

## Guide on submitting an Outline Proposal in ISAAC

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**For technical questions, please contact the ISAAC helpdesk via [ISAAC.helpdesk@nwo.nl](mailto:ISAAC.helpdesk@nwo.nl) or +31 900 696 4747.**

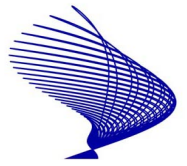
Outline Proposals to the NORFACE Governance programme must be submitted by the Main Applicant via the online submission system ISAAC (<https://www.ISAAC.nwo.nl/>), hosted by the NORFACE Coordination Office at the Netherlands Organisation for Scientific Research (NWO). This is the only way to submit a NORFACE Governance proposal; applications sent via other channels will not be eligible and will not be evaluated. The proposal must be uploaded and submitted before the deadline of **19 February 2019, 14.00 CET**.

Note that some (national or regional) funding agencies require that applicants also submit additional documents to them, as indicated in the National and Regional Eligibility Requirements to the Call for Proposals. The following countries require for applicants to also submit the (Outline and) Full Proposal through their national/regional systems. Please check with your agencies, at which stage this is relevant.

- Austria
- Belgium, Wallonia and Brussels Federation (F.R.S.-FNRS)
- Luxembourg
- Poland
- Sweden
- Switzerland

### Important

1. The proposal must be submitted by the Main Applicant. This means that the Main Applicant's ISAAC account must be registered with the name and email address of the Main Applicant.
2. **Organisation of application and Organisation of execution: During the creation of the application in ISAAC, the "Organisation" (affiliation) of the Main Applicant 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 Pre-application form.
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 Main Applicant 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

### Register in ISAAC

To submit the Outline Proposal, the Main Applicant must register as a user with the system. To become familiar with the system, **we recommend registering early and at least 5 days before the submission deadline.**

**If you do not have an account in ISAAC yet, follow these steps to create one yourself. An account enables you to submit and monitor your application and manage your project if your application has been granted (projects). This process begins on ISAAC's login page <https://www.ISAAC.nwo.nl/>**

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

[Disclaimer](#) [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](#).

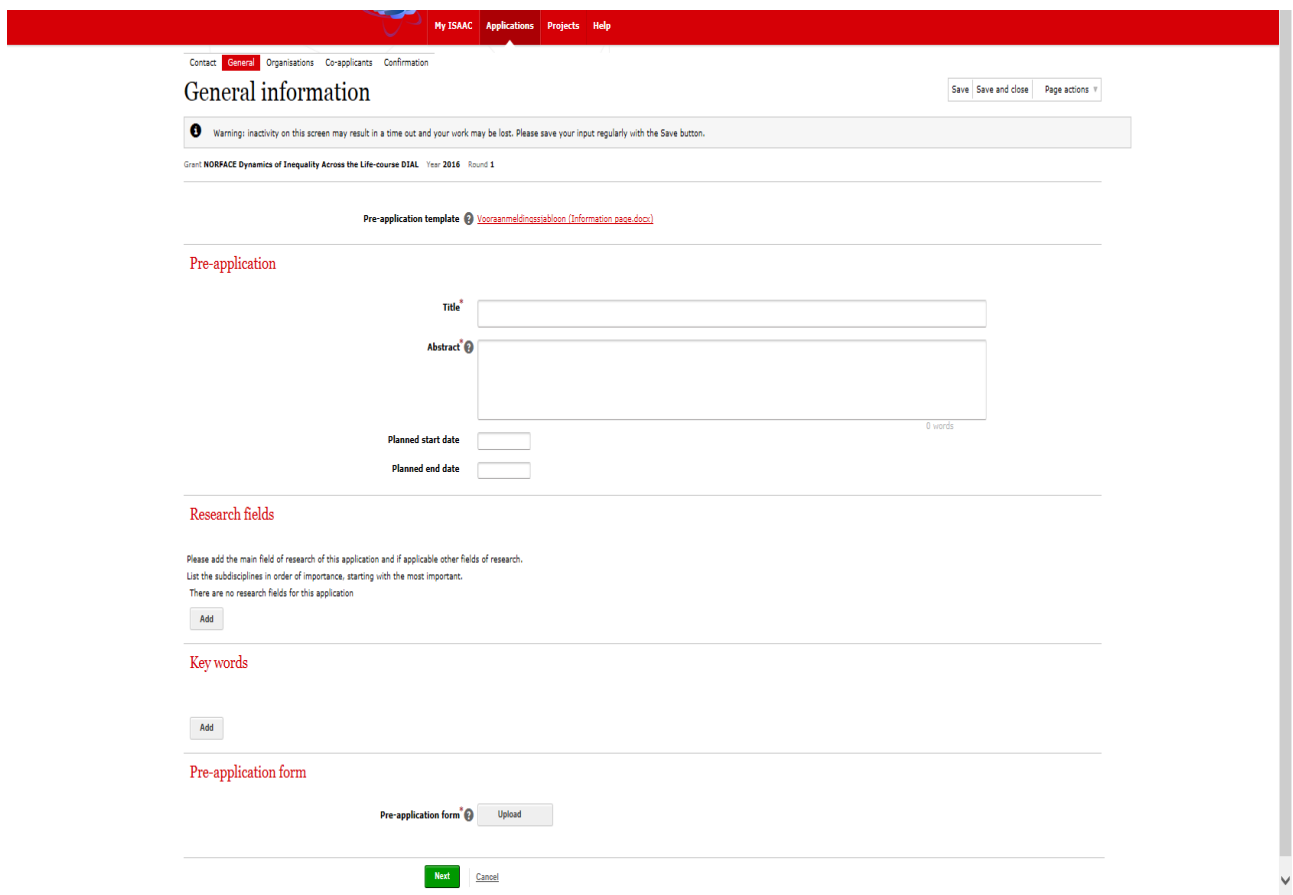
### **Preparing and submitting an application**

Your grant application has two parts: a fact sheet and the application form plus the allowed annexes.

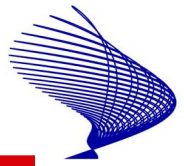
- You complete the fact sheet directly in NWO's electronic application system ISAAC.
- The application form can be found on the NORFACE website [www.norface.net](http://www.norface.net) and in the section 'Documents'. Upon completing this form, please add the allowed annexes and upload it as one PDF file in ISAAC.

**To start the application process, navigate to the [ISAAC application window for NORFACE Governance in a turbulent age](#).**

- ① After signing in with your ISAAC account and selecting NORFACE Governance, you can prepare the NORFACE Governance application online. You will see the following screen with several tabs:

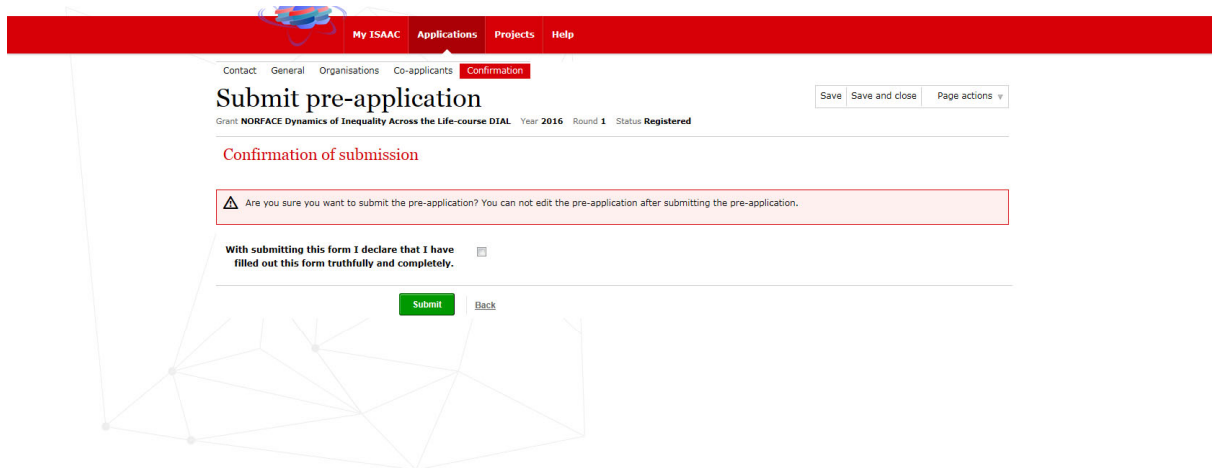


Please add title, abstract and attach the pre-application form and relevant cv's as one document here. You can also add your research field and key words. Click on the Save button.



Add the organisation of application and the organisation of execution. Click on the Save button.

Add all co-applicants. Please add full name, organisation and e-mail address of each co-applicant. Click on the Save button.



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 Main Applicant 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.**

Once the pre-application has been filled in completely and truthfully, the Outline Proposal can be submitted. Activate the checkbox and click on submit.

### **Confirmation of receipt**

After submission in ISAAC, the Main Applicant will receive an 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 11.00 and 17.00 hours CET, telephone +31 20 346 7179. You can also send your question by e-mail to [ISAAC.helpdesk@nwo.nl](mailto:ISAAC.helpdesk@nwo.nl). They will respond by e-mail within 2 working days. With other questions about the submission of your application, please email to [governance@nwo.nl](mailto:governance@nwo.nl).