Log in
ProjectNet is an individual-user based system. This means that you have to log in using a personal username and password.

If you are new to ProjectNet then you must first create an account.

Creating an account
Step 1:
Go to ProjectNet (https://projectnet.zonmw.nl/) and select ‘New User’. You will be prompted to enter the username and password of your choice.

Your login details

The password must contain a minimum of 6 and a maximum of 15 characters, but no spaces.
The username is not case-sensitive; the password is case-sensitive.

Step 2:
In this screen you will be prompted to select your organisation. In the 1st search field, enter the name of your organisation (or the first part of it). In the 2nd search field, enter details of the organisation’s place of business.
It may be that your organisation is not registered with the Netherlands Organisation for Health Research and Development (ZonMw). The message ‘Unknown organisation’ is displayed. You can then use the ‘Add organisation’ form or you can send an email to projectnet@zonmw.nl requesting that your organisation be added.

Please note: You cannot complete the process of creating an account without entering the name of an organisation.

No organisation known for this location. Check the location entered and try again.

Otherwise, notify us of your organisation by clicking the next button. Notify organisation

New organisation

Enter the name of an organisation if it does not appear in ProjectNet and send it to ZonMw. ZonMw will then send you an email confirming that the organisation has been added to the system.
Step 3:
Use this screen to fill in your own personal details. All of the fields marked * are mandatory. You should also place full stops between your initials. Finally, it is important to enter a correct email address.
ProjectNet will send details of your PIN code to this email address. You will need to enter this PIN code when submitting an application.

Your account

Fields marked * are mandatory.

Personal details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td></td>
</tr>
<tr>
<td>Title (academic)</td>
<td></td>
</tr>
<tr>
<td>Initials</td>
<td></td>
</tr>
<tr>
<td>First name</td>
<td></td>
</tr>
<tr>
<td>Prefix</td>
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<tr>
<td>Surname</td>
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</tr>
<tr>
<td>Postfix</td>
<td></td>
</tr>
<tr>
<td>Sex</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
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<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Qualification</td>
<td></td>
</tr>
<tr>
<td>Discipline</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

Note: Email address must exist and you must be easy to contact at this address!

Please note: your initials should be separated by a full stop, e.g.: J.P.

When you have completed the form click

Save and continue

Your account has been created.
You will immediately receive an email from ProjectNet (at the email address specified by you), containing details of your username, password and PIN code.

This message contains information concerning your new ProjectNet account. This information is private, apart from your username. Do not give your password or PIN to anyone else.

Account details

Username: [REDACTED]
Password: [REDACTED]
PIN: [REDACTED]

Can't find your log-in details?
You can easily retrieve your password and/or PIN code if you have forgotten them.
From the ProjectNet home page, select 'Log in' and, in the next screen, select 'Forgotten your password and/or PIN code?'.


You will be prompted to enter your username, after which details of your password and PIN code will be sent to the email address that you specified when creating your account.

If you have forgotten your username, you should contact the help desk (Tel: +31-(0)70 349 5178).
Main Menu

Once you have logged in, your main menu will be displayed. This contains the following options:
- Applications
- Approved projects
- Account
- Permissions
- Logging out

Applications

Select ‘Applications’ if you wish to submit a new application, or if you want to continue working on an application that has not yet been submitted.

List of applications:

Under ‘Your applications’ you will find details of all applications (both those which have been submitted and those which have yet to be submitted).
NO details of approved applications are listed here.

Your applications:
The status of an application is indicated on the right-hand side of the screen.

Not submitted
Submitted + date and time of submission
Deadline expired

Applications that have not yet been submitted are automatically allotted an application number once the 1st tab of the application (General Project Data) has been filled in and saved. When it is submitted, an application is allotted a dossier number.

To continue working on your application, click the application’s title.
New application:
There are two ways to start a new application.

1. ZonMw’s Grants calendar
2. Via ProjectNet -> New application

In the Grants calendar, open the call for which you wish to submit an application.
At the bottom of the page you will find the link to the appropriate form (Prepare Grant application).

Approved projects
After logging in, select ‘Approved projects’ and a list of your approved projects awarded will be displayed.

This screen displays your project’s status.
If you click your project’s title, the ‘List of project details’ will be displayed:
Permissions
You can give someone permission to work on your application and/or report. Do this by clicking ‘Add permitted users’ in the ‘Permitted users’ screen.

Any individuals to whom you grant permission **MUST HAVE** a ProjectNet account. After entering the ‘Username’ of the individual to be granted permission, click the ‘Search’ button.

Select the individual and click the **Grant permission** button to add that individual to your list of ‘Permitted users’.
Select the individual to whom you want to give permission. Your list of applications and approved projects will then be displayed. You determine which applications or projects will be covered by a given individual’s permission.

**Edit authorisations**

Authorised individual: P.F. Koorevaar

Choose the delete button if you want to delete authorised individual (and all his/her

<table>
<thead>
<tr>
<th>Application: 50639</th>
</tr>
</thead>
<tbody>
<tr>
<td>File number: No file number has been made yet.</td>
</tr>
<tr>
<td>Memorabel Fellowships</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application: 48403</th>
</tr>
</thead>
<tbody>
<tr>
<td>File number: No file number has been made yet.</td>
</tr>
<tr>
<td>Test</td>
</tr>
</tbody>
</table>

**Tabs used in Grant applications – Minimal**

**Grant application**

<table>
<thead>
<tr>
<th>Part 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
</tr>
<tr>
<td>Focus</td>
</tr>
<tr>
<td>Summary</td>
</tr>
<tr>
<td>Project group</td>
</tr>
<tr>
<td>Special details</td>
</tr>
</tbody>
</table>

You can generate a PDF of your Grant application – Minimal, either while you are still in the process of writing that Grant application or after it has been submitted. You can then save this PDF on your own computer.

Until the Grant application has been submitted, the word ‘DRAFT’ will be displayed at the top right-hand side of the page. Once the Grant application has been submitted, this changes to DEFINITIVE, at which point your Grant application will be allotted a dossier number.

Click ‘Create PDF’ then, in the next screen, click ‘Application’.
An extra option, ‘**View PDF**’, is now displayed to the left of the menu.
All of the fields marked * are mandatory.

**Title:**
A title can consist of up to 3 lines of 255 characters.

The Programme, Top Programme and Grant Round fields are filled in automatically. You can not change this data.

**Type of project:**
Clicking opens a ‘Type of project’ menu. Select the type of project that is applicable to you.
If your Grant application does not fall into any of the following categories, select the project type Other.

**Research**
Primarily focused on expanding knowledge through fundamental, strategic and applied research.

**Fundamental research:**
Research that primarily focuses on questions that are mainly determined by purely scientific means and that are primarily aimed at expanding knowledge. This generally involves long-term research.

**Strategic research:**
Research focused on specific questions determined by means that are purely scientific in nature, but which are oriented towards practical applications. This can also involve more generally formulated practical problems derived from everyday clinical or social practice. One important type of strategic research is translational research. This concept mainly applies to research in the area where fundamental research intersects with clinical research. This generally involves medium-term research.

**Applied research:**
Research focused on a question arising from a specific, tangible problem. Its objective is a practical application. This generally involves short-term research.

**Development**
Primarily focused on developing improvements in everyday practice (e.g. development of prevention programmes, interventions, types of treatment, instruments, protocols, types of collaboration). The main aim is to disseminate and implement innovations or changes that are of proven value in everyday practice (e.g. the introduction of a prevention programme, a new type of treatment, or a device for use in home care).

Implementation
In practice, projects do not always fit neatly into one of these categories. For example, a project may have a range of goals. All projects – even those that focus primarily on development or implementation – ultimately generate knowledge. However, many development and implementation projects also focus on organising support, collaboration, and influencing behaviour. Knowledge must ultimately contribute to the introduction of an innovation in healthcare or prevention. Some projects do not fit neatly into the category in question, such as the implementation of national information campaigns. Other projects do not fit into the category as they are characterised by a specific type of grant that is directly linked to the programme’s goal, such as:
- Grants for equipment in programmes aimed at improving the research infrastructure.
- Fellowship grants (individuals applying for their own salary) in programmes aimed at promoting the influx of young talent.
- Personal grant allocation (individuals applying for funding for their own employees) in programmes aimed at boosting the careers of talented, experienced researchers.

Other:
Some projects do not fit into the category in question, such as the implementation of national information campaigns.
In that case, you should select ‘Other’.

Planned duration in months:
Enter details of the project’s duration (in months) here. This relates to the period covered by the ZonMw grant for which you are applying.

Project language:
All applications are normally written in Dutch, unless the call indicates that a given application must be written in English.

Planned start
Enter the date of commencement (DD-MM-YYYY) on which, if approval is granted, you want to start the project.

When Part 1 – Project (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
When completing a Grant application, you can enter 5000 characters on the Summary tab.

You can either enter text directly into the edit field or copy/paste it from another document (or Word document). The font type and size are automatically adjusted to comply with the ProjectNet standard. You can not make use of bold, italics, or underlining.

When Part 1 – Summary (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
A project group tab

A project group can consist of **up to 10 project members**.

You are required to add the following **three members of the project group**:
1. Project leader and correspondent
2. Person with administrative responsibility (Budget holder)
3. Main applicant

There are two ways to add project group members.
The following screen should be filled in:

Search organisation

<table>
<thead>
<tr>
<th>Organisation name (or part of the organisation name)</th>
<th>Location of the organisation</th>
<th>organisation name</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of New York</td>
<td>X</td>
<td>University of New York</td>
<td></td>
</tr>
<tr>
<td>New York</td>
<td>New York</td>
<td>New York</td>
<td></td>
</tr>
</tbody>
</table>

Search results

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Acronym</th>
<th>Postal address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City University of New York</td>
<td>CUNY</td>
<td>Park Avenue 695</td>
</tr>
<tr>
<td>Hunter College and the Graduate Center</td>
<td></td>
<td>NEW YORK</td>
</tr>
<tr>
<td>Department of Psychology</td>
<td></td>
<td>United States of America</td>
</tr>
<tr>
<td>New York University</td>
<td>NYU-NEW Y</td>
<td>Greene Street 246</td>
</tr>
<tr>
<td>College of Nursing</td>
<td></td>
<td>NEW YORK</td>
</tr>
<tr>
<td>The John A. Hartford Foundation Institute for Geriatric Nursing</td>
<td></td>
<td>United States of America</td>
</tr>
<tr>
<td>New York University</td>
<td>NYU-NEW Y</td>
<td>Washington Place 6</td>
</tr>
<tr>
<td>Department of Psychology</td>
<td></td>
<td>NEW YORK</td>
</tr>
<tr>
<td></td>
<td></td>
<td>United States of America</td>
</tr>
</tbody>
</table>

If your organisation does not appear in the list below, notify us of your organisation by clicking the next button.

Notify organisation

Search organisation

<table>
<thead>
<tr>
<th>Organisation name (or part of the organisation name)</th>
<th>Location of the organisation</th>
<th>organisation name</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Baltimore</td>
<td>X</td>
<td>University of Baltimore</td>
<td></td>
</tr>
<tr>
<td>Baltimore</td>
<td></td>
<td>Baltimore</td>
<td></td>
</tr>
</tbody>
</table>

Search results

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Acronym</th>
<th>Postal address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No organisation known for this location. Check the location entered and try again.</td>
<td>Notify organisation</td>
</tr>
<tr>
<td></td>
<td>Otherwise, notify us of your organisation by clicking the next button.</td>
<td>Notify organisation</td>
</tr>
</tbody>
</table>

You will be prompted to enter details about the organisation, after which the organisation will be added. ZonMw synchronises the underlying database with ProjectNet at hourly intervals from 07:00 to 19:00. This means that, during this synchronisation period, you may have to wait up to one hour in order to select the organisation.
Once you have selected the organisation, you can enter the personal details of the project member in question.

Add project member

Fields marked * are mandatory.

You may enter more than one project leader. However, you may only enter one project group member with the role of "Project leader and correspondent".

If entering the applicant as a project group member, use the "Copy applicant details" button below. The applicant's details will then be entered.

The project leader and correspondent is the individual responsible for the content and daily management of the project. Once an application has been approved, the project leader and
correspondent is the person with whom ZonMw corresponds regarding the project’s substantive progress.

The **person with administrative responsibility** is the legal or natural person who, under the statutes, is empowered or authorised to represent the organisation. This person is also responsible for signing off on the budget from within the organisation.

The **main applicant** is the individual to whom the grant is awarded if approval is granted.

Project group (remaining members)
Up to ten people can join the project group. Enter the names of those who will be required to make a substantial contribution to the proposed project.

If a position within the project group is still vacant, enter ‘vacancy’ in the ‘Position’ field.

2. If you select the ‘Copy account holder details’ option, all of the account holder’s data will be copied. All that you have to do then is complete the ‘Position’ and ‘Role’ fields.

When **Part 1 – Project group** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
Part 2 contains the following component:

Attachments tab

When completing a Grant application, you are required to append a detailed budget (& see 'attachments' for details of exceptions). ZonMw has **three variants** of such budgets. You must determine which of these detailed budgets are applicable to your Grant application. You can find the detailed budgets at [www.zonmw.nl/nl/subsidies/subsidievoorwaarden/](http://www.zonmw.nl/nl/subsidies/subsidievoorwaarden/).

**Please note:** when generating a PDF from your Excel document, you must tick the 'entire workbook' box.
To add an attachment, click:

Add attachment

In the next screen you can enter a description of the PDF. Next click the 'Browse' button to find the PDF on your computer. Double-clicking the PDF causes it to be displayed in the 'File name' field. Next click 'Upload this file'.

When uploading the PDF, the following message may be displayed: 'The file you are trying to add contains invalid characters'.

Ignore this message and click OK.
The uploaded PDFs are displayed on the Attachments tab.

- Attachments

Attach the file with the completed programme-specific questionnaire here.

**NB:**
A detailed budget must be attached to any *grant application*. NB: this attachment is not needed for the following grants: InnoSysTox, Vernieuwingsimpuls, Investeringen and Klinische Fellows.

The detailed budget form can be downloaded in the call on the ZonMw site.

If the programme secretariat has sent you a link to use when submitting your application, you will have received the form with the link.

After completing the form (Excel-document) convert the entire document to PDF format and upload it to the "Attachments" sheet.

You will not be able to add anything further to your application once it has been submitted.

When **Part 2 – Attachments** (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

**Part 2**

You have completed Part 2 of your Grant application – Minimal. You can now submit your application.
Submitting your Grant application

In order to submit your application, you must complete all sections and enter your PIN. Then click "Sign/submit" if you no longer know your PIN. If you click on "Forgotten PIN", you will then be sent an email containing your account information.

NB: A detailed budget must be attached to any grant application. This attachment is not needed for the following grants: InnoSysTox, Vernieuwingimpuls, Investeringen and Klinische Fellows. The detailed budget form can be downloaded in the call on the Zoom site.

After completing the form (Excel-document) convert the entire document to PDF format and upload it to the "Attachments" sheet.

You will not be able to add anything further to your application once it has been submitted.

When you first created your account, you were assigned a PIN code.

If you have forgotten your PIN code, you can easily retrieve it by clicking the button:

Forgotten PIN

Details of your PIN code will then be sent to the email address that you specified when creating your account. ProjectNet will give you details of the email address to which this information has been sent.

In order to submit your application, you must complete all sections and enter your PIN. Then click "Sign/submit" if you no longer know your PIN. If you click on "Forgotten PIN", you will then be sent an email containing your account information.

NB: A detailed budget must be attached to any grant application. This attachment is not needed for the following grants: InnoSysTox, Vernieuwingimpuls, Investeringen and Klinische Fellows. The detailed budget form can be downloaded in the call on the Zoom site.

After completing the form (Excel-document) convert the entire document to PDF format and upload it to the "Attachments" sheet.

You will not be able to add anything further to your application once it has been submitted.
If you wish to use a different email address, you can set this up in the Main Menu, under Account.

After you have submitted your Grant application, the following message will be displayed:

Submission of your application was successful.

Your application will be dealt with under file number: 98-00000-97-904

Click "Make PDF" to make a PDF of your application.

Next, select your application in the list and click "View PDF" to print a copy of your application which you should then sign and send to ZonMw.

You do not need to send a signed hard copy if you have submitted an application under the Innovative Research Incentive Scheme (Veni, Vidi or Vici).

You must generate another PDF of your Grant application after it has been submitted. Upon completion of submission, the word DRAFT will have changed to DEFINITIVE and a signature page will have been added to your application. The signature page is located before the attachments. Within one week of submitting your application electronically, you must print out this PDF and post it to the programme secretariat.

At the same time, an email will be automatically generated by ProjectNet and sent to your email address.
The status of your application will change to:

List of applications

New application

Your applications:

- **grant application**
  - Grant application: 50717
  - File no. 98-00000-97-904
  - Deadline: 17-11-2014 15:00

Sent
12-11-2014 17:50
Pre-proposal

ZonMw has two variants of Pre-proposals.

1. Pre-proposal – Minimal
2. Pre-proposal – Standard

These two types of Pre-proposal differ in terms of the number of tabs to be filled in. The difference between a Project Idea and a Pre-proposal is that an attachment CAN be added.

New Pre-proposal:
There are two ways to create a new Pre-proposal.

1. Via ZonMw's Grants calendar
2. Via ProjectNet -> New application

Steps for option 1:
Go to ZonMw’s Grants calendar and open the call for which you wish to submit a Pre-proposal. At the bottom of the section of call text you will find the link to the appropriate form (Create Pre-proposal). You will then be redirected to ProjectNet’s login screen. Once you have logged in, the appropriate form will open.

Steps for option 2:
Go straight to ProjectNet and select ‘Applications’, then ‘New application’.
Go to ZonMw’s Grants calendar, then select the round for which you wish to submit a Pre-proposal. The text of the call will then open. At the bottom of the page you will find the link to the appropriate form (Create Pre-proposal). Once you have activated this link, the appropriate form will open.
Pre-proposal – Minimal

A Pre-proposal – Minimal consists of five components.

You can generate a PDF of your Pre-proposal, either while you are still in the process of writing that Pre-proposal or after it has been submitted. You can save this PDF on your own computer.

Until the Pre-proposal has been submitted, the word DRAFT will be displayed at the top right-hand side of the page. Once the Pre-proposal has been submitted, this changes to DEFINITIVE, at which point your Pre-proposal will be allotted a dossier number.

Click ‘Make PDF’ then, in the next screen, click ‘Application’.

Make PDF

Click on "Make PDF" to make a PDF (it can take some time to complete this process). To return to the application, click "Cancel".

Make PDF

Your PDF has been created. In the left-hand menu on the application screen you will find a link called "View PDF" which allows you to open the PDF file. NB: the PDF will be removed after 2 months (you can however generate a new PDF at any time).
An extra option, 'View PDF', is now displayed to the left of the menu.

Project tab

You must complete the fields below for every new application.

Title:
A title can consist of up to 3 lines of 255 characters.

The Programme, Top Programme and Grant Round fields are filled in automatically. You can not change this data.

Type of project:
Clicking opens a 'Type of project' menu. Select the type of project that is applicable to you. If your application does not fall into any of the following categories, select the project type Other.

All of the fields marked * are mandatory.
Research
Primarily focused on expanding knowledge through fundamental, strategic and applied research.

Fundamental research:
Here the research question is mainly determined by purely scientific motives that are primarily aimed at expanding knowledge. This generally involves long-term research.

Strategic research:
Research focused on specific questions determined by motives that are purely scientific in nature, but which are oriented towards practical applications. This can also involve more generally formulated practical problems derived from everyday clinical or social practice. One important type of strategic research is translational research. This concept mainly applies to research in the area where fundamental research intersects with clinical research. This generally involves medium-term research.

Applied research:
Research focused on a question arising from a specific, tangible problem. Its objective is a practical application. This generally involves short-term research.

Development
Primarily focused on developing improvements in everyday practice (e.g. development of prevention programmes, interventions, types of treatment, instruments, protocols, types of collaboration). The main aim is to disseminate and implement innovations or changes that are of proven value in everyday practice (e.g. the introduction of a prevention programme, a new type of treatment, or a device for use in home care).

Implementation
In practice, projects do not always fit neatly into one of these types. For example, a project may have a range of goals. All projects – even those that focus primarily on development or implementation – ultimately generate knowledge. However, many development and implementation projects also focus on organising support, collaboration, and influencing behaviour.

Knowledge must ultimately contribute to the introduction of an innovation in healthcare or prevention. Some projects do not fit neatly into the category in question, such as the implementation of national information campaigns. Other projects do not fit into the category as they are characterised by a specific type of grant that is directly linked to the programme’s goal, such as:
Grants for equipment in programmes aimed at improving the research infrastructure.
Fellowship grants (individuals applying for their own salary) in programmes aimed at promoting the influx of young talent.
Personal grant allocation (individuals applying for funding for their own employees) in programmes aimed at boosting the careers of talented, experienced researchers.

Other:
Some projects do not fit into the category in question, such as the implementation of national information campaigns.
In that case, you should select ‘Other’.

Planned duration in months:
Enter details of the project’s duration (in months) here. This relates to the period covered by the ZonMw grant for which you are applying.

Project language:
All applications are normally written in Dutch, unless the call indicates that a given application must be written in English.

Planned start
Enter the starting date (DD-MM-YYYY) on which, if approval is granted, you want to start the project.

When the Project component (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
When creating a Pre-proposal – Minimal, you can enter 5000 characters on the Summary tab.

You can type your text here and/or copy/paste it from another document (e.g. Word document). The font type and size are automatically adjusted to comply with the ProjectNet standard. You can not make use of bold, italics, or underlining.

When the Summary component (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
A project group can consist of **up to 10 project members**.

You are required to add the following **three members of the project group**:

1. Project leader and secretary
2. Person with administrative responsibility
3. Main applicant
There are two ways to add project group members.

If your organisation is not listed then you should click the following button:

Notify organisation
You will be prompted to enter details about the organisation, after which the organisation will be added. ZonMw will send you a message when the organisation is available for selection. On weekdays, this message will be sent within two hours of your request.

New organisation

Enter the name of an organisation if it does not appear in ProjectNet and send it to ZonMw. ZonMw will then send you an email confirming that the organisation has been added to the system.

Name of organisation [required]
Department
Section
Postal code [required]
House number [required]
Street / P.O. box [required]
Town or city
Your name [required]
Your telephone number [required]
Your e-mail address [required]

Submit organisation  Cancel

Once you have selected the organisation, you can enter the personal details of the project member in question.

Add project member

You may enter more than one project leader. However, you may only enter one project group member with the role of "Project leader and correspondent".

If entering the applicant as a project group member, use the "Copy applicant details" button below. The applicant's details will then be entered.

Copy applicant details

Title (academic)
Initials
First name
Prefix
Surname
Postfix
Sex
Telephone
Fax
Position
Role
Qualification
Discipline
E-mail

[Radio button] Male  Female
The **project leader and secretary** is the individual responsible for the content and daily management of the project. Once an application has been approved, the project leader and secretary is the person with whom ZonMw corresponds regarding the project’s substantive progress.

The **person with administrative responsibility** is the legal or natural person who, under the statutes, is empowered or authorised to represent the organisation. This person is also responsible for signing off on the budget.

The **main applicant** is the individual to whom the grant is awarded if approval is granted.

**Project group (remaining members)**

Up to ten people can join the project group. Enter the names of those who will be required to make a substantial contribution to the proposed project.

If a position within the project group is still vacant, enter ‘**vacancy**’ in the ‘Position’ field.

> If you select the **Copy account holder details** option, all of the account holder’s data will be copied. All that you have to do then is complete the ‘Position’ and ‘Role’ fields.

When the **Project group** component (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.
Attachments tab

To add an attachment, click:

On this screen, you can enter a description of the PDF. Next click the ‘Browse’ button to find the PDF on your computer. Double-clicking the PDF causes it to be displayed in the ‘File name’ field. Next click ‘Upload this file’.
When uploading the PDF, the following message may be displayed: ‘The file you are trying to add contains invalid characters’.

Ignore this message and click **OK**.

The uploaded PDFs are displayed on the **Attachments** tab.

When the **Attachments** component (left-hand side of the screen) has been completed and saved, a green tick is displayed beside it.

You have completed all the components of your Pre-proposal – Minimal, you can submit your Pre-proposal.
When you first created your account, you were assigned a PIN code. If you have forgotten your PIN code you can easily retrieve it by clicking the button:

Details of your PIN code will then be sent to the email address that you specified when creating your account. ProjectNet will give you details of the email address to which this information has been sent.

NB:
A detailed budget must be attached to any grant application. NB: this attachment is not needed for the following grants: InnoSysTox, Vernieuwingsimpuls, Investeringen and Klinische Fellows. The detailed budget form can be downloaded in the call on the ZonMw site. If the programme secretariat has sent you a link to use when submitting your application, you will have received the form with the link.
After completing the form (excel-document) convert the entire document to PDF format and upload in to the "Attachments" sheet.
You will not be able to add anything further to your application once it has been submitted.

Forgotten PIN
If you wish to use a different email address, you can set this up in the **Main Menu**, under **Account**.

After you have submitted your Pre-proposal, the following message will be displayed:

⚠️

Submission of your application was successful. For a Project Idea (Pre-proposal) electronic submission will suffice. You do not need to submit a hardcopy of your application.

Your application will be dealt with under file number: 98-00000-97-902

Click on "Applications" to return to the list of applications.

At the same time, an email will be automatically generated and sent to your email address:

```
Ondrager: Confirmation of submission of pre-proposal via ProjectNet

Your pre-proposal has been successfully submitted to ZonMw via ProjectNet.
Your pre-proposal will now be checked to ensure it is complete. If your pre-proposal is found to be incomplete, we will contact you.

Details of your pre-proposal:
Application number: 9870
Submitted on: 12-11-2014 16:16
Programme: Cursusprogramma
Grant: Example
Title: Test
File number: 98-00000-97-902
```
**FAQ**

**Question:**
Some ProjectNet pages are not displayed correctly. The best way to view the website is to use the most recent browser version. We recommend that you use Internet Explorer 5.5 or Netscape 6.1 (or a later version). Earlier versions do not display some pages properly. The exception is Netscape 6.0. This version is so flawed that even Netscape itself no longer supports it.

I've never used ProjectNet before. What should I do? If you are new to ProjectNet then you must first create an account. This can be done using the ‘New user’ option in the ‘Home’ screen. Enter the username and password of your choice and follow the steps. Once you have created an account you will receive a confirmation email from ProjectNet containing details of your username, password and PIN code. Keep this information in a secure place.

I can not log in. I have forgotten my password. If you can not log in because you have forgotten your password, go to the ProjectNet home page, select ‘Log in’ and, in the next screen, select ‘Forgotten your password and/or PIN code?’. After you have entered your username, ProjectNet sends an automatic message, containing your details, to the email address that you specified when creating your account.

My password and PIN code have still not been emailed. If you still have not received your data after a few minutes, check your spam box to see if your email program has incorrectly identified it as spam. If not, then the email address that you specified when creating your account either contains a typo or no longer exists. In that case, you should contact ProjectNet's help desk to change the email address specified in your account. Details of the help desk's telephone number are given at the top of this page.

I get a message stating that I have entered an incorrect username or password. I’m certain that I am not entering an incorrect username and password. The password field is case sensitive. You should check whether your password includes any capital letters. If this is not the case, you should check whether you ever actually created an account, rather than simply submitting a request to add an organisation to the ProjectNet results screen. In this case too, you will receive a confirmation email, but this confirms only that your organisation has been added to the ProjectNet database. This means that you have not yet been able to create an account as you were previously unable to select an organisation. After you have created an account, you will receive an automated message containing details of your unique PIN code, which you will need when submitting an application/project/report/product.

In my application, who should I specify as the ‘Person with administrative responsibility’? The person with administrative responsibility is the one who manages the project’s funding.

After submitting my application, I discovered that it contained an error. Is it still possible for me to correct this? Once they have been submitted, applications can not be changed. Accordingly, it is important to create a PDF and check it thoroughly before submitting your application. For details of how to create a PDF, click the ‘Make PDF’ and ‘View PDF’ buttons in the explanatory notes.

I have been given the green light to develop my Project Idea, but I do not know how to proceed. ZonMw will send you an invitation to develop your Project Idea. You will not be sent a link for this purpose. You should log in to ProjectNet and select ‘Applications’. In your ‘List of applications’, you will find details of the Project Idea that you submitted and of the Grant application that has yet to be submitted. So you don’t need to do anything. If you cannot find details of your Grant application, you should contact the programme secretariat.

I have submitted my application but I do not know where to send the hard copy. One requirement of Grant applications is that the hard copy (furnished with the signatures of the person with administrative responsibility, the project manager and the budget holder) must be mailed to us. The address to which the hard copy should be sent is given in the call at ZonMw’s website. The call can be found at www.zonmw.nl, Grant, Grants calendar. Click the applicable programme name.
When I click the Projects button in the Main Menu, I get the following message: ‘You have no ongoing or completed projects’.

Projects are only linked to the main applicant. If you are the main applicant but still get this message, you should check whether any reports have been opened for you. The programme secretariat will send you an email, asking you to submit a report. You can contact the programme secretariat about this. They will be able to tell you the name of the account to which the project is linked. If the status of ‘main applicant’ switches to another individual during the project, you should inform the programme secretariat of this by email or letter. ZonMw can then link the project to the new main applicant.