



**BIOINNOVATION
INSTITUTE POC
PROGRAM**

Information and guidelines for applicants

Table of contents

1	BIOINNOVATION INSTITUTE PoC PROGRAM	4
1.1	PURPOSE	4
1.2	ELIGIBILITY.....	4
1.3	RESEARCH FIELDS	4
1.4	FUNDING.....	5
1.5	LANGUAGE	5
1.6	APPLICATION PROCESS.....	6
1.7	SELECTION PROCESS.....	6
1.8	IMPORTANT DATES.....	6
1.9	SCIENTIFIC REPORTING	7
1.10	IMPORTANT INFORMATION WHEN COMPLETING THE APPLICATION.....	7
2	THE NOVO NORDISK FOUNDATION APPLICATION AND GRANT	
	MANAGEMENT SYSTEM - NORMA	9
2.1	USER REGISTRATION	9
2.2	GENERAL INSTRUCTIONS.....	9
2.3	IDENTIFYING THE CORRECT OPEN CALL IN NORMA	10
2.4	CREATING AND COMPLETING AN APPLICATION	10
2.4.1	APPLICATION TEXTS	11
2.4.2	ILLUSTRATIONS	11
2.4.3	BUDGET	11
2.4.4	CO-APPLICANTS	12

Grant information

Grant capital:
Maximum DKK 1 million

Application form opens:
August 30, 2018

Application deadline:
September 27, 2018, 12 noon

Applicant notification:
December, 2018

Earliest start date:
January, 2019

Latest start date:
December, 2019

Contact:
Hervør Lykke Olsen
Project Development
Phone: +45 4020 7754
E-mail: hlo@novo.dk

1 BIOINNOVATION INSTITUTE PoC PROGRAM

1.1 PURPOSE

The BioInnovation Institute (BII) Proof of Concept (PoC) Program grant stimulates the establishment of technical PoC in Danish life sciences research within biomedicine, medical technology and biotechnology.

Supported research should have a commercial focus of translating new discoveries into products and/or services that can benefit human welfare and society.

1.2 ELIGIBILITY

- Applicants for the BII PoC Program must have obtained a master's degree in the field of life science research or equivalent qualification at the time of application.
- The applicant can be faculty members, researchers or employees based at universities, hospitals, life science start-ups and spin-outs, life science incubators or other research Institutes in Denmark.
- A housing agreement throughout the grant period must be submitted from the host institution with the application.
- Only a single BII PoC grant is permitted per applicant/department/research group or activities related to the same project.
- Simultaneous submissions of applications for both BII PoC Program, Exploratory Pre-Seed Grant, BII Business Acceleration Academy Program grant and BII Incubation convertible loans are not accepted
- Projects that have participated in the BII Business Acceleration Academy Program are not eligible for BII PoC Program application.
- If an applicant submits the same (or a very similar) application in two consecutive application rounds without being granted funding, the applicant will be quarantined from applying for BII PoC Program for a year, except if the project is of a different character and focus.
- Application is submitted by a lead applicant who can then add possible co-applicants.



IMPORTANT! The BioInnovation Institute has a physical presence in Copenhagen where PoC grant recipients are welcome for events, advice and networking, however the research must be conducted at the research host institution.

1.3 RESEARCH FIELDS

The BII PoC Program stimulates research with commercial aspirations in Denmark; research that eventually can bring a new product and/or service to market within the life science fields of biomedicine, medical technology and biotechnology.

1.4 FUNDING

Each BII PoC Program grant can cover expenses up to DKK 1 million over a maximum period of 12 months.

The BII PoC Program grant can cover expenses such as e.g.:

- Salary for staff
- Research activities, e.g. testing and experiments, CROs
- Development of MVP, prototypes
- Publications
- Patent applications
- Commercialization cost, i.e. market analysis
- Expenses for administrative support*
- Bench fee**

* Administrative support, definition:

- Can cover non-scientific, administrative expenses in relation to the project, such as accounting, administration related to payment of salaries and purchasing, hiring, as well as auditing and financial reporting on the project.
- Cannot cover administrative expenses that are not directly related to the project.
- Can via the host institution be shared between the institutions of the main- and co-applicants, as detailed in the application budget.
- Is not automatically included in the grant, and must be stated/applied for in the application budget, but should not be specified in detail.

** Bench fee, definition:

- Support for individual researchers for the coverage of direct expenses needed to conduct the research project applied for.
- Bench fees must be specified in the budget, and may only be used for operating expenses, lab consumables, and access to lab space and facilities that cannot be included within another individual budget category.
- To include a bench fee in the budget, the fee must be part of the general expenses policy of the institute/institution and apply for all employees for which the policy concerns.

Please note, that the following expenses cannot be covered by the BII PoC Program grant:

- Any kind of overhead expenses (e.g. rent, electricity, water, maintenance, etc.)
- Applicant's salary
- Conferences and travel



IMPORTANT! The BII PoC Program grant may not be used to cover 'overhead' expenses (i.e. rent, electricity, water, maintenance etc.)

1.5 LANGUAGE

The application must be in English.

1.6 APPLICATION PROCESS

Applications for the BII PoC 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.

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

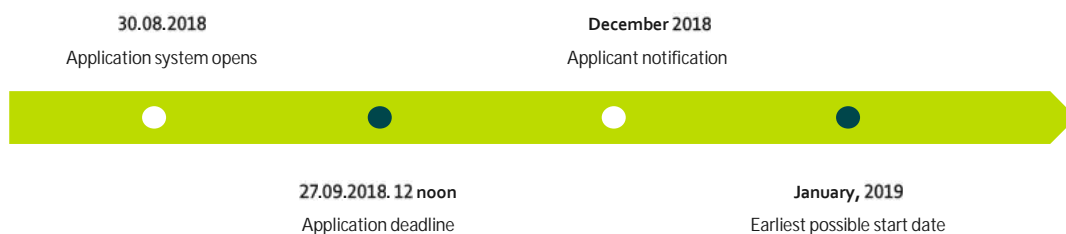
The BII Board of Directors (BoD) will evaluate the applications and base their assessment on the following criteria:

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

BII PoC Program grant recipients are required to report annually on their scientific activities through the online tool Researchfish.

Data from Researchfish is used as one of multiple sources to generate the Foundation's impact assessment.

Participants in the BII PoC program will be established in Researchfish by the Foundation. Further information on reporting requirements will be provided for the participating projects once selected.

1.10 IMPORTANT INFORMATION WHEN COMPLETING THE APPLICATION

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

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, institution.

Current occupation and host institution:

Title/occupation, name and address of institution.

Administrating institution:

Name and address of the applying project.

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

- Overview of research team
- Description of current scientific results and data
- Description of feasibility studies and approach for the PoC activities including scientific and commercial aspects (as applicable)
- Clarification of current IPR status including ownership, licensing agreements
- Project plan, including an overview of scientific and commercial milestones (as applicable)
- Budget for expected activities
- Short vision on how to bridge the PoC further into commercialization

Project information:

Grant period (start and end date), project title, brief project description, lay project description, category choice, literature references, estimated time to market.

Co-applicants:

Name, email, address, brief CV, contribution to project (percent), contributing role to the project (description), contributing competences to the project (description).

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 patents and ongoing, 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 AND GRANT MANAGEMENT SYSTEM - NORMA

2.1 USER REGISTRATION

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".

The Novo Nordisk Foundation application and grant management system NORMA can be accessed through links on NNFs website or directly at: <https://norma.novonordiskfonden.dk>

Before you begin, please read the instructions and technical information on the login page.

If you previously have applied NNF for funding, you may already exist in our system as a user. You can check this by clicking "forgot password", enter the email address you used when previously applying and request a new temporary password. If you are registered in our system, you will receive an email within 5-10 minutes with your login details and the temporary password.

The user registered, who submits the application(s) is 'the applicant'; the legal entity responsible for the truthfulness of the content in the application.

If you experience problems logging in please contact NNF using the contact information on page 3.

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.

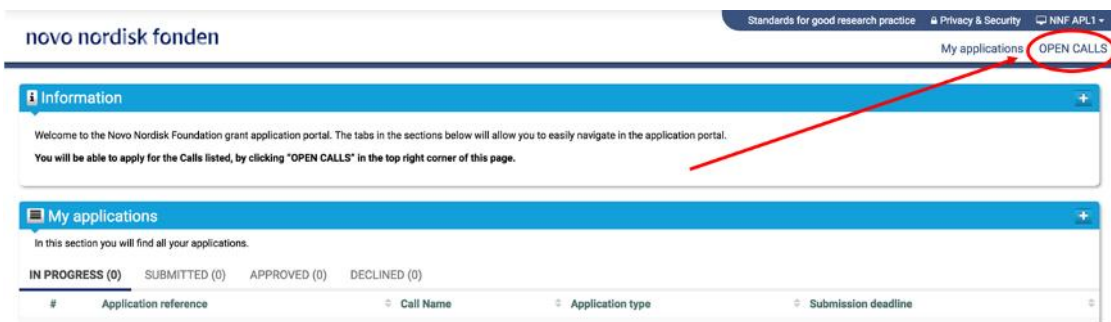
Once the application has been submitted, a confirmation of receipt will be sent to the email address used for logging into the system. If you do not receive a confirmation of receipt, you should contact NNF as soon as possible using the contact details on page 3.

Confidentiality

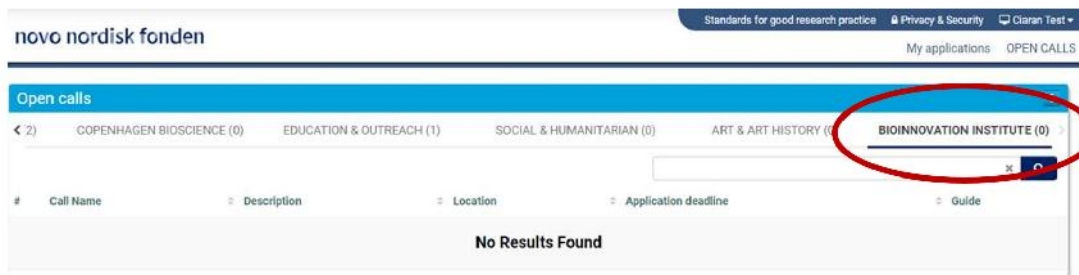
All applicant and application information will be treated confidentially.

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. Go to the 'OPEN CALLS' tab, which is located in the upper right corner of the screen.



In the 'OPEN CALLS' window, all currently available grants from NNF are visible in six tabs that are sorted by the foundation's overall grant areas. Search the tabs to find the call that you wish to apply for.



In case you are an existing user of NNF's application system, you can log into NORMA and enter 'My Applications'. 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.

2.4 CREATING AND COMPLETING AN APPLICATION

When you have identified the call and grant you wish to apply for, an application is initiated by clicking the blue "Apply Now" button.

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.

At any time during the application process, you can 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.

2.4.4 CO-APPLICANTS

For certain calls, a number of co-applicants may be either required or allowed for the application. Co-applicants take an active part in organizing and implementing the project and will receive a share of the grant. The project description must clearly describe the co-applicants' role in the project and the budget must clearly indicate the co-applicants' share.

Co-applicants must be invited and accept their status as co-applicants in NORMA. To invite co-applicants, go to the 'Invitations' tab, which can be found on the left side of the screen. The main applicant must provide the full name, email and select role as 'Co-applicant' and then press the 'Invite' button. You will be notified by email once the co-applicants accept the invitation.

Co-applicants will be contacted by email via NORMA and asked to confirm their status as co-applicants. The co-applicant has the option to accept or decline the invitation. If the co-applicant accepts, additional fields will be visible in the 'Co-applicants' tab in the application. The 'Co-Applicant' fields must be filled out by either the co-applicant or the main applicant. It is essential that the main applicant ultimately checks that the fields have been correctly populated before submitting the application.

A Short CV (maximum 2 pages) for each co-applicant must be uploaded to the application as a PDF file under the 'Co-Applicants' tab.

Co-applicants have the ability to read, edit and upload information in the entire application, however, cannot submit the application.

If co-applicants are mandatory, the application cannot be submitted before the required number of co-applicants have accepted. Please start the process of inviting co-applicants well in advance before submission deadline.

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.

