

## User manual MIDAS for reviewers

This user manual contains instructions for reviewing grant applications or project reports for the Dutch Kidney Foundation. The document provides instructions for reviewers to log in to our grant management system called MIDAS and for submitting a review through this system.

### Log in to MIDAS

1. Visit the following website: <https://midas.nierstichting.nl>
2. Choose one of the following options:

- a. First login as existing user / Forgot password

*Who?*

Choose for this option if you have received an invitation from the Dutch Kidney Foundation for reviewing a grant application or a project report. Your user account in MIDAS has already been created by the Dutch Kidney Foundation.

*Or*

If you have an account but have forgotten your password.

*What to do?*

- Click on the link '[New reviewer sign on / Forgot password - Wachtwoord vergeten](#)' below the 'Log in' button.
- Enter the email address of your MIDAS account. After a few minutes you will receive an email in your mail box containing a link to the web page where you can choose your own password. Please notice the requirements for the password. The bar below the password must indicate a strength of 100%.
- You can now log in using your email address and the password you have chosen.

- b. Log in again as existing user

*Who?*

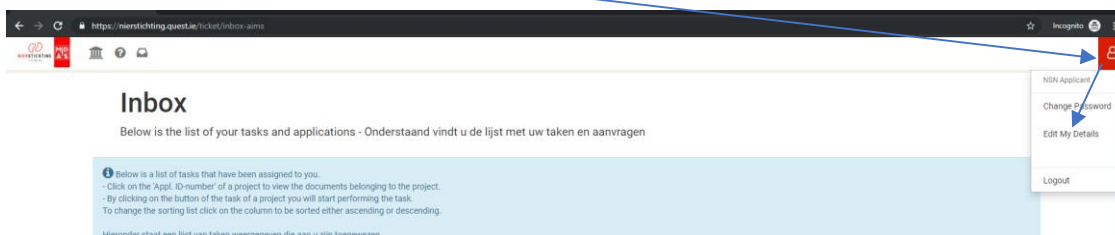
Choose this option if you already have login details (email address and password) for MIDAS.

*What to do?*

- Use your email address and password to log in.

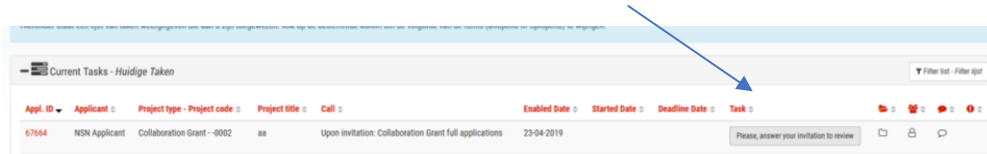
### Modify your personal details

1. Click on the profile picture at the top-right corner of the screen after you have been logged in. Subsequently select 'Edit my details' in the collapsible menu.
2. Modify existing personal details or add new details. We kindly ask you to provide at least the following details:  
Title – Initial(s) – Sex – Professional group(s) and Function(s) and Area(s) of expertise  
Click 'Save' to store your input. At a later stage you can always modify or add details.

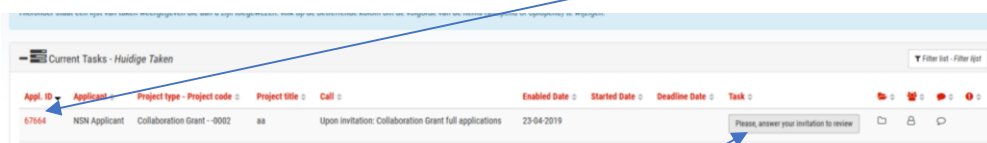


## Submit a review

1. Choose one of the following options:
  - a. You have been asked to reply on our invitation to review a grant application. Follow the following steps to accept or reject the invitation.
    - Click on the link in the email that you have received from [research@nierstichting.nl](mailto:research@nierstichting.nl). Navigate to the project concerned in the list 'Current Tasks' in your MIDAS Inbox. If you are not logged in yet, please log in first (see page 1 of this document).
    - Click on the task 'Please, answer your invitation to review' to accept or reject the invitation to review.



- Complete the digital form that automatically opens. Please answer the question whether you are willing to review the grant application.
  - Submit the form by clicking on the button 'Submit form' and confirm your choice. If you have accepted the invitation you will receive an email with the instructions for your review within a few minutes.
  - Open your Inbox via the link provided in the email. It is also possible to access your 'Inbox' through clicking on the mailbox-icon in the left corner of your screen.
  - Please follow the instructions from point 2.
- b. Before receiving this invitation you have been contacted by the Dutch Kidney Foundation for reviewing a grant application or project report and you have already accepted the invitation.  
Or  
You have been invited for reviewing a grant application or project report because of your role as member of the (International) Scientific Advisory Board (Wetenschappelijke Raad (WR) or ISAB).
    - If you are not logged in yet, please log in first (see page 1 of this document). Subsequently, open your MIDAS Inbox and follow the instructions from point 2.
2. Navigate to the project concerned in the list 'Current Tasks' in your Inbox. You can view documents of projects by clicking on the 'Appl. ID' of the project concerned in the first column of the table.



3. Click on the task 'Please, review your assigned application' to start reviewing the project.

*By opening a grant application/project report in the following way you can easily switch between the grant application/ report and the digital submission form. Click on the Appl. ID of the project using the right mouse button and choose for 'Open link in new tab'. A new page will open displaying the documents of the application/report. You can open and read the application/report via this tab.*

Current Tasks - Huidige Taken

Appl. ID	Applicant	Project type - Project code	Project title	Call
74132	NSN Applicant	-	Project Title	Upon invitation: Kolff Call for full applicat
73			Project Title	Upon invitation: Kolff Call for full applicat
72			Project Title	Innovation Call
72			Project Title	Consortia call
72			Project Title	Innovation Call
48			Project Title	PhD Student Call

- Submitting a review includes (1) a digital submission form to be filled out and (2) a review form to be completed and uploaded in the submission form. The submission form contains a link to a specific page of the website of the Dutch Kidney Foundation where you can download the review form.
- Complete the submission form. The mandatory fields are marked with '\*'.
- Complete the review form. Note that you are asked to fill in your 'Person ID' on the first page. Convert the completed review form from Word to a searchable PDF file. E.g. by using the 'Save as' function in Word, choose for 'PDF' as file type. (Do not print and scan the document!). Subsequently, upload the form in the upload field under item 'Review attachment' (1.4 ATTACHMENTS) in the submission form.
- If applicable, you can upload the Bank Transfer Form as a second attachment.
- Give permission to the items mentioned under item 1.5 CONSENT.
- Submit the form by clicking on the button 'Submit form' and confirm by clicking on the button 'Yes, submit form now!' on the next page.
- Go to your mailbox to check whether you have received an acknowledgement of receipt from MIDAS.
- Log out by navigating to the profile picture at the top-right corner of your screen. Subsequently, select for 'Logout' in the collapsible menu (see also the previous screen print in this document).

#### General comments

- When opened the form is automatically saved every minute. By selecting the button 'Save Concept', displayed at the bottom of the page, you can manually save the review. Then, an overview is given of the items that are not completed yet. Note: Do not open the same form in two browser windows at the same time to prevent losing data because fields can overwrite themselves.
- It is possible to log out when the form is still incomplete. You can log in at a later stage to finish your review. Access your review via your 'Inbox' through clicking on the mailbox-icon in the left corner of your screen. Continue your review by selecting the task 'Please, review your assigned application'.

#### INBOX

Project title	Call	Enabled Date	Started Date	Deadline Date	Task
Project Title	Upon invitation: Kolff Call for full applications	02-05-2019	02-05-2019		Request funding - Subsidie aanvragen

- Uploaded files can be viewed (button 'View'), deleted (button 'Delete') or replaced by uploading another file in the same field.
- Note that your review is not submitted until you have selected the button 'Submit form' and subsequently confirmed through selecting the button 'Yes, submit form now!' on the next page. After submission you cannot change your review anymore. You always receive an acknowledgement of receipt via email. In case you did not receive the acknowledgement of receipt, please contact [research@nierstichting.nl](mailto:research@nierstichting.nl).

**View projects in your inbox**

- Your inbox in MIDAS consists of two lists; 'Current Tasks' and 'Current and Past Applications'. After login the list 'Current Tasks' is automatically expanded. This list contains the tasks that have been assigned to you including the date at which you have started the task (Started Date). Start performing a task by clicking on the button of the project concerned.
- The list 'Current and Past Applications' contains the projects for which you performed a task earlier, e.g. submitting a grant application or reviewing an application as a reviewer.
- If you have the permission, you can view documents of the projects that are displayed in each list by clicking on the 'Appl. ID' of the project in the first column of the table. After submitting your review your permission to view project documents will be withdrawn.

**More information**

Contact the Secretariat Health Care & Innovation in case of any questions related to MIDAS [research@nierstichting.nl](mailto:research@nierstichting.nl) or (035) 697 8015.