

Tipsheet: notifications from Validate/Submit button on new application

Notification #1:

Please submit all Employment activities on the "Parties of the Project" tab.

Steps:

1. Go to the tab "Parties of the Project"
2. Scroll down to the section Employments
3. Check that all employment activities under Scientific Employment and Support Staffing are submitted
4. If they are not Submitted and, therefore, are in status Draft, click the open button to open the employment activity.
5. Add to necessary information to the employment activity and click the "submit" button.

Notification #2:

Letters of commitment are compulsory for: participating organizations who receive funding from KWF, co-funders, advisors and user groups (Infrastructure Initiatives). Please upload a relevant letter of commitment on the Parties of the Project tab.

Steps:

1. Go to the tab "Parties of the Project"
2. Check your employment activities in the section "Scientific Employment"
3. If you have filled out "No" for "Request FTE funding by KWF", then you need to make sure you upload a letter of commitment.
4. Check your information in the "Support Staffing" section.
5. If you have an Support Staffing activity with the role "Advisor", then you need to make sure you upload a letter of commitment.
6. Check your information in the "Parties of the Project" section.
7. If you have indicated that there is a participating organisation involved in your (research) project, then you need to make sure you upload a letter of commitment.
8. Check your information on the tab "Budget" for the section "Co-funders"
9. If you have indicated an amount of co-funding for your (research) project, then you need to make sure you upload a letter of commitment.
10. You can upload letters of commitment on the tab "Parties of the Project".
11. Scroll down to the section "Letters of Commitment" and upload the respective files here.



Notification #3:

Please specify if project proposal is part of a larger project/program with additional funding on the "Parties of Project" tab.

Steps:

1. Check what the application type of your project is.
2. If the application type is Consortia, you need to fill out an additional field
3. Go to the "parties of the project" tab.
4. Answer the question: "Is this project proposal part of a larger project / program with additional funding?", with yes or no.

Notification #4:

Please specify Personnel Costs for all applicable salary scales.

Steps:

1. The information you provided on the "Parties of the Project" tab does not correspond with the information you provided on the "Budget" tab.
2. Go to the "Parties of the Project" tab.
3. Check the amount of FTE requested from KWF for all different types of employment. The types are: PhD Student, Medical Doctor, Senior Scientific Personnel, MBO, HBO and Academic.
4. Go to the "Budget" tab and scroll down to the "Specification Yearly Budget" section.
5. Click the button "Specify Requested Budget".
6. A window will pop up, scroll down in this window to the section "Personnel Costs".
7. Make sure the amount of FTE per employment type in this table corresponds with the information from the "Parties of the Project" tab.

Notification #5:

For each Service Provider, please upload the quotation in the Tab Budget and provide the details in the Budget form. In case there is funding needed for the services of the Inclusion Center(s), please provide a joint quotation in the Tab Budget and provide the details (joint costs per year) in the Budget form.

Steps:

1. This notification will appear when you have indicated one of the following three options on your application form:
 1. You have indicated that there is an External Inclusion Centre, External Service Provider, Internal Inclusion Centre or Internal Service Provider on the "Parties of the Project" tab.
 2. You have uploaded a quote from a Service Provider on the "Budget" tab under the section "Service Provider & Inclusion Center Quotes".
 3. You have requested budget in the section "Services" on the "Budget" tab in the pop up screen that appears when you click "Specify Yearly Budget"
2. In order to resolve this notification, you need to either enter information for all three of the options listed above per Service Provider or leave all three options listed above empty.