KWF

How to solve submission errors from Validate/Submit button on new application

Please submit all Employment activities on the "Parties of the Project" tab.

Steps:
1. Go to the tab "Parties of the Project"
2. Scroll down to the section Employments
3. Check that all employment activities under Scientific Employment and Support Staffing are submitted
4. If they are not submitted, click the open button to open the employment activity.
5. Add to necessary information to the employment activity and click the "submit" button.

Letters of commitment are compulsory for: participating organizations who receive funding from KWF, co-funders, advisors and user groups (Infrastructure Initiatives). Please upload a relevant letter of commitment on the Parties of the Project tab.

Steps:
1. Go to the tab "Parties of the Project"
2. Check your employment activities in the section "Scientific Employment"
3. If you have filled out no for "Request FTE funding by KWF", then you need to make sure you upload a letter of commitment.
4. Check your information in the "Support Staffing" section.
5. If you have an employment activity with the role "Advisor", then you need to make sure you upload a letter of commitment.
6. You can upload letters of commitment on the tab "Parties of the Project".
7. Scroll down to the section "Letters of Commitment" and upload the respective files here.

Please specify if project proposal is part of a larger project/program with additional funding on the "Parties of Project" tab.

Steps:
1. Check what the application type of your project is.
2. If the application type is Consortia, you need to fill out an additional field
3. Go to the "parties of the project" tab.
4. Answer the question: "Is this project proposal part of a larger project / program with additional funding?", with yes or no.

Please submit all workpackages on the "Project Proposal" tab.

Steps:
1. Go to the tab "Project Proposal"
2. Scroll down to the section Workpackages
3. Check that all Workpackages are submitted
4. If they are not submitted, click the open button to open the Workpackage.
5. Add to necessary information to the Workpackage and click the "submit" button.

Please specify Personnel Costs for all applicable salary scales.

Steps:
1. The information you provided on the "Parties of the Project" tab does not correspond with the information you provided on the "Budget" tab.
2. Go to the "Parties of the Project" tab.
3. Check the amount of FTE requested from KWF for all different types of employment. The types are: PhD Student, Senior Scientific Personnel, MBO, HBO and Academic.
4. Go to the "Budget" tab and scroll down to the "Specification Yearly Budget" section.
5. Click the button "Specify Requested Budget".
6. A window will pop up, scroll down in this window to the section "Personnel Costs".
7. Make sure the amount of FTE per employment type in this table corresponds with the information from the "Parties of the Project" tab.

If you have indicated that there is a Service Provider and/or Inclusion Center involved on the tab Parties of the Project, please make sure the values of this tab correspond with the Salary Budget table on the tab Budget, including the amount of FTE. Furthermore, please make sure at least one quote is uploaded on the Budget tab.

Steps:
1. You have indicated that there is an External Inclusion Centre, External Service Provider, Internal Inclusion Centre or Internal Service Provider on the "Parties of the Project" tab.
2. Go to the "Budget" tab and scroll down to the section: "Service Provider & Inclusion Center Quotes".
3. Make sure you upload at least one file with a quote from a Service Provider or Inclusion Centre here.
4. On the "Budget" tab scroll to the button "Specification Yearly Budget" and click this button.
5. A window will pop up, scroll down to the section "Services" and fill out the required budget for these Services Providers or Inclusion Centres.
6. This notification will not disappear until both steps 3 and 5 have been completed.