

Guide on submitting a NORFACE Governance Full Proposal in ISAAC

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For technical questions, please contact the ISAAC helpdesk via ISAAC.helpdesk@nwo.nl or +31 900 696 4747.

Full Proposals to the NORFACE Governance programme must be submitted via the online application system ISAAC (<https://www.ISAAC.nwo.nl/>), hosted by the NORFACE Coordination Office at the Dutch Research Council (NWO). The application template and budget templates for Full Proposals are available on the [NORFACE website](#).

In ISAAC, please convert your Outline Proposal (pre-proposal) into a full proposal instead of generating an entirely new application. This is to ensure that the Full Proposal has the same file number as the Outline Proposal and is submitted by the same applicant. Therefore, you go to ISAAC and open the submitted Outline Proposal. In the tab page ‘Details’ you can choose the option ‘convert to application’ (for Dutch applicants ‘omzetten naar aanvraag’). This leads you to the correct module, allowing you to complete and submit your Full Proposal properly. In fact, this is the only way to submit a NORFACE Governance Full Proposal; applications sent via other channels will not be eligible and will not be evaluated. The Full Proposal must be uploaded and submitted before the deadline of **10 September 2019, 14.00 CEST**.

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. At least the following countries require for applicants to also submit their Full Proposal and/or their national budget sheets through their national/regional systems. Please carefully check the National and Regional Eligibility Requirements and with these funding agencies, what exactly is required.

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

IMPORTANT NOTES REGARDING ELIGIBILITY

1. The application must be submitted by the Main Applicant who also submitted the Outline Proposal. This means that the Main Applicant’s ISAAC account must be registered with their name and a working email address.
2. During the creation of the application in ISAAC, the organisation (affiliation) of the Main Applicant must to be selected both under *Organisation of application* and *Implementing organisation*. Information on the Co-Applicants can be entered in a separate section. Please note that the names, affiliations and contact details of the Team Members and Cooperation Partners should not be filled out in ISAAC. This information must be entered in the application template. If your organisation 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!
3. Each converted Full Proposal 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 by the applicants. This ensures that the application submitted by you is identical to the copy held by NWO.

STEP-BY-STEP INSTRUCTIONS

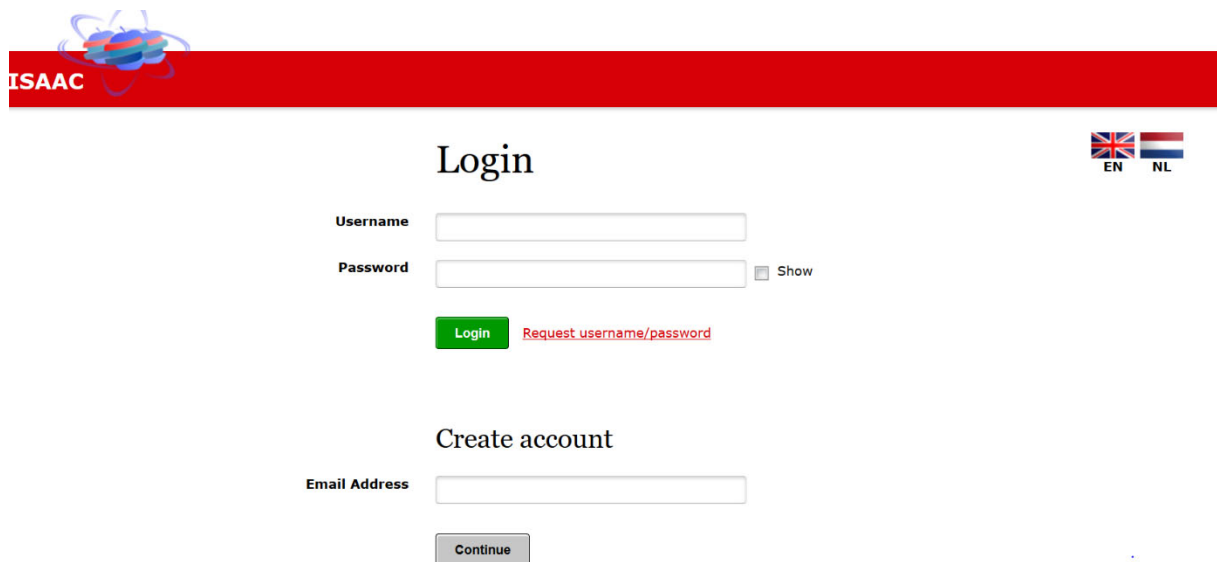
NB Please note, the lay-out of the ISAAC system has changed as per 1 June 2019 as the Dutch Research Council has rebranded. The logo, font, and colour are different from the screenshots pictured below, however all functions have remained the same.

NB2 Please also note, that due to updates in the ISAAC system, some buttons may have slightly different names. This guide is kept up to date as much as possible on this.

Register in ISAAC

To submit the Full Proposal, the Main Applicant must register as a user in the system. As you have submitted an Outline Proposal already, you are already registered in ISAAC. In case you have forgotten your username or password, these can be requested on the ISAAC login page.

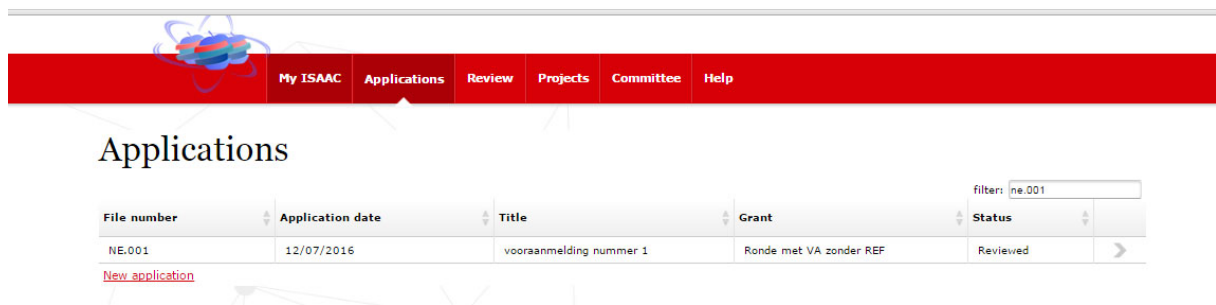
<https://www.ISAAC.nwo.nl/>

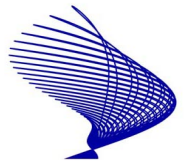


The Full Proposal application process

To start the Full Proposal application process, the Main Applicant is required to log in to ISAAC and navigate to the [ISAAC application window for NORFACE Governance in a turbulent age](#).

To start the application process, click on “Applications” in the menu bar. The “Applications” window will show you a list containing applications that have been previously created or submitted.





Click on “the application you have submitted” (NORFACE Democratic governance in a turbulent age).

You will see your application with the following tabs:

My ISAAC Applications Review Projects Committee Help

Contact Details

Application details

Save Save and close Close Page actions ▾

Grant **Release 1.4 (EN) IDEM** Year **2016** Round **1** File number **NE.001** Full name **a madrid Oliveira dos santos Fonseca Amaral** Title **vooraanmelding nummer 1** Status **Reviewed**

Progress information pre-application

Submit ✓
Advice ✓

Opening date for application 14/07/2016
Closing date application 31/12/2016

ⓘ Disclaimer: the dates mentioned are indications, no rights can be derived from these. If the status of your application is "Decision taken" you will soon be notified.

Pre-application information

File number NE.001
Application date 12-07-2016 om 14:05
Rebuttal date
Title vooraanmelding nummer 1
Full name a madrid Oliveira dos santos Fonseca Amaral
Abstract test test 2 words
Planned start date
Planned end date
Programme no

Research fields

There are no research fields for this application

Organisation of application

Huizinga Instituut

Key words

No keywords have been specified.

Documents

Pre-application form [Vooraanmeldingsformulier \(Aanvraaformulier met link.pdf\)](#)
Pre-application overview [Pre-application \(Pre-application.pdf\)](#)

Attachments

Other There are no documents of this type

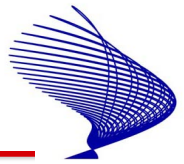
Not linked co-applicants

No co-applicants present

[Convert to application](#) Close

NWO / STW

Click on the Green button “Convert to application”.



Confirmation convert pre-application to application

Cancel

Grant **Release 1.4 (EN) IDEM** Year **2016** Round **1** File number **NE.001** Full name **a madrid Oliveira dos santos Fonseca Amaral** Title **vooraanmelding nummer 1** Status **Reviewed**

i Are you sure you want to convert your pre-application to an application?

Convert to application

Cancel

Click again on the Green button “Convert to application”.

The screenshot shows the 'General information' tab of the application submission system. The top navigation bar includes 'My ISAAC', 'Applications', 'Review', 'Projects', 'Committee', and 'Help'. Below the navigation bar, there are tabs for 'Contact', 'General', 'Attachments', 'Organisations', 'Co-applicants', and 'Confirmation'. The 'General information' section contains a warning about inactivity, the application template 'aanvraagstابلون (aanvraagformulier.docx)', and the 'Application' section with fields for Title (vooraanmelding nummer 1), Abstract (test test), Planned start date, and Planned end date. Below this are sections for 'Research fields', 'Key words', and 'Application form' with an 'Upload' button. A 'Next' button is located at the bottom of the form.

Please fill out all relevant information under the tab General information.

The screenshot shows the 'Attachments' tab of the application submission system. The top navigation bar includes 'My ISAAC', 'Applications', 'Review', 'Projects', 'Committee', and 'Help'. Below the navigation bar, there are tabs for 'Contact', 'General', 'Attachments', 'Organisations', 'Co-applicants', and 'Confirmation'. The 'Attachments' section contains a warning about inactivity, the application template 'aanvraagstابلون (aanvraagformulier.docx)', and the 'Other' section with an 'Upload' button. A 'Next' button and a 'Back' button are located at the bottom of the form.



Upload all necessary attachments to the application under this tab as separate files. Please refer to the Call for Proposals section 3.3.2.

Under Organisation of application, please list the institute of the Main Applicant, this is the same institute as the Implementing organisation (shown here as Organisation of execution).

!!! You may only submit the **Co-Applicants** in the proposal under this tab. The Main Applicant, other team members, and/or cooperation partners should not be include on this tab.



Once all required fields have been filled out, green check marks (✓) will appear on the tabs and the application can be submitted. Only once the application has been filled in completely and truthfully, submit the proposal. Activate the checkbox and click on submit.

The fully-completed application can be submitted by the applicant. 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 the same as the copy held by NWO. The application can only be submitted once.

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 Full 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. 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.