

Instructions for submitting a Global Health Policy and Health Systems research (GPHSR) proposal via Iris

The following instructions are supplementary to the general instructions provided by Iris as specified in the user manual, which can be downloaded from the website. Please note that these instructions are specifically and uniquely directed to the **APPLICANTS** who haven't applied via Iris earlier for a NWO grant and who are **NOT AFFILIATED AT A DUTCH UNIVERSITY OR RESEARCH INSTITUTE**.

General remarks:

- Please note that all fields marked with * must be obligatory filled in. Fields which are not marked, do not necessarily have to be filled in;
- You may prepare the submission of an application beforehand and fill in all necessary details before you are going to effectuate the submission. Until the deadline you may introduce changes whenever and as often as you want. In case you still want to have the opportunity to introduce changes, just save your registration but **DO NOT SUBMIT** (final step) your application.

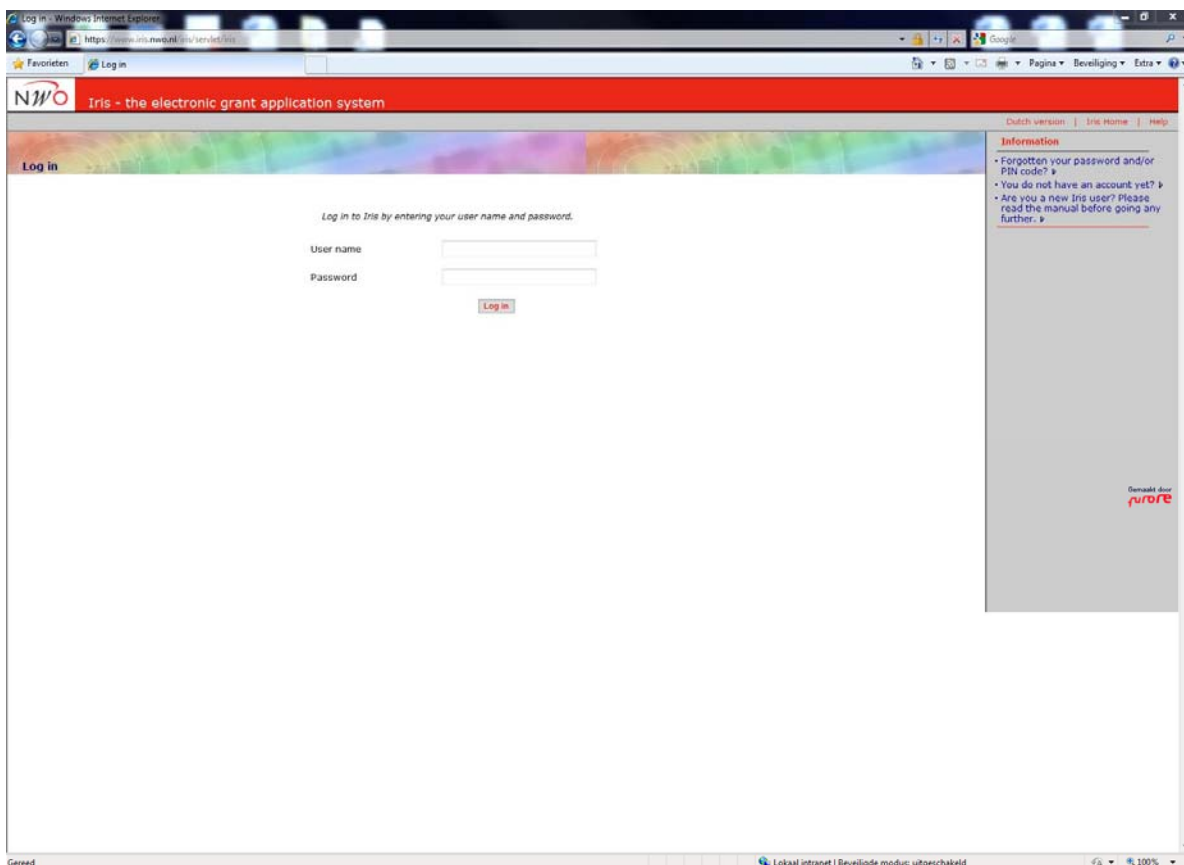
Step 1 Accessing Iris

Please access the website via http://www.nwo.nl/nwohome.nsf/pages/NWOA_7TBJ53_Eng

After having accessed Iris via [apply now](#) (menu at the top right), you are invited to apply electronically. The system will ask you first of all to log in. People who have applied earlier already have an account, which includes a username / password / pin code and authorization code. They can proceed directly to providing the information on the GPHSR application (Step 4).

New users should proceed by ticking on right hand side of screen:

[You do not have an account yet?](#)



Step 2: Getting an account

- Iris will ask you to provide a number of personal details (see screen shot below). Please note that the email address you specify will be used to send you your account details. Make sure that you **HAVE ACCESS** to this specific email box when you apply;

The screenshot shows a web browser window displaying the 'Your account' registration page for 'Iris - the electronic grant application system'. The page is divided into three main sections: 'Personal details', 'Organisation', and 'Contact address'. The 'Personal details' section includes fields for Username, Authorization code, Title (academic), First name, Initials, Prefix, Surname, Date of birth, Date of promotion, Sex, E-mail, and a checkbox for 'Is your availability by e-mail sufficient?'. The 'Organisation' section includes a dropdown for 'Name of organisation' and text input fields for Department, Section, Street / P.O. box, House number, Postal code, Town or city, State, Country, Telephone, Fax, and URL. The 'Contact address' section includes text input fields for Name of organisation, Department, Section, and Street / P.O. box. The page also features a 'Select an organisation' button and a 'Save & next' button. The browser's address bar shows the URL 'https://www.iris.mw.ac.za/iris/services/iris'. The status bar at the bottom indicates 'Gereed' and 'Lokaal intranet | Beveiligde modus: uitgeschakeld'.

Your account Save & next | Cancel & back | Help

Fields marked with an * must be filled in.

Personal details

Username *
Authorization code *
Title (academic)
First name
Initials *
Prefix
Surname *
Date of birth Calendar (MM-DD-YYYY)
Date of promotion Calendar (MM-DD-YYYY)
Sex Male Female
E-mail *
Is your availability by e-mail sufficient? * Yes No

Organisation

You have to enter the name of an organisation. Select an organisation

Name of organisation
Department
Section
Street / P.O. box
House number
Postal code
Town or city
State
Country
Telephone
Fax
URL

Contact address

You can give a temporary contact address if this is different from that of the organisation where you work.

Name of organisation
Department
Section
Street / P.O. box

Gereed Lokaal intranet | Beveiligde modus: uitgeschakeld

Step 3 Selecting an organization

Next, Iris will ask you to specify an organisation. Please tick on right hand side of screen: The screen as specified below will appear. You should specify **"nwo-hps"** in the field **Acronym** and **"The Hague"** in the obligatory field of **Town or city**. Then select Search. A listing will appear in which you will find NWO-Health Policy. Please select NWO-Health Policy. Once you have selected NWO-Health Policy, you will be sent the details of your account by email. With these details, you can submit your application at the end of the process.

[select an organisation](#) [> (see screen shot below)]

The screenshot shows the 'Find an organisation' page in the NWO Iris system. The search criteria are set to 'Alphabetical order' and 'Upwards'. The 'Acronym' field contains 'nwo-hps' and the 'Town or city' field contains 'The Hague'. The search results table is as follows:

Organisation	Acronym	Postal address	
NWO-Health Policy	NWO-HPS	Postbus 93120 2509 AC 'S-GRAVENHAGE	Select

Step 4: Details of your application

You can now proceed by specifying the details of your application (title and abstract) and upload your application form (in pdf format) via:

[> [Appendices](#)

The screenshot shows a web browser window titled "Fact sheet - Project information - Windows Internet Explorer". The address bar shows the URL "https://www.iris.nwo.nl/iris/servlet/iris". The browser tabs include "Iris", "NWO - Global Health Policy...", "NWO - Conflict and Cooper...", and "Fact sheet - Project inf...".

The main content area is titled "Iris - the electronic grant application system" and includes a navigation menu with links for "Print Fact Sheet", "Main menu", "Back", "Log out", and "Help".

The "Project Information" section contains the following details:

- NWO department: **WOTRO Science for Global Development**
- Grant: **Global Health Policy and Health Systems Research 2011 WOTRO**
- Project title: * [Empty text box]
- Project abstract: * [Empty text box]

Fields marked with an asterisk (*) must be filled in. A "Save" button is located at the bottom of the form area. A sidebar on the right contains a navigation menu with links for "Project information", "Your particulars", "Co-applicant(s)", "Appendices", and "Submit".

Step 5: Submitting your application

Once you ticked [Submit](#) you **can no longer alter your application**. You will receive an email message confirming the submitting of your application.