

## Guideline to submit your proposal

1. Go to <https://felix.science.ru.nl/proposals/> for first time login. Generate a unique user account by filling in your email address. Click 'register'
2. You will receive an email with further information on the activation of your account
3. Start the application by creating a new proposal
4. Follow the sequence of tabs: proposal, applicant, PDF, researchers, details - the information is stored as you fill the individual tabs, the color of the tabs (green/red) indicates completion (yes/no)
5. Upload the core application as PDF file - a [word template \(docx, 291 kB\)](#) is available.
6. Provide an overview of your application (red indicates information not yet filled)
7. Complete the application by pressing the submission button on the summary tab. You then receive an email confirming the submission with a PDF of your proposal attached. Please check that you receive the email with your submitted proposal. If you have submitted your proposal and you do not receive a confirmation, please contact us to make sure we have received your proposal in good order.

*You can logout, login and continue editing your application any time before final submission.*