Networking Support Scheme

Small support scheme for networking initiatives to share knowledge on rare diseases

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Instructions for submission of application template Networking Support Scheme in ProjectNet ZonMw

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ProjectNet is the electronic application system for the Networking Support Scheme.

This application system is executed by ZonMw.

Use the link for application of the template:

http://projectnet.zonmw.nl/projectnet/servlet/projectnet?subsidyGuide&id=200003287

In case of questions on ProjectNet system please contact the servicedesk of ZonMw:

Telephone: +31 70 349 51 78; e-mail: servicedesk@zonmw.nl

For questions on content: contact the Networking Support Scheme Secretariat at ZonMw, The Netherlands:

Telephone: +31 70 349 53 83; e-mail: NSSS@zonmw.nl

CONTENT

1.   CREATING AN ACCOUNT TO 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.
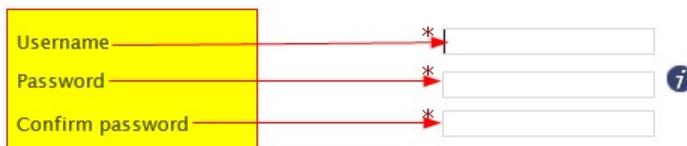
Creating an account

Step 1:

Go to ProjectNet (https://projectnet.zonmw.nl/) and select 'New User'. In the right upper corner of your screen you can press on English to change text in English.

You will be prompted to enter the username and password of your choice.

Your login details

Fields marked ∗ are mandatory.

Username	∗
Password	∗
Confirm password	∗

Next   Cancel

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.

Search organisation

Fields marked * are mandatory.

Organisation name (or part of the organisation name) *

Location of the organisation *

Search   Cancel

Click "Select" to select an organisation

Search results

Organisation	Acronym	Postal address

It may be that your organisation is not registered at 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: After requesting registration of your organisation, you will receive confirmation of your request immediately. However, **it will take 1 hour** before the new organisation is available in the ProjectNet system.

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

Fields marked * are mandatory.

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 *

Department

Section

Postal code *

House number *

Street / P.O. box *

Town or city *

Your name *

Your telephone number *

Your e-mail address *

Submit organisation   Cancel

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.

Please note: your initials should be separated by a full stop, e.g.: J.P. When you have completed the form click

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.

2.   CAN'T FIND YOUR LOG-IN DETAILS?

2.1.   Password and/or PIN code

You can easily retrieve your **password and/or PIN code** if you have forgotten them.

From the ProjectNet home page https://projectnet.zonmw.nl/) select 'Log in' and, in the next screen, select 'Forgotten your password and/or PIN code?'. For the English version you have to look in the right upper corner of the screen and push the button to get the text in English.

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.

2.2. Username

If you have forgotten your **username**, you should contact the servicedesk:
E-mail: servicedesk@zonmw.nl
Tel: +31- 70 349 5178.

3. SUBMISSION OF APPLICATION TEMPLATE OF NETWORKING SUPPORT SCHEME

Step 1: open link

Open the link of the ZonMw submission system for applications of the Networking Support Scheme:

http://projectnet.zonmw.nl/projectnet/servlet/projectnet?subsidyGuide&id=200003287

Step 2: log in

Log in using a personal username and password.

For the English version you have to look in the right upper corner of the screen and push the button to get the text in English.

Once you have logged in, your main menu will be displayed.

Step 3: Complete the application template after reading the Call text of the Networking Support Scheme several times

You will find the Call text with the following link: http://www.ejprarediseases.org/wp-content/uploads/2019/12/EJP-RD-NSS-Call-Text.pdf

You will find the application template for the Networking Support Scheme on the EJP RD website: http://www.ejprarediseases.org/wp-content/uploads/2019/12/EJPRD-NSS-Application-Template.docx).

The Application template has to be completed in the **English language**. Other languages will not be eligible.

Step 4: Submit the completed application template

The submission procedure consists of two parts

• Some fields have to be completed in the ProjectNet system itself

• The completed application template of the Networking Support Scheme has to be changed in a PDF and uploaded in the ProjectNet system

In the left side of the screen you will find the following items:

Application

- Part 1
  - o Project
  - o Summary
  - o Project group
  - o Appendices
- Application PDF

You have to start with Part 1 – Project and after saving the general information on the project you have to fill the information for the summary , etc.

Project

Fields marked ✳are mandatory.

You must complete the fields below for every new application.

Title ⓘno more than ✳ [   ]
255 characters may be
entered

Programme   European Joint Programme on Rare Diseases (EJP RD)

Round   EJP RD Networking Support Scheme

Duration of project ✳[   ] Month(s)

Please fill in **0** months

Planned start   ✳ (MM/DD/YYYY)

Please fill the first date of your planned Networking event (Month, Date, Year)

When your information is saved, the box "project" in the left upper corner gets a flag.

Summary

You can copy the text of the summary from the Application template into the box (max 1600 characters)

When information is saved, the box "Summary" in the left upper corner gets a flag.

Project group

You may enter no more than 12 project group members.

You must enter at least the members with the following roles (*please include an organisation which can actually receive mail*):

▶ Project leader and correspondent : Name of the Principal applicant
▶ Administrative responsibility : Name of the party/person that is responsible for administrative issues
▶ Main applicant: Name of the Principal applicant

Please enter the name of the Principal Applicant two times: as main applicant, as project leader/secretary.

You have to add at least two other co-applicants from two different countries involved in the European Joint Programme on Rare Diseases as project member (obligatory). The Principal applicant and the two co-applicants should come from three different countries involved in the EJP RD (Call text, Annex 1A). You may add 7 additional co-applicants as project members (in total 1 Principal applicant and max 9 co-applicants).

When you press **Add project member** you will see the following information

Search organisation

Fields marked ＊are mandatory.

Organisation name (or part of the organisation name) ＊

Location of the organisation ＊

Search result   Click "Select" to select an organisation

Organisation	Acronym	Postal address

When you press **copy applicant details** you will see the following information

Add project member

Fields marked *are mandatory.

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

Please do not add any other roles than the ones mentioned above.

All co-applicants have to be mentioned as part of the project group.

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

Title (academic)

Initials ＊ [   ]

First name ＊ [   ]

Prefix [   ]

Name ＊ [   ]

Suffix

Gender ＊ ○ Man ◉ Woman

Telephone ＊ [   ]

Fax [   ]

Function ＊ [   ]

Role ＊

Study

Discipline

Email ✳

Organisation

Organisation is mandatory ✳

Organisation name ProjectNet Organisatie

Department

Subdepartment

Street / P.O. box

House number

Postal code

Town or city

Country

Appendices

You can upload the PDF of your application for the Networking Support Scheme here. The application template that has to be used can be downloaded from the website of EJP RD (www.ejprarediseases.org). Only this application form will be accepted for evaluation.
Upload the completed Networking Support Scheme application template as pdf

The detailed budget table is already incorporated in the Network Support Scheme template and does not have to be uploaded separately.

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

Add attachment

5.   SUBMISSION OF A DECLARATION OF AGREEMENT

After submitting the detailed grant application in the ProjectNet system, the applicant will automatically receive the 'Declaration submitting full grant application' via email. **No more than a week** after having submitted the application, the principal applicant must submit this Declaration of agreement to ZonMw, signed both by the principal applicant ("hoofdaanvrager" in Dutch language) and the party responsible for administrative issues ("Bestuurlijk verantwoordelijke" in Dutch language). With this sustainable solution ZonMw meets the requirements of Article 8, section 6 of the General Terms and Conditions Governing Grants.

You have to send this Declaration of agreement to NSSS@zonmw.nl.