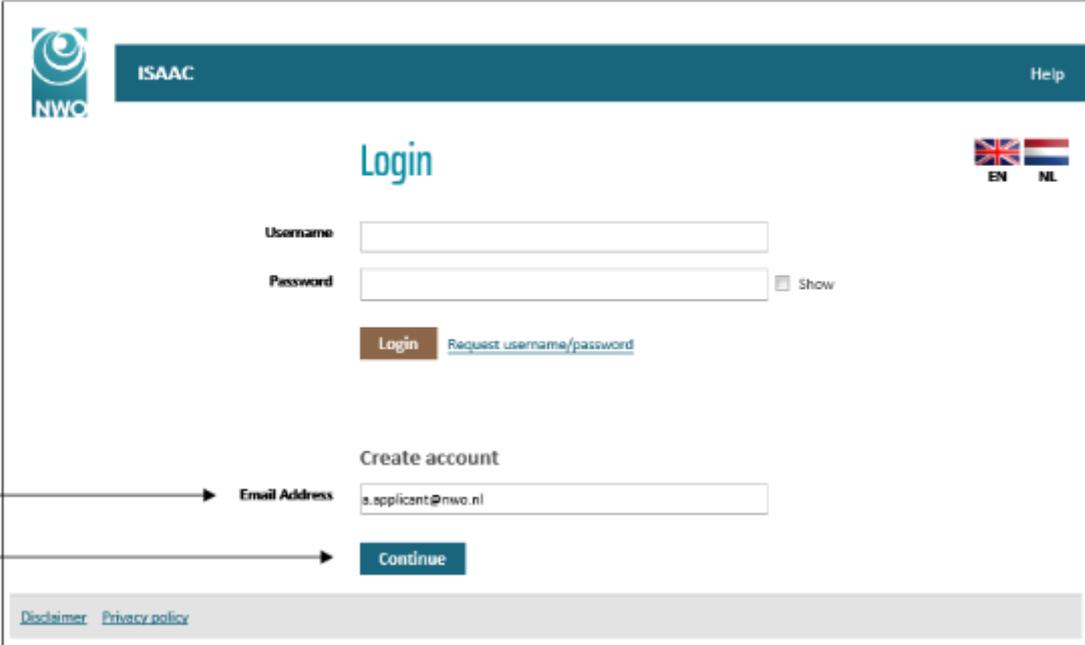# ISAAC instructions for JPICH CHIP applicants
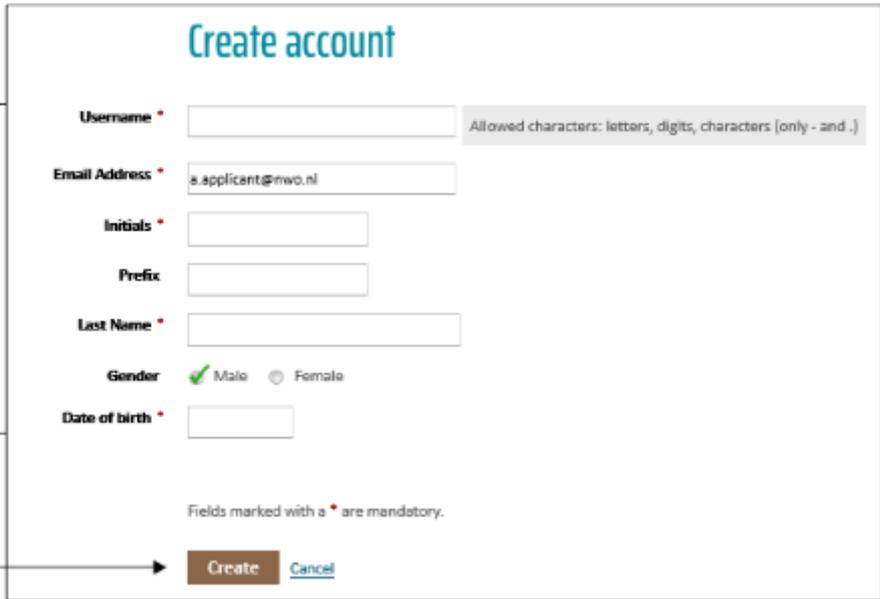
Create an account

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:

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

The following screen will appear:

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:

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:

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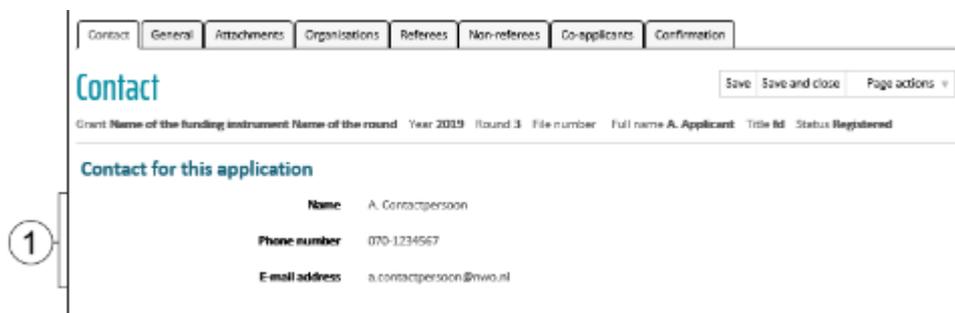
1) The contact person's details are listed here.

Activate the *General* tab.

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.

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).

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

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) 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) 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.

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 22nd 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. If you have general questions about a project proposal, please email NWO at JPI-CH@nwo.nl.