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

![Login form](image)

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 1st search field, enter the name of your organisation (or the first part of it).
In the 2nd search field, enter details of the organisation’s place of business.
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 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

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.
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.

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.

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?’.
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.

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

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.

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 1st 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.

This screen displays your project’s status. If you click your project’s title, the ‘List of project details’ will be displayed:
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.

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

Username

Search results

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

Search accounts to authorize

Username

Search results

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

Tabs used in Grant applications – Minimal

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.

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).

An extra option, ‘View PDF’, is now displayed to the left of the menu.
Project tab

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.
The ‘Focus’ tab is not always available. If it is available then you must select one or more topics here that relate to your application.

When Part 1 – Focus (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
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.
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.
The following screen should be filled in:

Search organisation

Organisation name (or part of the organisation name)
Location of the organisation

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

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

**Add project member**

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.

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.

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.

When Part 1 – Project group (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
If you require a permit, you must specify the status of the permit.

Tick these fields if the project requires the approval of an accredited Medical Ethics Review Board (MERB) or Animal Experiments Committee (AEC). To select a status, click the button and a selection window opens.

You can also tick boxes to show whether a permit is required under the Population Screening Act and if this has already been obtained.

ZonMw endorses the Animal Testing Transparency Code and the Biosecurity Code (see the codes listed on the website). You should verify that these codes are relevant to your application. If that is the case, ZonMw requires you to subscribe to these codes and to act accordingly.

If you require permits other than those indicated above, or if you have already acquired them, then indicate this in the ‘Other permits’ field.

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

You have completed Part 1 of your Grant application – Minimal.
Part 2 contains the following component:

![Part 2](image1)

**Attachments tab**

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.
To add an attachment, click:

![Add attachment button]

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'.

![Add attachment form]

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, Vernieuwingenpunten, Investeringen 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 it to the "Attachments" sheet.

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

**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**

![File name contains invalid characters which will be removed. Do you wish to continue?]

Ignore this message and click **OK**.
The uploaded PDFs are displayed on the Attachments tab.

- 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, 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 it to the "Attachments" sheet.
You will not be able to add anything further to your application once it has been submitted.

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

- Part 2

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

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

NB: A detailed budget must be attached to any grant application. 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.

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:

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

---

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.
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
Project Idea

Project tab

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 means 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 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.
Focus tab

The ‘Focus’ tab is not always available. If it is available then you must select one or more topics here that relate to your application.

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

Summary tab

Fields marked * are mandatory.
When completing a Project Idea, you can enter 1000 characters under the Summary tab.

You can enter text directly into the edit field, or copy/paste it from a 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.

**Project group tab**

A project group can consist of **up to ten (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.
The following screen should be filled in:

**Search organisation**

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

![Image of organisation search and results]

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

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

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

**Add project member**

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)
- Initials
- First name
- Prefix
- Surname
- Postfix
- Sex (Male, Female)
- Telephone
- Fax
- Position
- Role
- Qualification
- Discipline
- E-mail
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.

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.

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

- Budget

ZonMw contribution requested: the total amount you are requesting from ZonMw.
Co-funders’ contribution: funding by co-funders.
Personal contribution: if applicable

Please note: amounts should be entered WITHOUT decimal points.

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

You have completed Part 1 of your Project Idea.
When completing a Project Idea, you can enter 2000 characters in the Relevance tab.

You can 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 describing the relevance of your project, you should explain the importance of the Project Idea for the programme (or sub-programme) and its importance in relation to the research question. Indicate the anticipated results or benefits as clearly and precisely as possible. Clearly identify those aspects of the Project Idea that are innovative, in terms of content and/or in approach. Show that there are no areas of overlap with ongoing or completed projects.

When Part 2 – Relevance (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
When completing a Project Idea, you can enter 2000 characters on the Objective 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.

Under **Objective**, you should state the aims of the Project Idea clearly, precisely, and concisely. Depending on the type of application involved (research, development or implementation), the objective is followed by a Research question or hypothesis.

In research projects, the objective results in a specific and testable research question.
In a development or implementation project, the objective leads to a specific and practically achievable result.

When **Part 2 – Objective** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
When completing a Project Idea, you can enter 7000 characters under the Strategy 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.

Under **Strategy** you give details of:

The chosen approach (methods and analyses) that makes it possible to comply with or achieve the intended research question or hypothesis/result, including all theoretical and/or empirical background material.

In a research project, you should provide details (if applicable) of the study design, the study population or data sources, a description of the intervention (or interventions), the outcome measures (primary and secondary), the calculations of sample size, and the analysis of the data obtained.

In a development project you should provide details (if applicable) of the end product or result targeted by the development, the chosen development method or intervention strategy, and the theoretical or empirical background material underpinning this option, any planned or previously conducted pre-testing of the intervention or parts thereof, type of collaboration and partners, involvement of users or target groups in product development, extent to which the results/products are also applicable elsewhere, the process evaluation and impact evaluation.

When **Part 2 – Strategy** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
When completing a Project Idea, you can enter 1000 characters on the Other 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.

If you have previously submitted this application to another ZonMw programme, click ‘Yes’ and select the programme for which you have submitted an application.

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

When completing a Project Idea, you can enter 2000 characters on the Programme-specific 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.

Any Programme-specific questions are listed on this tab. If there are no Programme-specific questions, enter ‘Not Applicable’ to complete this component.

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

You have completed Part 2 of your Project Idea.
**Feasibility**

When completing a Project Idea, you can enter 1000 characters on the Feasibility 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.

Here you should give an impression of the potential opportunities and obstacles involved when conducting the study.

When **Part 3 – Feasibility** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

Your Project Idea is now ready for submission. The requirements of all components have been met.
You can generate a PDF of your Project Idea, either while you are still in the process of writing that Project Idea or after it has been submitted. You can save this PDF on your own computer.

Until the Project Idea has been submitted, the word **DRAFT** will be displayed at the top right-hand side of the page. Once the Project Idea has been submitted, this changes to **DEFINITIVE**, at which point your Project Idea 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".

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

**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.

<table>
<thead>
<tr>
<th>Project idea</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Part 1</td>
</tr>
<tr>
<td>✔️ Project</td>
</tr>
<tr>
<td>✔️ Focus</td>
</tr>
<tr>
<td>✔️ Summary</td>
</tr>
<tr>
<td>✔️ Project group</td>
</tr>
<tr>
<td>✔️ Budget</td>
</tr>
<tr>
<td>✔️ Part 2</td>
</tr>
<tr>
<td>✔️ Part 3</td>
</tr>
</tbody>
</table>

**Make PDF**

**View PDF**

Submit
Submit Project Idea tab

When all of the components have been ticked, you can submit your Project Idea.

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: InnoSyTox, Vernieuwingsimpuls, Investeringen 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 it to the "Attachments" sheet.
You will not be able to add anything further to your application once it has been submitted.

When you first created your account, you were assigned a PIN code. You will need this PIN code to submit your Project Idea.

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

Details of your PIN code will then be immediately 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.

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: InnoSyTox, Vernieuwingsimpuls, Investeringen 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 it to the "Attachments" sheet.
You will not be able to add anything further to your application once it has been submitted.
If you wish to use a different email address, you can set this up in the Main Menu, under Account.

After you have submitted your Project Idea, 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: 98-00000-97-901

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

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

Your Project Idea has been successfully submitted to ZonMw via the ProjectNet Grant application system. Your application will now be checked for completeness. If your application is found to be incomplete, we will contact you.

In your list of applications, you will see that the status of your application has changed:
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.

<table>
<thead>
<tr>
<th>Pre-proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
</tr>
<tr>
<td>Focus</td>
</tr>
<tr>
<td>Summary</td>
</tr>
<tr>
<td>Project group</td>
</tr>
<tr>
<td>Attachments</td>
</tr>
</tbody>
</table>

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".

Make PDF

Your PDF has been created. In the left-hand 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).
An extra option, ‘View PDF’, is now displayed to the left of the menu.

Project tab

You must complete the fields below for every new application.

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 cannot 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.

All of the fields marked * are mandatory.
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.
The ‘Focus’ tab is not always available. If it is available then you must select one or more topics here that relate to your application.

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

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

   Notify organisation

2. If your organisation is not listed then you should click the following 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**

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]

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

**Add project member**

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)
- Initials
- First name
- Prefix
- Surname
- Postfix
- Sex [Male] [Female]
- Telephone
- Fax
- Position
- Role
- Qualification
- Discipline
- E-mail
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 secretary 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.

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.

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

To add an attachment, click:

Add attachment

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.

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

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:

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

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.

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

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**Subject:** 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: 987690
- Submitted on: 12-11-2014 16:16
- Programme: **Cursusprogramma**
- Grant: Example
- Title: Test
- File number: 98-00000-97-902
---
Pre-proposal – Standard

A Pre-proposal consists of three components.

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.

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".

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

An extra option, ‘View PDF’, is now displayed to the left of the menu.
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 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 starting date (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.

**Focus tab**

The ‘Focus’ tab is not always available. If it is available then you must select one or more topics here that relate to your application.

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

When completing a Pre-proposal, you can enter 2000 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 Part 1 – Summary (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
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.

1. 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)
Location of the organisation

Search results

Click "Select" to select an organisation

Notify organisation

*If your organisation does not appear in the list below, notify us of your organisation by clicking the next button.*
If your organisation is not listed then you should click the 'Notify organisation' button:

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

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 secretary 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 individual 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.

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

### Collaboration tab

**Main menu**

- Applications
- Rewarded projects

**Pre-proposal**

- Part 1
- ✓ Project
- ✓ Focus
- ✓ Summary
- ✓ Project group

**Collaborating organisations**

You must specify collaborating organisations

Will researchers and practitioners be collaborating on this project? ✓ Yes ☐ No

Add organisation

No collaborating organisations have been added.
If collaboration is involved, you can select the collaborating organisation (or organisations) here.

Click the button:

If you have found the organisation, select it by clicking ‘Select’. If the organisation is not yet listed, you can submit a request that it be added. You can do this by using the form that is available, or by sending an email to Projectnet@zonmw.nl.

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

You have completed Part 1 of your Pre-proposal.
Budget tab

ZonMw contribution requested: the total amount you are requesting from ZonMw.
Co-funders' contribution: funding by co-funders.
Personal contribution: if applicable

Please note: amounts should be entered WITHOUT decimal points.

In some cases, an explanation of the budget is mandatory for Pre-proposals. Briefly indicate the reasons for each of the cost items in the contribution being requested from ZonMw. You can use 1000 characters for this purpose.

When Part 2 – Budget (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
When creating a Pre-proposal, you can enter 5000 characters on the Research question 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.

Give a clear description of:
The problem addressed by the application, and the background or context.
The reason for submitting this application.
Existing knowledge: What will this project add? What is its significance?
If possible, provide a concise background analysis.
Describe the target group (if indeed there is one), indicating relevant differences by gender, age, ethnic background and/or other relevant characteristics.

When **Part 2 – Research question** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
When creating a Pre-proposal, you can enter 5000 characters on the Relevance 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 describing the relevance of your project, you should explain the importance of the project for the programme (or sub-programme) and its importance in relation to the research question.

Indicate the anticipated results or benefits as clearly and concisely as possible. Clearly identify those aspects of the project that are innovative, in terms of content and/or in approach. Show that there are no areas of overlap with ongoing or completed projects.

When **Part 2 – Relevance** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
Knowledge Transfer / Implementation / Consolidation tab

When creating a Pre-proposal, you can enter 5000 characters on the Knowledge Transfer / Implementation / Consolidation tabs.

The Knowledge Transfer / Implementation / Consolidation tabs depend on the type of project that you entered in the first tab (Project).

Depending on the selection you made, you will see which tab should be filled in.

Type of project **Other**: Knowledge Transfer/Implementation /Consolidation tab
Type of project **Fundamental research**: Knowledge Transfer tab
Type of project **Implementation Project**: Consolidation tab
Type of project **Development Project**: Implementation tab
Type of project **Strategic research**: Knowledge Transfer tab
Type of project **Applied research**: Knowledge Transfer 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.

In the case of a research project, under Knowledge Transfer, cite the relevant groups with a stake in the potential outcomes of the research.

In addition to those colleagues with whom you are familiar, for whom you write publications and present results at conferences, this mainly concerns users who are not from your immediate research environment, but for whom your results or approach can be very useful in the context of another project or a possible follow-up. Identify these groups as precisely as possible and rank them by order of importance, if possible. You should also give a brief description of the proposed objectives in terms of transferring the knowledge derived from your project or of encouraging the use of your results by the indicated target groups. The planned activities for achieving the knowledge transfer objective can differ from one type of project to another.

It is important, in any case, to indicate how you plan to inform the relevant groups about your project and the interim results at an early stage, as well as how you plan to involve them in the project itself, and at what stage.

Cite the activities involved, and include details of the means and channels of communication to be used. You should also indicate the phase of the project in which you intend to carry this out, giving details of any other parties – aside from yourself – who could play an active part in this communication.
In summary:
formulate a clear objective for knowledge transfer
identify future users and target groups
identify the activities to be undertaken to achieve the objective

In the case of a development project, under Implementation you should describe the relevant target groups and user groups with a stake in those results and products that the development project may deliver. This could include any researchers and institutions wishing to investigate these products in terms of their wider use in practice, policymakers and decision makers in healthcare, professional associations and umbrella organisations, target groups (and ultimate target groups), and the general public or patients/clients/consumers and their associations. Identify these groups as precisely as possible, including the extent to which they are involved in implementing the project and/or their degree of commitment to the final outcome. Rank them by order of importance, if possible.

You should give a brief description of the proposed objectives in terms of knowledge transfer and of implementing your results within the stated target groups. Analyse the context in which the results of your project can be used, citing potential facilitating and impeding factors. Give details of the range of knowledge transfer and implementation activities you wish to use. Substantiate this selection on the basis of considerations such as your analysis of the context, and the facilitating and impeding factors involved. Cite the activities involved, and include details of the resources and channels to be used. You should also indicate the phase of the project in which you intend to carry this out, giving details of any other parties – aside from yourself – who could play an active part.

In summary:
formulate a clear objective for consolidation;cite the facilitating and impeding factors involved;analyse the facilitating and impeding factors for the next step (use);describe the strategies for knowledge transfer and/or implementation, as well as the specific activities to be undertaken to achieve the objective.

In the case of an implementation project, under Consolidation you should describe how the activities are designed to actually introduce, and structurally embed, an innovation in practice. You should also indicate whether you want to ensure that the results are implemented in other settings and locations or whether your objective is to consolidate the results of the implementation process within the current setting. You should also indicate which factors facilitate or impede consolidation.

Cite the various consolidation activities and indicate their objectives: changes in the knowledge, skills and motivation of users or target groups, organisational changes, the structure of healthcare and/or funding the next step. Substantiate this selection on the basis of considerations such as your analysis of the context, and the facilitating and impeding factors involved.

You should also indicate any other parties – aside from yourself – who could play an active part. Show clearly whether they are capable of structurally embedding innovation in mainstream healthcare/prevention, funding and/or training, and whether they have already made a commitment to do so.

In summary:
formulate a clear objective for consolidation
cite the facilitating and impeding factors involved in consolidation
identify the activities to be undertaken to achieve the objective and their individual goals.

If the project does not belong to one of the project types listed (Type of project OTHER), you must decide whether knowledge transfer, implementation or consolidation, or a combination of these goals, is applicable to your project. Using the above explanation, you should then describe the areas of special interest that are of relevance to your project.
When Part 2 – Knowledge Transfer / Implementation / Consolidation (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

Objective tab

When creating a Pre-proposal, you can enter 1500 characters on the Objective 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.

Under objective, you should state the aims of the project clearly, precisely, and concisely. Depending on the type of project involved (research, development or implementation), the objective is followed by a Research question or Hypothesis/result.

In research projects, the objective results in a specific and testable research question.

In a development or implementation project, the objective leads to a specific and practically achievable outcome.

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

- Budget
- Research question
- Relevance
- Knowledge trans. - Imp.
- Val.
- Objective
When creating a Pre-proposal, you can enter 10000 characters on the Strategy 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.

Under **Strategy** you give details of:

The chosen approach (methods and analyses) that makes it possible to comply with or achieve the intended research question or hypothesis, including all theoretical and/or empirical background material.

In a **research project**, you should provide details (if applicable) of the study design, the study population or data sources, a description of the intervention (or interventions), the outcome measures (primary and secondary), the calculations of sample size, and the analysis of the data obtained.

In a **development project** you should provide details (if applicable) of the end product or result targeted by the development, the chosen development method or intervention strategy, and the theoretical or empirical background material underpinning this option, any planned or previously conducted pre-testing of the intervention or parts thereof, type of collaboration and partners, involvement of users or target groups in product development, extent to which the results/products are also applicable elsewhere, the process evaluation and impact evaluation.
In an implementation project you should provide details (if applicable) of:
the requisite change targeted by the implementation (at micro, meso or macro level) and for whom;
the analysis of the context in which implementation must take place, including potential facilitating and
impeding factors;
the mix of strategies being used to bring about the intended change;
the specific means or activities to be employed for this purpose, and their individual goals: changes in the
knowledge, skills and motivation of users or target groups, organisational changes, the structure of
healthcare and/or funding the next step (see example).

Example:
knowledge: cite the strategies used to achieve knowledge transfer and make it clear that these are in
keeping with the information needs of future users; specify how practical knowledge (based on experience)
is integrated into the innovation in question;
skills: cite the available opportunities for learning to use the innovation; indicate which strategies would be
used to help people learn skills and how these are in keeping with the learning behaviour of future users;
motivation of users or target groups: make clear what strategies are aimed at increasing support for the use
of the innovation, or at the motivation and interests of future users;
organisational changes: describe the targeted organisational changes; make clear what change and learning
strategies are used and how these are in keeping with the organisation (or organisations) in question;
the structure of healthcare and/or funding of the next step: describe the organisational options based on the
analysis of the context and the facilitating and impeding factors (provide background material);
type of collaboration and partners;
involve orment of users or target groups from the start of an implementation plan’s
development;
process evaluation and impact evaluation.

If a target group is involved, under Strategy – regardless of the type of project – indicate how the factors of
age, ethnic background and/or other relevant characteristics that are important for the objective are handled.
Also indicate the scope of cooperation with the intermediate and/or final target group (the patients/consumer
perspective).

When Part 3 – Strategy (left-hand side of the screen) has been completed and saved, a green tick is
displayed beside it.
When creating a Pre-proposal, you can enter 5000 characters on the Expertise 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.

This question is important for the assessment of the project group or individual. The term ‘expertise’ refers to the expertise gained from substantive, practical or methodological experience that is essential if the project is to be brought to a successful conclusion. Familiarity with the specific field is also important.

Give a description here of the previous activities and products, and of any available relevant knowledge or skills possessed by the project group or individual. The term ‘products’ may refer to publications, reports, guidelines, protocols, or interventions. Explain the impact of the listed products.

Here, you can list the number and nature of any previous grants, as well as any national and international contacts with colleagues and target groups. If the application involves a personal grant, you should attach a curriculum vitae.

When **Part 3 – Expertise** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
References tab

When creating a Pre-proposal, you can enter 3500 characters on the References 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.

In this tab, give details of any publications referred to in fields elsewhere in this form, as in: Research question, Relevance or Strategy. If you have not listed any references to the literature, then you do not need to fill in this field.

When Part 3 – References (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
Other tab

When creating a Pre-proposal, you can enter 1000 characters on the Other 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.

If you tick the box marked ‘Yes’, you must select the ZonMw programme for which you have also submitted this application.

When Part 3 – Other (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

Attachments tab

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, 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 it to the “Attachments” sheet.
You will not be able to add anything further to your application once it has been submitted.
To add an attachment, click:

In 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.

You have completed Part 3 of your Pre-proposal.

The last component is Part 4:

Here you should indicate the location where the project is to be implemented. Here, the only mandatory fields are Post code and House number.
The Pre-proposal is now complete and ready for submission.

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, 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.

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:
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.

Your password and PIN have been sent to your email address 'kooorevaar@zomnw.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, 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 it to the "Attachments" sheet.
You will not be able to add anything further to your application once it has been submitted.

Forgotten PIN

PIN

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
Choose from the following options:
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 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: 98–00000–97–903

Click on "Applications" to return to the list of applications.
At the same time, an email will be automatically generated and sent to your email address:

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: 50711
Submitted on: 12-11-2014 17:19
Programme: Cursusprogramma
Grant: Example
Title: pre-proposal normal
File number: 98-00000-97-803

In your list of applications, you will see that the status of your application has changed:

Your applications:

**pre-proposal normal**
Pre-proposal: 50711
File no. 98-00000-97-803
Deadline: 17-11-2014 15:00
Grant application – Standard

If you have submitted a Project Idea or a Pre-proposal and you have been given the green light to develop it into a Grant application, then the programme secretariat will open your Project Idea or Pre-proposal for editing, so you can further refine the application.

A Grant application contains more tabs than a Project Idea or a Pre-proposal. Data from your Project Idea or Pre-proposal are imported into the Grant application, so you do not have to fill them in again. You can, of course, make changes.

You must fill in all the tabs and add the requisite attachments to the ‘Attachments’ tab.

Grant applications are not always preceded by preliminary rounds. It is often the case that a Grant Round consists only of a Grant application.

New Grant application:
There are two ways to create a new Grant application.
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 Grant application. At the bottom of the section of call text you will find the link to the appropriate form (Create Grant application). 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 Grant application. The text of the call will then open. At the bottom of the page you will find the link to the appropriate form (Create Grant application). Once you have activated this link, the appropriate form will open.

A Grant application consists of the following components:
You can generate a PDF of your Grant application, either while you are still in the process of writing that Grant application or after it has been submitted. You can 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.

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

An extra option, 'View PDF', is now displayed to the left of the menu.
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 Part 1 – Project (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
The ‘Focus’ tab is not always available. If it is available then you must select one or more topics here that relate to your application.

When **Part 1 – Focus** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
When completing a Grant application, 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 cannot make use of bold, italics, or underlining.

Key words:
Enter up to 8 key words that apply to the project. For this purpose, use the concepts listed under Medical Subjects Headings (MESH). You will find the MESH list on the internet at: www.nlm.nih.gov/mesh/meshhome.html.

Some key words consist of several words. You can link these words together using a "_" character to ensure that the system sees this as a single key word.

When Part 1 – Summary (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
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.
The following screen should be filled in:

**Search organisation**

Organisation name (or part of the organisation name)
Location of the organisation

If your organisation is not listed then you should click the following 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.
Once you have selected the organisation, you can enter the personal details of the project member in question.

### Add project member

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)**
- **Initials**
- **First name**
- **Prefix**
- **Surname**
- **Postfix**
- **Sex**
  - Male
  - Female
- **Telephone**
- **Fax**
- **Position**
- **Role**
- **Qualification**
- **Discipline**
- **E-mail**

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 budget holder 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.

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.

When Part 1 – Project group (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
- Collaboration
If collaboration is involved, you can select the collaborating organisation (or organisations) here.

Click the button: **Add organisation**

Search organisation

Fields marked * are mandatory.

- Organisation name (or part of the organisation name)
- Location of the organisation

Search results

- Organisation
- Acronym
- Postal address

If you have found the organisation, select it by clicking ‘Select’. If the organisation is not yet listed, you can submit a request that it be added. You can do this by using the form that is available, or by sending an email to Projectnet@zonmw.nl.

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

You have completed Part 1 of your Grant application.
Part 2:

Co-funders tab

If you are receiving financial support from other sources, you must enter the details in this screen.

With regard to applications approved by co-funding agencies, you should enclose copies of the grant certificates with the Grant application.
Enter the amount involved in the **Amount** field. When entering details of the amount you should not use any full stops and/or commas.

The **Status** field is a selection field. Clicking opens a selection window. You can enter the status of the amount here.

The **Co-funders** tab is **not a mandatory tab**. You must open it once, after which the tab will be ticked. If co-funders are involved then you must enter the details in the tab.

When Part 2 – Co-funders (left-hand side of the screen) has been completed or skipped, a green tick is displayed beside it.

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**ZonMw Budget tab**

All amounts should be entered in euros (rounded off to the nearest 100).

The project’s first year commences on its intended date of commencement. The following cost items are used: Personnel costs, Tangible costs, Implementation costs, Equipment costs and Other costs.

Enter details of the total amounts per year and per cost item in the ProjectNet table.

When completing a Grant application, you are required to append a detailed budget. Use the fields of ZonMw’s detailed budget (an Excel document) to specify the contribution being requested from ZonMw per project year and per cost item.

You can download the detailed budget from [www.zonmw.nl/nl/subsidies/subsidievoorwaarden/](http://www.zonmw.nl/nl/subsidies/subsidievoorwaarden/). Before you complete this budget's various tabs, we would ask you to take note of ZonMw’s Grant conditions, in effect from 1 July 2013. You can find details of these at [http://www.zonmw.nl/nl/subsidies/voorwaarden-en-financien/](http://www.zonmw.nl/nl/subsidies/voorwaarden-en-financien/)

Please note: when entering details of all amounts you should not use any full stops and/or commas. This refers to the amount being requested from ZonMw, exclusive of any co-funding.

When **Part 2 – Budget** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
When completing a Grant application, you can enter 5000 characters on the Research question 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.

Give a clear description of:
The problem addressed by the application, and the background or context.
The reason for submitting this application.
Existing knowledge: What will this project add? What is its significance?
If possible, provide a concise background analysis.
Describe the target group (if indeed there is one), indicating relevant differences by gender, age, ethnic background and/or other relevant characteristics.

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

When completing a Grant application, you can enter 5000 characters on the Relevance 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 describing the relevance of your project, you should explain the importance of the project for the programme (or sub-programme) and its importance in relation to the research question.

Indicate the anticipated results or benefits as clearly and precisely as possible. Clearly identify those aspects of the project that are innovative, in terms of content and/or in approach. Show that there are no areas of overlap with ongoing or completed projects.

When Part 2 – Relevance (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
Knowledge Transfer / Implementation / Consolidation tab

The Knowledge Transfer / Implementation / Consolidation tabs depend on the type of project that you entered in the first tab (Project).

Depending on the selection you made, you will see which tab should be filled in.

- Type of project **Other**: Knowledge Transfer/Implementation /Consolidation tab
- Type of project **Fundamental research**: Knowledge Transfer tab
- Type of project **Implementation Project**: Consolidation tab
- Type of project **Development Project**: Implementation tab
- Type of project **Strategic research**: Knowledge Transfer tab
- Type of project **Applied research**: Knowledge Transfer tab

When completing a Grant application, you can enter 5000 characters on the Knowledge Transfer / Implementation / Consolidation tabs.

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.

In the case of a research project, under Knowledge Transfer, cite the relevant groups with a stake in the potential outcomes of the research.

In addition to those colleagues with whom you are familiar, for whom you write publications and present results at conferences, this mainly concerns users who are not from your immediate research environment, but for whom your results or approach can be very useful in the context of another project or a possible follow-up. Identify these groups as precisely as possible and rank them by order of importance, if possible. You should also give a brief description of the proposed objectives in terms of transferring the knowledge derived from your project or of encouraging the use of your results by the indicated target groups. The planned activities for achieving the knowledge transfer objective can differ from one type of project to another.

It is important, in any case, to indicate how you plan to inform the relevant groups about your project and the interim results at an early stage, as well as how you plan to involve them in the project itself, and at what stage.

Cite the activities involved, and include details of the means of communication and channels of communication to be used. You should also indicate the phase of the project in which you intend to carry this out, giving details of any other parties – aside from yourself – who could play an active part.

**In summary:**
- formulate a clear objective for knowledge transfer
- identify future users and target groups
- identify the activities to be undertaken to achieve the objective
In the case of a **development project**, under **Implementation** you should describe the relevant target groups and user groups with a stake in those results and products that the development project may deliver. This could include any researchers and institutions wishing to investigate these products in terms of their wider use in practice, policymakers and decision makers in healthcare, professional associations and umbrella organisations, target groups (and ultimate target groups), and the general public or patients/clients/consumers and their associations. Identify these groups as precisely as possible, including the extent to which they are involved in implementing the project and/or their degree of commitment to the final outcome. Rank them by order of importance, if possible.

You should give a brief description of the proposed objectives in terms of knowledge transfer and of implementing your results within the stated target groups. Analyse the context in which the results of your project can be used, citing potential facilitating and impeding factors.

Give details of the range of knowledge transfer and implementation activities you wish to use. Substantiate this selection on the basis of considerations such as your analysis of the context, and the facilitating and impeding factors involved.

Cite the activities involved, and include details of the resources and channels to be used. You should also indicate the phase of the project in which you intend to carry this out, giving details of any other parties – aside from yourself – who could play an active part.

**In summary:**
- formulate a clear objective for consolidation;
- cite the facilitating and impeding factors involved
- analyse the facilitating and impeding factors for the next step (use);
- describe the strategies for knowledge transfer and/or implementation, as well as the specific activities to be undertaken to achieve the objective.

In the case of an **implementation project**, under **Consolidation** you should describe how the activities are designed to actually introduce, and structurally embed, an innovation in practice. You should also indicate whether you want to ensure that the results are implemented in other settings and locations or whether your objective is to consolidate the results of the implementation process within the current setting.

You should also indicate which factors facilitate or impede consolidation.

Cite the various consolidation activities and indicate their objectives: changes in the knowledge, skills and motivation of users or target groups, organisational changes, the structure of healthcare and/or funding the next step.

Substantiate this selection on the basis of considerations such as your analysis of the context, and the facilitating and impeding factors involved.

You should also indicate any other parties – aside from yourself – who could play an active part.

Show clearly whether they are capable of structurally embedding innovation in mainstream healthcare/prevention, funding and/or training, and whether they have already made a commitment to do so.

**In summary:**
- formulate a clear objective for consolidation
- cite the facilitating and impeding factors involved in consolidation
- identify the activities to be undertaken to achieve the objective and their individual goals.

If the project does not belong to one of the project types listed (Type of project **OTHER**), you must decide whether knowledge transfer, implementation or consolidation, or a combination of these goals, is applicable to your project. Using the above explanation, you should then describe the areas of special interest that are of relevance to your project.

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

- Cofinanciers
- ZonMw budget
- Research question
- Relevance
- Knowledge trans. ~imp. ~Val.

You have completed Part 2 of your Grant application.

Part 3:

- Objective
- Strategy
- Expertise
- Publications
- References

Objective tab

When completing a Grant application, you can enter 2500 characters on the Objective 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.

Under **objective**, you should state the aims of the project clearly, precisely, and concisely. Depending on the type of project involved (research, development or implementation), the objective is followed by a Research question or hypothesis.

In research projects, the objective results in a specific and testable research question.

In a development or implementation project, the objective leads to a specific and practically achievable outcome/result.
When Part 3 – Objective (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

**Strategy tab**

When completing a Grant application, you can enter 60000 characters under the Strategy 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.

Under **Strategy** you give details of:

The chosen approach (methods and analyses) that will make it possible to comply with or achieve the intended research question or remit, including all theoretical and/or empirical background material.

In a **research project**, you should provide details (if applicable) of the study design, the study population or data sources, a description of the intervention (or interventions), the outcome measures (primary and secondary), the calculations of sample size, and the analysis of the data obtained.

In a **development project** you should provide details (if applicable) of the end product or result targeted by the development, the chosen development method or intervention strategy, and the theoretical or empirical background material underpinning this option, any planned or previously conducted pre-testing of the intervention or parts thereof, type of collaboration and partners, involvement of users or target groups in product development, extent to which the results/products are also applicable elsewhere, the process evaluation and impact evaluation.

In an **implementation project** you should provide details (if applicable) of:
the requisite change targeted by the implementation (at micro, meso or macro level) and for whom;
the analysis of the context in which implementation must take place, including potential facilitating and
impeding factors;
the mix of strategies being used to bring about the intended change;
the specific means or activities to be employed for this purpose, and their individual goals;
changes in the knowledge, skills and motivation of users or target groups, organisational changes, the
structure of healthcare and/or funding the next step (see example).

Example:
knowledge: cite the strategies used to achieve knowledge transfer and make it clear that these are in
keeping with the information needs of future users; specify how practical knowledge (based on experience)
is integrated into the innovation in question;
skills: cite the available opportunities for learning to use the innovation; indicate which strategies would be
used to help people learn skills and how these are in keeping with the learning behaviour of future users;
motivation of users or target groups: make clear what strategies are aimed at increasing support for the use
of the innovation, or at the motivation and interests of future users;
organisational changes: describe the targeted organisational changes; make clear what change and learning
strategies are used and how these are in keeping with the organisation (or organisations) in question;
the structure of healthcare and/or funding of the next step: describe the organisational options based on the
analysis of the context and the facilitating and impeding factors (provide background material);
type of collaboration and partners;
involvement or commitment of users or target groups from the start of an implementation plan’s
development;
process evaluation and impact evaluation.

If a target group is involved, under Strategy – regardless of the type of project – indicate how the factors of
age, ethnic background and/or other relevant characteristics that are important for the objective are handled.
Also indicate the scope of cooperation with the intermediate and/or final target group (the patients/consumer
perspective).

When Part 3 – Strategy (left-hand side of the screen) has been completed and saved, a green tick is
displayed beside it.
When completing a Grant application, you can enter 7500 characters on the Expertise 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.

This question is important for the assessment of the project group or individual. The term ‘expertise’ refers to the expertise gained from substantive, practical or methodological experience that is essential if the project is to be brought to a successful conclusion. Familiarity with the specific field is also important.

Give a description here of the previous activities and products, and of any available relevant knowledge or skills possessed by the project group or individual. The term ‘products’ may refer to publications, reports, guidelines, protocols, or interventions. Explain the impact of the listed products.

Here, you can list the number and nature of any previous grants, as well as any national and international contacts with colleagues and target groups. If the application involves a personal grant, you should attach a curriculum vitae.

When Part 3 – Expertise (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
When completing a Grant application, you can enter 7500 characters on the Publications 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.

Here you summarise the main relevant publications by members of the project group.

When Part 3 – Publications (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
When completing a Grant application, you can enter 7500 characters on the References 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.

In this tab give details of any publications referred to in fields elsewhere in this form, as in: Research question, Relevance or Strategy. If you have not listed any references to the literature, then you do not need to fill in this field.

When Part 3 – References (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

You have completed Part 3 of your Grant application.
Part 4:

Special details tab

If you require a statement or permit, you must specify the status of the statement.

Tick these fields if the project requires the approval of an accredited Medical Ethics Review Board (MERB) or Animal Experiments Committee (AEC). To select a status, click the button and a selection window opens.

You can also tick boxes to show whether a permit is required under the Population Screening Act and if this has already been obtained.

ZonMw endorses the Animal Testing Transparency Code and the Biosecurity Code (see the codes listed on the website). You should verify whether these codes are relevant to your application. If that is the case, ZonMw requires you to subscribe to these codes and to act accordingly.

If you require permits other than those indicated above, or if you have already acquired them, indicate this in the 'Other permits' field.
When **Part 4 – Special details** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

When completing a Grant application, you can enter 1000 characters on the Other 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.

If you tick the box marked ‘Yes’, you must select the ZonMw programme for which you have also submitted this application.

When **Part 4 – Other** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
When completing a Grant application, you are required to append a detailed budget. ZonMw has three variants of such budgets. You must determine which of these detailed budgets are applicable to your Grant application.


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

To add an attachment, click:

[Add attachment]
You can add a description of the attachment here. 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.
When **Part 4 – Attachments** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

![Part 4 completion icon]

You have completed Part 4 of your Grant application. You can now submit your Grant application.

**Submitting your Grant application**

In order to submit your application, you must complete all sections and enter your PIN. Then click "Sign and submit". 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, Verenivingsimpuls, Investeringen and Klinische Fellows. The detailed budget form can be downloaded in the call on the ZonMw site. After completing the form (excel-document) convert the entire document to PDF format and upload it to the "Attachments" sheet. You will not be able to add anything further to your application once it has been submitted.

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 button]

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

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

![Warning symbol]

Submission of your application was successful.

Your application will be dealt with under file number: 98-00000-97-905

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 Vidi).

After it has been submitted, you must generate another PDF of your submitted Grant application. On completion of submission, the word **DRAFT** will have changed to **DEFINITIVE** and a signature page will have been added to your application. Within one week of submitting your application electronically, you must print out this PDF and post it to the programme secretariat.
Submission of your application was successful.

Your application will be dealt with under file number: 98-00000-97-905

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

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

![Email content]

In your list of applications, you will see that the status of your application has changed:
If ZonMw has asked you to create a public summary or to submit a report, log in and go to Approved Projects. Here you will find a list of your approved projects and the projects for which you have been granted permission.

Clicking on a project opens the project detail screen.

You will see details of the reports that are accessible to you. To the left of the screen you will find the following components: Products, Public Summary and details of when you added disciplines to the disciplines component when this was required when making an application.
Public summary:
If your application is approved, you will be asked to fill in this tab within 2 weeks following approval.

You can enter up to 150 words (= 1000 characters) in the text field. Please note: check that you have actually submitted your public summary, and not just saved it. ZonMw publishes all approved projects on its website with an understandable summary. This summary is intended for a broad, interested readership whose language skills are roughly equivalent to that of pupils who have completed pre-university secondary education (VWO). For further details, please refer to the style guide at http://www.zonmw.nl/nl/over-zonmw/logo-huisstijl. We kindly request that you submit this summary within two weeks. For this purpose, you can use the text field with the heading Public Summary, which limits you to 150 words (1000 characters). Test PS without a first name.
Progress report:

ZonMw has two report variants.

1. Progress report
2. Final report

The variations depend on the duration of a project. The programme secretariat normally expects to receive details of activities and expenditures, in the form of a report, once every 12 months. This period may vary.

The project leader and secretary receives an email request for a report from the programme secretariat, which they submit using the corresponding report form.

The tabs in ProjectNet are for publication on the internet. The report form, which contains details of activities and expenditures in the reporting period, will be reviewed by the programme committee.

**Summary tab**

Enter details of progress made during the reporting period in the ‘Summary’ screen.

The Summary will be published on ZonMw’s website and should be understandable to a broad readership. Try to limit your text to 10 to 15 lines.

The Summary should be concise and to the point. It is intended to give interested parties an understanding of the project. What was it about? What was the target problem? What issues did the researchers hope to resolve? How was this tackled? What has it achieved? Accordingly, a summary is a synopsis of the entire project, but it must be complete. A reader should be able to read the summary without having to be familiar with the rest of the report.

In addition, the summary must be understandable to a broad readership.
Both summaries will be published on ZonMw's website. You must phrase your summary in terms that will also be understandable to a lay readership.

When the **Summary** component has been completed and saved, a green tick is displayed beside it.

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**Results tab**

Enter details of the results obtained during the reporting period in the ‘**Results**’ screen.

The Results will be published on ZonMw's website and should be understandable to a broad readership. Try to limit your text to 10 to 15 lines.

Results should be limited to a description of the result. Has the objective been achieved? What answers have been obtained to the formulated research questions? Has the project generated any new insights? What conclusions and recommendations can be derived from the project?

Indicate the extent to which the objective has already been achieved, and whether the research question has already been solved and/or the remit fulfilled.
Then include the following details:
the method (or methods) used,
the results already achieved and whether the project has already led to new insights,
the conclusions and recommendations.

In no more than 10 lines, enter an updated Dutch description (using language that is understandable to a broad readership) of the results/new insights achieved by the project. This text will be published on the publicly accessible Project portal (www.zonmw.nl/projectenpoort), and elsewhere. When the Results component has been completed and saved, a green tick is displayed beside it.

Attachments tab

To add an attachment, click:

Add attachment

PDF is currently the only format that is supported for submission of reports.

The combined size of the PDF files must not exceed 10 MB.

In the 'Description' field you can enter a brief 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 green tick is then displayed beside the Attachments component.

You can create a PDF of your interim report by clicking the ‘Make PDF’ button.

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

Your PDF has been created. In the left-hand 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).
After the PDF has been created, an extra option, ‘View PDF’, is now displayed to the left of the menu.

Submit tab

Before the final submission, ProjectNet reminds you that you have the option of adding more Products.

Have you forgotten to add products? If you have no (more) products to add, click on "Send", otherwise click on “Products” to add products.

If you have no more Products to add, select Submit, otherwise select Products.

After the final submission, ProjectNet displays the following message:

Submission of your report was successful. Select your report in the list and click "View PDF" to print a copy to sign and send to ZonMw.

Click on "Make PDF" to make a PDF of your report.
At the same time, an email will be automatically generated and sent to your email address:

In your list of project details, you will see that the status of the report has changed.
Final report:
At the end of your project’s lifetime, you must submit a Final Report and expenditure details for the amount awarded.

Summary tab

Enter details of progress made during the reporting period in the ‘Summary’ screen.

The Summary will be published on ZonMw’s website and should be understandable to a broad readership. Try to limit your text to 10 to 15 lines.

The Summary should be concise and to the point. It is intended to give interested parties an understanding of the project. What was it about? What was the target problem? What issues did the researchers hope to resolve? How was this tackled? What has it achieved? Accordingly, a summary is a synopsis of the entire project, but it must be complete. A reader should be able to read the summary without having to be familiar with the rest of the report.

In addition, the summary must be understandable to a broad readership. ZonMw can also make the English summary mandatory.

Both summaries will be published on ZonMw’s website. You must phrase your summary in terms that will also be understandable to a lay readership.

When the Summary component has been completed and saved, a green tick is displayed beside it.
Enter details of the results obtained during the reporting period in the ‘Results’ screen.

The Results will be published on ZonMw’s website and should be understandable to a broad readership. Try to limit your text to 10 to 15 lines.

Results should be limited to a description of the result. Has the objective been achieved? What answers have been obtained to the formulated research questions? Has the project generated any new insights? What conclusions and recommendations can be derived from the project? Indicate the extent to which the objective has already been achieved, and whether the research question has already been solved and/or the remit fulfilled.

Then include the following details:
the method (or methods) used,
the results already achieved and whether the project has already led to new insights,
the conclusions and recommendations.

In no more than 10 lines, enter an updated English description (using language that is understandable to a broad readership) of the results/new insights achieved by the project. This text will be published on the publicly accessible Project portal (www.zonmw.nl/projectenpoort), and elsewhere.
When the **Results** component has been completed and saved, a green tick is displayed beside it.

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## Project group tab

The Project group tab gives an overview of the project group as it was at the start of the project.

You may enter no more than 0 project group members.
You must enter at least three members. These have the roles:

- Project leader and correspondent
- Administrative responsibility
- Main applicant

This group's composition may have changed during the project's lifetime.
You can use this screen to add and/or remove project group members.

When the **Project group** component has been amended and saved, a green tick is displayed beside it.
To add an attachment, click:

**Add attachment**

In the 'Description' field you can enter a brief 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 green tick is then displayed beside the Attachments component.

Attach the final report form you received from the programme office and the final accounts here.

When the final report form and the expenditure details have been added, a green tick is displayed beside the Attachments component.

Submit tab

In order to submit your report 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.

Before the final submission, ProjectNet reminds you that you have the option of adding more Products.

Have you forgotten to add products? If you have no (more) products to add, click on “Send”, otherwise click on “Products” to add products.

If you have no more Products to add, select Submit, otherwise select Products.
After the final submission, ProjectNet displays the following message:

⚠️ Submission of your report was successful. Select your report in the list and click “View PDF” to print a copy to sign and send to ZonMw.

Click on “Make PDF” to make a PDF of your report.

Make PDF

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

Van: projectNet@zonmw.nl
Aan: Patsy Knorreven
CC: 
Onderwerp: Confirmation of submission of final report via ProjectNet

Your final report has been successfully submitted to ZonMw via the ProjectNet online application system.

Details of your report:
Report number: 8967
Title of report: Eindverslag
Submitted on: 14-11-2014 13:28
File number: 166000001
Products:
Any products derived from the project must be recorded in ProjectNet. You can do this by clicking the 'Products' button in the list of your approved projects.

The selection window displays a list of the various products that you can add.

You can add products at any time, there is no need to wait until a report is open. Please note: be sure to submit the products. Failure to do so means that the products will be submitted automatically in the next report.
In the *Journal article* screen, all of the fields marked * are mandatory.
Before you can add a journal article you must select a journal.

**Select journal**

**Search journal**

<table>
<thead>
<tr>
<th>Name</th>
<th>A Cancer Journal for Clinicians</th>
</tr>
</thead>
</table>

Fields marked * are mandatory.

Search results

<table>
<thead>
<tr>
<th>Name of journal</th>
<th>Peer-reviewed</th>
</tr>
</thead>
</table>

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

**Notify journal**

<table>
<thead>
<tr>
<th>Name of journal</th>
<th>Peer-reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Cancer Journal for Clinicians</td>
<td>Peer-reviewed</td>
</tr>
</tbody>
</table>

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

**Notify journal**

**New journal**

Fields marked * are mandatory.

On this page you can enter the name of a journal that does not appear in ProjectNet and send it to ZonMw.

<table>
<thead>
<tr>
<th>Name journal</th>
</tr>
</thead>
</table>

**Submit journal**

**Cancel**
In the Book screen, all of the fields marked * are mandatory.

Medium – details

Publisher

You must specify a publisher  

Publisher Location ISBN Year of publication Edition Website

Save Cancel and back

It is mandatory to select a publisher. If the organisation that employs you is also the publisher of the book, you should select your own organisation here.

Select publisher

Search organisation

Fields marked * are mandatory.

Organisation name (or part of the organisation name)
Location of the organisation

Search Cancel

Search results

Organisation Acronym Postal address
If the Publisher is not registered with ZonMw, you can request that it be added.

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
In the Contribution to book screen, all of the fields marked * are mandatory.

### Book contribution - details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of contribution</td>
<td></td>
</tr>
<tr>
<td>Title of book</td>
<td></td>
</tr>
<tr>
<td>Subtitle</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Published</td>
</tr>
<tr>
<td>Page numbers</td>
<td></td>
</tr>
<tr>
<td>Authors</td>
<td></td>
</tr>
</tbody>
</table>

### Medium - details

**Publisher**

You must specify a publisher

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publisher</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>ISBN</td>
<td></td>
</tr>
<tr>
<td>Year of publication</td>
<td></td>
</tr>
<tr>
<td>Edition</td>
<td></td>
</tr>
<tr>
<td>Open Access</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
</tbody>
</table>

[Save][Cancel and back]
It is mandatory to select a publisher. If the organisation that employs you is also the publisher of the book, you should select your own organisation here.

Search organisation

Organisation name (or part of the organisation name) 
Location of the organisation

Fields marked * are mandatory.

Click "Select" to select an organisation

Search results

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Acronym</th>
<th>Postal address</th>
</tr>
</thead>
</table>

If the Publisher is not registered with ZonMw, you can request that it be added.

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

Otherwise, notify us of your organisation by clicking the next button.
In the Dissertation screen, all of the fields marked * are mandatory.
In the Conference presentation screen, all of the fields marked * are mandatory.

**Conference Paper – details**

- Title of contribution
- Title of book
- Subtitle
- Description

1000 remaining characters

**Editor and author – details**

- Authors

1000 remaining characters
In the Professional publication screen, all of the fields marked * are mandatory.
In the Public information screen, all of the fields marked * are mandatory.

Information for the general public – details

- Title of contribution
- Subtitle
- Maker details

1000 remaining characters

Medium – details

- Title
- ISBN
- ISSN
- Year of publication
- Volume or issue number
- Page numbers
- Open Access
- Website

Save  Cancel and back
In the Patent screen, all of the fields marked * are mandatory.
In the Contract screen, all of the fields marked * are mandatory.
In the Other screen, all of the fields marked * are mandatory.

- **Title**
- **Subtitle**
- **Output type**
- **Description**

**Maker details**

**Medium – details**

- **Substantive information**
- **Website**

**Save**  **Cancel and back**
Submit products

When you are ready to submit your products, select the ‘Submit/Sign’ tab from your list of products.

Enter your PIN code and click the ‘Submit’ button. All new and modified products are automatically redirected to ZonMw.

You will also receive an email, giving details of the products submitted.

New and modified products are also automatically submitted when you submit a progress report or a final report.

You can continue to submit products up to 5 years after your project has been completed.
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, 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.