

Execution of the scenario's

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

Straight through:

An application is submitted, checked for eligibility and the mailmessage is send that the application will proceed in the process.

Not eligible:

An application is submitted, checked for eligibility and the mailmessage is send that the application will not proceed in the process unless specific changes are made. The applicant changes the application and resubmits it. The application is checked again for eligibility and the mailmessage is send that the application will proceed in the process.

Add application documents:

During the international application process several documents are created (application information, review information, etc.). This information can be downloaded and needs to be uploaded to the application in the system of ZonMw so all information is accessible in one place.

Draft and send letters:

The applications are already recommended for funding during the international application process so we only need to draft a letter for funding.

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

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.

Perform administration for International Applications

Note: this scenario doesn't need to be shown but does need to be discussed / described how it can be supported with the application.

ZonMw can be the administrative party for international applications. This means that an application is submitted which is drafted by several project managers from several countries. Each country (sister organisations of ZonMw) needs to execute an eligibility check for the country specific part of the application, as the country will be funding this part of the application once it will be funded. ZonMw also does an eligibility check for the complete application. The applications are send to referees and committees and some are recommended for funding. The project managers then need to submit their specific part of the application (including specific budget) in their own countries. At ZonMw the complete application also needs to stay recorder for mid term and end term reports and monitoring of the progress. Budget information exchanged with the financial system only needs to be on the country specific level (of the Netherlands part of the application).

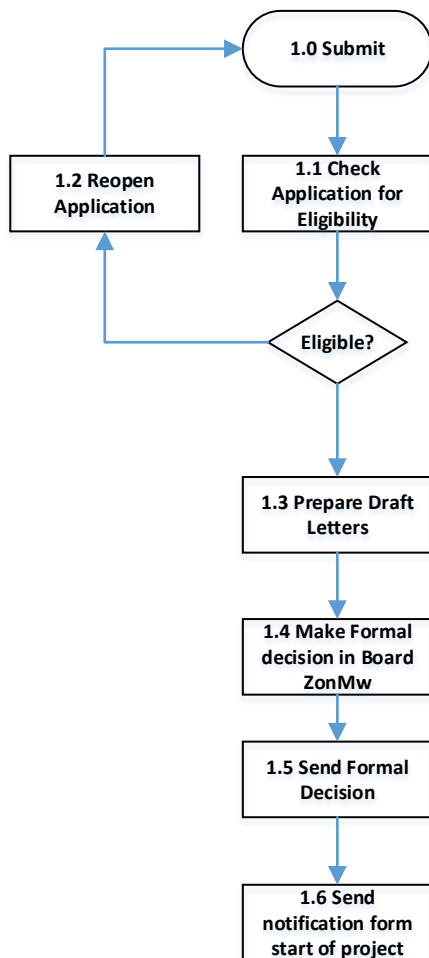
Setup of the call:

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

- 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

- multiple attachements (in pdf, word, excel, bmp/jpeg/png)

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

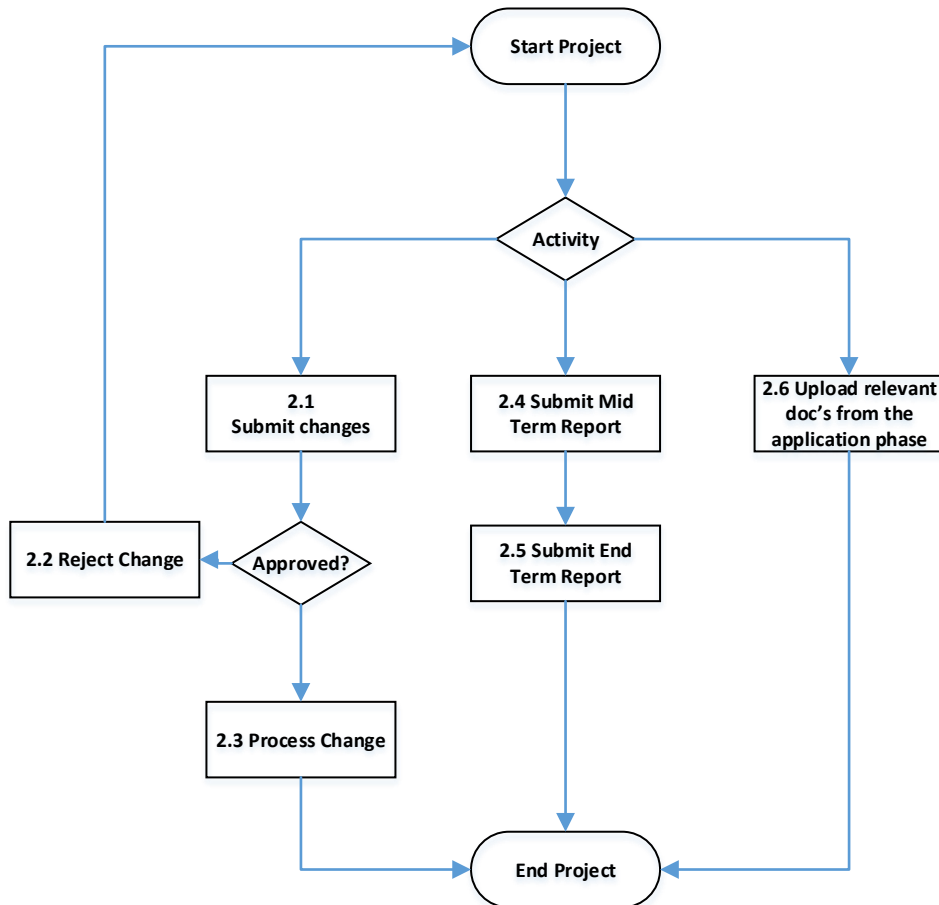


The application is submitted in another country as part of a cooperation between several applicants. When the decision is made that the Application will be funded, the dutch project manager needs to submit his part of the project as an application at ZonMw.

Eligibility is checked to see if everything is submitted as it should.

The funding decision is already made during the international funding process, so the only thing that remains is to send a formal funding decision from ZonMw as ZonMw will be funding the dutch part of the overall project.

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 ZonMw.
- during the application process (executed at another international organization) documents are created. These documents can be downloaded by ZonMw and need to be uploaded to the project. This also applies to documents created during or after the project phase