

# **Mijn ZonMw manual**

For committee members

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# Contents

- Introduction ..... 3
- 1 Logging in ..... 4
  - 1.1 Activating your account..... 4
  - 1.2 Logging in as an existing user ..... 4
  - 1.3 Resetting your password ..... 4
  - 1.4 Select language ..... 5
- 2 Inbox ..... 5
- 3 Indicating personal interests ..... 5
  - 3.1 Completing the 'Project Group Members' document..... 6
  - 3.2 Uploading the 'Project Group Members' document in the personal interests form ..... 7
- 4 Assessment of grant applications ..... 8
  - 4.1 Completing an assessment form ..... 8
  - 4.2 Saving and submitting an assessment form..... 9

## **Introduction**

ZonMw uses the *Mijn ZonMw* system for assessing grant applications. This manual is intended for committee members and contains instructions on how to activate an account, change language settings and enter personal details in Mijn ZonMw. It also explains how to indicate personal interests and assess applications.

In case of substantive questions, please contact the programme manager of the relevant funding round. If you have any technical questions you can contact the ZonMw Service desk (at [servicedesk@zonmw.nl](mailto:servicedesk@zonmw.nl) or on +31 70 349 51 78).

# 1 Logging in

## 1.1 Activating your account

If you are logging in to Mijn ZonMw for the first time, you must first activate your account. You will have received a message from the Programme Bureau indicating which email address has been used to create an account for you.

1. As a new account has been created for you, we will ask you to first reset your password. You can go to Mijn ZonMw via the following link: [Reset-password](#)
2. Please enter your email address to reset your password (ZonMw will have informed you of the correct email address).
3. You will then receive an email at this email address from no-reply@zonmw.nl containing a link to set a new password.
4. 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 help you create a password the system will accept.
5. You can then use the password generated to activate your account. Remember to store your password in your browser or a password manager for later sessions.

## 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 'Log In'. Please note: It is possible that you have multiple accounts. Therefore, look carefully in the invitation at the email address used to invite you. If you do not see a task in your inbox, you may have logged in with a different account than the one indicated in the invitation.
- If you have forgotten your password, click on 'Forgot your password?'

**Please note:** If you enter your password incorrectly five times in succession, your account will be locked. In that case, you can send an email to [servicedesk@zonmw.nl](mailto:servicedesk@zonmw.nl) with the request to unlock your Mijn ZonMw account.

The screenshot shows the Mijn ZonMw login interface. At the top left is the ZonMw logo and the text 'Not logged in'. The main heading is 'Sign In' with the subtext 'You must sign in or register'. Below this, there are two sections: 'New Users' with a 'Register' button, and 'Existing Users' with input fields for 'Email' and 'Password', a 'Remember my login on this computer' checkbox, and a 'Log In' button. A red-bordered box at the bottom contains the text '\* required' and 'Forgot your password?'.

Figure 1: Logging in as an existing user and forgot your password.

## 1.3 Resetting your password

If you have forgotten your password, you can reset your password (Figure 2):

- 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.

**Please note:** If you did not receive an email, please check your junk email / spam folder.



Figure 2: 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 to Dutch by clicking on  at the top of the menu bar after you have logged in (Figure 3).

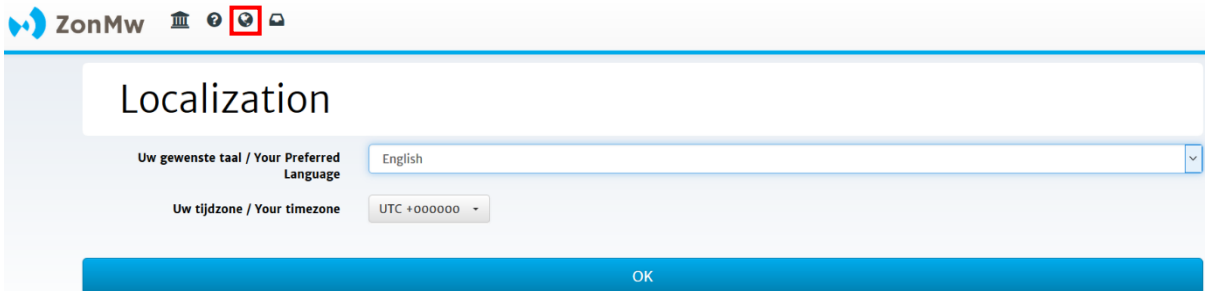



Figure 3: Select language.

## 2 Inbox

After logging in, you will automatically be directed to your inbox (Figure ). Here you will see an overview of 'Tasks' and 'Current/Past Applications'. A task is, for example, communicating personal interests and assessing an application. Once you have completed a task, you will find the file under 'Current/Past Applications'. You can also see here what you have already submitted.

- To start in Mijn ZonMw, first click on 'Edit My Details' (1) to change your contact details. **Please note:** it is not possible to change your middle name, last name and email yourself. Changes can be requested by sending an email to servicedesk@zonmw.nl.
- Clicking on a task (2) takes you to the overview screen of the file.
- If you want to return to your inbox from a different page, click on  in the menu bar at the top of the page (3).
- Once your task is completed you can find the file and the submitted documents in 'Current/Past Applications' (4).

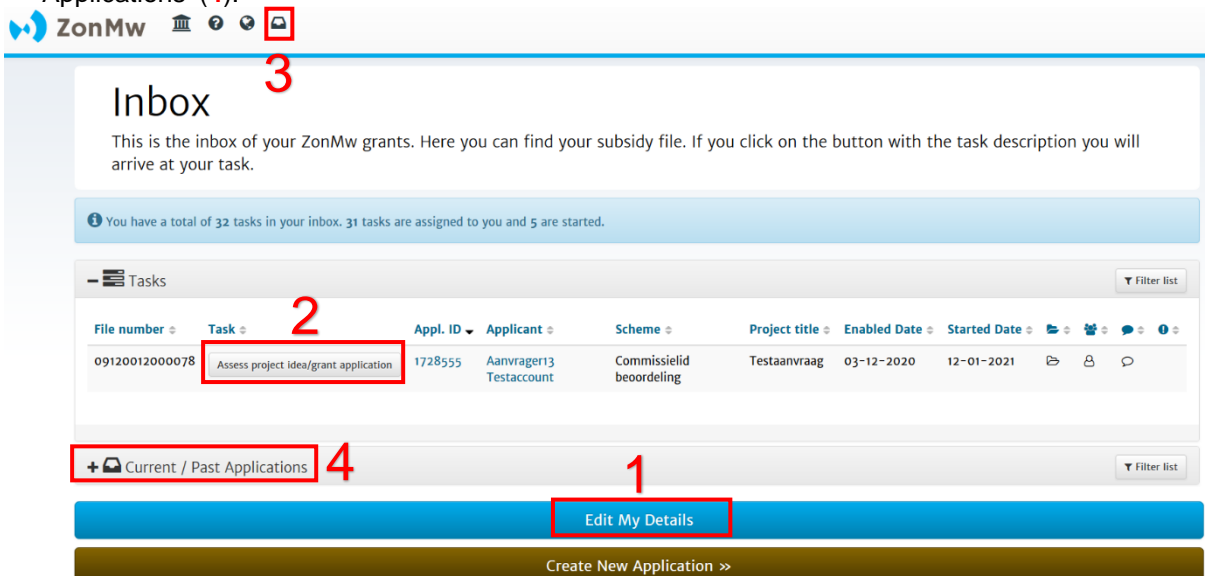


Figure 4: Inbox.

## 3 Indicating personal interests

After ZonMw has informed you by email that a task for indicating your personal interests is ready, you can log in to Mijn ZonMw (Figure 1).

- Here you will find the following a task in your inbox: 'Persoonlijke belangen doorgeven' (translation: Personal interests form committee member). (Figure 5). You can click on the task to indicate your personal interests.

File number	Task	Appl. ID	Applicant	Scheme
1111111111111111	Persoonlijke belangen doorgeven	1731019	ZonMw	Uitvraag belangen Commissie

Figure 5: Submitting the 'Indicate personal interests' task.

### 3.1 Completing the 'Project Group Members' document

- On the left-hand side of the screen you will find a document entitled 'Projectgroepleden' (translation: Project Group Members) (1 in Figure 6). Clicking on this document will open an Excel file.

We recommend that you carefully read the [Code for dealing with personal interests](#) before completing the Excel file. If you wish, you can watch the [introduction film](#) to help you with this.

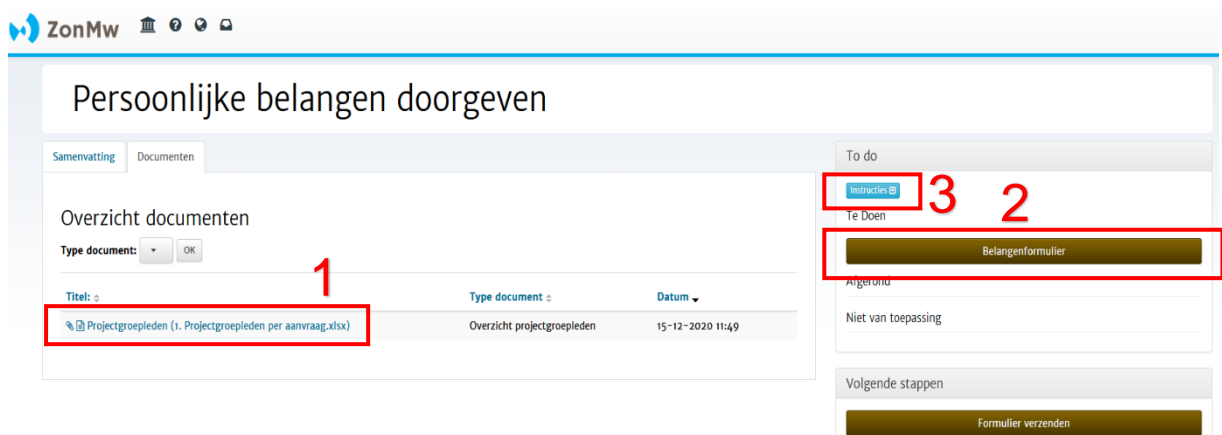


Figure 6: Indicating personal interests.

The 'Project Group Members' document contains:

**The 'Total overview of interests' tab.** This is an overview of the submitted applications, summary of applications and associated project group members.

- In this tab you can indicate, for each project group member, whether you have a personal interest. If this is the case, please provide an appropriate management measure for each personal interest.

**The 'Proposed Management Measures' tab.** This is an overview of possible management measures with explanations.

- Please explain the management measures you have proposed in the first tab. This way we can assess whether the personal interest is permissible or whether, in extreme cases, you should be excluded as a committee member for this assessment round.

#### Possible personal interests

Personal interests may be:

- Personal (private) interests;
- Professional interests;
- Interests relating to ancillary positions;
- Commercial (financial or economic) interests.

#### Possible management measures

Management measures may include:

- Exclusion from the commission;

- Standard management measure of not taking part in the assessment of the relevant application;
- Supplementary management measures (you can choose from three options).

### 3.2 Uploading the ‘Project Group Members’ document in the personal interests form

- Once you have completed the ‘Project Group Members’ document, please save it and click on the ‘Belangenformulier’ (translation: Personal Interests Form) button (2 in Figure 6). Under ‘Instructions’ you will find a concise explanation of how to indicate your personal interests (3).
- You will be directed to the start screen of the personal interests form. Click on the link under Section 1 (4 in 7).



Figure 7: Section in personal interests form.

- This takes you to the personal interests form (Figure 8)
- Here you can attach the completed Excel sheet (5)
- Please check the box to confirm that you have completed the form truthfully (6)
- Then enter your name (7) and click on ‘Save & continue’

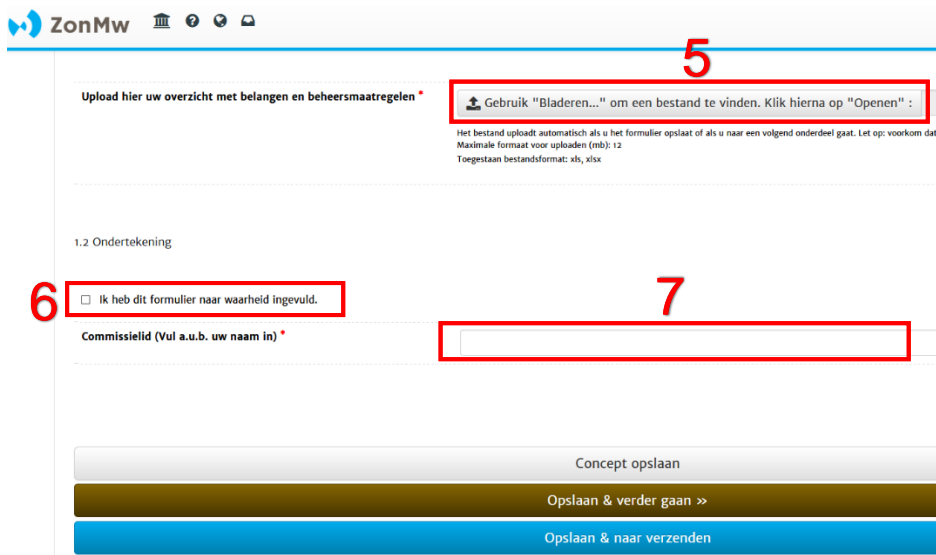


Figure 8: Personal interests form.

- This takes you to the screen for submitting the form (Figure 9). Press on the ‘Submit form’ button.

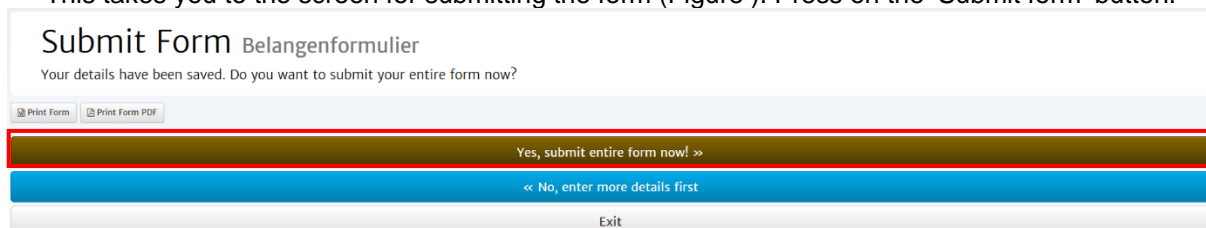


Figure 9: Submitting the entire form.

This completes the process of indicating your personal interests and takes you back to your inbox.

## 4 Assessment of grant applications

You will receive an assessment task for each application in Mijn ZonMw based on your expertise and the personal interests you indicated. When ZonMw has informed you by email that a task is ready for you to indicate your personal interests, you can log in to Mijn ZonMw. Tasks will be available for you in your inbox in Mijn ZonMw. If we have asked you to assess 5 applications, you will find this number of tasks in your inbox.

- To start the assessment, simply click on a task after which you will see the overview screen (Figure 10).
- Right-click on the PDF with the application (1 in Figure 10) and open the application in a new tab.
- Click on the brown button on the right, 'Assessment form', to open the assessment form (2 in Figure 10).

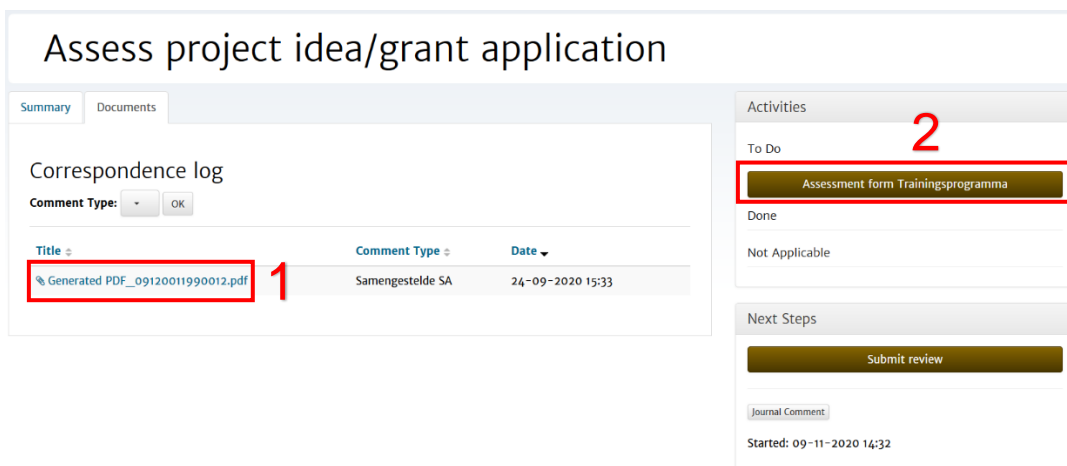


Figure 10: Assessing the application.

### 4.1 Completing an assessment form

After opening an 'Assessment form', you will see the 'Homepage' of the assessment form with different sections (Figure 11). The coloured bar under the section shows the extent to which the compulsory answers of the sections have been answered. **Please note:** Make sure you always check all sections. Sections that do not contain compulsory questions are directly set to 100%. Clicking on the section title will take you to the questions in this section.

- The 'Print Form' and 'Print Form PDF' buttons are tools to share the application form (with or without entered text) **offline** with your colleagues in Word or PDF and to save it for your own administration. You will need to complete and submit all the information in the **online** application form.
- Click on 'Section 1 Project information' to view the general details of the application (Figure 11 and Figure 2).

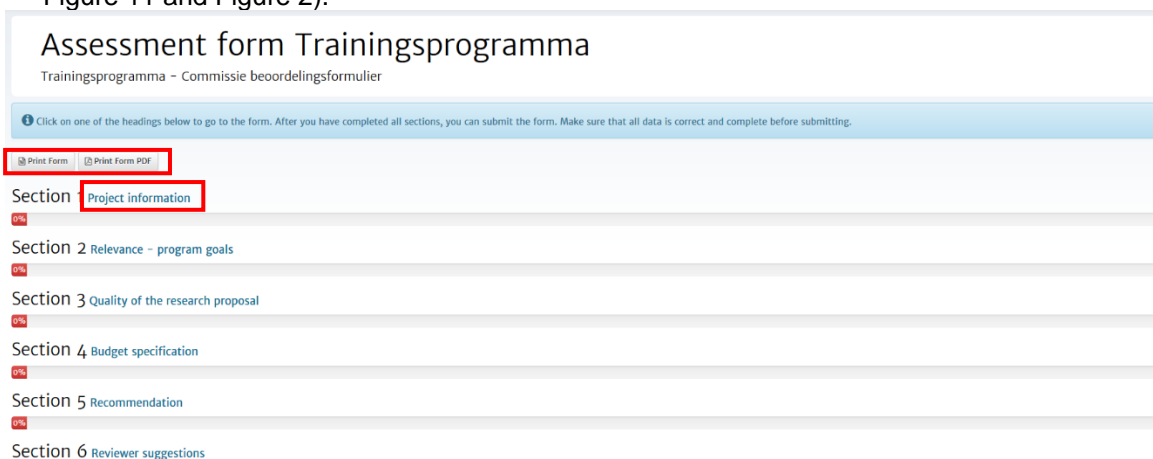


Figure 11: Viewing the general details of the application (1).

- Here you will find the different questions where you can enter scores and explanations (Figure 12).



Figure 2: Viewing the general details of the application (2)

Please complete all the sections if you wish to submit the form. If compulsory questions have not yet been answered, the red block indicates which section and question need to be completed.

- Click on the reference to the question or on 'No, enter more details first' to answer the compulsory questions (Figure 13).

Figure 13: Notification of compulsory questions not yet answered.

## 4.2 Saving and submitting an assessment form

At the bottom of each section are three options that allow you to save an assessment form, move to the next section or submit the assessment form (Figure 14). The assessment form is also saved automatically every five minutes.

- **'Save Draft'** lets you save information entered in the current section and stay in the current section of the form.
- **'Save Draft & continue'** lets you save information entered in the current section and go to the next section of the form.
- **'Save & exit'** lets you save information entered in the current section and submit the form.

Figure 14: Form: save, continue and submit the entire form.

- Click on the 'Submit form' button to submit the form (Figure 3). The form will now be visible in 'Mijn ZonMw' for the ZonMw staff involved in the relevant programme.

Figure 3: Submitting the entire form

After submitting an assessment form, you will be directed to your inbox, where you will see the message 'Your form was submitted successfully'. You will receive an automatic email as confirmation of receipt. You can find your submitted assessment form in 'Current/Past Applications' (Figure 4).