

Instructions for submitting a CoCooN proposal via iris

The following instructions are supplementary to the general instructions provided by iris as specified in the user manual, which can be downloaded from the website. Please note that these instructions are specifically and uniquely directed to the **APPLICANTS** who haven't applied via iris earlier for a NWO grant and who are **NOT AFFILIATED AT A DUTCH UNIVERSITY OR RESEARCH INSTITUTE**.

General remarks:

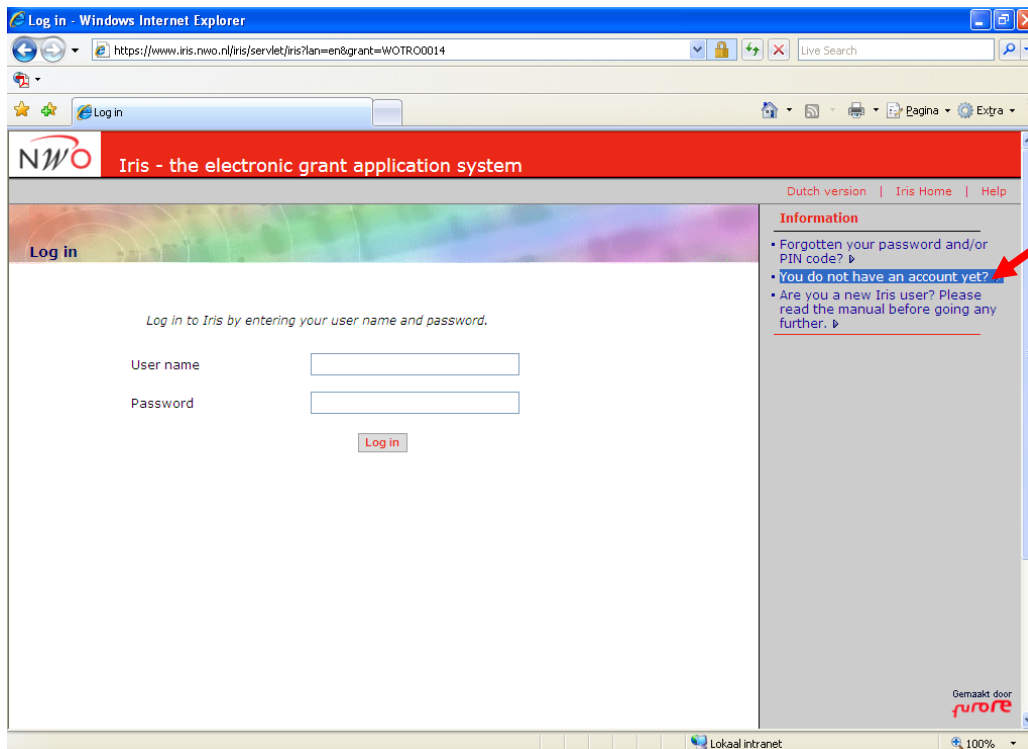
- Please note that all fields marked with * must be obligatory filled in. Fields which are not marked, do not necessarily have to be filled in;
- You may prepare the submission of an application beforehand and fill in all necessary details before you are going to effectuate the submission. Until the deadline you may introduce changes whenever and as often as you want. In case you still want to have the opportunity to introduce changes, just save your registration but **DO NOT SUBMIT** (final step) your application.

Step 1 Accessing iris

Please access the website via http://www.nwo.nl/nwohome.nsf/pages/NWOA_7U6K37_Eng. After having accessed iris via [apply now](#) (menu at the top right), you are invited to apply electronically. The system will ask you first of all to log in. People who have applied earlier already have an account, which includes a username / password / pin code and authorization code. They can proceed directly to providing the information on the CoCooN application (Step 4).

New users should proceed by ticking:

 [You do not have an account yet?](#) ▶



Step 2: Getting an account

- Iris will ask you to provide a number of personal details (see screen shot below). Please note that the email address you specify will be used to send you your account details. Make sure that you **HAVE ACCESS** to this specific email box when you apply;
- Next, iris will ask you to specify an organisation. Please tick:

→ select an organisation (see screen shot below)

The screenshot shows a web browser window titled "Your Iris account - Windows Internet Explorer" with the URL "https://www.iris.nwo.nl/iris/servlet/iris". The page header includes the NWO logo and the text "Iris - the electronic grant application system". Below the header, there are navigation links: "Save & next", "Cancel & back", and "Help".

The main content area is titled "Your account" and includes a note: "Fields marked with an * must be filled in." The form is divided into two sections:

- Personal details:** This section contains several input fields, some marked with an asterisk (*):
 - Username *
 - Authorization code *
 - Title (academic)
 - First name
 - Initials *
 - Prefix
 - Surname *
 - Date of birth * (with a "Calendar (MM-DD-YYYY)" link)
 - Date of promotion * (with a "Calendar (MM-DD-YYYY)" link)
 - Sex (radio buttons for Male and Female)
 - E-mail *
 - Is your availability by e-mail sufficient? * (radio buttons for Yes and No, with "No" selected)
- Organisation:** This section has a note: "You must enter the name of an organisation." and a button labeled "Select an organisation". A red arrow points to this button.

The browser's status bar at the bottom shows "Lokaal intranet" and "100%" zoom.

Step 3 Selecting an organisation

- The screen as specified below will appear. You should specify **"The Hague"** in the obligatory field of **Town or city**. A listing will appear in which you will find NWO-CoCooN. Please select NWO-CoCooN.
- Once you have selected NWO-CoCooN, you will be send the details of your account by email. You can proceed to submit your application now.

The screenshot shows a web browser window titled "Select an organisation - Windows Internet Explorer". The address bar shows the URL "https://www.iris.nwo.nl/iris/servlet/iris". The page header includes the NWO logo and the text "Iris - the electronic grant application system". Below the header, there is a "Find an organisation" section with search criteria fields for Acronym, Name of organisation, Department, Section, and Town or city. The "Town or city" field contains the text "* The Hague". To the right of these fields, there is a help text: "You can select an organisation from the list by searching the database. You must enter a name at 'Town or city'. It is not necessary to enter the full name of an organisation or department. Click [here](#) to send an email in case your organisation is not in the list." Below the search criteria, there are "Search" and "Cancel & back" buttons. A red arrow points from the "Search" button to the "Select" button in the search results table. The search results table has the following data:

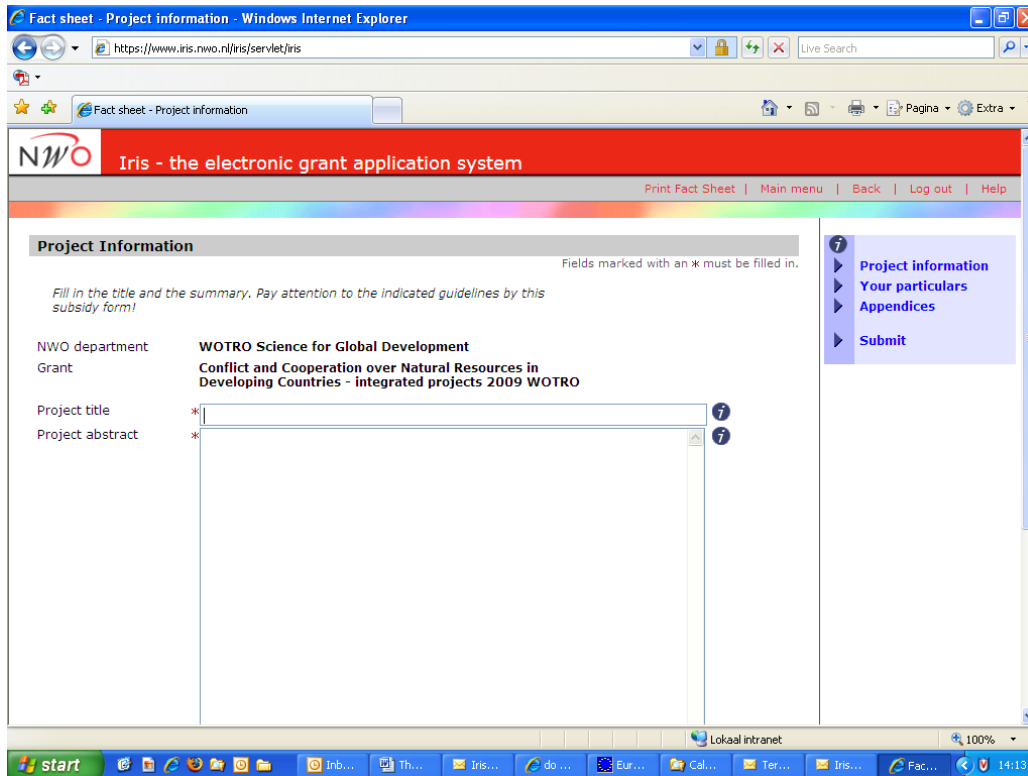
Organisation	Acronym	Postal address	
NWO-CoCooN	NWO-COC	Laan van Nieuw Oost-Indie 300 2593 CE 'S-GRAVENHAGE	Select

At the bottom of the browser window, the status bar shows "Lokaal intranet" and "100%".

Step 4: Details of your application

- You can now proceed by specifying the details of your application (title and abstract) and upload your **pdf** application form and if applicable other annexes via:

▶ [Appendices](#)



The screenshot shows a web browser window titled "Fact sheet - Project information - Windows Internet Explorer". The address bar shows the URL "https://www.iris.nwo.nl/iris/servlet/iris". The page header features the NWO logo and the text "Iris - the electronic grant application system". Below the header, there are navigation links: "Print Fact Sheet", "Main menu", "Back", "Log out", and "Help".

The main content area is titled "Project Information" and includes a note: "Fields marked with an * must be filled in." Below this, there is a sub-note: "Fill in the title and the summary. Pay attention to the indicated guidelines by this subsidy form!".

The form fields are as follows:

- NWO department: WOTRO Science for Global Development
- Grant: Conflict and Cooperation over Natural Resources in Developing Countries - integrated projects 2009 WOTRO
- Project title: * (empty text box)
- Project abstract: * (empty text box)

On the right side, there is a vertical navigation menu with the following items: "Project information", "Your particulars", "Appendices", and "Submit".

The Windows taskbar at the bottom shows the "start" button, several application icons, and the system tray with the time "14:13".

Step 5: Submitting your application

- Once you tick ▶ [Submit](#) you **can no longer alter your application**. You will receive an email message confirming the submitting of your application.