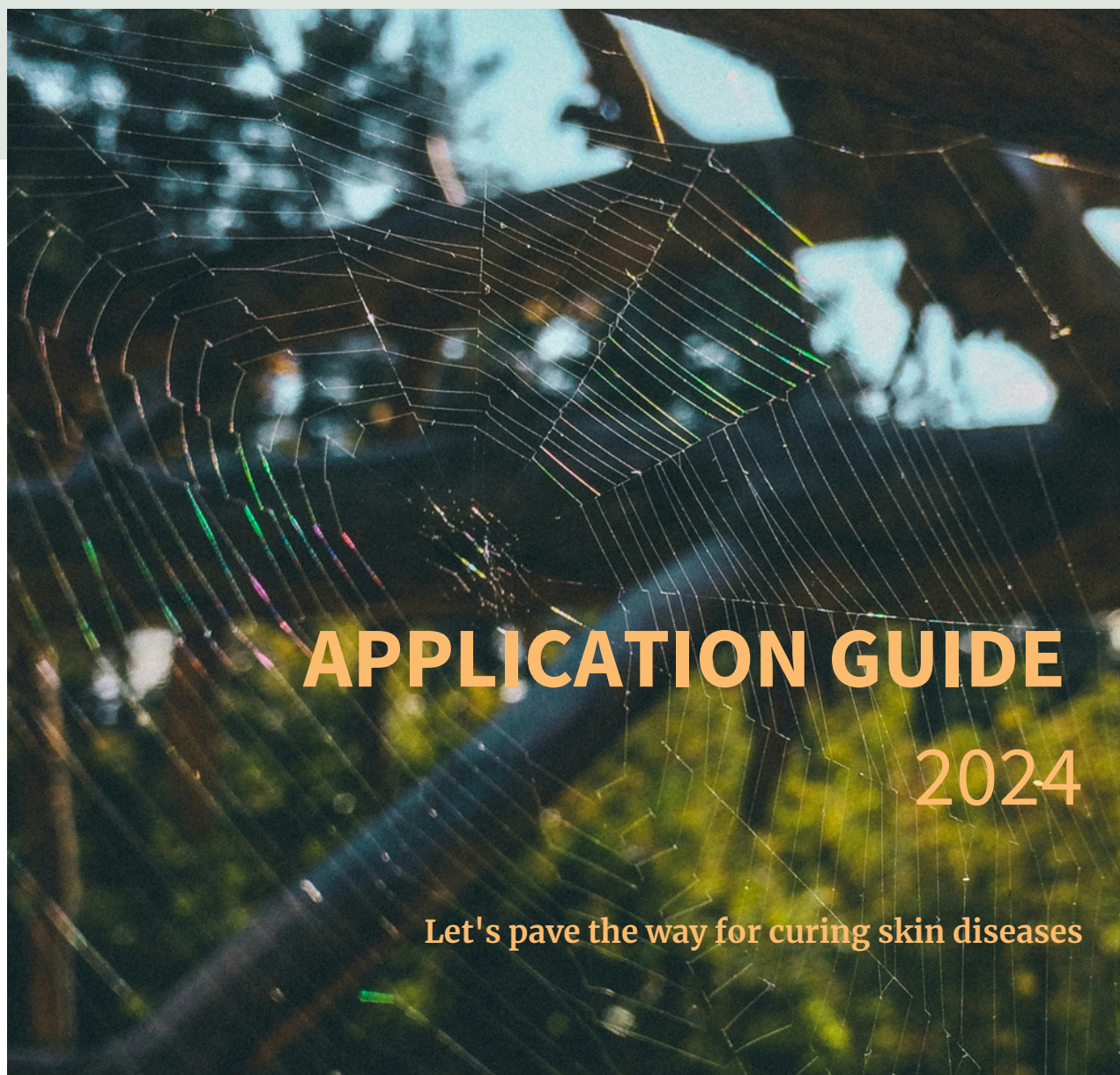


# Research Networking Grants



**APPLICATION GUIDE**

**2024**

**Let's pave the way for curing skin diseases**



**LEO FOUNDATION**

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**LEO FOUNDATION**

# 2024 calls

## Research Networking Grants

**Grant amount:** up to DKK 500,000 including administrative costs

### Round 1 2024

Call open: 27 February 2024

Application deadline: 10 April 2024 at 4 p.m. CEST

Applicant notification: July 2024

Event: No later than 18 months after application deadline

### Round 2 2024

Call open: 15 August 2024

Application deadline: 2 October 2024 at 4 p.m. CEST

Applicant notification: December 2024

Event: No later than 18 months after application deadline

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### Further information:

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

# Research Networking Grants

## Purpose

The purpose of the Research Networking Grants is to facilitate and augment scientific collaboration and networking as well as enable rapid exchange of knowledge and expertise across the skin research community by supporting events that provide researchers and students with opportunities to present and discuss the newest research within their field.

## Supported events

Topic-centered and research-based conferences, meetings, symposia, or workshops with a main focus on skin and/or skin diseases.

## Eligibility

An organization representative or individual who is the primary organizer of scientific conference, meeting, symposium, or workshop with a main focus on skin and/or skin diseases may apply for Research Networking Grants.

The following requirements and restrictions apply:

- The proposed event should be publicized widely and must be open to international participants.
- Where relevant, the event should contain opportunities for younger researchers to present their work (e.g., through poster sessions, presentation slots or similar activities).
- The event must be scheduled to take place no later than 18 months after application deadline.
- The event cannot be commercial/for-profit.
- Annual meetings of national and international research societies are ineligible, except for costs related to targeted scientific activities as part of or the program (e.g., a topic-specific workshop, young investigator events, mini-symposia or similar, but excluding general assemblies held in conjunction with the event).
- Recipients of active LEO Foundation grants > DKK 12 million must justify why a Research Networking grant is needed in addition to their existing funding.
- Applications requesting multi-year/-event funding are ineligible

### IMPORTANT NOTES:

- Applicants may submit only one application per call.
- An application can only have one main applicant and one host organization to which all funding will be paid out. If an application involves collaboration(s) which require redistribution of funds, such redistribution and related reporting (financial and event-related) is the responsibility of the main applicant and host institution.

## Application content

The application, including appendices, must be written in English. Please consult the 'HOW TO SUBMIT AN APPLICATION' section of this 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.

You should present the Research Networking event in the following sections under PROJECT DETAILS:

**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: Event background and purpose; key highlights of the event; Expected outputs and outcome(s).

**Event Details** (maximum 6,000 characters including spaces): Please provide a detailed description of the research networking event, including the following mandatory information:

- Background and purpose of the event, including the event's relation to the main event (if relevant)
- A high-level program overview with emphasis on scientific elements to be supported by the LEO Foundation
- Expected outputs (if any) and expected outcomes - for the participants and for the overall skin research field

## Appendices to the application

The following appendices are mandatory:

- CV of main applicant (maximum 2 pages), including a description of previous event-organizing experience
- Preliminary program of the event with as much detail as possible (e.g., printable PDF or program for website)
- A total budget for the event including an overview of additional approved and applied funding (amount and from where) as well as any expected revenue and how this is to be used

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

## Funding

The following items are eligible costs:

- Travel grants for international young researchers to support their participation in the proposed event of up to DKK 15,000/person. (PLEASE NOTE: The combined funding for this cannot exceed 50% of the total funding requested)
- Travel and accommodation for international key presenters/invited speakers (costs must be specified in the budget for each speaker and should be kept within reasonable limits).
- Catering during meeting (meals with limited participation excluded)
- Rental of venue and/or audio-visual equipment
- Shuttle or bus transportation to and from event from nearest airport/train station
- Event-related social/scientific/networking events for young researchers
- Costs of abstracts publication as part of event material or as supplement in major journals

## The evaluation process

Applications will be screened administratively for formal requirements and, if approved, applications are reviewed by the LEO Foundation's Grant Committee. The reviewed applications are evaluated based on the following criteria:

- Scientific quality, relevance, and potential impact of the proposed event
- The applicant's track record in organizing similar events
- Expected interest and participation of the research community, and efforts to target and include younger researchers as active contributors to the event

Based on the Grant Committee's recommendations the LEO Foundation's Board of Trustees will make the final funding decision.

## How to submit an application

All applications must be submitted through the online portal LEO Nora (<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 from the “Forgot password” link on the front page. 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 active calls 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 guidance and/or tooltips are available within the system. If you experience any problems, feel free to contact the LEO Foundation at [applications@leo-foundation.org](mailto:applications@leo-foundation.org).

Note: Text fields only accept plain text formatting so 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.

#### **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 event.
- Proposed start and end dates (please note that a potential grant must be spent within this indicated period)

- Project type (select the overall type of event):

- o Conference
- o Meeting
- o Symposium
- o Workshop
- o Other

### 3. Project Details

In this tab you present your Research Networking Event. Please adhere to the guidance indicated under “Application content” above.

#### 3.a Appendices

Please upload all mandatory documents as PDF files (.PDF). See section “Mandatory appendices” above for specific requirements.

In addition to the mandatory documents, you may upload up to four (4) illustrations in support of the application either through the regular upload field as PDFs or 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 where relevant.

### 4. Project Participants

- Project group member(s): Please add all scientific members of the organizing committee of the applied event (excluding the main applicant). A two-page mandatory CV must be uploaded as a PDF file under “Project group member CV(s)” for everyone listed here.

### 5. Requested Budget

Please note that the Research Networking grants are limited to a maximum of up to DKK 500,000 in combined requested funding from the LEO Foundation (i.e., including any requested administrative costs)

- Detailed Budget: Please provide details for all direct costs in DKK for the proposed event requested from the LEO Foundation, specifying budget year, type of funding, requested amount, and funding source. You also have the option to include a brief, high-level description of the individual budget posts.
- 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 direct costs). Press “Save draft” again after specifying a percentage to update the budget calculations. Remember that the total requested funding including this cannot exceed DKK 500,000.



## **6. Host Approval and Grant Terms**

By ticking the box you acknowledge that you are authorized by the event's organizing committee to apply for funding, 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 and when a decision regarding eligibility and funding of your proposal 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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