

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 the budget is lowered. 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.

Find and monitor external referees:

Based on the criteria area, expertise and sport 2 referees are found per application to review the application. These referees were already linked to the call (a pool of referees). When contacting potential referees possible conflicts of interest are also recorded based on f.e. sport, employment or expertise.

During this process the employee monitors the number of applications to review per referee (5-6) and the number of referees per application (2). Also the review process is monitored. When was the review request send, is it already received back, is the review sufficient enough, etc.

Conduct the meeting:

During the committee meeting all applications that have two negative reviews are not discussed but receive automatically a negative advice. All applications with two positive reviews receive a positive advice. All other applications are discussed. All comments are noted and recorded so comments and score information can be used during the preparation of the letters (e.g. mailmerge).

Extra referee needed:

One application has both a positive and a negative review and after discussion during the meeting it is decided that an extra referee is needed for reviewing this application. The information is send to a third referee. The referee enters his information and submits the review. In the Program Committee Meeting this application is discussed and the comments and scores are recorded.

Draft and send letters:

Based on the advice 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 (project number, budget information)

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 phase can be compared and tracked with the numbers entered during the project execution phase.

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.

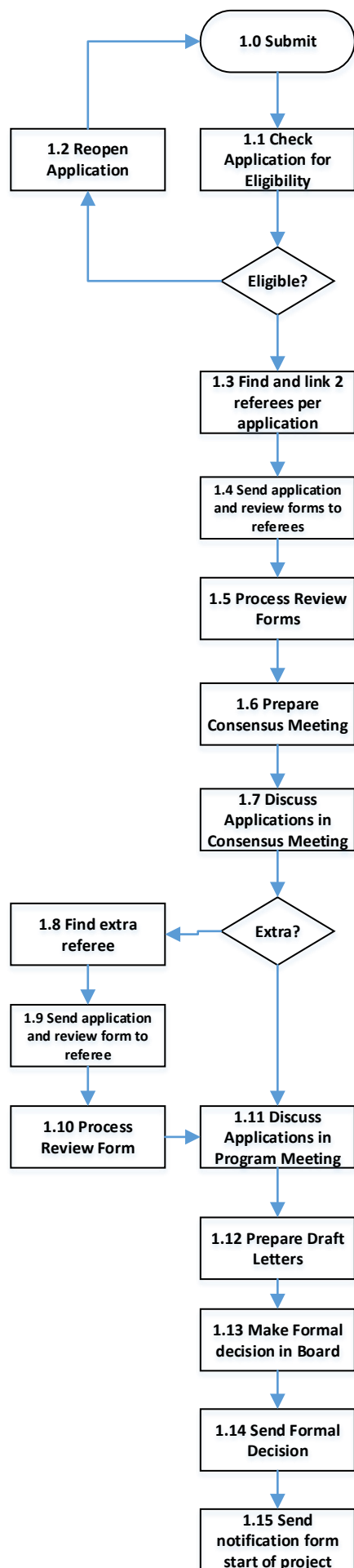
Setup of the call:

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
- focusareas:
 - theme (integration, empowerment, health, other)
 - target audience (youth, adults, seniors, other)
 - intervention (choice from 5)
- 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 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.

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. Every referee will review multiple applications and will be asked to participate in future calls. When contacting potential referees, possible conflicts of interest are also recorded based on f.e. sport, employment or expertise



The application is submitted by the applicant.

At ZonMw the eligibility is checked if the Application fits within the program and meets the criteria of the call. If not the Application can be reopened for the Applicant to change it. In case he cannot meet the criteria the Application will not proceed in the process. For this call eligibility is based on the presence and accuracy of several things (see Eligibility document).

If an application is not eligible, the applicant receives a message to reenter or change specific information. When an application is eligible the applicant receives a message that the application will proceed in the process.

Two external reviewers are chosen from a 'pool' of referees that was set up already during the setup of the program and call. Each referee has multiple applications to review. The referees are already known in the system and can be selected on criteria as area, expertise and sport.

All referee reports are processed at ZonMw. Only the applications where the referee reports deviate (so one positive review and one less positive or 'negative') will be discussed during the consensus meeting.

For all committee members (paper) documents are created with all information regarding the application and both referee reports.

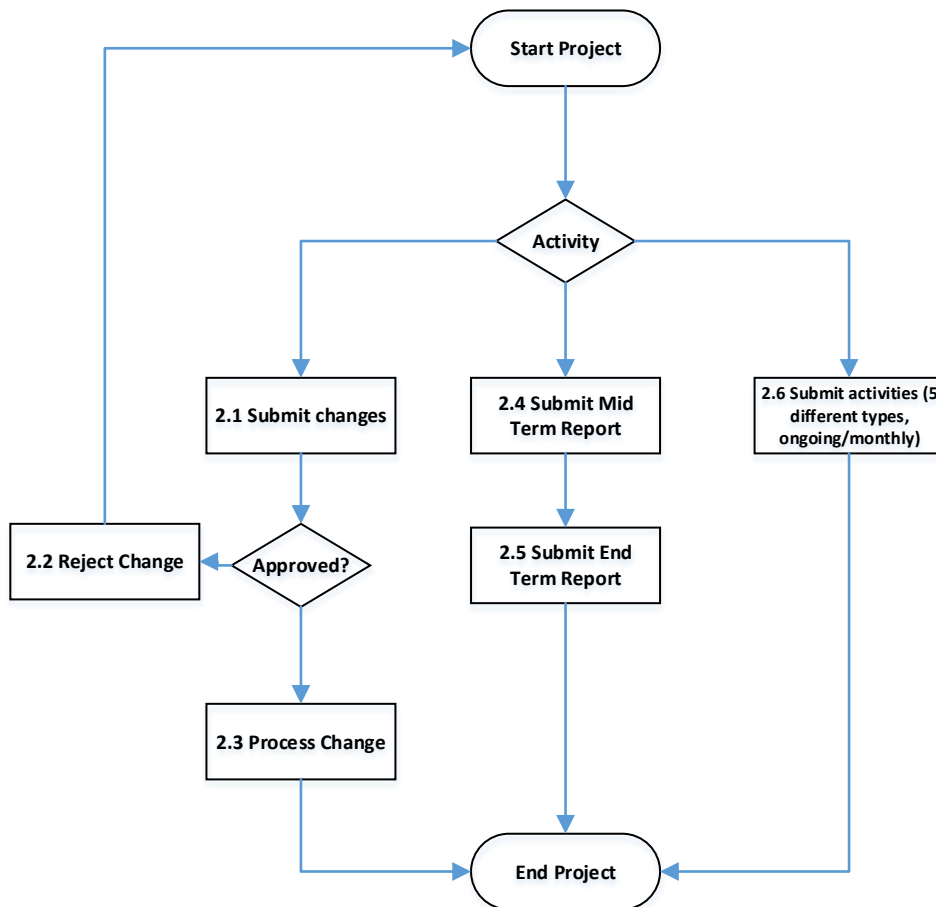
In case no decision can be made, an extra referee is asked to review the application.

The extra referee sends his review.

In the meeting of the program committee the applications are discussed and an advice is drafted.

The formal decision based on the advice is made and the formal decision is communicated to the applicant by signed letter.

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 project the project manager needs to enter so called 'activities' (monthly). 5 different activities with different forms exist for this. Not all 5 activities are applicable for all projects. This depends on the kind of intervention that was the basis for the application. The project manager selects the applicable activity and enters the progress.

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