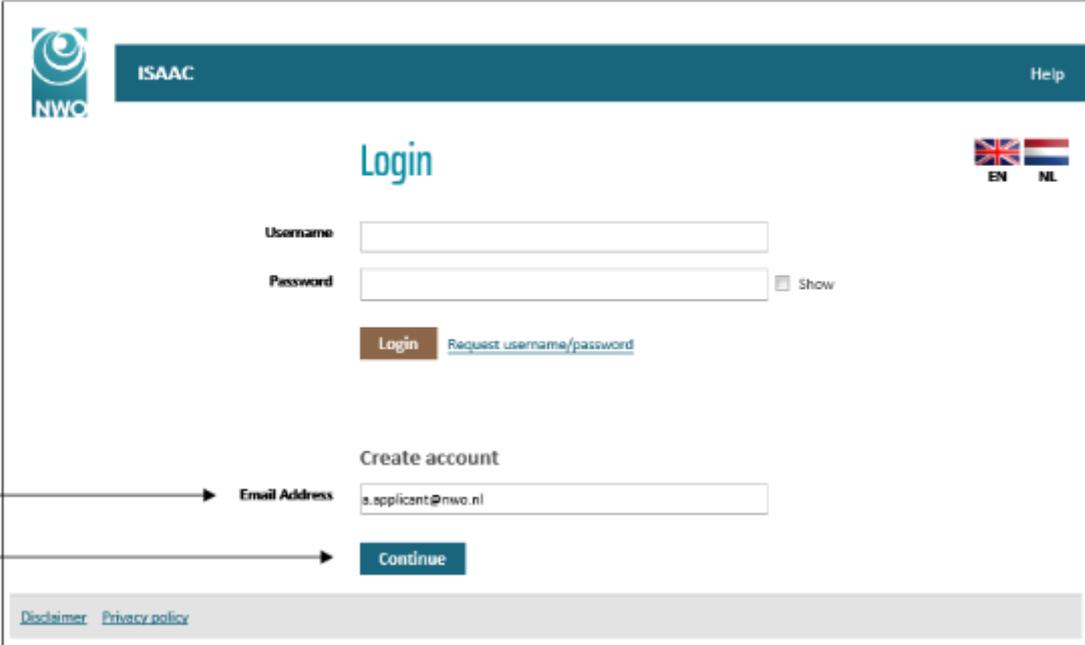


## ISAAC instructions for JPICH CHIP applicants

### Create an account

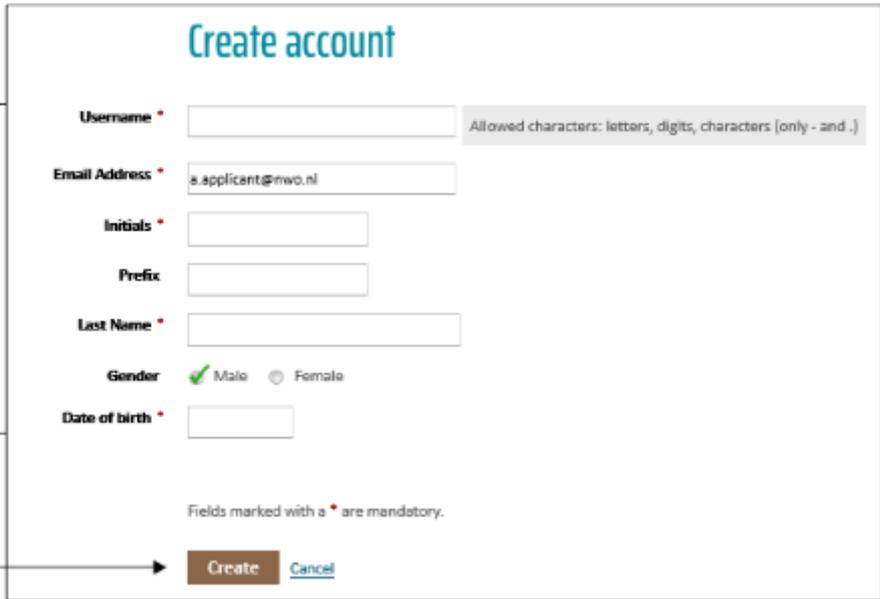
If you do not have an account in ISAAC yet, follow these steps to create one yourself. An account enables you to submit and monitor your application and manage your project if your application has been granted (projects). This process begins on ISAAC's login page:



The screenshot shows the ISAAC login page. At the top left is the NWO logo, and at the top right is the text 'ISAAC' and 'Help'. Below the header is the 'Login' section with fields for 'Username' and 'Password', a 'Login' button, and a link for 'Request username/password'. Below this is the 'Create account' section with an 'Email Address' field containing 's.applicant@nwo.nl' and a 'Continue' button. Two numbered circles with arrows point to the 'Email Address' field (1) and the 'Continue' button (2). At the bottom left are links for 'Disclaimer' and 'Privacy policy'. In the top right corner, there are flags for 'EN' and 'NL'.

- 1) Enter your email address under *Create account*.
- 2) Click on the *Continue* button.

The following screen will appear:



The screenshot shows the 'Create account' page. It features several mandatory fields marked with an asterisk: 'Username', 'Email Address' (pre-filled with 's.applicant@nwo.nl'), 'Initials', 'Prefix', 'Last Name', 'Date of birth', and 'Gender'. The 'Gender' field has radio buttons for 'Male' (selected) and 'Female'. A note states 'Fields marked with a \* are mandatory.' At the bottom, there are 'Create' and 'Cancel' buttons. A numbered circle with an arrow points to the 'Create' button (2). Another numbered circle (1) is positioned to the left of the form fields.

- 1) Enter the required information.
  - a. The *Username* is the name you use to log into ISAAC.
  - b. The email address field is copied from the previous field.
- 2) Click on the *Create* button.

Your account has been created:

The screenshot shows a web interface for logging in. At the top, a green message box says: "Thank you for creating an account. Your password has been sent to applicant@nwo.nl". Below this is the "Login" section with a "Username" field containing "applicant" and a "Password" field with a "Show" toggle. A "Login" button and a "Request username/password" link are present. Below the login section is a "Create account" section with an "Email Address" field and a "Continue" button. Three numbered callouts (1, 2, 3) point to the success message, the login fields, and the Login button respectively.

- 1) Your *Password* is automatically generated and is sent to you by email.
- 2) *Username* will be copied from the previous screen, if *Username* is empty, enter your *Username* and then enter your *Password*.
- 3) Click on the *Login* button.

## Preparing and submitting an application

Open the following link from the JPICH website after the call is opened for applications:

<https://www.isaac.nwo.nl/subsidieaanvraag?extref=CHIP>

Depending on how a round is set up, you may see the following tabs:

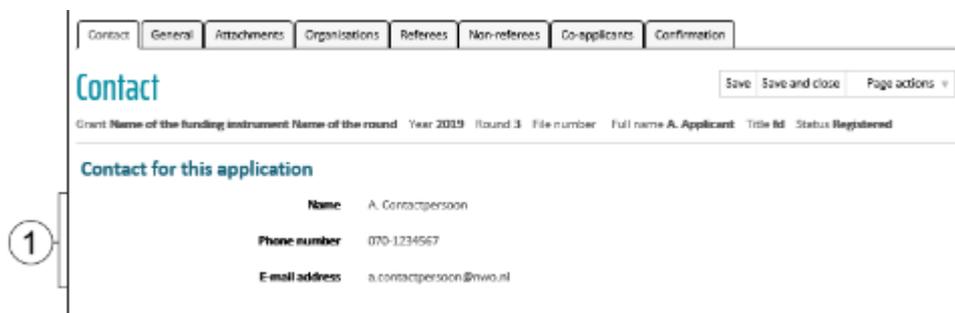
The screenshot shows a web interface with a horizontal tab bar at the top containing: "Contact", "General", "Attachments", "Organisations", "Referees", "Non-referees", "Co-applicants", and "Confirmation". The "General" tab is active. Below the tabs is a "General information" section with a warning message: "During inactivity (time out) your data are not automatically saved. You can do this by clicking the Save button. When you go to a next or previous page, your data are automatically saved." To the right of the warning are "Save" and "Save and close" buttons. A "Page actions" dropdown menu is open, showing options: "Withdraw", "Delete Application", and "Documents". At the bottom, there is a status bar with fields: "Grant", "Name of the funding instrument", "Name of the round", "Year 2019", "Round 3", "File number", "Full name A. Applicant", "Title", and "Status Initial". Two numbered callouts (1 and 2) point to the "Contact" tab and the "Page actions" dropdown respectively.

- 1) The *Contact*, *General*, *Organisations* and *Confirmation* tabs are always visible. The *Budget request*, *Referees*, *Non-referees*, *Co-applicants* and *Attachments* tabs are either visible or not visible depending on the round.
- 2) Navigate to *Page actions* and select *Documents* in the list. It contains general information about the round in question.



- 1) Click on a link to download an available document. These documents are also available on the [JPICH website](#).

Any questions about the round can be directed to the contact person of the CHIP call Handling Agency mentioned in the contact details under the *Contact* tab.



- 1) The contact person's details are listed here.

Activate the *General* tab.

The screenshot shows a web form titled "General information" with a "Save" button and a "Page actions" dropdown. A warning message at the top states: "During inactivity (time out) your data are not automatically saved. You can do this by clicking the Save button. When you go to a next or previous tab your data are automatically saved." Below this, a header row contains: "Grant Name of the funding instrument: Name of the round: Year: 2019 Round: 5 File number: Full name A. Applicant: Title: Status: Initial". A link for "Application template" is provided. The "Application" section includes fields for "Title", "Abstract" (with a 300 words limit), "Planned start date", and "Planned end date". The "Research fields\*" section has an "Add" button and a message: "Please add the main field of research of this application and if applicable other fields of research. List the disciplines in order of importance, starting with the most important." The "Key words" section has an "Add" button and a message: "No keywords have been specified." The "Application form" section has an "Application form" link and an "Upload" button. At the bottom, there are "Next" and "Cancel" buttons. Numbered callouts 1-6 point to the warning, the application template link, the application fields, the research fields section, the upload button, and the next button respectively.

- 1) *General information* reveals the funding instrument, the year and round you are applying for. The file number and the status become visible once the application has been submitted.
- 2) Click on the link to download the JPICH CHIP Proposal Template.
- 3) In the *Application* category, fill in the *Title*, the 300 word *Abstract* and the *Planned start date* and *Planned end date*.
- 4) Add at least one *Research field* (you can find the list of Research fields that Handling Agency NWO employs: <https://www.nwo.nl/en/funding/funding+process+explained/research+fields>) and add a maximum of 5 *Key words*.
- 5) In the *Application form* category, click on the *Upload* button to add the application form in PDF format. This concerns the completed JPICH CHIP Proposal Template that you downloaded at the top of this page.
- 6) Click on the *Next* button.

**Until you submit the form you can fill in, change and save the information in the different tabs. So you do not have to fill in all the information in one go, just make sure that all required fields have been filled in when submitting the application.**

Please note: add completed JPICH CHIP Budget Tables, at least one Letter of Commitment of an Associated Partner, and if applicable Letters of Commitment of the Project Leader and all Principal Investigators to the application document.

The *Attachments* tab will be visible. If the funding agency you are requesting budget from requires additional attachments, you can attach these documents here as well. You can find information on the National Eligibility Requirements under Annex A in the JPICH CHIP Call for Proposals. Activate the *Attachments* tab and add the required documents. In case your proposal PDF exceeds 10MB you may upload additional Letters of Commitment in a separate PDF.

The screenshot shows the 'Attachments' tab selected in a navigation menu. Below the menu, there are buttons for 'Save', 'Save and close', and 'Page actions'. The page displays the following information: Grant Name of the funding instrument, Name of the round, Year 2019, Round 3, File number, Full name A. Applicant, Title The title of my application, and Status Registered. There are two main sections: 'Letter of recommendation' and 'Curriculum Vitae'. Each section has an 'Upload' button. A circled '1' points to the 'Upload' button for the Letter of recommendation. A circled '2' points to the 'Next' button at the bottom of the page.

- 1) Click on the Upload button to add an attachment.
- 2) Click on the Next button.

The *Organisations* tab will be activated. You are required to indicate the organisation that is responsible for your application (this will be the host institution of the intended Project Leader, which is the applicant submitting the entire application on behalf of an intended JPICH CHIP project consortium).

The screenshot shows the 'Organisations' tab selected in a navigation menu. Below the menu, there are buttons for 'Save', 'Save and close', and 'Page actions'. The page displays the following information: Grant Name of the funding instrument, Name of the round, Year 2019, Round 3, File number, Full name A. Applicant, Title The title of my application, and Status Registered. There are two main sections: 'Organisation of application\*' and 'Implementing organisation'. Each section has an 'Add' button. A circled '1' points to the 'Add' button for the Organisation of application\*.

- 1) Click on the Add button to add the organisation responsible for the application.

The screenshot shows the 'Zoeken organisatie' (Search organization) page in the ISAAC system. The page title is 'Zoeken organisatie' and it includes a search bar with 'Zoeken' and 'Terug' buttons. Below the search bar, there is a section titled 'Uitgebreid zoeken organisatie' (Extended search organization) with the following fields:

- Naam (Name)
- Acroniem (Acronym)
- E-mail
- Sort (Sort)
- Straat (Street)
- Postcode
- Plaatsnaam (Location)
- Land (Country)
- Trefwoorden (Keywords)

At the bottom of the form, there are search options: 'Zoekmethode trefwoorden' (Search method keywords) with a plus sign, and two radio buttons: 'Alle zoekcriteria' (All search criteria) and 'Tenminste 1 zoekcriterium' (At least 1 search criterion). The 'Zoeken' button is highlighted with a red circle and arrow labeled '2'. A red circle labeled '1' is positioned to the left of the form fields.

- 1) Enter one or several search criteria. You can also perform a search based on part of a search criterion.
- 2) Click on the *Search* button.

Select the correct organisation from the search results. If it possible your organisation is not listed in the search results.



If your organisation is not on the list of search results, send an e-mail to Central Relationship Management ([relations@nwo.nl](mailto:relations@nwo.nl)) to add your organisation to the list. **As this step may take some time, we encourage you to start your application process in advance of the deadline date.**

The window will display the application with the active *Organisations* tab again.

The *Co-applicants* tab will be visible after you click on the *Next* button.

- 1) At least two co-applicants are mandatory in the JPICH CHIP Call.
- 2) Click on the *Add* button in the Co-applicants category.

- 1) Fill in the required details.
- 2) Click on the *Search* button in the *Organisation of the Co-applicant* category to add the organisation that the co-applicant belongs to. Search the organisation and select it.  
**If the organisation is not on the list of search results, send an e-mail to Central Relationship Management ([relations@nwo.nl](mailto:relations@nwo.nl)) to add the organisation to the list.**
- 3) Click on the *Next* button.

The *Confirmation* tab will be activated. Once the application has been filled in completely and truthfully, then the application can be submitted.

- 1) Activate the check box.
- 2) Click on *Submit*.

The application has been submitted. Click on *Next* to return to your applications. The application has now been given a file number and application date.

File number	Application date	Title	Grant	Status
76A.003	29/09/2015	Cognitive modulation of neuronal dynamics in human action control	NRD	Admissible
76A.001	05/10/2015	University Policy to strengthen competitiveness and social cohesion	NRD 2015	In review
76A.004	12/10/2015	Biology	NRD 2015	Withdrawn
76A.001	12/10/2015	Chemistry	NRPO	Submitted
76A.002	13/10/2015	Confirmation bias with small animals based on existing research	NRPO	Submitted

- 1) The status of the application has also been changed from *Registered* to *Submitted*.

After submitting the application, you will receive confirmation of receipt by e-mail. After the deadline of the JPICH CHIP Call (September 22<sup>nd</sup> 2020) the Handling Agency will review the General Eligibility of your application and the funding agency you requested your budget from will review the National Eligibility of your application. Once they have confirmed that the application is complete, you will receive a confirmation by e-mail.

### Support and questions

For technical support, please email the Handling Partner (the Dutch Research Council, NWO) ISAAC helpdesk [isaac.helpdesk@nwo.nl](mailto:isaac.helpdesk@nwo.nl). If you have general questions about a project proposal, please email NWO at [JPI-CH@nwo.nl](mailto:JPI-CH@nwo.nl).