



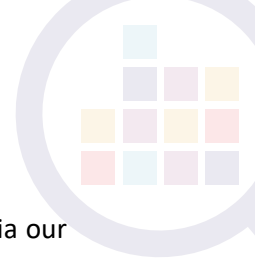
Data partner call

Application portal manual

v1.0



This project has received funding from the Innovative Medicines Initiative 2 Joint Undertaking (JU) under grant agreement No 806968.
The JU receives support from the European Union's Horizon 2020 research and innovation programme and EFPIA.



In this manual, we explain how to submit your application to our open call for Data partners via our data partner application portal.

1 REGISTERING AN ACCOUNT

In the screenshot below, the left side of the page offers more information and instructions for new users and returning users. To start creating an account, click on the 'Sign Up' button.

EHDEN
EUROPEAN HEALTH DATA & EVIDENCE NETWORK

Data Partner Application Portal

Welcome to the Application Portal
This portal implements an application process for Data Partners to apply for EHDEN funding for the standardisation of data sources to the OMOP Common Data Model.
More information can be found on the [EHDEN Website](#).

Sign In/Sign Up Instructions

For New Users:
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Your password must be at least 8 characters in length. Once you have chosen your password, and have read and accepted the [privacy policy](#), your account will be created and you will gain access to the portal.

For Returning Users:
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

Password

[Forgot your password?](#)

Need an Account?

On the next page you will need to fill in a valid email address and choose a password which fits the listed criteria. You will also need to check the box stating that you agree to the Terms of Service and the privacy policy before clicking on the 'Sign Up' button.

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For Returning Users:
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Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

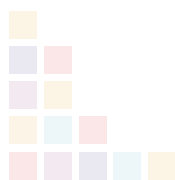
- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

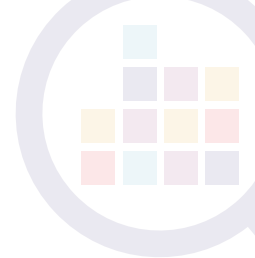
Confirm password

Passwords must match

We will use your information in accordance with our [Privacy Policy](#) to respond to your inquiries and fulfill your requests with regards to the creation of an SME application profile, as necessary for our legitimate interest and possibly to comply with our legal obligations.

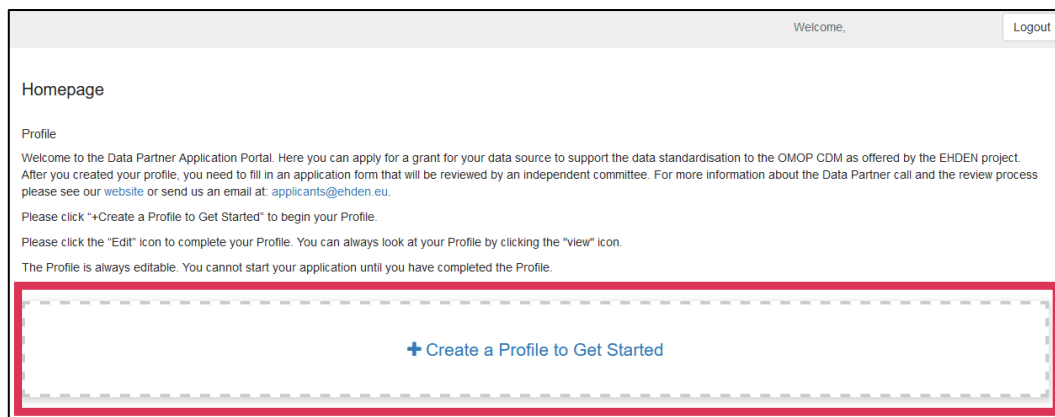
I have read and agree to the [Terms of Service](#) and [Privacy Policy](#).





2 CREATING YOUR PROFILE

Once your account has been created and you are logged in to the portal, the portal homepage will look like the screenshot below. Now that your account has been created, you will need to create your profile by Clicking on “+ Create a profile to get started”.



On the next page, you need to fill in your profile details.

- Data Partner name and Data Source Name are 2 separate fields as a data partner might be different from the data source name.
- Under ‘contact details’ you need to fill in the information related to the data source.
- Under ‘applicant details’ we want you to fill in the details related to the contact person of the data source. The email used in this section will be used to communicate with you.

If at any time you want to remove your profile from our database, you can contact us at applicants@ehden.eu

Homepage > Profile Input [Data](#)

Data Partner Name *

Data Source Name *

Only required if the name of the data source is different from the name of the partner

Data Source Acronym *

Institution Name *

Department Name *

Principal Investigator Name *

Contact Details

Street Address *

Postal Code *

City *

Country *

Telephone Number *

Internet Address *

Email Address *

Applicant Details

Title *

First name *

Middle name *

Last name *

Function *

Telephone Number *

Internet Address *

Email Address *

This email address will be used by the application portal for all communication

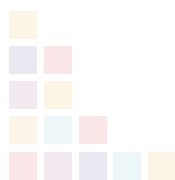
LinkedIn *

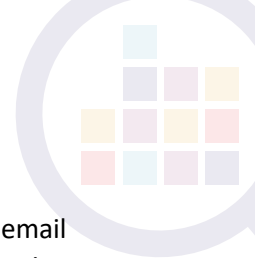
Are your address details the same as for the data partner? *

Yes No

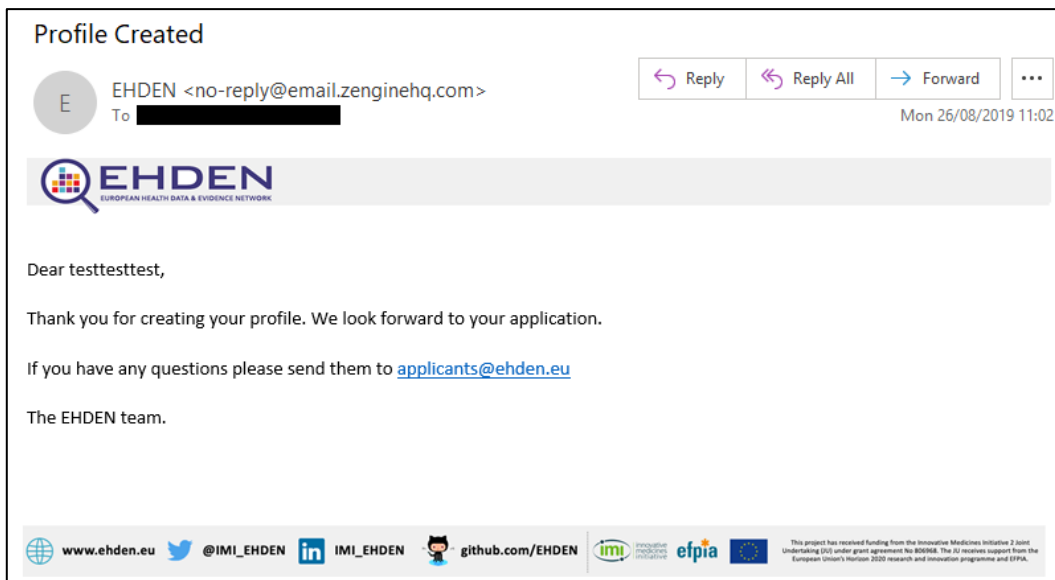
Please fill in your questions or feedback on the Chat Call Description here

Contact us at applicants@ehden.eu if you like to have your profile removed from the system



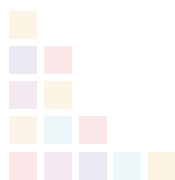
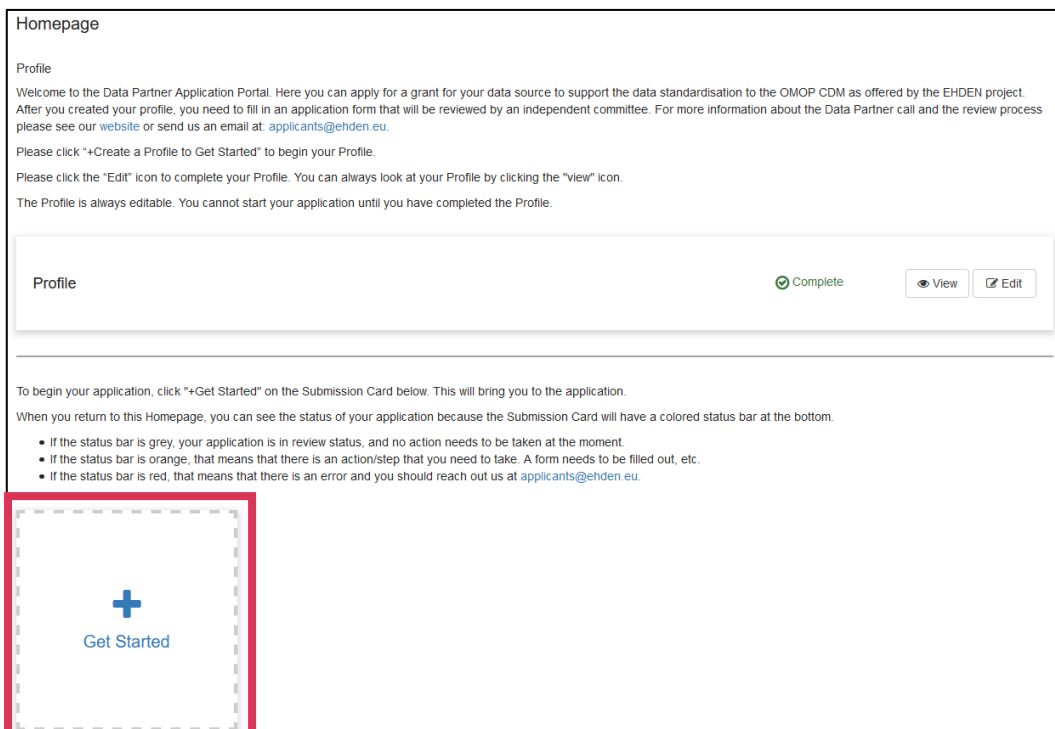


If your profile creation was successful, you will receive an email notification on the applicant's email address like the one shown below. Be sure to check your junk email folder in case you did not receive this email and to mark this email address as safe, since other emails from the platform will come from the same email address.



3 SUBMITTING YOUR APPLICATION

The next step is to submit your application. To initiate this, click on the “+ Get Started” card on the application portal homepage.





Please note that if you previously started an application, you can see the status of your application here as the Submission Card will have a colored status bar at the bottom.

- If the status bar is grey, your application is in review status, and no action needs to be taken at the moment.
- If the status bar is orange, that means that there is an action/step that you need to take. A form needs to be filled out, etc.
- If the status bar is red, that means that there is an error and you should reach out us at applicants@ehden.eu.

On the application screen, you can view, edit or submit your application. Click on 'Edit' to fill in your application.

Homepage > test

Below you will find steps you have to do in the process. To submit your application first complete the application form. Once this is done the Submit button will become active automatically. Your application cannot be edited anymore once submitted.

We will notify you of the call result by email and if your application is granted additional steps we become available in the portal.

Data Source Application

Data Source Application ! Action Required View Edit

If you have not started this section, please click the "Edit" button to the right. If you have already started this section, please click the "Edit" icon to the right to continue.

If you have completed the section and would like to view, please click the "View" icon to the right. Once your application is submitted, it can only be opened in a read-only state.

Questions? Send us an email at applicants@ehden.eu.

Application Submission

There are 36 days remaining to submit this. Submit

When you have completed every section of the application, the "Submit" button to the right will become green and clickable.

Your submission is not fully submitted until you click the green "Submit" button.

The application form is quite elaborate and will take some time to complete. By clicking on 'Save Draft' you can save your application and return at a later timepoint to continue. If you click on Save, it will save your application and mark it as complete. This is necessary to be able to submit your application on the next page. You can however still edit your application at this stage should you want to.

Signature

Are you able and willing to go through the EHDEN application evaluation procedure, described in the call text? *

Declaration

I am fully authorized to submit this application on behalf of the data partner.

Do you confirm you agree with the [Terms of Service](#) and [Privacy Policy](#)?

Do you agree with the Terms of Service? *

I agree

Do you agree with the Privacy Policy? *

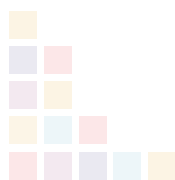
I agree

Signature *

Fill in the full name of the applicant

Saved at 11:42:30

Save Draft Save





Once you have saved your application and all mandatory fields are filled in, the button Submit on the application page will become green. If you have reviewed your application and are OK with it, then press the 'Submit' button to submit your application.

Homepage > test

Below you will find steps you have to do in the process. To submit your application first complete the application form. Once this is done the Submit button will become active automatically. Your application cannot be edited anymore once submitted.

We will notify you of the call result by email and if your application is granted additional steps we become available in the portal.

Data Source Application

Data Source Application ✔ Complete View Edit

If you have not started this section, please click the "Edit" button to the right. If you have already started this section, please click the "Edit" icon to the right to continue.

If you have completed the section and would like to view, please click the "View" icon to the right. Once your application is submitted, it can only be opened in a read-only state.

Questions? Send us an email at applicants@ehden.eu.

Application Submission There are 36 days remaining to submit this. Submit

When you have completed every section of the application, the "Submit" button to the right will become green and clickable.

Your submission is not fully submitted until you click the green "Submit" button.

The application page will now mention that you have successfully submitted your application (cfr the green box in the screenshot below).

Homepage > test

Below you will find steps you have to do in the process. To submit your application first complete the application form. Once this is done the Submit button will become active automatically. Your application cannot be edited anymore once submitted.

We will notify you of the call result by email and if your application is granted additional steps we become available in the portal.

Data Source Application

Data Source Application View Edit

If you have not started this section, please click the "Edit" button to the right. If you have already started this section, please click the "Edit" icon to the right to continue.

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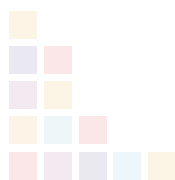
Questions? Send us an email at applicants@ehden.eu.

Application Submission ✔ This has been submitted.

Thank you for submitting your application.

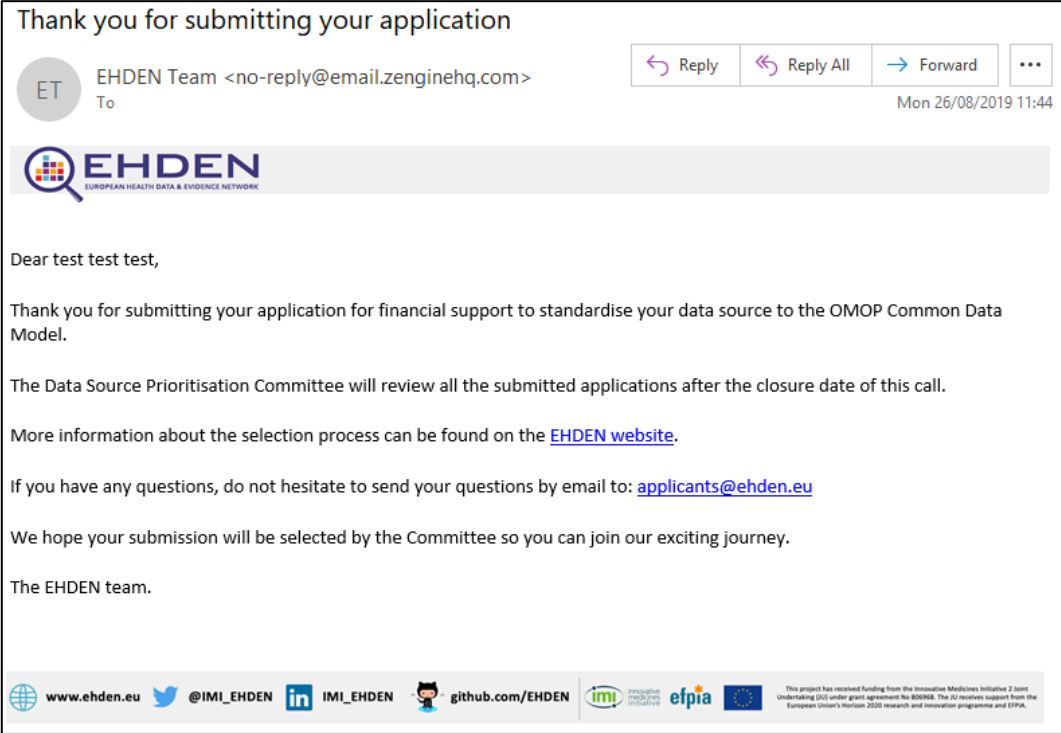
Your application is now in the process of being reviewed and you will be contacted if any additional information is needed.

Note that at this point you can not change your application anymore.





Besides this confirmation in the portal, you will also receive a confirmation email.



We will notify you of the call result by email and if your application is granted, additional steps will become available in the portal which will be explained in due time.

4 QUESTIONS?

If you have questions, please send us an email at applicants@ehden.eu. We have also created a Frequent Asked Questions section on the EHDEN Website that you may find helpful.

If you like to stay informed about EHDEN, please sign up for the newsletter on the website.

