>If your organisation does not appear in the list below, notify us of your organisation by clicking the next button.</i> |           |                                                           |
| <div>Notify organisation</div>                                                                                             |           |                                                           |
| City University of New York<br>Hunter College and the Graduate Center<br>Department of Psychology                          | CUNY      | Park Avenue 695<br>NEW YORK<br>United States of America   |
| <div>Select</div>                                                                                                          |           |                                                           |
| New York University<br>College of Nursing<br>The John A. Hartford Foundation Institute for Geriatric Nursing               | NYU-NEW Y | Greene Street 246<br>NEW YORK<br>United States of America |
| <div>Select</div>                                                                                                          |           |                                                           |
| New York University<br>Department of Psychology                                                                            | NYU-NEW Y | Washington Place 6<br>NEW YORK<br>United States of        |
| <div>Select</div>                                                                                                          |           |                                                           |

If your organisation is not listed, then you should click the following button:

[Notify organisation](#)

### Search organisation

Fields marked \* are mandatory.

Organisation name (or part of the organisation name)

\*university of Baltimore

Location of the organisation

\*Baltimore

Search

Cancel

Click "Select" to select an organisation

### Search results

| Organisation | Acronym | Postal address |
|--------------|---------|----------------|
|--------------|---------|----------------|

*No organisation known for this location. Check the location entered and try again.*

*Otherwise, notify us of your organisation by clicking the next button.*

[Notify organisation](#)

You will be prompted to enter details about the organisation, after which the organisation will be added. ZonMw synchronises the underlying database with ProjectNet at hourly intervals from 07:00 to 19:00. This means that, during this synchronisation period, you may have to wait up to one hour in order to select the organisation.

## New organisation

Fields marked \* are mandatory.

Enter the name of an organisation if it does not appear in ProjectNet and send it to ZonMw. ZonMw will then send you an email confirming that the organisation has been added to the system.

|                       |   |                      |
|-----------------------|---|----------------------|
| Name of organisation  | * | <input type="text"/> |
| Department            |   | <input type="text"/> |
| Section               |   | <input type="text"/> |
| Postal code           | * | <input type="text"/> |
| House number          | * | <input type="text"/> |
| Street / P.O. box     | * | <input type="text"/> |
| Town or city          | * | <input type="text"/> |
| Your name             | * | <input type="text"/> |
| Your telephone number | * | <input type="text"/> |
| Your e-mail address   | * | <input type="text"/> |

[Submit organisation](#)

[Cancel](#)

Once you have selected the organisation, you can enter the personal details of the project member in question

## Add project member

Fields marked \* are mandatory.

You may enter more than one project leader. However, you may only enter one project group member with the role of "Project leader and correspondent".

If entering the applicant as a project group member, use the "Copy applicant details" button below. The applicant's details will then be entered.

[Copy applicant details](#)

|                  |                      |                                                         |
|------------------|----------------------|---------------------------------------------------------|
| Title (academic) | <input type="text"/> |                                                         |
| Initials         | *                    | <input type="text"/>                                    |
| First name       | *                    | <input type="text"/>                                    |
| Prefix           |                      | <input type="text"/>                                    |
| Surname          | *                    | <input type="text"/>                                    |
| Postfix          | <input type="text"/> |                                                         |
| Sex              | *                    | <input type="radio"/> Male <input type="radio"/> Female |
| Telephone        | *                    | <input type="text"/>                                    |
| Fax              |                      | <input type="text"/>                                    |
| Position         | *                    | <input type="text"/>                                    |
| Role             | *                    | <input type="text"/>                                    |
| Qualification    | <input type="text"/> |                                                         |
| Discipline       |                      | <input type="text"/>                                    |
| E-mail           | *                    | <input type="text"/>                                    |

The **project leader and correspondent** is the individual responsible for the content and daily management of the project. Once an application has been approved, the project leader and

correspondent is the person with whom ZonMw corresponds regarding the project's substantive progress.

The **person with administrative responsibility** is the legal or natural person who, under the statutes, is empowered or authorised to represent the organisation. This person is also responsible for signing off on the budget from within the organisation.

The **main applicant** is the individual to whom the grant is awarded if approval is granted.

Project group (remaining members)

Up to ten people can join the project group. Enter the names of those who will be required to make a substantial contribution to the proposed project.

If a position within the project group is still vacant, enter '**vacancy**' in the 'Position' field.

## copy account holder details

2.

If you select the '**Copy account holder details**' option, all of the account holder's data will be copied. All that you have to do then is complete the 'Position' and 'Role' fields.

## Copy applicant details

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| Title (academic) | <input type="text"/>                                                 |
| Initials         | * P.F.                                                               |
| First name       | * Patty                                                              |
| Prefix           | <input type="text"/>                                                 |
| Surname          | * Koorevaar                                                          |
| Postfix          | <input type="text"/>                                                 |
| Sex              | * <input type="radio"/> Male <input checked="" type="radio"/> Female |
| Telephone        | * 070 3495178                                                        |
| Fax              | <input type="text"/>                                                 |
| Position         | *                                                                    |
| Role             | *                                                                    |
| Qualification    | <input type="text"/>                                                 |
| Discipline       | <input type="text"/>                                                 |
| E-mail           | * koorevaar@zonmw.nl                                                 |

When **Part 1 – Project group** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

Part 2 contains the following component:

The screenshot shows two tabs: 'Part 2' and 'Attachments'. The 'Part 2' tab is selected and highlighted with a blue bar on the left. The 'Attachments' tab is also visible and highlighted with a blue bar on the left.

## Attachments tab

The screenshot shows the 'Attachments' tab selected in the main menu. The left sidebar contains the following items: Main menu, Applications, Rewarded projects, Grant application (highlighted in red), Part 1, Part 2, Attachments (highlighted in blue), Make PDF, View PDF, and Submit. The main content area shows the 'Attachments' tab with a title bar and a description: 'Attach the file with the completed programme-specific questionnaire here.' Below this, there is a note (NB) stating: 'A detailed budget must be attached to any grant application. NB: this attachment is not needed for the following grants: InnoSysTox, Vernieuwingsimpuls, Investeringsen and Klinische Fellows. The detailed budget form can be downloaded in the call on the ZonMw site. If the programme secretariat has sent you a link to use when submitting your application, you will have received the form with the link. After completing the form (excel-document) convert the entire document to PDF format and upload in to the "Attachments" sheet. You will not be able to add anything further to your application once it has been submitted.' At the bottom, there is a blue button labeled 'Add attachment' and a message box stating 'No attachments have been added.'

When completing a Grant application, you are required to append a detailed budget (& see 'attachments' for details of exceptions). ZonMw has **three variants** of such budgets. You must determine which of these detailed budgets are applicable to your Grant application. You can find the detailed budgets at [www.zonmw.nl/nl/subsidies/subsidievoorwaarden/](http://www.zonmw.nl/nl/subsidies/subsidievoorwaarden/).

**Please note:** when generating a PDF from your Excel document, you must tick the 'entire workbook' box.

The screenshot shows the Windows Print dialog box. The 'Printer' section shows the selected printer as '\\printserver-01\Etage 0 - Unit 0 - Kleur'. The 'Afdrukbereik' (Print range) section has 'Alles' (All) selected. The 'Afdrukken' (Print) section has 'Hele werkmap' (Entire workbook) selected, which is highlighted with a red arrow. The 'Aantal' (Number) section shows 'Aantal exemplaren' (Number of copies) set to 1. The 'Sorteren' (Sort) checkbox is checked. The 'Voorbeeld' (Preview) button is visible at the bottom left, and the 'OK' and 'Annuleren' (Cancel) buttons are at the bottom right.

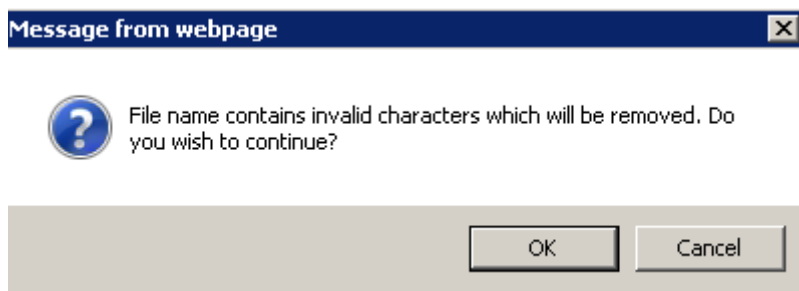
To add an attachment, click:

**Add attachment**

In the next screen you can enter a description of the PDF. Next click the 'Browse' button to find the PDF on your computer. Double-clicking the PDF causes it to be displayed in the '**File name**' field. Next click 'Upload this file'.

The screenshot shows a web application interface for adding an attachment. On the left is a sidebar menu with options: 'Main menu', 'Applications' (selected), 'Rewarded projects', 'Grant application' (highlighted in red), 'Part 1' (checked), 'Part 2' (unchecked), 'Attachments' (unchecked), and 'Submit'. The main content area is titled 'Add attachment' and includes a note: 'Fields marked \* are mandatory.' Below this is a paragraph: 'Attach the file with the completed programme-specific questionnaire here.' A note (NB) states: 'A detailed budget must be attached to any grant application. NB: this attachment is not needed for the following grants: InnoSysTox, Vernieuwingsimpuls, Investeringsen and Klinische Fellows. The detailed budget form can be downloaded in the call on the ZonMw site. If the programme secretariat has sent you a link to use when submitting your application, you will have received the form with the link. After completing the form (excel-document) convert the entire document to PDF format and upload in to the "Attachments" sheet. You will not be able to add anything further to your application once it has been submitted.' Below this is a yellow warning box: 'The combined size of the PDF files must not exceed 10 MB.' There are two input fields: 'Description of file' with a help icon (i) and 'File location' with a help icon (i) and a red asterisk (\*). The 'File location' field has a 'Browse...' button next to it. At the bottom are two buttons: 'Upload this file' and 'Cancel and back'.

When uploading the PDF, the following message may be displayed: 'The file you are trying to add contains invalid characters'.



Ignore this message and click **OK**.

The uploaded PDFs are displayed on the Attachments tab.

Main menu

Applications

Rewarded projects

Grant application

Part 1

Part 2

Attachments

Make PDF

View PDF

Submit

✓ Attachments

Attach the file with the completed programme-specific questionnaire here.

NB:  
A detailed budget must be attached to any **grant application**.NB: this attachment is not needed for the following grants: InnoSysTox, Vernieuwingsimpuls, Investeringsen and Klinische Fellows.  
The detailed budget form can be downloaded in the call on the ZonMw site.  
If the programme secretariat has sent you a link to use when submitting your application, you will have received the form with the link.  
After completing the form (excel-document) convert the entire document to PDF format and upload in to the "Attachments" sheet.  
You will not be able to add anything further to your application once it has been submitted.

Add attachment

faqvinl.pdf

Delete

When **Part 2 – Attachments** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

✓ Part 2

✓ Attachments

You have completed Part 2 of your Grant application – Minimal. You can now submit your application.

## Submitting your Grant application

Main menu

Applications

Rewarded projects

Grant application

Part 1

Part 2

Make PDF

View PDF

Submit

Submit

In order to submit your application, you must complete all sections and enter your PIN. Then click "Sign/send". If you no longer know your PIN, click on "Forgotten PIN". You will then be sent an email containing your account information.

NB:  
A detailed budget must be attached to any **grant application**.NB: this attachment is not needed for the following grants: InnoSysTox, Vernieuwingsimpuls, Investeringsen and Klinische Fellows.  
The detailed budget form can be downloaded in the call on the ZonMw site.  
If the programme secretariat has sent you a link to use when submitting your application, you will have received the form with the link.  
After completing the form (excel-document) convert the entire document to PDF format and upload in to the "Attachments" sheet.  
You will not be able to add anything further to your application once it has been submitted.

Forgotten PIN

PIN

Sign and submit

When you first created your account, you were assigned a PIN code.

If you have forgotten your PIN code, you can easily retrieve it by clicking the button:

Forgotten PIN

Details of your PIN code will then be sent to the email address that you specified when creating your account. ProjectNet will give you details of the email address to which this information has been sent.

Main menu

Applications

Rewarded projects

Grant application

Part 1

Part 2

Make PDF

View PDF

Submit

Submit

 Your password and PIN have been sent to your email address 'koorevaar@zonmw.nl'.

In order to submit your application, you must complete all sections and enter your PIN. Then click "Sign/send". If you no longer know your PIN, click on "Forgotten PIN". You will then be sent an email containing your account information.

NB:  
A detailed budget must be attached to any **grant application**.NB: this attachment is not needed for the following grants: InnoSysTox, Vernieuwingsimpuls, Investeringsen and Klinische Fellows.  
The detailed budget form can be downloaded in the call on the ZonMw site.  
If the programme secretariat has sent you a link to use when submitting your application, you will have received the form with the link.  
After completing the form (excel-document) convert the entire document to PDF format and upload in to the "Attachments" sheet.  
You will not be able to add anything further to your application once it has been submitted.

Forgotten PIN

PIN

Sign and submit

If you wish to use a different email address, you can set this up in the **Main Menu**, under **Account**.

**Main menu**

Applications

Rewarded projects

**Account**

Authorizations

Log out

Main menu

Logged in as: P.F. Koorevaar

Choose from the following options:

Applications

Rewarded projects

Submit new pre-proposal, project idea or grant application  
Your applications (submitted or awaiting submission)

Your rewarded projects  
Submit progress and final reports  
Submit products from projects (completed or ongoing)

After you have submitted your Grant application, the following message will be displayed:



Submission of your application was successful.

Your application will be dealt with under file number: 98-00000-97-904

Click "Make PDF" to make a PDF of your application.

Next, select your application in the list and click "View PDF" to print a copy of your application which you should then sign and send to ZonMw.

You do not need to send a signed hard copy if you have submitted an application under the Innovational Research Incentive Scheme (Veni, Vidi or Vici).

Make PDF

You must generate another PDF of your Grant application after it has been submitted. Upon completion of submission, the word **DRAFT** will have changed to **DEFINITIVE** and a signature page will have been added to your application. The signature page is located **before** the attachments. Within one week of submitting your application electronically, you must print out this PDF and post it to the programme secretariat.

At the same time, an email will be automatically generated by ProjectNet and sent to your email address.

Van: Projectnet

Aan: Patty Koorevaar

CC:

Onderwerp: Confirmation of submission of grant application via ProjectNet

Verzonden: wo 12-11-2014 17:50

Your grant application has been successfully submitted to ZonMw via ProjectNet.  
Your grant application will now be checked to ensure it is complete. If your grant application is found to be incomplete, we will contact you.  
Please note that we cannot process your grant application until we have received a signed hard copy. We expect to receive the hard copy within one week of the online application.

You do not need to send a signed hard copy if you have submitted a grant application under the Innovational Research Incentive Scheme (Veni, Vidi or Vici).

Details of your grant application:  
Application number: 50717  
Submitted on: 12-11-2014 17:50  
Programme: Cursusprogramma  
Grant: Example  
Title: grant application  
File number: 98-00000-97-904

The status of your application will change to:

List of applications

New application

**Your applications:**

▶ [grant application](#)

Grant application: 50717

File no. 98-00000-97-904

Deadline: 17-11-2014 15:00

**Sent**

12-11-2014 17:50

# Pre-proposal

ZonMw has two variants of Pre-proposals.

1. Pre-proposal – Minimal
2. Pre-proposal – Standard

These two types of Pre-proposal differ in terms of the number of tabs to be filled in.

The difference between a Project Idea and a Pre-proposal is that an attachment CAN be added.

New Pre-proposal:

There are two ways to create a new Pre-proposal.

1. Via ZonMw's Grants calendar
2. Via ProjectNet -> New application

## **Steps for option 1:**

Go to ZonMw's Grants calendar and open the call for which you wish to submit a Pre-proposal. At the bottom of the section of call text you will find the link to the appropriate form (Create Pre-proposal).

You will then be redirected to ProjectNet's login screen. Once you have logged in, the appropriate form will open.

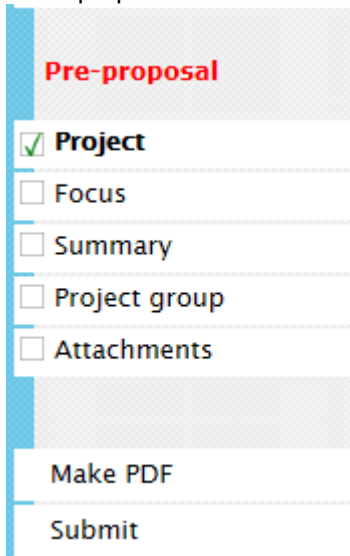
## **Steps for option 2:**

Go straight to ProjectNet and select 'Applications', then 'New application'.

Go to ZonMw's Grants calendar, then select the round for which you wish to submit a Pre-proposal. The text of the call will then open. At the bottom of the page you will find the link to the appropriate form (Create Pre-proposal). Once you have activated this link, the appropriate form will open.

## Pre-proposal – Minimal

A Pre-proposal – Minimal consists of five components.



The screenshot shows a vertical sidebar menu on the left with a blue header 'Pre-proposal' and a blue 'Project' item with a checkmark. The main content area has a grey header 'Pre-proposal' and five input fields: 'Project' (checked), 'Focus', 'Summary', 'Project group', and 'Attachments'. At the bottom are two buttons: 'Make PDF' and 'Submit'.

You can generate a PDF of your Pre-proposal, either while you are still in the process of writing that Pre-proposal or after it has been submitted.

You can save this PDF on your own computer.

Until the Pre-proposal has been submitted, the word **DRAFT** will be displayed at the top right-hand side of the page. Once the Pre-proposal has been submitted, this changes to **DEFINITIVE**, at which point your Pre-proposal will be allotted a dossier number.

Click '**Make PDF**' then, in the next screen, click '**Application**'.

Make PDF

Click on "Make PDF" to make a PDF (it can take some time to complete this process). To return to the application, click "Cancel".



Two blue buttons: 'Make PDF' and 'Cancel'.

Make PDF



Your PDF has been created. In the lefthand menu on the application screen you will find a link called "View PDF" which allows you to open the PDF file. NB: the PDF will be removed after 2 months (you can however generate a new PDF at any time).

Application

An extra option, '**View PDF**', is now displayed to the left of the menu.

The screenshot shows a vertical menu on the left side of the form. At the top, there is a grey box with the text 'Pre-proposal' in red. Below this, there are five options, each with a checkbox and a label: 'Project' (checked), 'Focus', 'Summary', 'Project group', and 'Attachments'. Below these options, there is a grey box with the text 'Make PDF'. Below that, there is a grey box with the text 'View PDF'. At the bottom of the menu, there is a blue button with the text 'Submit'.

## Project tab

The screenshot shows the 'Project' tab of the application form. On the left, there is a vertical menu with the following items: 'Main menu', 'Applications' (selected), 'Rewarded projects', 'Pre-proposal', 'Project' (checked), 'Focus', 'Summary', 'Project group', and 'Attachments'. Below the menu, there are three buttons: 'Make PDF', 'View PDF', and 'Submit'. The main content area of the form is titled 'Project' and contains the following fields:

- Title** (mandatory, marked with \*): A text input field containing the text 'test'.
- Programme**: A text input field containing the text 'Cursusprogramma'.
- Round**: A text input field containing the text 'Example'.
- Type of project** (mandatory, marked with \*): A dropdown menu with the text 'Differently' selected.
- Duration of project** (mandatory, marked with \*): A text input field containing the text '48' followed by the text 'Month(s)'.
- Project language** (mandatory, marked with \*): A radio button group with 'Dutch' and 'English' options. 'English' is selected.
- Planned start** (mandatory, marked with \*): A text input field containing the text '01-04-2015' followed by the text '(DD-MM-YYYY)'.
- Is this project a follow-up to a previous project funded by ZonMw?** (mandatory, marked with \*): A radio button group with 'Yes' and 'No' options. 'No' is selected.

At the bottom right of the form, there is a blue button with the text 'Save'.

All of the fields marked \* are mandatory.

### Title:

A title can consist of up to 3 lines of 255 characters.

The Programme, Top Programme and Grant Round fields are filled in automatically. You can not change this data.

### Type of project:

Clicking  opens a 'Type of project' menu. Select the type of project that is applicable to you. If your application does not fall into any of the following categories, select the project type Other.

**Research**

Primarily focused on expanding knowledge through fundamental, strategic and applied research.

**Fundamental research:**

Here the research question is mainly determined by purely scientific motives that are primarily aimed at expanding knowledge. This generally involves long-term research.

**Strategic research:**

Research focused on specific questions determined by motives that are purely scientific in nature, but which are oriented towards practical applications. This can also involve more generally formulated practical problems derived from everyday clinical or social practice. One important type of strategic research is translational research. This concept mainly applies to research in the area where fundamental research intersects with clinical research. This generally involves medium-term research.

**Applied research:**

Research focused on a question arising from a specific, tangible problem. Its objective is a practical application. This generally involves short-term research.

**Development**

Primarily focused on developing improvements in everyday practice (e.g. development of prevention programmes, interventions, types of treatment, instruments, protocols, types of collaboration). The main aim is to disseminate and implement innovations or changes that are of proven value in everyday practice (e.g. the introduction of a prevention programme, a new type of treatment, or a device for use in home care).

**Implementation**

In practice, projects do not always fit neatly into one of these types. For example, a project may have a range of goals. All projects – even those that focus primarily on development or implementation – ultimately generate knowledge. However, many development and implementation projects also focus on organising support, collaboration, and influencing behaviour.

Knowledge must ultimately contribute to the introduction of an innovation in healthcare or prevention. Some projects do not fit neatly into the category in question, such as the implementation of national information campaigns. Other projects do not fit into the category as they are characterised by a specific type of grant that is directly linked to the programme's goal, such as:

Grants for equipment in programmes aimed at improving the research infrastructure.

Fellowship grants (individuals applying for their own salary) in programmes aimed at promoting the influx of young talent.

Personal grant allocation (individuals applying for funding for their own employees) in programmes aimed at boosting the careers of talented, experienced researchers.

**Other:**

Some projects do not fit into the category in question, such as the implementation of national information campaigns.

In that case, you should select 'Other'.

**Planned duration in months:**

Enter details of the project's duration (in months) here. This relates to the period covered by the ZonMw grant for which you are applying.

**Project language:**

All applications are normally written in Dutch, unless the call indicates that a given application must be written in English.

**Planned start**

Enter the starting date (DD-MM-YYYY) on which, if approval is granted, you want to start the project.

When the **Project** component (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

## Summary tab

The screenshot shows a web application interface for creating a Pre-proposal. On the left is a sidebar menu with the following items: 'Main menu', 'Applications', 'Rewarded projects', 'Pre-proposal' (highlighted in red), 'Project' (with a green checkmark), 'Focus' (with a green checkmark), 'Summary' (with an unchecked checkbox and a mouse cursor hovering over it), 'Project group' (with an unchecked checkbox), 'Attachments' (with an unchecked checkbox), 'Make PDF', 'View PDF', and 'Submit'. To the right of the sidebar, there is a 'Summary' label with an unchecked checkbox. Below this is a large text input area with a red asterisk in the top-left corner, indicating it is mandatory. A note at the top right states 'Fields marked \* are mandatory.' Below the text area, it says '5000 remaining characters'. At the bottom center is a blue 'Save' button.

When creating a Pre-proposal – Minimal, you can enter 5000 characters on the Summary tab.

You can type your text here and/or copy/paste it from another document (e.g. Word document). The font type and size are automatically adjusted to comply with the ProjectNet standard. You can not make use of bold, italics, or underlining.

When the **Summary** component (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

This is a close-up of the sidebar menu. The 'Pre-proposal' header is highlighted in red. Below it, the 'Project' and 'Focus' items have green checkmarks. The 'Summary' item also has a green checkmark, indicating it has been completed and saved.

## Project group tab

Main menu

Applications

Rewarded projects

Project idea

☐ Part 1

☒ Project

☒ Focus

☒ Summary

☐ Project group

☐ Budget

☐ Part 2

☐ Part 3

Make PDF

Submit

☐ Project group

You may enter no more than 10 project group members.  
You must enter at least three members. These have the roles:

▶ Project leader and correspondent

▶ Administrative responsibility

▶ Main applicant

Add project group member

copy account holder details

No members have been added.

A project group can consist of **up to 10 project members**.

You are required to add the following **three members of the project group**:

1. Project leader and secretary
2. Person with administrative responsibility
3. Main applicant

There are two ways to add project group members.

### Add project group member

#### Search organisation

Fields marked \* are mandatory.

Organisation name (or part of the organisation name)

Location of the organisation

\*university of New York X

\*New York

Search

Cancel

Click "Select" to select an organisation

#### Search results

Organisation

Acronym

Postal address

*If your organisation does not appear in the list below, notify us of your organisation by clicking the next button.*

Notify organisation

City University of New York  
Hunter College and the Graduate Center  
Department of Psychology

CUNY

Park Avenue 695  
NEW YORK  
United States of America

Select

New York University  
College of Nursing  
The John A. Hartford Foundation Institute for Geriatric Nursing

NYU-NEW Y

Greene Street 246  
NEW YORK  
United States of America

Select

New York University  
Department of Psychology

NYU-NEW Y

Washington Place 6  
NEW YORK  
United States of

Select

If your organisation is not listed then you should click the following button:

Notify organisation

#### Search organisation

Fields marked \* are mandatory.

Organisation name (or part of the organisation name)

Location of the organisation

\*university of Baltimore X

\*Baltimore

Search

Cancel

Click "Select" to select an organisation

#### Search results

Organisation

Acronym

Postal address

*No organisation known for this location. Check the location entered and try again.*

*Otherwise, notify us of your organisation by clicking the next button.*

Notify organisation

You will be prompted to enter details about the organisation, after which the organisation will be added. ZonMw will send you a message when the organisation is available for selection. On weekdays, this message will be sent within two hours of your request.

## New organisation

Fields marked \* are mandatory.

Enter the name of an organisation if it does not appear in ProjectNet and send it to ZonMw. ZonMw will then send you an email confirming that the organisation has been added to the system.

|                       |   |                      |
|-----------------------|---|----------------------|
| Name of organisation  | * | <input type="text"/> |
| Department            |   | <input type="text"/> |
| Section               |   | <input type="text"/> |
| Postal code           | * | <input type="text"/> |
| House number          | * | <input type="text"/> |
| Street / P.O. box     | * | <input type="text"/> |
| Town or city          | * | <input type="text"/> |
| Your name             | * | <input type="text"/> |
| Your telephone number | * | <input type="text"/> |
| Your e-mail address   | * | <input type="text"/> |

[Submit organisation](#)

[Cancel](#)

Once you have selected the organisation, you can enter the personal details of the project member in question

## Add project member

Fields marked \* are mandatory.

You may enter more than one project leader. However, you may only enter one project group member with the role of "Project leader and correspondent".

If entering the applicant as a project group member, use the "Copy applicant details" button below. The applicant's details will then be entered.

[Copy applicant details](#)

|                  |   |                                                         |
|------------------|---|---------------------------------------------------------|
| Title (academic) |   | <input type="text"/>                                    |
| Initials         | * | <input type="text"/>                                    |
| First name       | * | <input type="text"/>                                    |
| Prefix           |   | <input type="text"/>                                    |
| Surname          | * | <input type="text"/>                                    |
| Postfix          |   | <input type="text"/>                                    |
| Sex              | * | <input type="radio"/> Male <input type="radio"/> Female |
| Telephone        | * | <input type="text"/>                                    |
| Fax              |   | <input type="text"/>                                    |
| Position         | * | <input type="text"/>                                    |
| Role             | * | <input type="text"/>                                    |
| Qualification    |   | <input type="text"/>                                    |
| Discipline       |   | <input type="text"/>                                    |
| E-mail           | * | <input type="text"/>                                    |

The **project leader and secretary** is the individual responsible for the content and daily management of the project. Once an application has been approved, the project leader and is the person with whom ZonMw corresponds regarding the project's substantive progress.

The **person with administrative responsibility** is the legal or natural person who, under the statutes, is empowered or authorised to represent the organisation. This person is also responsible for signing off on the budget.

The **main applicant** is the individual to whom the grant is awarded if approval is granted.

Project group (remaining members)

Up to ten people can join the project group. Enter the names of those who will be required to make a substantial contribution to the proposed project.

If a position within the project group is still vacant, enter '**vacancy**' in the 'Position' field.

## copy account holder details

2.

If you select the '**Copy account holder details**' option, all of the account holder's data will be copied. All that you have to do then is complete the 'Position' and 'Role' fields.

## Copy applicant details

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| Title (academic) | <input type="text"/>                                                 |
| Initials         | * P.F.                                                               |
| First name       | * Patty                                                              |
| Prefix           | <input type="text"/>                                                 |
| Surname          | * Koorevaar                                                          |
| Postfix          | <input type="text"/>                                                 |
| Sex              | * <input type="radio"/> Male <input checked="" type="radio"/> Female |
| Telephone        | * 070 3495178                                                        |
| Fax              | <input type="text"/>                                                 |
| Position         | *                                                                    |
| Role             | *                                                                    |
| Qualification    | <input type="text"/>                                                 |
| Discipline       | <input type="text"/>                                                 |
| E-mail           | * koorevaar@zonmw.nl                                                 |

When the **Project group** component (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

|                                                          |
|----------------------------------------------------------|
| <b>Pre-proposal</b>                                      |
| <input checked="" type="checkbox"/> Project              |
| <input checked="" type="checkbox"/> Focus                |
| <input checked="" type="checkbox"/> Summary              |
| <input checked="" type="checkbox"/> <b>Project group</b> |

## Attachments tab

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Main menu                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Applications</b>                               | <input type="checkbox"/> Attachments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Rewarded projects                                 | Attach the file with the completed programme-specific questionnaire here.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Pre-proposal</b>                               | NB:<br>A detailed budget must be attached to any <b>grant application</b> .NB: this attachment is not needed for the following grants: InnoSysTox, Vernieuwingsimpuls, Investeringsen and Klinische Fellows.<br>The detailed budget form can be downloaded in the call on the ZonMw site.<br>If the programme secretariat has sent you a link to use when submitting your application, you will have received the form with the link.<br>After completing the form (excel-document) convert the entire document to PDF format and upload in to the "Attachments" sheet.<br>You will not be able to add anything further to your application once it has been submitted. |
| <input checked="" type="checkbox"/> Project       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input checked="" type="checkbox"/> Focus         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input checked="" type="checkbox"/> Summary       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input checked="" type="checkbox"/> Project group |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> <b>Attachments</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Make PDF                                          | <a href="#">Add attachment</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| View PDF                                          | No attachments have been added.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Submit                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

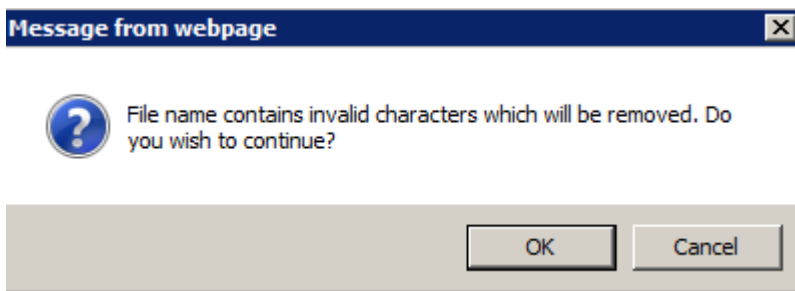
To add an attachment, click:

[Add attachment](#)

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Main menu                                         | Add attachment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Fields marked * are mandatory.                   |
| <b>Applications</b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |
| Rewarded projects                                 | Attach the file with the completed programme-specific questionnaire here.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                  |
| <b>Pre-proposal</b>                               | NB:<br>A detailed budget must be attached to any <b>grant application</b> .NB: this attachment is not needed for the following grants: InnoSysTox, Vernieuwingsimpuls, Investeringsen and Klinische Fellows.<br>The detailed budget form can be downloaded in the call on the ZonMw site.<br>If the programme secretariat has sent you a link to use when submitting your application, you will have received the form with the link.<br>After completing the form (excel-document) convert the entire document to PDF format and upload in to the "Attachments" sheet.<br>You will not be able to add anything further to your application once it has been submitted. |                                                  |
| <input checked="" type="checkbox"/> Project       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |
| <input checked="" type="checkbox"/> Focus         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |
| <input checked="" type="checkbox"/> Summary       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |
| <input checked="" type="checkbox"/> Project group |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |
| <input type="checkbox"/> <b>Attachments</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |
|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                  |
| Submit                                            | PDF is currently the only format that is supported for submission of applications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                  |
|                                                   | The combined size of the PDF files must not exceed 10 MB.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                  |
|                                                   | Description of file                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="text"/>                             |
|                                                   | File location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | * <input type="text"/> <a href="#">Browse...</a> |
|                                                   | <a href="#">Upload this file</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <a href="#">Cancel and back</a>                  |

On this screen, you can enter a description of the PDF. Next click the '**Browse**' button to find the PDF on your computer. Double-clicking the PDF causes it to be displayed in the '**File name**' field. Next click '**Upload this file**'.

When uploading the PDF, the following message may be displayed: 'The file you are trying to add contains invalid characters'.

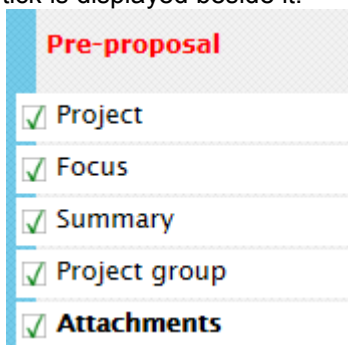


Ignore this message and click **OK**.

The uploaded PDFs are displayed on the **Attachments** tab.

A screenshot of a web application interface. On the left is a sidebar with a "Pre-proposal" section containing a list of items: "Project", "Focus", "Summary", "Project group", and "Attachments", each with a green checkmark. The "Attachments" item is highlighted. The main content area is titled "Attachments" and contains instructions: "Attach the file with the completed programme-specific questionnaire here." followed by "NB: A detailed budget must be attached to any grant application. NB: this attachment is not needed for the following grants: InnoSysTox, Vernieuwingsimpuls, Investeringen and Klinische Fellows. The detailed budget form can be downloaded in the call on the ZonMw site. If the programme secretariat has sent you a link to use when submitting your application, you will have received the form with the link. After completing the form (excel-document) convert the entire document to PDF format and upload in to the 'Attachments' sheet. You will not be able to add anything further to your application once it has been submitted." Below this is a blue "Add attachment" button. At the bottom, there is a list of uploaded files, showing "faqprojectnet.pdf" with a "Delete" button next to it.

When the **Attachments** component (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.



You have completed all the components of your Pre-proposal – Minimal, you can submit your Pre-proposal.

## Submitting your Pre-proposal – Minimal

Main menu

Applications

Rewarded projects

**Pre-proposal**

Project

Focus

Summary

Project group

Attachments

Make PDF

View PDF

Submit

Submit

In order to submit your application, you must complete all sections and enter your PIN. Then click "Sign/send". If you no longer know your PIN, click on "Forgotten PIN". You will then be sent an email containing your account information.

NB:  
A detailed budget must be attached to any **grant application**.NB: this attachment is not needed for the following grants: InnoSysTox, Vernieuwingsimpuls, Investeren en Klinische Fellows.  
The detailed budget form can be downloaded in the call on the ZonMw site.  
If the programme secretariat has sent you a link to use when submitting your application, you will have received the form with the link.  
After completing the form (excel-document) convert the entire document to PDF format and upload in to the "Attachments" sheet.  
You will not be able to add anything further to your application once it has been submitted.

Forgotten PIN

PIN

Sign and submit

When you first created your account, you were assigned a PIN code. If you have forgotten your PIN code you can easily retrieve it by clicking the button:

Forgotten PIN

Details of your PIN code will then be sent to the email address that you specified when creating your account. ProjectNet will give you details of the email address to which this information has been sent.

Submit



**Your password and PIN have been sent to your email address 'koorevaar@zonmw.nl'.**

In order to submit your application, you must complete all sections and enter your PIN. Then click "Sign/send". If you no longer know your PIN, click on "Forgotten PIN". You will then be sent an email containing your account information.

NB:

A detailed budget must be attached to any **grant application**.NB: this attachment is not needed for the following grants: InnoSysTox, Vernieuwingsimpuls, Investeren en Klinische Fellows.

The detailed budget form can be downloaded in the call on the ZonMw site.

If the programme secretariat has sent you a link to use when submitting your application, you will have received the form with the link.

After completing the form (excel-document) convert the entire document to PDF format and upload in to the "Attachments" sheet.

You will not be able to add anything further to your application once it has been submitted.

Forgotten PIN

PIN

Sign and submit

If you wish to use a different email address, you can set this up in the **Main Menu**, under **Account**.

|                   |                                    |                                                                                                                     |
|-------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Main menu</b>  | Main menu                          |                                                                                                                     |
| Applications      |                                    |                                                                                                                     |
| Rewarded projects | Logged in as: P.F. Koorevaar       |                                                                                                                     |
| <b>Account</b>    |                                    |                                                                                                                     |
| Authorizations    | Choose from the following options: |                                                                                                                     |
| Log out           | <a href="#">Applications</a>       | Submit new pre-proposal, project idea or grant application<br>Your applications (submitted or awaiting submission)  |
|                   | <a href="#">Rewarded projects</a>  | Your rewarded projects<br>Submit progress and final reports<br>Submit products from projects (completed or ongoing) |

After you have submitted your Pre-proposal, the following message will be displayed:



Submission of your application was successful. For a Project Idea (Pre-proposal) electronic submission will suffice. You do not need to submit a hardcopy of your application.

Your application will be dealt with under file number: 98-00000-97-902

Click on "Applications" to return to the list of applications.

[Applications](#)



At the same time, an email will be automatically generated and sent to your email address:

|            |                                                           |                            |
|------------|-----------------------------------------------------------|----------------------------|
| Van:       | Projectnet                                                | Verzonden: wo 12-11-2014 1 |
| Aan:       | Patty Koorevaar                                           |                            |
| CC:        |                                                           |                            |
| Onderwerp: | Confirmation of submission of pre-proposal via ProjectNet |                            |

Your pre-proposal has been successfully submitted to ZonMw via ProjectNet.  
Your pre-proposal will now be checked to ensure it is complete. If your pre-proposal is found to be incomplete, we will contact you.

Details of your pre-proposal:  
Application number: 50709  
Submitted on: 12-11-2014 16:16  
Programme: Cursusprogramma  
Grant: Example  
Title: test  
File number: 98-00000-97-902

## FAQ

Question:

Some ProjectNet pages are not displayed correctly.

The best way to view the website is to use the most recent browser version. We recommend that you use Internet Explorer 5.5 or Netscape 6.1 (or a later version). Earlier versions do not display some pages properly. The exception is Netscape 6.0. This version is so flawed that even Netscape itself no longer supports it.

I've never used ProjectNet before. What should I do?

If you are new to ProjectNet then you must first create an account. This can be done using the 'New user' option in the 'Home' screen. Enter the username and password of your choice and follow the steps. Once you have created an account you will receive a confirmation email from ProjectNet containing details of your username, password and PIN code. Keep this information in a secure place.

I can not log in. I have forgotten my password.

If you can not log in because you have forgotten your password, go to the ProjectNet home page, select 'Log in' and, in the next screen, select 'Forgotten your password and/or PIN code?'. After you have entered your username, ProjectNet sends an automatic message, containing your details, to the email address that you specified when creating your account.

My password and PIN code have still not been emailed.

If you still have not received your data after a few minutes, check your spam box to see if your email program has incorrectly identified it as spam. If not, then the email address that you specified when creating your account either contains a typo or no longer exists. In that case, you should contact ProjectNet's help desk to change the email address specified in your account. Details of the help desk's telephone number are given at the top of this page.

I get a message stating that I have entered an incorrect username or password. I'm certain that I am not entering an incorrect username and password.

The password field is case sensitive. You should check whether your password includes any capital letters. If this is not the case, you should check whether you ever actually created an account, rather than simply submitting a request to add an organisation to the ProjectNet results screen. In this case too, you will receive a confirmation email, but this confirms only that your organisation has been added to the ProjectNet database. This means that you have not yet been able to create an account as you were previously unable to select an organisation. After you have created an account, you will receive an automated message containing details of your unique PIN code, which you will need when submitting an application/project/report/product.

In my application, who should I specify as the 'Person with administrative responsibility'?

The person with administrative responsibility is the one who manages the project's funding.

After submitting my application, I discovered that it contained an error. Is it still possible for me to correct this?

Once they have been submitted, applications can not be changed. Accordingly, it is important to create a PDF and check it thoroughly before submitting your application. For details of how to create a PDF, click the **'Make PDF'** and **'View PDF'** buttons in the explanatory notes.

I have been given the green light to develop my Project Idea, but I do not know how to proceed.

ZonMw will send you an invitation to develop your Project Idea. You will not be sent a link for this purpose. You should log in to ProjectNet and select 'Applications'. In your 'List of applications', you will find details of the Project Idea that you submitted and of the Grant application that has yet to be submitted. So you don't need to do anything. If you cannot find details of your Grant application, you should contact the programme secretariat.

I have submitted my application but I do not know where to send the hard copy.

One requirement of Grant applications is that the hard copy (furnished with the signatures of the person with administrative responsibility, the project manager and the budget holder) must be mailed to us. The address to which the hard copy should be sent is given in the call at ZonMw's website. The call can be found at [www.zonmw.nl](http://www.zonmw.nl), Grant, Grants calendar. Click the applicable programme name.

When I click the Projects button in the Main Menu, I get the following message: 'You have no ongoing or completed projects'.

Projects are only linked to the main applicant. If you are the main applicant but still get this message, you should check whether any reports have been opened for you. The programme secretariat will send you an email, asking you to submit a report. You can contact the programme secretariat about this. They will be able to tell you the name of the account to which the project is linked. If the status of 'main applicant' switches to another individual during the project, you should inform the programme secretariat of this by email or letter. ZonMw can then link the project to the new main applicant.