**How to use Cavaris: Frequently Asked Questions (FAQ)**

## Q01: Who is permitted to view, edit and/or submit applications (or file reports)?

A: People can have different roles in the system. Each role has different permissions.

Only the following roles are permitted to:

* View an application/report:
	+ Applicant
	+ Co-applicant
	+ Project manager
	+ Work package leader
	+ Talent coordinator
	+ Director of Institute
	+ Board member
	+ Student coordinator
	+ Head of department
	+ Legal contact
	+ Project partner
	+ Valorisation officer
	+ Personnel appointed
* Edit an application/report:
	+ Applicant
	+ Co-applicant
	+ Project manager
	+ Work package leader
	+ Talent coordinator
* Submit an application/file a report:
	+ Applicant
	+ Co-applicant

## Submitting an application

## Q02: How can I save information when it’s not ready for submission?

A: When opening an application, a ‘Save Draft’ button is present to save the information entered. When using this button, Cavaris will store the information.

## Q03: Where can I upload (additional) documents?

A: In the final tab (Additional Documents) additional documentation and/or comments can be submitted.

## Q04: How can I add (special) symbols/characters?

A: Please open a new Word-document. Next, either type the word with the special symbol in it or type only the symbol. Then copy/paste the word or symbol in the textfield in Cavaris.

## Q05: Where can I add figures/pictures?

A: Go to the Additional Documents tab, and submit your additional figures/pictures as attachments.

## Q06: Where can I add references?

A: In the final tab (Additional Documents) additional documentation and/or comments can be submitted.

## Q07: How can I generate a PDF (as a final check) before submitting my application?

A: Please use the Export PDF-button to export your application as a PDF and review the information

 before submitting your application to DHF.

## Q08: Who should I contact if I have any questions?

A: For questions

* about the call, please review the brochure and find the contact person assigned to your call in order to receive more information
* about the system, please contact: research@hartstichting.nl

## Granted projects

## Q09: What is a change request?

A: Via a change request you can:

* change an applicant
* change/add/remove a project partner
* report changes in the budget
* change/add/remove personnel appointed

## Q10: How do I keep track of the output of a project?

A: By going to the ‘Output’ tab all the output of a project can be added.

* This concerns publications, scientific and non-scientific, patents, book chapters, newspaper article etc.

## Q11: How do I tell the DHF who is working on the project?

A: Personnel appointed has to be added to the project via a Change Request (see above)