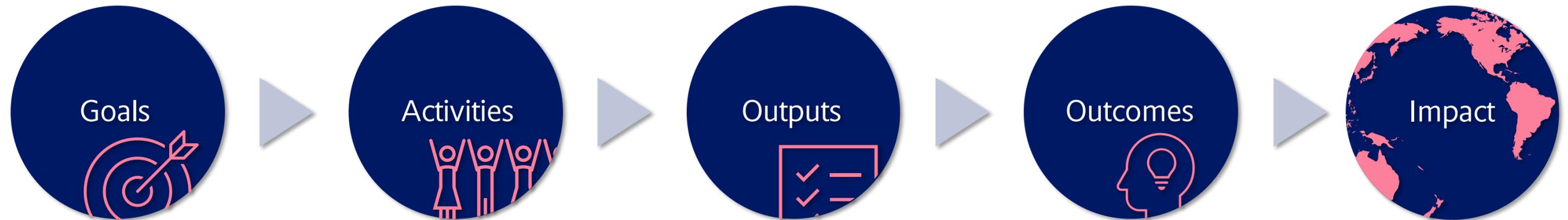


A Novo Nordisk Foundation protocol to report results on grants in Foundgood

Introduction

- In the Novo Nordisk Foundation (NNF), we strive to fund initiatives that can have an impact, and we care about learning from evaluations about what works or what does not work. We continuously use data from Foundgood to gain insights, report to management and the Board of Directors, and to deliver transparency towards the public (see for example our annual **Impact Report**).
- ***Your reporting is crucial to us.*** The data that you report is both reviewed by staff at NNF and used aggregately with other grant data to display the impact of NNF's funding for public research and society.
- ***Entering and updating your data.*** You may enter data at any time, and we advise you to update your report(s) throughout the year. And further, if appropriate, please provide updates to the previously reported activities and results.
- We **encourage you to contact NNF Impact** at registration@novonordiskfonden.dk if you need help or have any doubts regarding your reporting.

A logical project model



Reporting in Foundgood helps organisations explain what they are doing and the results of their work by dividing the work up into interconnecting parts:

- Goals the project aims to support
- Resources provided to carry out the activities that support the goals
- Results of the work

Results are both the output of activities as well as how these activities lead to outcomes in the form of behavioural changes and, over time, long-term impact.

All parts are equally important; this is how we conceive of a logical effect chain in the projects. This model also gives NNF and grantees a common structure and language with which to understand the results.

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In order to ensure a straightforward reporting process, it is important that all elements of the report framework have been created in advance. It may be the case that a project has changed, for example if new activities have been introduced, and it is thus necessary to add elements to the report framework prior to updating the report or finalising the end of grant report.

In order to support grantees in both tasks, this guide is divided into two overall chapters: **1) Creating the report framework**, and **2) Updating and submitting a report**.

The table of contents on the right provides an overview of the chapters.

1) Creating the report framework

Get help on how to [create the elements](#) of the report in Foundgood. Ideally, the report framework should be created at the beginning of the project. However, it might be necessary to create new elements each year as the project progresses. Prior to updating the annual report, we recommend that you make sure that the report framework is created correctly and updated. This chapter of the guide provides thorough explanation on how to set up elements such as the activities and metrics.

2) Updating the report

Get help on [writing the report](#). After ensuring that the framework is updated and set up correctly, it is time to provide an update on how the project has progressed during the year. This chapter provides a detailed explanation of which project updates grantees should provide to NNF and how to fill out the different elements of the report.

In a hurry? For guidance on how to write your annual report, please refer to the second chapter of this protocol “Updating the report” ([p. 23](#)).

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Creating the report framework

- Introduction to this chapter
- Overview
- Inputs
- Activities
- Metrics
- Results



Creating the report framework – Introduction

Foundgood project reporting takes place in two phases:

- 1** Creating the report framework: Initial set up of the initiative and its elements at the start of the project (and as the project progresses and new collaborators, activities etc. may be introduced).
- 2** Updating the report: Writing project reports by 1) providing updates to the project's various elements so that the relevant information is included in the report to NNF and 2) reflecting on overall learnings from the reporting period.

This chapter provides guidance to the first step.

We recommend that you **take extra time at the start of your project period** to correctly set up information about the project and its various elements in Foundgood. It will save time for all future reporting if the basic elements are in place before you begin reporting.

The report framework will automatically be transferred from your most recent report to the upcoming ones. Your initiative might include new activities, funding, collaborators, employees, etc. compared to previous years. Thus, you need to update your report framework each year and review all elements to make sure it is correct.

We recommend using the Run Wizard function when creating a report, as it will logically guide you through each element. Be aware that the wizard does not include milestones and logbook. These elements can be found in the menu on the left when entering your annual report.

In a hurry? Find the report with the upcoming deadline. Once you are in the report, start with the “Run Wizard” function in the top right corner – it will guide you through each element of setting up the report.

You can also choose to update your report framework and write your annual report simultaneously and include overall learnings from this reporting period.

For guidance on how to write your annual report (step 2), please refer to the second chapter of this protocol “Updating the report” (p. 23)

● Run wizard

Creating the report framework – Overview

The overview includes all the basic information about the initiative.

Once the information is filled out, it will automatically be transferred to all reports created under the initiative.

It can be necessary to update information under “Overview” as the initiative progresses. For example, if the initiative scales to more countries or if new goals for the initiative arise. Thus, it is important to ensure that this information is up-to-date every time a new report is created.

The overview section includes two elements:

1. Initiative overview
2. Goals

The following page provides detailed guidance on how to correctly fill out the requested information.



Overview – Initiative overview and goals

Initiative overview

Prior to writing your annual report, ensure that the following information is filled out and correct:

- Initiative name
- Category (NNF's initiative types)
- Initiative summary
- Initiative start date / Initiative end date
- Initiative location
- Sustainable Development Goals

Goals

The goals of the initiative help to frame the intended outcomes being worked towards. Defining clear goals makes it easier to develop more robust and well-thought-out activities. Most projects will be able to directly copy/paste goals from their application. Once goals are set, initiative activities can connect to these goals.

Look at the goals you have added to your initiative. Is anything missing? If so, press the button **Add goal** and fill out the information as shown on the right.

NNF has selected a frame of strategic themes the initiative fits into. From this selection - **Standard NNF tags** - choose which strategic themes the goal aligns with.

Initiative overview

Make sure the following synopsis of the initiative is filled out and correct:

Initiative name
Damvad test - NNF Social initiative 35 / 80

Category
The category is the area of focus for the work of the initiative.
Social

Initiative summary
Provide a brief description to give people an easy overview.
Text 4 / 40

Initiative start date / Initiative end date
From: 2022-10-01 To: 2023-06-01

Initiative location
Select the countries the initiative is taking place in.
Please select

Sustainable Development Goals
Which of the United Nation's Sustainable Development Goals does the initiative work towards? Select all that apply.
Please select

Goal details

Goal
Enter here 0 / 200

Novo Nordisk Foundation strategic themes
Select which strategic themes this goal aligns with
Standard NNF tags
Please select

Callout boxes:

- This field is pre-filled by NNF. If the initiative name has changed, please contact NNF at registration@novonordiskfonden.dk.
- This field is pre-filled by NNF.
- Provide a short description of the initiative.
- This field is pre-filled by NNF. If you deem the dates incorrect, please contact NNF at registration@novonordiskfonden.dk.
- Select the country/countries where the initiative takes place.
- Select which of the United Nation's Sustainable Development Goals the initiative work towards. Example: 'Climate Action'.
- Describe which goals the initiative is working towards. Goals are usually outlined at the start of an initiative and will presumably be framed in the grant application.
- Select which of the NNF's strategic themes the goal aligns with. Multiple themes can be added.

Creating the report framework – Inputs

Inputs are what your initiative needs for the activities to take place, such as finances, people, and collaborations.

Before starting your report, make sure that you have added all requested information:

- Details of funding you may have received for your initiative
- Information about the people and team members involved in your initiative
- Information about the collaboration partners you are working with

The following pages provides detailed guidance on how to correctly fill out the requested information.



Inputs – Funding

Funding

Look at the funding added to your initiative. Is any funding missing? If so, press the button **Add funding** and fill out the information as shown on the right.

If all relevant funding is listed on your initiative, please go to the protocol section “[Updating the report](#)” where you will find guidance on how to report on your initiative’s funding for the current reporting period.

Funding details

Responsible funder
The funder who is leading and responsible for this funding
Please select

Additional funders
Other funders who are part of this funding
No options available

Funding type
Please select

Funding title
Give a name to your funding that is commonly understood between the organisation involved
Enter here

Funding application ID
Enter here

Amount
If this is shared funding, detail the specific amount that this initiative has received.
0

Currency
Please select

Funding start date
From: yyyy-mm-dd To: yyyy-mm-dd

Main recipients
The lead applicants and recipients of the funding
Please select

Additional recipients
Add other organisations that have been part of the application for the funding that aren't the main applicant
No options available

Callout boxes:

- Choose the responsible funder.
- If the funding includes additional funders, add them here.
- Choose which type of funding you have received.
- Provide a title for your grant. Example: *Project support to strengthen STEM subjects in primary and lower secondary school.*
- Provide the funding application ID/grant reference ID. If the funding does not have a funding application ID, it can still be reported in this section - in which case please write "N/A" in the Funding ID field.
- Type the funding amount. If the funding is shared between multiple initiatives, specify the amount your initiative has received.
- Choose the currency of the funding.
- Choose the funding period.
- Choose the lead applicants/recipients of the funding.
- If any additional organisations besides the main recipients were part of the application for funding and were not the main applicant, list them here. If you need to add additional ones, please write to support@foundgood.org

Inputs - Collaboration partners

Add information about any collaborations or partnerships which are formally connected to your grant from NNF, i.e., formalized through a mutual agreement or contractual basis (not necessarily a legally signed document) and have contributed to the implementation of the project.

NNF is interested in the following information regarding your collaboration partners:



What types of collaborations and information to add:

- Collaborations or partnerships which is involved in the initiative, are a result of the grant, or have otherwise been impacted by or impacted the grant.
- Bi-lateral or multi-lateral partnerships that have resulted from or are directly linked to the grant



What not to add:

- Your general network
- Potential collaboration or partnerships
- Employees (for example, external consultants)
- Collaboration or partnerships at an early stage with no tangible output yet
- Details of collaborations or partnerships restricted by contractual confidentiality
- Successful funding applications (these should be reporting in the Funding section)

If any of the collaborations or partnerships recorded also include additional funding for your initiative, please remember to also list these under “Funding” and add your share of the grant under the financial contribution of the collaboration/partnership. This is **not** considered double reporting, as the financial value of further funding and collaborations & partnerships is not aggregated. Regarding the size of financial contributions or in-kind contributions made by the collaborations or partnerships, please remember that if your funding is received by a consortium, you should only report your share.

Select collaboration partners from the drop-down menu. If collaborators relevant to your project are missing from the drop-down menu, please contact NNF to have them added: support@foundgood.org

Select what your collaboration partner is assisting with in the project (it is possible to select multiple types).

Provide a short description of the nature of the collaboration. What has the collaboration contributed to the initiative?

Be sure to update the dates of the collaboration, e.g., if any are no longer active.

Collaboration partner details

Organisation name

Please select ▼

Input type

What is this collaborator providing you with

Please select ▼

Description

Enter here

Start date / End date

From yyyy-mm-dd To yyyy-mm-dd

Cancel Save

Inputs - Employees supported by the funding

Use this section to add information about your project team. We actively collect information about how many individuals are fully or partially financed by grants from NNF, and therefore it is very important that this section is filled out and kept updated.

Please provide a list of names, positions, and role within your initiative for people employed by your grant from NNF. This is the only section where you are asked to provide positions, names, and gender. Note that this is fully compliant with current GDPR regulations as **data on research team members will not be published or shared with any third parties.**

What to add:

- All full and part-time project employees and/or individuals receiving a salary in some form from project funds. These can include:
 - Hourly-paid individuals
 - One-time paid individuals
 - Individuals hired on the side of the project group
- Individuals with more than one role in the project should be added multiple times with their different roles

What not to add:

- Volunteers (Volunteers must be registered as a Metric under the activity in which they are involved)
- Other employees or people involved in the initiative, which are not funded by the grant

Employee funded details

Full name
Enter here 0 / 80

Gender
Please select Other gender

Job title ●
Enter here 0 / 80

Start date / End date ●
From: yyyy-mm-dd To: yyyy-mm-dd

Enter the job title as it relates to the project work (i.e., guest speaker, consultant, coordinator)

Be sure to update the dates of the employment, e.g., if employees are no longer active

ORCID ID: Only necessary, if the employee is a researcher.

Role type
Please select

ORCID
The unique ID for researchers
Enter here 0 / 20

Education
Please select

Details of education
Provide details of the field or subjects covered in the education
Enter here 0 / 80

Creating the report framework – Activities

In this section you should add everything that is being done as part of the initiative, whether it is being built, taught, researched, or shared. NNF has set up four activity categories: Dissemination, Engagement and Outreach, Evaluations, and Teaching. Try to group your activities under the predefined headings, and not under additional activities. If an activity falls under more than one category, choose the heading that suits your activity best. If you have several activities with the same theme (e.g., a series of workshops), set up one overarching activity for all of them.

The following is a short overview of NNF's understanding of the activity categories. More detailed information about the types of activities that should be reported under each heading is available in the corresponding guide page(s).

- **Dissemination:** List and describe any activities that share the work or learnings from the initiative among the peers of the initiative team. Often this is a one-way communication about the project.
- **Engagement and Outreach:** List and describe any activities that communicate the work or learnings from your initiative to a wider public audiences. Often this is two-way interaction that engage and involves people and invites for feedback.
- **Evaluation:** Upcoming or completed evaluations of the entire initiative, which assess the quality and progression of activities completed. Evaluations may be conducted by external evaluators and researchers or internally by the project team.
- **Teaching:** List and describe any learning and teaching activities informed by or conducted as part of the initiative. The teaching must be conducted by members of the project team or be internal teaching of project members.

Activities included under the categories Engagement and Outreach, Teaching, and Additional give you the option to create **Metrics, or measurable indicators**. Metrics can concern people, finances, or custom-made indicators. Examples include number of volunteers, number of students, and number of presentations. You also have the option to define a target for your activity metric and report on your progress throughout the project.

If there is a series of activities with the same theme (for example if you host the same workshop multiple times) you should report this as one overarching activity, add a metric to count the number of workshops and update this number every reporting period.

For more information on Metrics, please refer to [slide 19](#).



Activities – Dissemination

Add all dissemination activities that your project includes.

NNF understands dissemination activities as:

- A one-way communication. Presenting or publishing something to a wider audience without any kind of feedback.

Examples of dissemination activities:

- Journal articles/review articles
- Books – including book series and book chapters
- Conference proceeding/conference paper
- Technical reports and technical standards
- Consultancy report
- Manuals/guides
- Policy briefing report
- Theses
- Working papers

Whenever possible, please include the publication DOI.

What not to add:



- Dialogue-based activities such as workshops, events or presentations.
- Activities that engage/involve people and invite for feedback should be registered under 'Engagement Activities'.

The screenshot shows a form titled "Dissemination Activity Details" with the following sections and callouts:

- Dissemination method:** A dropdown menu with "Please select". Callout: "Provide information about the dissemination method. Multiple methods can be added from the provided list." To the right, a list of methods is shown: "Please select", "Book or chapter", "Conference proceeding or conference paper", "Consultancy or policy report", "Journal publication", "Technical report, manual or guide", "Thesis", and "Working paper".
- Activity Name:** A text input field with "Enter here" and a character count "0 / 200". Callout: "Provide a name for your activity."
- Novo Nordisk Foundation activity tags:** A section with the instruction "Select all of the activity tags relevant to this activity". Below it is a dropdown menu with "Please select". Callout: "Select the activity tags relevant in the provided list. Multiple tags can be added. Tags assist NNF's overall project data collection."
- Description:** A text input field with "Enter here". Callout: "Provide a short description of the activity."
- Location:** A section with the instruction "Provide details on where the activity takes place". It includes a "Country" dropdown with "Please select" and a "Region" text input with "Enter here". Callout: "Select the country and, if applicable, the region where the initiative takes place."
- Additional details:** A section with a "Goal" dropdown menu with "Please select". Callout: "Connect your activity with a goal. The list provided includes the goals defined in the overview section."

Activities – Engagement and Outreach

Add all engagement and outreach activities that your project includes.

Record details of any activities in which you (or your team) have engaged directly with users of your research or development activities, e.g., special interest groups, or the general public (including children and youth) to inform them about the activities supported by your grant from NNF.

NNF understands engagement activities as:

- A two-way process, involving interaction and listening. Activities that engage/involve people and/or invite for feedback.

Examples of engagement activities to include in the report:

- Activities supported or undertaken by you or a member of your research team, e.g., exhibitions, debates, festivals, and after-school-activities, public talks, workshops, events, press releases, media interviews, newsletters, magazines, websites, blogs, social media channels, or TV/radio/film/podcasts.



What not to add:

- Activities with a one-way communication, e.g., a journal publication, conference paper or a thesis. Targeted peers like . researchers, foundations, or other project teams.

Metrics

When adding engagement activities, you should set a target for your reach and add one or more metrics. Please refer to [page 19](#) for guidance on how to set up a metric.

Select the activity tags relevant in the provided list. Multiple tags can be added

Provide a name for the activity.

Provide a short description of the activity.

Select the country and region where the initiative takes place.

Connect your activity with a goal. The list provided includes the goals defined in the overview section.

Engagement activity details

Engagement method
Choose how you are engaged with your audience

Please select

Novo Nordisk Foundation activity tags
Select all of the activity tags relevant to this activity

Standard NNF tags

Please select

Activity name
Give the activity a short and precise title.

Enter here 0 / 200

Description
Provide details on what the activity involves.

Enter here 0 / 400

Location
Provide details on where the activity takes place

Country Region

Please select Enter here

Additional details

Goal

Please select

Report how you engaged with your audience. Multiple methods can be added from the provided list.

Engagement method
Choose how you are engaged with your audience

- Please select
- Blog
- Event, workshop or similar
- Expert panel
- Institutional open day
- Magazine
- Media (TV, radio, film, podcast)
- Newsletter
- Press release
- Social media
- Talk or Presentation
- Website
- Working group

Enter here

Activities – Evaluation

Add the evaluation activities conducted for your project.

NNF understands evaluation activities as:

- Evaluations of the **full initiative** in the current reporting period to assess the quality and progression of the project activities conducted by external evaluators, researchers or internally by the project lead or team members.
- If you want to attach documents or an evaluation report to your evaluation activities, these should be uploaded to the logbook in the end of the report. Please mention the upload in the description box.
- Separate evaluation activities that took place as part of one evaluation type should be described under one evaluation activity heading.
- You can add an evaluation as an activity even if it is planned in the future – simply provide an update for the current reporting period that it will happen later and provide a more detailed update with any relevant documents once the evaluation has taken place.

Examples of evaluation activities:

- Follow-up research
- External evaluation carried out by a consultant or researcher
- Critical review of project activities

What not to add:



- Testing of material/products/methods developed during the project with the target group (e.g., school students or teachers trying out educational material).
- Surveys of participant satisfaction related to project activities

Add who is conducting the evaluation.

Provide a name for your activity.

Select the relevant NNF activity tags from the provided list. Multiple tags can be added.

Provide a short description of the activity. If you have uploaded related documents or reports in the logbook, mention them here.

Select the country and region where the initiative takes place.

Select which of the project goals this evaluation supports (multiple are possible).

The screenshot shows a form titled "Activity details" with the following sections and callouts:

- Who is evaluating:** A dropdown menu with "Please select" and a downward arrow. Callout: "Add who is conducting the evaluation."
- Activity name:** A text input field with a "1 / 200" character count. Callout: "Provide a name for your activity."
- Novo Nordisk Foundation activity tags:** A dropdown menu with "Please select" and a downward arrow. Callout: "Select the relevant NNF activity tags from the provided list. Multiple tags can be added."
- Description:** A large text area with "Enter here" and a "0 / 400" character count. Callout: "Provide a short description of the activity. If you have uploaded related documents or reports in the logbook, mention them here."
- Location:** Two dropdown menus labeled "Country" and "Region". "Country" has "Please select" and a downward arrow. "Region" has "Enter here". Callout: "Select the country and region where the initiative takes place."
- Additional details:** A dropdown menu with "Please select" and a downward arrow. Callout: "Select which of the project goals this evaluation supports (multiple are possible)."

At the bottom right of the form are "Cancel" and "Save" buttons.

Activities – Teaching

Add the teaching activities that your project includes.

NNF understands teaching activities as:

- All traditional forms of education and teaching done by the project team, or someone related to the project team to others outside of the project team.
- If research from the project is used for educational purposes, it should be included as a teaching activity as it is considered research-based teaching.
- Internal teaching of project members should also be included here

Examples of teaching activities:

- Pre-school activities
- Classroom teaching
- Exercises
- Laboratory
- Lectures
- Online teaching
- Workshops
- Further education activities (e.g. for teachers, nurses, or other practitioners)

Metrics

When adding teaching activities, you should set a target for your reach and add one or more metrics. Please refer to [page 19](#) for guidance on how to set up a metric.

The screenshot shows a form titled "Teaching activity details" with the following sections and callouts:

- Teaching method:** A dropdown menu with the text "Please select". Callout: "Provide information about the method for teaching. Multiple methods can be added from the provided list." A secondary callout shows a list of methods: Exercises (checked), Laboratory, Lecture, Online, and Workshop.
- Involvement:** A dropdown menu with the text "Please select". Callout: "Select the project members' form of involvement in the teaching. Multiple forms can be added."
- Activity name:** A text input field with the placeholder "Enter here" and a character count "0 / 200". Callout: "Provide a name for your activity."
- Novo Nordisk Foundation activity tags:** A dropdown menu with the text "Please select". Callout: "Select the relevant NNF activity tags from the provided list. Multiple tags can be added."
- Description:** A large text input field with the placeholder "Enter here" and a character count "0 / 400". Callout: "Provide a short description of the teaching activity."
- Location:** Fields for "Country" (dropdown, "Please select") and "Region" (text input, "Enter here"). Callout: "Select the country and region where the activity takes place."
- Additional details:** A "Goal" dropdown menu with the text "Please select". Callout: "Connect your activity with a goal. The list provided includes the goals defined in the overview section." At the bottom right are "Cancel" and "Save" buttons.

Activities – Additional

Add all other activities that have been carried out as part of this initiative that do not fit into the four predefined categories.

When to report additional activities:

Add any additional activities or events that can lead to relevant outputs or outcomes for the project that are not reported in the previous categories. Additional activities should only be used if the activity does not resonate with any of the examples of activity methods given in the drop-down lists of the four other categories.

Examples of additional activities:

- Building, renovating, or providing materials and or facilities
- Developing teaching material
- Developing games or products
- Producing videos or movies
- Internal project activities, for example inspirational visits

Do not add:

- Activities that relate to the four other categories (Dissemination, Engagement and Outreach, Teaching, or Evaluation).

Metrics

When adding additional activities, you should set a target for your reach and add one or more metrics. Please refer to [page 19](#) for guidance on how to set up a metric.

The screenshot shows the 'Activity details' form with the following fields and callouts:

- Name:** Callout: 'Provide a name for your activity.' The field contains a text input with a character count of 1/200.
- Novo Nordisk Foundation activity tags:** Callout: 'Select the activity tags relevant in the provided list. Multiple tags can be added.' The field is a dropdown menu labeled 'Please select'.
- Activity description:** Callout: 'Provide a short description of the additional activity.' The field is a text area with a character count of 0/400.
- Activity location:** Callout: 'Select the country and region where the activity takes place.' The field consists of two dropdown menus: 'Country' (labeled 'Please select') and 'Region' (labeled 'Enter here').
- Goal:** Callout: 'Connect your activity with a goal. The list provided includes the goals defined in the overview section.' The field is a dropdown menu labeled 'Please select'.

At the bottom right of the form are 'Cancel' and 'Save' buttons.

Activities – Metrics (Measurable indicators)

Activities included under the categories Engagement and Outreach, Teaching, and Additional invite you to create and add a Metrics as a way to measure the success of your initiative.

NNF understands Metrics as:

- A way to "put a number on your activity".

Examples of Metrics:

- Number of students, Number of workshops, Number of volunteers, Number of lectures, Number of Presentations, etc.

Definition of metric types and when to choose which one:

- **People:** All activities concerning people should be categorized as a people metric, e.g., number of students or Number of Children aged 6-15.
- **Financial:** Activities regarding revenue.
- **Custom:** If your activity doesn't fit under the other two categories, you can create a custom metric, e.g., number of schools or first aid kits provided.

If there is a series of activities with the same theme (for example if you host the same workshop multiple times) you should report this as one overarching activity and add metrics (E.g., number of workshops and number of students participating as metrics under an activity titled "Workshops for Students").

If your activity includes more than one metric type, e.g., number of workshops and number of teachers reached during the activity, then you can create multiple metrics for one activity.

If you have defined a target for your activity metric, please also record this in the metric by sliding the "set target" option and provide the target number for your metric. If a qualified target can be set, it is desirable.

Look at the metrics you have added to your initiative. Are any metrics missing? If so, press the button  and fill out the information as shown on the right.

Choose a metric type. If several metric types are fitting, then create multiple metrics for your activity.

Choose a target group for your activity from the provided list.

Provide a name for your activity.

Provide information about the gender composition.

Provide information about the age range if age is not a part of the target group description.

Select the geographical reach of your activity. Example: Regional.

Set a target. E.g., number of schools = 100.

Metric Details

Metric type
Add what type of metric this is to help us learn what works best

People

Novo Nordisk Foundation target groups
Select all the category of people relevant to this metric

Standard NNF tags

Please select

Name
Provide a short name for your metric (e.g. Number of schools, Number of students, Revenue)

Enter here 0 / 200

Gender

Please select Other gender

Age

From (0) To (200)

Enter here Enter here

Geographical reach

Please select

Set target
Choose to set a target for your indicator

Creating the report framework – Results

In this section you should add any relevant impact or outcome results created by the project, that have had an influence on policy or practices. Tracking how the initiative influences policy and practice over the course of the initiative helps to identify which activities create change or have an effect in an industry, department, group or other area in society.

Note! NNF also considers activities to be a form of project result, so if the options in this section are not relevant to your project, you do not need to be concerned. NNF is aware that these categories are not relevant for all projects.

The results section gives an opportunity to report on two different types of results:

- Influence on policy
- Innovation

The following pages provides detailed guidance on how to correctly fill out the requested information.



Results – Influence on policy

In this section you should add any relevant impact or outcome results created by the project that have influenced policy or practices. Tracking how the initiative influences policy and practice over the course of the initiative helps to identify which activities create change or have an effect in an industry, department, group, or other area in society.

Note! NNF also considers activities to be a form of project result, so if the options in this section are not relevant to your project, you do not need to be concerned. The NNF is aware that these categories are not relevant for all projects.

NNF understands influence on policy as:

- An effect or impact on a policy or practice. This is not limited to political policy and can include, for example, educational policy, teaching practices, and impact on curriculum.

Examples of results that have influenced policy:

- Systematic reviews, guidelines, and policy documents.
- Updated curriculum or teaching practices that have been implemented at a school
- Updated public health guidelines
- The policy or practice that has changed might be within democracy, education, government, healthcare, and/or technology.

Note! NNF is only interested in concrete results that have influenced policy; please do not report expected / future results that have not yet taken place.

The screenshot shows a form titled "Influence on policy details" with the following fields and callouts:

- Name:** "Provide a title for the result." (Callout: "Provide a title for the result.")
- Description:** "Provide a short description of the result." (Callout: "Provide a short description of the result.")
- Type of influence:** "Select the type of influence for this result. Choose 'Other' if the types do not fit directly with your result." (Callout: "Select the type of influence for this result. Choose 'Other' if the types do not fit directly with your result.")
- Areas of influence:** "Select the area within which the result is influential. If two areas are relevant, choose the primary one." (Callout: "Select the area within which the result is influential. If two areas are relevant, choose the primary one.")
- Geographical reach:** "Select the level at which the result is influential." (Callout: "Select the level at which the result is influential.")
- Year:** "Select the year that the result was published, took place, etc." (Callout: "Select the year that the result was published, took place, etc.")
- Related activity:** "Select project activities that contributed directly to this result." (Callout: "Select project activities that contributed directly to this result.")

Results – Innovation

Add any innovations that have occurred as a result of this project: patents, processes, products, or spin-outs.

Note! NNF also considers activities to be a form of project result, so if the options in this section are not relevant to your project, you do not need to be concerned. The NNF is aware that these categories are not relevant for all projects.

NNF understands innovation as:

- An establishment of marketable concepts, products, legal entities, or documentation that happened as a direct result of the work carried out in the initiative.



What to add:

- Patents and patent applications, whether published, granted or allowed to lapse.
- Discoveries that have been licensed to others.
- New private sector organisations (whether for profit or not-for-profit) established in part as a result of your initiative (e.g., spinouts, start-ups, or private sector social enterprises).
- New or recently formed private sector organisations (whether for profit or not-for-profit), where your initiative has contributed significantly to the organisation’s development or growth (e.g., significant shifts in strategy or business model, impact on turnover).
- Changes in the status and/or impact of private sector organisations previously reported (e.g., if they have expanded, merged, been acquired, or dissolved).



What not to add:

- Teaching materials that are not a marketable product; they can be added as a metric under the relevant activity
- Patent applications filed, but not yet published.
- New charitable, community, or voluntary organisations that have been established as a result of your initiative.
- Details that are restricted under contractual confidentiality. If you are not the sole owner of the company, you may wish to contact your local administration for guidance on what information is confidential and should not be provided.

Provide a title for the result.

Provide a short description of the result.

Select the type of innovation.

If relevant, add an URL linking to the result.

Select project activities that contributed directly to this result.

Innovation result details

Name
Provide a short title for your result

0 / 80

Description
Provide a description of the result you achieved

0 / 400

Innovation type
Add what type of innovation this is

Please select
▼

URL
Add a URL to show this result

0 / 200

Related activity
Attach any activities that directly lead to this result

Please select
▼

Updating the report

- Introduction to this chapter
- Overview
- Inputs
- Activities (including Metrics)
- Results
- Learnings
- Logbook



Updating the report– Introduction

Foundgood project reporting takes place in two phases:

- 1 Creating the report framework: Initial set up of the initiative and its elements at the start of the project (and as the project progresses and new collaborators, activities etc. may be introduced).
- 2 Updating the report: Writing project reports by: 1) providing updates to the project's various elements so that the relevant information is included in the report to NNF and 2) reflecting on overall learnings from the reporting period.

This chapter provides guidance to the second step.

Your project reporting is used for internal learning in the Foundation, wider reporting to society, internal learning in projects, and for the Foundation to follow up on projects.

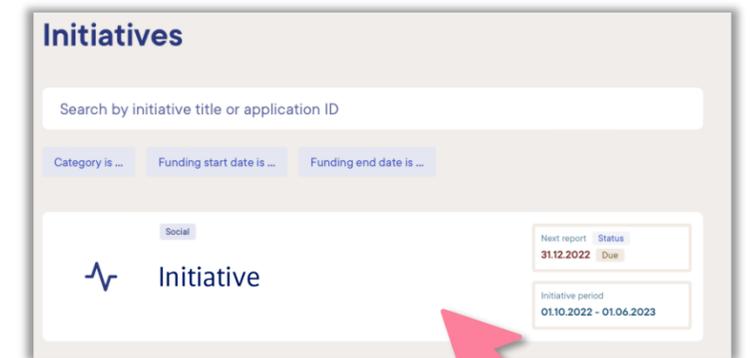
Completing your project report is easier if project information has been filled out beforehand and periodically updated throughout the year.

Previously entered project information such as activities, inputs, and results is automatically carried over and included in your report due. In the project report, you will **“provide updates”** on the relevant information from the reporting period usually the latest year. Here you can inform us of any relevant developments during the year, such as a project activity, an employee that has stopped or started, whether the grant has been extended, etc. Certain activities and results may not be relevant for the reporting period; they do not need to be updated.

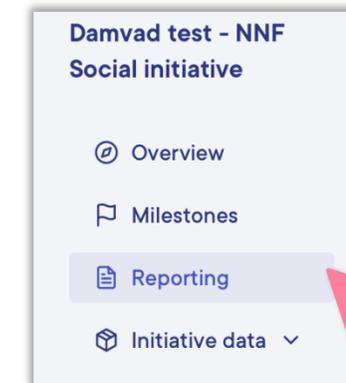
Most of the project update work will be done via the **“provide update”** function in previously created sections; however, you can create new activities, add employees, evaluations, and results as needed. Any sections that are updated will be included in the report. Information/sections that are not updated do not get included in the report.

Finding your report due:

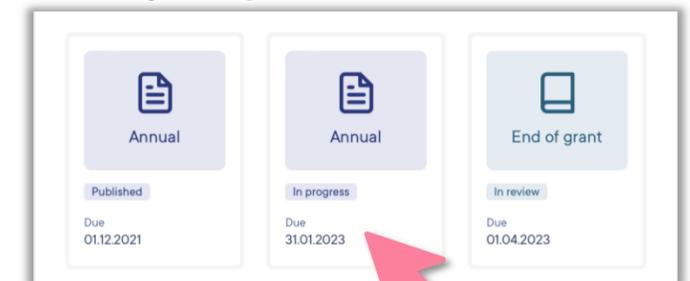
When logging on to Foundgood, click your initiative



Click the "Reporting" section in the menu bar on the left



Click on the report due, and you will be redirected to your report. Remember to press "submit" when you have finished your report.



Overview

Most of the information provided in the report overview should not need to be updated yearly. Certain information, such as the initiative name and category, are unchangeable.

Updating the report *only* refers to the report period already on the overview page.

For more information about adding goals, please see [page 8](#) of this guide.

It may be the case that the project has received an extension, and therefore the initiative end date for the project has changed.

If you do not see the new date reflected in the Foundgood overview, please contact the Novo Nordisk Foundation to update this information: registration@novonordiskfonden.dk

Initiative summary
Provide a brief description to give people an easy overview.

Enter here 0 / 400

Initiative start date / Initiative end date
From To

Initiative location
Select the countries the initiative is taking place in.

Sustainable Development Goals
Which of the United Nation's Sustainable Development Goals does the initiative work towards? Select all that apply.

If your project has any overall updates to its goals, you can update them here by either adding goals or editing current goals.

Goals

List the goals that describe the change the initiative is working towards. Highlight the goals to feature in this report and share why they have been highlighted.

Goal

Inputs

Provide an update for the project inputs, including funding, collaborators, and employees relevant for the report period. Remember to edit any information regarding project employees (create new employees, update the end date for employees that have stopped, etc.)

NNF is interested in the following information regarding your inputs:



Prioritize telling us about:

- New or changed project funding
- Anecdotes about collaboration activities
- Project employees who have been added to the team during the reporting period
- Updated status of previously reported collaborations or partnerships, e.g., if any are no longer active or if there are new collaborators

For more information about adding funders, collaborators, and employees, please see [page 9](#) of this guide.

Funding

Detail any financial support the initiative has received. Highlight the funding to feature in this report and share why it has been highlighted.

Add funding

Grant Lead funding

Project Grant - Novo Nordisk Foundation
DKK 1,000



Provide update

Employees supported by funding

List the people working on the initiative and the agreements that are in place to account for their time. Highlight the team members to feature in this report and share why they have been highlighted.

Add employee

Project Manager
Ulla Nielsen



Provide update

Project Support
Erik Jensen



Provide update

Collaboration partners

List the partnering organisations who are helping with the initiative and describe the nature of their partnership. Highlight the collaborations to feature in this report and share why they have been highlighted.

Add collaborator

Additional collaborator
DTU



Provide update

Dissemination & Evaluation Activities

Provide an update for the dissemination and evaluation activities for the report period.

NNF is interested in the following information regarding your activities:



Prioritize telling us about:

- Summary of the activities
- Short anecdotal accounts
- Best practices or other learnings
- Project staff involved



Do not tell us about:

- Activities that did not take place during the reporting period or are otherwise not relevant to the reporting period
- Do not delete activities that were not relevant to the project period; they will simply be left out of the report if they are not updated

- If you need to add a **dissemination activity**, please refer to [page 14](#) of this guide.
- If you need to add a **evaluation activity**, please refer to [page 16](#) of this guide.
- If you need to add an **additional activity**, please refer to [page 18](#) of this guide.

Dissemination

List and describe any activities that share the work from the initiative among the peers of the initiative team. Highlight the activities you wish to feature in this report and share any learnings.

[Add activity](#)

Dissemination

Municipality Recommendations

🗑️ ✎️ ⌵

[Provide update](#)

Provide your updates on this activity

Learnings for this report period

Enter here

0 / 750

[Cancel](#) [Save](#)

Evaluation activities

Add a new evaluation activity or select those you want to provide an update on during this reporting period.

[Add activity](#)

Evaluation activity

Evaluation

🗑️ ✎️ ⌵

[Provide update](#)

Provide your updates on this activity

Learnings for this report period

Enter here

0 / 750

[Cancel](#) [Save](#)

Engagement and Outreach, Teaching, & Additional Activities

Provide an update for the engagement and teaching activities for the report period, including an update for the total metrics reached to-date in the project.

NNF is interested in the following information regarding your activities:



Prioritize telling us about:

- Summary of the activities
- Short anecdotal accounts
- Best practices or other learnings
- Project staff involved



Do not tell us about:

- Activities that did not take place during the reporting period or are otherwise not relevant to the reporting period; an update does not need to be provided in this instance
- Do not delete activities that were not relevant to the project period; they will simply be left out of the report if they are not updated

NNF is interested in the following metric information:

- An update of the reached metric (e.g. number of individuals affected by the activity) **during the report period** and not for the entire initiative period.

Please be sure to provide a metric even if the activity for some reason did not take place (for example, with a “0” if there have been no workshops, or with the same number from the previous report if in the past year no additional workshops took place). Activities that are not updated do not end up as part of the report.

- If you need to add an **Engagement and Outreach** activity, please refer to [page 15](#) of this guide
- If you need to add a **Teaching** activity, please refer to [page 17](#) of this guide
- If you need to add an **Additional Activity**, please refer to [page 18](#) of this guide.

Influence on Policy & Innovation Results

Highlight and reflect on any results that are relevant for the reporting period.

NNF is interested in the following information regarding your results:



Prioritize telling us about:

- Updated information associated with a result; for example, if the result has been shared further, has been involved in collaborations, has led to further activity, etc.

For more information about adding results, please see [page 20](#) of this guide.

The screenshot displays a web interface for updating a report. It features two main columns: 'Influence on policy' and 'Innovation'. Each column has a title, a descriptive instruction, an 'Add result' button, and a list of results. The 'Influence on policy' section shows a result titled 'Municipality Best Practices Document' with a 'Provide update' button highlighted by a red arrow. The 'Innovation' section shows a result titled 'Computer Game - STEM for Kids' with a 'Provide update' button also highlighted by a red arrow. Below these sections are two 'Reflect on your result' panels, each with a text area for 'Learnings for this report period' and a '0 / 750' character count. The bottom right of the interface has 'Cancel' and 'Save' buttons.

Learnings

Highlight and reflect on major activities, challenges, and learnings from the specific report period.

NNF is interested in the following information regarding your results:



Prioritize telling us about:

- The three most important learnings across your project and its activities in the past year.
- Any major challenges your project faced.
- An overview of key activities.



Do not tell us about:

- Quantitative information, such as figures, numbers, etc. These should be provided in the metrics of relevant activities in the Activities section.

Let us know the status of the initiative according to your project plan.

Provide a summary of the major activities that took place over the past year.

Describe the primary challenges and the primary learnings from the report period, in short, concise bullets or sentences.

Report summary

Summarise the activities conducted and the challenges and learnings during this report period.

Status of the initiative overall

On time

Summary of activities

Describe the changes that have taken place over the reporting period and any comments you have on how the activities went

Enter here

0 / 750

Challenges and learnings

Describe the challenges there have been over the reporting period and any comments you have on them

Enter here

0 / 750

Milestones

NNF does not currently use this feature in its reporting, so creating a milestone plan is entirely up to you and your initiative if you would like to use this feature for your own internal project management. More information will be provided if milestones become relevant for NNF's reporting.

A milestone plan is an optional feature that provides grantees with an overview of the initiative and the major milestones reached during each phase of the project. Relevant activities can be assigned to each milestone, and grantees are able to assign indicators to easily monitor progress against each milestone.

The screenshot displays a user interface for managing milestones. At the top, a blue bar indicates the current status is 'In progress'. The main section is titled 'Completion of Workshops' and includes a description: 'The first phase in our project ends when we have completed all workshops in the Copenhagen region.' Below this, the 'End date' is set to '31.12.2022', and a blue 'Provide update' button is visible, with a red arrow pointing to it. Under the 'Indicators' section, a large '0' is shown next to the text 'So far', with 'Workshops' listed below and a 'Target for this indicator: 15'. A button at the bottom of this section says 'Show related activities (1)'. A modal window titled 'Update Milestone KPI's' is open, showing a summary of the milestone and its end date, and a section for the 'Leading indicator' 'Workshops' with a value of '0' and a 'No change' status. Below the main interface, a separate box shows an 'Engagement' activity titled 'Teacher Workshops' with a 'Hide activities (1)' button.

Logbook

The logbook provides an opportunity to add additional material/media to activities such as evaluations, workshops, and more that is relevant for the reporting period. This can be images, graphs, videos, reports, etc. Files uploaded to the logbook and attached to activities are seen by NNF in their review of your project report. Please note in the appropriate sections of your report what information can be found in the logbook (for example: an evaluation).

NNF is interested in the following information::



Prioritize including:

- Relevant files of presentations, teaching material, evaluations, links to webpages mentioned in the report
- Photos taken during activities that can be shared, for example during teaching activities or fieldwork



Do not include:

- Confidential material or media that you have not received permission to share

Material provided in the Logbook will not be published or shared with any third parties.

Add log entry

Tell us more about your update

Evaluation report from our external evaluation.

47 / 240

Attach image Attach video Attach document

Initiative activity

Evaluation

Cancel Save

Add log entry

Tell us more about your update

Images and syllabus from our teaching activity.

47 / 240

Attach image Attach video Attach document

Initiative activity

Teaching in the Science Lab

Cancel Save

Frequently asked questions

The following FAQ is divided into sections corresponding with the sections in the Foundgood platform:

- Overview
- Inputs
- Activities
- Metrics
- Results
- Learnings
- General



Frequently asked questions: Overview

“Is it ok to change the project goals without first having agreed with NNF?”

Yes. But keep in mind that activities are connected to goals, so try not to edit existing ones. You can always add or delete goals if new are needed.

“Is it possible to add additional subgoals anywhere in the report?”

Subgoals such as tangible target metrics can be added in metrics under the relevant activities.

“What are funders’ themes?”

These are themes that NNF assigns to the projects – the themes are connected to the overall vision and mission of the NNF strategi and how NNF strives to achieve its mission.

Frequently asked questions: Inputs

“What information should be written in the box “provide update” on each funding?”

An update should only be made the first time that you report that you have received new funding. Make a short comment about the funding in your first report. If you receive additional funding from another funder in the following year, then this should be reported and an update can be given on this new funding.

“If you've co-funded yourself, i.e. you have a foundation that has put money into the project, should it be included in the reporting?”

If you as a grantee finance parts of the project, you should be mentioned as co-funder, but only if financing is done at the same time as the NNF grant. If this happens after the NNF grant has started, it should be reported as additional funding.

“What type of collaborators should be included in this section; how comprehensive should this list be?”

Any collaborations or partnerships which are formally connected to your grant from NNF, i.e., formalized through a mutual agreement or contractual basis should be included in the list.

“Can one have multiple roles in the project?”

Yes; add the multiple roles as separate employee type entries in the Employee section, even if it is the same individual.

“If your collaborators do not appear in the list of options, how do you add them?”

If you need to add collaborators, contact support@foundgood.org and request that the collaborator be added to the list.

“What type of employees should be included in this section?”

Those who have received payment from grant resources (even if it is only one time) should be included in the list. NNF collects data regarding how many employees are partially or fully funded by grants, and thus, this information is very important to NNF

Volunteers should be registered as a metric.

Frequently asked questions: Activities

“Is it important that activities are set under different headings, or can I group them under ‘Additional’?”

NNF does not necessarily see activities that fall under Additional Activities, so it is very important that you try to group them under the specific categories and only resort to adding activities to the Additional Activities when you cannot find an appropriate category.

“What if an activity falls under more than one heading, where do I put it?”

If an activity falls under more than one heading, place it under the most relevant heading.

“Is NNF tagging required?”

Yes, this data helps us. When possible, please add as many relevant tags to activities as you can.

“When to update an activity?”

You should only provide an update on an activity if something occurred in the report period, otherwise you do not need to update your activities.

“Should I delete activities?”

No. You are not supposed to delete activities; instead, you should add a new activity. If an activity is no longer taking place, you can just leave it and choose not to update it in future reports.

“What should/can one write in the region text box?”

You are welcome to write one of the 5 regions in Denmark: Capital Region of Denmark, Region Zealand, Region of Southern Denmark, Central Denmark Region, or Region of Northern Denmark to provide details on where the activity takes place.

Frequently asked questions: (Teaching and Evaluation) Activities

“We have a research project. How is this to be understood in relation to teaching?”

Teaching activities where a teacher draws on project research in teaching count as a teaching activity. In addition, research on teaching where new methods in teaching are included as part of the research also falls under this category.

“Should I add evaluation as an activity if it is planned, or only after we have received the evaluation report/it is completed?”

You should add it as an activity even if it is planned in the future. You can provide an update that it will happen in the future and can further provide an update on it during the year that it has taken place. Additionally, you can add the evaluation file in your Logbook and make a note of it in the project.

“Who does the question “How involved in the class were you” refer to?”

The “you” in this question refers to those from the project team who were involved in the teaching. It is thus not a question only to the person in charge of updating the report in Foundgood.

“What counts as an evaluation? And do evaluations have to be put in several times?”

NNF is only interested in comprehensive evaluations of the entire initiative. These should be added as one evaluation activity where updates can be provided each year (e.g., if the initiative is evaluated every year). Individual elements, such as evaluations of a summer camp or workshop, or a test of material on students should not be included.

“Does teaching involve internal training/teaching of project members?”

Yes, internal teaching of project members can be included in this section.

“How do I add a file to Evaluation?”

Evaluation files can be uploaded in the initiative’s Logbook. Please make sure to make a note in the evaluation update referring to this file, for example: “See Logbook for document/evaluation report”.

Frequently asked questions: Metrics

“What if my target audience is between two categories?”

You must choose from the pre-defined target groups. If you have multiple audiences, please create multiple metrics. It is possible to provide additional information in the open text field, including what exact age the audiences are.

“What number should I report on my metrics - numbers for the entire project, or the relevant year?”

All the updates you make in your annual report should only refer to the past year, and not the entire project period. This includes metrics as well. Do not worry if Foundgood does automatically not sum up your metric numbers between reports – when reviewing your initiative, NNF can see what numbers you report each year.

“Is it important to set up a target for the metric?”

Targets are good to have, not the least for the grantees themselves to track progress on a metric. If a qualified target can be set, it is desirable. However, failure to meet a target will not result in any consequences in relation to the grant from NNF.

“Should I also provide information about project activities that have not been planned at the start?”

Yes, you should still enter activities and set metrics for project activities even though these were not planned at the start. You can set metrics without setting a target to report on any activities that took place in the reporting year.

Frequently asked questions: Results, Learnings and general questions

“What if none of the categories in the results section fit my initiative?”

Do not worry if you have nothing to report under the results section. NNF also considers activities including metrics as results.

“Can you add images, graphs, videos, and additional material in Foundgood?”

Yes, in the Logbook. Please remember to write a comment in the corresponding section that additional material can be found in the Logbook.

“Should I update results if I think they may happen in the future?”

No. You should only report on results that have happened while your project is running.

“Is Logbook material included in the report?”

It should be highlighted in the report that there is uploaded material to the logbook that NNF should take into account in the assessment of the report.

“What information should I provide in learnings?”

In this section you are able to provide qualitative information about the current year. Provide a short summary with relevant results and learning. Consider the three most important learnings across your activities and project for the report year, any major challenges, and an overview of key activities.