

User manual MIDAS for applicants

This user manual contains instructions for grant applications at the Dutch Kidney Foundation. The document provides instructions for project leaders to register and log in to our grant management system called MIDAS and for submitting a grant application through this system.

Register or 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 email from the Dutch Kidney Foundation with the message that your user account has been created in MIDAS.

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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. Depending on your role(s) you can perform activities as a project leader, reviewer and/or advisory board member.

b. Register as a new user

Who?

Choose for this option if your user account has not yet been created by the Dutch Kidney Foundation or by yourself.

What to do?

- Click on the button '[Register](#)'.
- Fill out the required details (name, email address, password) in the form. Please notice the requirements for the password. The bar below the password must indicate a strength of 100%.
- Submit your registration by clicking on the button 'OK'.
- If your details are filled out correctly, you will receive the message that your registration was successful but must be confirmed by email. To confirm your registration: open the mailbox of the specified email address and open the link in the email regarding your registration. It could take a few minutes to receive the email.
- Use your email address and the chosen password chosen by yourself to log in.

c. Log in again as existing user

Who?

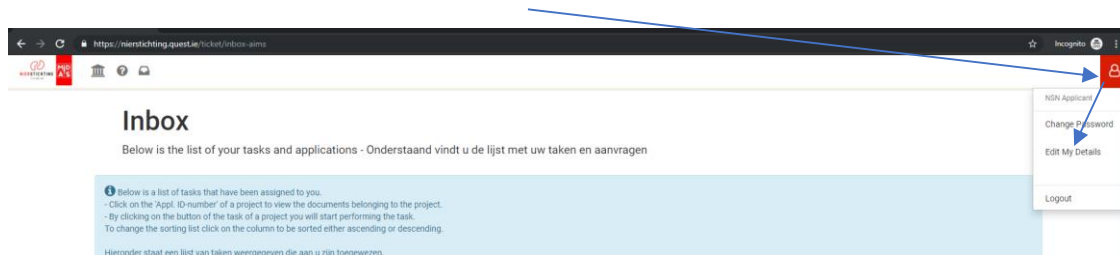
Choose for this option if you already have login details (email address and password) for MIDAS.

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 choose 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 on 'Save' to store your input. At a later stage you can always modify or add your personal details again.



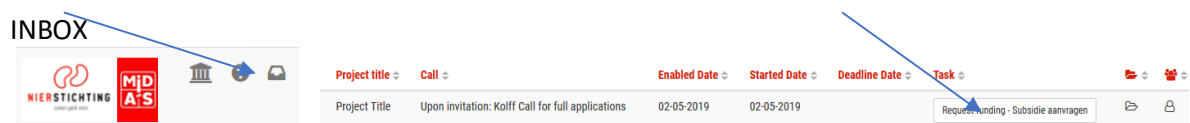
Apply for funding

1. Choose one of the following options:
 - a. Submitting a proposal via a Call for proposals
 - Visit the [website](#) of the Dutch Kidney Foundation. This page shows information about our calls for proposals and call-specific requirements for submitting a proposal.
 - Download the application form (Word document) of the call of your interest. The form can be found under 'Voorwaarden en informatie'. This form and the submission form in MIDAS together form your grant application.
 - Click on the link to MIDAS that is displayed on the web page of the call concerned. You will be directed to the information page in MIDAS of the call that you have chosen, where you can create an application.
 - Please follow the instructions from point 2.
 - b. Submitting a proposal upon invitation by the Dutch Kidney Foundation
 - You have been informed by a Program Manager of the Dutch Kidney Foundation about submitting your grant application via MIDAS. He or she has sent you a link to the submission page in MIDAS.
 - Please follow the instructions from point 2.
2. Click on the button 'To Application form' to start submitting an application. If you are not logged in yet, please log in first or register yourself (see page 1 of this document). An application includes (1) a digital submission form to be filled out and (2) an application form to be completed and uploaded (file type: PDF) in the submission form. Please use the application form from the website of the Dutch Kidney Foundation or the one that you have received from a Program Manager.
3. Complete the submission form. The mandatory fields are marked with '*'.
4. Convert the completed application form from Word to a searchable PDF file. (Do not print and scan the document!). E.g. by using the 'Save as' function in Word, choose for 'PDF' as file type. Subsequently upload the form in the upload fields under item 'Application attachment' (1.3 ATTACHMENTS) in the submission form. Please use electronic signatures only.
5. Give permission to the items mentioned under item 1.5 CONSENT.
6. 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.

7. Go to your mailbox to check whether you have received an acknowledgement of receipt from MIDAS.
8. 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 application. 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 the application. Access your application via your 'Inbox' through clicking on the mailbox-icon in the left corner of your screen. Continue your application by selecting the task 'Request funding'.



- Uploaded files can be viewed (button 'View'), deleted (button 'Delete') or replaced by uploading another file in the same field. Please note that only one document can be uploaded per upload field. If you would like to upload several documents, e.g. letters of intent, then merge multiple files into one PDF-file.
- Note that your application 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 application 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.

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.
- 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. An example of a document is a decision letter of the Dutch Kidney Foundation.
- Initially the application documents that you have just submitted are not available under 'Current and Past Applications'. These will become available as one merged file after processing by the Dutch Kidney Foundation.

More information

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