

# LEO Foundation Visiting Researchers



**APPLICATION GUIDE**  
**2024**

Let's pave the way for curing skin diseases



**LEO FOUNDATION**

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# 2024 calls

## LEO Foundation Visiting Researchers

**Grant amount:** up to DKK 2 million

### Round 1 2024

Call open: 27 February 2024

Deadline: 10 April 2024, 16:00 CEST

Notification: July 2024

Earliest grant start date: 1 September 2024

### Round 2 2024

Call open: 15 August 2024

Deadline: 2 October 2024, 16:00 CEST

Notification: December 2024

Earliest grant start date: 1 February 2025

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### Further information:

[www.leo-foundation.org/en/grants-and-awards/visiting-researchers/](http://www.leo-foundation.org/en/grants-and-awards/visiting-researchers/)

# LEO Foundation Visiting Researchers

## Purpose

The purpose of the LEO Foundation Visiting Researchers program is to stimulate a cohesive and agile skin research ecosystem by supporting temporary embedment of skin researchers in a foreign research environment with the aim of fostering genuine international collaborations and strengthening the exchange of knowledge, ideas, methodology, and technology between Danish and international skin research communities.

A LEO Foundation Visiting Researchers grant can be up to DKK 2 million for a research visit of minimum 3 months.

The research visit must start within 18 months of receiving the grant offer. The research visit can be uninterrupted, or it can be divided into two or more visits, of which one must be at least 3 months.

## Eligibility

The proposed research visit must have a clear focus within skin research. The involved activities can be of a basic, translational, epidemiological, or clinical nature.

Applicants must be at or above postdoc level and employed at a university, hospital, or other non-profit research institution during the grant period.

The program is anchored in Denmark, i.e., an applicant from a Danish research institution can apply to visit a research institution abroad, or an applicant at an international research institution can apply to visit a Danish research institution.

A LEO Foundation Visiting Researchers grant is an individual grant at the disposal of the applicant if awarded. The grant is administered by the involved Danish research institution, whether this institution is receiving a visiting researcher from abroad or sending an employee to a foreign institution.

Various permits, including residence and work permits, visa, local tax regulations, and insurance related to the research visit, are the joint responsibility of the applicant and the institution receiving the applicant during the research visit, i.e., the physical host of the visiting researcher. An enclosed acceptance letter from the receiving institution must confirm a commitment to procuring relevant permits and counseling to facilitate the researcher's integration into the country and institution. Applicants are encouraged to set aside funding for reasonable associated relocation costs in the budget.

**IMPORTANT NOTES:**

- Applicants may submit only one application for the present call.
- An application can only have one main applicant and one Danish administering institution to which all funding will be paid out. Redistribution of funds to the receiving institution, i.e., the physical host of the visiting researcher, and related financial reporting is the responsibility of the main applicant and the Danish administering institution.
- Applicants are only allowed one resubmission of a previously submitted and reviewed application.

**Application content**

The application, including appendices, must be written in English. Please consult the 'HOW TO SUBMIT AN APPLICATION' section of the Application Guide for information on the required structure of your application. Below, you will find an introduction to the required content of key elements of the application form.

The research visit is presented in the following sections:

- Layman's summary (maximum 1,500 characters including spaces): Please provide a summary suitable for the Foundation's communication to the public in case a grant is awarded. Structure it according to the following headers: Purpose; Plans; Potential.
- Research visit (maximum 10,000 characters including spaces): Please provide a description of your research visit, including the following mandatory information:
  - Purpose and motivation for your research visit.
  - Description of the receiving institution and hosting research group.
  - High-level plan for your research, collaborations, and networking activities during the grant period.
  - Expected benefits of the visit - for yourself, the involved research groups/institutions, and the overall skin research field.
  - A brief description of overall timeline, including planned start date and duration, information if the overall research visit is uninterrupted or divided into two or more visits, and, if relevant, challenges that may influence your visit.
- Project references (maximum 5,000 characters including spaces): Please provide information on all references used throughout the proposal – preferably with links to a relevant literature database, e.g., PubMed.

## Appendices to the application

The following appendices are mandatory:

- Your CV (maximum 5 pages), including a description of your main scientific focus areas, obtained research grants with grant periods, and a short bibliographical overview summarizing total number of peer-reviewed publications, number of first and last/corresponding authorships, and number of citations.
- Publication list (maximum 1 page) of your up to 10 most relevant publications for the current application, including a link to an updated profile with your full publication list on a relevant database, e.g., Scopus, Web of Science, or Google Scholar.
- Support letter (maximum 1 page) from the leader of the research group receiving you.
- CV (maximum 2 pages) of the leader of the research group receiving you.
- Release letter from the research institution where you are employed, approving the research visit, and confirming your release from any academic obligations for the duration of the research visit(s).
- Acceptance letter (maximum 1 page) from the receiving institution, confirming that it will host you, provide access to relevant facilities, and provide relevant counselling and permits related to your visit.

In addition to the mandatory uploads above, you have the option to provide up to 4 illustrations for your application.

## Funding

You can apply for up to DKK 2 million for your research visit. The following types of expenses can be included in your budget:

- Main applicant salary (with justification if included for applicants with permanent employment)
- Travel
- Running costs (for research and networking activities, including bench fees at the receiving institution)
- Publications (stemming from the research activities and collaborations of the research visit)
- Relocation costs (costs must be reasonable and compliant with national and local guidelines for Danish public research institutions):
  - You can include costs for your permits, visa, insurance, move, and accommodation.
  - You have the option to include up to DKK 100,000 per accompanying/visiting partner/child.
- Administrative costs of up to 5%

For Danish universities, administrative costs and bench fees are replaced by project supplements.

## Evaluation criteria and process

After the call deadline, the LEO Foundation screens your application for formal requirements, and, if approved, the application is evaluated by the LEO Foundation Grant Committee according to the following criteria:

- Scientific quality, relevance, and potential impact of the proposed research visit
- The applicant's merits/potential
- Feasibility, including robust planning and commitment of the receiving institution.

The Grant Committee may choose to send the application for external peer review as part of their evaluation process. The Committee's recommendation is presented to the LEO Foundation's Board of Trustees who makes the final funding decision.

## How to submit an application

Applications must be submitted through our application and grant management portal, LEOhora: <https://leo-foundation.smartsimple.ie>



### **User registration**

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 hours to confirm your account. In case you exceed this limit, you may request a new one from the "Forgot password" link. If you are a returning user, simply log in with your existing credentials.

Remember that your password will need renewal every 90 days.

### **Completing your profile**

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. In addition to the mandatory fields, we recommend that you add your academic or business title under "Job title". Your profile can be accessed by clicking the circle with your Initials in the top right corner of the dashboard.

## **Creating an application**

First, you will need to identify the correct call. Current calls (recently closed, active and coming) can be found in the list at the bottom of your dashboard when logged in but only the active can be accessed. Some of these calls may include a very short eligibility quiz. You create a draft application for an active call by pressing “Apply Now” for that call. Once created, you can edit the application and save changes at any time until the submission deadline for the related call.

NOTE: Remember to press “Save draft” to save any changes.

## **Structure of the application form**

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 issues, you can contact the LEO Foundation at [applications@leo-foundation.org](mailto:applications@leo-foundation.org).

NOTE: Text fields only accept plain text formatting. Any rich text formatting which is copied in will be lost.

### **1. Applicant Details**

This tab is partly auto populated from the user account profile. Optionally, you can indicate your nationality. Please indicate the proposed Danish administering institution for the grant period if you are not currently employed there.

### **2. Project Information**

This tab includes information on project title, proposed start and end dates of the grant period, and categorization of the project.

- Project title: A short, concise title for the proposed work.
- Proposed start and end dates
- 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.
- 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. 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.



## Project types:

- |                                  |                                    |
|----------------------------------|------------------------------------|
| <b>1. Basic research</b>         | <b>4. Epidemiological research</b> |
| <b>2. Translational research</b> | <b>5. Technology development</b>   |
| <b>3. Clinical research</b>      | <b>6. Other</b>                    |

## Primary and secondary research areas:

### 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. Erythrodermia
- 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

### 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

### 3. Project Details

In this tab you present your research visit. Please note the instructions in the 'APPLICATION CONTENT' section of the Application Guide.

#### 3.a Appendices

Please upload all mandatory documents as PDF files (.pdf). See section on 'APPENDICES TO THE APPLICATION' above for details.

In addition to the mandatory documents, you can upload up to four (4) figures in support of the application either the regular upload field as PDFs through the Image Upload Field (.jpg or .png format only). Please ensure sufficiently high resolution for proper evaluation. Please add Figure number and legend or caption to each figure.

#### 4. Project participants

Please add information and CV for the group leader of the research group receiving you. NB: your own CV is uploaded in the Project Details tab, cf. section 3A above.

#### 5. Requested Budget

Detailed Budget:

Please provide a budget in DKK for the full grant period, specifying budget year, type, requested amount, and funding source. You also have the option to include a brief, high-level description of the individual budget posts.

Press "Save Draft" before closing the pop-up form to ensure that the main budget page is updated. Only include direct costs in the detailed budget, as any selected percentage of administrative costs will be added automatically if chosen in the 'Additional Information' section in the main budget page, cf. below.

The requested funding from the LEO Foundation can be up to DKK 2,000,000 in total, including any administrative costs. Please note that it will not be possible to submit an application with a budget requesting more than this amount from the LEO Foundation.

Note on salaries: The Foundation will not support salary posts that are already covered by existing base salary or any other funding. If salary is requested for the main applicant, this must be accompanied by an explanation as to why this is necessary in the "Salary for existing full-time employee(s) justification" field.

Additional Information:

Here, you must specify if you would like to request administrative costs as part of the budget (up to 5% of the total budget). Press "Save draft" again after specifying a percentage to update the budget calculations.

Please also 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 – e.g., if a postdoc works 100% and a technician works 50% on the project, you should add 1.5 in this field.

### FOR DANISH UNIVERSITIES ONLY: PROJECT SUPPLEMENTS FOR RESEARCH GRANTS

Project supplements contribute to the coverage of indirect costs incurred at Danish universities and replace budget posts such as administrative costs, bench fees, etc.

Please visit [Universities Denmark's website](#) for detailed guidelines on project supplements. Questions concerning project supplements should be directed to the research support staff at your university.

If the indicated Danish administering institution (Applicant Details tab) is a Danish university, project supplements will be calculated and included in your budget automatically:

- If you are a postdoctoral fellow and apply for salary, select the salary budget type 'Group B/C' (cf. appendix A in Universities Denmark's guidelines)
- Fill in salary costs, associated FTE, research type, and funding source:
  - FTE: Full-time equivalent, i.e., the proportion of a full-time position that the requested funding will support per project year
  - Research type: 'Wet' covers natural, health and technical sciences; 'Dry' covers humanities and social sciences
- Fill in position type in the text box

#### 6. Approval and Grant Terms

Here, you acknowledge that your administering institution approves that the project can be administered there and that you have read and understood the current [Grant Terms](#).

#### Submitting the application

Once you have completed your application, you can submit it by pressing "Submit". It is your responsibility to check the generated application PDF before submitting to ensure that all sections are readable and that all mandatory elements are included.

If any mandatory elements are missing, you will not be able to submit, and you will be presented with a list of missing elements. Correcting the missing elements may take time, so we recommend that you initiate and complete your application well in advance of the application deadline.

You will be notified by email if there are changes requested to your application or any decision has been made.

**The LEO Foundation** is one of the largest private funders globally of independent skin research. The Foundation provides philanthropic grants with the aim to support the best international research in skin diseases and make Denmark a global beacon for skin research.

Over the past decade, the LEO Foundation has supported independent skin research with more than EUR 155 million.

[www.leo-foundation.org](http://www.leo-foundation.org)



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