



BIOINNOVATION INSTITUTE BUSINESS ACCELERATION ACADEMY PROGRAM

Information and guidelines for applicants



Table of contents

1	BIOINNOVATION INSTITUTE BUSINESS ACCELERATION ACADEMY PROGRAM.....	4
1.1	PURPOSE	4
1.2	ELIGIBILITY	4
1.3	RESEARCH FIELDS	5
1.4	FUNDING	5
1.5	LANGUAGE	6
1.6	APPLICATION PROCESS	6
1.7	SELECTION PROCESS.....	6
1.8	IMPORTANT DATES.....	7
1.9	LOCATION.....	7
1.10	IMPORTANT INFORMATION WHEN COMPLETING THE APPLICATION.....	8
2	THE NOVO NORDISK FOUNDATION APPLICATION SYSTEM - NORMA.....	10
2.1	REGISTRATION – ORGANISATIONAL APPLICANT FOR COMPANY APPLICATIONS	10
2.2	GENERAL INSTRUCTIONS.....	10
2.3	IDENTIFYING THE CORRECT OPEN CALL IN NORMA	11
2.4	CREATING AND COMPLETING AN APPLICATION	12
2.4.1	APPLICATION TEXTS.....	13
2.4.2	ILLUSTRATIONS	13
2.4.3	BUDGET	13
3	PREPARE AND SUBMIT A COMPANY APPLICATION	15
3.1	COMPANY USER REGISTRATION.....	15
3.2	ORGANISATION INFORMATION	17

Grant information

Grant capital:

Full-time education and mentoring program for three months

Expenses related to program participation at a maximum of DKK 0.6 million

Application form opens:

August 30, 2018

Application deadline:

October 25, 2018, 12 noon

Applicant notification:

January, 2019

Start date:

March, 2019

Contact:

Hervør Lykke Olsen

Project Development

Phone: +45 4020 7754

E-mail: hlo@novo.dk

Norma system issues contact:

norma-support@novo.dk

1 BIOINNOVATION INSTITUTE BUSINESS ACCELERATION ACADEMY PROGRAM

1.1 PURPOSE

Through an intensive three-month education and mentorship program, participants in the BioInnovation Institute (BII) Business Acceleration Academy (BAA) program will explore the commercial opportunity of research findings within biomedicine, medical technology and biotechnology that have obtained technical proof of concept.

The academy accelerates the development of an initial business plan to support the commercial process.

Purpose is to facilitate that investigators behind innovative findings have an approach to commercialization and scalability so that products or services that can benefit human welfare and society are brought to market.

1.2 ELIGIBILITY

- One or more company owners applying for the BII BAA Program must have obtained a master's degree in the field of life science research or equivalent qualification at the time of application.
- The applying project must establish a company CVR registered in Denmark.
- Company owners could be current or previous faculty members, researchers and employees based at universities, hospitals, life science start-ups and spin-outs, life science incubators or other research institutes in Denmark.
- Applicants for the BII BAA Program have obtained technical proof of concept and are about to step into the non-scientific fields of commercialization.
- Eligibility also implies willingness and ability to relocate and participate physically in the three-month education and mentorship program which takes place at BII in Copenhagen.

- Application is submitted by a main applicant who can then add possible co-applicants.
- Only a single BAA grant is permitted per company, however number of participants from company owner group is unlimited.
- Simultaneous applications for other BII programs (Proof of Concept grants or Incubation convertible loans) are not accepted.
- If a company submits the same (or a very similar) application in two consecutive application rounds without being granted funding, the company will be quarantined from applying for BAA grants for a year, except if the company changes to a very different character and focus.

As a rule of thumb, the BII BAA program can be followed by all individuals in the team of the applying company.

1.3 RESEARCH FIELDS

The BII BAA Program challenges and supports the key assumptions of the commercial opportunity of research findings within biomedicine, medical technology and biotechnology.

It is the objective to have all three industry areas represented in the BII BAA Program in order to support collaborative and inter-disciplinary innovation.

1.4 FUNDING

Each grant consists of a full-time educational and mentoring program for three months plus coverage of expenses related to program participation at a maximum of DKK 0.6 million.

Among other, expenses related to program participation could be:

- Salaries
- Consultancy costs
- Relocation and project related travel

Please note, that the following expenses cannot be covered by this grant:

- Any kind of overhead expenses (e.g. rent, insurance, electricity, water, maintenance, etc.)



IMPORTANT! Participation in the BII Business Acceleration Academy Program implies physical presence at BII's location in Copenhagen during the three months of the education and mentoring academy. It is expected that program participants play an active role in peer-to-peer development and social activities.

1.5 LANGUAGE

The application must be in English.

1.6 APPLICATION PROCESS

Applications for the BII BAA Program are open twice a year.

Please read "Terms and conditions for BioInnovation Institute", that all funding recipients must comply with before submitting an application:

<https://bioinnovationinstitute.com/terms-and-conditions-for-bioinnovation-institute/>

The application must be completed and submitted using the foundation's electronic application and grant management system, "NORMA", which can be accessed from:

<https://norma.novonordiskfonden.dk>

Further information on how to access and navigate in NORMA can be found in chapter 2. Norma system issues can be resolved by contacting: norma-support@novo.dk.

It is important that the applicant carefully reads these guidelines before initiating the application process, as this document contains the complete call text as well as instructions regarding the completion of the application.

1.7 SELECTION PROCESS

The BII Board of Directors (BoD) will evaluate the applications and base their assessment on the following criteria:

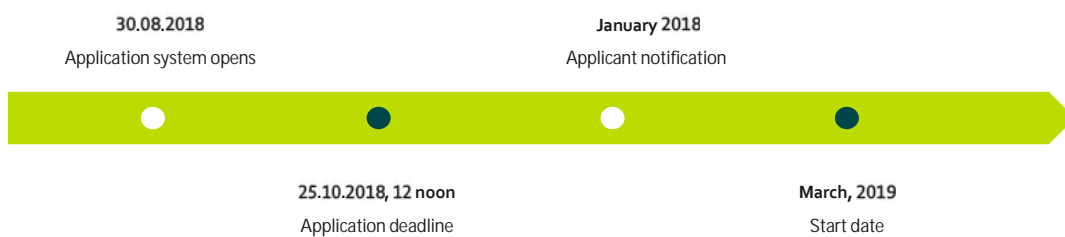
- The qualifications of the applying project team and their commitment and ability to further progress the project
- Commercial potential
- Significance and originality of the idea

- The IPR and legal situation for the research findings behind the project
- The suggested approach for further development



IMPORTANT! The BioInnovation Institute or Novo Nordisk Foundation does not provide feedback in case the project is not selected for funding.

1.8 IMPORTANT DATES



1.9 LOCATION

The BII's BAA Program is carried out physically at BII, which is located in Copenhagen (Ole Maaløes Vej 3). It is therefore expected that participants relocate during the three-month education and mentorship program.

1.10 IMPORTANT INFORMATION WHEN COMPLETING THE APPLICATION

Application form will open August 30, 2018, in the electronic system.

As part of the evaluation of incoming applications, projects that qualify as top candidates will receive an invitation for an interview session of app. 1-2 hours duration. Instructions for preparation and presentation at the interview will be provided for these top selected candidates only.

Information needed to complete the online form is mentioned below:

Personal information:

Name, email, phone, gender, nationality, residential country, date of birth, ORCID.

Educational information:

Highest degree attained, date of degree.

Host institution:

Please select 'BioInnovation Institute' as your host institution.

Administrating institution:

Please select your company name as your administrating institution.

Applicant information:

CV (max. 4,000 characters).

Publications (10 most relevant publications). Please provide a complete specification of authors for each publication with your own name highlighted.

Applicants are strongly encouraged to provide a full list of publications in ORCID.

Project description:

The BII Business Acceleration Academy Program application of max 5,000 characters characters (with the possibility to add supporting uploads in any format) must cover but is not limited to the following areas:

- Overview of the company and their scientific and commercial competencies
- Demonstration of scientific excellence of research (PoC, feasibility)
- Description of the unmet market need of the discovery
- Evaluation of the market potential of the discovery

- Approach for translation of research into commercial opportunity, i.e. key assumptions for ability to commercialize the research
- Risk identification and mitigation plan for the commercial opportunity
- Overview of IPR/legal aspects
- Budget for expected activities and expenses

Previous and current grants/funding and applications:

If you within the last 5 years have received funding as an applicant or co-applicant, please provide the application number, project title and status of the project, and specify the relation to the current application. Likewise for pending applications.

IPR information:

List of published patent applications.

Competitor information:

List of nearest competitors/peers if known.

Customer traction:

List of potential customers/patients.

Budget:

It is important that each budget post is carefully described, and entered per budget-year (not per calendar year).

Timelines:

Description of key milestones and value infliction points in the project

2 THE NOVO NORDISK FOUNDATION APPLICATION SYSTEM - NORMA

2.1 REGISTRATION – ORGANISATIONAL APPLICANT FOR COMPANY APPLICATIONS

The BioInnovation Institute (BII) is a subsidiary of the Novo Nordisk Foundation (NNF) and hence the application for BII has to be submitted through the Novo Nordisk Foundation application system "NORMA".

An applying company must select a member of the company to be the main organizational applicant in NORMA.

Please see section 3 on how to get your company registered and ready for applications submission. Furthermore, you need to register an organizational applicant.

The novel company which applies for funding must be registered in NORMA before the company's main organizational applicant is able to prepare and submit the company application.

Please allow app. 2 work days for registration of a new company in the system, i.e. we recommend that you ensure a company registration early in the application process.

User registration and company applications will be further described in the below section 3.

NOTE! If the organizational applicant is already individually registered in the Novo Nordisk Foundation's application system from previous application rounds, you must contact BII for an adjustment of your profile and systems settings.

2.2 GENERAL INSTRUCTIONS

Filling in the fields

For all applications, the individual fields must be completed in accordance with these guidelines and the instructions supplied in NORMA.



IMPORTANT! To prevent loss of data, it is essential to press “Save Draft” before you leave NORMA or navigate in the system.

Abbreviations

Abbreviations should be defined at the first use, and preferably a list of abbreviations should be included in the project description.

Submission

The application in its entirety must be submitted electronically via the application system. It is not possible to submit an application or any part of it by standard mail or e-mail. Any material submitted outside the application system will not be included in the evaluation and will not be returned.

Applications cannot be modified after the submission deadline. If you wish to make changes to a submitted application before the submission deadline, it is possible for you (the applicant) to reopen the application. Be aware that the application must be resubmitted before the deadline in order to be evaluated.

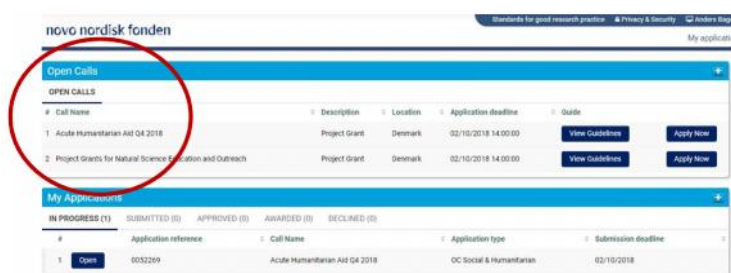
Once the application has been submitted, a confirmation of receipt will be sent to the e-mail address used for logging into the system. If you do not receive a confirmation of receipt, you should contact NNF as soon as possible using the contact details on page 3.

Confidentiality

All applicant and application information will be treated confidentially.

2.3 IDENTIFYING THE CORRECT OPEN CALL IN NORMA

Once you are registered as a new user in NORMA, you can initiate an application by identification of the call and funding you wish to apply for. Immediately when logged on, you can see the ‘OPEN CALLS’ section, which is located in the upper section of the screen.



In the 'OPEN CALLS' section, all currently available funding for organisations and companies from NNF are available. Select the relevant call to apply for.

NOTE! If the main organizational applicant is already individually registered in the Novo Nordisk Foundation's application system from previous application rounds, you must contact BII for an adjustment of your profile and systems settings – you may not be able to see calls for companies.

In case you are an existing user of NNF's application system, you can log into NORMA and enter 'My Applications' which is located beneath the 'OPEN CALLS' section. Here, you will find an overview of the status of your applications (in progress, submitted, approved and declined). In addition there is a 'Pending Action' section where there may be additional requests from NNF regarding your applications.

Norma system issues can be resolved by contacting:
norma-support@novo.dk.

2.4 CREATING AND COMPLETING AN APPLICATION

An application is initiated by clicking the blue "Apply Now" button, once you have identified the call and funding you wish to apply for.

Your draft application is then created and it will remain a draft version until you actively submit the application. After submission, you can continuously edit or cancel the application prior to the deadline. However, you are responsible for submitting or re-submitting before the deadline.

If you wish to withdraw a submitted application after the deadline you must contact NNF via email, using the contact information on page 3.

To submit the application, it is necessary to read and accept NNF's standards for good research practice. A link can be found in the top

right corner next to your name. Further, the applicant must declare that the information provided in the application is true and accurate.

You can at any time during the application process access a PDF view of your application, and you should always check to ensure that the PDF is readable and formatted appropriately before submission.

2.4.1 APPLICATION TEXTS

Formatted text from e.g. Word can be copied and pasted into most text fields of the application. It is, however, important to check that special formatting and special letters and symbols have not been converted or lost in the text fields after copying and pasting.

Available functions for formatting text are at the top of the text fields. Some shorter text fields do not have the option to format.



IMPORTANT! For readability purposes, standard fonts and font size 11-12 must be used.

2.4.2 ILLUSTRATIONS

In the 'Project Information' tab, figures/charts/tables/images, (etc.) related to the project description can be uploaded (maximum four illustrations is allowed). Include illustration number and legend/caption for each illustration file when uploading. The illustrations will be integrated in the final application PDF.

The following file formats are accepted in the system: JPG, JPEG, PNG, TIFF, BMP. The maximum accepted size for each illustration is 1050*1650 pixels.

2.4.3 BUDGET

The budget template will be correctly generated once you have entered the Grant Period Start Date and Grant Period End Date, which can be found under the 'Project Information' tab, and pressed 'Save Draft'. You must provide these dates, before entering any information in the budget. The budget must be entered in budget years following the grant period and not calendar years.

- To access the budget template press the blue 'Open / Edit' icon
- Press the '+' icon to add budget rows

- For each budget row, choose a budget post from the drop down menu, specify details for the post under "Description", and enter the amount under 'Value'.
- If content of your budget row is not represented in the drop down, please use 'other'.
- All amounts must be stated in Danish Kroner (DKK) without decimals.
- When entering DKK amounts, do not use periods, commas or spaces.
- Save and close the template when the budget is completed.

Supplementary information for the budget requested from NNF can be entered in a separate field.

Funds applied or obtained from other sources must be entered under 'Additional Contributions for the Project'. Please specify what the additional funding covers and state if there are any overlaps with the budget applied for from NNF.

3 PREPARE AND SUBMIT A COMPANY APPLICATION

3.1 COMPANY USER REGISTRATION

NORMA will open from the link at the Novo Nordisk Foundation's webpage or directly at:

<http://norma.novonordiskfonden.dk/>

First, you should submit a registration of your novel company.

novo nordisk fonden

As a company applicant, you need to register your novel company as well as a main applicant profile (the 'organisational applicant') that applies on behalf of the company.

Please allow app. 2 days for processing of the company registration.

Company registration must be done in advance of the profile registration, i.e. start with a submission of the company.

How to register your company in Norma.

novo nordisk fonden Applicant registration

1

As a company applicant, please initiate a registration of the novel company by clicking 'this link'.

Do not write anything in the form.

②

Your company must be added to the Norma system.

Choose 'click here' in order to fill in the form.

③

Submit the data of your company and submit form.

Please allow app. 2 days for processing of the company registration.

When the company is registered in the system, the organizational user application profile must be created

When your company is registered in the Norma system – remember to allow app. 2 days for processing – you need to create the 'organisational applicant' profile that submits the application on behalf of the applying company.

NOTE! If you already have a registered profile in the Novo Nordisk Foundation application system, please contact BII for a change of your profile in the system settings.

Organisational Applicant

Important
Please fill in the fields below.

* Organisation Name

If your organisation is not in the list above, please [click here](#) to register.

* Organisation branch/ department/ faculty

* First name

* Last name

* Email

You choose your company in the 'organisation name' field and fill in rest of the data.

For any new user registration, remember to select 'submit' at the end of the process: new users will receive an email with user name (your email address is identical with your user name) and password which you are requested to change at first log-on in NORMA

The email address registered for step 1 should be the work email of the main applicant. Later, this can be changed if needed by contacting the Novo Nordisk Foundation.

In the system, the main applicant's user profile is linked to the company application as 'main applicant'.



IMPORTANT!

It may take up to 2 working days to register a new company in NORMA. It is not possible to initiate a company application until the novel company has been registered in the system and the associated organizational applicant has been created.

3.2 ORGANISATION INFORMATION

Applicants must select their registered company as both applying and administrating organisation.

Please allow app. 2 work days following your submission of a company registration in the system before the company can be found in the drop down menu list of 'organisations'.

About BioInnovation Institute

The BioInnovation Institute (BII) is an initiative of the Novo Nordisk Foundation, an independent Danish Foundation with corporate interests.

BII embraces every phase of a life-science start-up company and though we are based in Denmark, our aspirations are international.

BII offers entrepreneurially-minded researchers or anyone with a research-based idea help to bring interdisciplinary ideas to life and research to market. BII offers state-of-the-art facilities and various funding opportunities, as well as partnerships and programs with technical, scientific, and commercial experts.

Our main focus is medical technology, pharma and biotechnology. We envision that strong collaborations, a passion for science, and an open mind will foster research-based innovation and viable start-ups, for the benefit of human welfare and society around the globe.

