

My ZonMw manual

For reviewers

18th of December 2023



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Introduction

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

1 Logging in

1.1 Activating your account

If you are logging 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.

The screenshot shows the ZonMw login interface. At the top left is the ZonMw logo and the text 'Not logged in - Niet ingelogd'. The main heading is 'Register or sign in - Registreer of log in' with the subtext 'You must sign in or register'. A blue message box states 'Your login has expired. Please retype your password to continue working.' Below this, there are two main sections: 'New Users - Nieuwe Gebruikers' with a green 'Register - Registreer' button, and 'Existing users - Bestaande gebruikers' with a blue 'Log in' button. The 'Existing users' section includes a form with 'Email - E-mail' and 'Password - Wachtwoord' fields, a 'Remember my login on this computer' checkbox, and a 'Log in' button. A red box highlights the link 'Forgot password? - Wachtwoord vergeten?' located below the 'Log in' button.

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).

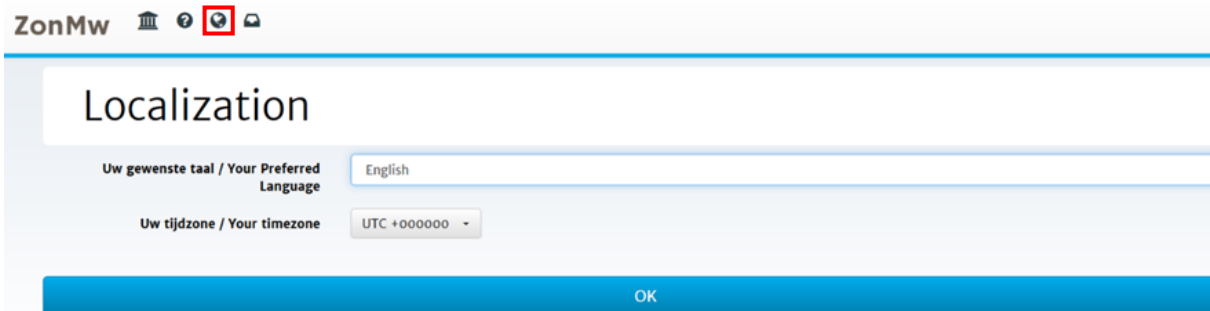


Figure 3: Select language.

2 Inbox

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

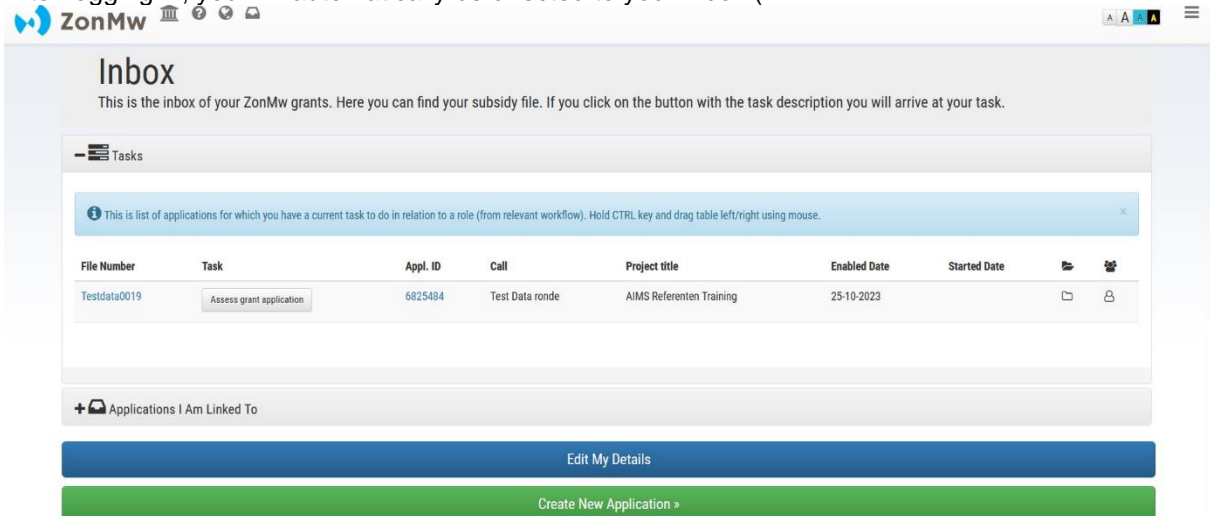



Figure 4). Here you will see an overview of 'Tasks' and 'Applications I Am Linked To'. A task is, for example, communicating personal interests and assessing an application. Once you have completed a task, you will find the file under 'Applications I Am Linked To'. You can also see here what you have 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).

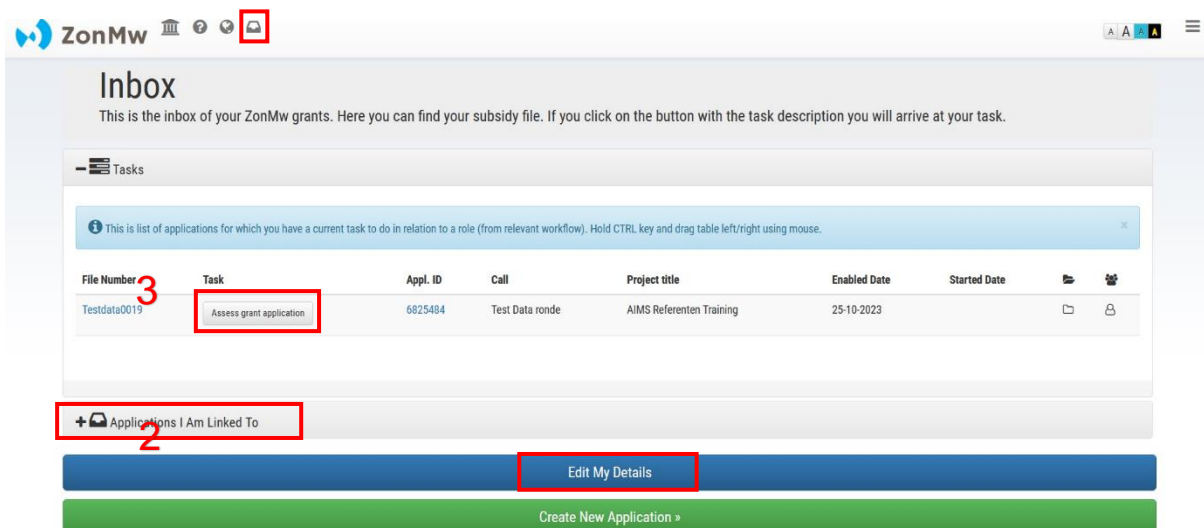


Figure 4: Inbox. 4

1

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 My ZonMw. Tasks will be available for you in your inbox in My 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 button on the right, 'Assessment form', to open the assessment form (2 in Figure 5).

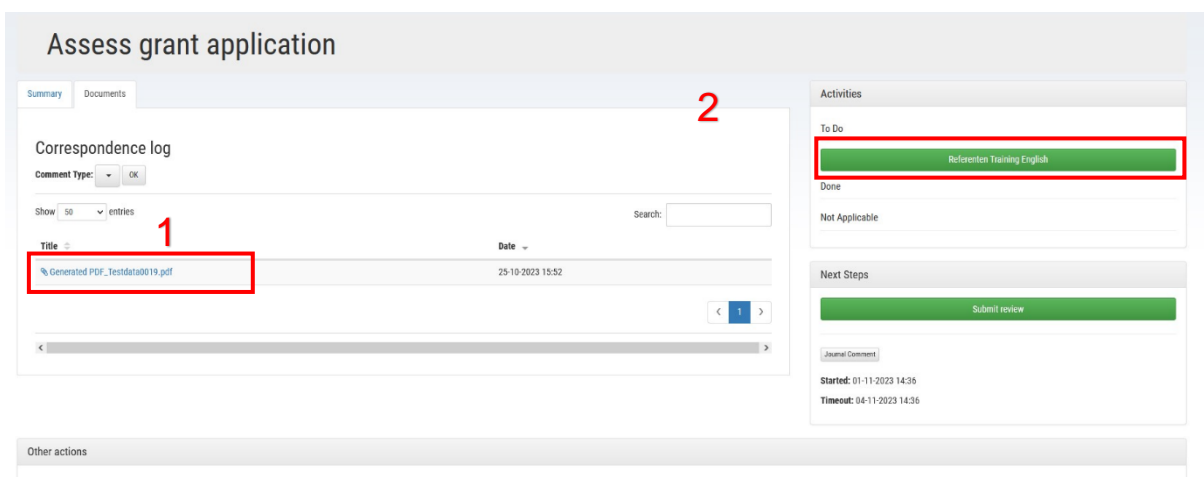


Figure 5: Assessing the application.

3.1 Assessment form: overview and completion

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 6).
- Click on the title of a section (2 in Figure 6). This will take you to the questions within this section.
- The 'Print Form' and 'Generate new PDF' buttons (3 in Figure 6) 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 6), you will see an overview of all the sections of the assessment form (Figure 7). 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.

Completing the assessment form:

- 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" (4 in Figure 6).
- Click on 'Section 2 Review form' (2 in Figure 6) 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.

1 - TEMPLATE Start review assessment ENG

1. Introduction

Return to Index Print Form Generate new PDF

Introduction Review form

1.1 Details

Grant programme: Test Data

Project number:

Applicant:

Project title: Project naam

Code report:

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 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/laws-and-regulations-concerning-zonmw>

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

Save Draft

Save Draft & continue »

Save draft & exit

Figure 6: Opened section 1 of a review assessment form. **Fout! Verwijzingsbron niet gevonden.:** Overview of all sections of a review assessment form.

1 - TEMPLATE Start review assessment ENG

2. Review form

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

Introduction Review form

2.1 Objective and research question or problem definition

Please assess the quality of the objective(s) and research question or problem definition.

Consider the following factors:

- How clear the objective is.
- How clear and verifiable the problem definition is and whether it is consistent with the objective.
- There is a clear description of the expected outcomes and intended results.
- The value added to existing knowledge or practice.
- The theoretical or empirical evidence presented in support of the problem definition.

Score: *

Select ▾

Please indicate positive and negative aspects and address the major and minor negative aspects separately.

Positive aspects: *

1

3999 chars left

Negative aspects: *

3999 chars left

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

3.2 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

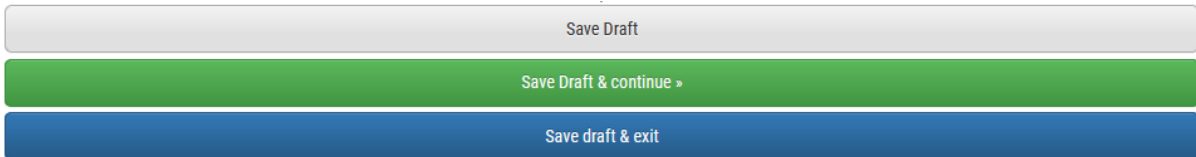


Figure 9: Form: save, continue and submit the entire form.

3.3 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 10). 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 7).

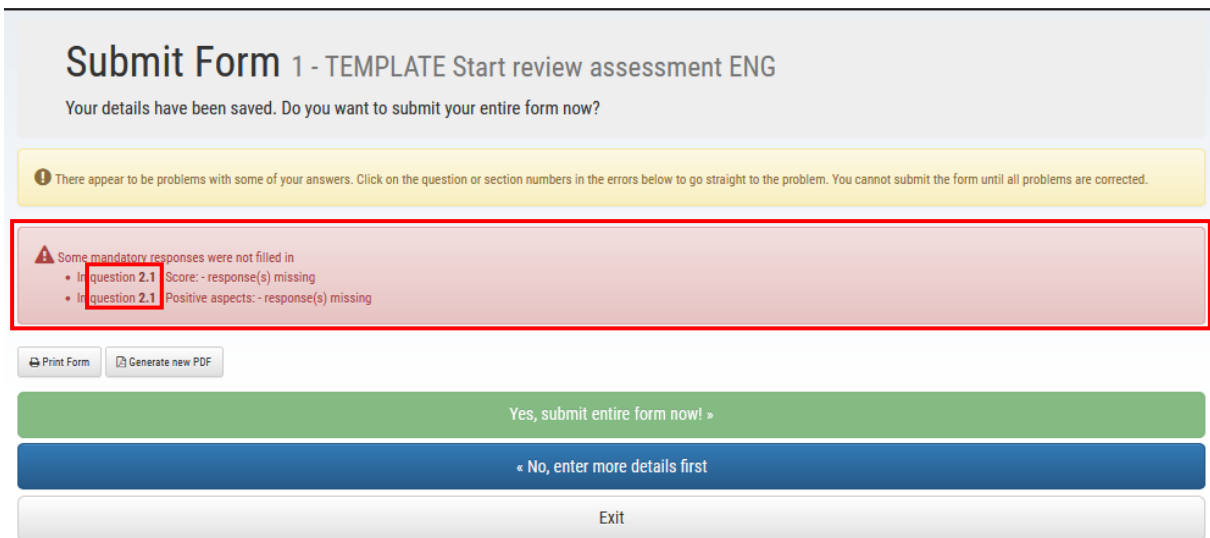


Figure 10: Notification of compulsory questions not yet answered.

- Click on **Exit** if you do not want to submit the assessment form yet and would like to continue working on it 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 -