

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 rik.nijskens@parkinson.nl.

Step 1: Account registration

1. 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 co-applicant* (2 & 3).
 - c. Click submit request (4).

* for more information about main applicant and co-applicant please check the Information sheet on our website.

Organisation details 1

Name organisation *

Department *

Address organisation

Country Netherlands

Postal code + house number

Phone number organisation

Personal details main applicant 2

First name(s) *

Last name *

Initial(s) *

Gender

Title(s) *

Researcher ID *

Email address *

Phone number *

Personal details co-applicant 3

First name(s)

Last name

Initial(s)

Gender

Title(s)

Researcher ID

Email address

Phone number

4

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.

Log in

Username

Password

Log in

Request password

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 PORTAL

Welcome to the ParkinsonNL grant portal!

Below, you can find an overview of your *received messages, applications and projects*. **1**

Received messages contains tasks for you to perform. When it says *No data to be shown*, there are no tasks outstanding at this time.

My applications shows your own grant applications.

My projects shows the project(s) that have been created by ParkinsonNL out of your grant application(s).

Received messages

Date ³⁰ ₁	Subject	With regard to	Status
21-06-2022	Account aanvraag	Grant application	Need more information 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. **1**

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)

EDIT GRANT APPLICATION

Please fill in the grant application details below. **1**

Please refer to the 'Information sheet ParkinsonNL Research Call 2022' for call-specific criteria and recommendations for writing the application. Additional information on which details are necessary are shown in text when you hold your mouse over a question label.

The application should be in English, apart from the summary for experience experts, which should be in Dutch.

If you wish to save and come back later, click the button *Modify* at the bottom of the page, after which the details are saved and you are able to close the page to return later.

When all mandatory fields are filled, save by clicking the *Modify* button at the bottom of the page. After saving, you have to click the submit button that you can find on your application page.

1. Details main applicant 2	2. Details co-applicant
Last name <input type="text"/>	Last name <input type="text"/>
First name(s) <input type="text"/>	First name(s) <input type="text"/>

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.*

3. Details project team

Details project team

B I U S Format

Provide the information of the other team members, besides the main and co-applicant. Include: First and last name, academic title, discipline, institute and department, role within the team, time spent on this project (fte / total number of months) and funding source.

Submitting your application

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

1. 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

1 Request completed - submit now