

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. Show/discuss the possibilities to enter the budget during this phase.

Not eligible:

An application is submitted, checked for eligibility and the mailmessage is send that the application will not proceed in the process unless necessary 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.

Monitoring

With so many applications, referees and committee members emphasis lies within all these scenario's also on the monitoring options for the employee so he knows in what state all applications and reviews are.

Send Applications to the committee for pre-selection:

The applications are send to committee. 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 send to three members to be reviewed and scored.

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 send 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 send to the Patienten Federatie for review.

The reviews from the referees 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 send to the committee. 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 send to three members to be reviewed and scored.

Conduct the interview selection meeting:

Every application, reviews from referees, rebuttals 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. Based on the discussions the most promising applicants are invited for an interview.

Conduct the meeting:

In the meeting all applicants that are invited can defend their applications and a final ranking and motivation per application is recorded. Based on this final ranking the advise for funding or not funding is made.

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

Monitor project progress:

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

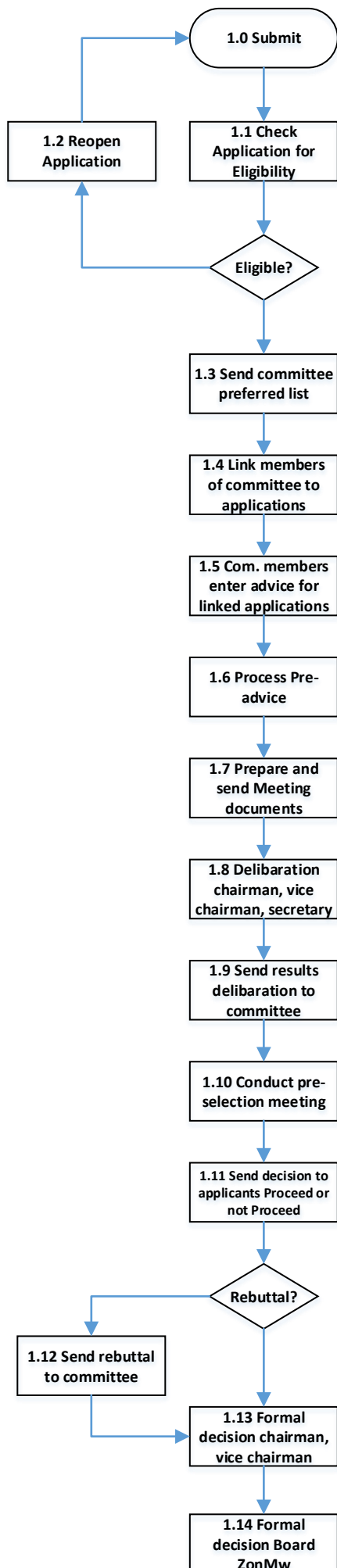
Setup of the call:

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
- disciplines (mandatory)
- multiple attachments (in pdf, word, excel, bmp/jpeg/png)

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 application. Every referee has several specific characteristics (expertises) on which the referee can be found / linked to an application.



The applicant submits his 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.

Because of the high numbers in this call, a pre-selection stage is used to filter out a number of applications and reduce the number of external referees needed in the second part of the process.

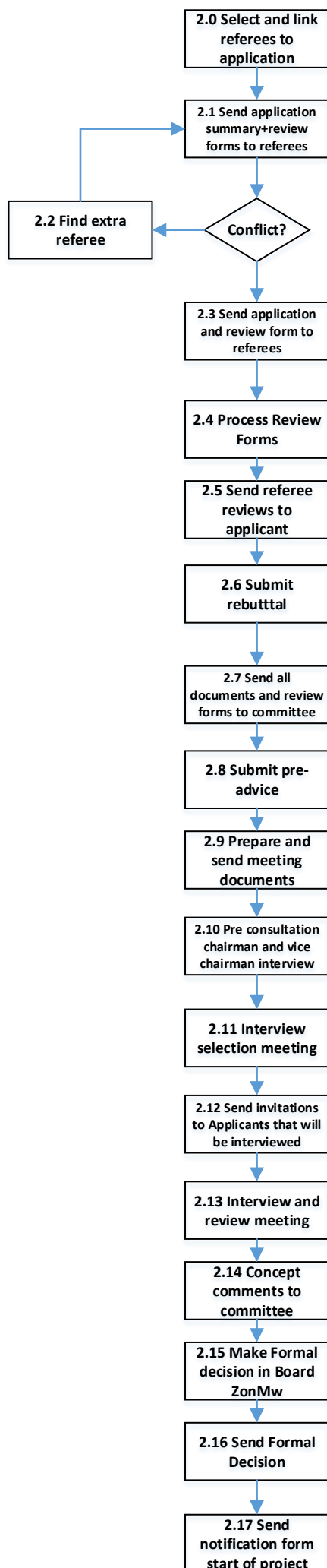
Before sending the Applications to the program committee, conflict of interest and preference is checked with the members. If conflict of interest exist between a member of the committee and the applicant or project members of the Application, the committee member is excluded from reviewing this particular Application. Based on the preferences and the conflict of interest the applications are distributed over the members of the committee having 3 members look at 1 application.

At ZonMw all Review Forms are processed.

Before the meeting a pre-selection is made on which applications to discuss in the meeting. Applications that have low scores are not discussed during the meeting

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

The decision is send to the applicants and applicants that are not promising can send in a rebuttal. After this a formal decision is made by the board on which applications proceed and which will not proceed.



The Application is send to at least 3 external referees to review.

The employee is able to monitor the whole referee proces: when are invitations send, reports send and received, etc.

At ZonMw the Review forms of the referees 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 the Committee.

Before sending the Applications to the program committee, conflict of interest is checked with the members. 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. Based on the preferences and conflicts the applications are divided over the members of the committee.

In the first meeting a selection is made of the most promising applications that will be invited for an interview where the applicant can defend his application.

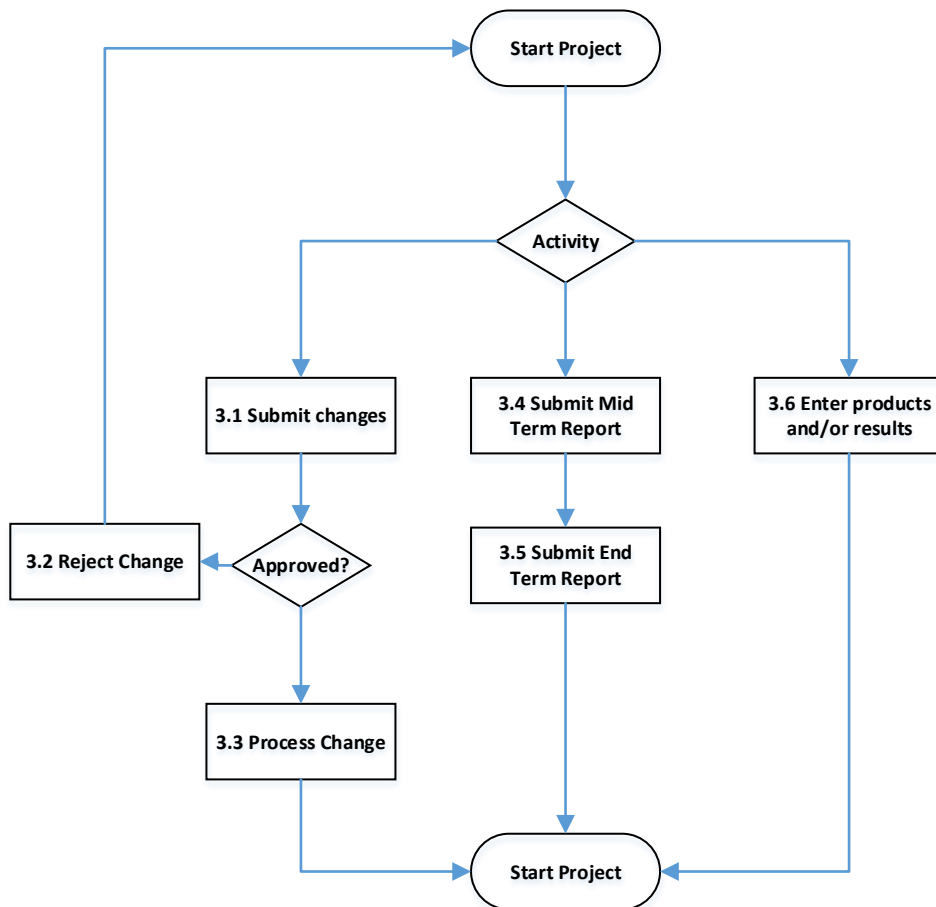
At the interview committee meeting the Applications are discussed and an advice is drafted whether or not the Applications are Eligible for Funding.

The decision can be:

- the Application is eligible and will be funded
- the Application is not eligible and will not be funded

Based on the advise a formal decision is made and letters are send to the applicants containing the formal decision. In case of an application being not eligible for funding, the applicant can send in formal appeals and objections which need to be adressed. When the applicant is in his right, the decision can be changed from not eligible to eligible, or the application can be entered in another call.

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 or after the project results or products are delivered by the project. Results or products can be a book, publication, research paper, presentation, etc. Products and results can have different fields or forms to fill in and submit. At the moment 30+ different results / products exist.