

Apply new or changing registered Personnel Appointed

For proper monitoring of ongoing research projects, the Dutch Heart Foundation (DHF) requires an up-to-date overview of all personnel appointed and funded through the awarded grant, as agreed in the grant agreement.

Only personnel whose salary is paid by the DHF grant must be registered. For Public-Private Partnership (PPP) projects, this means that personnel appointed and funded by private partners do not need to be registered.

Personnel appointments can be added or updated by the (Lead) Applicant, Work Package Leader, Talent Coordinator, and Project Manager. However, only the Lead Applicant and the Applicant are authorized to submit a Personnel Appointed activity.

Reason for registration of personnel appointed

When registering personnel, please provide accurate information. DHF uses these data to:

- Monitor potential double funding of personnel by checking the appointment period (start and end date) and FTE.
- Verify that the correct salary category has been assigned based on the person's last completed education and current or most recent position.

Guidelines for Changes in appointments of registered personnel

If an appointment of registered personnel appointed changes, please also inform us. You can edit the data of personnel appointed (see below how this can be done).

Please note the following guidelines for changes in fte and changes in the position of personnel appointed:

Change of fte

If the fte of personnel appointed fluctuates within one project year you can fill in the average fte for that year. If the fte changes for a prolonged time, please create a new personnel appointed with the new period and new fte. Please, don't forget to change the end date of the first period if needed. Correct information also avoids unnecessary rejections of personnel appointed when the data indicates potential double funding.

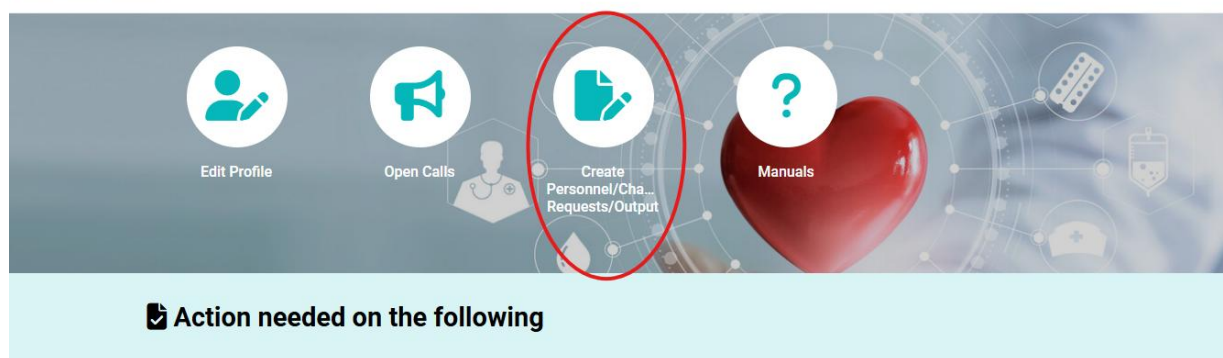
Change of position

If the position of personnel appointed changes, for example from PhD student to postdoc, please create a new personnel appointed. This way the period that this person is appointed as PhD student is registered as well as the period that this person is appointed as Postdoc. If needed change the end date of the first period of appointment.

Adding new Personnel appointed

You can create new Personnel in your Application Dashboard via the button Create Change Request/ Output/ Personnel. Please note that you must submit a new request for every person appointed:

Applications Dashboard



Navigate through your list of ongoing and closed projects, find the correct Application Reference and choose Personnel if you would like to add a new person as personnel appointed on your project.

- Fill in the information requested. Click the Save Draft button to save the information when you will not be submitting your request right away or click the Submit button.
- After submitting, your request is sent to one of our staff members who will review the request.
- After your request is reviewed, we will either approve the request or ask for additional information. In case of the latter, you will receive an email. Please edit and re-submit your request.

In the Application Dashboard you will find an overview of Personnel Appointed which are in draft or need some extra information (status draft to adjust) and are not yet submitted.

Action needed on the following



0 Pre-Application Requires Attention
Pre-applications requiring attention



0 Applications - Requires Attention
Applications requiring attention



0 Provisionally Granted Projects
Provisionally Granted Projects requiring attention



1 Required Signatures
(Pre-)Applications Awaiting Signing



0 Intra-Consortium Agreement (ICA)
ICA concept version to submit to DHF



0 Rebuttal
Rebuttal on Review to submit to DHF



0 Pending Reports
Reports to be submitted to DHF



0 Rebuttal Reports
Rebuttal on Reviewed Reports to submit to DHF



1 Output
Output in draft and not yet submitted



0 Change Requests
Change Requests in draft and not yet submitted

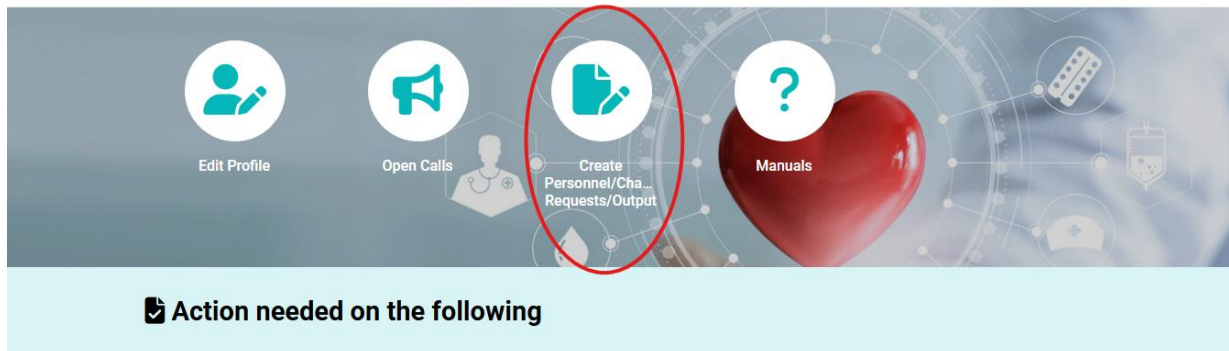


1 Personnel Appointed Activities
Personnel Appointed Activities in draft and not yet submitted

Changing Personnel Appointed

Use the button Create Change Request/ Output/ Personnel in your Application Dashboard

Applications Dashboard



Navigate through your list of ongoing and closed projects, find the correct Application Reference and choose the OPEN button of this application. Hereafter click on the tab Personnel. You will have an overview of personnel appointed on this project. Open the 'person' where the information needs to be changed. Click on the edit button and change the information and resubmit this Personnel Appointed activity.

MONITORING OUTPUT AGREEMENT **PERSONNEL** GENERAL INFORMATION SUMMARIES BUDGET IMPACT DESCRIPTION OF WORK DATA MANAGEMENT (PRE-)CLINICAL STUDIES ROUTE TO SOCIETAL IMPACT

✓ Personnel Appointed

• Create New Personnel

If you click on this button you can add new personnel that will be appointed on your project or you can add already existing personnel that has a change in their position. F.e from PhD student to Postdoc.

Create

1-5 of 5 < >

Appointed Personnel	Full Name	Organisation	Position	FTE	Start Date	End Date	Status
Open Voornaam1000 Achternaam1000 (Achternaam1000@test.fake)	TTest	Test	Facilitating personnel (HBO)	0.20	01/05/2026	30/04/2029	Confirmed

- Fill in the information requested. Click the Save Draft button to save the information when you will not be submitting your request right away or click the Submit button.
- After submission, your request is sent to one of our staff members who will review it.
- After your request is reviewed, we will either approve it or we will ask for additional information. In case of the latter, you will receive an email. Please edit and re-submit your request.

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