



T-AP Social Innovation Call Guidelines to submit an application

Last updated: 16 November 2018


Please contact the Isaac helpdesk for technical questions about the use of the Isaac portal (email: Isaac.helpdesk@nwo.nl, telephone +31 20 3467179).

**PLEASE MAKE SURE TO START
YOUR SUBMISSION PROCESS FIVE
DAYS BEFORE THE DEADLINE!!!!**

Proposals to the T-AP SI Call for Proposals must be submitted by the Lead Principal Investigator via the portal [Isaac](#), hosted by the Netherlands Organisation for Scientific Research (NWO; Administrator for the T-AP SI Call). This is the only way to submit a T-AP SI proposal; applications sent via other channels will not be eligible.

The proposal must be uploaded and submitted by the Lead Principal Investigator before the deadline, February 14, 2019, 14:00 CET. Note that some (national) funding organisations require that applicants also submit additional documents to the relevant (national) funding organisation(s), as indicated in the Addenda to the Call for Proposals with funding organisations' eligibility requirements, if applicable.

Important

1. Please note that the proposal must be submitted by the Lead Principal Investigator. This means that the Isaac account must be registered with the name and email address of the Lead Principal Investigator.
2. **Organisation of application and Organisation of execution:** During the creation of the application in Isaac, the "Organisation" (affiliation) of the Lead Principal Investigator has to be selected both under *Organisation of application* and *Organisation of execution*. Please note that the names, affiliations and contact details of the other PIs should not be filled out in Isaac. This information must be entered in the Application Template and in the Budget Table Template.
3. **Find your organisation in the system:** An extensive search option is available to search for organisations. It is possible to only use the Name field by entering (part or parts of) the full name of the organisation.
If your institution is not in the system, you can request the creation of a new organisation by sending an e-mail to Isaac [Central Relations Management](#). **Please do so at least 5 days before the submission deadline!** 
4. Each new application can be changed or deleted by the Lead Principal Investigator via Isaac at any time as long as it has not been submitted. All application data are stored in a secure database and file system. The data cannot be viewed by NWO staff until after the application has been submitted. The fully-completed application can only be submitted once. This means that the application is sent to NWO for processing. Submitted applications can no longer be changed. This ensures that the application submitted by you is identical to the copy held by NWO.

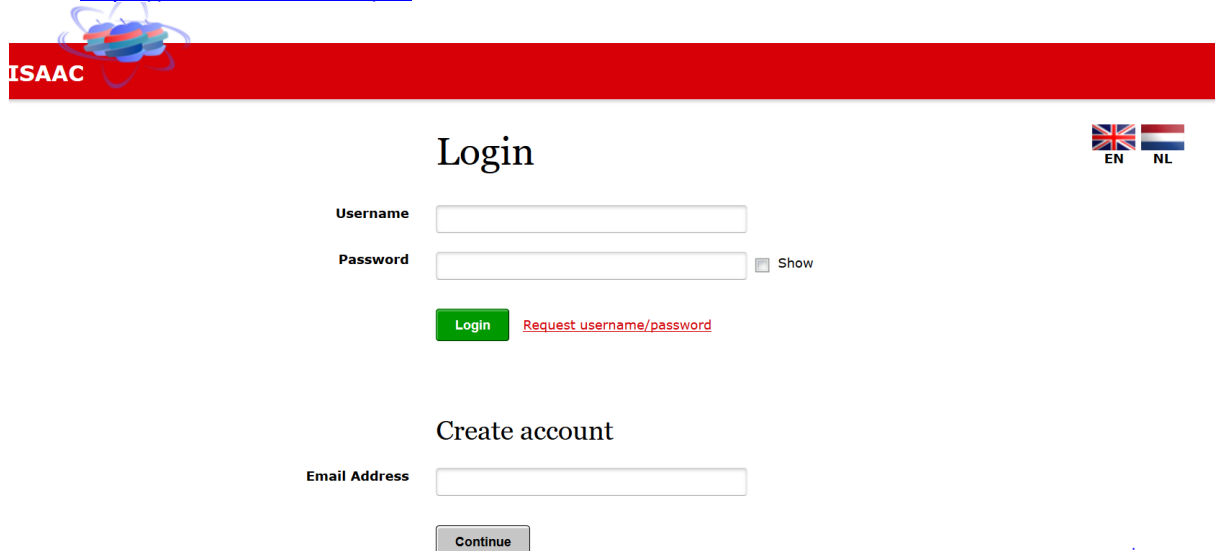
Step by step instructions

1. Login to Isaac

As Lead Principal Investigator you will login with your Isaac account.
In case you forgot your password, please click on "Forgot Password".

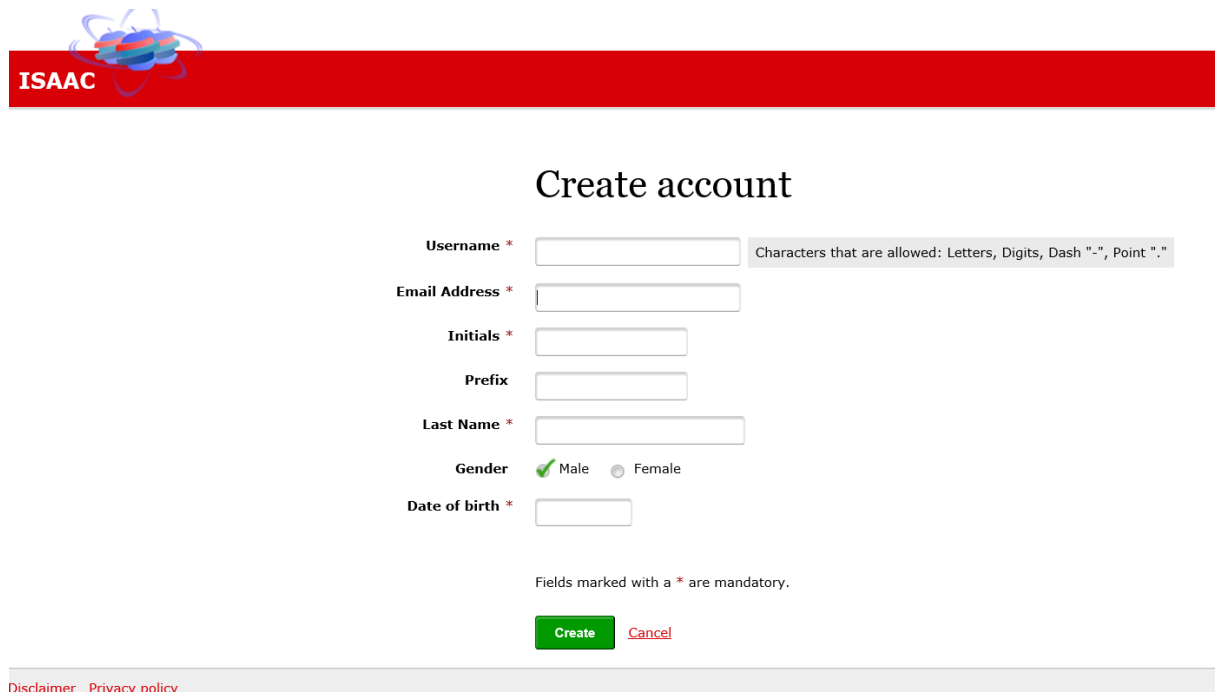
The Lead Principal Investigator of the consortium must be registered as a user in the Isaac portal and submit the proposal. In case the Lead Principal Investigator does not have an Isaac account, please create an account by following the steps below.

Go to <https://www.isaac.nwo.nl/en>:



The screenshot shows the Isaac portal login page. It features a red header with the ISAAC logo and a blue globe icon. The main heading is "Login". On the right, there are flags for EN (English) and NL (Dutch). The login form includes fields for "Username" and "Password", with a "Show" checkbox next to the password field. Below the fields are a green "Login" button and a red link "Request username/password". Underneath is a "Create account" section with an "Email Address" field and a grey "Continue" button.

① Click on *Create Account*. The following screen will appear:



The screenshot shows the Isaac portal "Create account" page. It features a red header with the ISAAC logo and a blue globe icon. The main heading is "Create account". The form includes fields for "Username *", "Email Address *", "Initials *", "Prefix", "Last Name *", "Gender" (with radio buttons for Male and Female), and "Date of birth *". A tooltip for the Username field states: "Characters that are allowed: Letters, Digits, Dash '-', Point '.'". At the bottom, there is a note: "Fields marked with a * are mandatory." and two buttons: a green "Create" button and a red "Cancel" button. A footer bar contains links for "Disclaimer" and "Privacy policy".

① Enter the required information. The username is the name you use to log in to Isaac. The email address must be unique.

② Click on the *Save* button.

Your account has been created.

① Your password is automatically generated and is sent to you by email.

- ② Follow the instructions in the email and enter your *Username* and *Password* on the login page.
- ③ Click on the *Sign In* button.

For more information on changing data in your profile, please visit the [Isaac manual](#).

2. **Preparing and submitting an application**

Your application consists of three parts: an online web form, the Application Template (PDF), and the Budget Table Template (Excel). Both templates can be found on the T-AP website:

<https://www.transatlanticplatform.com/>.

- The online web form should be filled out directly in Isaac;
- As soon as you have completed the Application Template for T-AP SI Proposals, you can upload it as **one** PDF file in Isaac ('Application Form'). Please make sure that the budget tables and letters of commitment etc. that are added/pasted into the PDF are of good quality;
- As soon as you have completed all sheets of the Summary Budget Table Template, you can upload it as **one** Excel file in Isaac ('Attachments' > 'Other').
- Other obligatory national documents such as the national budget files that are required by T-AP SI partners (see Addenda) must also be uploaded one by one in Isaac ('Attachments' > 'Other').

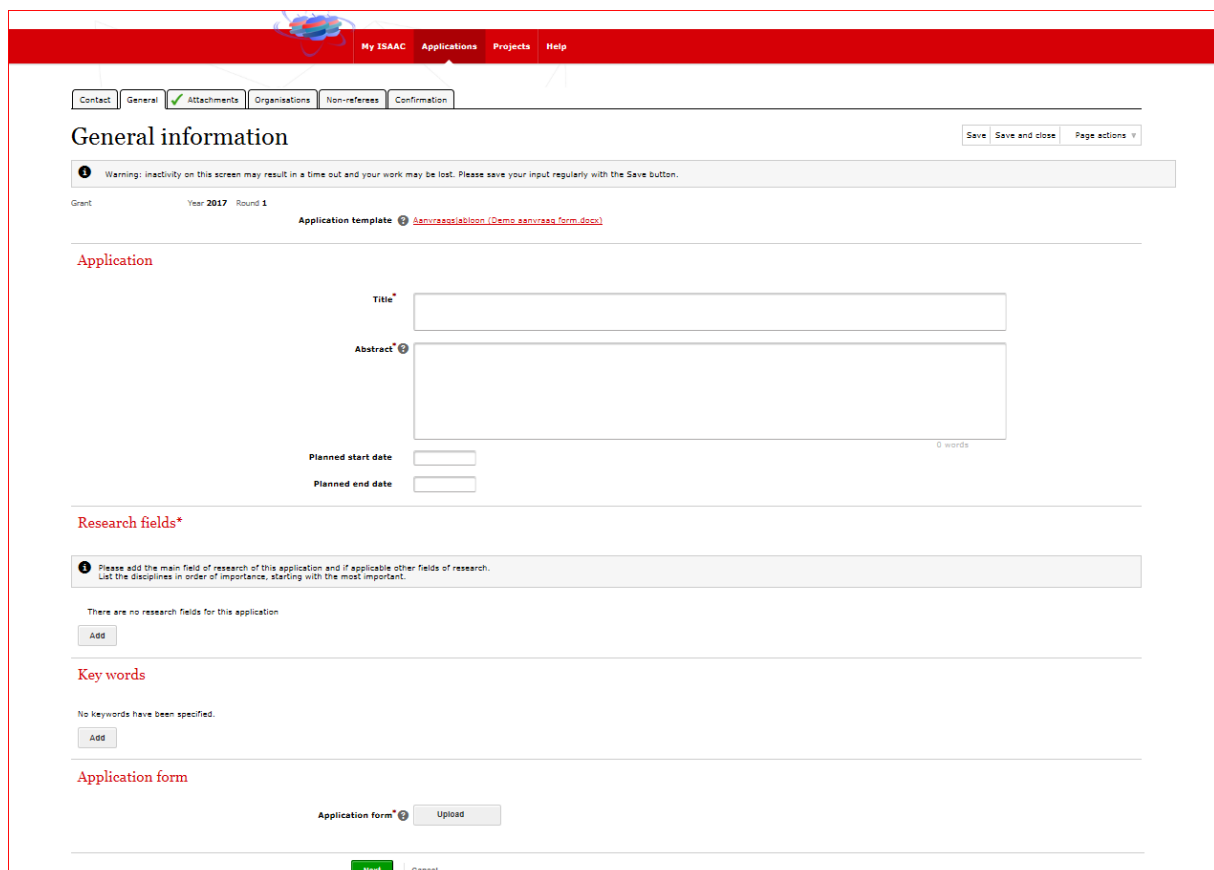
For further instructions on the proposal structure, please see the T-AP Social Innovation Call for Proposals.

To start the application process, navigate to the Isaac application window:

'T-AP Social Innovation – 2018 Social Innovation' at

<https://www.isaac.nwo.nl/subsidieaanvraag?extref=T-AP-SI>.

- ① After signing in with your Isaac account, you can prepare the T-AP SI application online. You will see the following screen with several tabs:



The screenshot shows the Isaac application form interface. At the top, there is a navigation bar with tabs: 'My ISAAC', 'Applications', 'Projects', and 'Help'. Below this, there are sub-tabs: 'Contact', 'General', 'Attachments', 'Organisations', 'Non-referees', and 'Confirmation'. The main content area is titled 'General information' and includes a warning message: 'Warning: inactivity on this screen may result in a time out and your work may be lost. Please save your input regularly with the Save button.' Below the warning, there is a 'Grant' section with 'Year 2017' and 'Round 1'. An 'Application template' link is provided: 'aanvraagjabloon (Demo aanvraag form.docx)'. The 'Application' section contains fields for 'Title*', 'Abstract*' (with a word count of 0 words), 'Planned start date', and 'Planned end date'. The 'Research fields*' section includes a warning: 'Please add the main field of research of this application and if applicable other fields of research. List the disciplines in order of importance, starting with the most important.' Below this, it states 'There are no research fields for this application' and has an 'Add' button. The 'Key words' section states 'No keywords have been specified' and has an 'Add' button. The 'Application form' section has an 'Application form*' field and an 'Upload' button. At the bottom, there are 'Next' and 'Cancel' buttons.

On the tab General Information please fill out the required fields of the web form (title of the proposal, abstract, etc.).

Please remember to regularly save your work by clicking *Save* (top right of the window).

After filling out the General Information, please upload the Application Template at the bottom of this page (**one** PDF file).

② When you have completed filling out the tab General Information, click *Next* to navigate to the tab Attachments.

Upload the filled-out Summary Budget Table Template as **one** Excel file under the heading *Other*.

Subsequently, upload all other obligatory national documents, including the national excel files.

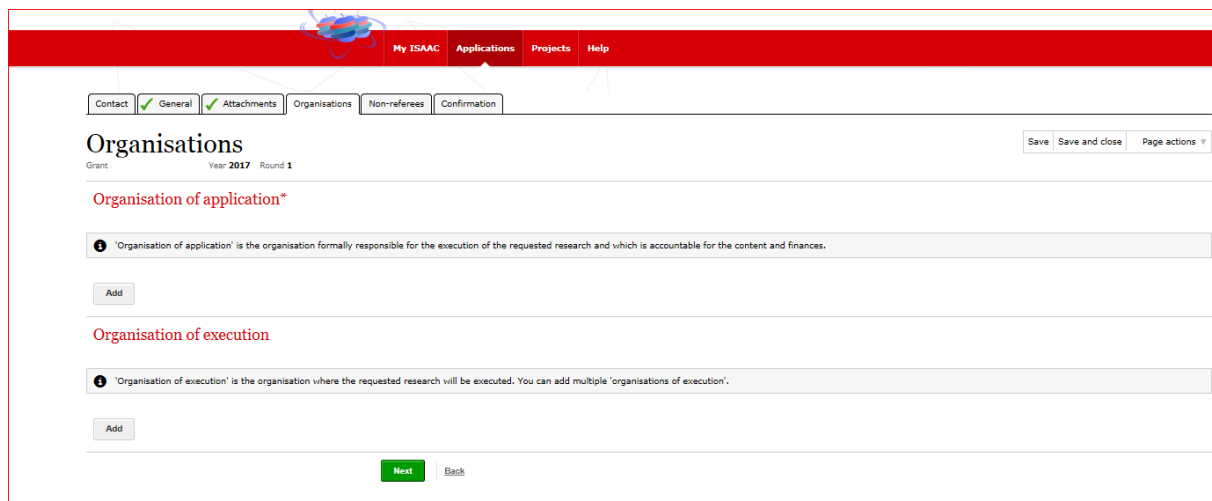
Note that letters of recommendation do not need to be uploaded separately; they should be included in the Application Template.



① Click on the *Upload* button to add an attachment.

② Click on the *Next* button.

③ Click *Next* to navigate to the tab Organisations:



Select the affiliation of the Lead Principal Investigator both under *Organisation of application* and *Organisation of execution*.

Search for an organisation:

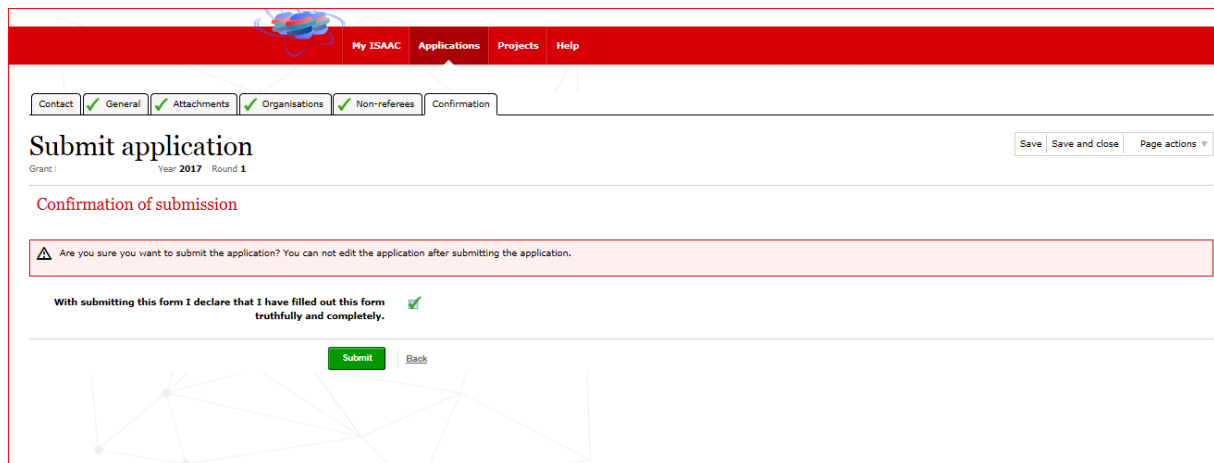
An extensive search option is available to search for organisations. It is possible to only use the Name field by entering (part or parts of) the full name of the organisation. The search result with the organisations that meet the search criteria will be displayed. The results are sorted alphabetically in ascending order according to Full name. Click on a line to select an organisation. If your institution is not

included, please request the creation of a new organisation by sending an e-mail to the Isaac [Central Relations Management](#). **Please do so at least 5 days before the submission deadline!**

④ Click *Next* to navigate to the next tab Non-referees.

Persons listed by the applicant as 'non-referees' will not be contacted to act as external reviewer for the proposal (a maximum of 5 names can be entered). Information entered here will only be visible to the T-AP SI call Administrator. It is not obligatory to add non-referees. If you do not want to add non-referees, please select 'No non-referees'.

⑤ Click *Next* to navigate to the final tab Confirmation



Once all required fields have been filled out, green check marks (✓) will appear on the tabs and the application can be submitted.

NB. As long as the application has not been submitted, it can be changed or deleted by the Lead Principal Investigator via Isaac at any time. Please do not forget to regularly save the application. Submitted applications can no longer be changed. The application can only be submitted once.

In order to submit the application, check the declaration checkbox and click *Submit*.

3. Confirmation of receipt

After submission in Isaac, the status of the application will have changed from *Registered* to *Submitted*. The Lead Principal Investigator will receive an automated email to confirm receipt of the application.

Technical questions about the electronic application system Isaac

For technical questions about the use of Isaac please contact the Isaac helpdesk. Please read the [manual](#) first before asking the helpdesk for advice. The Isaac helpdesk can be contacted from Monday to Friday between 10:00 and 17:00 CE(S)T, telephone +31 20 3467179. You can also send your question by e-mail to Isaac.helpdesk@nwo.nl (reply within 2 working days).

For other questions about the submission of your application, please contact T-AP@nwo.nl. For questions about (national) (eligibility) requirements, please contact your (National) Contact Point for the T-AP SI Call.