Mijn ZonMw manual

For applicants

May 2021

ZonMw

Credits

ZonMw encourages health research and care innovation
ZonMw funds health research and encourages use of this knowledge to help improve health and health care.

ZonMw's main contractors are the Dutch Ministry of Health, Welfare and Sport (VWS) and the Dutch Research Council (NWO).

Should you have any questions, please do not hesitate to contact the secretariat at the email address or phone number provided below.

Contents

Introduction

This manual explains how the grant application process works in *Mijn ZonMw*.

Section 2 explains how to get started in Mijn ZonMw. This section explains how to register as a new user, how to log in and how to change your user settings.

Section 3 explains how you can apply for a grant. This section describes how to open, complete, save and submit an application form.

Some grant calls are subject to referee assessments. Section 4 explains how to submit a rebuttal in response to the referee assessments. In this phase, you will receive an email from ZonMw to inform you about the conditions of the rebuttal.

1   Starting in Mijn ZonMw

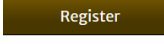You will find the open grant calls on the ZonMw website.

After reading the grant call, you can click on this button to apply for a grant: **SUBSIDIE AANVRAGEN**

This takes you to the login page of Mijn ZonMw.

1.1 Registering as a new user

If you have not logged into Mijn ZonMw before, you must register first (Figure 1 & 2).

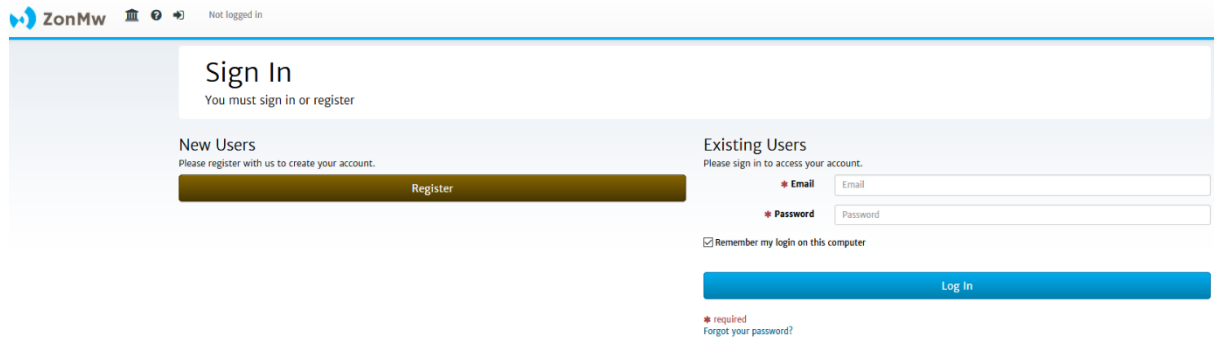- To do so, click on the **Register** button to register as a new user and create an account.

Figure 1: Registering with or logging in to Mijn ZonMw.

- Please complete all required fields. You can recognise these throughout the application by the ✻ in front of them.
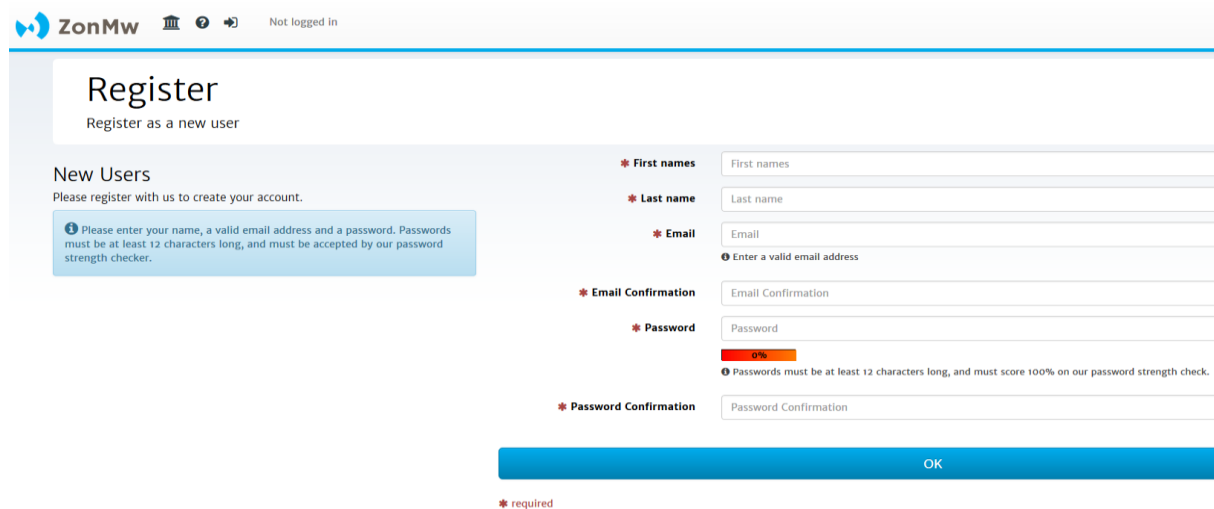- Then click on the **OK** button.

Figure 2: Registering as a new user.

Please bear in mind that in Mijn ZonMw, only passwords of at least **12 characters** are possible and they must include 1 number, 1 capital letter and 1 small letter. You can use Norton Password Creator to create a password. Remember to save your password for later sessions in your browser or in a password manager.

1.2 Logging in as an existing user

If you have logged into Mijn ZonMw before, you can log in with your email address and password (Figure 1).

- Log in as an existing user by entering your email address and password and clicking on **Inloggen** .
- If you have forgotten your password, click on 'Forgot your password?'

1.3 Resetting your password

If you have forgotten your password, you can reset your password (**Fout! Verwijzingsbron niet gevonden.**):
-    Enter your email address at 'Email'.
-    Then click on the Doorgaan / Continue button.

You will receive an email with a link to create a new password.

Figure 3: Resetting your password.

1.4 Select language

When you log in for the first time, Mijn ZonMw is set to **English**. You can change the language by clicking on at the top of the menu bar after you have logged in (Figure 4).
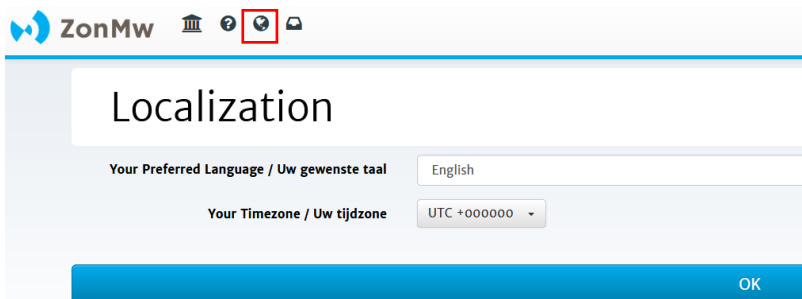
Figure 4: Selecting the language.

2   Submitting a grant application

You can submit a grant application once you are logged in to Mijn ZonMw. After logging in, you will be directed to the application form (Figure 5).

Figure 5: Example of an application form.

2.1 Structure of the application form

There are several sections in the application form.

- You can click on the title of a section (such as General Information in Figure 5) to go to the questions in that section. The percentage bar below the section shows whether you have answered all the compulsory questions of a section.
  Please note Make sure you always check all sections. Sections that do not contain compulsory questions, but that can be completed are directly set to 100% (such as Section 2 in Figure 5).
- You can also open the entire application form in Word by clicking on 'Export to Word'. By clicking on 'Export to PDF' you can export the entire application form with the completed text to a PDF file.
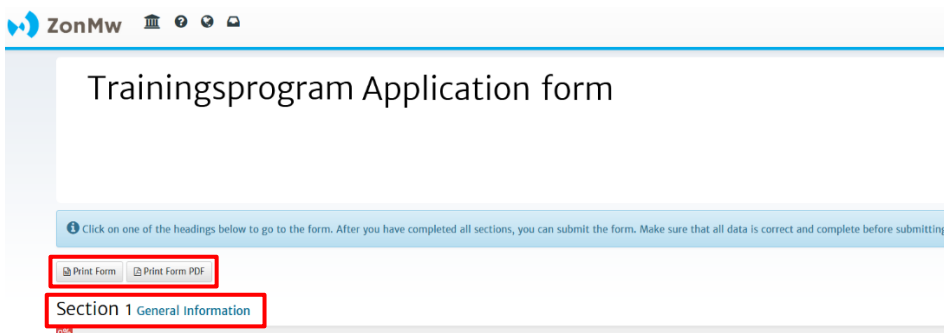 **Please note** You can work offline in the exported Word or PDF document but you can only complete and submit the application form **online**.

The sections in the application form are displayed as separate tabs. You can see the name of the section you are working in at the top of the screen (Figure 6).

Figure 6: Opened section in the application form.

2.2 Saving your data

You have options to save your application data at the bottom of each section (Figure 7). Your data are saved automatically every five minutes (see green bar in Figure 7), but can also be saved manually. After you have saved your data, you can continue with your application at a later time. The next time you log in you will find your application in your inbox (Figure 8).

- **Save draft:** You can use this button to save your application data at any time. You will remain in the current section of the application form.
- **Save draft & continue:** You can use this button to save your application data and go to the next section in the application form.
- **Saving & submit form:** You can use this button to save your application data and go to the next step, 'Submit form'.

Figure 7: Saving the application data.

2.3 Inbox

If you are not logging in to Mijn ZonMw via an open grant call or if you click on 📭 in the menu bar at the top of the page, you will be directed to your inbox (Figure 8). You will find all the activities you are working on for a grant application in your inbox, where you will see the following parts:

- **Tasks:** A document number is available for each application. The task description shows which task you still need to complete for an application. This may be any of the following tasks – 'Submit an application', 'Submit a rebuttal' or 'Submit a progress report'.
- **Current/Past Applications:** Once you have completed the tasks associated with your application, it will appear in this section of your inbox.
- **Edit My Details:** Click on this button to modify your name and address details and to view your current applications.
- **Create New Application:** Click on this button if you would like to submit a new grant application. You will be directed to a new screen where you can find all open grant calls.
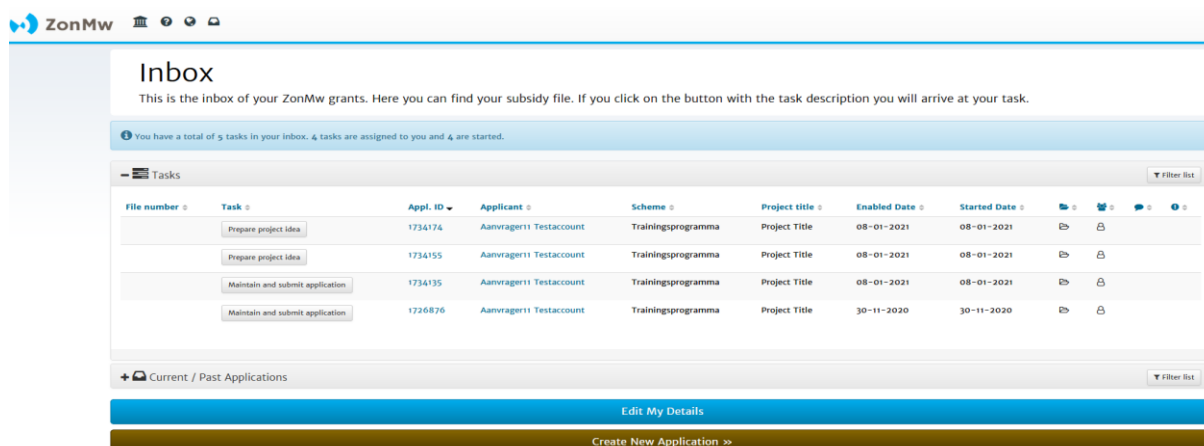

Figure 8: Inbox.

2.4 Submitting the application form

Once you have completed all the sections, you can submit the form by clicking on the 'Yes, submit entire form now!' button. (Figure 9). If the compulsory questions have not yet been answered, a red block indicates which section and question still need to be completed.
- Click on the red text on the section number to go directly to the question to be answered or click on 'No, enter more details first' to go back to the section overview of the application form.
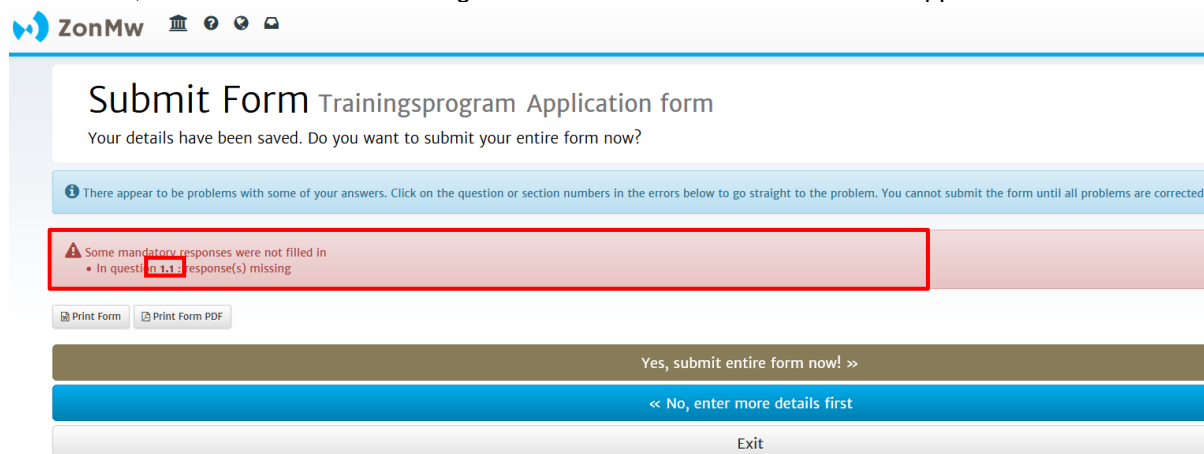
Figure 9: Form with uncompleted, compulsory fields.

- Click on Exit if you do not want to submit the application yet and wish to continue working on it at a later time. The application will be saved in your inbox.
- To export the entire application form with completed text to PDF, click on 'Export to PDF'.
  Please note: uploaded attachments are not visible in this PDF.

After submitting your application, you will be directed to your inbox, where you will see the message 'Your form was submitted successfully' (Figure 10). You will receive an automatic email as confirmation of receipt after submitting your application.

Figure 10: Notification in your inbox of successful submission of your application.

You can find your submitted applications under Current and Past Applications (Figure 11).

Figure 11: Current and Past Applications.

3 Submitting your rebuttal

After you have submitted your application to ZonMw, the application will go through an assessment process. If your application has been assessed by referees, you will have the opportunity to respond to the assessments by submitting a rebuttal. You will receive an email from ZonMw setting out the conditions of your rebuttal. A task will be placed in your inbox in Mijn ZonMw which you can access by

- logging in to Mijn ZonMw. Click on this task in your inbox, 'Submit rebuttal' (Figure 12).

Figure 12: Inbox with task to submit rebuttal.

You will be directed to the screen "Prepare rebuttal" (Figure 13). Under the 'Documents tab' you will find the application documentation, such as the completed application form and attachments. You will find the referees' assessments in the 'Generated PDF' file.
- You can click on this file to view the referees' assessments.
- Now click on the 'Applicant's Rebuttal' button on the right of the screen under 'To do'.

Figure 13: Submit rebuttal screen with documents on the left and tasks to be completed on the right.

This will take you to the 'Rebuttal Form' (Figure 14).

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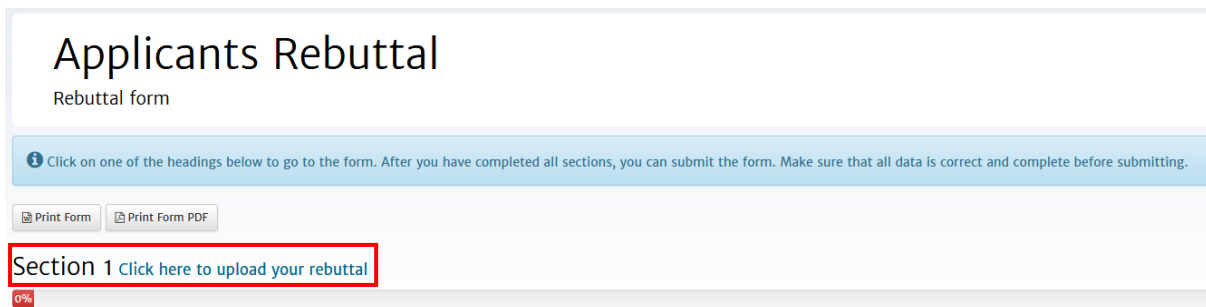- Click on 'Click here to upload your rebuttal' to open the rebuttal form.

Applicants Rebuttal
Rebuttal form

ℹ Click on one of the headings below to go to the form. After you have completed all sections, you can submit the form. Make sure that all data is correct and complete before submitting.

📄 Print Form   📄 Print Form PDF

Section 1 Click here to upload your rebuttal

0%

Figure 14: Rebuttal Form (1).

☐ Click here to upload your rebuttal

1.1 Project information

Application ID:	09120011960034
Scheme:	Trainingsprogramma
Project title:	Testaanvraag
Applicant:	Aanvrager05 Testaccount

1.2 Applicants Reply

ℹ **Please read the provided instructions in the email you've received**

Applicants Decision: *   Select ▾

Select
Yes, submit rebuttal
No, I renounce the right to submit a rebuttal

Save Draft

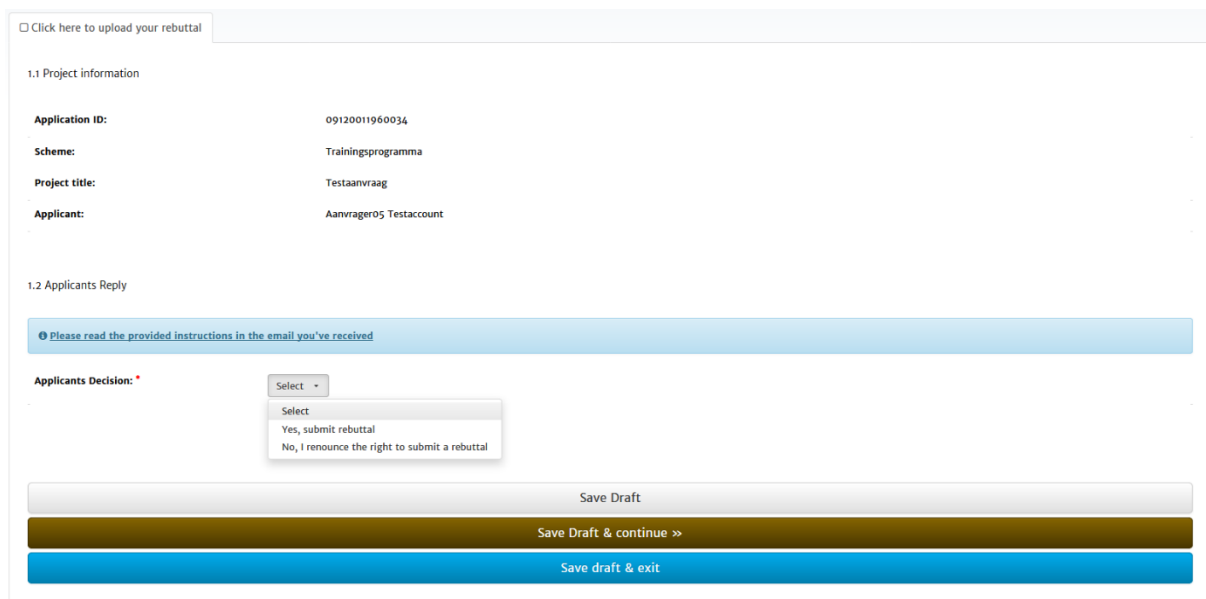Save Draft & continue »

Save draft & exit

Figure 15: Rebuttal Form (2).

- Please indicate under 'Applicants Decision' whether you want to make use of the possibility to submit a rebuttal. You can either select 'Yes, submit rebuttal' or 'No, I renounce the right to submit a rebuttal' (Figure 15).
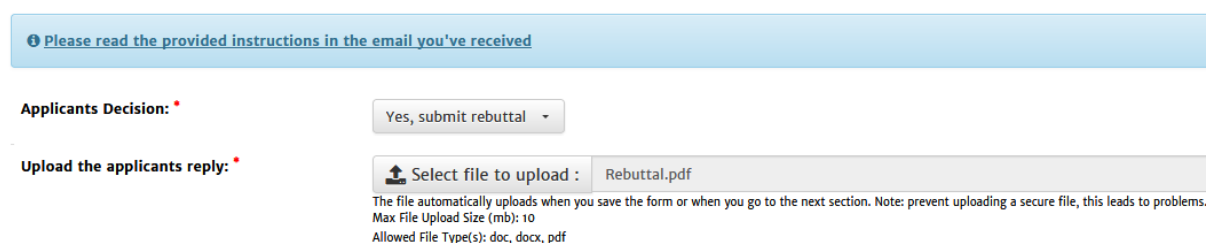
1.2 Applicants Reply

ℹ **Please read the provided instructions in the email you've received**

Applicants Decision: *   Yes, submit rebuttal ▾

Upload the applicants reply: *   ⬆ Select file to upload :   Rebuttal.pdf

The file automatically uploads when you save the form or when you go to the next section. Note: prevent uploading a secure file, this leads to problems.
Max File Upload Size (mb): 10
Allowed File Type(s): doc, docx, pdf

Figure 16: Uploading the rebuttal.

If you have indicated that you want to submit a rebuttal, the option to upload your rebuttal in PDF format will appear in Mijn ZonMw (Figure 16). You can delete the file afterwards by clicking on the 'Remove' button (Figure 17).

Figure 17: Removing the rebuttal.

Click on 'Save & send' and then on Yes, submit entire form now! » to submit the rebuttal (Figure 18). You can use « No, enter more details first to return to the rebuttal form to make any modifications. You can save the rebuttal with Exit and complete it later. The task will then remain in the inbox.

Figure 18: Submitting the rebuttal.

When you have submitted the rebuttal, the task will disappear from your inbox. You can find your rebuttal in the application file under 'Current/Past Applications'. The rebuttal form can be found under the 'Documents' tab in the application file. You will also receive confirmation of submission of the rebuttal by email.

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