

User manual MIDAS

For applicants, project leaders and reviewers

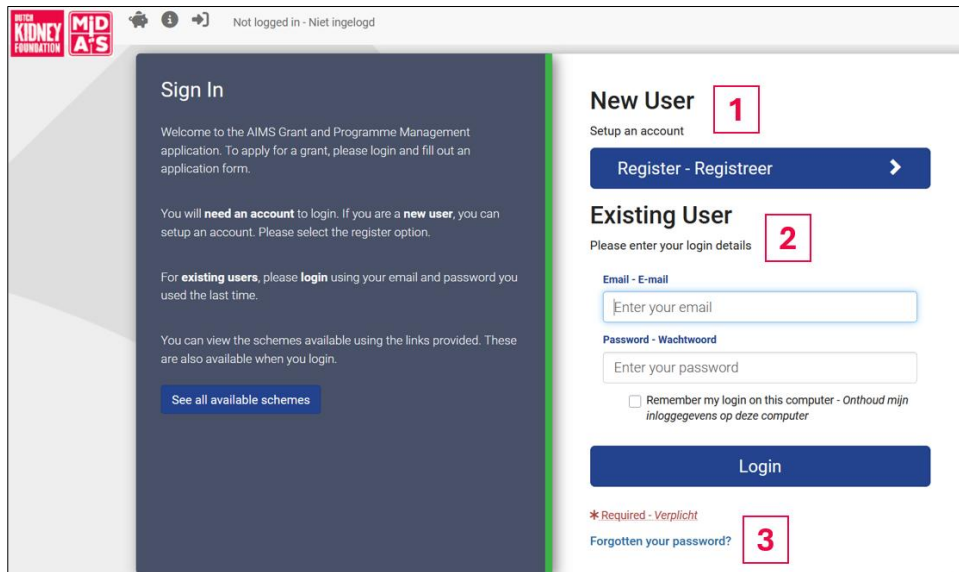
This user manual contains instructions for researchers who want to apply for a grant at the Dutch Kidney Foundation, for project leaders with projects at the Dutch Kidney Foundation, and for reviewers who are asked by the Dutch Kidney Foundation to review a grant application or project report via our grant management system called MIDAS.

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Registrar or log in to MIDAS

Go to the website: <https://midas.nierstichting.nl>



Not logged in - Niet ingelogd

Sign In

Welcome to the AIMS Grant and Programme Management application. To apply for a grant, please login and fill out an application form.

You will **need an account** to login. If you are a **new user**, you can setup an account. Please select the register option.

For **existing users**, please **login** using your email and password you used the last time.

You can view the schemes available using the links provided. These are also available when you login.

[See all available schemes](#)

New User 1

Setup an account

[Register - Registreer](#)

Existing User 2

Please enter your login details

Email - E-mail

Password - Wachtwoord

Remember my login on this computer - Onthoud mijn inloggegevens op deze computer

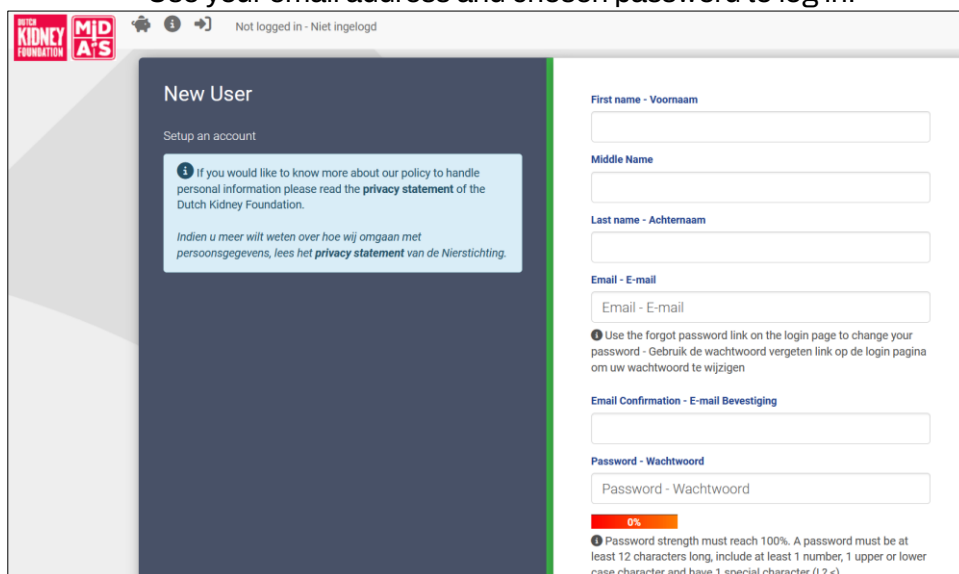
[Login](#)

*Required - Verplicht 3
 Forgotten your password?

New User [1]

Choose this option if your user account has not yet been created by the Dutch Kidney Foundation or by yourself.

- Click on the button 'Register'.
- Fill out the required details (name, email address, password).
Please consider the requirements for your password. The bar below the password must indicate a strength of 100%.
- Submit your registration by clicking on the 'OK' button.
- If your details are filled out correctly, you will receive a message that your registration was successful but must be confirmed by email.
- To confirm your registration: open your mailbox of the specified email address and open the link in the email regarding your registration. It could take a few minutes to receive the email.
- Use your email address and chosen password to log in.



Not logged in - Niet ingelogd

New User

Setup an account

i If you would like to know more about our policy to handle personal information please read the **privacy statement** of the Dutch Kidney Foundation.

*Indien u meer wilt weten over hoe wij omgaan met persoonsgegevens, lees het **privacy statement** van de Nierstichting.*

First name - Voornaam

Middle Name

Last name - Achternaam

Email - E-mail

i Use the forgot password link on the login page to change your password - Gebruik de wachtwoord vergeten link op de login pagina om uw wachtwoord te wijzigen

Email Confirmation - E-mail Bevestiging

Password - Wachtwoord

0%

i Password strength must reach 100%. A password must be at least 12 characters long, include at least 1 number, 1 upper or lower case character and have 1 special character (! ? < >).

Existing User [2]

Choose this option if you have received an email from DKF confirming that your user account has been created in MIDAS.

- Use your email address and the password that has been sent to you to log in.
Please be aware when copy-pasting the password that no space has been copied as well, since space is seen as a character.
- Create a new password.
Please consider the requirements for your password. The bar below the password must indicate a strength of 100%.

Or

Choose this option if you already have login details for MIDAS.

- Use your email address and password to log in.

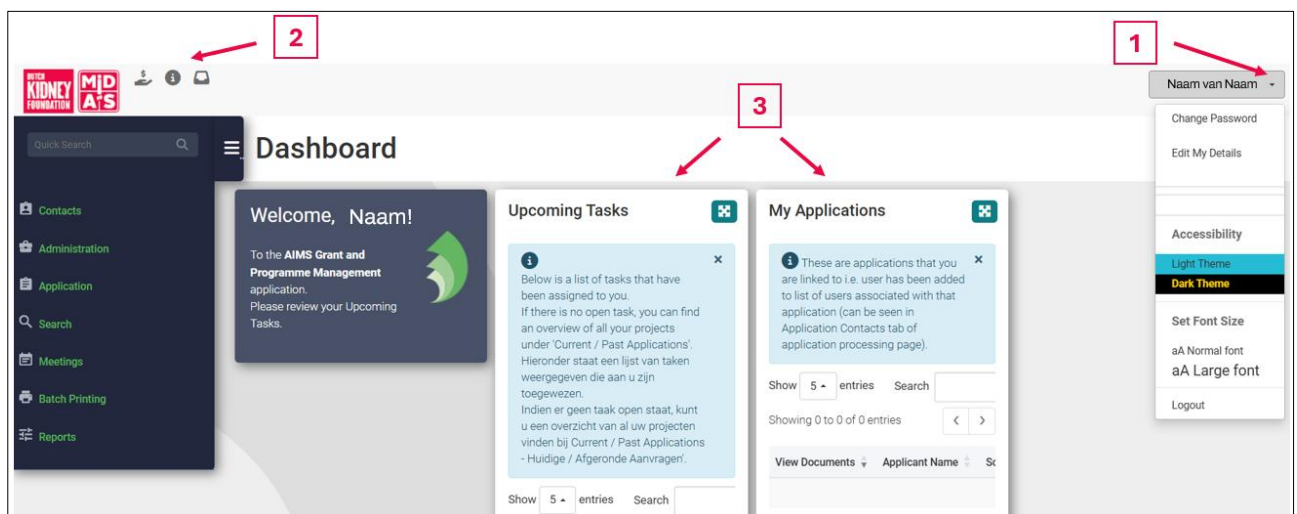
Forgotten your password? [3]

Click on the link 'Forgotten your password?' below the 'Log in' button.

- Fill out your email address of your MIDAS account. After a few minutes you will receive an email with a link to reset your password.
Please consider the requirements for your password. The bar below the password must indicate a strength of 100%.
- Use your email address and new password to log in.

Welcome screen MIDAS

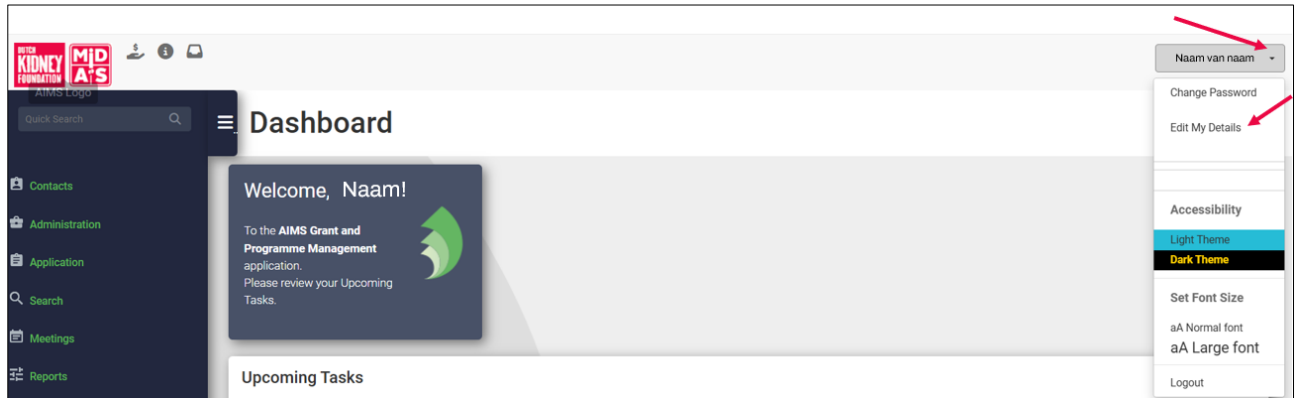
The MIDAS welcome screen is structured as follows:



1. In the top right corner, the name of the user who is logged in is shown. The arrow can be used to open the menu containing your details and the 'Logout' button.
2. In the top left corner, you find three icons, f.l.t.r.: 'go to funding'; 'help'; 'inbox'
3. Dashboard/inbox with two lists: 'Upcoming Tasks' and 'My Applications'


Complete and/or update personal details

- Click on the arrow beside your name at the top right corner.
- Choose the option 'Edit My Details' in the menu.
- Complete or update your personal details.
- Click on the 'Save' button. You can change the information at any time.




Submission of a grant application

Submission via a Call for proposals

- Go to the [DKF website](#). Here you will find information about our (open) calls and the call-specific conditions for submitting an application.
- Download the application form (Word document) for the relevant call. Together with the digital submission form in MIDAS, this constitutes your grant application.
- Click the link “digital submission form” in MIDAS. You will be taken directly to the information page of the call you selected.
 - You can also find an overview of open calls in MIDAS by clicking the ‘go to funding’ icon (top left: ).
- Follow the instructions below.

Submission by invitation from the Dutch Kidney Foundation

- A Programme Manager has invited you to submit an application in one of our calls, and you have received an application form (Word document).
- You can find the relevant call in MIDAS by clicking the ‘go to funding’ icon (top left: ).
- Select the relevant call and click ‘Apply Now’ or ‘To Application form’
- Follow the instructions below.

Instructions

1. Click ‘To Application form - Naar Aanvraagformulier’ to start submitting an application. *Please note: you must first log in or register.*
 - a. An application consists of:
 - i. Completing the digital submission form
 - ii. Uploading the application form in the submission form. Use the application form from the website or the one you received.
2. Complete the digital submission form. Required fields are marked with an asterisk ‘*’.
3. Complete the application form and convert it from Word to a searchable PDF (no scan). You can do this using the ‘Save as’ function in Word and selecting ‘Pdf’ as file type. *Please ensure that digital signatures are used in the form.*
4. Upload the PDF of the application form in the digital submission form under 1.4 Attachments – Bijlagen, in the field ‘Application attachment - aanvraag bijlage’.
5. Submit the form by clicking ‘Submit form – Formulier indienen’ and confirm this in the next screen by clicking ‘Yes, submit form now – Ja, dien formulier nu in!’.
6. You will receive an acknowledgment of receipt from MIDAS by email. Please check your inbox.

Important notes


- The form is automatically saved every minute while you are working on it. You can also save the application manually by clicking “Save draft” at the bottom of the page. This will also show which parts of the form are not yet fully completed.
- Do not open the same form in two screens at the same time. One version may overwrite the other, causing entered information to be lost.
- You may log out and log back in later to continue working on your application. You can find your application by navigating to the Inbox, accessible via the mailbox icon on the top left. Continue your application by clicking the task “Request funding.”
- Uploaded files can be viewed via “View,” deleted via “Delete,” or replaced by uploading another file in the same field.
- Only one document can be uploaded per upload field. If you wish to include multiple documents with your application (for example, letters of support), please combine them into a single PDF file.

Please note: read the application form carefully, as for some calls additional documents besides the application are not allowed.

- The application is only submitted once you have clicked “Submit form” and confirmed this on the subsequent screen by clicking “Yes, submit the form now!”
- After submission, no changes can be made to the application.
- You will always receive an email confirmation of submission. If you do not receive this, please contact us via research@nierstichting.nl.

Viewing project applications/ projects

You can view project applications and projects in your Inbox/ Dashboard, which consists of two lists: “Upcoming Tasks” and “My Applications.” You can expand or collapse the lists using the

button in the top-right corner of the list  .

Upcoming Tasks

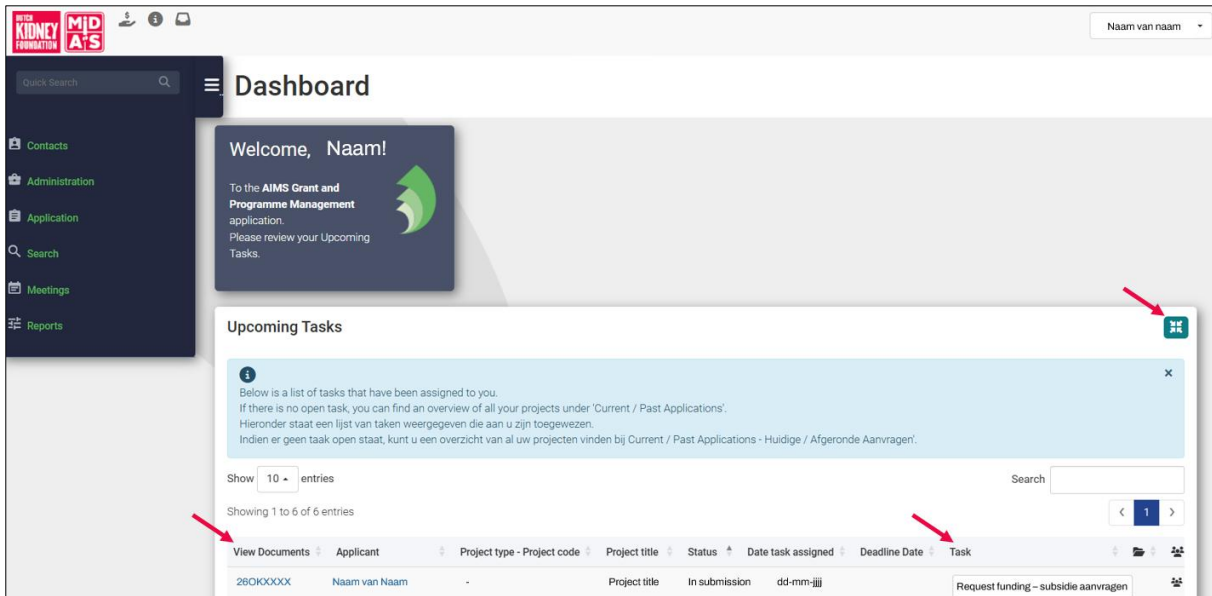
- Under this list you will find the tasks assigned to you under “Task,” including the date on which they were assigned to you (“Date task assigned”).
- Start a task by clicking the task button for the relevant project.

My Applications

- This list contains projects for which you have previously carried out an activity, such as submitting a grant application or reviewing an application as a referee.

Important notes

- You will not see a submitted application immediately. It only becomes visible as a compiled PDF of all submitted documents once the Dutch Kidney Foundation has processed your application.
- You can view project documents by clicking on the project number in the first column, “View Documents.” Then go to the “Documents” tab. An example of a document that you can view via MIDAS is a letter containing a decision from the Dutch Kidney Foundation.



The screenshot shows the dashboard interface. On the left is a navigation menu with options like Contacts, Administration, Application, Search, Meetings, and Reports. The main content area has a 'Dashboard' header and a 'Welcome, Naam!' message. Below this is the 'Upcoming Tasks' section, which contains an information box and a table. The table has columns for 'View Documents', 'Applicant', 'Project type - Project code', 'Project title', 'Status', 'Date task assigned', 'Deadline Date', and 'Task'. A red arrow points to the 'View Documents' header, another to the 'Task' header, and a third to the expand/collapse button in the top right of the 'Upcoming Tasks' section.

View Documents	Applicant	Project type - Project code	Project title	Status	Date task assigned	Deadline Date	Task
26OKXXXX	Naam van Naam	-	Project title	In submission	dd-mm-ijj		Request funding – subsidie aanvragen

Submitting a Progress or Final report

Monitoring of awarded projects is carried out via MIDAS. You will receive automatic reminders from MIDAS about the deadline for submitting a progress report or final report.

1. Under **'Upcoming Tasks'**, the task **'Progress report'** or **'Final report'** will be available.
2. Click on the task to open it.
 - a. A task remains listed until it is completed or the deadline has passed.
 - b. An opened task is displayed with an opened document icon in black.
3. Create a new report by clicking **'new'** and read the instructions.
 - a. Download the form for your report via the link in step **1.1 Word document for progress/final report**.
 - b. Under **'Previous reports'**, you can continue working on your report later via **'edit'**.
4. Complete the Word form and save it as a PDF.
5. Upload the required documentation in step **1.4 progress/final report attachments**:
 - a. Progress or final report in PDF format
 - b. For the final report, the financial accountability form is also required
6. Submit the report via **'Submit form or exit form'** and confirm your submission again.
7. You will receive a confirmation of receipt from MIDAS in your email inbox.
8. After the report has been reviewed, you will receive a digital letter from the Dutch Kidney Foundation.

Upcoming Tasks

Below is a list of tasks that have been assigned to you.
 If there is no open task, you can find an overview of all your projects under 'Current / Past Applications'.
 Hieronder staat een lijst van taken weergegeven die aan u zijn toegewezen.
 Indien er geen taak open staat, kunt u een overzicht van al uw projecten vinden bij Current / Past Applications - Huidige / Afgeronde Aanvragen.

Show entries Search

Showing 1 to 6 of 6 entries

View Documents	Applicant	Project type - Project code	Project title	Status	Date task assigned	Deadline Date	Task
28OKXXXX	Naam van Naam	-	Project title	Awaiting PR	dd-mm-ijij	dd-mm-ijij	Progress report

Report

Create a new Report by clicking "new" under action in the table below
 Or edit a previous version of the Report by clicking "edit" behind the report you want to update
 Maak een nieuw (voortgangs)rapport door op "new" te klikken onder action in de onderstaande tabel
 Of pas een eerder rapport aan door op "edit" te klikken in de tabel achter het rapport dat u aan wil passen.

Create a new Report by clicking new onder action in the table below
 Or edit your report by clicking edit behind a previously created version.

Name	Instructions	Action
Progress Report		New

Previous Progress Reports

Name	Created	Result	Action
Progress Report	dd-mm-ijij		Edit

Save Draft - Concept Opslaan

Save draft and next section - Opslaan en naar volgende sectie »

Submit form or exit form - Formulier indienen of formulier opslaan

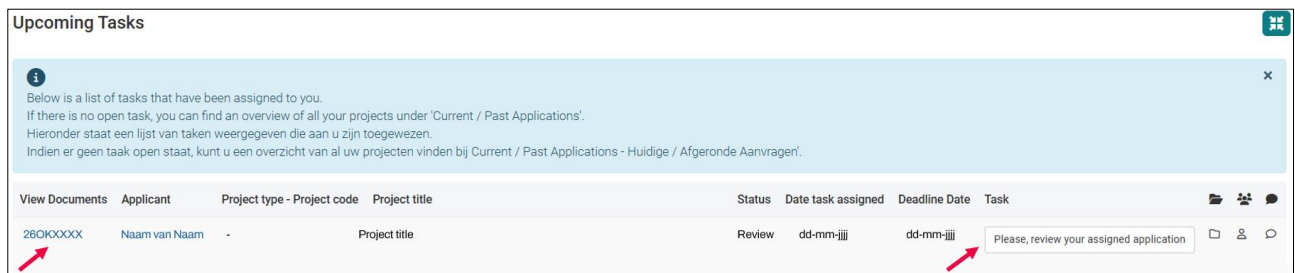
Submitting an assessment as a Reviewer

Please choose one of the following options:

- A) You were approached by the Dutch Kidney Foundation prior to receiving the invitation to review a grant application or a project report, and you accepted the invitation.
 - Log in with your MIDAS account or register. Then open your MIDAS Inbox and follow the instructions below.
- B) You have been invited to review a grant application or project report due to your role as a WR or ISAB member.
 - Log in with your MIDAS account or register. Then open your MIDAS Inbox and follow the instructions below.

Instructions

1. From your Inbox/Dashboard, go to the relevant project in the **'Upcoming Tasks'** list.



Upcoming Tasks

Below is a list of tasks that have been assigned to you.
 If there is no open task, you can find an overview of all your projects under 'Current / Past Applications'.
 Hieronder staat een lijst van taken weergegeven die aan u zijn toegewezen.
 Indien er geen taak open staat, kunt u een overzicht van al uw projecten vinden bij 'Current / Past Applications - Huidige / Afgeronde Aanvragen'.

View Documents	Applicant	Project type - Project code	Project title	Status	Date task assigned	Deadline Date	Task
26OKXXXX	Naam van Naam	-	Project title	Review	dd-mm-ijii	dd-mm-ijii	Please, review your assigned application

2. You start the review of a project by clicking on the task **'Please, review your assigned application'**.
3. You can view the documents of the application/report by clicking on the project number in the first column **'View Documents'**. Then go to the **'Documents'** tab.
 - a. An easy way to switch between the documents and the digital submission form is to open the documents in a new tab. Right-click on the project number and select **'Open link in new tab'**.
4. Submitting a review consists of:
 - a. (1) completing a digital submission form, and
 - b. (2) uploading a review form within the submission form. The submission form contains a link to the Dutch Kidney Foundation website where you can download the review form.
5. Complete the digital submission form. Required fields are marked with an '*'.
6. Complete the review form.
 - a. Convert the completed review form from Word to a searchable PDF (not a scan). This can be done via the **'Save as'** function in Word by selecting **'PDF'** as the file type.
 - b. Then upload the PDF in the digital submission form under **1.4 Review – Attachments**, under **'Review - attachment'**.
7. If applicable: upload a completed Bank Transfer Form as a second attachment under **1.4 Review – Attachments**, under **'Bank Transfer Form'**.
8. Answer the questions regarding payment and payment details under 1.5 – 1.7.
9. Provide consent for the items under **1.8 Consent**.
10. Submit the form by clicking **'Submit form'** and confirm this on the next screen with **'Yes, submit form now!'**.
11. You will receive a confirmation of receipt from MIDAS in your email inbox. Please verify this!

Important notes

- The form is automatically saved every minute while you are working on it. You can also save the application manually by clicking 'Save draft' at the bottom of the page. This will also show which parts of the form are not yet fully completed.
- Do not open the same form in two screens at the same time. One version may overwrite the other, causing entered information to be lost.
- You may log out and log back in later to continue working on your review. You can find your review by navigating to the Inbox, accessible via the mailbox icon on the top left. Continue your review by clicking the task 'Please, review your assigned application.'
- Uploaded files can be viewed via "View," deleted via "Delete," or replaced by uploading another file in the same field.
- The review is only submitted once you have clicked 'Submit form' and confirmed this on the subsequent screen by clicking 'Yes, submit the form now!'
- After submission, no changes can be made to the review.
- You will always receive an email confirmation of submission. If you do not receive this, please contact us via research@nierstichting.nl.

FAQ & more information

Frequently asked questions about MIDAS can be found on our website: [MIDAS](#). For other questions, you can contact us via research@nierstichting.nl or (035) 697 8015.