

Execution of the scenario's

The following scenario's need to be shown in the following order:

Straight through:

A Project Idea is submitted, checked for eligibility and the mailmessage is send that the Project Idea will proceed in the process. Show/discuss the possibilities to enter the budget during this phase.

Not eligible:

A Project Idea is submitted, checked for eligibility and the mailmessage is send that the Project Idea will not proceed in the process unless necessary changes are made. The applicant changes the Project Idea and resubmits it. The Project Idea is checked again for eligibility and the mailmessage is send that the Project Idea will proceed in the process.

Send PI's to the committees:

The PI are sent to the three different committee's. Before sending it to the Program Committee, conflict of interest and preferences are checked and according to this information the PI's are distributed over the members. All applications are sent to two members to be reviewed and scored. For both the Patienten Federatie and the Zorginstituut this is not necessary and just all applications are sent to be reviewed and scored.

Process review forms:

All reviews and scores are combined per application so the committee has all reviews together in one overview.

Record advise and send letters:

Based on the advise a letter with a positive advise is drafted and send to the applicant. Also a letter is drafted for a project idea with a negative advice. The applicant can react within 6 weeks if he doesn't agree with the decision. After these 6 weeks it will not be possible to submit an Application based on the Project Idea. Shown how this can be enforced in the system.

Submit an application:

The applicant uses the Project Idea to submit the application and the application is checked for eligibility.

Find and monitor external referees and rebuttal process:

For every application 3 external referees are sought asked to review the applications. Referees check their availability and possible conflict of interest and after communicating this, the application and review forms are sent to the referees. During this process the employee monitors the number of referees per application (3). Also the review process is monitored. When was the review request send, is it already received back, is the review sufficient enough, etc. Also all applications are sent to the Patienten Federatie for review.

The reviews from the referees and the review from the Patienten Federatie are combined and send to the applicant for a rebuttal. The applicant submits his rebuttal. During this process the employee monitors this process (when where the reports send, is the rebuttal received, etc.)

Send Applications to the committees:

The applications are sent to the two different committee's. Before sending it to the Program Committee, conflict of interest and preferences are checked and according to this information the applications are distributed over the members. All applications are sent to three members to be reviewed and scored, the two members that also reviewed the Project Idea and a new one. For the Zorginstituut this is not necessary and just all applications are sent to be reviewed and scored. Also all reviews from referees and Patienten Federatie and the rebuttals are send.

Conduct the meeting:

Every application, reviews from referees and Patienten Federatie, rebuttals, reviews from Zorginstituut and reviews from the members of the Committee are combined so the Program Committee has an overall overview for every Application. All applications are discussed and rescored. Also a motivation is drafted per application. This information is needed later on in sending the final letters. All applications can be ranked on the final score and an overview of all applications with funding (running total) can be compared to the total budget.

Draft and send letters:

Based on the advise letters are drafted that have both the comments and the scores merged into the template. The letters are checked and printed so they can be signed by the board and send.

Fund projects:

For the projects that receive funding, information is exchanged with the financial system (projectnumber, budgetinformation)

Midterm report:

The program manager is asked to submit his mid term report. The report is received and checked. Some information is missing so the report is send back to the program manager to check and adjust. After making the changes the report is submitted again and approved internally

Inclusion:

The program manager is asked to send in the inclusion numbers. After entering his information, the progress can be shown. Inclusion numbers entered during the application fase can be compared and tracked with the numbers entered during the project execution fase.

Monitor project progress:

During the project lifecycle the projects are monitored on f.e. if mid term reports are send and approved, if inclusion numbers are entered, if activities are entered, etc.

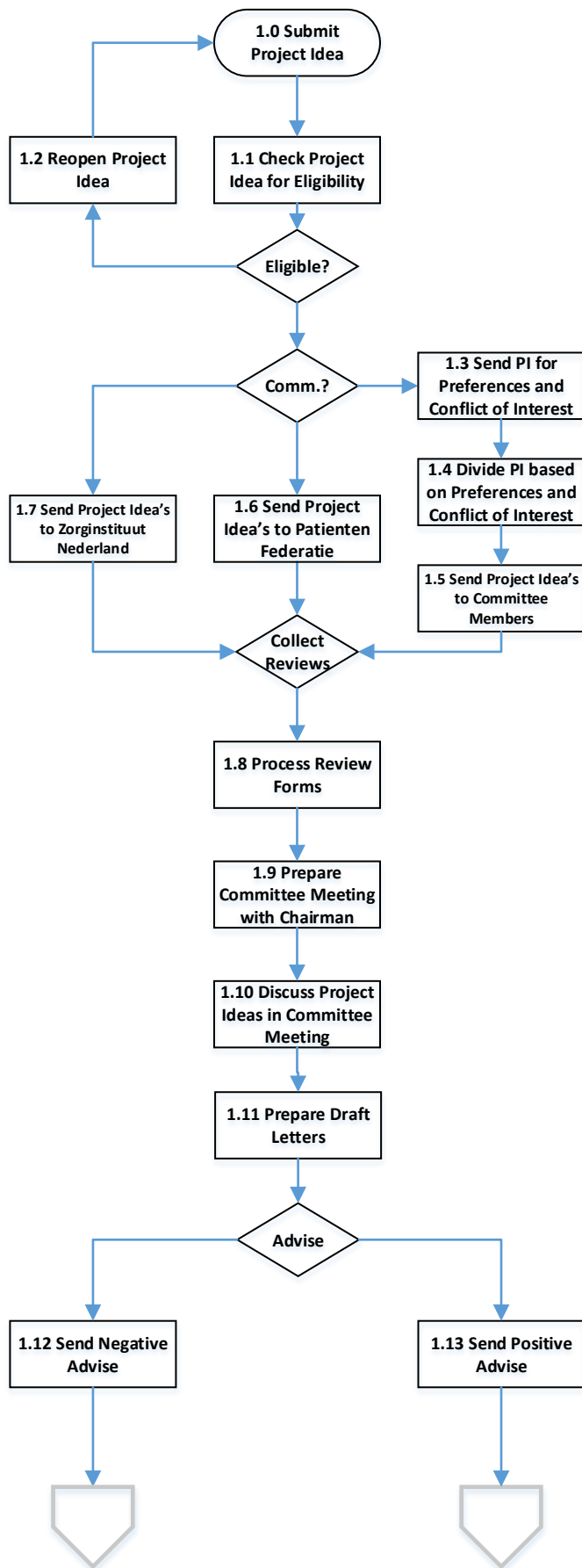
Setup of the program and call:

Basic information that is mandatory to enter during submitting the application:

- name, addresses (incl. preferred mailaddress), organization, employment
- title, summary
- projectmembers (including name, (mail) address, organization, rol); in particular a project leader / secretary and a governmental representative
- focusareas:
 - population (children, adults, seniors, pregnant women, specific etnical background, whole population, other)
 - setting (transmural, hospitalcare, primary care, GGZ, home care, nursing home care, other)
- multiple attachements (in pdf, word, excel, bmp/jpeg/png)
- inclusion (number of people of specific target audience that will be included in the research). This is a number that is later on used to report on frequently during the execution fase

During the process of submitting the application call-specific help tekst needs to be available to explain to the applicant what and how the information needs to be entered. Different calls ask for different descriptions.

Referees / external reviewers are linked to the call. Every referees has several specific characteristics (like area, expertise, sport) on which the referee can be found / linked to an application.



The Applicant enters his project idea

At ZonMw the eligibility is checked if the Project Idea fits within the program and meet the criteria of the call. If not the Project Idea can be reopen for the Applicant to change his Project Idea. In case he cannot meet the criteria the Project Idea will not proceed in the process. Eligibility is checked and monitored on if the following things are accurate and present: multicenter PI, budget, proof cofinancing, explanation DO profit, inclusion scheme, signatures participating centra, patient information letter, 'wet' signature.

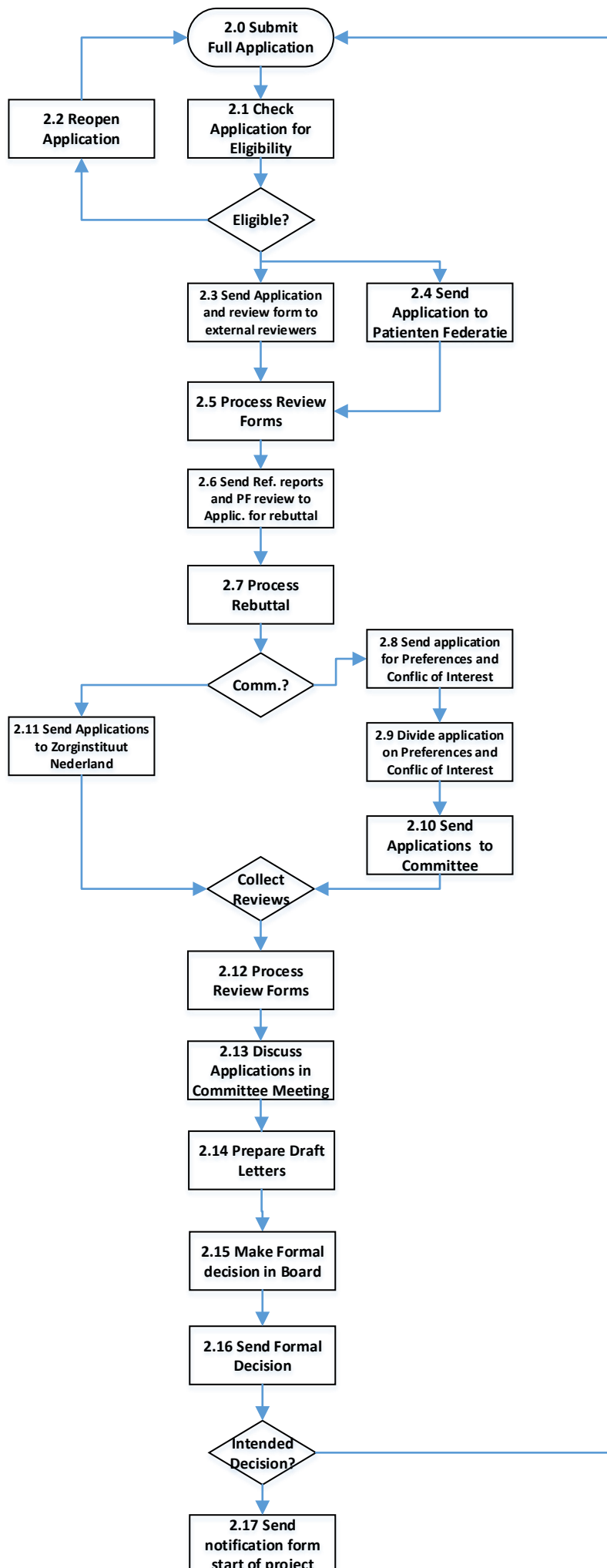
The Project Idea's are sent to three 'committees'; all three committees have different review forms with different questions and criteria to review the Project Ideas. The Zorginstituut gets a total overview of all PI (in Excel) with the possibility to score. The Patienten Federatie gets a form per PI (Word) to score. The Program Committee first gets an overview of all PI's so members can indicate preferences or possible conflict of interest. Based on this input the PI's are divided over all Committee Members (2 members per PI) to score.

If conflict of interest exist between a member of the committee and the applicant or project members of the Project Idea, the committee member is excluded from reviewing this particular Project Idea

The review forms are combined at ZonMw.

In the committee meeting the Project Ideas are discussed and an advice is drafted.

Based on the meeting and the advice a positive advice or a negative advice letter is prepared and sent. The applicant has 6 weeks to reply if he receives a negative advice. After this 6 weeks a formal decision is made that the applicant cannot submit an application based on the Project Idea.



The applicant uses his Project Idea to create a full Application.

At ZonMw the eligibility is checked if the Application fits within the program and meet the criteria of the call. If not the Application can be reopened for the Applicant to change. In case he cannot meet the criteria the Application will not proceed in the process. Eligibility is checked and monitored on if the following things are accurate and present: multicenter PI, budget, proof cofinancing, explanation DO profit, inclusion scheme, signatures participating centra, patient information letter, 'wet' signature, dutch summary.

The Application is send to at least 3 external referees to review. Also all Applications are send to the Patienten Federatie to review. The referees and the Patienten Federatie use different review forms.

At ZonMw the Review forms of the referees and the PF are processed and combined and send to the Applicants so they can give a rebuttal on the reports.

The Applications, reviews and rebuttals are send to Zorginstituut Nederland and the Committee. Both ZN and the committee use different forms to review the applications. ZN receives all applications in an excel form to review.

Before sending the Applications to the program committee, conflict of interest is checked with the members. Most of the time the two members that were involved during the PI-fase are asked to review the application together with a third member. If conflict of interest exist between a member of the committee and the applicant or project members of the Application, the committee member is excluded from reviewing this particular Application.

At ZonMw all Review Forms are processed.

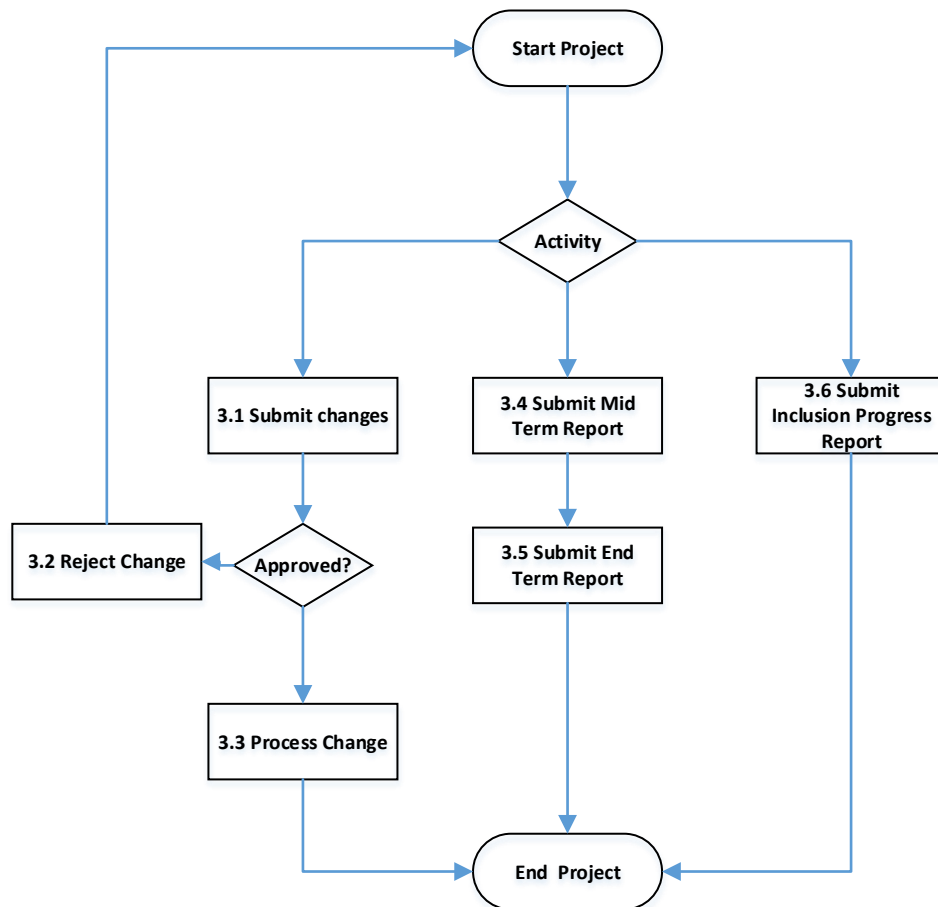
At the program committee meeting the Applications are discussed and an advice is drafted whether or not the Applications are Eligible for Funding.

The decision can be:

- the Application is eligible and will be funded
- the Application is not eligible and will not be funded
- the Application is not yet eligible and an Intended Decision is made.

In the case of an intended decision the Application will be reopened for the Applicant to adjust the cost effectiveness analysis (kosteneffectiviteitsanalyse). After adjusting the application is resend by the Applicant and evaluated by the committee members that where involved in the previous evaluation. Based on the evaluation the Application will be funded or not and the formal decision will be sent.

After receiving funding the intended project manager has to submit a notification form for the start of the project within 4 weeks after the official letter stating the funding from ZonMw.



Several activities take place during the project:

- a project manager can submit changes to the project

- during the project a mid term and end term report has to be created and submitted by the project manager. These reports need to be approved by ZonmMw.

- during the project the projectmanager is asked to enter inclusion numbers frequently so that progress can be monitored