

Guide to applicants

This guide is meant to assist applicants in addressing the essential steps when applying for funding through the LEO Foundation.

As a first step please read our Grant Policy section on the homepage with particular emphasis on projects and costs NOT supported by the Foundation. We also highly recommend that you download and read the LEO Foundation Grant Terms in full to ensure that you and your host organisation can comply with the conditions set forth here.

Next, download the LEO Foundation Application Form from the “Download” box and fill in all mandatory fields (marked by red asterisks) according to the requirements below:

Project title: A short, concise descriptive title for the project

Project type: Please mark all appropriate fields for your application. If “other” is marked please specify.

Lead investigator & project responsible: Please fill in name, title, contact address, e-mail and preferably a phone number for the primary applicant (to be designated as grantee if approved). If approved, the grant will be paid out according to milestones to the host organization of the grantee and any redistribution of funds to other members of the project group will be the responsibility of the grantee and his or her host organization.

Project group: Not mandatory and should only be included if relevant for the application.

International affiliations: Not mandatory and should only be included if relevant for the application.

Abstract: This should be an easy-to-read synopsis of the project of no more than 250 words suitable for publication on e.g. the LEO Foundation home page, Linked-In or other social media. It should not contain any confidential or IP-related information.

Project plan: This is the central field in the application. It should contain all standard elements of an application including background info, hypotheses to be tested, aim(s), materials and methods, project feasibility, impact assessment, publication strategy etc.

References: Include no more than 5 of your most relevant publications relating to the application. Preferably add direct links to e.g. Pubmed.

Funding applied for in total: The total amount applied for at LEO Foundation in Danish kroner (DKK) for the current application. If the application only covers a part of a larger project please include budget and time line for the entire project as well (e.g. as PDF attachments) with budget post applied for at LEO Foundation highlighted.

Funding applied for in detail: This field includes details regarding the funding applied for in the application – e.g. divided into project years/quarters and tasks/work packages and further subdivided into personnel/salary, running costs, equipment etc. Enough detail should be given to provide the Foundation with a comprehensive financial overview.



Description of milestones: This field should provide the Foundation with a project overview of the expected outcome(s) in terms of milestones and deliverables (incl. publications/presentations) and a rough estimate of when the individual parts are expected to be completed.

The Foundation recommends the use of Gantt-charts to support this.

Please note that the LEO Foundation strongly recommends that the combined application does not exceed five (5) written pages – including attachments. The application should also be submitted as a single file as either Word (.docx) or PDF.

