

OSP USER MANUAL

REGISTRATION, ACCESSIBILITY, NAVIGATING THROUGH OSP, STARTING A NEW GRANT APPLICATION AND SUBMITTING IT

Welcome to the Alzheimer Nederland Onderzoekssubsidieportaal (OSP). In order to apply for one of our grants, applicants will have to fill in their grant application online through OSP, which can be found at <https://grants.alzheimer-nederland.nl>. First, they will need an account for OSP, the steps down below explain how this is done. Furthermore, this manual also shows you how to navigate OSP after logging in.

! Please note that all grants within the Alzheimer Nederland Call Biomedical Research have to be submitted through a different online grant management system, which can be found at <https://www.alzheimer-research.eu>.

Quickly go to:

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REGISTRATION

On the OSP home page, click on the 'Register' button:

The screenshot shows the OSP home page with the title "Onderzoekssubsidieportaal Alzheimer Nederland". Below the title, it says "You must sign in or register." There are two main sections: "New Users" and "Existing Users". In the "New Users" section, there is a green "Register" button circled in red. In the "Existing Users" section, there are input fields for "Email address" and "Password", a "Remember my login on this computer" checkbox, and a blue "Log In" button. A link for "Forgot your password?" is also visible.

Enter your first name, last name and email address. Password must be strong enough for the strength checker validation and it must reach 100% in order to proceed further. Confirm you agree with your data being stored and click the 'OK' button.

The screenshot shows the "Register" form with the title "Register" and subtitle "Register as a new applicant". There are several input fields: "First names", "Last name", "Email", "Email Confirmation", "Password", and "Password Confirmation". A password strength indicator shows 0% strength. A checkbox for "I agree my data will be stored" is present. A blue information box states: "Please enter your name, a valid email address and a password. Passwords must be at least 12 characters long, and must be accepted by our password strength checker." At the bottom, there is a blue "OK" button.

NOTE: If you are having any issues registering in OSP, please contact us using the email address in the footer of the page: onderzoek@alzheimer-nederland.nl.

Confirm your email address via the email that is sent automatically after registration.

LOGGING IN

Once you have confirmed your email address, you can log into the system. Enter the Email you have registered with and your Password. Click the 'Log In' button:

alzheimer nederland

Not logged in

Onderzoekssubsidieportaal Alzheimer Nederland

You must sign in or register.

Your login has expired. Please retype your password to continue working.

New Users
Please register with us to create your account.
[Register](#)

Existing Users
Please sign in to access your account.

* required

* **Email**

* **Password**

Remember my login on this computer

[Log In](#)

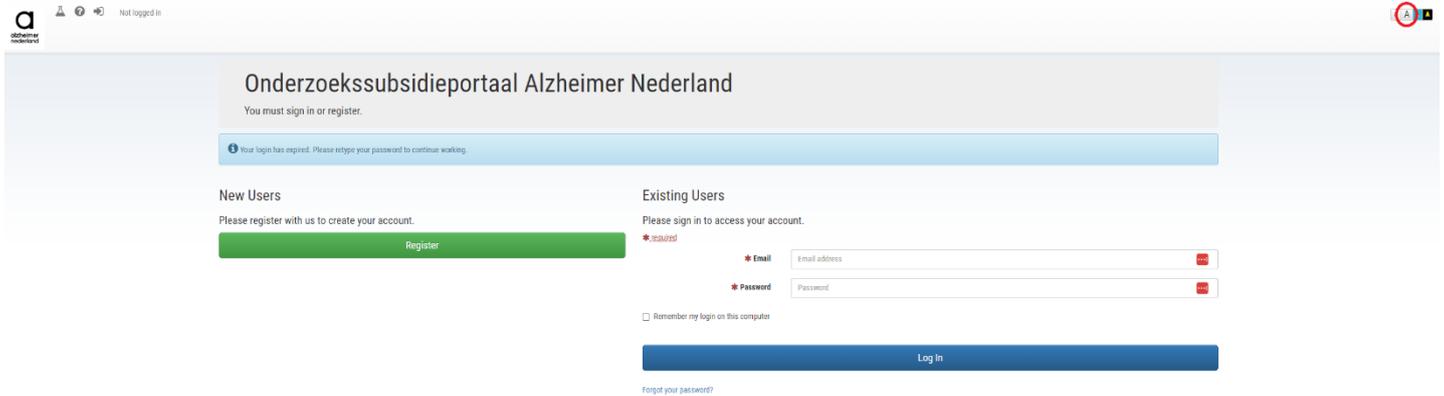
[Forgot your password?](#)

You can opt to remember your log in by clicking the 'Remember my login' checkbox.

If you have forgotten your password, use the 'Forgot your password' function located underneath the blue 'Log In' button. Enter your account's email address, click 'Continue' and follow the instructions in the email that is sent to you to reset your password. After you have successfully reset your password, you can go back to the login page to log into the system.

ACCESSIBILITY

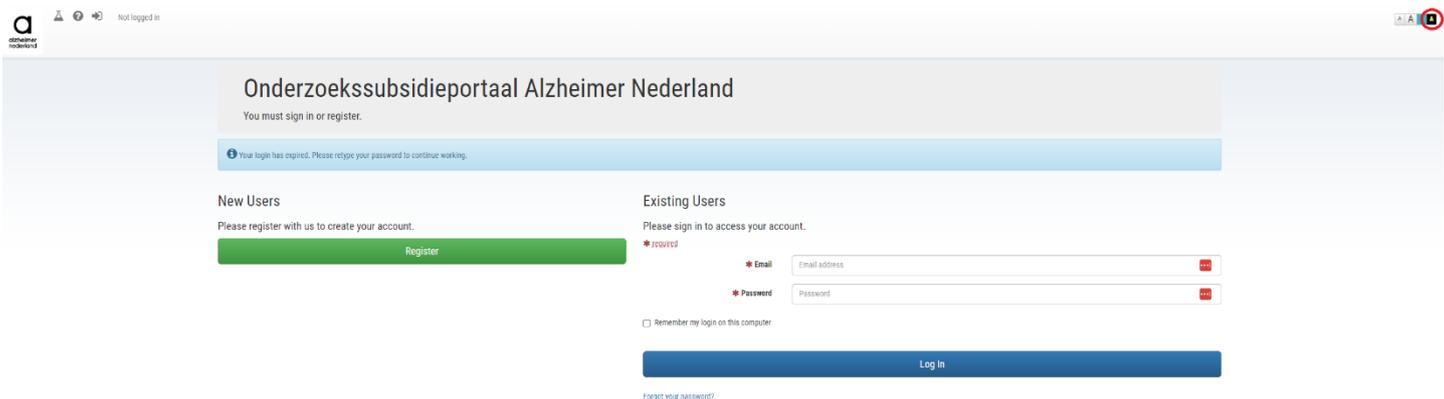
1. To increase the font size, please use the icons in the top right corner. To change the font again, use the normal font icon:



A close up of the font size icons:



2. To change the contrast of the page, use 'Contrast high' icon in the top right corner. To change the contrast again, use the Contrast normal icon:



A close up of the contrast icons:



NAVIGATING THROUGH OSP

When you log in, you will be directed to your Inbox, which holds your current tasks or 'to do's'. It functions as your homepage for OSP and shows your Current Tasks for your application(s):

The screenshot shows the Alzheimer Nederland portal interface. At the top left is the logo and navigation icons. The main heading is "Onderzoekssubsidieportaal Alzheimer Nederland". Below it, a message states "Below is the list of your tasks and applications". There are two main sections: "Current Tasks" and "Applications I Am Linked To".

Current Tasks

This is the list of applications for which you have a current task to do in relation to a role (from relevant workflow). Hold CTRL key and drag table left/right using mouse.

| AIMS ID | AN Reference | Applicant | Programme | Current Status | Task |
|---------|--------------|-----------|-----------|----------------|------|
|---------|--------------|-----------|-----------|----------------|------|

Applications I Am Linked To

These are applications that you are linked to i.e. user has been added to list of users associated with that application (can be seen in Application Contacts tab of application processing page).

| App. ID | Applicant Name | Scheme Name | Region Name | Project Title | Creation Date | Application Status | Relationship Type | Cancel Application |
|---------|----------------|-------------|-------------|---------------|---------------|--------------------|-------------------|--------------------|
|---------|----------------|-------------|-------------|---------------|---------------|--------------------|-------------------|--------------------|

The 'Applications I am Linked To' part of the Inbox is showing all your current and past applications. By clicking on the blue Application ID on the left, you are brought to this specific application. You can also cancel any draft applications here by clicking the red cancel button:

This screenshot provides a closer look at the "Applications I Am Linked To" section. The table contains one entry with the following data:

| App. ID | Applicant Name | Scheme Name | Region Name | Project Title | Creation Date | Application Status | Relationship Type | Cancel Application |
|---------|----------------|-------------|-------------|---------------|------------------|--------------------|-------------------|--------------------|
| 152700 | Test Account2 | Co-Funding | Head Office | Project Title | 21-01-2024 18:33 | Draft | Applicant | cancel |

Annotations in the image include a red circle around the "Applications I Am Linked To" header, a red circle around the "152700" App. ID, and a red circle around the "cancel" button in the "Cancel Application" column.

At the bottom of the page, there are two buttons: "Edit My Details" (blue) and "Create New Application" (green).

Wherever you are in OSP, you can always return to your inbox via the inbox icon in the top left:



Grant Funding Guidelines and User Manuals such as these can be found via the question mark icon in the top left:



To see all the currently available Alzheimer Nederland grants on the Funding pages, you can click on the flask icon in the top left:



Funding

Alzheimer Nederland is committed to one of the greatest challenges of our time: dementia. Together with thousands of volunteers, people with dementia, informal carers, researchers, donors and collectors, we are working towards a future without dementia and a better quality of life for people with dementia and their informal carers. We have one goal in mind: progress, in all areas! Together we can make the difference.



CO-FUNDING

CO-FINANCIERING

This call is open for applications all year round.

However, please note that we require a minimum of 4 weeks for the evaluation of your application.

[Call Open >](#)



INTERACT GRANT

FIRST ROUND

The Alzheimer Nederland Interact Grant opens three times each year.

The first round of the Interact call in 2024 is open for applications from 4 December 2023 to 31 January 2024 12:00 CET.

[Call Open >](#)



SMALL GRANTS

FINANCIAL SUPPORT FOR INTERNATIONAL RESEARCH INTERNSHIP

This call is open for applications all year round. However, please note that we require a minimum of 6 weeks for the evaluation of your application.

[Call Open >](#)



SMALL GRANTS

FINANCIAL SUPPORT FOR CONFERENCE ATTENDANCE

This call is open for applications all year round.

However, please note that we require a minimum of 4 weeks for the evaluation of your application.

[Call Open >](#)



SMALL GRANTS

FINANCIAL SUPPORT FOR THESIS PRINTING COSTS

This call is open for applications all year round.

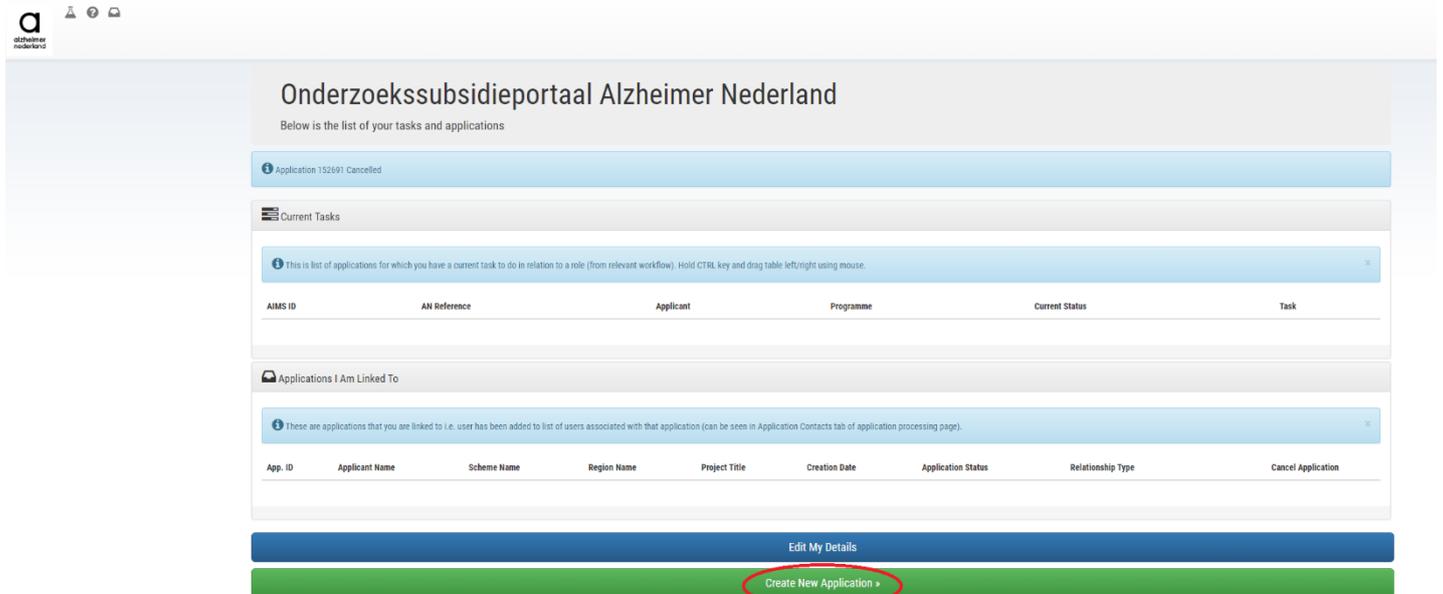
However, please note that we require a minimum of 4 weeks for the evaluation of your application.

[Call Open >](#)

STARTING A NEW GRANT APPLICATION

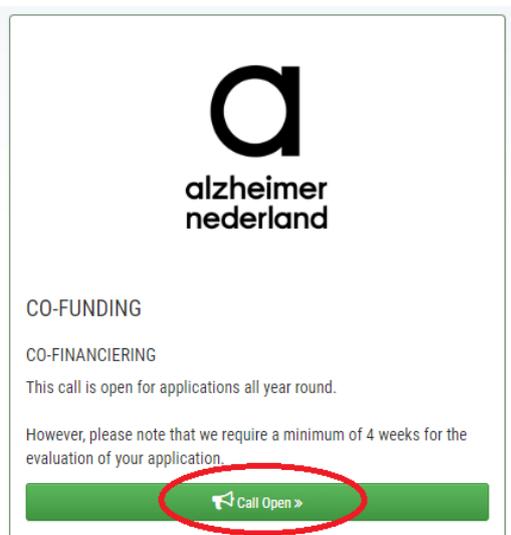
NOTE: In order to apply for any of the OSP grants, you must be logged into the system.

A new grant application is always started through its respective 'Funding' page. You can either go here via the flask icon in the top left, or via the green 'Create New Application button in your inbox:



The screenshot shows the 'Onderzoekssubsidieportaal Alzheimer Nederland' dashboard. At the top left is the Alzheimer Nederland logo. Below the header, there are three main sections: 'Current Tasks' and 'Applications I Am Linked To', each with a table of data. At the bottom of the dashboard, there are two buttons: 'Edit My Details' (blue) and 'Create New Application' (green). The 'Create New Application' button is circled in red.

When you have reached the Funding page, click on the green 'Call Open>>' button of the grant type you want to apply for:



The screenshot shows a funding page for Alzheimer Nederland. It features the Alzheimer Nederland logo at the top. Below the logo, the text reads 'CO-FUNDING' and 'CO-FINANCIERING'. A message states: 'This call is open for applications all year round. However, please note that we require a minimum of 4 weeks for the evaluation of your application.' At the bottom of the page, there is a green button with a white arrow and the text 'Call Open >>'. This button is circled in red.

You then arrive on the Funding page of the grant you are interested in. Here, you will find all the information you need prior to applying: the submission deadline, general information and eligibility criteria, the grant's Funding Guideline documents, links to the Alzheimer Nederland Research Agenda, and information regarding the grant's budget.

When you are ready to go to the grant's application form, click on the green 'Apply for this grant' button at the bottom of the screen:

alzheimer nederland

CO-FUNDING CO-FINANCIERING

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alzheimer nederland

More Information
Alzheimer Nederland can be included as a co-funder in a Dutch or international funding call. For more information, please visit our [website](#).

Deadline
This call is open for applications all year round.
However, please note that we require a minimum of 4 weeks for the evaluation of your application.

Contact
For any queries, please contact our Scientific Research Team via onderzoek@alzheimer-nederland.nl.

Applications
Alzheimer Nederland can be included as a co-funder in a Dutch or international funding call. We like to assist researchers in these endeavors, but their projects should of course meet a few criteria:

- Please make sure that the proposed research fits within Chapter 3, 4, and 5 of our [Research Agenda](#).
- Alzheimer Nederland solely co-funds projects that are assessed in a funding call with competing proposals. The scientific merit of the application will have to be reviewed by an external or independent committee or reviewing board. Furthermore, Alzheimer Nederland will only co-fund a project if this is a requirement set by the primary funding organisation.
- Alzheimer Nederland will only consider funding the minimum required amount for a co-funder in the application. This amount is dependent of the total amount requested for the project to all funding organisations, whether the project fits our research agenda, and Alzheimer Nederland's available budget.
- Alzheimer Nederland's co-funding is of course dependent on the awarding of the primary funding organisation's funding.

Budget
Alzheimer Nederland will only consider funding the minimum required amount for a co-funder in the application. This amount is dependent of the total amount requested for the project to all funding organisations, whether the project fits our research agenda, and Alzheimer Nederland's available budget. Alzheimer Nederland's co-funding is of course dependent on the awarding of the primary funding organisation's funding.

« Back to grants

Apply for this grant »

You have now arrived at the 'Prepare Application' step. On the right side of the screen, your 'Tasks', which include your To Do's (green buttons). Underneath, you will find the section 'Next Steps'. The green button(s) in this section can only be used after you have completed all To Do's in the 'Tasks' section. In blue, you will find instructions for this step.

alzheimer nederland

Prepare application

Summary Documents

Correspondence log
Document Type: OK

Show entries Search:

| Title | Date |
|----------------------------------|------|
| This application has no comments | |

« »

« »

Tasks

Instructions

- 1) In order to submit your application, please go ahead and click on the top green button under 'To Do, down below. This will bring you straight to the application form. Your progress in the form will be saved every time you switch to a different tab of the form, as well as when you click the 'Save Draft & continue' button at the bottom of every form page. This way, you do not have to fill in your form in one go.
- 2) When you have finished the application form, you will come back to this screen. You still have to generate the PDF of your application form by clicking the green 'Generate completed application PDF' button below. As soon as there are no more green buttons under 'To Do', your application is ready to be fully submitted.
- 3) **Please note:** your application is not yet fully submitted until you press the green 'Submit for eligibility check' button in the bottom right, under 'Next Steps'.

To Do

Co-funding application form

Generate completed application PDF

Done

Not Applicable

Next Steps

Submit for eligibility check

Note

Started: 21-01-2024 18:53

Your To Do's in the 'Tasks' section are shown in the order in which they are supposed to be finished. To start filling in your application form, click on the green '<Grant type name> application form' button.

Tasks

Instructions ⓘ

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1) In order to submit your application, please go ahead and click on the top green button under 'To Do, down below. This will bring you straight to the application form. Your progress in the form will be saved every time you switch to a different tab of the form, as well as when you click the 'Save Draft & continue' button at the bottom of every form page. This way, you do not have to fill in your form in one go.

2) When you have finished the application form, you will come back to this screen. You still have to generate the PDF of your application form by clicking the green 'Generate completed application PDF' button below. As soon as there are no more green buttons under 'To Do', your application is ready to be fully submitted.

3) **Please note:** your application is not yet fully submitted until you press the green 'Submit for eligibility check' button in the bottom right, under 'Next Steps'.

To Do

Co-funding application form

Generate completed application PDF

Done

Not Applicable

Next Steps

Submit for eligibility check

Note

Started: 21-01-2024 18:53

FILLING OUT YOUR APPLICATION FORM

Once you have opened your application form for the first time, you can start filling it in completely in order to submit your application. You will always start in the first section or 'tab' or your application form. Each section pertains to a different paragraph of the application.

These tabs also have a small tick box next to them, to show you if all questions of that specific section have been completed. If a box is not ticked, it means at least one question of that section still requires your attention.

Co-funding application form

3. About project

[Go to Index and Submit form](#) [Generate new PDF](#)

Instructions for applicants About applicant About project Supporting documentation Declaration

3.1 Project title / subject of research *

(You may enter up to 250 chars.)

250 chars left

3.2 Project description *

Describe the project for which co-financing is requested in a maximum of 1000 words.

(You may enter unlimited number of characters.)

You can switch between sections or 'tabs' by clicking on a different tab or on the green 'Save Draft & continue' button at the bottom. This second method brings you to the next tab. Each time you switch tabs, the progress in your form is saved. This allows you to fill in part of your form now and come back later to finish it.

3.4 Requested amount *

€

Save Draft & continue »

SUBMITTING YOUR APPLICATION

Once you all boxes next to the different sections or 'tabs' are ticked, you are ready to complete the form. In order to do so, go to the last section of the form and click the green 'Save Draft & continue' button once again. This will bring you to the 'Submit Form' screen, where you will have the option to finish the form (green button) or go back and continue editing (blue button):

Submit Form

Co-funding application form

Your details have been saved. Do you want to submit your entire form now?

[Generate new PDF](#)

[Yes, finish entire form now! »](#)

[« No, enter more details first](#)

[Exit](#)

If there are still mandatory questions that you have not answered, a red error message will pop up here and you will be unable to finish the form. Please use the blue button to go back and add the missing information:

Submit Form

Co-funding application form

Your details have been saved. Do you want to submit your entire form now?

[Generate new PDF](#)

! There appears to be problems with some of your answers. Click on the question or section numbers in the errors below to go straight to the problem. You cannot submit the form until all problems are corrected.

! Some mandatory responses were not filled in

- In question 2.2 : Zipcode: - response(s) missing
- In question 4.1 : Application form of the project you request co-funding for: - response(s) missing

[Yes, finish entire form now! »](#)

[« No, enter more details first](#)

[Exit](#)

Once you have finished the form, you are brought back to the Prepare Application step. You will now see that your application has been added on the left under the 'Documents' tab and the application form To Do has been completed. If you wish to make any changes to your application form, you can still do so via the orange 'Change' button on the right.

The screenshot shows the 'Prepare application' interface. On the left, the 'Documents' tab is active, displaying a 'Correspondence log' table. The table has columns for 'Title' and 'Date'. One entry is circled in red: 'Application form of the project you request co-funding for: (Test 1 PDF.pdf)' with a date of '21-01-2024 20:29'. On the right, the 'Tasks' panel shows instructions and a 'To Do' list. The 'To Do' list includes a green button 'Generate completed application PDF' (circled in red) and an orange button 'Change' (also circled in red). Below the 'To Do' list is a 'Next Steps' section with a green button 'Submit for eligibility check' and a 'Note' section with the text 'Started: 21-01-2024 18:53'.

If you are ready to submit your application, you first need to complete all your To Do's, so click on the green 'Generate completed application PDF' button. This will generate a PDF of your application which you can check before submitting the application, if you wish. The PDF will appear on the left in the Documents tab after clicking the button and refreshing the page.

The screenshot shows the 'Prepare application' interface after a new PDF document has been generated. The 'Documents' tab is active, and the 'Correspondence log' table now has two entries. The first entry, 'Generated PDF_152700_Application Form.pdf', is circled in red and has a date of '21-01-2024 20:36'. The second entry is the same as in the previous screenshot: 'Application form of the project you request co-funding for: (Test 1 PDF.pdf)' with a date of '21-01-2024 20:29'. The 'Tasks' panel is not visible in this screenshot.

PLEASE NOTE that you have not yet submitted your application at this point. In order to do so, click the green 'Submit for eligibility check' button in the bottom right in the 'Next Steps' section.

Tasks

Instructions 

i

1) In order to submit your application, please go ahead and click on the top green button under 'To Do', down below. This will bring you straight to the application form. Your progress in the form will be saved every time you switch to a different tab of the form, as well as when you click the 'Save Draft & continue' button at the bottom of every form page. This way, you do not have to fill in your form in one go.

2) When you have finished the application form, you will come back to this screen. You still have to generate the PDF of your application form by clicking the green 'Generate completed application PDF' button below. As soon as there are no more green buttons under 'To Do', your application is ready to be fully submitted.

3) **Please note:** your application is not yet fully submitted until you press the green 'Submit for eligibility check' button in the bottom right, under 'Next Steps'.

To Do

Done

| | |
|------------------------------------|------------------------|
| Co-funding application form | Change |
| Generate completed application PDF | Change |
| Not Applicable | |

Next Steps

[Submit for eligibility check](#)

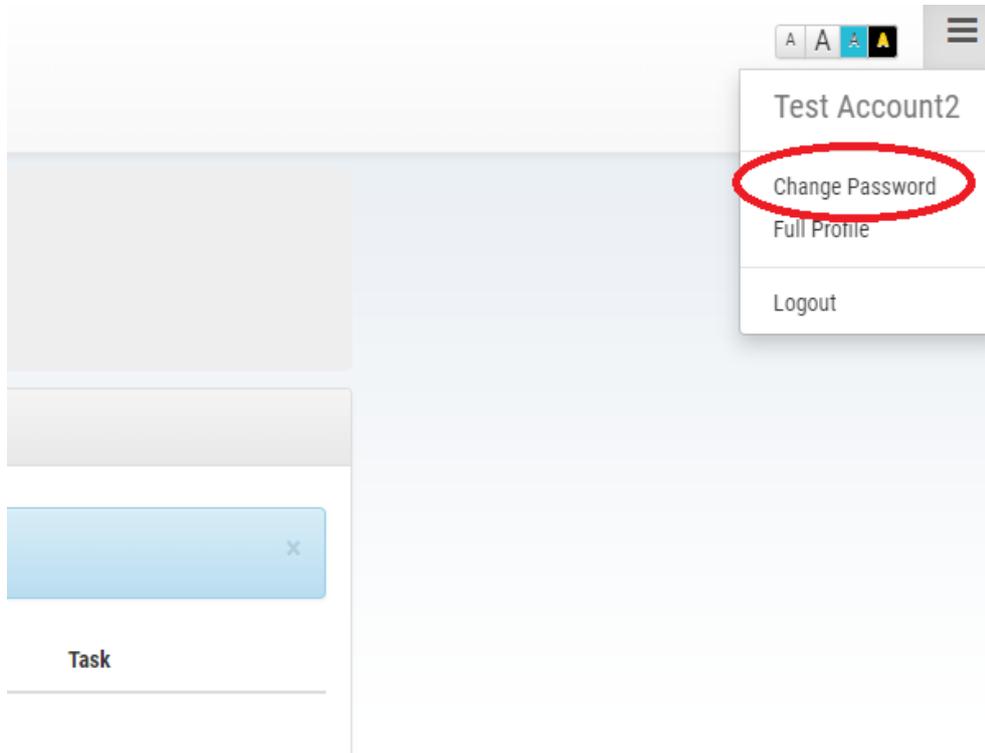
Note

Started: 21-01-2024 18:53

Once you have submitted your application, you are no longer able to make any changes and the application will no longer be in your Inbox's 'Current Tasks' section. You can still access it via the 'Applications I Am Linked To' section of your Inbox.

CHANGING YOUR PASSWORD

In order to change your password, please first click on the Portrait Icon in the top right corner and then select 'Change Password' from the dropdown menu:



Please make sure your new password meets the password strength checker's rules.

NOTE: When you change your password, you will have to log back into OSP.

COOKIES

In order to review the OSP Cookie Information, please click the 'AIMS Cookie Information' button in the footer of the sign in screen:

Onderzoekssubsidieportaal Alzheimer Nederland

You must sign in or register.

Your login has expired. Please retype your password to continue working.

New Users
Please register with us to create your account.
[Register](#)

Existing Users
Please sign in to access your account.

* **Required**

* **Email**

* **Password**

Remember my login on this computer

[Log In](#)

[Forgot your password?](#)

This website is Powered by AIMS. Any problems, email onderzoek@alzheimer-nederland.nl. [AIMS Cookie Information](#). You're using Chrome 120 on Windows. AIMS 4.0.3

This will bring you to the Cookie Information page:

AIMS Cookie Information

The following cookies are used within this system. The information stored in these cookies are solely necessary for the service provided.

| Cookie | Information |
|----------------------------------|--|
| ad_session_id_alnprod8881 | Contains the current session id. Allows the user to navigate through the grant management process. |
| acceptAimsCookie_alnprod8881 | Contains whether or not the user accepts the use of AIMS cookies |
| ad_user_login_alnprod8881 | Contains the user id currently logged into the system. Allows the user to navigate through the grant management process. |
| ad_acc_large_font_alnprod8881 | Contains the user preference for accessibility to show larger fonts on AIMS site or not |
| ad_acc_high_contrast_alnprod8881 | Contains the user preference for accessibility to show the AIMS site in high contrast or not |
| ad_user_login_secure_alnprod8881 | Used by Secure Authentication, contains the user_id. |
| ad_secure_token_alnprod8881 | Used by Secure Authentication to check and to make sure its contents matches the data stored in the webserver |

LOGGING OUT OF OSP

To log out of the system, click on the 'Logout' option under the Portrait Icon in the top right corner:

