

## Instructions for submitting a HERA JRP “Uses of the Past” Full Proposal

Full Proposals must be submitted by Project Leaders via the online application form before the deadline of **Thursday, 8 October 2015, 14:00 CEST (Brussels local time)**. Project Leaders must submit the application on behalf of all partners of the Collaborative Research Project (CRP). *Please note that, contrary to the Outline Proposals, Full Proposals must be submitted via the online submission system Iris, hosted by NWO. We apologize for any inconvenience caused.*

### Online submission system Iris

The online submission system Iris will be available for submitting your Full Proposal from Monday 3 August 2015 at <https://www.iris.nwo.nl/iris/servlet/iris>. Iris allows researchers to submit their grant applications to NWO via the internet with the help of a web browser. To use Iris, the researcher must first of all register as a user with the system. A user can then manage his or her electronic applications for NWO. This is the only way to submit your HERA JRP UP Full Proposal to the HERA JRP UP Handling Agency at NWO; applications sent via other channels will not be eligible.

Each new application can be changed or deleted by the applicant via Iris at any time as long as it has not been submitted to NWO. All of the data from the application are stored in a secure database and file system. The data cannot be viewed by the HERA JRP UP Handling Agency until after the application has been submitted. The fully-completed application can be submitted by the applicant. This means that the application is sent to NWO for processing. Submitted applications can no longer be changed. This ensures that the application submitted by you is the same as the copy held by the HERA JRP UP Handling Agency at NWO. The application can only be submitted once. All documents (application form, including budget tables and annexes) must be included in **one PDF file** (max. 6Mb).

**IMPORTANT:** When applying from outside the Netherlands, please choose as your organisation '**NWO-HERA**' (Acronym=NWO-HERA) and select as Town or city 'The Hague'. As soon as you have done this you can open an account and prepare the application.

A detailed step-by-step instruction can be found at the bottom of this document.

### Preparing an application

The application consists of two parts:

- a fact sheet, to be filled out directly in Iris;
- your Full Proposal document, to be uploaded to Iris (one PDF file, max. 6Mb; for more information see the full proposal guidance documents, available from the HERA website [www.heranet.info](http://www.heranet.info)).

After the submission, you will receive an email to confirm receipt of the application.

### **Technical questions about the electronic application system Iris**

For technical questions about the use of Iris, please contact the Iris helpdesk. Please read the [manual](#) first before asking the helpdesk for advice. The Iris helpdesk can be contacted from Monday to Friday between 11:00 and 17:00 CET on +31 900 696 4747. Unfortunately, not all foreign telecommunication providers support phoning to 0900 numbers. Technical questions about Iris may also be sent by email to [iris@nwo.nl](mailto:iris@nwo.nl). For other questions about the submission of your application, please contact the HERA JRP UP Handling Agency at [hera@nwo.nl](mailto:hera@nwo.nl).

### **How to create a single PDF file for the application?**

You can create PDF-files using Pdf995, Ghostscript&GSview or Adobe Acrobat. Pdf995 and Ghostscript&GSview can be obtained free via the Internet; Adobe Acrobat is a commercial product.

For instructions click on one of the following links.

- [Pdf995](#)
- [Ghostscript&GSview](#)

We recommend to create a first PDF file after you have completed the Full Proposal template in Word (including the budget tables, and any annexes that can easily be added in Word). Please do not copy-paste text from annexes that you have received as PDF files, but rather merge these files with the Full Proposal PDF file in order to create one final PDF file for your application.

If you are in any doubt, we recommend that you contact your IT department.

## NWO Iris step-by-step instructions for HERA JRP “Uses of the Past” Full Proposal stage

### ➤ Introduction

Iris, the electronic grant application system, allows researchers to submit their grant applications to NWO via their internet browser. In order to use Iris, researchers need to register with the system. They can then manage all their electronic applications to NWO. Details of how to register as a user are given below.

Users can alter or delete their new application via Iris at any time until it has been submitted to NWO. All the data contained in the application are stored in a secure database and file system. The data are not visible to NWO staff until the application has been submitted.

When the application has been completed, it can be submitted to NWO. This means that it is sent to NWO for consideration. To ensure that the application you submit is the same as the copy that reaches NWO, the application can then no longer be altered.

### ➤ Who can create an Iris account?

Anyone can open an account at any time. The account will become active as soon as you have filled in some personal details and details of the organisation where you work.

### ➤ Register as a user in Iris

For international Project Leaders - whose institute may not be in the NWO IRIS database - a special loophole is constructed. Dutch main applicants can simply follow the standard registration instructions.

To Register

- Go to <https://www.iris.nwo.nl/iris/servlet/iris> (All pages are available in English. If a page is in Dutch – look at the Banner near the top right of the page, clicking on ‘English version’ will provide you with the translation.)
- Click ‘Register’
- Fill in
  - Personal details
  - Organisation
    - Click ‘Select an organisation’ on the right side of your screen -> a new window opens (screen shot on next page):
      - **Choose 'NWO-HERA' (Acronym=NWO-HERA) as main organisation and the Hague as town or city (other fields can remain empty).**
      - Click ‘Search’
      - Click ‘Select’
  - Complete contact address
- Click ‘save and next’

You will receive an e-mail containing your user data and the PIN code that you need to submit your application.

### ➤ Filling in a new application

In order to fill in a new application, you first need to select the grant HERA JRP “Uses of the Past” from the list given in NWO's Subsidy Guide. If you have already selected a grant before logging in, you can begin filling in your application form immediately.

If you have not already selected a grant before logging in, Iris will refer you back to the Subsidy Guide so that you can make a selection. After selecting a grant, you can start to fill in your application.

### ➤ Fact sheet and appendices

Your grant application consists of two parts:

Part 1 is the Fact Sheet; this should be filled in using your browser via the website. The fact sheet stores the basic information, such as the title and abstract, and details of the applicant (PL) and the co-applicants (PIs).

Part 2 is the Application Form. This is an electronic form which is used to give a full description of the project proposal and appended to the fact sheet.

The application form and other relevant appendices must be submitted as one file in PDF-format (max. 6Mb). The website has an extensive help function to assist you with the creation of PDF-files (also see information above)

➤ **How do you submit an application?**

At the moment, the system only asks you to fill in your PIN code at the point when you want to submit the application. The PIN code is generated by the system and sent to you by e-mail after you have created an account. It is therefore important to fill in a correct and valid e-mail address.

➤ **Software requirements**

Browse: The website is best viewed with the latest version of a standard browser.

Screen shot of 'Select Organisation' window during registration process

Cancel & back Help

Iris - the electronic grant application system

## Find an organisation

Search criteria      Alphabetical order       Upwards  Downwards

Acronym  ?

Name of organisation

Department

Section

Town or city \*  ?

You can select an organisation from the list by searching the database. You must enter a name at 'Town or city'. It is not necessary to enter the full name of an organisation or department.

On Iris you will only find Dutch universities and research institutes, because for most grants you have to be connected to one of these. There are however some exceptions. In these cases you will find an alternative in the subsidy guidelines or you can contact the person mentioned on the subsidy page.

Usually you can enter the organization you want to work for or the organization you have worked for in the Netherlands. Your current address can be entered in the contact data part of Iris.

Click [here](#) to send an email in case your Dutch organisation is not in the list.

**Search results**      Use button 'Select' in order to select an organisation

Organisation	Acronym	Postal address
NWO-HERA Hera	NWO-HERA	Postbus 93138 2509 AC 'S-GRAVENHAGE