

My ZonMw manual

For project leaders

August 10, 2025



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1 What do I have to do over the course of my project?

First of all: congratulations with your awarded grant application! To allow us to monitor your project's progress, please complete a few more steps in My ZonMw.

At several points during the course of your project, you will need to upload documents to My ZonMw:

- One of the first documents you need to upload is the notification form.
- You can also upload 'products': project results and relevant publications. The task that allows you to upload these will become available at the same time as the task that allows you to upload the notification form.
- If you are required to submit a progress report, a task for this will automatically become available in My ZonMw 60 days before the deadline.
- A task that allows you to upload your final report will become available in My ZonMw 120 days before the specified end date of your project.

As soon as a task becomes available, you will receive an email to inform you of your submission deadline.

Notification form

Upload the notification form to My ZonMw within **4 weeks** of the date of the award letter.

Reporting project results

Publications with respect to and the results of the project must be offered to ZonMw up to four years after the project has been completed. To add project results, please complete the appropriate form. You can find this form in the task in My ZonMw.

Progress report

To submit a progress report, please complete the appropriate form. You can find this form in the task in My ZonMw.

Final report

To submit a final report, please complete the appropriate form. You can find this form in the task in My ZonMw.

2 Notification form

If you are the **applicant** of the project the task 'Prepare notification form' (Dutch: *Meldingsformulier invullen*) will be added to your My ZonMw inbox (Figure 1).

The screenshot shows the ZonMw dashboard. At the top, there's a 'Welcome, Aanvrager20!' message and a 'How to Apply' section. Below this, the 'Upcoming Tasks' section is visible. It contains a table with columns: File Number, Task, Appl. ID, Call, Project title, Enabled Date, and Started Date. The task 'Prepare notification form' is highlighted with a red box in the 'Task' column.

File Number	Task	Appl. ID	Call	Project title	Enabled Date	Started Date
10331102510002	Indienen impactverslag na herinrichting	30896595	Zorgevaluatie en Gepast Gebruik (ZE&GG) - Aanvullend onderzoek	hijkj	02-06-2025	
10610202340007	Prepare notification form	30968701	Domainoverstijgend samenwerken in hotspots en veiligheidsregio's (4)	Test	25-07-2025	

Figure 1: Inbox with tasks.

- Click on the task 'Prepare notification form' to open the task
- The notification form will open (figure 2). Please complete all the fields:
 - 1.2
 - *Startdatum* (Start date)
 - *Looptijd (in maanden)* (Planned duration (in months))
 - *Einddatum* (End date)
 - 1.3
 - *Ten name van* (Name on account)
 - *Te* (Town/city)
 - *Bij betaling te vermelden kenmerk* (Payment reference)
 - 1.4
 - *Naam Instelling/Afdeling* (Name Institution/Department)
 - *E-mailadres t.b.v. ZonMw betaalspecificaties* (Email address for ZonMw payment specifications)
 - *Adres of Postbus* (Address or PO Box)
 - *Postcode* (Postal code)
 - *Plaats* (Town/City)
 - 1.5
 - *BTW nummer* (VAT number)
 - *KvK nummer* (Chamber of Commerce number)
 - 1.6 please declare whether a positive METC/CCMO assessment or CCD/WBO project license is required. The options are:
 - A positive METC/CCMO assessment or CCD/WBO project license is not required (Dutch: *Er is geen positief oordeel van METC/CCMO of een (project)vergunning van CCD/WBO vereist*);
 - A positive METC/CCMO assessment or CCD/WBO project license is required (Dutch: *Er is een positief oordeel van METC/CCMO of een (project)vergunning van CCD/WBO vereist*);
 - A positive METC/CCMO assessment or CCD/WBO project license is required during the course of the project (Dutch: *Tijdens de looptijd van het project is een positief oordeel van METC/CCMO of een (project)vergunning van CCD/WBO vereist*);
 - 1.7 please indicate (if applicable) with who you will collaborate in drafting your datamanagementplan.

Meldingsformulier start project

1. Klik hier om uw meldingsformulier in te vullen

[← Overzicht formulier](#)
[📄 Exporteer naar Word](#)
[📄 Maak een PDF van het formulier](#)

☐ Klik hier om uw meldingsformulier in te vullen

1.1 Algemeen

ⓘ Dit meldingsformulier bevat vragen die voor een juiste verwerking van uw project noodzakelijk zijn voor ZonMw. Graag verzoeken wij u deze informatie in te vullen en het formulier in te dienen.

Titel:	Test
Dossiernummer:	10610202340007
Naam aanvrager:	Aanvrager20 Testaccount
Projectleider hetzelfde als aanvrager?	Nee
U heeft in een eerder stadium aangegeven dat de projectleider niet dezelfde persoon is als de aanvrager. De projectleider moet in het vervolg van het proces de communicatie met ZonMw uitvoeren en de verslagen aanleveren. Om dit goed te laten verlopen moet de projectleider een account aanmaken in mijn.zonm.nl met:	
Naam projectleider:	test test
E-mailadres projectleider:	test

1.2 Start project

Geplande startdatum:	10 Mei 2025
Startdatum: *	D -- M -- J
Geplande looptijd (in maanden):	12
Geplande einddatum: *	D -- M -- J
Toegekend bedrag:	

1.3 Bankgegevens

IBAN: *	Test
BIC: *	Test
Ten name van: *	Test 86 resterende karakters
Bij betaling te vermelden kenmerk: *	62 resterende karakters

1.4 Correspondentieadres t.b.v financiële zaken

Naam Instelling/Afdeling:	Radboud Universiteit Nijmegen
E-mailadres t.b.v. ZonMw betaalspecificaties: *	
E-mailadres t.b.v. financiële correspondentie: *	
Adres of Postbus:	Test
Postcode:	Test
Plaats:	Test

1.5 Organisatiegegevens

BTW nummer *	
Kvk nummer *	

1.6 METC - CCMO - CCD - WBO

Selecteer -	ⓘ Gebruik "Bladeren..." om een bestand te vinden. Klik hierna op "Openen" Drag & Drop your files or Browse
Het bestand wordt automatisch als u het formulier opslaat of als u naar een volgende onderdeel gaat. Let op: voorafom het u een beveiligde bijlage uploadt, dit leidt tot problemen. (Maximaal formaat voor uploaden (mb): 10) *Toegestaan bestandsformaat: pdf	

1.7 Datamanagement (indien van toepassing)

Ik ga mijn datamanagementplan opstellen in samenwerking met:	
--	----------------------

1.6 METC - CCMO - CCD - WBO

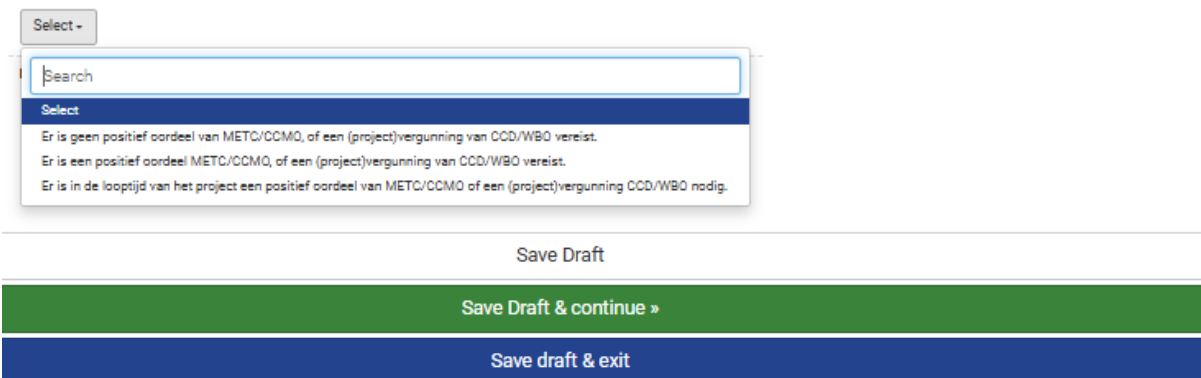


Figure 2: Notification form start project.

Once you have completed all sections, you can submit the form by clicking on 'Save Draft & continue' button (figure 2) and then on 'Yes, submit entire form now!' button (Figure 3). 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.
- Click on **Exit** if you do not want to submit the notification form yet and would like to continue working on it later. The notification form will be saved in your inbox.
- Click on 'Generate new PDF' if you want to export the entire notification form with entered text to PDF. **Please note:** uploaded attachments are not visible in this PDF.

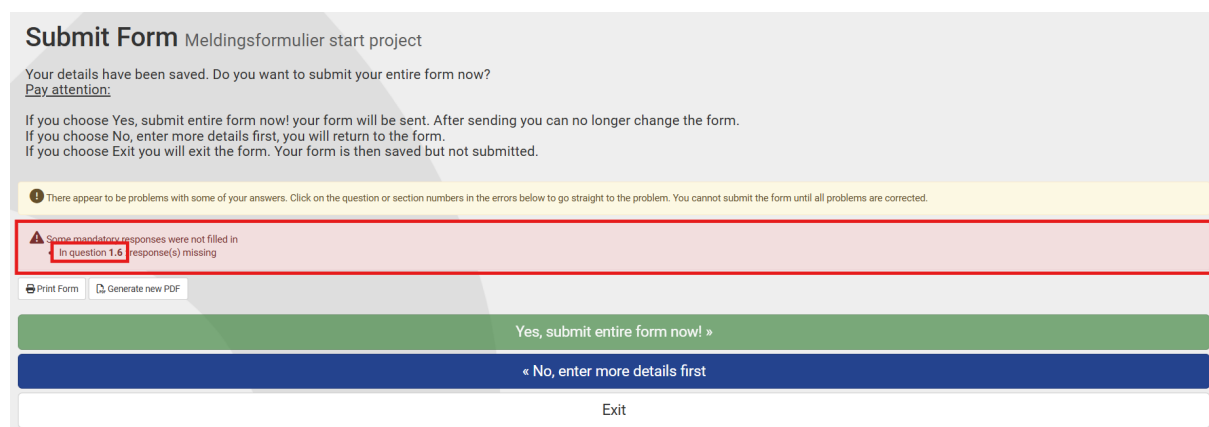


Figure 3: Submitting the notification form.

After submitting the notification 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.

3 Entering products

If you are the **project leader**, you can share your project results during and up to a period of 4 years after completion of the project. This not only concerns publications, but also for example educational products, data sets, practical or commercial applications (Figure 8).

You can submit results by logging into My ZonMw and clicking on 'My Applications' (Figure 4). Click on the right blue button 'expand to full sized panel'.

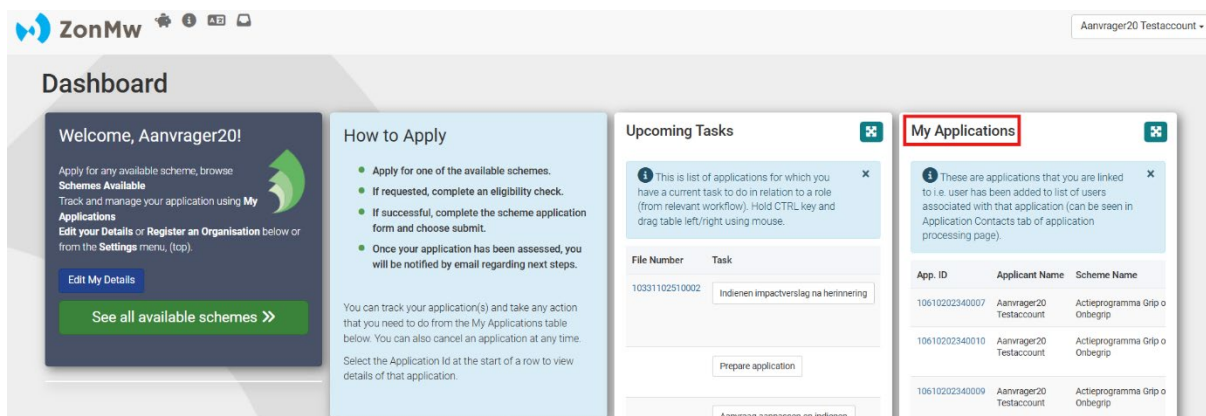


Figure 4: Inbox.

Here you will see your awarded grant application, click on the file number that you need (Figure 5).

My Applications							
These are applications that you are linked to i.e. user has been added to list of users associated with that application (can be seen in Application Contacts tab of application processing page).							
App. ID	Applicant Name	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
10610202340007	Aanvrager20 Testaccount	Actieprogramma Grip op Onbegrip	Geestelijke Gezondheid	Test	25-07-2025 16:36	Lopend project/project in progress	Projectleider

Figure 5: App ID to upload products.

Click on the button 'Enter product' (Figure 6.1). This will take you to the form (Figure 7).

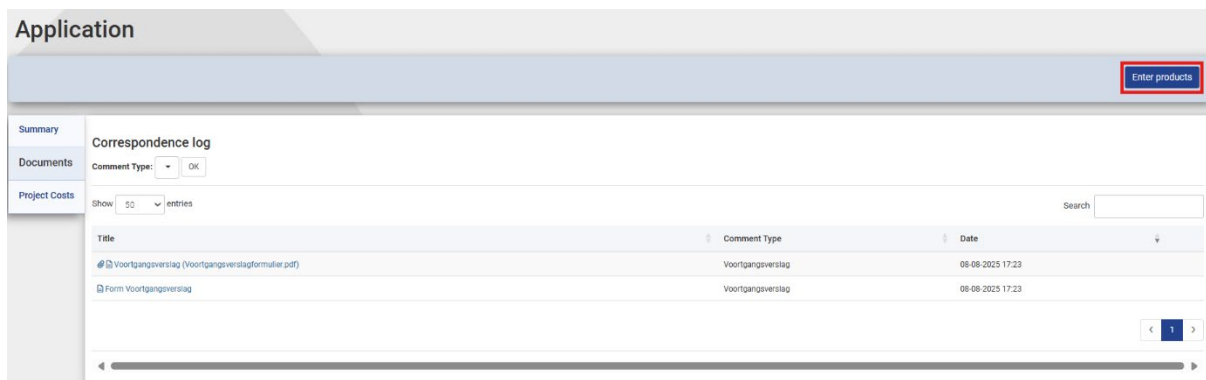


Figure 6.1: Enter products.

If you are not yet finished with your task, you can find it in 'Upcoming Tasks' (Figure 6.2).

Upcoming Tasks		
<i>i</i> This is list of applications for which you have a current task to do in relation to a role (from relevant workflow). Hold CTRL key and drag table left/right using mouse.		
File Number	Task	Appl. ID
10610202340007	Producten invoeren	30968701

Figure 6.2: Enter products (Producten invoeren).

3.1 Structure of a product form

Select the tab you need (figure 7). Once you select a product type (**1** in figure 8), follow-up questions specific to that product type will open.

After you have completed all fields, you have the choice to enter a next product using the 'Another Product' button (**2** in Figure 8). If you do not want to add any more products, click on the 'Save Draft & continue' button.

Please note: You can add a maximum of 10 products in the same form. Would you like to submit more products? After submitting the form, please click on the task 'Upload products (Dutch: *Producten invoeren*)' again to open a new product form.

Producten/ Output

DOMEINOVERSTIJGEND SAMENWERKEN IN HOTSPOTS EN VEILIGHEIDSRÉGIO'S (4)

Producten/ Output

Deadline 31-07-2026

Producten invoeren process started.

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

Algemene informatie

0%

Section 2

Producten

0%

Producten/ Output

1. Algemene informatie

Return to Index

Print Form

Generate new PDF

Algemene informatie

Producten

1.1 Algemene informatie

Graag verzoeken wij u om producten in te voeren die opgeleverd zijn als gevolg van dit project. In de volgende sectie van dit formulier heeft u de gelegenheid deze producten in te voeren. Ook nadat een project is afgerond kunnen er nog producten aangeleverd worden, denk bijvoorbeeld aan een wetenschappelijke publicatie. Tot 4 jaar na afronding van een project heeft u de mogelijkheid om een product toe te voegen in Mijn ZonMw.

Titel project:

Test

Dossiernummer:

10610202340007

Aanvrager:

Aanvrager20 Testaccount

Save Draft

Save Draft & continue »

Save draft & exit

Figure 7: The product form (1).

8

Figure 8: The product form (2).

3.2 Submitting products

Once you have completed all sections, you can submit the form by clicking on the 'Yes, submit entire form now!' button (Figure 9). 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.
- Click on **Exit** if you do not want to submit the notification form yet and would like to continue working on it later. The notification form will be saved in your inbox.
- Click on 'Generate new PDF' if you want to export the entire notification form with entered text to PDF.

Figure 9: Submitting the product form.

After submitting the product 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. Your product will also be visible on the ZonMw website the next day.

Please note: if your product is confidential and may therefore not be shown on the website (yet), for example due to patents/competitors, you should not submit the product via My ZonMw. Please submit the product by sending an email to your program contact. As soon as the product is allowed to be shown on the website, please submit the product via My ZonMw.

The 'Upload products' button will remain available under the 'Applications I Am Linked To' for up to 4 years after the project has been completed.

4 Viewing documents

You can view documents that you have submitted by logging in to My ZonMw. Click on the right blue button 'expand to full sized panel' besides 'My Applications' (Figure 4) for an overview of all current / completed applications. Click on the desired file number and then click on the 'Documents' tab (figure 10). Here you will see an overview of all the documents you have submitted.

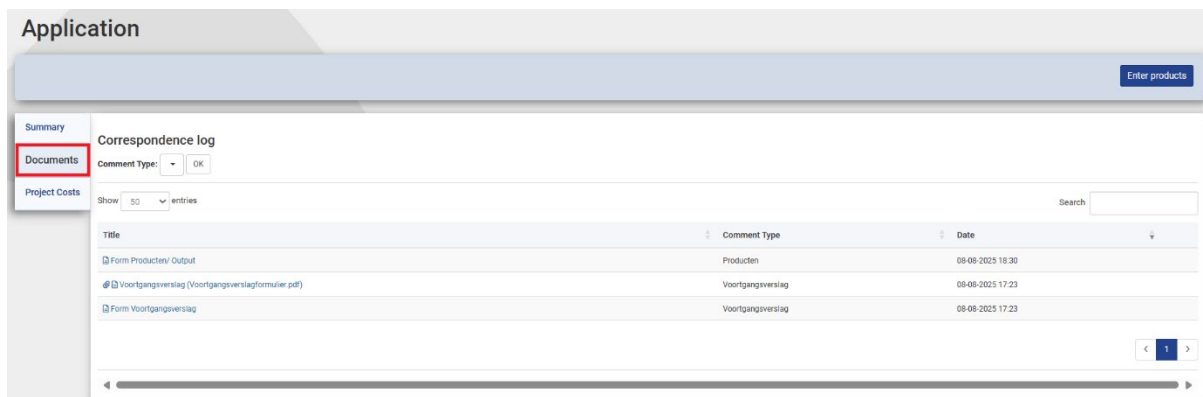


Figure 10: Overview of the documents.

5 Progress report(s)

If you are the **project leader** of the project, we may ask you to share a progress report with us during the course of your project. This allows ZonMw to monitor your project. You will receive a request by email 60 days before the submission deadline of the progress report. The task to submit your progress report will be visible in My ZonMw (Figure 11). You will receive the conditions and form associated with the progress report by email.

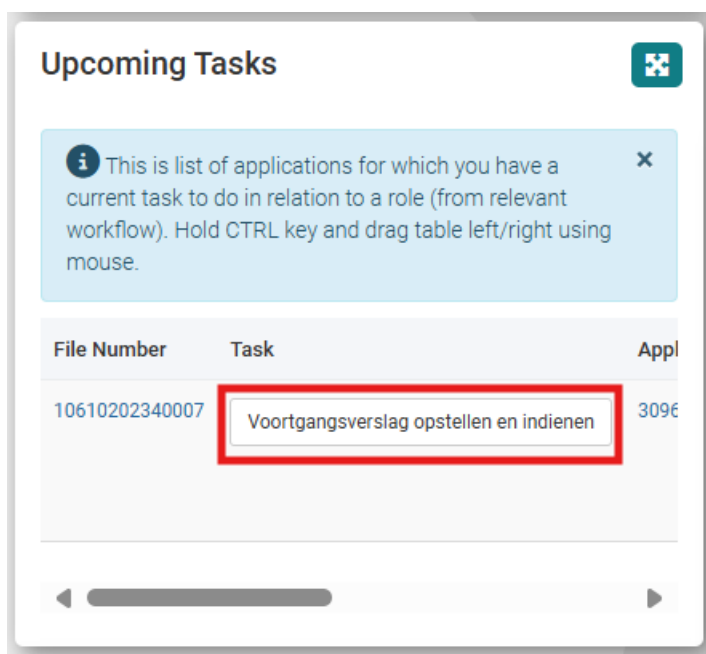


Figure 11: Drafting and submitting a progress report task.

Click on the task prepare and submit progress report (Dutch: *Voortgangsverslag opstellen en indienen*). This will take you to the form (Figure 12).

5.1 Structure of a progress report

The progress report form consists of different sections:

- The sections in the progress report 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 12).
- Click on the title of a section (**2** in Figure 12). This will take you to the questions within this section.
- The 'Print Form' and 'Generate new PDF' buttons (**3** in Figure 12) are tools to share the progress report (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** progress report.
- With the 'Return to Index' button (**3** in Figure 12), you will see an overview of all the sections of the progress report (Figure 13). 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. Clicking on the section title will take you to the questions in this section.

Programma:	Actieprogramma Grip op Onbegrip
Ronde:	Domeinoverstijgend samenwerken in hotspots en veiligheidsregio's (4)
Dossiernummer:	10610202340007
Titel project:	Test
Geplande looptijd in maanden:	12
Startdatum:	20 November 2025
Geplande einddatum:	25 May 2027

Figure 12: Opened section 1 of a progress report.

Section 1 Voortgangsrapportage 0%

Section 2 Bijlages 0%

Submit Form »

Figure 13: Overview of all sections of a progress report.

Please complete all fields:

- 1.2
 - *Startdatum rapportageperiode* (Start date reporting period)
 - *Einddatum rapportageperiode* (End date reporting period)
 - *Samenvatting en tussentijdse resultaten Nederlands* (Comprehensive summary and interim results in Dutch)
 - *Samenvatting en tussentijdse resultaten Engels* (Comprehensive summary and interim results in English)
- 1.3

- *Publiekssamenvatting Nederlands* (Public summary in Dutch)
- *Publiekssamenvatting Engels* (Public summary in English)
- 2.1
 - *Voortgangsverslagformulier* (Progress report form)

5.2 Submitting a progress report

Once you have completed all sections, you can submit the form by clicking on the 'Yes, submit entire form now!' button (figure 14). 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 progress report form (figure 13).

Submit Form Voortgangsverslag

Your details have been saved. Do you want to submit your entire form now?
Pay attention:

If you choose Yes, submit entire form now! your form will be sent. After sending you can no longer change the form.
 If you choose No, enter more details first, you will return to the form.
 If you choose Exit you will exit the form. Your form is then saved but not submitted.

There appear to be problems with some of your answers. Click on the question or section numbers in the errors below to go straight to the problem. You cannot submit the form until all problems are corrected.

Some mandatory responses were not filled in

- In question 1.2 Startdatum rapportageperiode - response(s) missing
- In question 1.2 Einddatum rapportageperiode - response(s) missing
- In question 2.1 Voortgangsverslagformulier - response(s) missing

Print Form Generate new PDF

Yes, submit entire form now! »

« No, enter more details first

Exit

Figure 14: Submitting a progress report.

- Click on **Exit** if you do not want to submit the progress report yet and would like to continue working on it later. The progress report will be saved in your inbox.
- Click on 'Generate new PDF' if you want to export the progress report with entered text to PDF. **Please note:** uploaded attachments are not visible in this PDF.

After submitting the progress report, 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 progress reports in the Documents tab (Figure 10).

6 Final report

If you are the **project leader**, you must share a final report and financial statement with us after completion of the project. This allows ZonMw to assess your project. You will receive a request by email 120 days before the submission deadline of the final report. The task to submit your progress report will be visible in My ZonMw (figure 15). You will receive the conditions and form associated with the progress report by email.

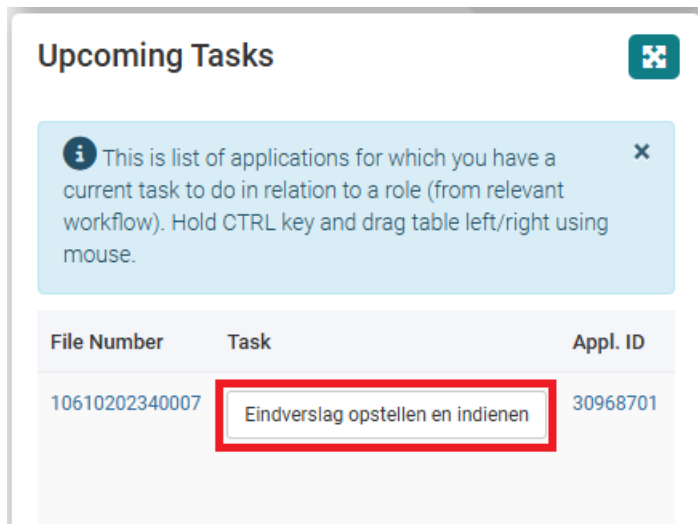


Figure 15: Drafting and submitting a final report task.

Click on the task prepare and submit final report (Dutch: *Eindverslag opstellen en indienen*). This will take you to the form (figure 16).

6.1 Structure of a final report

The final report form consists of different sections:

- The sections in the final report 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 16).
- Click on the title of a section (2 in Figure 16). This will take you to the questions within this section.
- The 'Print Form' and 'Generate new PDF' buttons (3 in figure 16) are tools to share the final report (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** final report.
- With the 'Return to Index' button (3 in figure 16), you will see an overview of all the sections of the final report (figure 17). 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. Clicking on the section title will take you to the questions in this section.

1.4 Realisatiegegevens

Bij de start van uw project is een begroting vastgesteld. Nu het project wordt afgerond vragen wij u om de realisatiecijfers in te voeren.

U kunt dit doen door hieronder op de link 'Pas projectbegroting aan' te klikken. U komt dan in een scherm waar deze samenvatting van de projectbegroting per post aangepast kan worden. Wilt u tussentijds de realisatie opslaan? Gebruik dan de knop 'Sluiten en tijdelijk opslaan'. U kunt dan op een later moment verder.

Op het moment dat u zeker weet dat alles juist is ingevoerd gebruikt u de knop 'Definitief indienen realisatie'. Hiermee komt u weer terug bij uw eindverslag en kunt u verder werken.

Klik hier om uw realisatiegegevens in te vullen: [Edit summary of the budget](#) 4

Het is belangrijk dat u de realisatiecijfers ook daadwerkelijk heeft ingediend als u dit heeft afgerond. Heeft u op de knop 'Definitief indienen realisatie' gedrukt? *

☐ Ja

Save Draft

Save Draft & continue »

Save draft & exit

Figure 16: Opened section 1 of a final report.

Eindverslag DOMEINOVERSTIJGEND SAMENWERKEN IN HOTSPOTS EN VEILIGHEIDSREGIO'S (4)

Eindverslag

Deadline 31-07-2026

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 Eindrapportage 75%

Section 2 Bijlages 0%

Submit Form »

Figure 17: Overview of all sections of a final report.

Please complete all fields:

- 1.1
 - o *Einddatum* (End date)
- 1.2
 - o *Samenvatting Nederlands* (Comprehensive summary in Dutch)
 - o *Samenvatting Engels* (Comprehensive summary in English)
- 1.3
 - o *Publiekssamenvatting Nederlands* (Public summary in Dutch)
 - o *Publiekssamenvatting Engels* (Public summary in English)
- 2.1
 - o *Eindverslagformulier* (General Final report form)
 - o *Financiële eindafrekening* (Financial report)
 - o *Verklaring akkoord eindrapportage* (Statement of agreement final report and financial statement, which can be downloaded [here](#))

As part of the final report, you will usually be required to fill in the realisation data in section 1.4. To do this, click on the 'Edit Project Costs' link (4 in Figure 16). **Please note:** This opens the same budget module you used to submit your budget during the application process (figure 18). You can adjust each budget item to reflect realisation. Once you are sure that you have completed every tab correctly, click the 'Submit final budget' (Dutch: *Definitief indienen realisatie*) button. This will take you back to your final report.

Project application: enter project budget

Use the tabs above to enter the main items for your budget. After your input has been saved, you will see the total overview of everything you have entered in the current "Overview" tab.

Do you want to save the budget in the meantime? Then use the button "Close and temporarily save". You can then continue at a later time. As soon as you are sure that everything has been entered correctly, use the 'Submit final budget' button.

Caution! When you press the button "Submit final budget" you can no longer modify the budget in your application.

Completion of project: enter realization data

Use the tabs above to enter the financial realization data of your completed project. You will see the amount requested for this project in the "Requested" column. The "Allocated" column shows the amount allocated by ZonMw at the start of the project. The moment you enter data, you will see it in the column "Last entry".

Do you want to save the realization in the meantime? Then use the button "Close and temporarily save". You can then continue at a later time. As soon as you are sure that everything has been entered correctly, use the button "Final submission of realization". This will take you back to your final report and you can continue working.

Caution! When you press the button "Submit final realization" you can no longer modify the realization data in the final report.

Project Cost Type:

Project Cost Type	Project Cost Subtype	Description	Financial Period	Requested	Allocated	Approved	Last entry
Project Cost Type : 1.1 Personnel costs							
1.1 Personnel costs		Personele kosten op basis van inschaling	Tot. projectperiode/Tot. project period	€0.00	€0.00	€0.00	€105,106.00
1.1 Personnel costs		Personele kosten op basis van door ZonMw goedgekeurde tarieven	Tot. projectperiode/Tot. project period	€0.00	€0.00	€0.00	€309,839.00
				Sub-Total: € 0.00	Sub-Total: € 0.00	Sub-Total: € 0.00	Sub-Total: € 414,945.00
Project Cost Type : 1.4 Implementation costs							
1.4 Implementation costs		Implementatiekosten	Tot. projectperiode/Tot. project period	€0.00	€0.00	€0.00	€40,594.00
				Sub-Total: € 0.00	Sub-Total: € 0.00	Sub-Total: € 0.00	Sub-Total: € 40,594.00
Project Cost Type : 1.5 Other costs							
1.5 Other costs		Overige kosten	Tot. projectperiode/Tot. project period	€0.00	€0.00	€0.00	€44,384.00
				Sub-Total: € 0.00	Sub-Total: € 0.00	Sub-Total: € 0.00	Sub-Total: € 44,384.00
				Total: € 0.00	Total: € 0.00	Total: € 0.00	Total: € 499,923.00

Figure 18: Submitting realisation data in the budget module.

6.2 Submitting a final report

Once you have completed all sections, you can submit the form by clicking on the 'Yes, submit entire form now!' button (figure 19). 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 final report form (figure 17).

Submit Form Eindverslag

Your details have been saved. Do you want to submit your entire form now?
Pay attention:

If you choose Yes, submit entire form now! your form will be sent. After sending you can no longer change the form.
If you choose No, enter more details first, you will return to the form.
If you choose Exit you will exit the form. Your form is then saved but not submitted.

! There appear to be problems with some of your answers. Click on the question or section numbers in the errors below to go straight to the problem. You cannot submit the form until all problems are corrected.

! Some mandatory responses were not filled in

- In question 1.1 : Einddatum: - response(s) missing
- In question 2.1 : Inhoudelijk eindverslag: - response(s) missing

Figure 19: Submitting a final report.

- Click on **Exit** if you do not want to submit the final report yet and would like to continue working on it later. The final report will be saved in your inbox.
- Click on 'Generate new PDF' if you want to export the final report with entered text to PDF.
Please note: uploaded attachments are not visible in this PDF.

After submitting the final report, 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 final report in the Documents tab (figure 10).

- END OF THIS MANUAL -