ACCOUNT REGISTRATION

Note: Users can only sign up for an applicant account using the main registration form. For other type of accounts (e.g. Reviewer, Director of Institute, Project Manager, Workpackage Leader etc.) please use the invitation link provided by email. If you didn't receive the mail or need help/ support, please contact our support staff (research@hartstichting.nl). If you received a email and your activation link is expired, you can log in with your email-address and click on *Forgot Password?*. You will receive an email with a new activation link.

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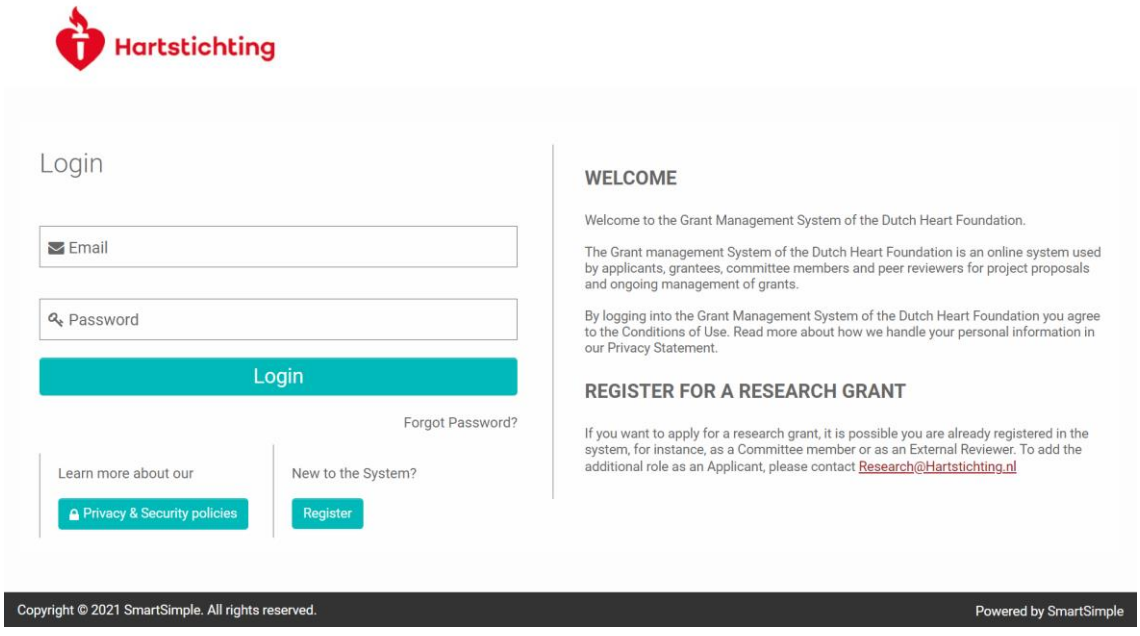
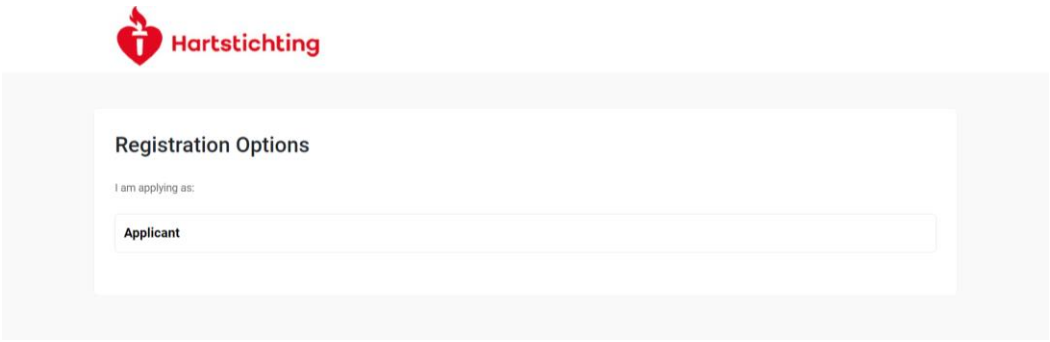
Register for an application account and activating the account

Visit the homepage to register for a new applicant account. Please visit the following link:
Dutch Heart Foundation (cavaris.nl)

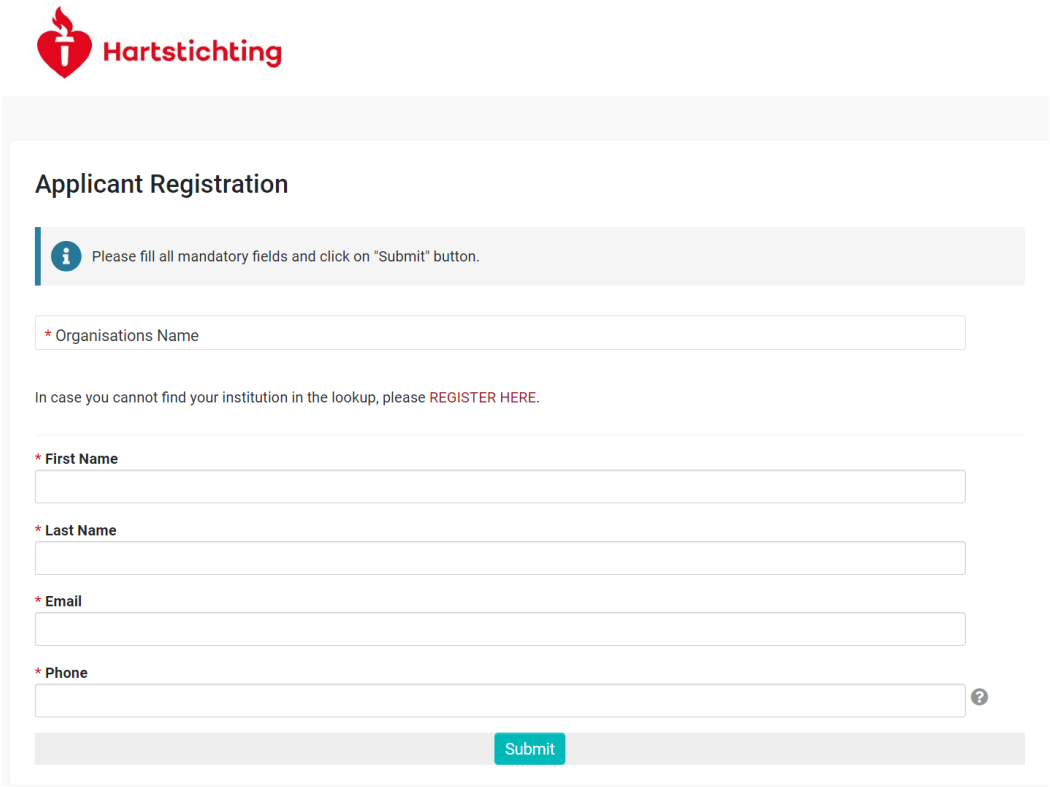


Use the 'Register' button and follow the steps to create a new account. After clicking the registration button, please select 'Applicant' to register for an applicant account.



Please provide the following (contact) details.

- Organisation Name
- First Name
- Last Name
- Email address
- Phone number



In case you cannot find your institution in the overview menu, please register your institution by clicking the link ‘REGISTER HERE’.

In addition to your contact details you also need to provide the following details.

- Organisations Name
- Address
- City
- Country

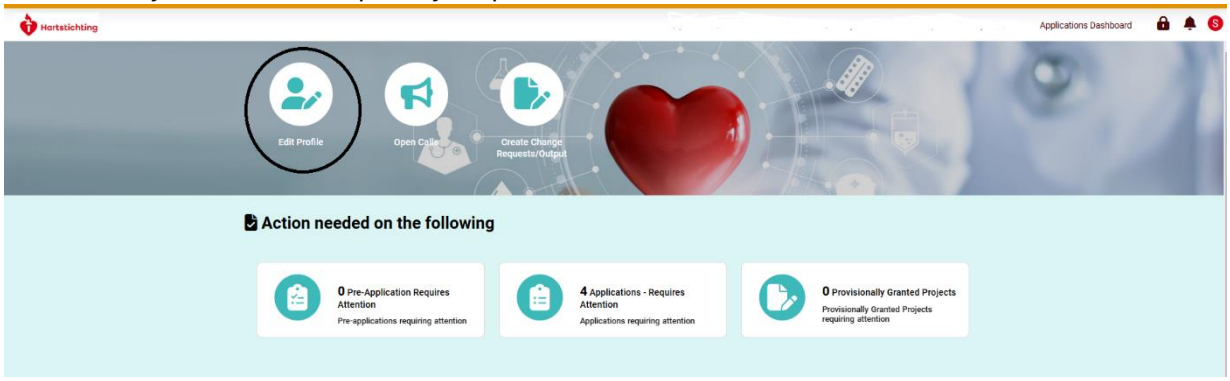
Submit your details using the ‘Submit’ button. If the registration has been successfully completed, a email is sent to 1)confirm your registration and 2) with an activation link to log into the grant management system.

Click on the link in the email on the activation link. Hereafter you are asked to create a password (mandatory). This ensures your account is secured and protected.
Note: This activation link will expire after two hours. If the activation link is expired you can use your email-adress and click *Forgot your password?*.

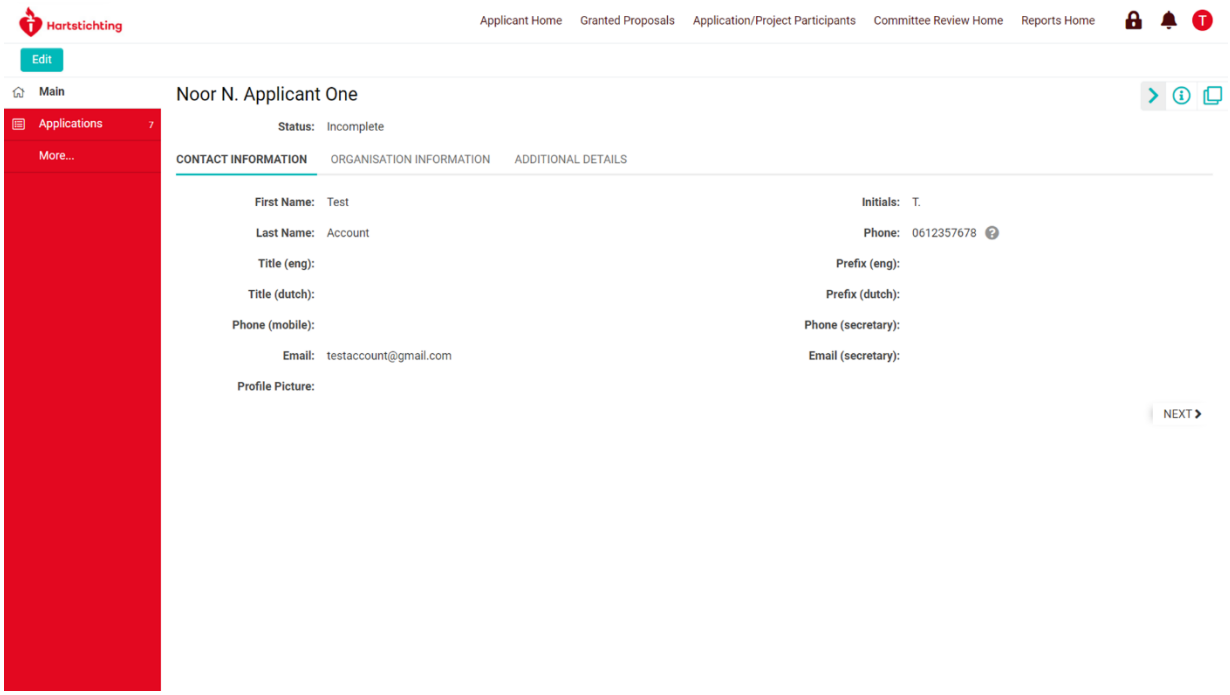
After completing the process, you will be forwarded to the applicant dashboard, where you can apply for open calls and/or update your application.

PROVIDE PROFILE DETAILS (mandatory if you want to apply for a grant)

Updating your profile/account details
After you logged into the system with your account, please click the button *Edit Profile* to open a new menu. Here you can fill in or update your personal data.

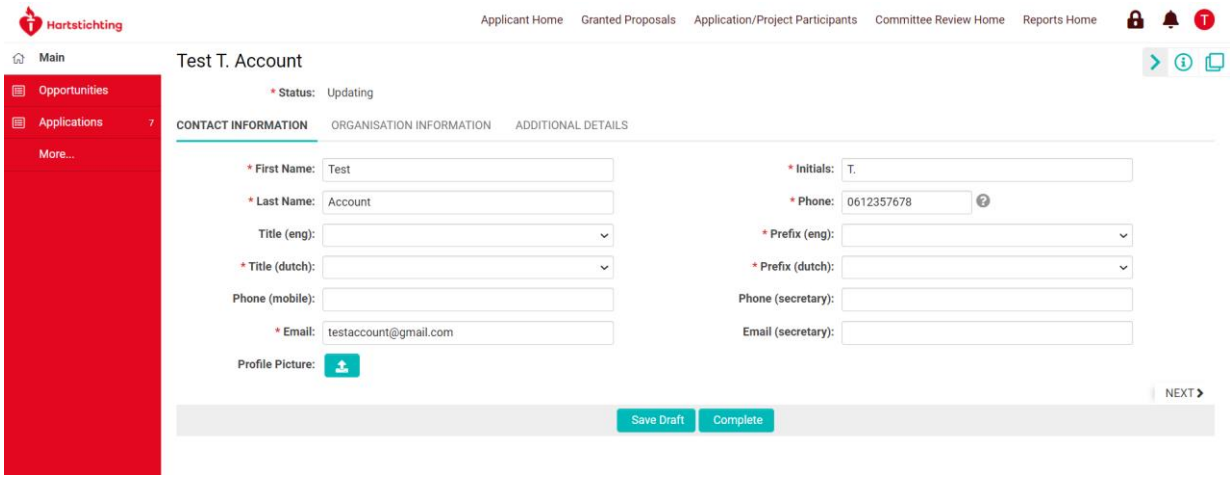


Click on the ‘Edit’ button to start the editing process and provide additional account information and/or update your profile.

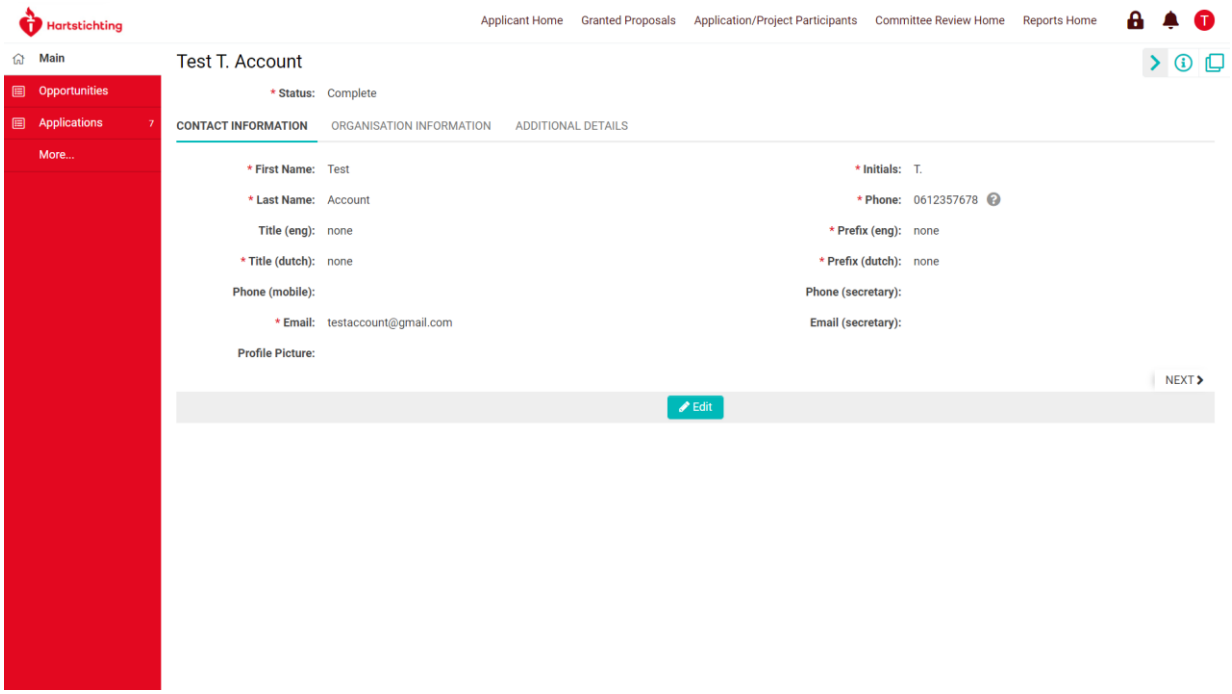


All editable fields can now be updated to provide more information. There are multiple tabs that must be filled in:

- CONTACT INFORMATION
- ORGANISATION INFORMATION
- ADDITIONAL DETAILS'



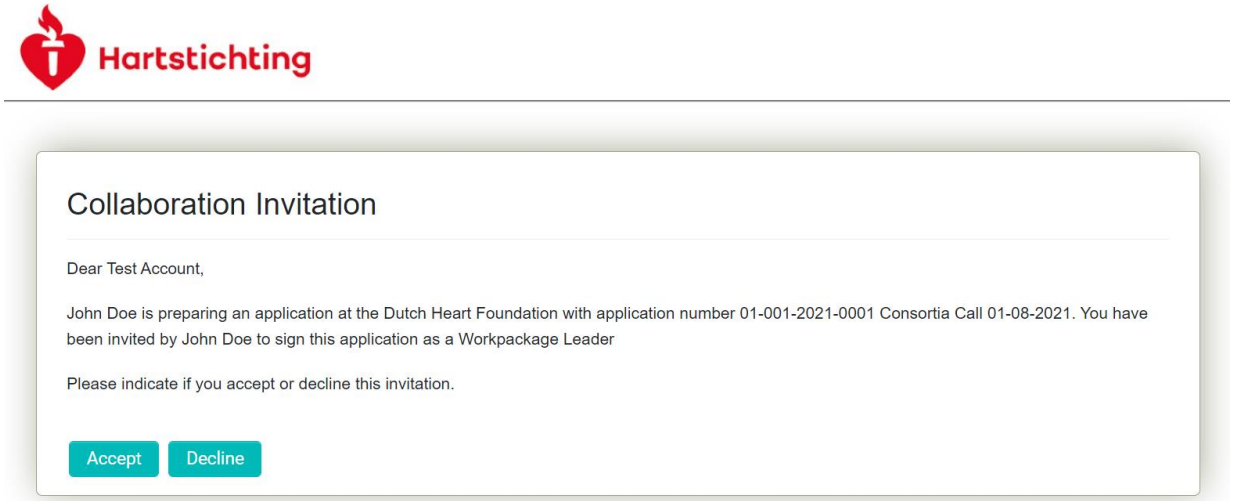
After completing the process, please click the 'Complete' button to submit the information. The information is saved and the status updated to 'Complete'.


Hartstichting
Applicant Home
Granted Proposals
Application/Project Participants
Committee Review Home
Reports Home
Main
Opportunities
Applications 7
More...
Test T. Account
* Status: Complete
CONTACT INFORMATION
ORGANISATION INFORMATION
ADDITIONAL DETAILS
* First Name: Test
* Initials: T.
* Last Name: Account
* Phone: 0612357678
Title (eng): none
* Prefix (eng): none
* Title (dutch): none
* Prefix (dutch): none
Phone (mobile):
Phone (secretary):
* Email: testaccount@gmail.com
Email (secretary):
Profile Picture:
NEXT
Edit

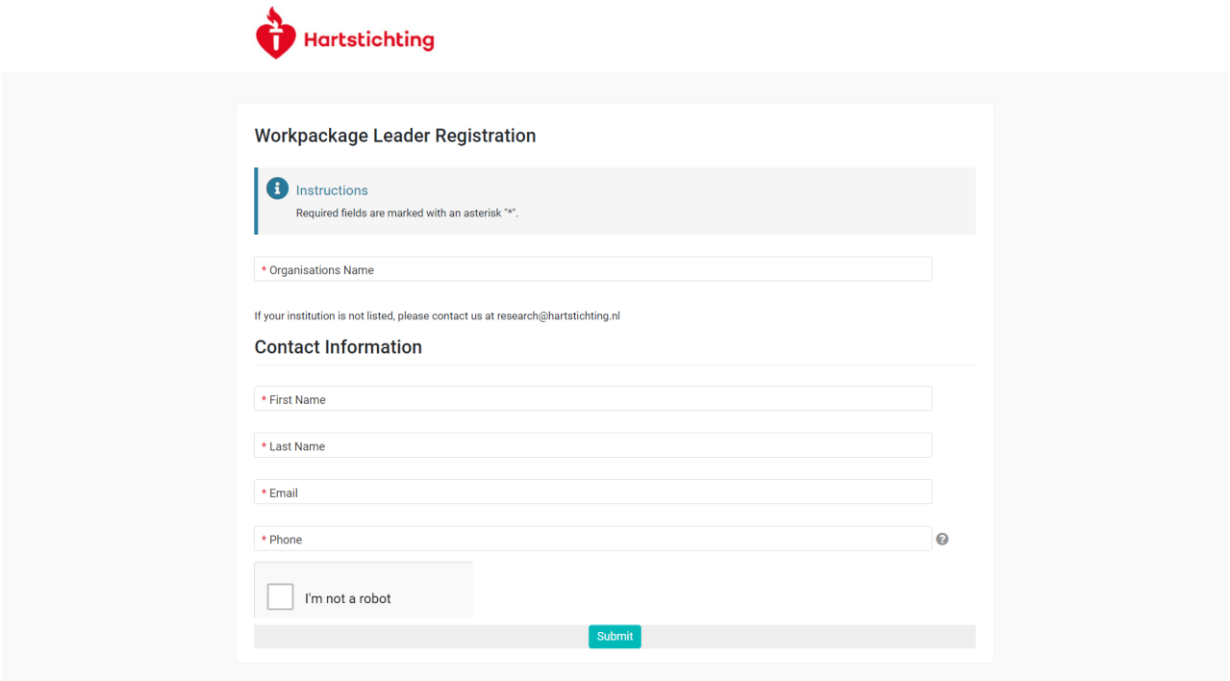
Registration for a project participant or signer account

If you want to register for a project participant or signer account, you first have to be invited by the applicant. Hereafter you will receive an email asking you to accept or decline the invitation. Use the invitation link provided in the email.

After following the link, you are forwarded to a page where you can find more information. Please click the ‘Accept’ button if you wish to join this research project as a project participant/signer.



Next, you will be forwarded to a registration page if you are a new user of this grant management system.

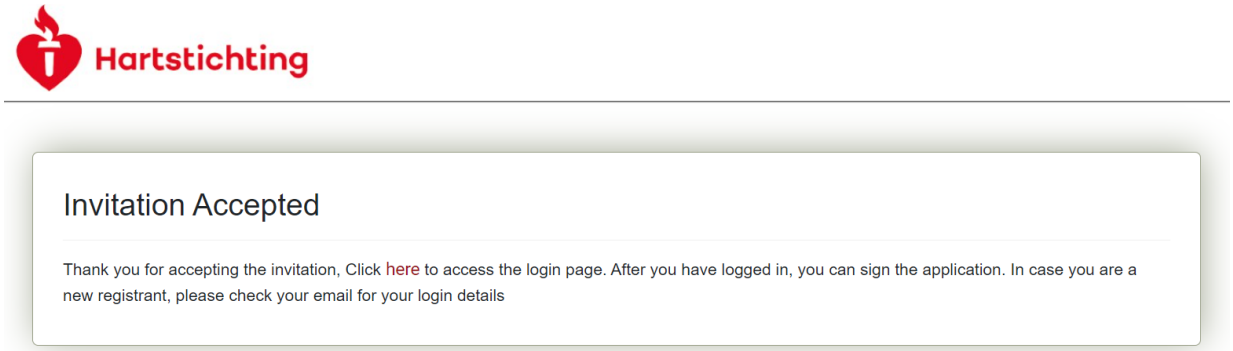


Here you can sign up for an account by filling in your personal details. Please provide the following information:

- Organisations Name
- First Name
- Last Name
- Email address
- Phone number

In case you cannot find your institution in the overview menu, please send an email to research@hartstichting.nl in order to register your institution.

After filling in your details, click Submit.



Next, you will receive an e-mail to activate your new account.

Please follow the activation link and create a new password. Next, check the box to pass the reCAPTCHA test. Finally, click the ‘Submit’ button to complete the registration process.

You will receive an e-mail to confirm your password has been changed.

After you log into your account, you can now sign the application to ensure it can be submitted by the (lead) applicant.