

My ZonMw manual

For committee members

8th of March 2024



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Introduction

ZonMw uses the *My 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 My 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 or on +31 70 349 51 78).

1 Logging in

1.1 Activating your account

If you log in to My 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 My 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 My ZonMw, only passwords of at least **12 characters** are possible and they must include 1 number, 1 upper or lower case character and 1 special character. 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 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 – E-mail' and 'Password – Wachtwoord' 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 password? – Wachtwoord vergeten?'

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.

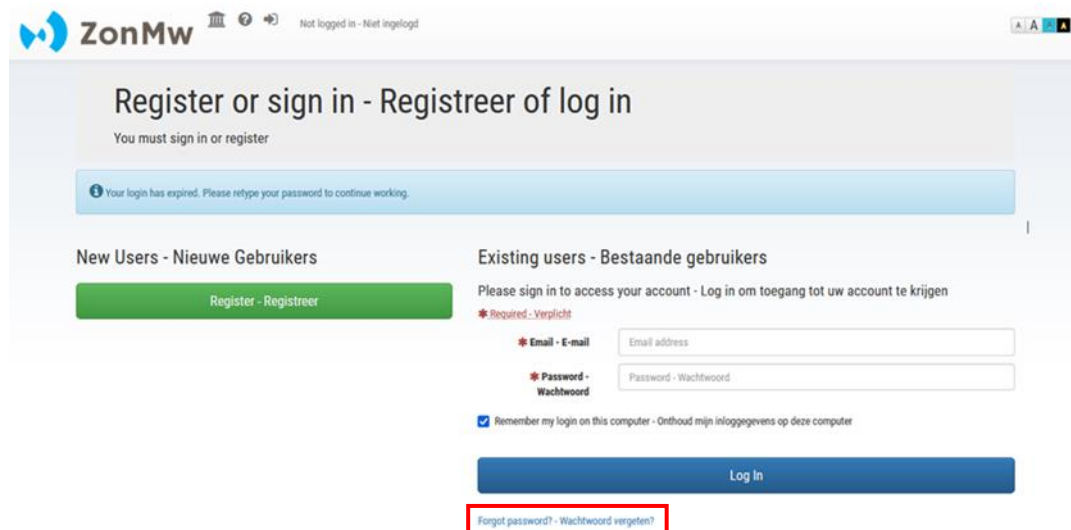


Figure 1: Logging in as an existing user and forgot your password.

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.

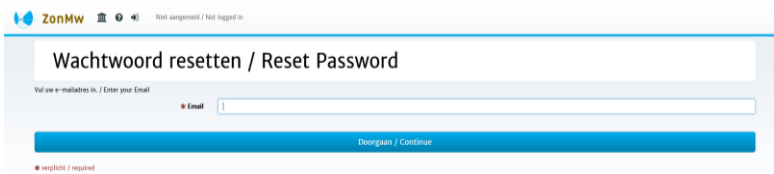



Figure 2: Resetting your password.

1.4 Select language

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

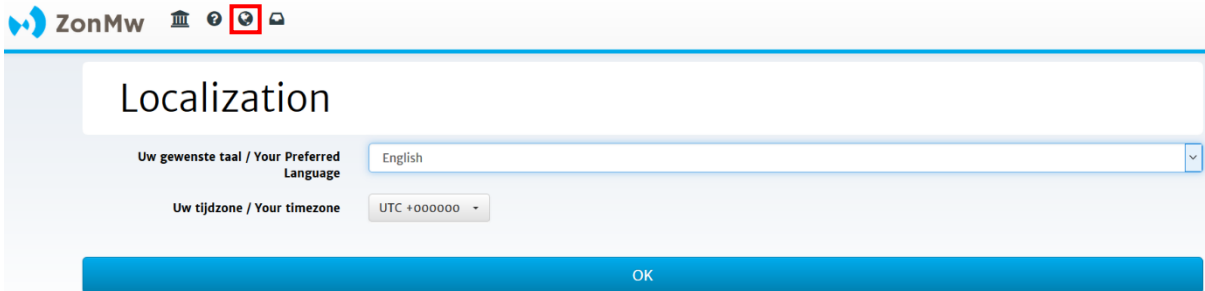



Figure 3: Select language.

2 Inbox

After logging in, you will automatically be directed to your inbox (Figure 4). Here you will see an overview of 'Tasks' and 'Applications I Am Linked To'. A task is, for example, communicating personal interests and assessing an application. Once you have completed a task, you will find the file under 'Applications I Am Linked To'. You can also see here what you have already submitted.

- To start in My 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 'Applications I Am Linked To' (4).

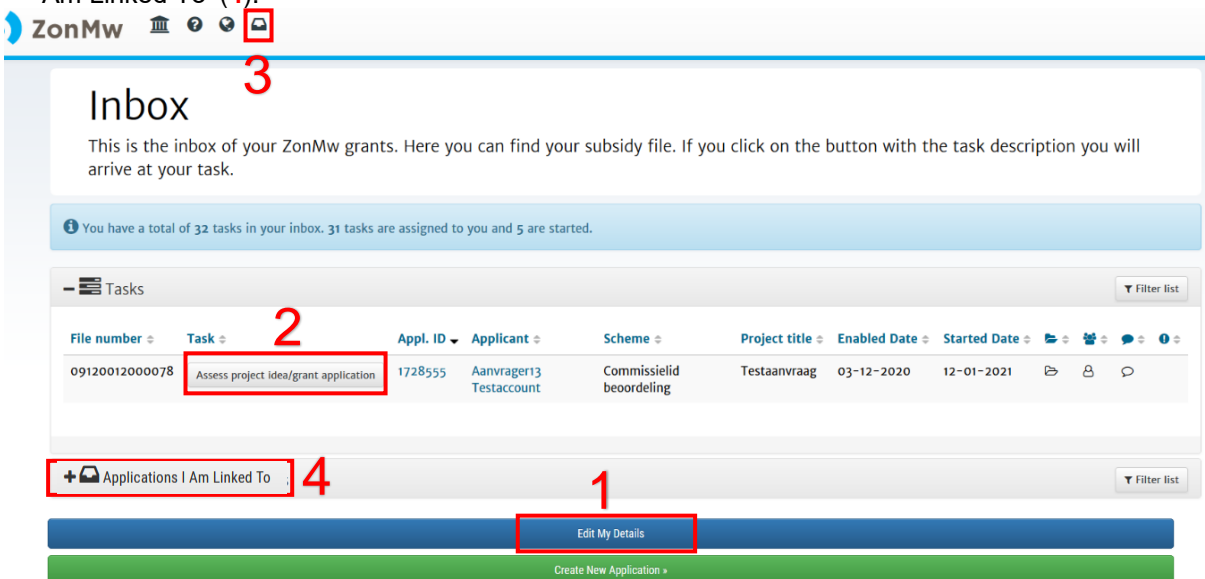
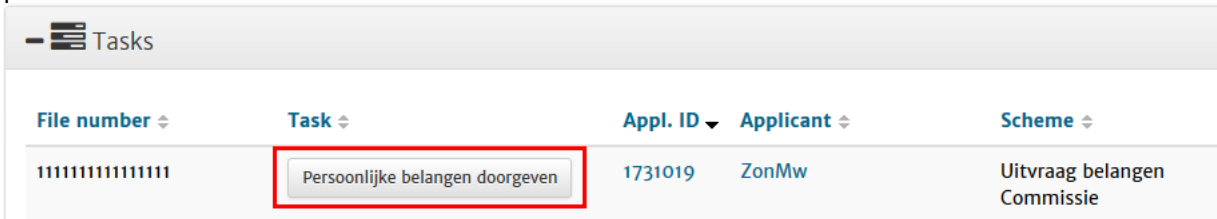


Figure 4: Inbox.

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 My ZonMw (Figure 1).

- Here you will find the following 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.



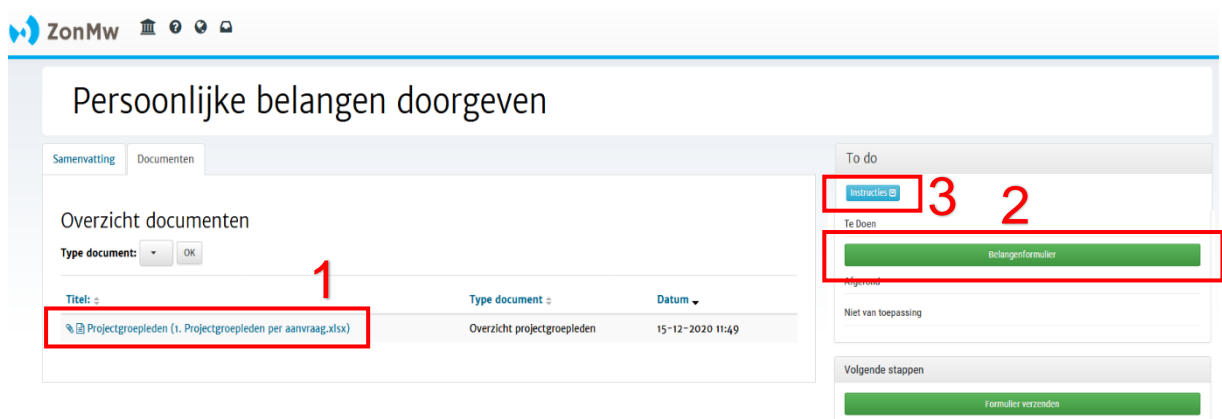
| File number | Task | Appl. ID | Applicant | Scheme |
|------------------|---------------------------------|----------|-----------|-----------------------------|
| 1111111111111111 | Persoonlijke belangen doorgeven | 1731019 | ZonMw | Uitvraag belangen Commissie |

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 all the information concerning the [Code for Conduct on Conflicts of Interest](#) before completing the Excel file.



The screenshot shows the 'Persoonlijke belangen doorgeven' task page. The main content area is titled 'Overzicht documenten' and contains a table with the following data:

| Titel | Type document | Datum |
|--|-----------------------------|------------------|
| Projectgroepleden (1. Projectgroepleden per aanvraag.xlsx) | Overzicht projectgroepleden | 15-12-2020 11:49 |

On the right side, there is a 'To do' list with the following items:

- Instructies (3)
- Belangenformulier (2)

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 interests;
- Professional interests;
- Interests arising out of other positions;
- (Financial or economic) business interests.

Possible management measures

Management measures may include:

- Exclusion from the committee;

- 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 in Figure 6).
- The Personal Interests Form will open directly (Figure 7). Click [here](#) for information in English about the Code for dealing with personal interests.
- Here you can attach the completed Excel sheet (1 in Figure 7).
- Please check the box to confirm that you have completed the form truthfully (2 in Figure 7).
- Then enter your name (3 in Figure 7) and click on ‘Save Draft & continue’.

Figure 7: Personal Interests Form.

- This takes you to the screen for submitting the form (Figure 8). Press on the ‘Submit form’ button.

Figure 8: 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 My 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 My ZonMw. Tasks will be available for you in your inbox in My 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 9).
- Right-click on the PDF with the application (1 in Figure 9) and open the application in a new tab.
- Click on the button on the right, 'Assessment form', to open the assessment form (2 in Figure 9).

Figure 9: Assessing the application

4.1 Completing an assessment form

The assessment form consists of different sections:

- The sections in the assessment form are displayed as separate tabs. At the top of the screen you can see the title of the section you are working in (1 in Figure 10).
- Click on the title of a section (2 in Figure 10). This will take you to the questions within this section.
- The 'Print Form' and 'Generate new PDF' buttons (3 in Figure 10) 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** application form.
- With the 'Return to Index' button (3 in Figure 10), you will see an overview of all the sections of the assessment form (Figure 11). The percentage 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.

1 - TEMPLATE Start committee assessment - Uitgewerkte subsidieaanvraag met referenten ENG

1. Project information 1

[Return to Index](#) [Print Form](#) [Generate new PDF](#)

3

Project information Quality Relevance Budget Summary assessment

2

1.1 Information

Funding round: Commissiebeoordelingen Templates

File number:

Applicant:

Project title: Project Title

Duration:

Amount requested from ZonMw:

Code of committee member:

Figure 10: Opened section 1 of an assessment form.

1 - TEMPLATE Start committee assessment - Uitgewerkte subsidieaanvraag met referenten ENG

Beoordelingsformulier commissie - Uitgewerkte subsidieaanvraag met referenten ENG

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](#) [Generate new PDF](#)

Section 1 Project information

100%

Section 2 Quality

0%

Section 3 Relevance

0%

Section 4 Budget

0%

Section 5 Summary assessment

0%

Submit Form »

Figure 11: Overview of all sections of an assessment form.

4.2 Saving an assessment form

At the bottom of each section are 3 options that allow you to save an assessment form, move to the next section or submit the assessment form (Figure 12). 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.

✓ Draft saved 9:18AM

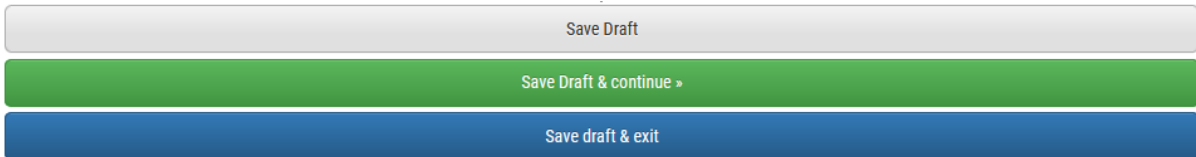


Figure 12: Form: save, continue and submit the entire form.

4.3 Submitting an assessment form

Once you have completed all sections, you can submit the form by clicking on the 'Yes, submit entire form now!' button (Figure 13). If compulsory questions have not yet been answered, the red block indicates which section and question still needs to be completed.

- Click on the section number in the red text to go directly to the question that still needs to be completed or click on 'No, enter more details first' to go back to the overview of all sections of the assessment form (Figure 11).

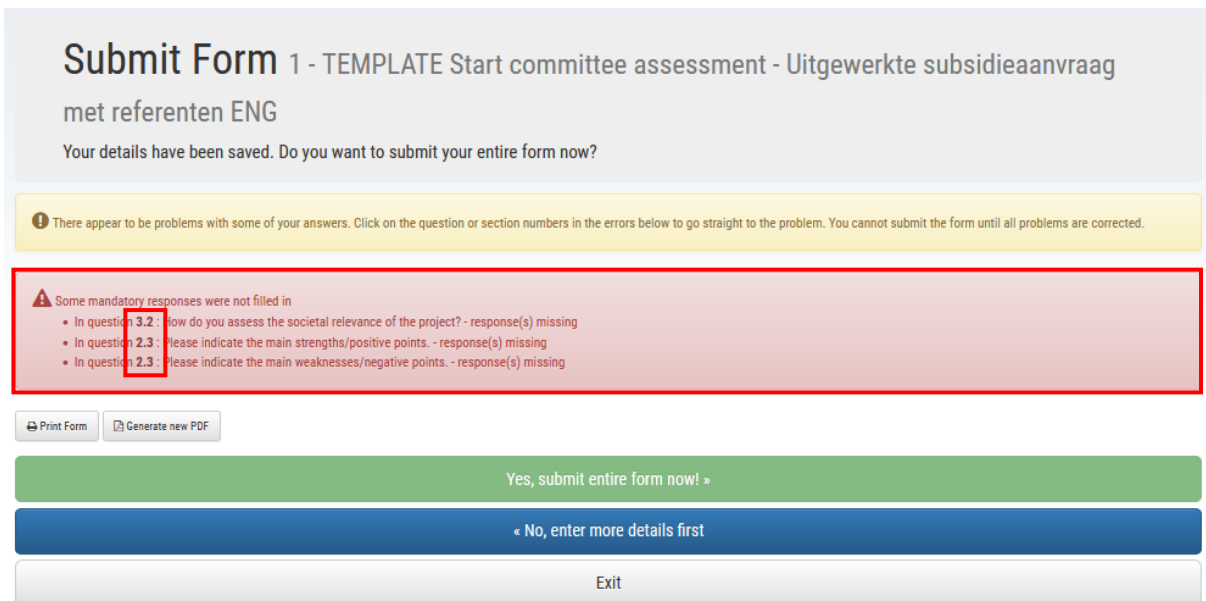


Figure 13: Notification of compulsory questions not yet answered.

- Click on **Exit** if you do not want to submit the assessment form yet and would like to continue working on it at later. The assessment will be saved in your inbox.
- Click on 'Generate new PDF' if you want to export the entire assessment form with entered text to PDF.

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. The form will now be visible in 'My ZonMw' for the ZonMw staff involved in the relevant programme.

You can find your submitted assessment form in 'Applications I Am Linked To' (Figure 4).

- END OF THIS MANUAL -