



User manual MIDAS

For Reviewers

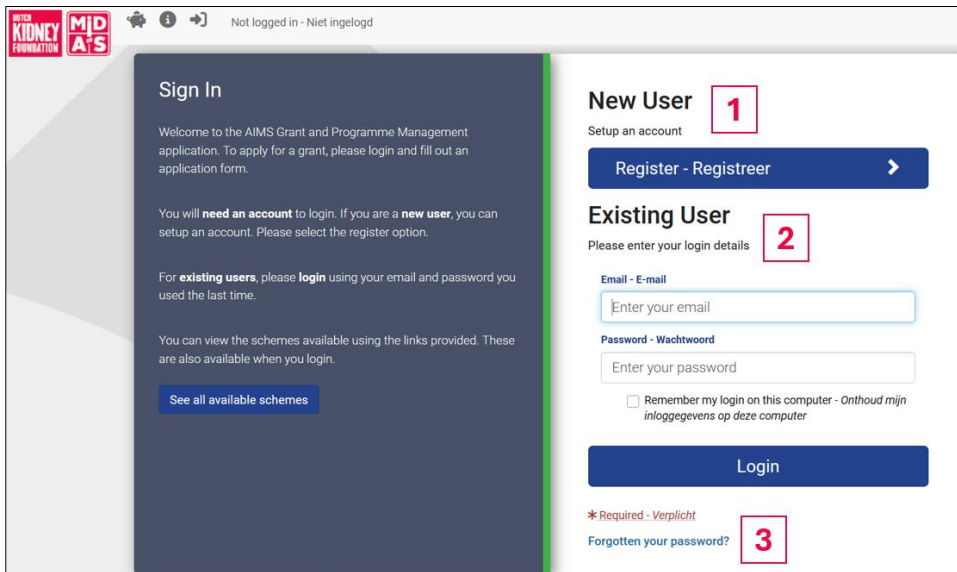
This user manual contains instructions for researchers who want to apply for a grant at the Dutch Kidney Foundation, for project leaders with projects at the Dutch Kidney Foundation, and for reviewers who are asked by the Dutch Kidney Foundation to review a grant application or project report via our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

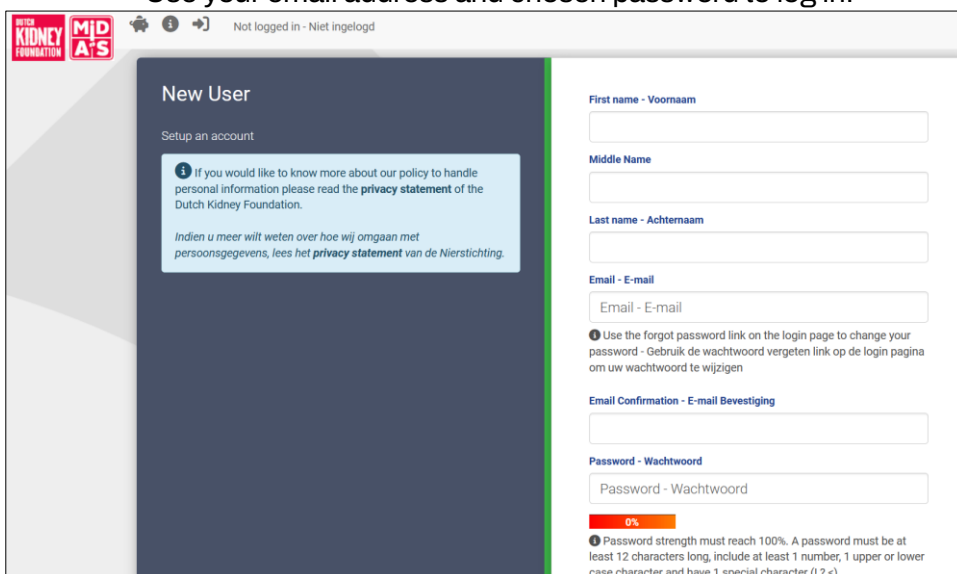
[Login](#)

*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.

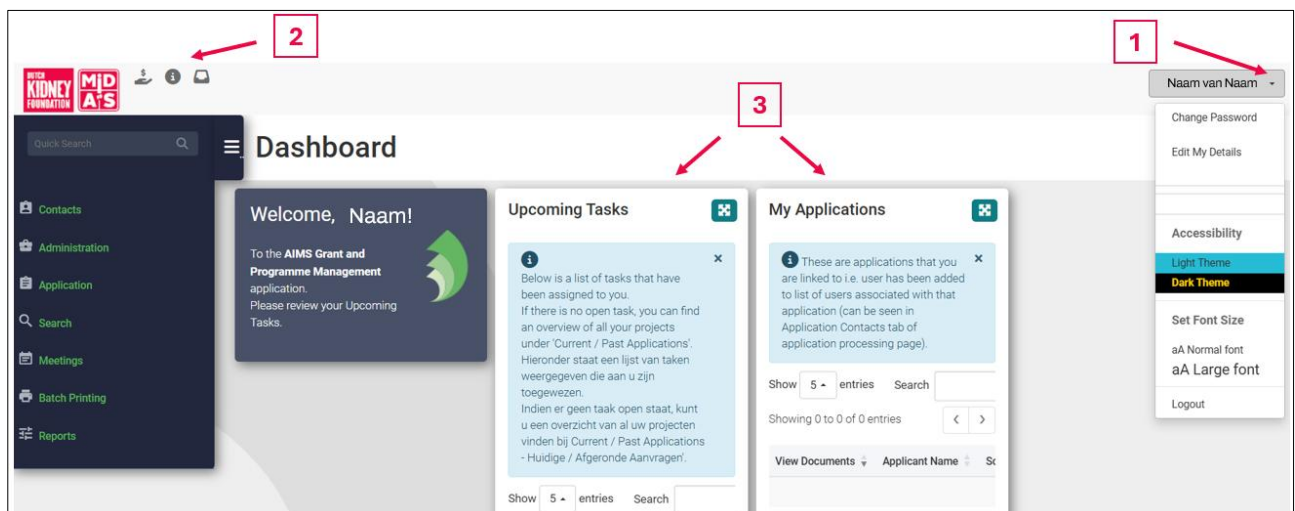
Forgotten your password? [3]

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

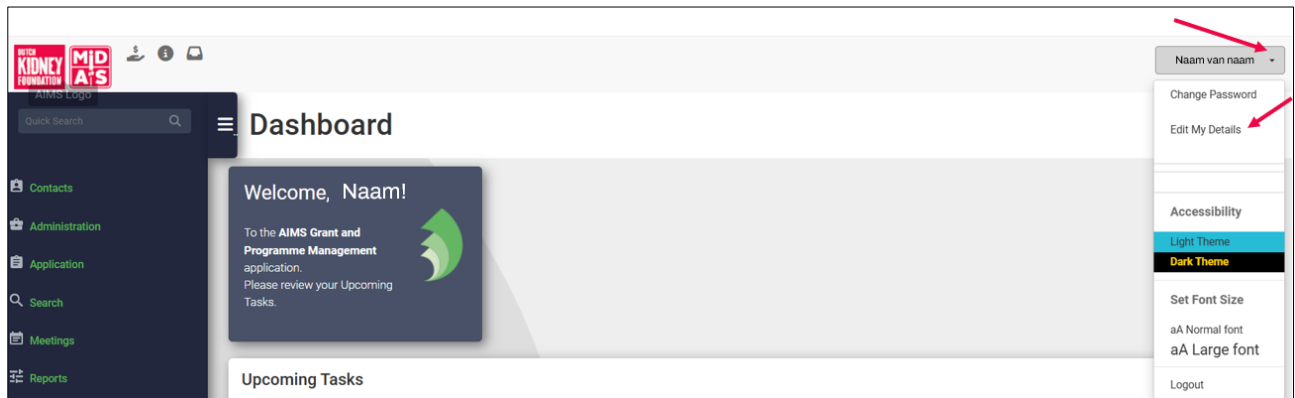
The MIDAS welcome screen is structured as follows:



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.



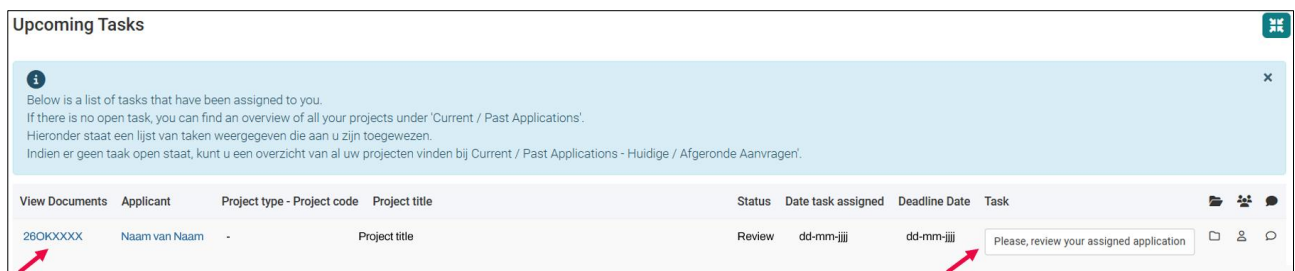
Submitting an assessment as a Reviewer

Please choose one of the following options:

- 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.
- 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

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



- You start the review of a project by clicking on the task '**Please, review your assigned application**'.
- 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.
 - 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**'.
- Submitting a review consists of:
 - (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 also be found on our website: [MIDAS](#)

1. Why can't I log in?

- a. Please note: if you copy and paste a password, any spaces before or after the password will be recognized as characters. Check whether this is the case and remove any extra spaces.

2. Where can I find the review form for my assessment/review?

- a. A link to the form can be found under section **1.1 Word document** once you have started your review via the task ‘Please, review your assigned application’. If there is no link to the review form under **1.1 Word document**, please send an email to research@nierstichting.nl, always including the project code.

3. My task has disappeared from my MIDAS inbox, what should I do?

- a. It is likely that the deadline for your task has passed. Please send an email to research@nierstichting.nl, always including the project code.

4. I cannot open the task in my MIDAS inbox, what should I do?

- a. Please send an email to research@nierstichting.nl, always including the project code.

For other questions, you can contact us via research@nierstichting.nl or (035) 697 8015.