

ACCOUNT REGISTRATION

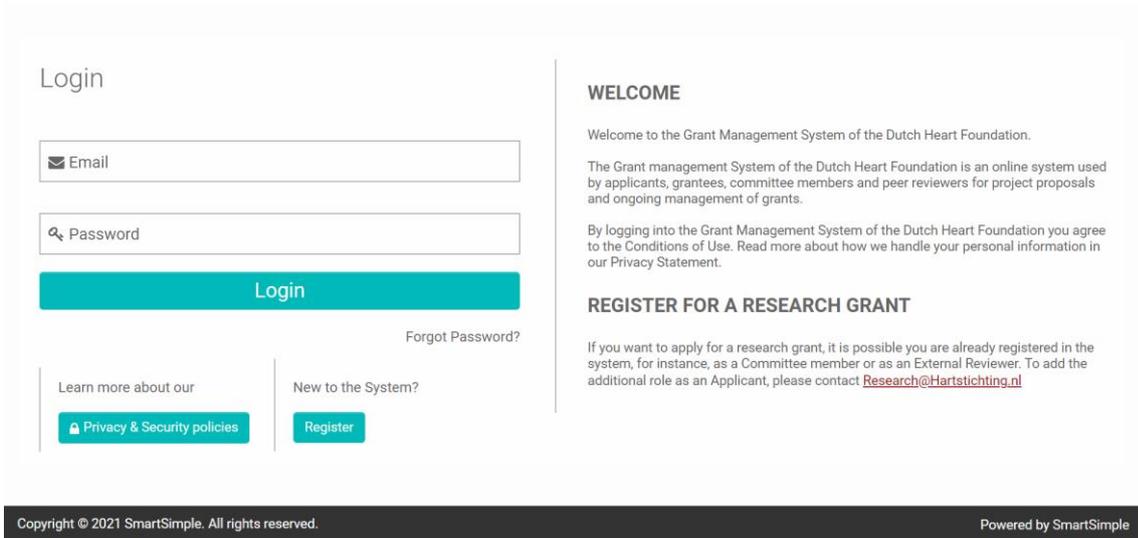
Note: Users can only sign up for an applicant account using the main registration form. For other type of accounts (e.g. Reviewer, Director of Institute, Project Manager, Workpackage Leader etc.) please use the invitation link provided by email. If you didn't receive the mail or need help/ support, please 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 \(cavaris.nl\)](http://Dutch Heart Foundation (cavaris.nl))



The screenshot shows the Hartstichting login and registration interface. On the left, there is a 'Login' section with input fields for 'Email' and 'Password', a 'Login' button, and a 'Forgot Password?' link. Below this are links for 'Learn more about our Privacy & Security policies' and 'New to the System? Register'. On the right, there is a 'WELCOME' section with a message: 'Welcome to the Grant Management System of the Dutch Heart Foundation. The Grant management System of the Dutch Heart Foundation is an online system used by applicants, grantees, committee members and peer reviewers for project proposals and ongoing management of grants. By logging into the Grant Management System of the Dutch Heart Foundation you agree to the Conditions of Use. Read more about how we handle your personal information in our Privacy Statement.' Below this is a 'REGISTER FOR A RESEARCH GRANT' section with a message: 'If you want to apply for a research grant, it is possible you are already registered in the system, for instance, as a Committee member or as an External Reviewer. To add the additional role as an Applicant, please contact Research@Hartstichting.nl'. At the bottom, there is a footer with 'Copyright © 2021 SmartSimple. All rights reserved.' and 'Powered by SmartSimple'.

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.

Registration Options

I am applying as:

Applicant

Please provide the following (contact) details.

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

Applicant Registration

 Please fill all mandatory fields and click on "Submit" button.

* Organisations Name

In case you cannot find your institution in the lookup, please [REGISTER HERE](#).

* First Name

* Last Name

* Email

* Phone 

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.

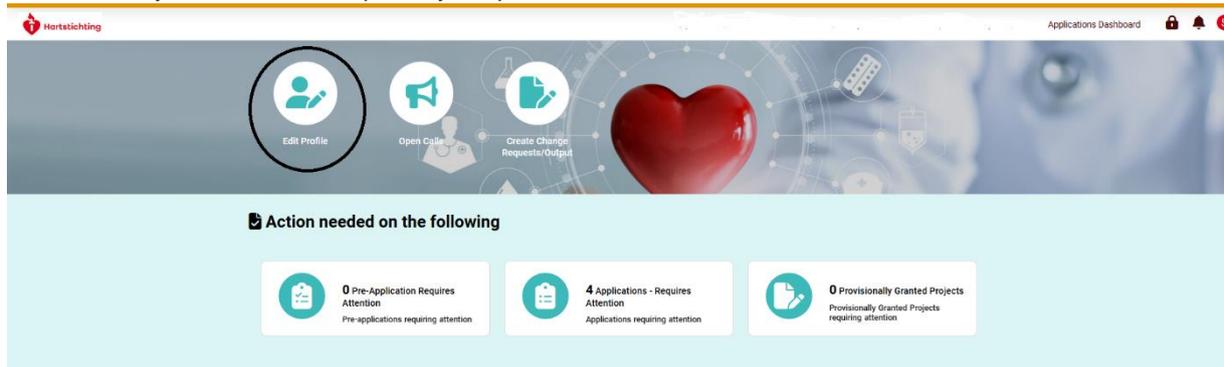
Note: This activation link will expire after two hours. If the activation link is expired you can use your email-address and click *Forgot your password?*.

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.



The screenshot shows the 'Applications Dashboard' interface. At the top, there is a navigation bar with the Hartstichting logo on the left and 'Applications Dashboard' on the right, along with a lock icon, a notification bell, and a user profile icon. Below the navigation bar is a main dashboard area with a light blue background. On the left, there are three circular icons: 'Edit Profile' (highlighted with a black circle), 'Open Calls', and 'Create Change Requests/Output'. In the center, there is a large red heart icon. Below the icons, there is a section titled 'Action needed on the following' with three cards: '0 Pre-Application Requires Attention' (Pre-applications requiring attention), '4 Applications - Requires Attention' (Applications requiring attention), and '0 Provisionally Granted Projects' (Provisionally Granted Projects requiring attention).

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

Hartstichting Applicant Home Granted Proposals Application/Project Participants Committee Review Home Reports Home

Edit

Main Noor N. Applicant One

Applications 7

More...

Status: Incomplete

CONTACT INFORMATION ORGANISATION INFORMATION ADDITIONAL DETAILS

First Name: Test Initials: T.

Last Name: Account Phone: 0612357678

Title (eng): Prefix (eng):

Title (dutch): Prefix (dutch):

Phone (mobile): Phone (secretary):

Email: testaccount@gmail.com Email (secretary):

Profile Picture:

NEXT >

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

Hartstichting Applicant Home Granted Proposals Application/Project Participants Committee Review Home Reports Home

Main Test T. Account

Opportunities

Applications 7

More...

* Status: Updating

CONTACT INFORMATION ORGANISATION INFORMATION ADDITIONAL DETAILS

* First Name: Test * Initials: T.

* Last Name: Account * Phone: 0612357678

Title (eng): * Prefix (eng):

* Title (dutch): * Prefix (dutch):

Phone (mobile): Phone (secretary):

* Email: testaccount@gmail.com Email (secretary):

Profile Picture: 

Save Draft Complete

NEXT >

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

- Opportunities
- Applications 7
- More...

* 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.



Collaboration Invitation

Dear Test Account,

John Doe is preparing an application at the Dutch Heart Foundation with application number 01-001-2021-0001 Consortia Call 01-08-2021. You have been invited by John Doe to sign this application as a Workpackage Leader

Please indicate if you accept or decline this invitation.

Accept

Decline

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



Workpackage Leader Registration

Instructions

Required fields are marked with an asterisk "*".

* Organisations Name

If your institution is not listed, please contact us at research@hartstichting.nl

Contact Information

* First Name

* Last Name

* Email

* Phone

I'm not a robot

Submit

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.



Invitation Accepted

Thank you for accepting the invitation, Click [here](#) to access the login page. After you have logged in, you can sign the application. In case you are a new registrant, please check your email for your login details

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.