

# **Mijn ZonMw manual**

For reviewers

April 2022



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## **Introduction**

ZonMw uses the *Mijn ZonMw* system for assessing grant applications. This manual is intended for reviewers and contains instructions on how to activate an account, change language settings and enter personal details in Mijn ZonMw. It also explains how to 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. To its right are icons for a building, a person, and a right-pointing arrow, followed by 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 the instruction 'Please register with us to create your account.' and a brown 'Register' button; and 'Existing Users' with the instruction 'Please sign in to access your account.' and two input fields for 'Email' and 'Password'. Below these fields is a checkbox labeled 'Remember my login on this computer'. A blue 'Log In' button is positioned below the checkbox. At the bottom of the 'Existing Users' section, there is a red-bordered box containing a red asterisk and the text '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.

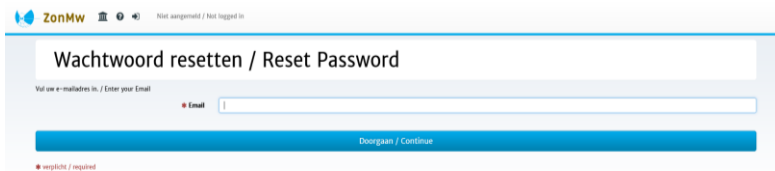



Figure 2: Resetting your password.

## 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).

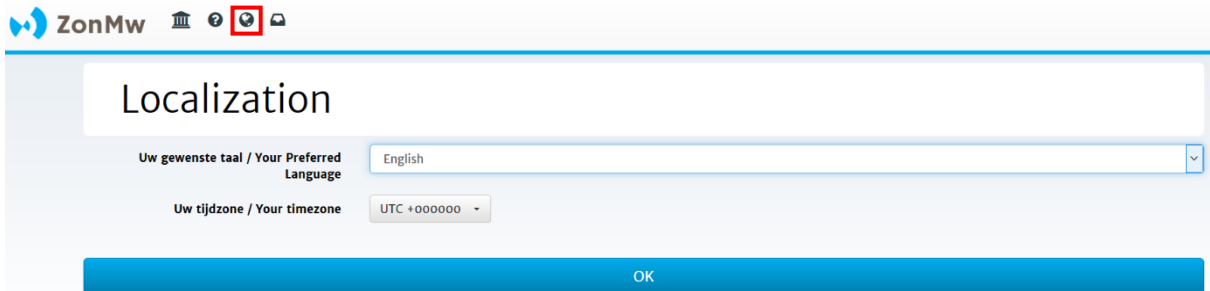


Figure 3: Select language.

## 2 Inbox

After logging in, you will automatically be directed to your inbox (

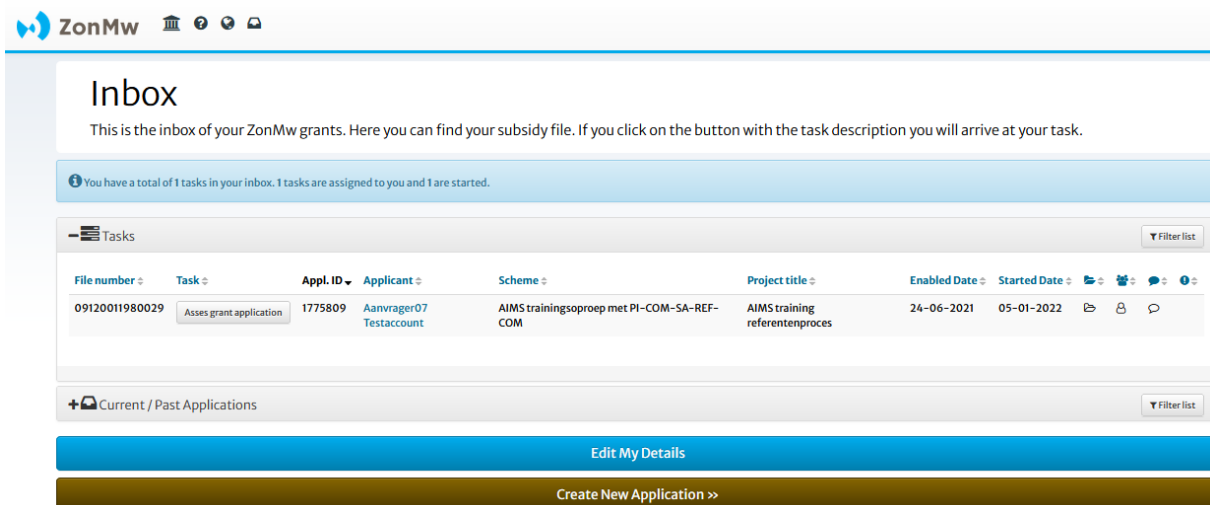



Figure ). Here you will see an overview of 'Tasks' and 'Current/Past Applications'. A task is, for example, communicating personal interests and assessing an application. Once you have completed a task, you will find the file under 'Current/Past Applications'. You can also see here what you have already 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](mailto: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).

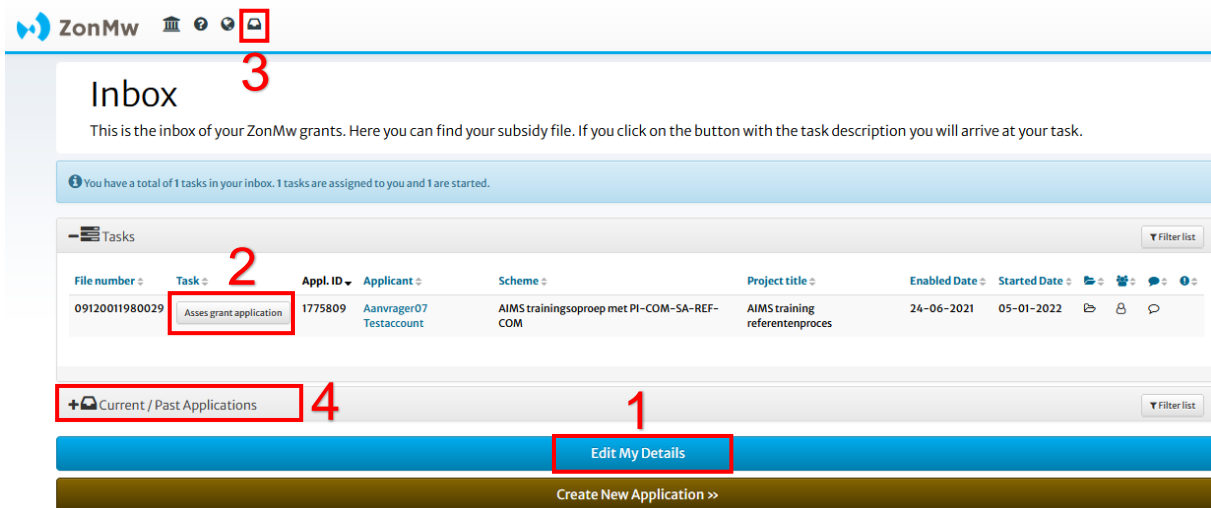


Figure 4: Inbox.

### 3 Assessment of grant applications

When ZonMw has informed you by email that a task is ready for you to assess a grant application, you can log in to Mijn ZonMw. Tasks will be available for you in your inbox in Mijn ZonMw.

- To start the assessment, simply click on a task (2 in Figure 4) after which you will see the overview screen (Figure 5).
- Right-click on the PDF with the application (1 in Figure 5) 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 5).

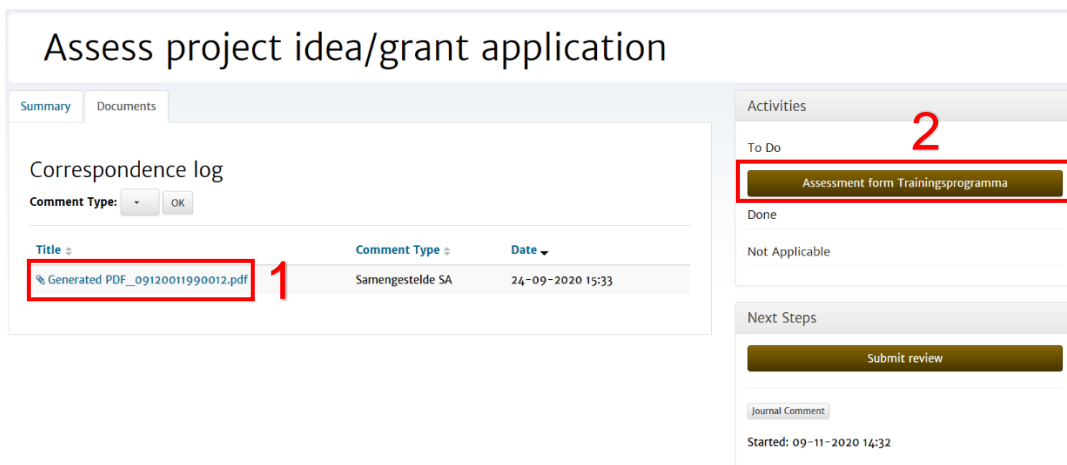


Figure 5: Assessing the application.

#### 3.1 Completing an assessment form

After opening an 'Assessment form', you will see the 'Homepage' of the assessment form with different sections (Figure 6). 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 assessment 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** assessment form.

Click on 'Section 1 Introduction' to view the general details of the application and to agree with assessing this application (

## TEMPLATE FORMULIER REFERENTBEOORDELING ENG

**i** Klik op een van onderstaande kopjes van het formulier. Nadat u alle secties hebt ingevuld, kunt u het formulier indienen. Zorg ervoor dat alle gegevens correct en volledig zijn voordat u het formulier indient.

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### Section 1 Introduction

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### Section 2 Reviewform

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Figure 6 and

# TEMPLATE FORMULIER REFERENTBEOORDELING ENG

## 1. Introduction

<< Overzicht formulier   Exporteer naar Word   Exporteer naar PDF

Introduction    Reviewform

### 1.1 Details

<b>Grant programme:</b>	Test Data
<b>Project number:</b>	
<b>Applicant:</b>	Aanvrager12 Testaccount
<b>Project title:</b>	Project Title
<b>Code report:</b>	2002096

### 1.2 Conflict of interest and Confidentiality

Should you agree to assess this application, the Netherlands Organization for Health Research and Development (ZonMw) will assume that you can be regarded as an independent expert in the relevant field without personal interests as referred to in the [Code for dealing with Personal Interests](#). If you have any doubts in this respect, please contact the programme team.\*

The procedures governing assessments require strict confidentiality. This means only that reviewers' assessments are always anonymized, but also that reviewers must handle all proposals strictly confidentially.\*

I can be regarded as an independent expert, without any conflict of interest, in the relevant field, as referred to in the Code for dealing with personal interests <https://www.zonmw.nl/en/about-zonmw/integrity-and-conflicts-of-interest/>

I declare that I will keep the content of the proposal and all additional information in this review process strictly confidential.

- Figure 7).

## TEMPLATE FORMULIER REFERENTBEOORDELING ENG

**i** Klik op een van onderstaande kopjes van het formulier. Nadat u alle secties hebt ingevuld, kunt u het formulier indienen. Zorg ervoor dat alle gegevens correct en volledig zijn voordat u het formulier indient.

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### Section 1 **Introduction**

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### Section 2 **Reviewform**

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Figure 6: Viewing the general details of the application (1).

# TEMPLATE FORMULIER REFERENTBEOORDELING ENG

## 1. Introduction

[<< Overzicht formulier](#)  Exporteer naar Word  Exporteer naar PDF

Introduction  **Reviewform** **2**

### 1.1 Details

<b>Grant programme:</b>	Test Data
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I declare that I will keep the content of the proposal and all additional information in this review process strictly confidential.



Figure 7: Viewing the general details of the application (2)

- By agreeing to assess the application, ZonMw will assume that you can be regarded as an independent expert in the relevant field without personal interests as referred to in the [Code for dealing with personal interests](#) of ZonMw. You agree by ticking the box “I can be regarded as an independent expert, without any conflict of interest” (1 in Figure 7).
- Click on 'Section 2 Reviewform' (2 in Figure 7) to find the various assessment questions where you can enter scores and explanations. Click on 'Select' (1 in Figure 8) to see the selection options.

Figure 8: Example of an assessment question with score and explanation.

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.

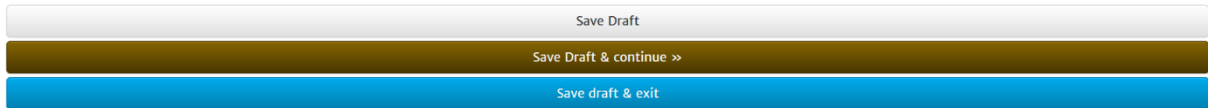
- Click on the reference to the question or on 'No, enter more details first' to answer the compulsory questions (Figure 9).

Figure 9: Notification of compulsory questions not yet answered.

### 3.2 Saving and submitting an assessment form

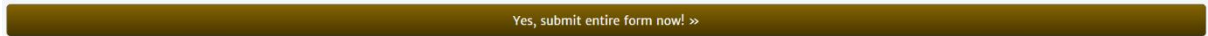
At the bottom of each section are three options that allow you to save an assessment form, move to the next section or submit the assessment form (Figure 10). The assessment form is also saved automatically every five minutes.

- **'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 10: Form: save, continue and submit the entire form.*

- Click on the 'Submit form' button to submit the form (Figure 2). The form will now be visible in 'Mijn ZonMw' for the ZonMw staff involved in the relevant programme.



*Figure 2: 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).

- END OF THIS MANUAL -