ATTRACT CALL

Instructions for the submission of a project pre-proposal in the KWF Grant management system (GMS)

1. Introduction

This document explicates the instructions for the submission of a project pre-proposal within the ATTRACT call (https://www.attract-call.com).

The electronic submission system, the Grant Management System (GMS, see https://gms.kwf.nl/) of KWF Kankerbestrijding (KWF) will be used for submission, processing and review of the proposals. This document provides practical information on the registration in GMS. It explains how you can register and choose the applicable funding type, conditions and research phase under which you can submit. Furthermore, it guides you through the actual submission of a project pre-proposal form and the applicable fields in GMS.

The ATTRACT call is organized as a two stage submission procedure. First a pre-proposal form has to be submitted. All pre-proposals will be checked on eligibility and send for review to the Scientific Evaluation Committee (SEC). Evaluation will be done according to the criteria and requirements described in the "Guidelines for Applicants" document (see website page, https://www.attract-call.com). Depending on the recommendations of the SEC and the budget of the call, it will be decided which applicants are invited to submit a full proposal.

The selected pre-proposals will be send to the Patient Advocacy Committee (PAC) for review. The PAC will formulate recommendations for adjustment of the project proposal regarding patient centricity, participation and burden, if applicable. This advice will be provided to the applicant with the invitation for the submission of the full proposal.

If you have any questions concerning GMS, please contact the scientific review and grants administration department of KWF (available at work days).

Phone: +31 (0)20 5700 450
E-mail: bestedingen@kwf.nl
Website: https://www.kwf.nl/onderzoek

2. General tips & tricks

We advise you to read the **entire guidelines and eligibility conditions** (Guidelines for Applicants) of the ATTRACT call https://www.attract-call.com and pay extra attention to the following tips and tricks. If you intend to involve patients or a patient organization during your study, please make sure you contact them in time. In case you need regulatory advice for your developmental plan, we also advice to contact them in time.

The text boxes in GMS do not support copying from external word processors since importing formatted text into GMS is not supported. We therefore recommend to edit your text layout with the text editor in GMS. Before submitting, please check and verify the layout by clicking the print form - view button on the tab Project Details. Disclaimer: not all special characters

might be rendered correctly in the PDF and some information on the application form is not displayed in the PDF.

Please register as Principal Investigator as soon as possible. Only the main applicant has to register in GMS. If you are new in the system, your registration must be approved by KWF. Send your completed and signed registration form to bestedingen@kwf.nl (you can find the form in GMS or on the webpage https://www.attract-call.com. Please check at least six weeks before the call deadline if your registration is approved. The GMS system cannot process a proposal if the organization is not approved by KWF in advance!

We strongly advise you to **validate** your project pre-proposal application in GMS at least two weeks before the deadline. After clicking the validate button, all obligatory fields will automatically be checked for completeness. A timely validation of your proposal will allow you to correct unexpected errors/issues while being able to continue writing on your proposal. When the deadline has passed, projects that have not been submitted properly will automatically be recorded as status missed deadline and will not be taken into consideration.
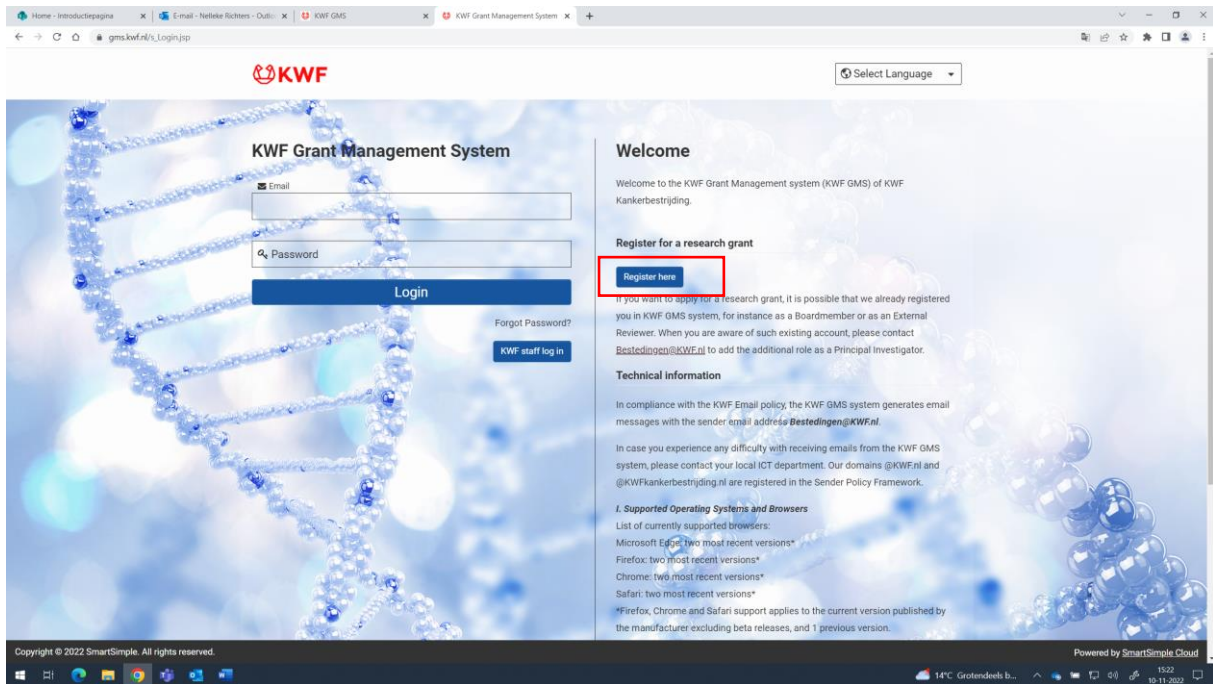
3. Registration

In case you have used GMS before you are probably already registered in GMS as Principal Investigator. But if your Institute is not recognized as Lead Institute, please send an e-mail to bestedingen@kwf.nl with your request to adjust this.

In case you are already registered as External Referent in GMS, you are able to log in but you do not have access to the page "Open calls". Your role in GMS must be adjusted in order to be able to create a pre-proposal application, please send an e-mail to bestedingen@kwf.nl with your request to add the role of Principal Investigator.

In case you are new in the GMS, the first step is to register as Principal Investigator (applicant) with your Institute and Department. You can use the link to the system from the ATTRACT webpage or https://gms.kwf.nl/ .

Click on the link "Register here"

The screen **Registration** will appear

Here you fill in the name of the Institute where you are employed in the "Lookup" field

Upon filling the name, the system will show possible Institutes already present.
  a. Is the Institute in the list, select it and click on "search"'

b.   If the Institute is not found in GMS, click on het link *here* to register

Can't find your institute? Create your institute here.

The Institute registration form will appear:

Institute Registration

Complete the fields below. All fields marked with an asterisk (*) are required fields.

If you are a returning user, login here.

Institute

* Institute Name:	Training Institute KWF
* Address Line 1:	Delftlandlaan 17
Address Line 2:	
* City:	Amsterdam
* Postal Code:	1062 EA
Country:	Netherlands
* Company Type:	Public

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

Submit

Fill in the mandatory fields and click on Submit
The screen registration will appear with the Institute that is selected or just added, with a list of
Departments already present in GMS.

a.   In case the Department is present, select it. The form Principal Investigator Registration
appears:

Principal Investigator Registration

Complete the fields below. All fields marked with an asterisk (*) are required fields.

Your email address could be already registered by KWF Kankerbestrijding in the KWF GMS system.
If you get the message that your email address already exists in the system, please contact Bestedingen@kwf.nl for further assistance.

If you are a returning user, login here.

Your Profile

* Title	
* First Name	
Initials	
Prefix	
* Last Name	
* Email	
Phone	

I'm not a robot
reCAPTCHA
Privacy - Terms

Submit

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b. If the Department is not found in GMS, click on the link *here* to register your Department

Can't find your department? Create your department here.

The form Department and Profile registration will appear:

Department and Profile Registration

Complete the fields below. All fields marked with an asterisk (*) are required fields.

If you are a returning user, login here.

Department

* Name:	
* Address:	
* Address 2:	
* Postal Code:	
* City:	
* Country:	Netherlands
Phone:	

Proposed Director Details

* Title	
* First Name	
* Initials	
Prefix	
* Last Name	
* Email	
* Phone	

Proposed Finance Contact Details

|	
* Title	
* First Name	
* Initials	
Prefix	
* Last Name	
* Email	
* Phone	

Fill the mandatory fields (marked with *) and click on submit. In case your Institute is not in the Netherlands, you do not have to complete the "Proposed Finance Contact Details". The form will close and an e-mail with log-in instructions and password is sent to the e-mail address given by you.
Registration as Principal Investigator is then done but you must complete your profile in order to submit your application. You can do this after your first log-in in the GMS.
Your e-mail address must be unique in GMS, it is used as user name.

GMS will assign an unique PIN number to you that can be retrieved in Your Profile. This PIN is necessary in case you will be added as co-Principal Investigator to an application.
In case your e-mail address is already registered in GMS you will receive a message. Please contact KWF to assist you with the registration.

New organizations will be checked for eligibility and approved. For the ATTRACT call, your Lead Institute have to be approved *before* you can submit the project preproposal. A red notification bar (blue arrow below) on the application form indicates that your Institute and department has not been approved yet.
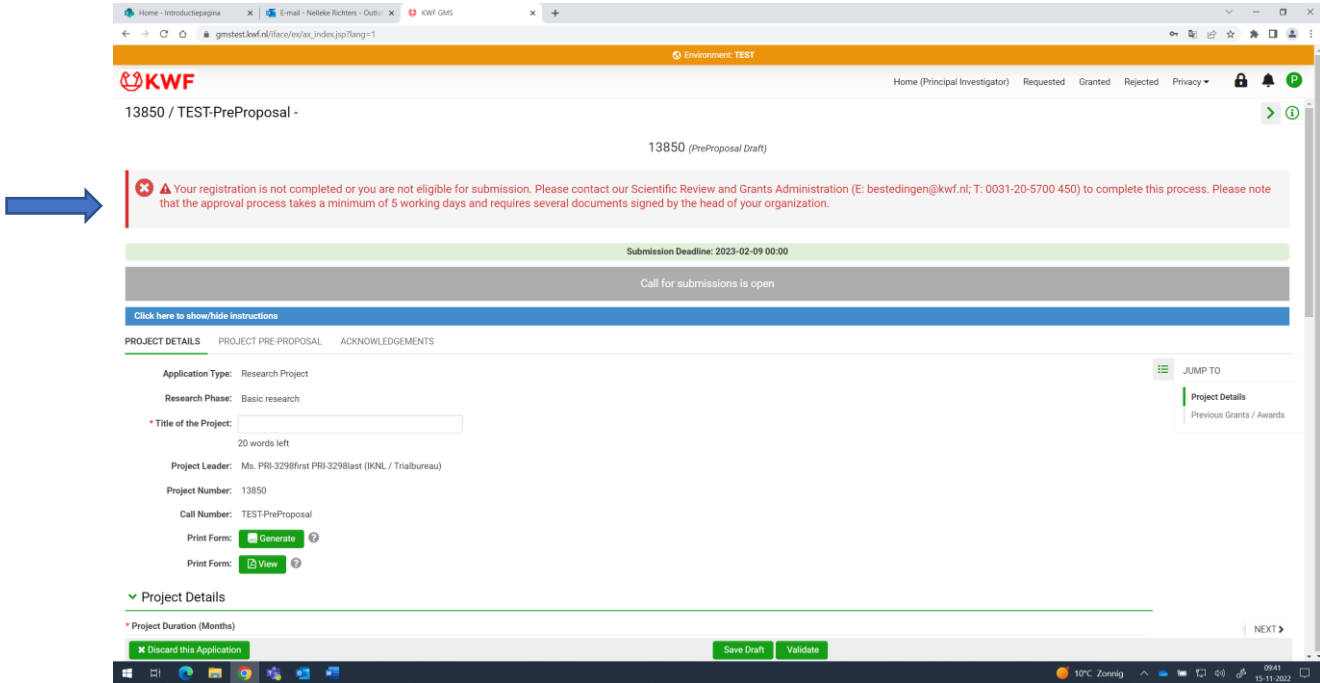
You can download a registration form in GMS or from the ATTRACT call webpage. This form must be completed and signed by the director of your Institute and returned (as pdf) to bestedingen@kwf.nl. Please check this and send this form **at least six weeks before the call pre-proposal deadline (31-1-2023, 12.00)**.

Please click on View (when selecting the application form, see part 6 on page 10) for the download of the registration form and the Guidelines for Applicants.

4. GMS navigation tips

Below, you can find the general instructions to navigate in GMS.

A=>the tab where you will go to upon clicking is bold and underlined
B=>You can go direct to a sub section by clicking on it
C=>Using this button you can open and close the "Jump to" function
D=>Click on the green arrow to close the section

E=>Click on the green arrow to open this section
F=>Click on the "i " icon to show or hide instructions.

G=>With this button you will go to previous project tab
H=>With this button you will go to the next project tab
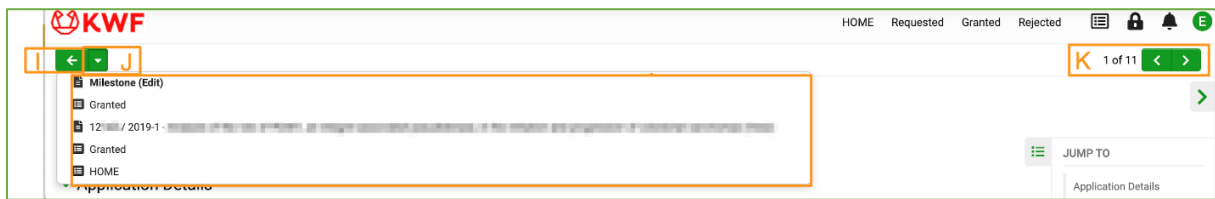
I=>click on the *Back button* to return to the previous screen
J=>With the button *Recently visited* you can view your history and navigate to a specific form

5. Portal layout

How to login:

Go to the url https://gms.kwf.nl/
Fill in your registered e-mail address and your password you have received from KWF
You can get a new password in the in log screen if needed.

The portal Principal Investigator:
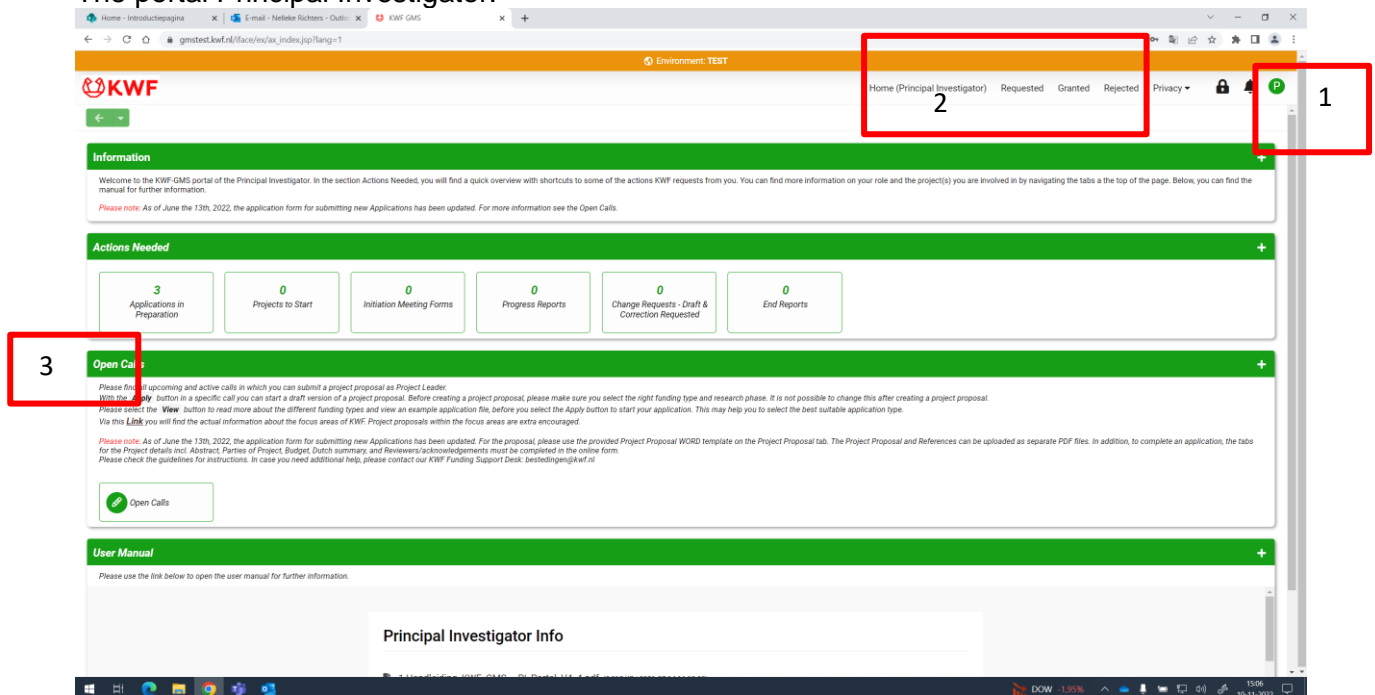
Explanation:

User menu (1) with the following functions:
- Change password
- Profile: to adjust your profile and to find your PIN
- Info; instructions and information
- Notifications of KWF, these can be found also under the alarm icon
- Logout

- Portals: only applicable in case you have other roles in GMS, you can select the applicable portal
- Privacy & security; information regarding the rules of KWF

Pages (2); subdivided into *Home (principal Investigator), Requested, Granted, Rejected*

- On *Home (principal Investigator)* you can find shortcuts to frequently used actions

and are dependent on the chosen page (2), may have multiple tabs

For example, you can find in the page *Requested* the following items:

- Open calls (3), an overview of the different types with the deadlines
- My requested Applications: an overview of your applications:
  - *In preparation*: your draft applications to be submitted
  - *Submitted*: your applications that are under review
  - *Non active*: your applications that are no longer active
  - *Withdrawn*: you application that are withdrawn on your request before the review & decision period was completed

PIN and your profile

As long as your profile is not complete you cannot start with the application process, you do not have access to the application form.

Update your profile
1. Click on the right on User Menu and click on *profile*

2. Click on *View*, this will change in *Edit*
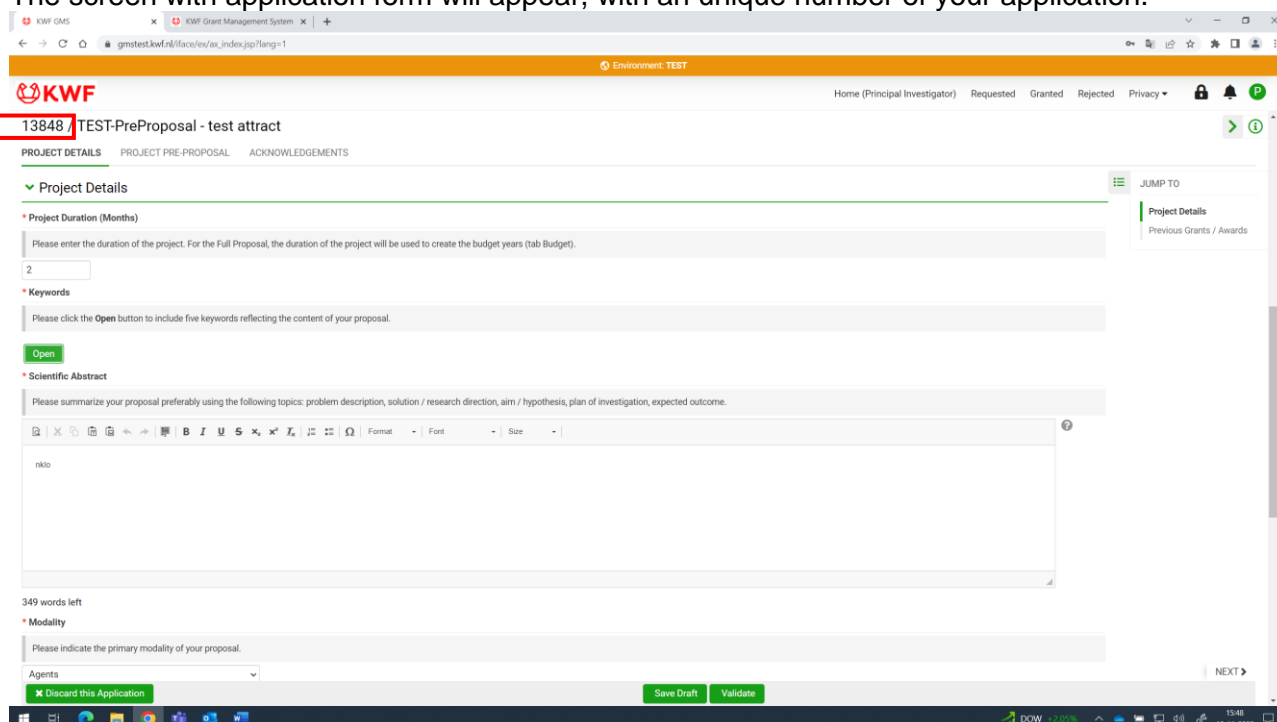3. Fill in the form and click on *Save*

Below in this screen you can find your PIN, this can be used to be added to other applications in GMS.

6. Preproposal form download and submission of your application

In GMS you can find the application form:
1. Go the page Requested
2. Go to the tab Open Calls
3. Click on the button *Apply* to choose the ATTRACT-call consortium
4. Select the right research phase: "Clinical"
5. Click on submit
6. Select the box *Accept*
7. Click on the button *Create Application*
8. Confirm this by clicking OK in the pop-up

The screen with application form will appear, with an unique number of your application.

Beside the pre-proposal form, you also have to complete the requested information (title/project duration/scientific abstract/keywords/modality/main goals/relevance/previous grants) in the tab Project details.

At the item "modality" please select Agents or Immune response modifiers.
Please read "ATTRACT funding organizations" for "KWF" when filling in the items.

The preproposal form for the ATTRACT is a Word template and can be downloaded from the GMS Project pre-proposal tab.

Within the pre-proposal form there are 2 parts:
- The form to be reviewed by Scientific Evaluation Committee,
- The form to be reviewed by the Patient Advocacy Committee

In the document "Guidelines for Applicants", more information on the requirements of the project is present, also on patient involvement.

In the Word template, instructions on the contents of the project pre-proposal are provided (word count). Please use at least Verdana font size 9, with set margins (2.5 cm side and 2.5 cm top and bottom), and single line spacing. Please add your name and the number of the project in the footer of the template. For the references list, please download the template for the references in GMS.

After filling in the pre-proposal Word template, please convert the document into a PDF format in order to upload it. Please note that the references need to be provided in a separate PDF document for which a template can be found on the "project proposal tab" in GMS. Do take care that the headers and footers of the references section are identical to the main document.

All preproposals that do not meet the above criteria, on margins, font size etc. are **not** eligible for funding.

To generate a PDF file from the preproposal, please ensure that the security settings of PDF documents are disabled (e.g. password-protection or any other encryption).
For uploading of the PDF, go to the green button (arrow).
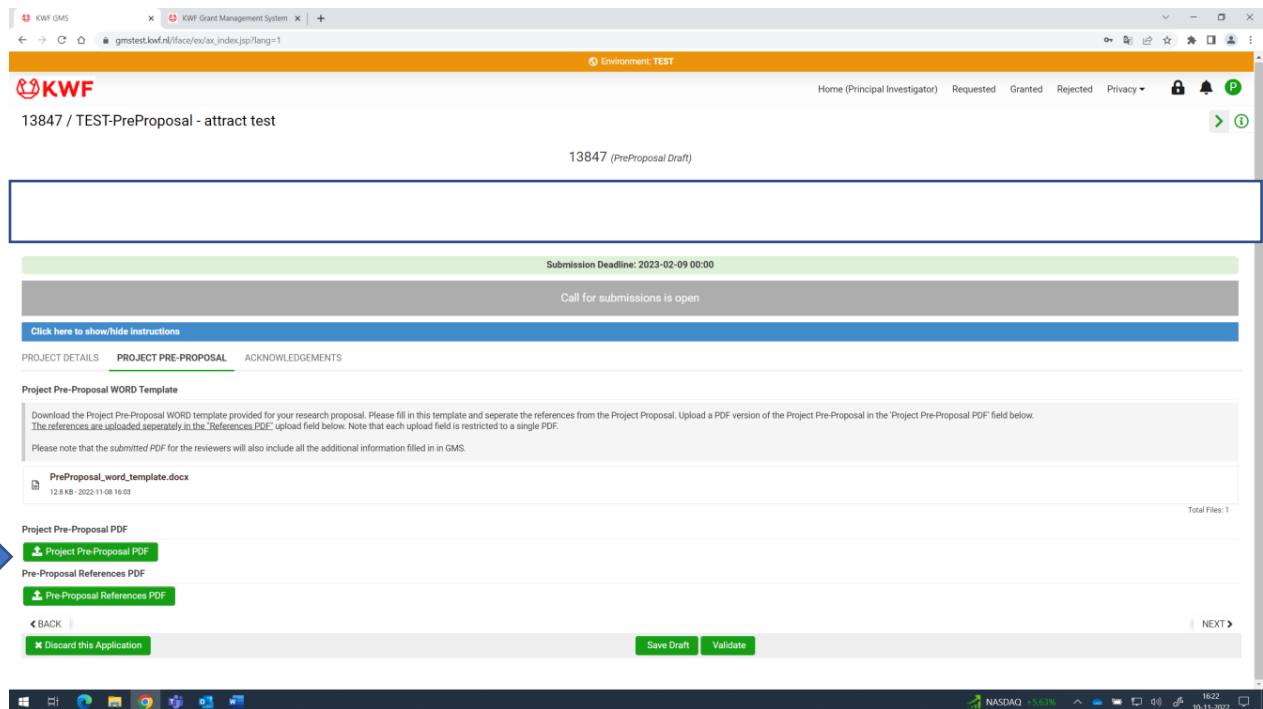
You can view the completed preproposal from using the "View" button at *Print Form.*

It is not necessary to complete your form immediately, you can save your draft form by clicking on the "*Save Draft*" button. You can find your draft in the tab *In Preparation* at *My Applications*.

You can remove your draft form (application) using the button *Discard this Application*, you can find the application then in *Non Active* at *My Applications*. An email will be send to you to confirm the application is discarded.

Please fill in also the acknowledgement:

⌄ Acknowledgement

* Sharing of Contact Information

Please read the acknowledgments below carefully and tick the box if you agree with sharing your contact information with other Project Leaders.

By signing the Project Leader declares that he/she agrees with sharing the contact information, which includes the name, the email address and the keyword of the pre-proposal, with other Project Leader(s), in case that your pre-proposal is selected for merged full proposal submission.

☐ I Agree with contact information sharing   ☑ I don't agree with contact information sharing   🕑

* General Acknowledgement

Please read the acknowledgments below carefully, tick the box if you agree, then validate your proposal and submit it.

By signing, the Project Leader declares that the information supplied in the project pre-proposal and profile is truthful, and that he/she will immediately report to KWF any changes that may be relevant to the development / assessment / acceptance of the project full proposal.
By signing, the Project Leader declares that he/she has informed all PI's and participating parties of the project about the content of the project pre-proposal before submitting the project pre-proposal.

☑ I Agree   🕑

Please use the button *Validate* during the preparation of your application, all obligatory fields will automatically be checked and you can correct any errors. We strongly advise you to do this timely before the submission deadline, 31-1-2023, 12.00 CET (noon).
You can finally submit your proposal in the system by clicking on the button *Submit.*
An email to confirm you submission will be send to you and you can find your application in *Submitted* at *My Applications*
All your applications are stored in the portal, including the ones where you are registered as co-Principal Investigator.

The pre-proposal will be reviewed by the SEC and PAC, see for the timelines the ATTRACT website. The results of the review process will be communicated in march 2023. Selected proposals will be invited to submit a full proposal.
Instructions using GMS for the full proposal will be made available in February 2023 on the ATTRACT call website.