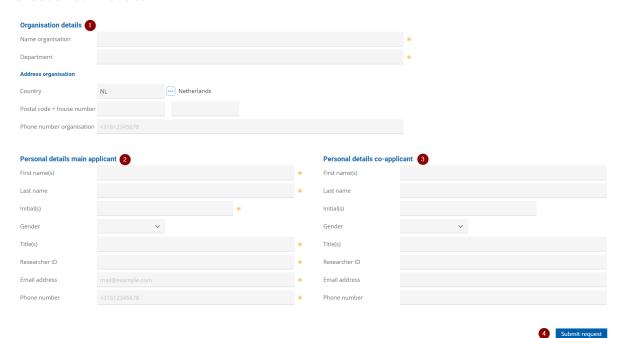
### Instructions Grant Portal ParkinsonNL

To submit your application you will need to use your Grant Portal. The portal will be used throughout the whole application process. In this document we will explain which steps need to be taken.

If, after consulting this instruction, you have any questions. Please contact Rik Nijskens at <a href="mailto:rik.nijskens@parkinson.nl">rik.nijskens@parkinson.nl</a>.

## **Step 1: Account registration**

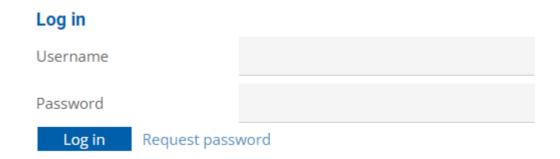
- Click the link to our portal on our website page: https://www.parkinson.nl/wat-we-doen/onderzoek/informatie-voor-onderzoekers/.
- 2. Register an account.
  - a. Fill out the organisation details of the organisation that is applying the grant (1).
  - b. Fill out the personal details for the mail applicant and coapplicant\* (2 & 3).
  - c. Click submit request (4).
- \* for more information about main applicant and co-applicant please check the Information sheet on our website.



Note: we strive towards a quick approval of your account. However it may take up to two working days.

# **Step 2: Application in the Grant Portal**

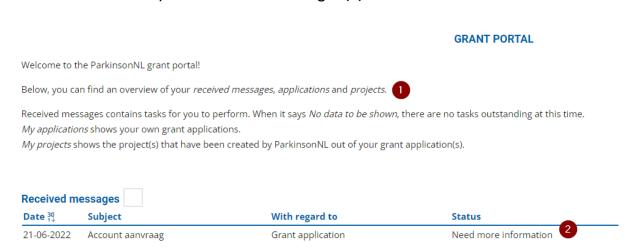
You have received an email with your login information.



### Grant portal

When you logged in you are able to see received messages, my applications and my projects in your personal details

- 1. Please take note of the instructions on the top of the page (1)
- 2. Double click your received message. (2)



### Grant application

On this page you can read your application.

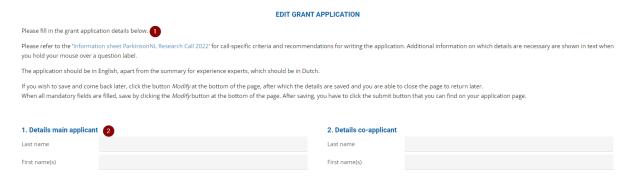
- 1. Please take note of the instructions on the top of the page (1)
- 2. Click modify to start the process of filling in the application form.

GRANT APPLICATION
You can now fill in the grant application form below.
Click the "Modify" button underneath "Start process" to start filling in the form. Please note that you are able to save the form at any time, to return for completion at a later moment.
When you have completed filling in the form, please review all fields to make sure you have filled in all the necessary fields. After this, you can click the button "Request completed - submit now" at the bottom of the page to submit the application.
In the case more information is needed to process your application, you can find information in the "Responses" section at the bottom of this page.
Start process, click button below:
Modify 2

### Editing grant application

On this page you can edit and submit your application.

- 1. Please take note of the instructions on top of the page (1)
- 2. Start editing (e.g. filling in) your application (2)



Note: you can save your application and continue later using the modify button on the bottom of the page.

Tip: if you hover over a question with a \*, additional information becomes visible.



#### Submitting your application

When you have completed your application please save it and you will be redirected to your grant application overview.

 To submit your application: Click the request completed – submit now button (1)

I hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may render for refusal.

I agree

I accept the grant terms and conditions of ParkinsonNL.

I agree

Request completed - submit now