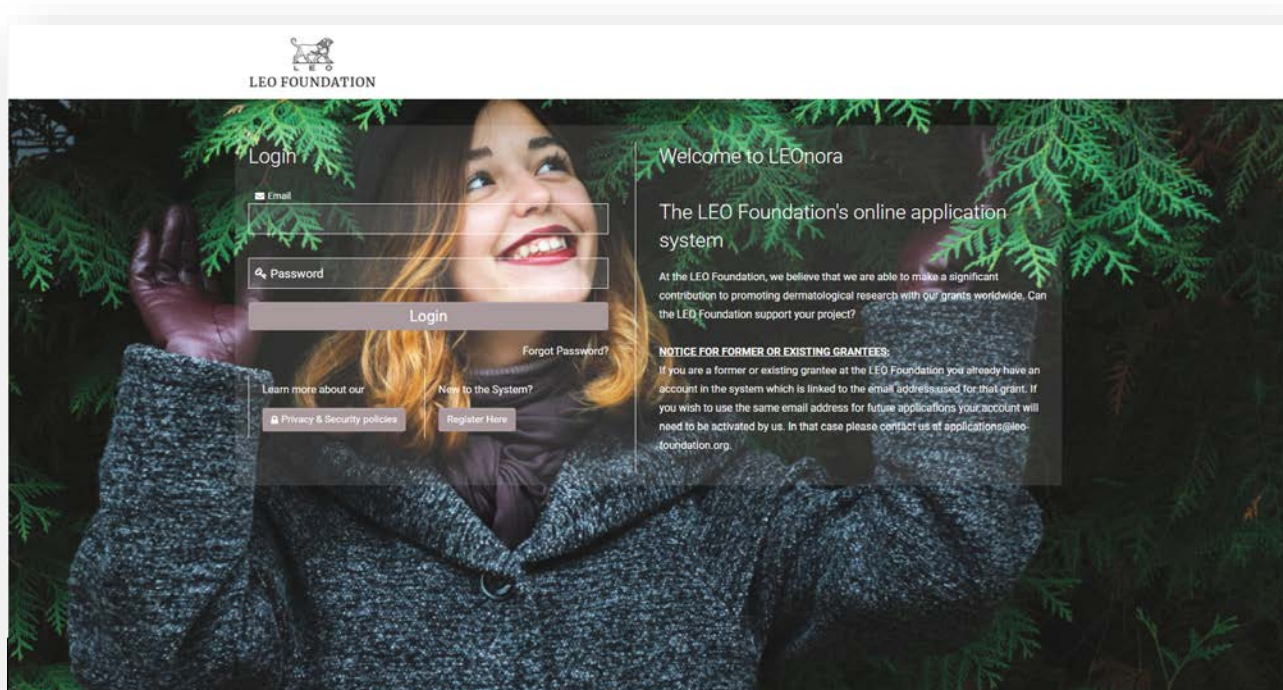# Application Guide
– Research grants in open competition

This guide is meant to assist applicants in addressing the essential steps when applying for Research grants in open competition through the LEO Foundation.

As a first step please read about what we support on the homepage and pay particular attention to projects and costs that are not supported by the Foundation. We also recommend that you read the Grant Terms carefully to ensure that you and your host organization can comply with the conditions set forth herein.

Next, please go to the application system here: https://leo-foundation.smartsimple.ie/s_Login.jsp

If you access the system for the first time you will need to create a user account. Upon initial registration you will receive an email with an activation link which must be activated within two (2) hours to confirm your account. In case you exceed this limit, you may request a new from the "Forgot password"-link. If you are a returning user, just log in with your existing credentials. Remember that your password will need renewal every 90 days

Once logged in you will need to complete all mandatory fields of your user account profile before you can create applications for any open calls. Some of these calls may include a very short eligibility quiz. Once you have created a draft application you can edit it at any time until the submission deadline for the related call.

The application form consists of several sub-sections (tabs) which are explained in detail below. For most fields there are guidance and/or tooltips available within the system. If you experience any problems, feel free to contact the LEO Foundation at applications@leo-foundation.org.

1. APPLICANT DETAILS:
This tab is partly auto populated from the user account profile. Optionally, you can indicate your job (business) or academic title and your nationality.

2. PROJECT INFORMATION:
This tab includes information on project title, proposed start and end dates of the project and categorization of the project.

a. Project title: A short, concise title for the proposed work.

b. Proposed start and end dates: These need to be in the future, and it is recommended that they are at least four (4) months after the application deadline to ensure enough time for processing. The actual start and end dates will be agreed upon if the application is approved for funding.

c. Project type: This is the overall type of project. Please select the most appropriate category as you can only select one. If "Other" is chosen, please specify in the accompanying field, which will appear if selected.

d. Primary and Secondary Research Area: The first field will select the primary research area which will trigger the available options for the secondary research area. Thus, if you cannot find a relevant secondary research area it may be available under another primary research area. If not available, please select "Other" and specify in the accompanying field. These selection lists may vary from call to call. The current list of categories and subdivisions can be found at the end of this guide.

3. PROJECT DETAILS (All character counts are <u>INCLUDING</u> spaces**)**:

a. Abstract (max 1,500 characters): Please provide an easy-to-read synopsis (layman's terms) of the project suitable for publication on e.g. the LEO Foundation home page, LinkedIn or other social media. It should not contain any confidential or IP-related information.

b. Background (max 2,500 characters): Please provide relevant background information, e.g. previous work done in the field and how the current proposal adds to this, hypothesis, aims etc.

c. Project Strategy and Approach (max 12,000 characters): This is the main section of the application where you outline your project plan, e.g. experiments to be performed, analyses to be made, methodology to be used, statistics, deliverables etc.

d. Project References (max 5,000 characters): Please list all publications referenced in the proposal. Preferably with direct links to e.g. PubMed or another online resource.

e. Project Team Environment and Resources (max 1,500 characters): Please describe the competencies of the project group and the research environment in form of accessibility to essential infrastructure, relevant host organization support etc.

f. Project Significance and Impact (max 1,500 characters): Please provide your vision on how the project may make a significant contribution to the field of research, how it may be used for developing better treatments or other relevant impact measures.

3A. APPENDICES:
Please upload all mandatory documents as PDF files (.pdf). See section on "Mandatory attachments" below for details. Up to four (4) figures in support of the application may be uploaded through the Image Upload Field (.jpg format only). Please ensure sufficiently high resolution for proper evaluation.

4. PROJECT PARTICIPANTS:

a. Co-applicants: This should include all active participants of the project who will be benefiting directly from the funding, apart from the main applicant. A one-page mandatory CV must be uploaded as a PDF file under "Co-applicant CV" for everyone listed here.

b. Project affiliations: Not mandatory and should only be included if relevant for the application. Should include all contributing project partners not benefitting directly from the grant.

5. REQUESTED BUDGET:

a. Detailed budget: Here you specify details of the budget for the proposed work including budget year, type (e.g. salary, equipment, travel, publication etc.), requested amount (in DKK), actual or potential funding source (e.g. LEO Foundation, host organization, other funder etc.) and a brief, high level description of the individual budget posts. Once you close the pop-up form remember to press "Save Draft" to ensure that the main budget page is updated. Remember to add only direct costs as the selected overhead percentage is added automatically.

Note on salaries: The Foundation will not support salary posts that are already covered by existing base salary or any other funding. In particular, if salary for PIs or co-applicants at the level of Assistant Professor or higher are requested these will need to be accompanied by an explanation as to why these posts are necessary and what exactly they cover (e.g. simply stating "fringe" or "benefits" is not acceptable). Please use the "Salary for existing full-time employee(s) justification" field for such purpose.

b. Additional information: Here you specify if you would like to request overhead (up to max 5%), add information on the total number of people to receive salary from the LEO Foundation during the project and add an estimate of the average annual full-time equivalents (FTE) for the project. Remember to press "Save draft" again after specifying overhead to update the budget calculations.

6. HOST APPROVAL AND GRANT TERMS:

Here you acknowledge that your host organization approves that the project can be performed there and that you have read and understood the current Grant Terms as provided by the link.

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Mandatory attachments:

(1) Short CV (max two pages) for main applicant incl. total number of scientific peer-reviewed publications. Preferably also including an *h*-index and total number of citations (Scopus).

(2) One-page specification of your 10 most important publications (with direct links and relevant author(s) underlined).

(3) A high-level overview of current external funding for the main applicant.

Remember that these documents should be attached to the individual application under Appendices (section 3A). They will NOT be added from your profile data.

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Important eligibility information:

The main applicant should hold at least a Ph.D. degree (or equivalent academic qualifications).

Any grantee can only hold one concurrent Research grant from the LEO Foundation at any time. You may apply for extensions of existing grants, but if you apply for another project and receive funding approval this cannot be initiated before the existing grant has expired.

Please note that you are only allowed one resubmission of any previously reviewed application for the LEO Foundation. If your application has been previously submitted (partly or in full) to the LEO Foundation, you should describe all relevant changes made from the previous version in a cover letter uploaded along with the mandatory attachments.

IMPORTANT UPDATE: The Leo Foundation no longer support projects on skin cancer (e.g. melanoma, CTCL, BCC and SCC)

Further information:

A typical LEO Foundation Research grant in open competition ranges between DKK two (2) and four (4) million and lasts for one to three years.

Your application, if accepted for review, will be evaluated by the LEO Foundation Scientific Evaluation Committee according to the criteria and scoring guide shown below:

Main criteria	**Scoring guide**
Significance & Impact	1 = Exceptional
Innovation & Novelty	2 = Outstanding
Strategy & Approach	3 = Excellent
Lead Investigator(s) & Team	4 = Very good
Environment & Resources	5 = Good
Overall Focus & Project Plan	6 = Satisfactory
	7 = Fair
	8 = Marginal
	9 = Poor

Once you have completed your application you can submit it. Please note that if any mandatory elements are missing you will not be able to submit. You will be notified by email if there are changes requested to your application or any decision has been made.

Current categorizations for Primary and Secondary Research Area:

1. Autoimmune skin diseases and connective tissue diseases
    a. Autoimmune bullous diseases
    b. Alopecia areata
    c. Vitiligo
    d. Connective tissue diseases incl. lupus erythomatosus and scleroderma
    e. Wounds
    f. Fibrosis, Keloids and hypertrophic scars
    g. Other

2. Eczemas and urticaria
    a. Atopic dermatitis
    b. Contact dermatitis
    c. Urticaria and angioedema
    d. Other

3. Psoriasis and related diseases
    a. Psoriasis vulgaris
    b. Psoriasis (other forms)
    c. Erythodermia
    d. Lichen planus and Lichenoid reactions
    e. Other

4. Skin infections and infestations
    a. Bacterial infections
    b. Viral infection
    c. Fungal infections
    d. Diseases caused by arthropods and other noxious animals
    e. Other

5. Genetic skin diseases
    a. Genetic blistering diseases
    b. Ichthyoses
    c. Darier's Disease (Keratosis follicularis)
    d. Other

6. Diseases of skin appendages (or specific cutaneous structures)
    a. Acne
    b. Rosacea and peroral dermatitis
    c. Hidradenitis Suppurativa
    d. Pigmentation
    e. Hair
    f. Nails
    g. Other

7. Rare diseases
    a. Epidermolysis bullosa
    b. Other

8. Other skin diseases
    a. Stevens-Johnson Syndrome/Toxic Epidermal Necrolysis
    b. Other

9. Basic dermatological research
    a. Skin genetics
    b. Skin immunology
    c. Skin molecular biology
    d. Skin pharmacology
    e. Skin microbiome
    f. Skin epidemiology
    g. Technology development
    h. Other