

Guide for the "Mijn ZonMw" application form: Strengthening public health and well-being on the ABCSSS islands

Grant applications can only be submitted by the main applicant via ZonMw's online submission system ([Mijn ZonMw](#)). The deadline for submitting a full grant application is **January 28, 2024, at 2:00 PM** (Central European Time). **Please be mindful of the time difference with the ABCSSS islands**. The online system automatically closes at 2:00 PM Dutch time (Central European Time), so ensure that you have checked everything, uploaded all attachments, and submitted the application in time.

General Instructions

- Fields marked with an * are required.
- Once all required fields within a tab have been completed, a checkmark will appear next to the tab title.
- If any required fields have been overlooked, you will receive a notification before submitting the form. These fields can still be edited (see also '[submitting the form](#)').



Strengthening public health and well-being on the ABCSSS islands SA 2024

1. General information

[← Overzicht formulier](#) [Exporteer naar Word](#) [Generate new PDF](#)

Tab 1. General information

1.1 General information

- No special instructions

1.2 General project details

- The project start date is from **July 1, 2025**.
- The maximum project duration is 24 months.
- If you indicate that a project builds on a previously ZonMw-funded project, additional text boxes will appear where you can enter a dossier number and provide an explanation. This also applies if you state that this proposal has previously been submitted to ZonMw.
- As Dutch postal codes are not applicable on the ABCSSS islands, you may enter "XXXX" or "0000" in fields that request a postal code.

1.3 Required project members

You are required to add the following three project members:

- Main applicant:** this is the person who has final responsibility for the grant application. During the grant awarding process, the main applicant is the contact person with whom ZonMw communicates about the application.
- Project leader and secretary:** this is the person responsible for the content and day-to-day management of the project. If the application is granted, the project leader and secretary is the contact person with whom ZonMw corresponds regarding the progress of the project.
- Administrative representative:** this is the person authorised to represent the organisation on the basis of its articles of association.

Please note:

- For ZonMw, the person submitting the application is, by definition, the main applicant. You cannot submit an application on behalf of a colleague. If someone other than yourself is the main applicant for this application, that person must create their own account at Mijn ZonMw and submit the application from that account.
- An account is created with a personal (work)email address. General email addresses to which people other than yourself have access to, such as an info account, are not allowed.
- the main applicant and the administrative representative must be employed by the same organisation. If this is not the case, a collaboration agreement with respect to the implementation of the application for the grant in question must be concluded.
- Please enter the address of the organisation where the project group members are employed, never their private addresses.

Main Applicant

Complete or update your personal data. Please add a '!' (dot) after your initials.

Title (academic):	Selecteer ▾	Initials: *	
First name: *	Aanvrager16	Prefix to the last name (e.g. de, van der)	
Last name: *	Testaccount	Suffix:	Selecteer ▾
Phone number: *		Mobile phone number:	
Email: *	zonmw.quest+aanvrager16@gmail.com	Gender: *	Selecteer ▾
Name, department and address of the organisation:			
Organisation: *		Department:	
Street and house number: *		Postcode: *	
City: *			

[Project leader/correspondent](#)

Is the main applicant also the project leader? *

[Administrative representative](#)

Title (academic): Initials: *

First name: * Prefix to the last name (e.g. de, van der)

Last name: * Suffix:

Email * Gender: *

The name of the department and the correspondence address of the administrative responsible person.

Organisation: * Department:

Street and house number: * Postcode: *

City: *

1.3 Main project group members:

- Completing the main applicant field is mandatory, and in all cases, this will be yourself. Indicating your gender is solely for our records and will not be visible to external reviewers.
- For the address, enter only the department address of the receiving institution. This is necessary for the correct addressing of any approval letter
- The legally responsible person is the legal or natural person statutorily authorized to represent the organization.

Note:

- Organizations and (to-be-formed) partnerships active on Aruba, Bonaire, Curaçao, Sint Maarten, Sint Eustatius, or Saba (ABCSSS islands) are eligible to submit a grant application as the main applicant.
- Eligible applicants may include healthcare institutions, educational institutions, research centers, and non-profit organizations.

1.4 Additional project group members / co-applicants

- If additional project members are involved in the project, you can select "yes" here. After clicking "save and continue," you can specify the co-applicants.

Tab 2. Co-applicants

    

2.1 Additional project members

Please note! Please note! Remember to click +Save after entering a project member. The project member will not be added if you do not use the +Save button.

Please also mention other people who will play a substantial role in the proposed project.

On the financial data tab, you can mention organisations that contribute actively to the project as collaborating parties. You can enter employees of these collaborating parties as project group members.

Title (academic):	Initials: *	First name: *	Prefix to the last name (e.g. de, van der):	Last name: *	Suffix:	Gender:	Email: *
Select -					Select -	Select -	

2.2 Check

We ask you to check if all project members have been saved correctly.
This is the case if there is a red 'Delete' button next to each project member. Have all project members been saved correctly? *

2.1 Additional project group members

- Here, you can enter the individuals who will play a substantial role in the project.
- Note!** Don't forget to click "+Save" after entering a co-applicant. The co-applicant information will not be saved if this button is not used.

Tab 3. Summary

- The Dutch and English public summaries will be used for external communication about the project, for instance on our website, if the project is awarded funding. Therefore, keep in mind that this is intended for a broad audience, and use clear, accessible language.

Tabblad 4 Project information

4.1 Target population

In this field, specify the population/target group your project aims to reach.

4.2 Project phase

Indicate the phase your project is focused on in this field.

4.3 Relevance (max. 4.000 characters)

In this field, you can:

- Provide an explanation of how your grant application aligns with the requirements and relevance criteria outlined in the grant call.
- Note that there is a separate field available for the relevance criterion "knowledge transfer, implementation, and sustainability."

4.4 Problem definition and objective (max. 4.000 characters)

In this field, you can:

- Elaborate on the quality criterion "Problem definition and objective."
- Ensure your response aligns with the specifications relevant to practical and research projects.

4.5 Plan of approach (unlimited characters, recommended max. 60,000 characters)

- In this field, you can elaborate on the quality criterion "plan of approach."

4.6 Feasability (max. 4.000 characters)

- In this field, you can expand on the quality criterion "feasibility."

4.7 Expertise and experience (max. 4.000 characters)

- In this field, you can expand on the quality criterion: "expertise and experience"

4.8 (Literature)references (max. 4.000 characters)

- In this field, you may list the references used.

4.9 Knowledge transfer, implementation, and sustainability (max. 4.000 characters)

In this field, you can:

- Expand on the relevance criterion "knowledge transfer, implementation, and sustainability" and include a brief implementation plan.

4.10 Are you applying for funding for a research project or a practical project?

- Indicate whether you are applying for funding for a research project or a practical project in this field.

4.11 What is the primary theme of your project? (max. 4.000 Characters)

- In this field, indicate which of the three themes your project focuses on: mental health care, lifestyle & prevention, or sexual health & maternal and child care.

Tab 5. Financial information

5.1 Budget summary

- Here, you can provide an explanation of the budget. The PDF version of the budget is considered the authoritative document.
- Be sure to click "save" when finalizing the budget.
- Note: Once you submit the financial information in Mijn ZonMw, you will no longer be able to make changes. Make sure the requested amount matches the amount in the PDF version of the budget.

5.2 Budget

Below you can upload the specified project budget. You can use the budget forms via the ZonMw website. Click for the forms

Please upload your specified budget here (PDF format): *

Select file to upload :

The file automatically uploads when you save the form or when you go to the next section. Note: prevent uploading a secure file, this leads to problems.
Max File Upload Size (mb): 5
Allowed File Type(s): pdf

5.2 Project budget

- Upload a signed version of the completed ZonMw budget format in PDF. Use the "Other Institutions Budget" format.

- The signed PDF budget is the authoritative version. If any discrepancies are found between the PDF and the information entered in Mijn ZonMw, the PDF will be considered to be the correct version. However, it is essential that the requested amount matches in both versions/formats.

5.3 Are there collaborations with other parties? *

ZonMw encourages collaborations between and participation of parties. However, a grant will not be awarded when the arrangements made in the various agreements lead or could lead to unlawful state aid. We ask you to provide information about the collaborating parties to determine which conditions must be applied to the grant. More information about this can be found on the ZonMw website.

A **collaborating party** is an organization that has an active role in executing the project. If you indicate that a collaborating party is entitled to part of the grant, please state the grant amount and briefly describe the project activity/activities. If you indicate that an organization is not entitled to part of the grant, ZonMw will assume that this organization participates at their own account and risk.

You are not required to mention **sponsors** (organizations that do not actively participate in the undertaking of the project and only contributes in cash or in kind).

Select ▾

5.3 Collaboration with other parties

- If there is no collaboration, you can select "no" for "Is there collaboration with other parties?" under section 5.3.
- If collaboration is involved, select "yes" under section 5.3. An input field with a scrollbar will appear in section 5.4, where you can detail the collaboration. Don't forget to click "save" after completing these fields before proceeding with the rest of the form.

5.5 Bank details

- These fields are mandatory in the form. If you do not have the details yet, you may enter "XXX" or "000" here. If the project is awarded funding, these details will be requested via the notification form.

5.5 Bank Details

This concerns bank details of the organization of the administrative representative. The IBAN name is also called the ascription. Bank details are for internal use and will not be shown to reviewers and/or committee members.

IBAN account name: *

60 chars left

IBAN: *

60 chars left

BIC: *

15 chars left

Tab 6. Attachments

6.1 Annexes

We kindly ask that you attach the requested documents below. Please bear in mind the permitted file size (max. 5 MB). The documents must not be password protected. Please note: You can only add 1 attachment per requested document. Do you have multiple documents? Please merge them into 1 document first.

Figures and tables:

Select file to upload :

The file automatically uploads when you save the form or when you go to the next section. Note: prevent uploading a secure file, this leads to problems.
Max File Upload Size (mb): 5
Allowed File Type(s): pdf

Collaboration agreement:

Select file to upload :

The file automatically uploads when you save the form or when you go to the next section. Note: prevent uploading a secure file, this leads to problems.
Max File Upload Size (mb): 5
Allowed File Type(s): pdf

Letter of commitment:

Select file to upload :

The file automatically uploads when you save the form or when you go to the next section. Note: prevent uploading a secure file, this leads to problems.
Max File Upload Size (mb): 5
Allowed File Type(s): pdf

Gantt chart or Comparable figure: *

Select file to upload :

The file automatically uploads when you save the form or when you go to the next section. Note: prevent uploading a secure file, this leads to problems.
Max File Upload Size (mb): 5
Allowed File Type(s): ALL

Declaration of approval for submitting a grant application

The Declaration of approval for submitting a grant application must be signed by the administrative representative and the main applicant. The signed statement can be added here immediately or sent by e-mail to the relevant program secretariat no later than one week after submission.

Select file to upload :

The file automatically uploads when you save the form or when you go to the next section. Note: prevent uploading a secure file, this leads to problems.
Max File Upload Size (mb): 5
Allowed File Type(s): pdf

- Upload the required attachments here (PDF format, maximum size 5MB).

Tabblad 7. Declarations and signature

7.1 Permits

- Please indicate the permits you need to implement the project. Please also indicate, for each required permit, whether it has been applied for or has already been granted.
- Research governed by the Dutch Medical Research Involving Human Subjects Act (WMO; Wet medisch-wetenschappelijke onderzoek met mensen) must be reviewed beforehand by an accredited METC (Medical research ethics committee) or the CCMO (Central Committee on Research Involving Human Subjects)
 - Is an Animal Testing Project Permit (CCD/DEC; Central Authority for Scientific Procedures on Animals) required?
 - In certain cases, a permit is required to carry out population screening. This is laid down in the Dutch Population Screening Act Wbo; Wet op het bevolkingsonderzoek).

Status declaration

Positive opinion of an accredited METC or the CCMO *

Select ▾

Animal Testing Project Permit (CCD/DEC) *

Select ▾

Permit under the Wbo *

Select ▾

7.2 Declarations

I have completed this form truthfully, *

☐ Yes

I agree that ZonMw will process my application and if applicable will make my data visible to committee members, reviewers and other parties for the purpose of assessing my application. See <https://www.zonmw.nl/en/privacy> *

☐ Yes

I will comply with the Biosecurity Code as well as all relevant codes of conduct and guidelines that apply in the profession. You can find more information at [laws and regulations](#) *

☐ Yes

- Indicate whether your project requires approval from an ethics committee for human and/or animal research or permission under the ‘Population Screening Act’ (Wet op het Bevolkingsonderzoek). Also, specify the status of the application. In most cases, pre-approval is not necessary, but you must send this to ZonMw before the project begins.
- You must check all declarations to be able to submit the form.

Submitting the form

- In question 7.1 : Animal Testing Project Permit (CCD/DEC) - response(s) missing
- In question 7.1 : Permit under the Wbo - response(s) missing
- In question 7.2 : I have completed this form truthfully - response(s) missing
- In question 7.2 : I agree that ZonMw will process my application and if applicable will make my data visible to committee members, reviewers and other parties for the purpose of assessing my application. See <https://www.zonmw.nl/en/privacy> - response(s) missing
- In question 7.2 : I will comply with the Biosecurity Code as well as all relevant codes of conduct and guidelines that apply in the profession. You can find more information at [laws and regulations](#) - response(s) missing

Print Form

Generate new PDF

Yes, submit entire form now! »

« No, enter more details first

Exit

- If you have missed any required fields, you will only see a notification at the end of the process. In this case, click on “Enter additional information” and go to the relevant tab(s) to fill in the missing fields. You can see where information is missing through checkmarks in the tabs (see also [General instructions](#)).
- You can save the form for your own records using the “Export to Word” and “Export to PDF” buttons. Note that uploaded attachments will not be included in these exports.
- Once you have completed all required fields and there are no further notifications, you will be asked, “Are you sure all details are correctly filled out, and do you wish to submit your application?” If you then click “Yes, submit,” your application will be submitted to ZonMw, and further changes will not be possible.
- After submission, you will return to your inbox and see the message “Your form has been successfully submitted.” You will receive an automatically generated email confirmation of receipt.