My ZonMw manual

For applicants

8th of December 2023

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.

ZonMw
Laan van Nieuw Oost-Indië 334
Postbus 93245
2509 AE Den Haag
Phone: +31 (0)70 349 51 11
www.zonmw.nl
info@zonmw.nl

Social media
www.facebook.com/zonmwNL
www.twitter.com/zonmw
www.linkedin.com/company/zonmw
www.youtube.com/ZonMwTV
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Introduction
This manual explains how the grant application process works in *My ZonMw*.

Section 2 explains how to get started in My 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 My 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. This takes you to the login page of My ZonMw.

1.1 Registering as a new user

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

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

Figure 1: Registering with or logging in to My 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.
Please bear in mind that in My ZonMw, only passwords of at least 12 characters are possible and they must include 1 number, 1 upper of lower case character and 1 special character. 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 My 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.
- 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 with the request to unlock your My ZonMw account.

1.3 Resetting your password
If you have forgotten your password, you can reset your password (Figure 3):
- Enter your email address at ‘Email’.
- Then click on the button Door gaan / Continue.

You will receive an email with a link to create a new password.
Please note: if you do not receive an email, please check whether the email has ended up in your junk email / spam folder.

1.4 Select language
When you log in for the first time, My 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).

2 Submitting a grant application
If you have clicked on the ‘Apply for a subsidy’ button via the open subsidy call on the ZonMw website and then logged in to My ZonMw, you will directly go to Section 1 of the application form (Figure 5).
If you log in directly to My ZonMw, you can view the calls open for proposal by clicking on 🗂 at the top of the menu bar (Figure 6). By then clicking on the ‘Call Open’ button (Figure 6) you will enter Section 1 of the application form (Figure 5).
Once the application form opens, you can always find it in your inbox under 'Tasks' (Figure 9). This also applies if you have not yet entered any information in the application form.

Figure 5: Opened section 1 of an application form.

2.1 Structure of the application form

The application form consists of several sections:

- 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 (1 in Figure 5).
- Click on the title of a section (2 in Figure 5) to go to the questions in that section.
- The buttons 'Print Form' (this will open in Word) and 'Generate new PDF' buttons (3 in Figure 5) are tools to share the application form (with or without entered text) offline with your colleagues and save it for your own administration. You will ultimately need to complete and submit all information in the application form online.
- With the button 'Return to Index' (3 in Figure 5) you will be shown an overview of all sections that make up the application form (Figure 7). 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 7).
2.2 Saving your data

You have options to save your application data at the bottom of each section (Figure 8). Your data are saved automatically every five minutes (see green bar in Figure 8), 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 9).

- **Save draft**: You can use the 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 the button to save your application data and go to the next section in the application form.

- **Saving & submit form**: You can use the button to save your application data and go to the next step, ‘Submit form’.

2.3 Inbox

If you are not logging in to My 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 9). 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’.
• **Applications I Am Linked To**: Once you have completed the tasks associated with your application, it will appear in this section of your inbox.

• **Edit My Details**: Click on the button to modify your name and address details and to view your current applications. **Please note**: you cannot change your middle name, last name and email address yourself. Send an email to servicedesk@zonmw.nl.

• **Create New Application**: Click on the 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.

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**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 10). 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.

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- 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 ‘Generate new 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 11). You will receive an automatic email as confirmation of receipt after submitting your application. 

Please note: if you submitted your application after the submission deadline, the confirmation of receipt will indicate that your application was submitted after the deadline and will not be processed.

![Notification in your inbox of successful submission of your application](image)

Figure 11: Notification in your inbox of successful submission of your application.

You can find your submitted applications by clicking on the + besides ‘Applications I Am Linked To’ (Figure 12).

![Applications I Am Linked To](image)

Figure 12: Applications I Am Linked To.

After the submission deadline, all applications will be examined by ZonMw.
- If your project idea or grant application is temporarily declared inadmissible, you will receive an email with information as to why the application does not meet the submission requirements as indicated in the grant call. For this purpose, the application in My ZonMw will be reopened. When you log in, the following task will be ready in your inbox ‘Prepare project idea/application’.
- If this concerns a project idea, you will receive positive or negative advice by email at the end of the assessment process. If the advice is positive, the next task will be ready in your inbox: ‘Prepare application’.
- If this already concerns a grant application, the next step is ‘Prepare rebuttal’. You can read more about this in the next chapter.

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 My ZonMw.
- Logging in to My ZonMw and click on the task in your inbox ‘Prepare rebuttal’ (Figure 13).

![Inbox with task to prepare rebuttal](image)

Figure 13: Inbox with task to prepare rebuttal.

You will be directed to the screen ‘Prepare rebuttal’ (Figure 14). 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 14: 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 15).
- Click on ‘Click here to upload your rebuttal’ to open the rebuttal form.

Figure 15: Rebuttal Form (1).

Figure 16: 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 16).

1.2 Applicants Reply

[Figure 17: 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 My ZonMw (Figure 17). You can delete the file afterwards by clicking on the ‘Remove’ button (Figure 18).

[Figure 18: Removing the rebuttal]

Click on ‘Save & send’ and then on ‘Yes, submit entire form now!’ to submit the rebuttal (Figure 19). 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 19: 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 ‘Applications I Am Linked To’. 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.

After this, the rest of the application process takes place. At the end of this process you will receive a letter communicating the decision (grant approval or rejection) by email. Even after this decision, you can find your project under ‘Applications I Am Linked To’. More information about what is expected during the course of your awarded project can be found in the ‘My ZonMw manual for project leaders’.

- END OF THIS MANUAL -