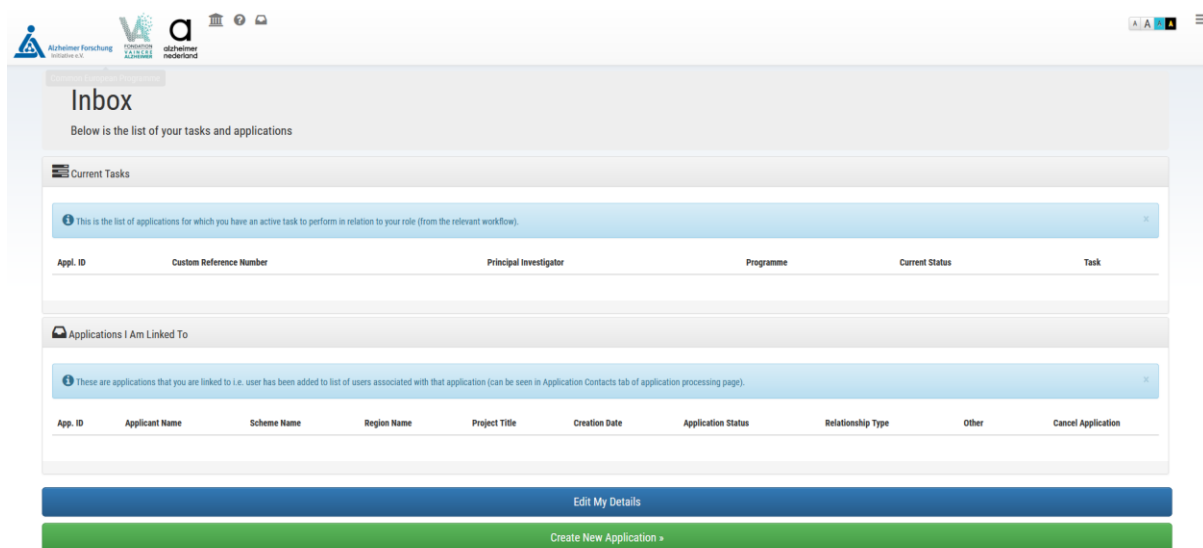


AIMS USER MANUAL – NAVIGATING AIMS AFTER LOGGING IN

Welcome to the Grant Management System of Alzheimer Forschung Initiative e.V. (AFI), Alzheimer Nederland (AN), and Fondation Vaincre Alzheimer (FVA). In order to apply for one of our grants, applicants will have to fill in their grant application online through AIMS. This manual shows how to navigate AIMS after logging in: your inbox, the Funding Guidelines, creating a new application, cancelling an existing application, how to edit your account details, change your password, view the personal data that is stored, how to de-register your account, and how to log out.

Inbox

When you log in, you will be directed to your Inbox, which holds your current tasks or ‘to do’s’:



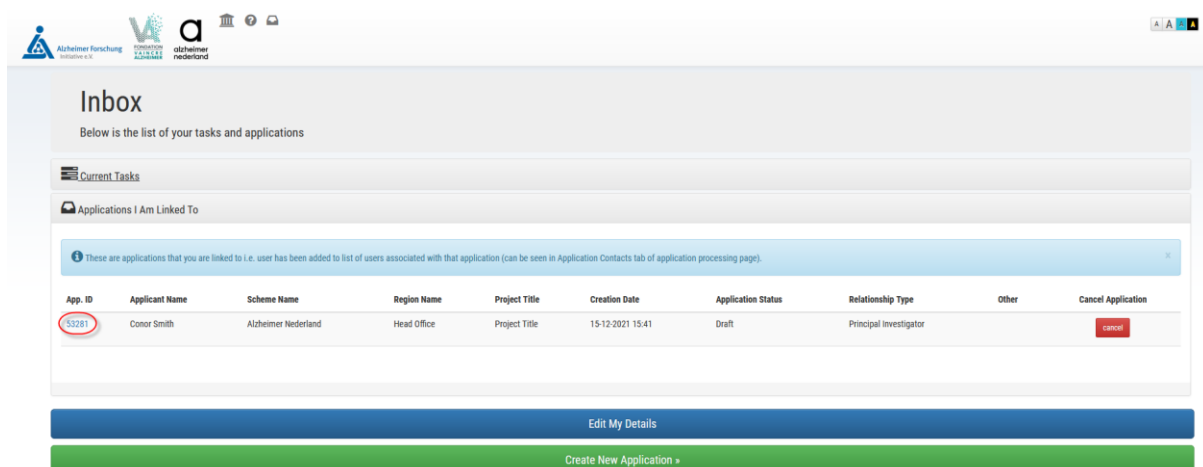
The screenshot shows the AIMS Inbox interface. At the top, there are logos for Alzheimer Forschung Initiative e.V., Alzheimer Nederland, and Fondation Vaincre Alzheimer. Below the logos, the page is titled "Inbox" with the subtitle "Below is the list of your tasks and applications".

The first section is "Current Tasks", which contains a blue information box stating: "This is the list of applications for which you have an active task to perform in relation to your role (from the relevant workflow)." Below this is a table with the following columns: Appl. ID, Custom Reference Number, Principal Investigator, Programme, Current Status, and Task.

The second section is "Applications I Am Linked To", which contains a blue information box stating: "These are applications that you are linked to i.e. user has been added to list of users associated with that application (can be seen in Application Contacts tab of application processing page)." Below this is a table with the following columns: App. ID, Applicant Name, Scheme Name, Region Name, Project Title, Creation Date, Application Status, Relationship Type, Other, and Cancel Application.

At the bottom of the page, there are two buttons: "Edit My Details" (blue) and "Create New Application" (green).

The ‘Applications I am Linked To’ part of the Inbox is showing all your current and past applications. You can also cancel any draft applications here:



This screenshot shows the same AIMS Inbox interface as the previous one, but with a specific application highlighted in the "Applications I Am Linked To" section. The application has the App. ID "5328", which is circled in red. The application details are as follows:

App. ID	Applicant Name	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type	Other	Cancel Application
5328	Conor Smith	Alzheimer Nederland	Head Office	Project Title	15-12-2021 15:41	Draft	Principal Investigator		cancel

At the bottom of the page, there are two buttons: "Edit My Details" (blue) and "Create New Application" (green).

In order to return to your inbox, which functions as a home page, just click the 'Inbox' Icon in the top left:



Funding Guidelines

To view the Funding Guidelines, click on the Help Icon:

A screenshot of a web application's 'Inbox' page. The top navigation bar includes logos and icons, with the question mark icon circled in red. The main header area says 'Inbox' and 'Below is the list of your tasks and applications'. The page is divided into two main sections: 'Current Tasks' and 'Applications I Am Linked To'. The 'Current Tasks' section contains a table with one row of application data. The 'Applications I Am Linked To' section contains a table with one row of application data. At the bottom, there are two buttons: 'Edit My Details' and 'Create New Application'.

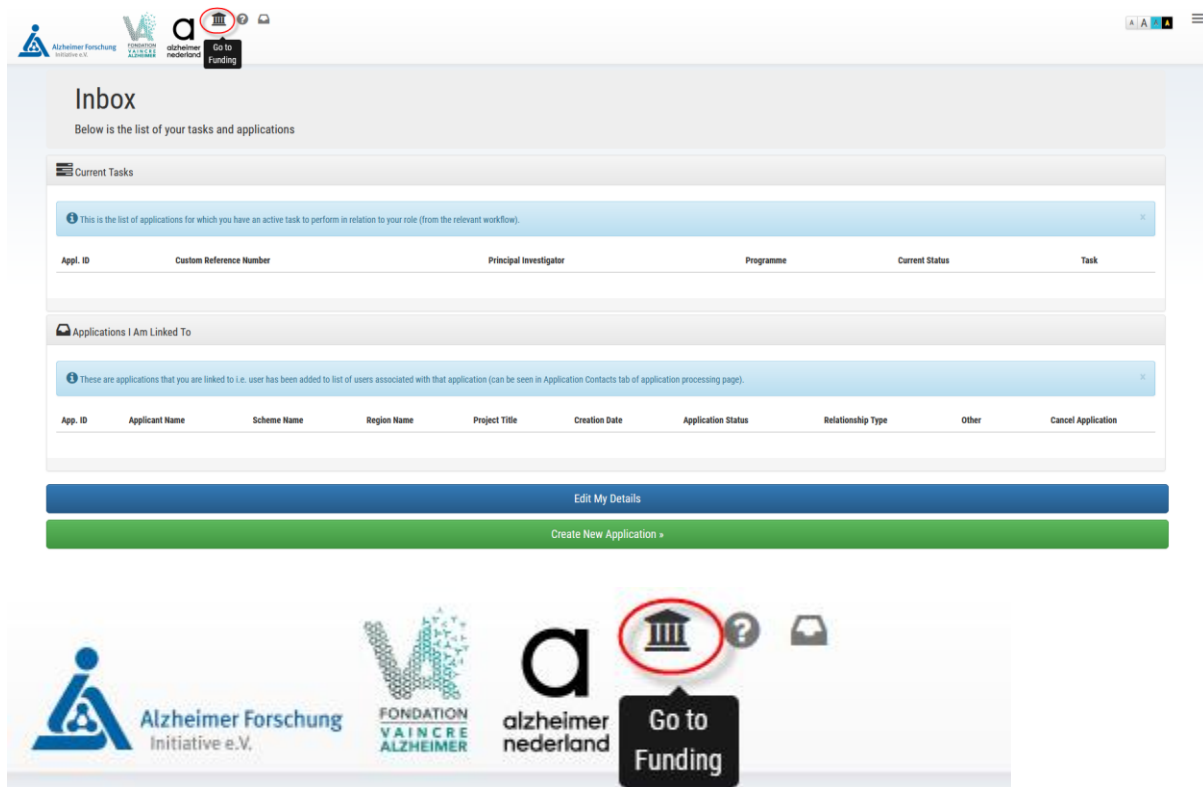


You can then select the Funding Guidelines that are relevant for your application:

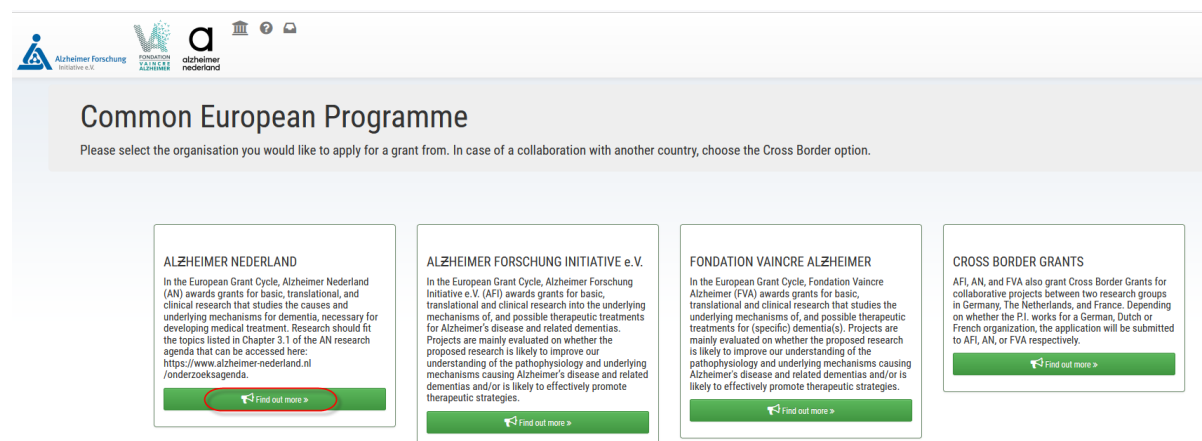


Create a new application

To start working on an application, click on the Funding icon in the top left corner or you can use the green 'Create New Application' button at the bottom of the page:



Once you reach the Funding page of the Common European Programme of AFI, AN, and FVA. There are 4 main options to choose from at first. Click on the option you would like to pursue by selecting the 'Find out more' green button:



Common European Programme

Please select the organisation you would like to apply for a grant from. In case of a collaboration with another country, choose the Cross Border option.

ALZHEIMER NEDERLAND

In the European Grant Cycle, Alzheimer Nederland (AN) awards grants for basic, translational, and clinical research that studies the causes and underlying mechanisms for dementia, necessary for developing medical treatment. Research should fit the topics listed in Chapter 3.1 of the AN research agenda that can be accessed here: <https://www.alzheimer-nederland.nl/onderzoeksagenda>.

[Find out more >](#)

ALZHEIMER FORSCHUNG INITIATIVE e.V.

In the European Grant Cycle, Alzheimer Forschung Initiative e.V. (AFI) awards grants for basic, translational and clinical research into the underlying mechanisms of, and possible therapeutic treatments for Alzheimer's disease and related dementias. Projects are mainly evaluated on whether the proposed research is likely to improve our understanding of the pathophysiology and underlying mechanisms causing Alzheimer's disease and related dementias and/or is likely to effectively promote therapeutic strategies.

[Find out more >](#)

FONDATION VAINCRE ALZHEIMER

In the European Grant Cycle, Fondation Vaincre Alzheimer (FVA) awards grants for basic, translational and clinical research that studies the underlying mechanisms of, and possible therapeutic treatments for (specific) dementia(s). Projects are mainly evaluated on whether the proposed research is likely to improve our understanding of the pathophysiology and underlying mechanisms causing Alzheimer's disease and related dementias and/or is likely to effectively promote therapeutic strategies.

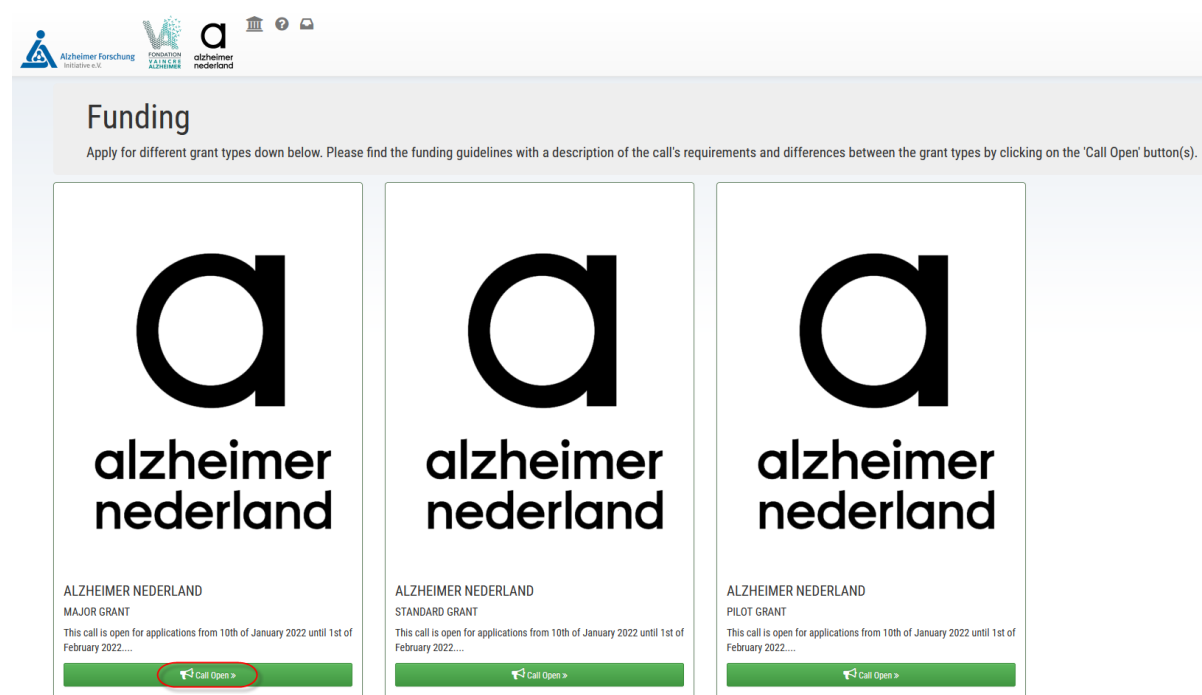
[Find out more >](#)

CROSS BORDER GRANTS

AFI, AN, and FVA also grant Cross Border Grants for collaborative projects between two research groups in Germany, The Netherlands, and France. Depending on whether the PI works for a German, Dutch or French organization, the application will be submitted to AFI, AN, or FVA respectively.

[Find out more >](#)

If the call is open to apply for, the green 'Call open' button will be shown. Select the grant type you wish to find out more information about or to apply for:



Funding

Apply for different grant types down below. Please find the funding guidelines with a description of the call's requirements and differences between the grant types by clicking on the 'Call Open' button(s).

alzheimer nederland

ALZHEIMER NEDERLAND

MAJOR GRANT

This call is open for applications from 10th of January 2022 until 1st of February 2022....

[Call Open >](#)

alzheimer nederland

ALZHEIMER NEDERLAND

STANDARD GRANT

This call is open for applications from 10th of January 2022 until 1st of February 2022....

[Call Open >](#)

alzheimer nederland

ALZHEIMER NEDERLAND

PILOT GRANT

This call is open for applications from 10th of January 2022 until 1st of February 2022....

[Call Open >](#)

Please make sure you have read the Call Guidelines and the Application Instructions before you proceed any further:



alzheimer
nederland

More Information

For more information, please visit our website [Alzheimer Nederland](#)

Please read the [Guidelines](#) and Application [Instructions](#) before proceeding any further.

Deadline

This call is open for applications from 10th of January 2022 until 1st of February 2022.

Contact







For any queries, please contact our European Grant Manager:


Coen van Deursen

grants@alzheimer-research.eu

NOTE: In order to read more information regarding the call, you can access the organization's webpage via the blue hyperlink.

To return to the previous page, click on the 'Back to overview' button:





alzheimer nederland

More Information

For more information, please visit our website [Alzheimer Nederland](#)

Please read the [Guidelines](#) and Application [Instructions](#) before proceeding any further.

Deadline

This call is open for applications from 10th of January 2022 until 1st of February 2022.

Contact

For any queries, please contact our European Grant Manager:
Coen van Deursen
grants@alzheimer-research.eu

Funding goes to the group/institute to which the PI. is affiliated.
Maximum grant amount awarded: €300K.
Fixed project duration approved: 4 years.
A minimum of 15% and a maximum of 35% of the total budget can be requested per year.

Funding Overview







Funding cannot be used for:


- Salary of the PI.
- Salary or financial reimbursement of international collaborators (for specifics for Cross-Border Grants with AFI or FVA, see Cross-Border Grants)
- Institutional overhead
- Large capital equipment
- Construction of buildings
- VAT

[<< Back to overview](#)

[Apply for this grant >](#)

To create an application, click on the 'Apply for this grant' green button:





alzheimer nederland

More Information

For more information, please visit our website [Alzheimer Nederland](#)

Please read the [Guidelines](#) and Application [Instructions](#) before proceeding any further.

Deadline

This call is open for applications from 10th of January 2022 until 1st of February 2022.

Contact

For any queries, please contact our European Grant Manager:
Coen van Deursen
grants@alzheimer-research.eu

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Funding Overview

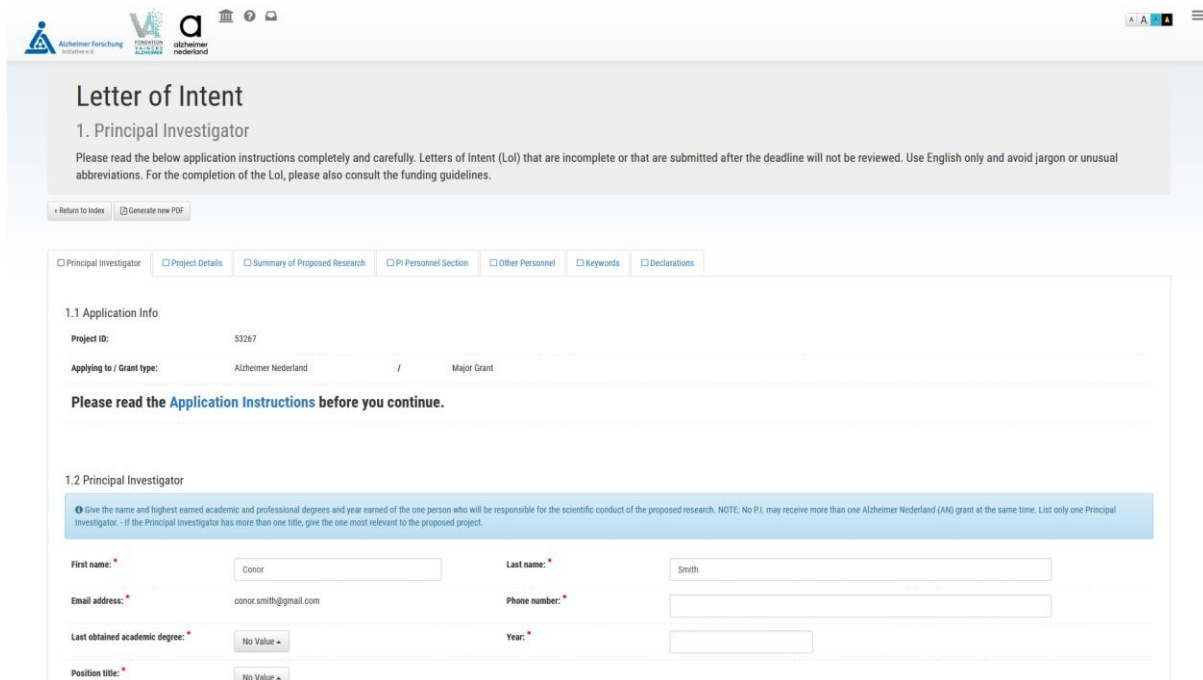
Funding cannot be used for:

- Salary of the PI.
- Salary or financial reimbursement of international collaborators (for specifics for Cross-Border Grants with AFI or FVA, see Cross-Border Grants)
- Institutional overhead
- Large capital equipment
- Construction of buildings
- VAT

[<< Back to overview](#)

[Apply for this grant >](#)

You will be re-directed to the Letter of Intent form. This means your application has been successfully created. Take a note of your current Project ID in question 1.1:



Letter of Intent

1. Principal Investigator

Please read the below application instructions completely and carefully. Letters of Intent (LoI) that are incomplete or that are submitted after the deadline will not be reviewed. Use English only and avoid jargon or unusual abbreviations. For the completion of the LoI, please also consult the funding guidelines.

[Return to Index](#) [Generate new PDF](#)

☐ Principal Investigator ☐ Project Details ☐ Summary of Proposed Research ☐ PI Personnel Section ☐ Other Personnel ☐ Keywords ☐ Declarations

1.1 Application Info

Project ID: 53267

Applying to / Grant type: Alzheimer Nederland / Major Grant

Please read the [Application Instructions](#) before you continue.

1.2 Principal Investigator

Give the name and highest earned academic and professional degrees and year earned of the one person who will be responsible for the scientific conduct of the proposed research. NOTE: No PI. may receive more than one Alzheimer Nederland (AN) grant at the same time. List only one Principal Investigator. - If the Principal Investigator has more than one title, give the one most relevant to the proposed project.

First name: * Last name: *

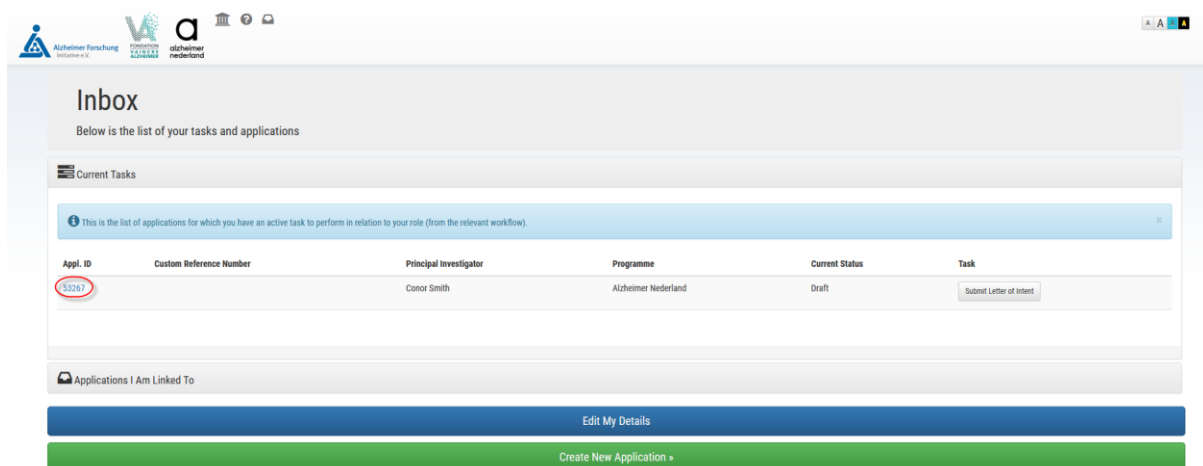
Email address: * Phone number: *

Last obtained academic degree: * Year: *

Position title: *

NOTE: More information on how to fill in the Letter of Intent Form can be found in the AIMS User Manual – Letter of Intent Form, as well as in the Application Instructions mentioned earlier.

You will now also have a task in your Inbox under the ‘Current Tasks’ list. If you wish to view the application’s Summary and Documents tab from here, click on the application ID in the Appl. ID column:



Inbox

Below is the list of your tasks and applications

Current Tasks

This is the list of applications for which you have an active task to perform in relation to your role (from the relevant workflow).

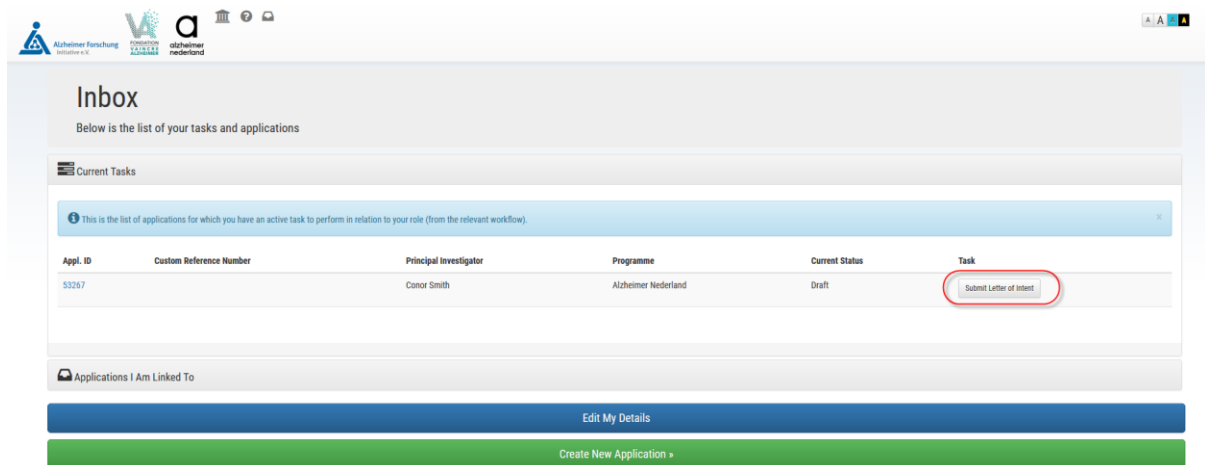
Appl. ID	Custom Reference Number	Principal Investigator	Programme	Current Status	Task
53267		Conor Smith	Alzheimer Nederland	Draft	Submit Letter of Intent

Applications I Am Linked To

[Edit My Details](#)

[Create New Application](#)

In order to get back to the Letter of Intent form or to continue working on it after logging in again, click on the Task button 'Submit Letter of Intent'. This will simply bring you back to the Letter of Intent form, it will not submit your application yet:



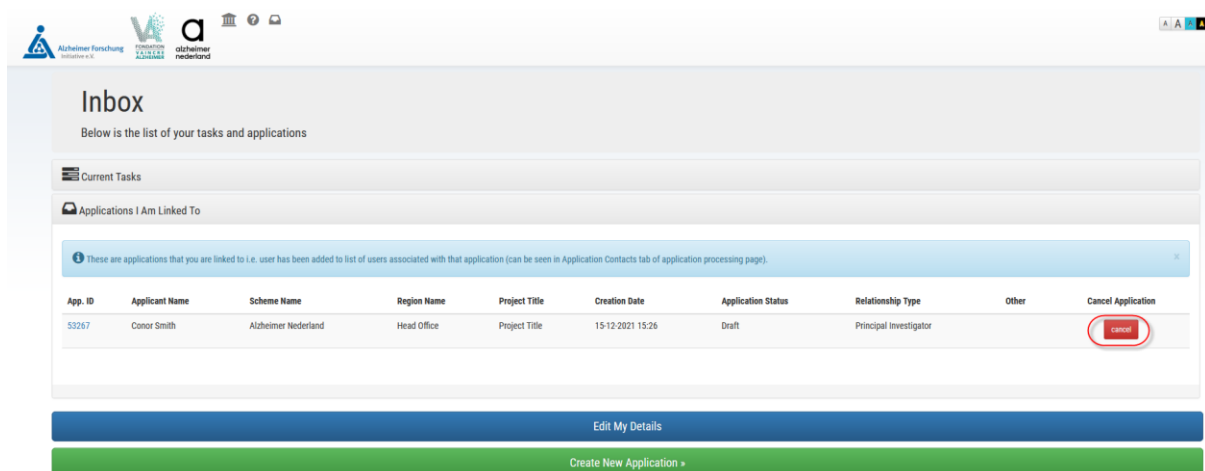
The screenshot shows the 'Inbox' page with the heading 'Below is the list of your tasks and applications'. Under the 'Current Tasks' tab, there is a table with the following data:

Appl. ID	Custom Reference Number	Principal Investigator	Programme	Current Status	Task
53267		Conor Smith	Alzheimer Nederland	Draft	Submit Letter of Intent

Below the table, there are two buttons: 'Edit My Details' (blue) and 'Create New Application >' (green).

Cancelling an existing application

If you would like to cancel your application, this can be done in the 'Applications I Am Linked To' tab of your inbox, via the red 'cancel' button:



The screenshot shows the 'Inbox' page with the heading 'Below is the list of your tasks and applications'. Under the 'Applications I Am Linked To' tab, there is a table with the following data:

App. ID	Applicant Name	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type	Other	Cancel Application
53267	Conor Smith	Alzheimer Nederland	Head Office	Project Title	15-12-2021 15:26	Draft	Principal Investigator		cancel

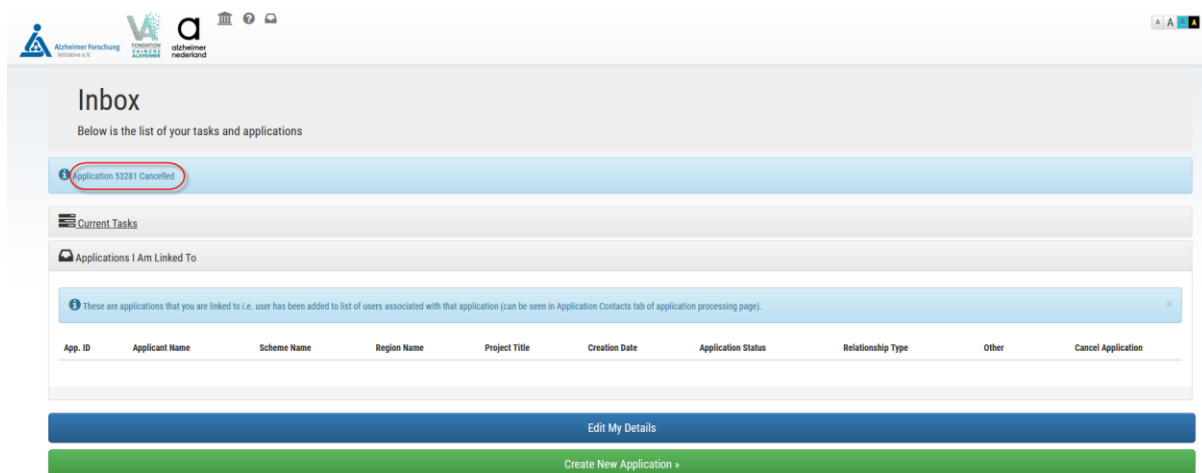
Below the table, there are two buttons: 'Edit My Details' (blue) and 'Create New Application >' (green).

The system will check whether you would indeed like to cancel your application:

Are you sure you want to Cancel Application 53267?



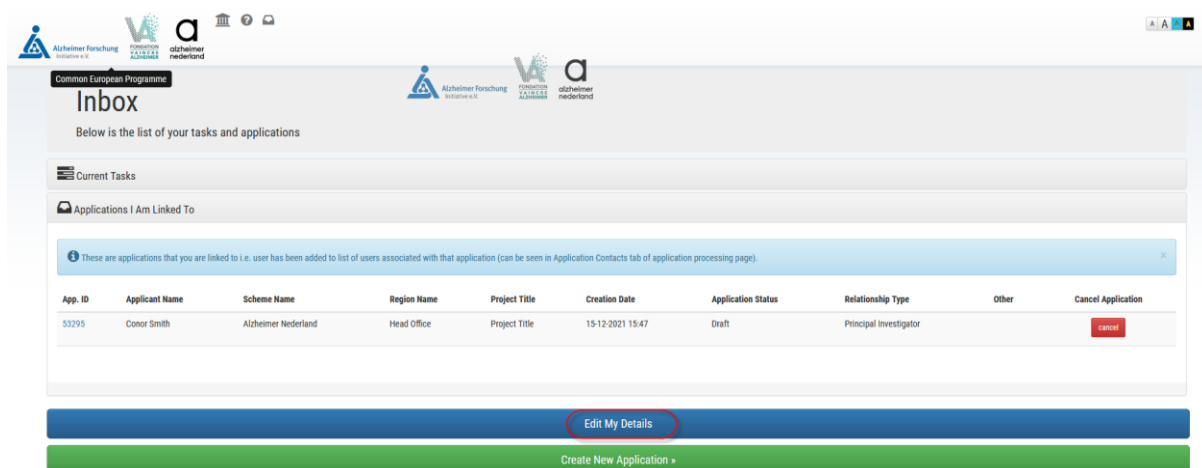
If your application was cancelled successfully, AIMS will show this message:



The screenshot shows the AIMS 'Inbox' page. At the top, there are logos for Alzheimer Forschung Initiative e.V., Alzheimer Nederland, and Alzheimer Society Australia. Below the logos, the page title is 'Inbox' with the subtitle 'Below is the list of your tasks and applications'. A blue message box states: 'Application 52281 Cancelled'. Below this, there are sections for 'Current Tasks' and 'Applications I Am Linked To'. A table lists applications with columns: App. ID, Applicant Name, Scheme Name, Region Name, Project Title, Creation Date, Application Status, Relationship Type, Other, and Cancel Application. At the bottom, there are two buttons: 'Edit My Details' (blue) and 'Create New Application >' (green).

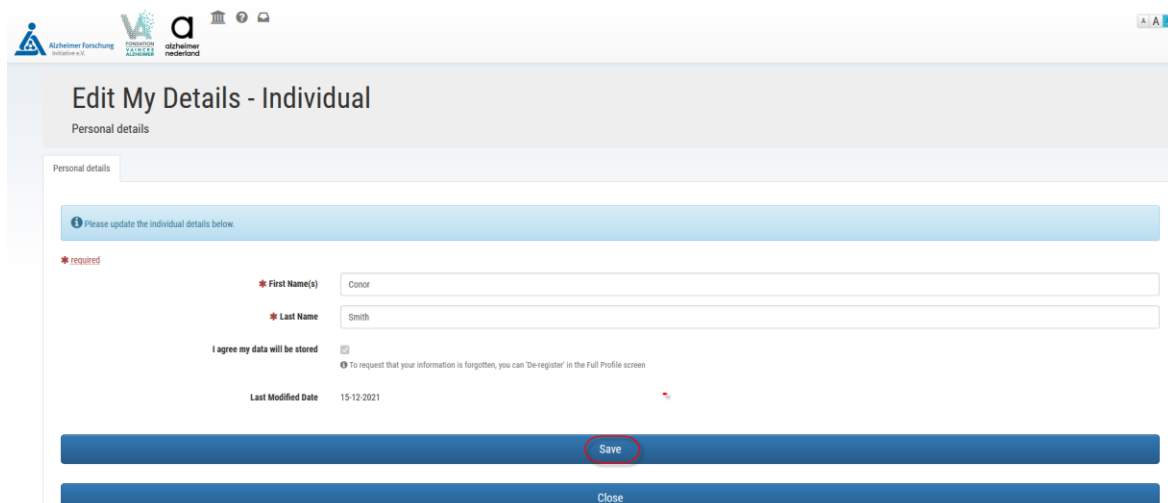
Editing your account details

If you would like to Edit your account details, this can be done via the 'Edit My Details' page at the bottom:



This screenshot is similar to the previous one, showing the AIMS 'Inbox' page. However, the 'Edit My Details' button at the bottom is circled in red. The table below the 'Applications I Am Linked To' section contains one entry with the following details: App. ID: 52295, Applicant Name: Conor Smith, Scheme Name: Alzheimer Nederland, Region Name: Head Office, Project Title: Project Title, Creation Date: 15-12-2021 15:47, Application Status: Draft, Relationship Type: Principal Investigator, and a 'Cancel' button.

Please make sure to save your edit afterwards:



The screenshot shows the 'Edit My Details - Individual' page. The title is 'Edit My Details - Individual' with the subtitle 'Personal details'. A blue message box says: 'Please update the individual details below.' Below this, there are two input fields for 'First Name(s)' (containing 'Conor') and 'Last Name' (containing 'Smith'). A checkbox labeled 'I agree my data will be stored' is checked. Below the checkbox, a small text says: 'To request that your information is forgotten, you can "De-register" in the Full Profile screen'. At the bottom, there is a 'Last Modified Date' field showing '15-12-2021'. At the very bottom, there are two buttons: 'Save' (blue, circled in red) and 'Close' (blue).

Changing your password

In order to change your password, please first click on the Portrait Icon in the top right corner and then select 'Change Password' from the dropdown menu:

Inbox
Below is the list of your tasks and applications

Current Tasks

This is the list of applications for which you have an active task to perform in relation to your role (from the relevant workflow).

Appl. ID	Custom Reference Number	Principal Investigator	Programme	Current Status	Task
53295		Conor Smith	Alzheimer Nederland	Draft	Submit Letter of Intent

Applications I Am Linked To

These are applications that you are linked to i.e. user has been added to list of users associated with that application (can be seen in Application Contacts tab of application processing page).

App. ID	Applicant Name	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type	Other	Cancel Application
53295	Conor Smith	Alzheimer Nederland	Head Office	Project Title	15-12-2021 15:47	Draft	Principal Investigator		cancel

[Edit My Details](#)

Conor Smith

[Change Password](#)

[Full Profile](#)

[Logout](#)

NOTE: Your new password has to meet the password strength checker's rules:

Update Password

* required

* Current Password

* New Password

100%

Passwords must be at least 12 characters long and must be accepted by our password strength checker.

* Confirm

[update](#)

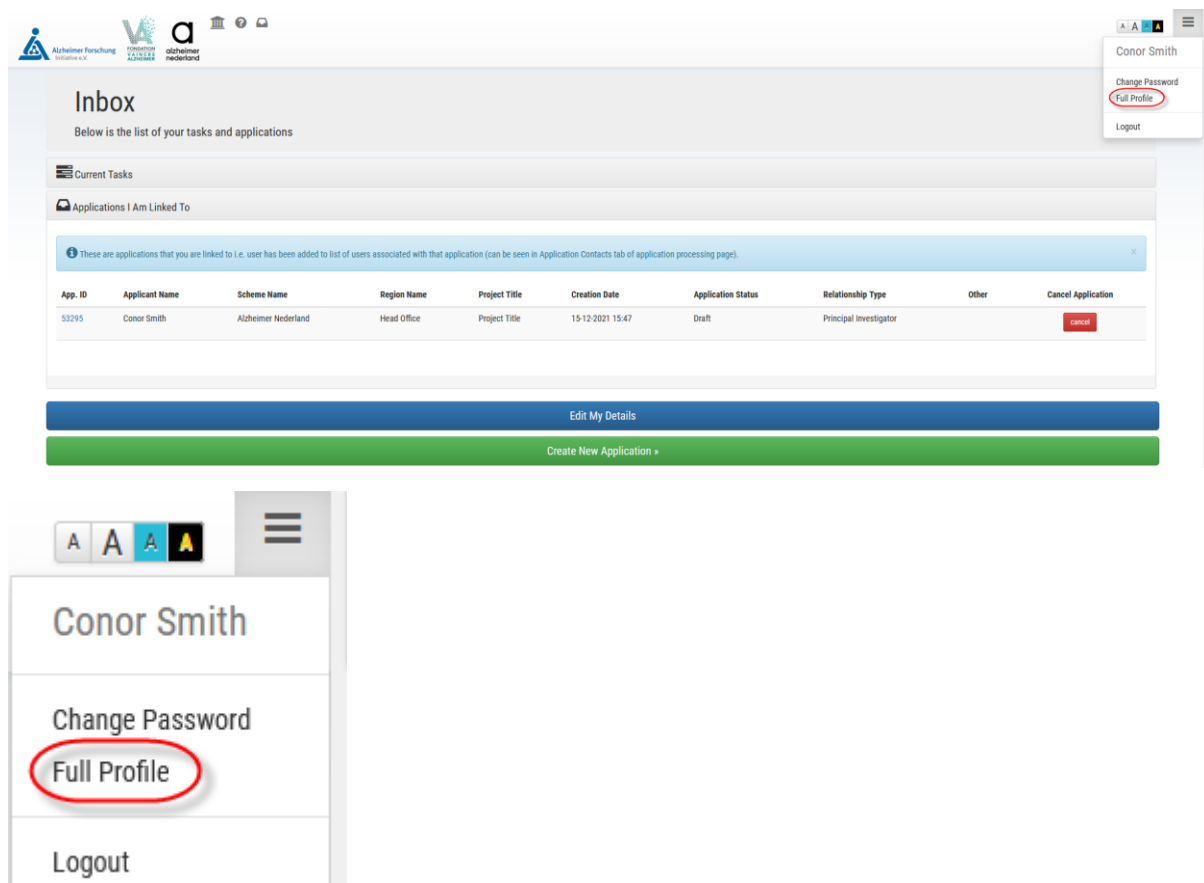
The system will then show a message that your password was updated successfully:



NOTE: When you change your password, you will have to log back into AIMS.

View Personal Data that is stored

To view all personal data being stored against your profile, click on the 'Full profile' link under the icon in the top right corner:



This brings you to the full profile page:

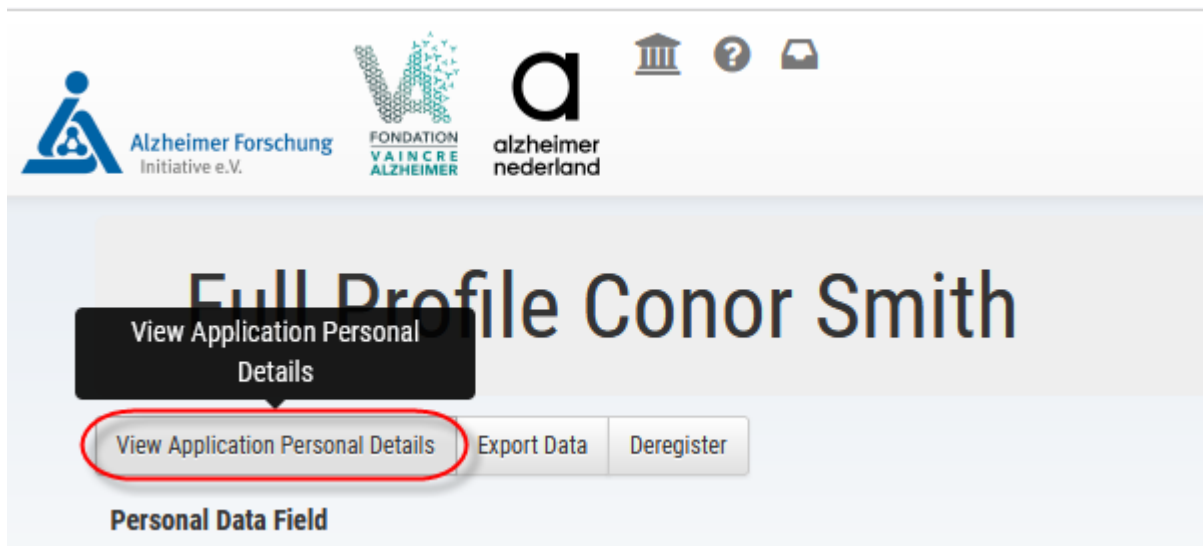


Full Profile Conor Smith

[View Application Personal Details](#) [Export Data](#) [Deregister](#)

Personal Data Field	Personal Data Field Value
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Address Line 5	
Address Line 6	
Address Line 7	

You can see the Application Personal Details via the 'View Application Personal Details' button:

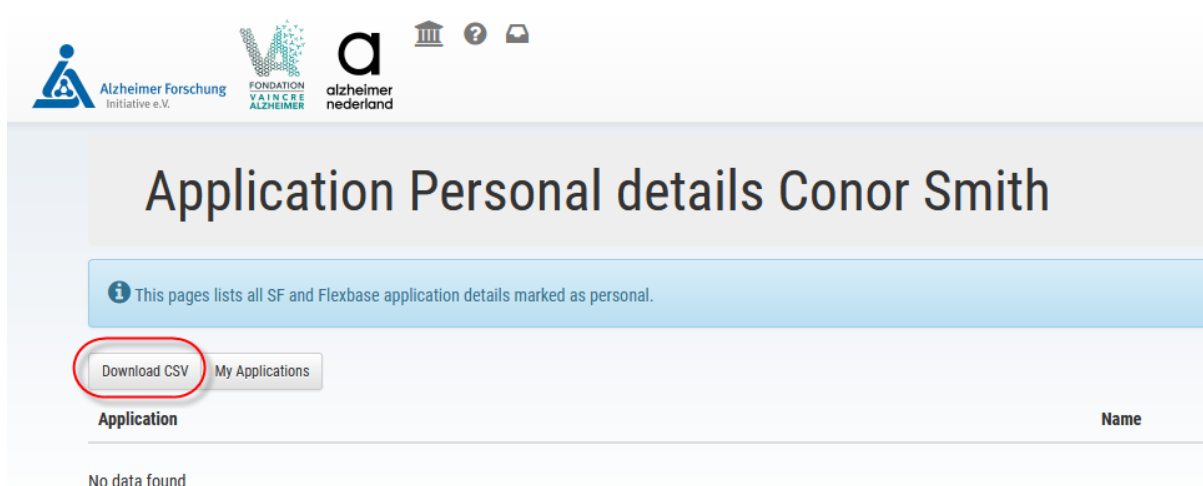


Full Profile Conor Smith

[View Application Personal Details](#) [Export Data](#) [Deregister](#)

Personal Data Field

There, you can download the stored application data into a CSV file:

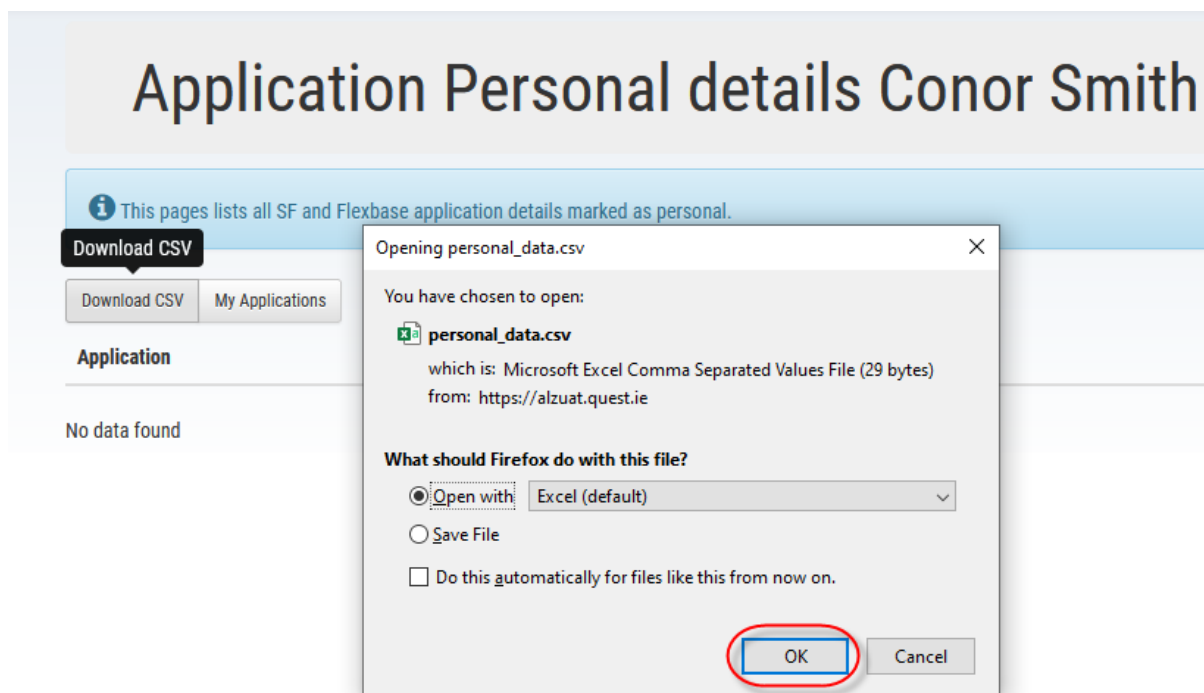


Application Personal details Conor Smith

i This pages lists all SF and Flexbase application details marked as personal.

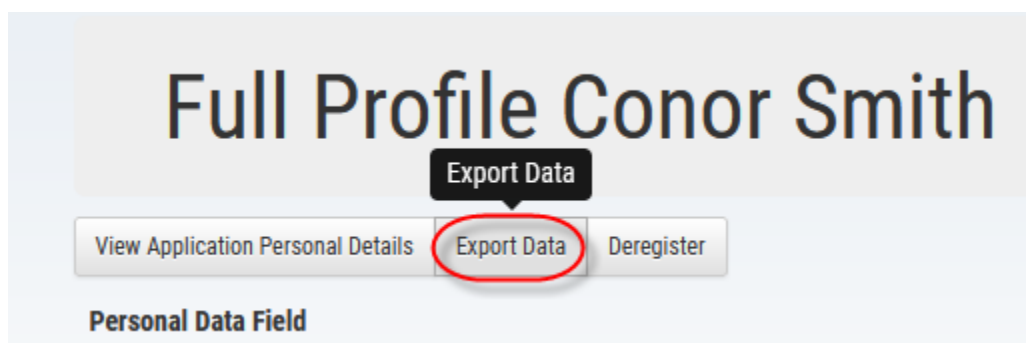
[Download CSV](#) [My Applications](#)

Application	Name
No data found	



NOTE: The data will be updated after you submit your Letter of intent or Full Application form

In order to export the data of your full profile, select the 'Export Data' option:



Full Profile Conor Smith


Export Data

View Application Personal Details Export Data Deregister

Personal Data Field
Address Line 1
Address Line 2
Address Line 3
Address Line 4
Address Line 5
Address Line 6
Address Line 7
Bank Account Name

Opening gdpr042D33964.csv

You have chosen to open:

 **gdpr042D33964.csv**
which is: Microsoft Excel Comma Separated Values File (466 bytes)
from: https://alzuat.quest.ie

What should Firefox do with this file?

☒ **Open with:** Excel (default) ▾

☐ **Save File**

☐ Do this automatically for files like this from now on.

OK Cancel

Deregistering from AIMS




If you wish to be deregistered from the system, select the 'Deregister' option under the Full Profile. Please note that this is not possible if there is an active application by the user account, you will then receive an error message:



Full Profile Conor Smith

View Application Personal Details Export Data **Deregister**

Personal Data Field	Personal Data Field Value
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Address Line 5	
Address Line 6	
Address Line 7	

Full Profile Conor Smith

[View Application Personal Details](#)
[Export Data](#)
[Deregister](#)

Personal Data Field

Address Line 1



Address Line 2

De-Register

You have requested to de-register from Alzheimer Europe UAT. All personal information about you will be deleted and you will no longer be able to access the system, Do you wish to continue?

[Yes](#)
[No](#)

If successful, the system will display this message:

Full Profile Conor Smith






The Deregistration Request is being processed.

[View Application Personal Details](#)
[Export Data](#)

Logging out

To log out of the system, click on the 'Logout' option under the icon in the top right corner:

Inbox

Below is the list of your tasks and applications


Current Tasks

Applications I Am Linked To

These are applications that you are linked to i.e. user has been added to list of users associated with that application (can be seen in Application Contacts tab of application processing page).

App. ID	Applicant Name	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type	Other	Cancel Application
53295	Conor Smith	Alzheimer Nederland	Head Office	Project Title	15-12-2021 15:47	Draft	Principal Investigator		Cancel

[Edit My Details](#)
[Create New Application](#)



Conor Smith
 [Change Password](#)
[Full Profile](#)
[Logout](#)