

Frequently asked questions (FAQ)

Grant call Caribbean Health Research: Strengthening Public Health and Well-being on the ABCSSS Islands.

- Who can apply?
 - *Organizations and (yet to be formed) partnerships that are active on Aruba, Bonaire, Curaçao, Sint Maarten, Sint Eustatius, or Saba (ABCSSS islands) can apply for a grant in this funding round. This may include healthcare institutions, educational institutions, research centers, and non-profit organizations.*
- Who is the 'main applicant' and who is the 'project lead and coordinator'?
 - *The main applicant is the person to whom the grant is awarded if the application is approved. This person is ultimately responsible for the grant application; the main applicant is also the main point of contact with ZonMw during the evaluation process. Only the main applicant has access to the grant application throughout the submission and assessment process.*
 - *Once a project is awarded with a grant, the project lead or coordinator is responsible for the content and daily management of the project. After the application is approved, the project lead or coordinator becomes the contact person with whom ZonMw will correspond regarding the project's progress.*
- Who is the 'administrative representative'?
 - *The administrative representative is the individual who, based on the articles of association, is authorized or empowered to represent the organization. Note: the main applicant and administrative representative must represent the same organization.*
- Must the application be submitted through the MijnZonMw system?
 - *Submission via [Mijn ZonMw](#) is mandatory. Applications cannot be submitted in any other way. The funding round will open in November 2024. To create a new application, you can click through to [Mijn ZonMw](#) from the [grant calendar](#). Submitting an application via Mijn ZonMw involves completing the questions on the online application form and uploading the budget and attachments as a PDF.*
- The application form says that I need to enter a (Dutch) postal code, but our organization doesn't have one. How should I handle this?
 - *You can enter XXXX or 0000 in the 'Postal Code' field. This question is not relevant for this grant call but is a standard part of the Mijn ZonMw system.*
- What attachments should I include?
 - *The project timeline in a Gantt chart (Max. 1 A4 / English / PDF)*
 - *If there is a collaboration and/or sponsorship: a Letter of Commitment from each collaborating partner.*
 - *If you are collaborating with other parties: A draft version of a collaboration agreement. When drafting the collaboration agreement, we recommend using the Mijn ZonMw template 'Model Consortium Agreement'. If the application is awarded with a grant, a final (signed by all parties) collaboration agreement must be submitted to Mijn ZonMw.*
 - *Optional: Maximum 2 A4 pages with figures and tables. It is not allowed to include text in this attachment.*
 - *In addition to the financial information you must fill out in section 5 (Financial Information) of the application form, you are also required to attach a budget (PDF version). For this grant application, you should use the budget format for 'Other Institutions'.*
- Can I submit publications or other attachments?
 - *You should only submit the requested attachments. Publications are not requested and will not be considered in the process. Recommendation letters submitted with the application will also not be taken into account in the assessment process. Reprints of*

publications and recommendation letters should therefore not be sent with the application.

- What should I include in the budget?
 - *In a project budget, you describe how much funding you believe is needed for staff, materials, implementation costs, other expenses, and contributions from third parties. You can find more information on our [website](#), including the budget formats. For this funding round, you should use the 'Other Institutions' budget format.*
 - *Use euros as the currency when creating the budget. You can use an online converter to convert from other currencies.*

- *How is the distribution between local and non-local budget spending handled?*
 - *Projects must spend at least 75% of the budget on the ABCSSS islands. This means that the majority of the funds must be used for local services, materials, staff, and other project-related costs within the islands. The grant is not intended to flow back to the Netherlands; the funds are specifically meant for local strengthening on the ABCSSS islands. This must be clearly reflected in your budget. If part of the budget is spent in the Netherlands, local procurement rules will apply.*

- Is a PDF format for the attachments necessary?
 - *Yes. The submission system of Mijn ZonMw only accepts documents in PDF format because this ensures that the files received by Mijn ZonMw are identical to those submitted by the applicants. The PDF files must not contain any security settings or bookmarks.*

- What are my chances of having my grant application approved?
 - *The grant call has a total budget of €500.000, -. Budget is reserved for the approval of 4 applied projects up to a maximum of €50.000, - and 3 research projects up to a maximum of €100.000, -. The number of applications submitted varies with each funding round. Therefore, it is not yet possible to estimate the likelihood of approval.*

For technical questions regarding the use of MijnZonMw, you can contact the service desk. The service desk is available Monday to Friday from 9:00 AM to 5:00 PM (Central European Time) at phone number +31 (0)70 349 51 78. You can also submit your question via email at servicedesk@zonmw.nl.

For content-related questions, you can contact the program team Caribbean Health Research, + 31 70 349 54 70, cariben@zonmw.nl.

It is also possible to direct your content-related questions to Steffen van Heijningen, the local liaison working for ZonMw, based in Curaçao, at steffen@sc-curacao.com.