

Guide for applicants for Lundbeck Foundation Call for Neurotorium Clinical Education Grants within Psychiatry and Neurology

For deadline, please see call text.

Character count in the application system is including symbols and spaces (indicated at the bottom of the field boxes). Note that you will receive an error message if the number of characters in a given field exceeds the specified maximum number.

Applicants may only upload enclosures as images (.jpg), not documents (i.e. not pdf, xls, doc, etc).

Figures related to the project description should be pasted into the project description field. Max 1mb per image, max image width 600 pixels, max 20 mb in total for the whole application.

Please check the layout using Preview.

Applications must be submitted in English via the Lundbeck Foundation application system.

Please note that this is a guide showing the fields of the application form.

Your application must be submitted via Lundbeck Foundation's application system.

Contact information		
Field	Description (if any)	Help
E-mail		
First name		
Family name		
Country		
Address	Institution – where you are currently employed	
Postal code	Institution – where you are currently employed	
Phone	Your phone number (including country code)	
Date of birth		
Language		
Gender		
Academic degree	Highest academic degree	
Position 1		
Position 2		

Project Information		
Field	Description (if any)	Help
Project title	Max 100 characters	
Summary of application	A description of the application that makes it possible for non-experts to understand what it is about. Max 1500 characters	
Project start date	The start date must be after the expected approval of grant (see call text).	You cannot apply for funding for past projects.
Project end date		

Application form		
Field	Description (if any)	Help
Confirmation	Confirmation that the applicant has read the entire call text and applicant guide.	Tick box
Purpose and aims	Describe the purpose of the project. Max 1000 characters	
Target group(s)	Describe the target groups(s) and strategy for raising awareness of the educational initiative in the target group, if relevant. Max 1000 characters	
Country/countries where the activities will take place	Max 250 characters	
If resubmission of application	Comments on feedback and explanation of changes/progress. State "Not applicable" if not relevant. Max 1500 characters	
Project description	Full project description, including description of the curriculum, an educational plan and timeline, and relevant references. Images (.jpg) should be pasted directly into the project description. Maximum number of images: 5. Maximum file size per image: 1 Mb. It is important to respect the maximum file size as images will otherwise get cropped in the resulting pdf. Max 2500 characters	
Expected learning outcomes	Describe the learning outcomes, including specific knowledge, skills and competencies that are expected from the educational activities. Max 2500 characters	

Expected impact & indicators	Describe the expected impact of the project and which indicators will be used to measure the outcomes. To the extent possible - include specific numbers and/ or other relevant measurements related to the indicators. Max 1000 characters	
Future plans for the project after completion	Describe any plans for continuation of the project after completion. Max 1000 characters	
Applicant's CV	The CV should include: personal data (name, address, etc.), education (for academic degrees, list the date and year of obtaining the degree), and current and most recent positions held, international relations. CV must include applicant's relevant experience for the project proposed. Max 5000 characters	
Applicant's publication list	Selected publications. Max 5000 characters	
List of educators	Describe the relevant competencies and roles of educators. A tentative list of educators at the time of submission must be completed before a final approval of the application can be granted. Max 2500 characters	
Letter(s) of support	Letters of support from relevant institutions and collaborators should be uploaded as pictures using the 'Enclosure' tab. Max 100 characters	
Comments to budget	Explanation of applied budget. Funding already obtained for the project or applied for from other sources and additional information, if any. Max 1000 characters	

Budget		
Field	Description (if any)	Help
Create entry	Amount must be in full DKK. Only include entries directly related to what you are applying for. If you are applying for partial funding of a project, please add the full budget as an enclosure.	

Enclosures		
Images		
Field	Description (if any)	Help
Name		
Description		
Image	Browse & Upload Only: .jpg Max size of image: 1 mb Max number of images: 8	Here you can upload Letter(s) of Support, full budget, etc.

Co-applicants and institute administrator		
Field	Description (if any)	Help
E-mail	Co-applicants / partners will receive an e-mail with a link to confirm the relationship to the applicant. An application cannot be submitted until a co-applicant has confirmed this. Institute administrators will not receive an e-mail and will not have to confirm.	
Role	- Co-applicant / partner - Institute administrator	An institute administrator can be added <u>at any time</u> to help administer the application and / or grant if applicable.
First name		
Family name		
Phone		
Position 1		
Academic degree	Highest academic degree	
CV	1 page CV from each co-applicant including relevant experience for the proposed educational activities. Max 2500 characters (1 page)	Short CV
Publications	Max 2500 characters	Short list