

Novo Nordisk Foundation | November 2023


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

novo nordisk  
**fonden**

# 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 information you report is reviewed by the NNF team, and combined with data from other grant holders to show how NNF's funding is making a difference in 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](mailto:registration@novonordiskfonden.dk) if you need help or have any doubts regarding your reporting.

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 Click on the title or page number to go straight to the page

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# How to report in Foundgood

The following pages are divided into sections corresponding with the sections you will go through when reporting on the Foundgood platform:

- » Getting started
- » Overview
- » Inputs
- » Activities & metrics
- » Results
- » Learnings



# Getting started

To get started with reporting, log in on [Foundgood](https://foundgood.org) using the login credentials sent to you by [support@foundgood.org](mailto:support@foundgood.org). Should you have any problems accessing the system, please contact [support@foundgood.org](mailto:support@foundgood.org).

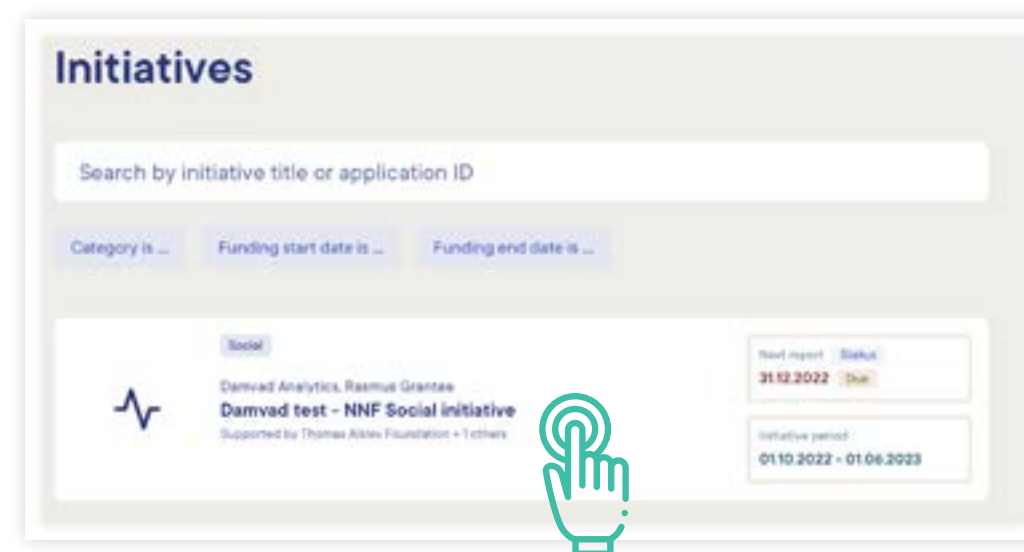
When logged in, click on your initiative, select the reporting tab in the left navigation pane and click the upcoming report due. This will take you to a page with details about the report.

It is recommended to use the guided reporting function, as this will guide you through each section of the report, making sure you don't miss anything. Click the Go to reporting-button in the upper right corner to use this functionality.

When you have followed the steps as showed to the right, proceed to the next page of this guide.

## Navigate to your report due

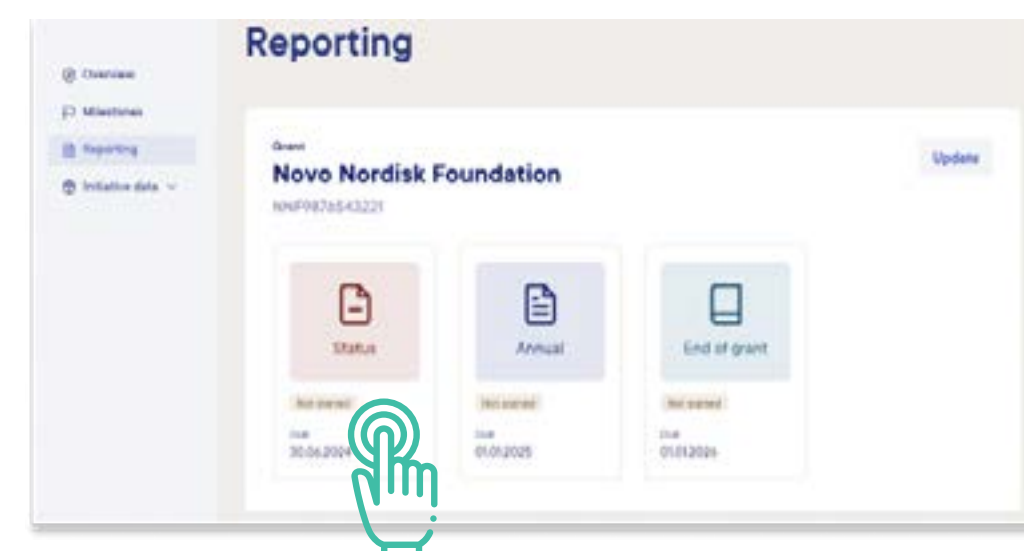
1 When logged on to Foundgood, click your initiative.



2 Click the reporting tab in the left navigation pane.



3 Click the report due.



## Start reporting

4 In the upper right corner of the screen click the Go to reporting-button.



# Overview

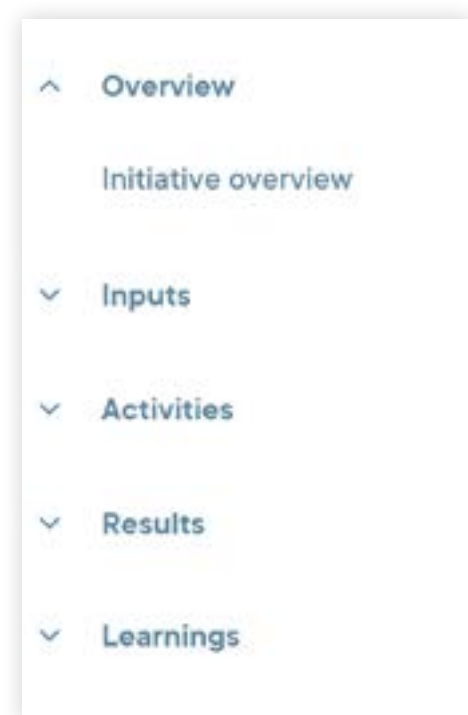
When you have started guided reporting, the first three pages describes what initiative you are reporting on and the categories you will be reporting on:

- » Overview
- » Inputs
- » Activities
- » Results
- » Learnings

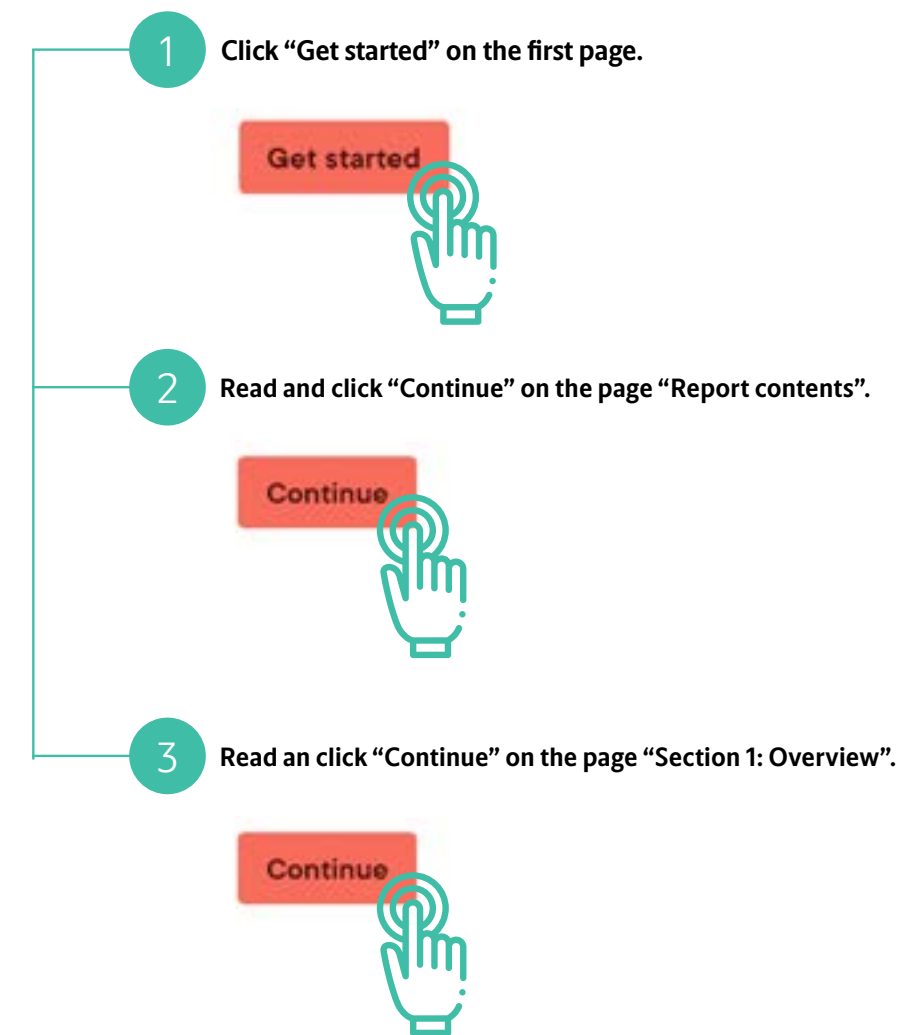
Click “Get started”, followed by “Continue” and “Continue” to get quickly started with Overview. This section includes all the basic administrative information about the initiative.

Please fill in all information and click “Continue” as showed to the far right.

**TIP: You can quickly navigate between the sections within the report in the left navigation pane:**



## Read and continue on the first three pages



## Fill in the information within the overview section

4 Fill in the initiative information and click “Continue”.

**Initiative overview**

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

- Initiative name**  
UAT Education & Outreach 24 / 80
- Funding area (Required)**  
The funding area is the focus for the work of the initiative and set by your funder  
Education
- Initiative summary**  
Provide a brief description to give people an easy overview.  
Enter here 0 / 400
- Initiative start/end dates**  
2023-02-02 2025-07-07
- Initiative location**  
Select the country/countries where the initiative takes place.  
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
- Hero image**  
Attach an image to illustrate your initiative well  
Upload image

Buttons: Exit, Back, Continue

*Callout boxes (from left to right):*

- This field is pre-filled by NNF. If the initiative name has changed, please contact NNF at [registration@novonordiskfonden.dk](mailto: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](mailto: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'.
- Upload an image that illustrate your initiative. Example: Logo, team picture etc.

# Inputs

Inputs are what your initiative needs for the activities to take place.

In this section you will report on three types of inputs:

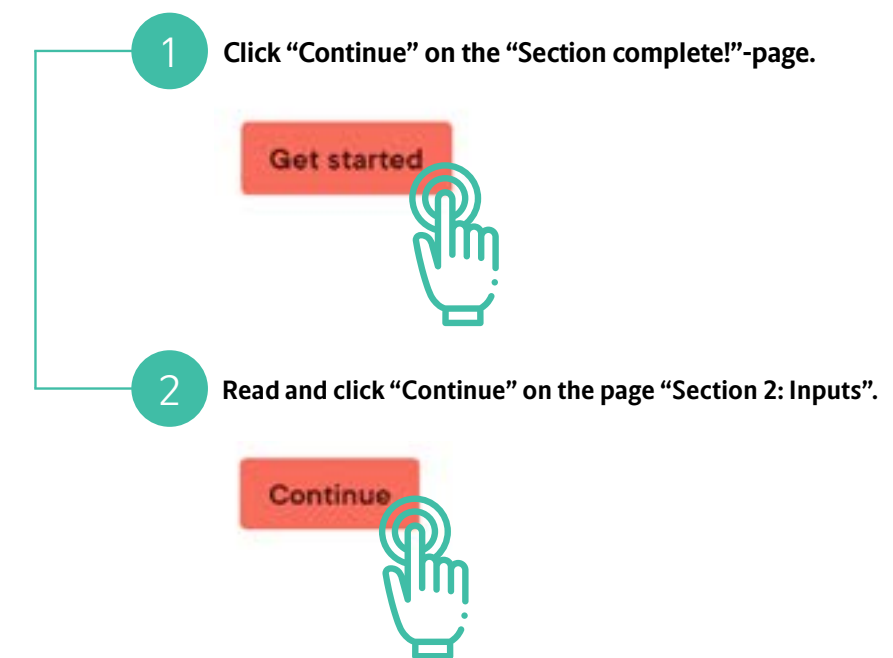
- » Funding
- » Collaborators
- » Employees supported by funding

**Make sure that you have the following information at hand:**

- » 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. Start reporting on funding by reading and continuing on the next two pages as described to the right.

## Read and continue on the next two pages



INPUTS

# Funding

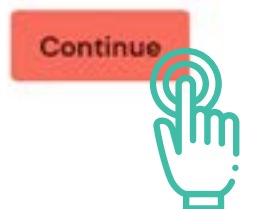
If any funding is missing or you have received additional funding for your project after the initiation of your initiative then, press the “Add funding” and fill out the information as shown on the right.



If you have comments or learnings within the reporting period, regarding a specific funding source, you have the possibility of adding a report update by clicking the the respective funding source’s “Add report update” button:



If you are done with the above *or* if everything is correct without any reporting needed, click “Continue”:



### Funding details

**Responsible funder** (Required)  
The funder who is responsible for this funding

Please select ▼

---

**Other funders**  
Other funders who are part of this funding

No options available

---

**Funding type** (Required)  
Choose which type of funding you have received.

Please select ▼

---

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

Enter here 0 / 80

---

**Funding application ID** (Required)  
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.

Enter here 0 / 15

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.

**Amount**  
Type the funding amount. If the funding is shared between multiple initiatives, specify the amount your initiative has received.  
If this is shared funding, detail the specific amount that this initiative has received.

0

---

**Currency**  
Choose the currency of the funding.

Please select ▼

---

**Funding start/end dates** (Required)  
Choose the funding period.

yyyy-mm-dd    yyyy-mm-dd

---

**Main recipients** (Required)  
Choose the lead applicants/ recipients of the funding.  
The lead applicants and recipients of the funding

Please select ▼

---

**Additional recipients**  
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](mailto:support@foundgood.org)  
Add other organisations that have been part of the application for the funding that aren't the main applicant

No options available

**Cancel**    **Save**

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.

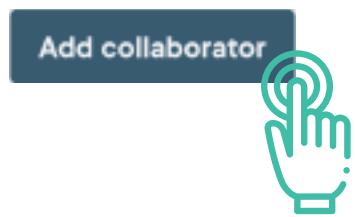
If any additional organisations besides the main recipients were part of the application for funding and were not the main applicant, list them here. If you need to add additional ones, please write to [support@foundgood.org](mailto:support@foundgood.org)



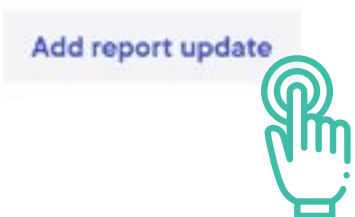
INPUTS

# 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.



If you have comments or learnings within the reporting period, regarding a specific collaborator, you have the possibility of adding a report update by clicking the the respective collaborator’s “Add report update” button:



If you are done with the above *or* if everything is correct without any reporting needed, click “Continue”:



**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

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](mailto: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** (Required)  
 If your collaboration partner is not in this list, please contact [support@foundgood.org](mailto:support@foundgood.org)

Please select ▼

**Input type**  
 What is this collaborator providing you with

Please select ▼

**Description**

Enter here 0 / 400

**Collaboration period**  
 The period of the collaboration

yyyy-mm-dd 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 important that this section is filled out and kept updated.

Add employee



If you have any updates regarding employees who are supported by the project funds, you have the possibility of adding a report update. E.g. a reserach assistant left the team and a new on joined.

Add report update



If you are done with the above *or* if everything is correct without any reporting needed, click “Continue”:

Continue



**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

**Providing names, positions and gender is fully compliant with current GDPR regulations. For more information, please read section 2.2 in the Novo Nordisk Foundation [privacy policy](#).**

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.

### Employee funded details

**Full name**  
Provide the full name

 0 / 80

**Gender**  
Identify gender if possible

Please select Other gender

**Job title (Required)**  
Provide the specific job title for the employee in this initiative

 0 / 80

**Duration**  
Provide the start and end dates of the employees work on the initiative

yyyy-mm-dd yyyy-mm-dd

**Role type (Required)**  
Select the type of role the employee has on this initiative

Please select v

**ORCID**  
The unique ID for researchers

 0 / 20

**Education**  
Select the education level of the employee

Please select v

**Details of education**  
Provide details of the field or subjects covered in the education

 0 / 80

Cancel Save

# Activities & Metrics

Activities are everything that is being done as part of the initiative, whether it is being built, taught, researched, or shared.

Reports is configured differently based on the type of initiative. E.g. a humanitarian initiative will not report on the exact same activity types as a research infrastructure initiative.

In this guide, one activity type that all initiatives has in common, is covered:

- » **Engagement and Outreach:** List and describe any activities that actively engage or reach the wider community (non peers) in order to involve, activate and motivate them around the change the initiative is trying to create.

If you are to report on another activity type, you can still follow the guides as the reporting procedure are the same.

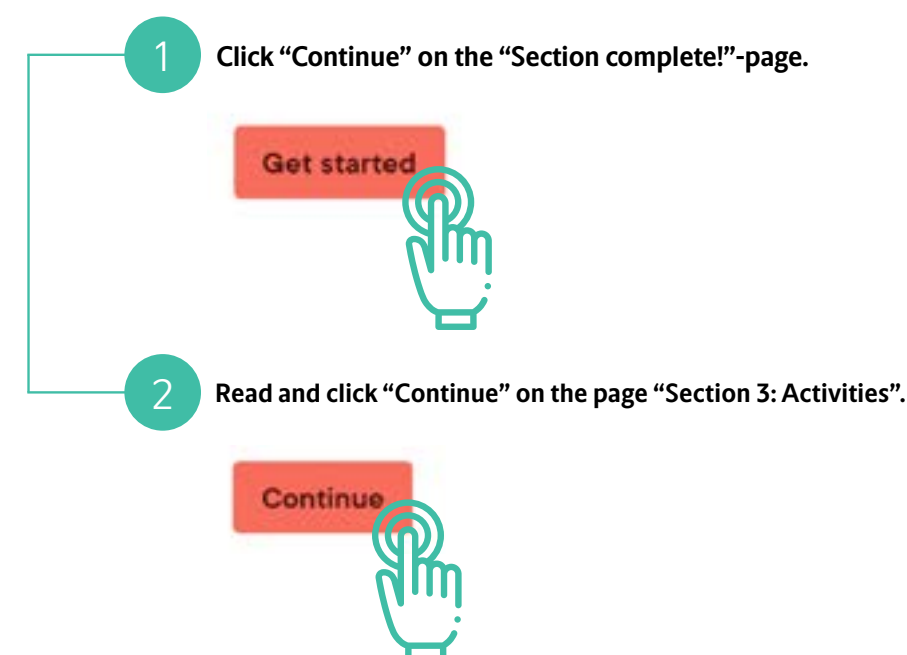
## Metrics

For each activity created, a metric needs to be specified. For the engagement and outreach activities, the metric is people-centered. E.g., a metric could count and describe a number of students. For other activity types, the metric can be defined by the user.

For metrics, you have the option to define a target for e.g., your primary audience, and report on progress throughout the project. This is recommended, but not mandatory.

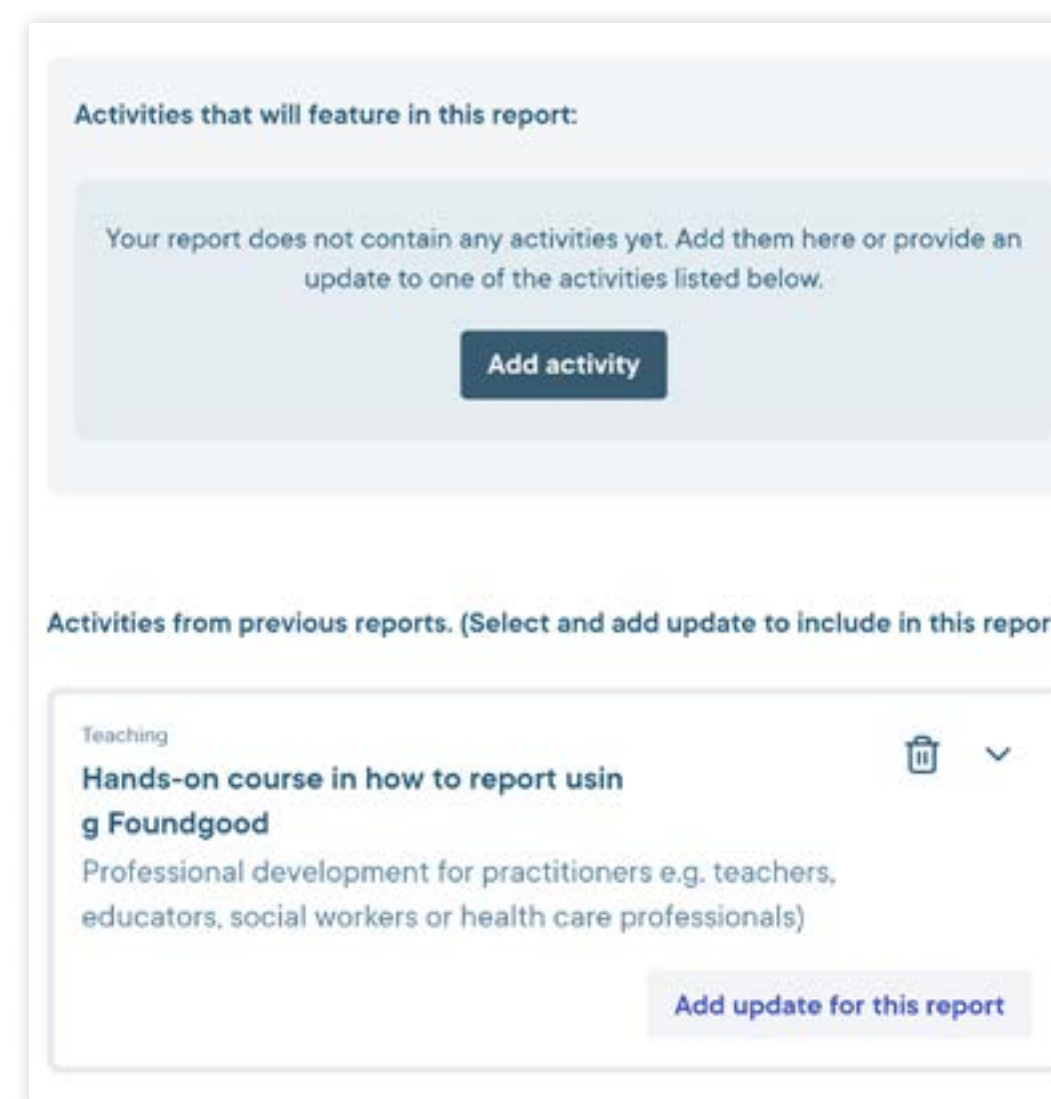
If there is a series of activities with the same theme (E.g., if you host the same workshop multiple times) you should report this as one overarching activity, add a metric to count the number of participants and update this number every reporting period.

## Read and continue on the next two pages



## Note!

The activities page is split in two. The top part lists activities that will feature in the report. The lower part lists activities from previous reports. Only updated activities, or activities added during the current reporting, will be included in the current report and appear in the top list. Previous reported activities with no updates will not be included in the current report and appear in the bottom list.



If this is your first report on the initiative, you need to create activities. During the creation you will be able to do your first reporting on the activities. Continue to the [next page](#) in this guide to see an example on how to add an engagement and outreach activity. When the activity has been added, it is included in your report.

If it is not your first report on the initiative, select previously reported activities to update them. **Only updated activities will be included in the report.** Jump to [page 13](#) to see an example on how to update an engagement and outreach activity. In case you have new activities to add, continue to [next page](#).

ACTIVITIES

# Add activity

Follow the guide on this page if:

1. It is your first time reporting on the initiative or
2. If you need to add new activities in addition to activities added in the past.

This guide takes a starting point in the activity type “Engagement and outreach”. If you are to report on another activity type, you can still follow the guide, as the reporting procedure are the same.

**NNF understands Engagement and outreach activities as:**

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.

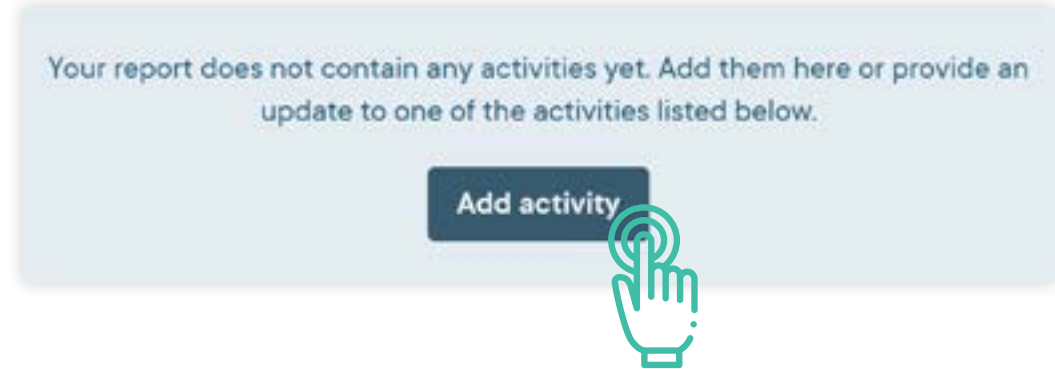
**What to add:**

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

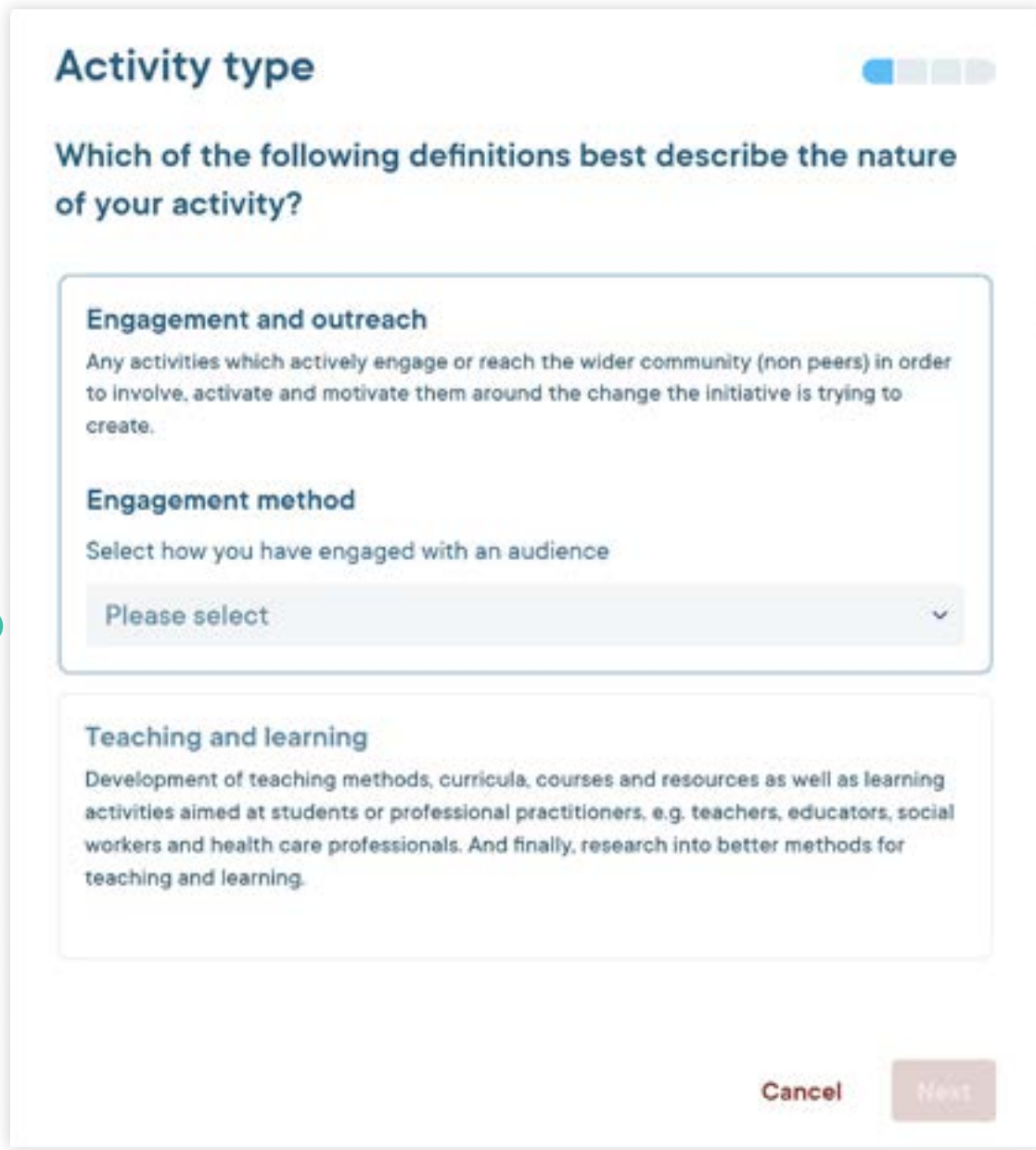
**What not to add:**

- » Activities with a one-way communication, e.g., a journal publication, conference paper or a thesis. These are reported as results. See [page 15](#) for guidance on how to add publications as results.

**1** Get started by clicking “Add activity”:



**2** Select “Engagement and outreach”, specify the engagement method from the drop-down menu and click “Next”.

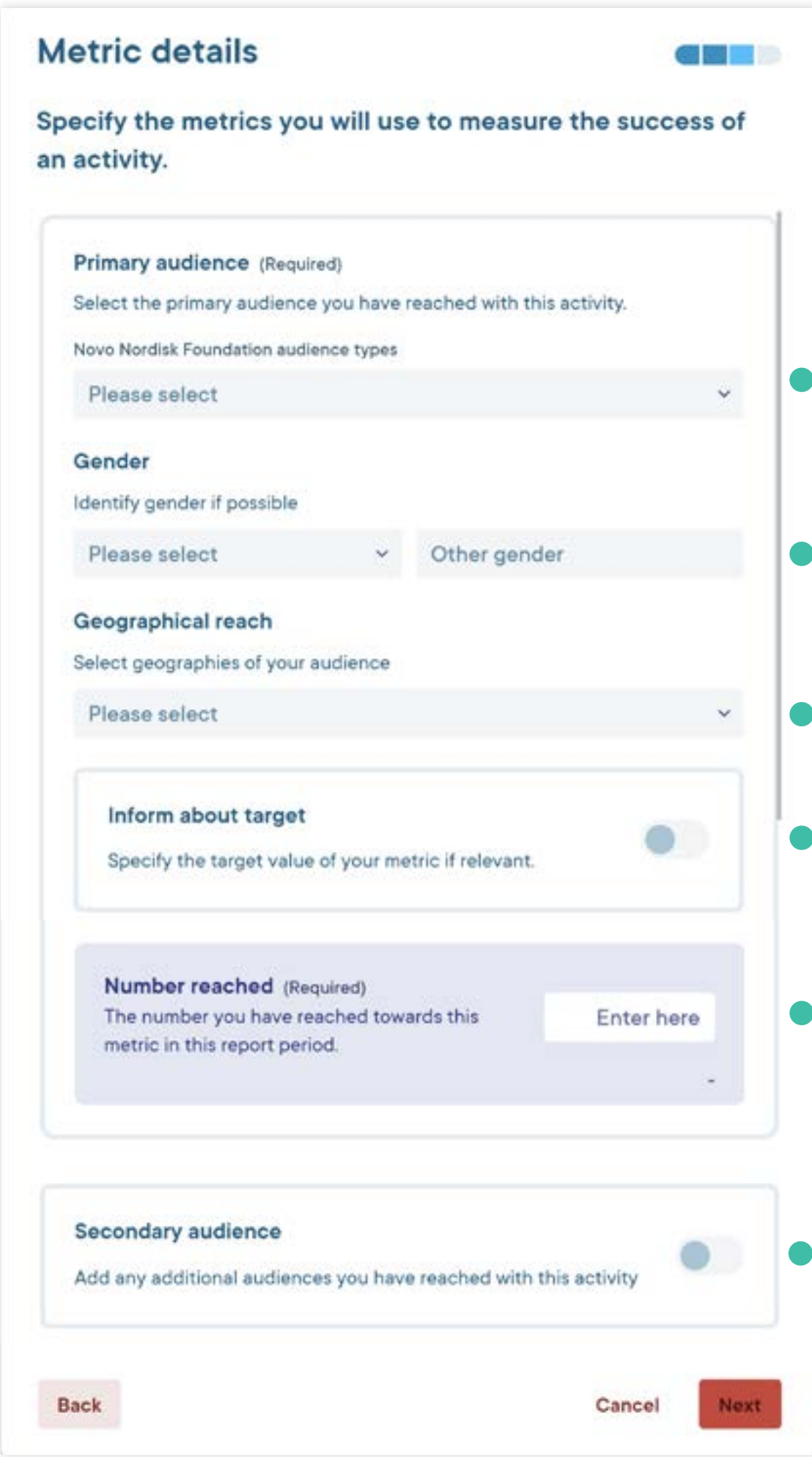


**Choose between:**

- » Out-of-school activity e.g. science club or camp
- » Exhibition e.g. museum, science centre, aquaria, planetarium or zoo
- » Performance e.g. theatre, music or dance
- » Event e.g., public engagement, campaign, community service, Talk, Debate, Symposia, Summit or Festival.
- » Co-creation e.g. living lab, informal training, network or roundtable.
- » Social media e.g. Facebook, Youtube, Instagram, LinkedIn or X.
- » Media e.g. TV, radio, documentary, podcast, feature, press release or website
- » Printed material e.g. graphic novel, comics, magazine, pamphlet, flyer or news articles.

**3** Add title and activity description. Click “Next”.

**4** Set up a metric (measurable indicator) for your activity and click “Next”.



**Choose a primary audience for your activity from the provided list.**

**Provide information about the gender composition.**

**Select the geographical reach of your activity. E.g. Regional.**

**Toggle to set a target for this metric. E.g. 100 students.**

**Provide the number you have reached toward this metric in this report period.**

**Toggle to specify a secondary audience. The same fields as above will be generated for you to fill.**

**5** At last, provide learnings or comments on the activity and click “save”.

ACTIVITIES

# Update activity

Follow the guide on this page if you have news about an activity added in a previous report.

This guide takes a starting point in the activity type “engagement and outreach”. If you are to report on another activity type, you will still be able to follow the guide, as the reporting procedure is the same.

If you don't see any activities, please go to the [previous page](#) in this guide for a description of how to add an activity, to your report.

When updating a activity you will be able to edit it's title, description and primary audience of its metric. To change the activity type, you should delete the existing activity and create a new.

**Note that only updated activities or activities created during the current reporting will be included in the report. Previous reported activities with no updates will not be included.**

1 Get started by clicking “Add update for this report”:

Add update for this report



2 Confirm the details of the activity are up to date. If not, click edit to update the activity title or description. Click “Next”.

Confirm the details of this activity are up to date.

Activity type  
Engagement Edit

Engagement method  
Social media e.g. Facebook, YouTube, Instagram, LinkedIn or X (twitter)

Title  
Social media campaign

Set up a campaign on Instagram targeting young users (16–24 years), promoting the initiatives work.

Cancel Next

Click “Edit” to edit the activity title or description.

3 Provide an update on the number reached. If you want to edit the primary audience, you can click “Edit”. Click “Next”.

Provide an update to the metrics for this activity

Primary audience  
Youth (outside school hours) Edit ▼

Target 5,000

Number reached (Required)  
The number you have reached towards this metric in this report period. Enter here

Back Cancel Next

Click the down-arrow to view details. Click “Edit” to edit primary audience.

Provide an update on the number reached. E.g. 3600.

4 At last, provide your reflections on this activity. Click “Save”. Now the activity is updated and included in the report.

Your reflections

Provide learnings or reflections on this activity that you want to share with your funder in this report

Activity type  
Engagement

Engagement method  
Social media e.g. Facebook, YouTube, Instagram, LinkedIn or X (twitter)

Title  
Social media campaign

Set up a campaign on Instagram targeting young users (16–24 years), promoting the initiatives work.

Metric details

Primary audience

Target groups:  
**Youth (outside school hours)** 3,600 / 5,000  
Reached in this report period

Other information:  
- Mixed gender  
- Country geographic reach

Your reflections

Learnings from or comments to this report period (Required)

Enter here

0 / 750

Back Cancel Save

Provide your reflections here.

# Results

In this section you should add any relevant results created by the project. Tracking results over the course of the initiative helps to identify which activities create change or have an effect in an industry, department, group or other areas of 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 initiative, you do not need to be concerned. NNF is aware that these categories are not relevant for all projects.

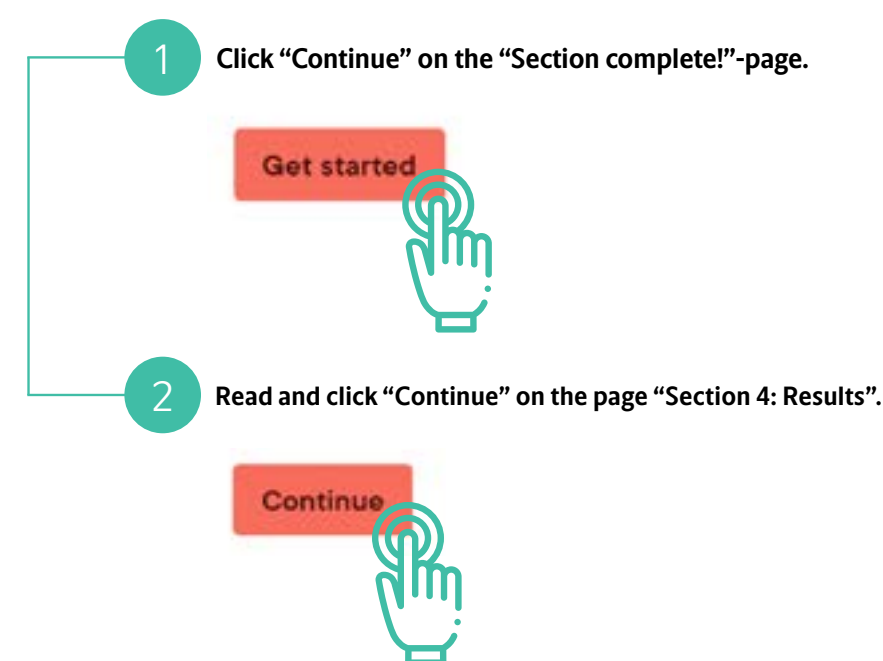
The configuration of the result section is defined by the type of initiative. E.g., a humanitarian initiative will not report on the same type of results as a research infrastructure initiative.

In this guide, the result type that almost all initiatives can report on, is covered:

- » **Publications - Dissemination of results**  
Books, conference (proceeding, paper, poster), consultancy report, journal articles or review articles, manuals and guidelines, policy reports or briefing, technical reports and technical standards, theses (Master or PhD) or working papers.

If you are to report on another result type, you can still follow the guide as the reporting procedure are the same.

## Read and continue on the next two pages



## Note!

The results page is split in two. The top part lists results that will feature in the report. The lower part lists results from previous reports. Only updated results, or results added during the current reporting, will be included in the current report and appear in the top list. Previous reported results with no updates will not be included in the current report and appear in the bottom list. If you have no results to report in the given reporting period, simply press "Continue".

If this is your first report on the initiative, you need to add results (if you have any to report). Continue to the [next page](#) in this guide to see an example on how to add a result. When the result has been added, it is included in the current report.

If you have previously reported results and you have any news about them, you need to update them. **Only updated results will be included in the current report.** Jump to [page 16](#) to see an example on how to update a result.

In case you have new results to add, continue to [next page](#).

RESULTS

# Add result

Follow the guide on this page if you would like to add a result that originates from the project.

This guide takes a starting point in the result type “Publications - dissemination of results”. If you are to report on another result type, you can still follow the guide, as the reporting procedure are the same.

**What to add:**

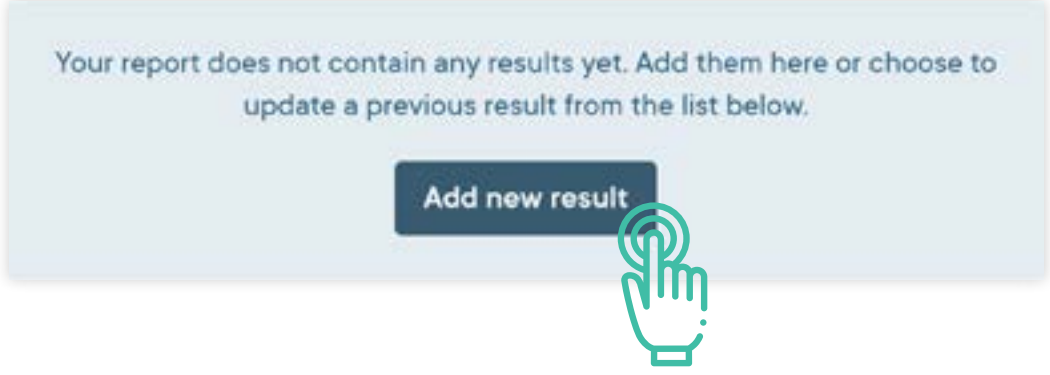
- » Books, conference (proceeding, paper, poster), consultancy report, journal articles or review articles, manuals and guidelines, policy reports or briefing, technical reports and technical standards, theses (Master or PhD) or working papers.

**What not to add:**

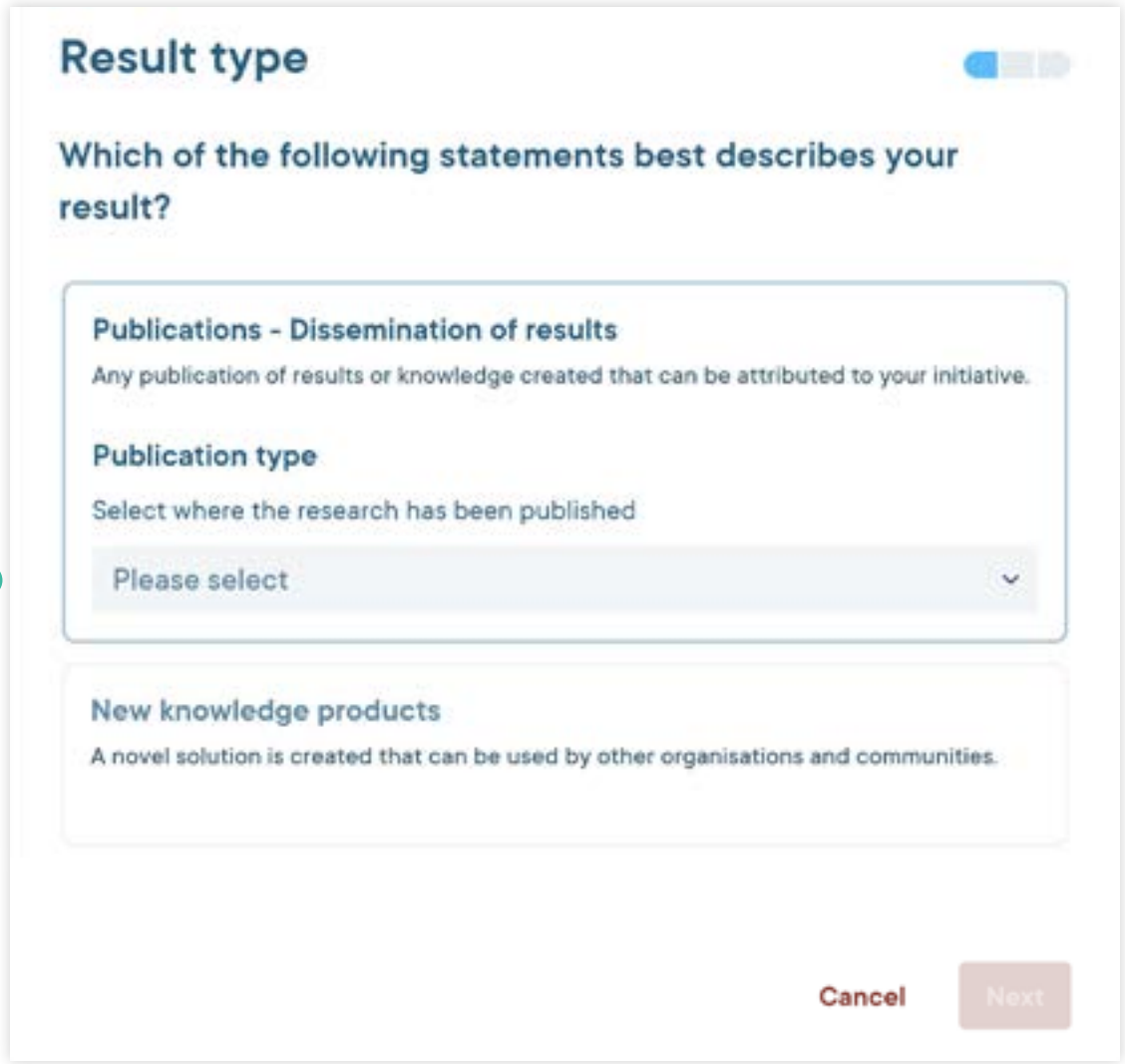
- Engagement and outreach activities. These should be added as *activities*, not *results*.
- » Social media posts/campaigns (e.g., Facebook, YouTube, Instagram, LinkedIn or X)
- » Media (e.g., TV, Radio, Documentary, Podcast, Feature, Press release or Website)
- » Printed material (e.g., Graphic novel, Comics, Magazine, Pamphlet, Flyer or News articles)

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

**1** Get started by clicking “Add new result”:



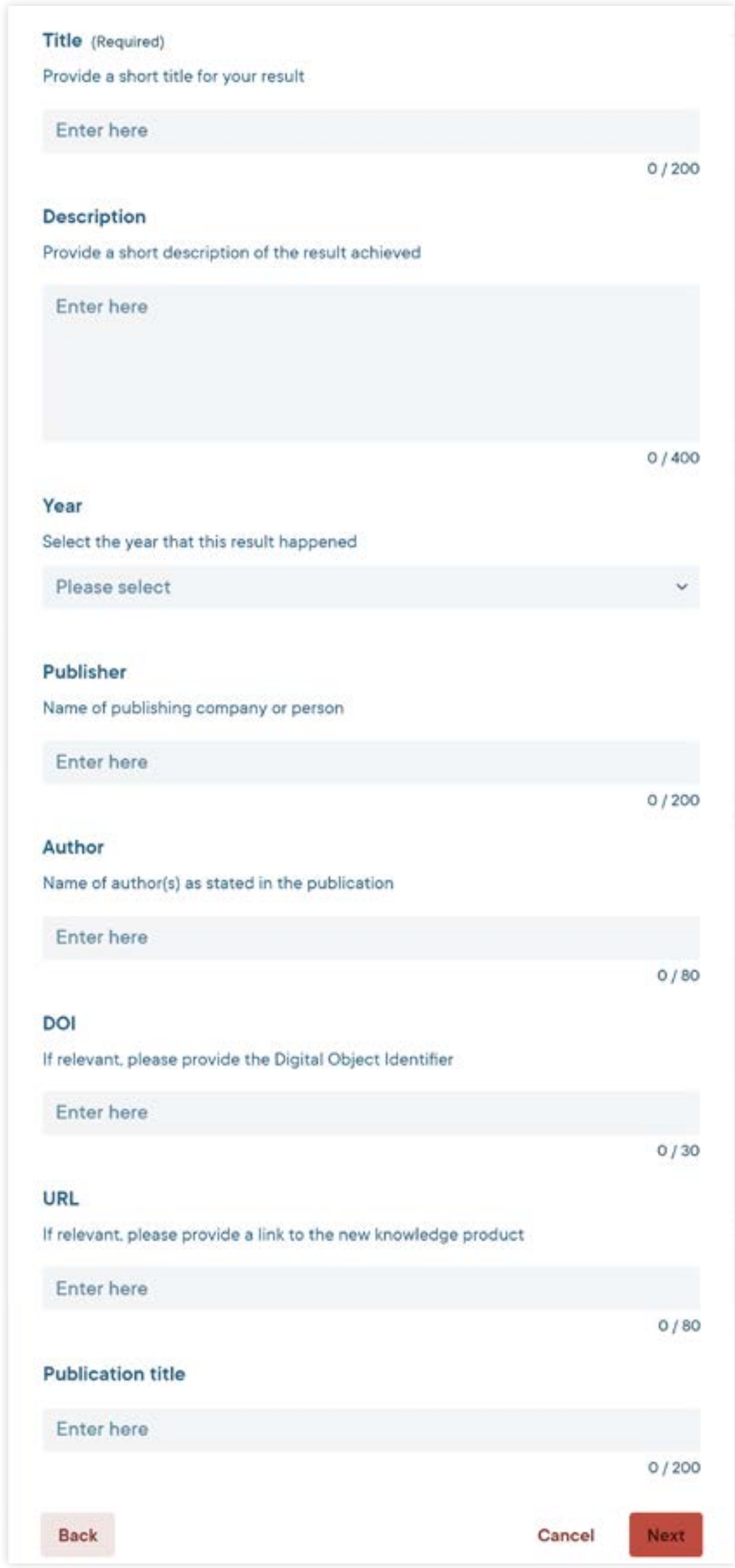
**2** Select “Publications - Dissemination of results”, specify the publication type from the drop-down menu and click “Next”.



**Choose between:**

- » Books
- » Conference (proceeding, paper, poster)
- » Consultancy report
- » Journal articles or review articles
- » Manuals and guidelines
- » Policy reports or briefings
- » Technical reports and technical standards
- » Theses (Master or PhD)
- » Working papers.

**3** Provide details about your result. In this example, a publication. Click “Next”.



**4** At last, provide learnings or comments on the result and click “save”.

**Go to content**

- Provide a title for your result. E.g. “Journal article on enzymatic treatment of infectious diseases”
- Provide a short description of the result.
- Select the year that the result happened.
- Name the Publisher (company or name).
- Provide names of the authors as stated in the publication. Providing names is fully compliant with current GDPR regulations. For more information, please read section 2.2 in the Novo Nordisk Foundation [privacy policy](#).
- If relevant, please provide DOI of the publication.
- if relevant, provide a link to the publication.
- Please provide the publication title.

RESULTS

# Update result

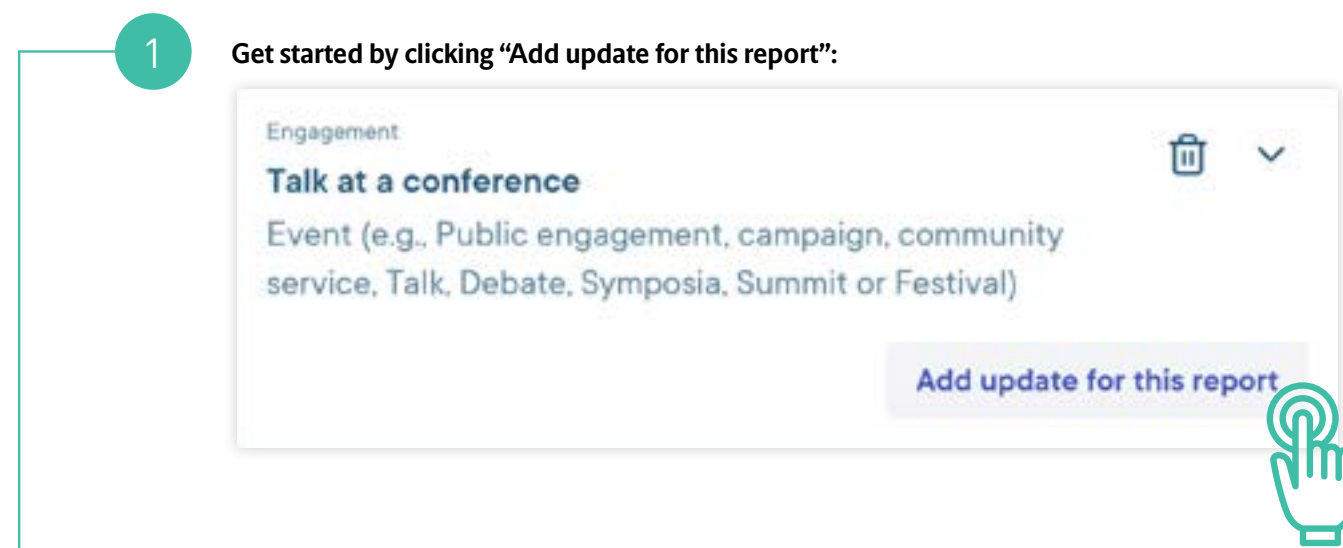
Follow the guide on this page if you have news about a result added in a previous report.

This guide takes a starting point in the result type “Publications - Dissemination of results” If you are to report on another result type, you will still be able to follow the guide, as the reporting procedure is the same.

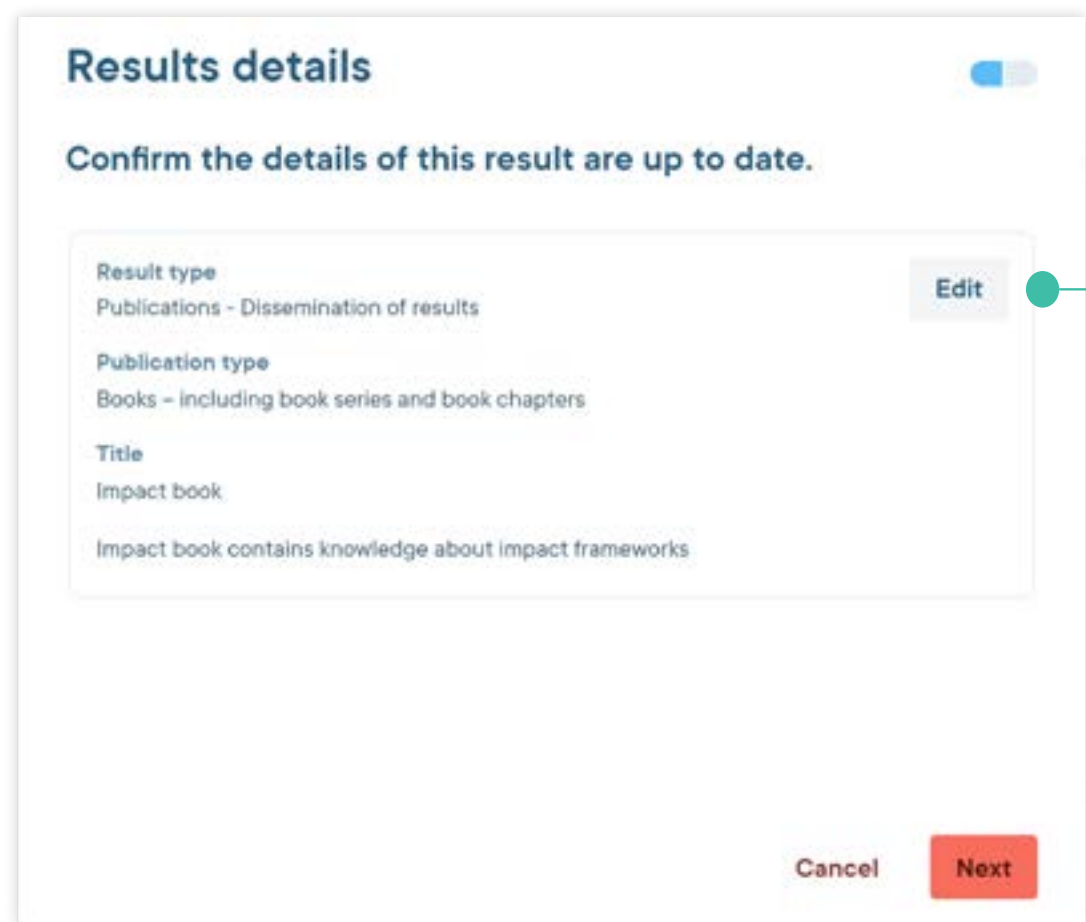
If you don't see any results, please go to the [previous page](#) in this guide for a description of how to add a result to your report.

When updating a result you will be able to edit its title, description and primary audience of its metric.

**Note that only updated activities or activities created during the current reporting will be included in the report. Previous reported activities with no updates will not be included.**

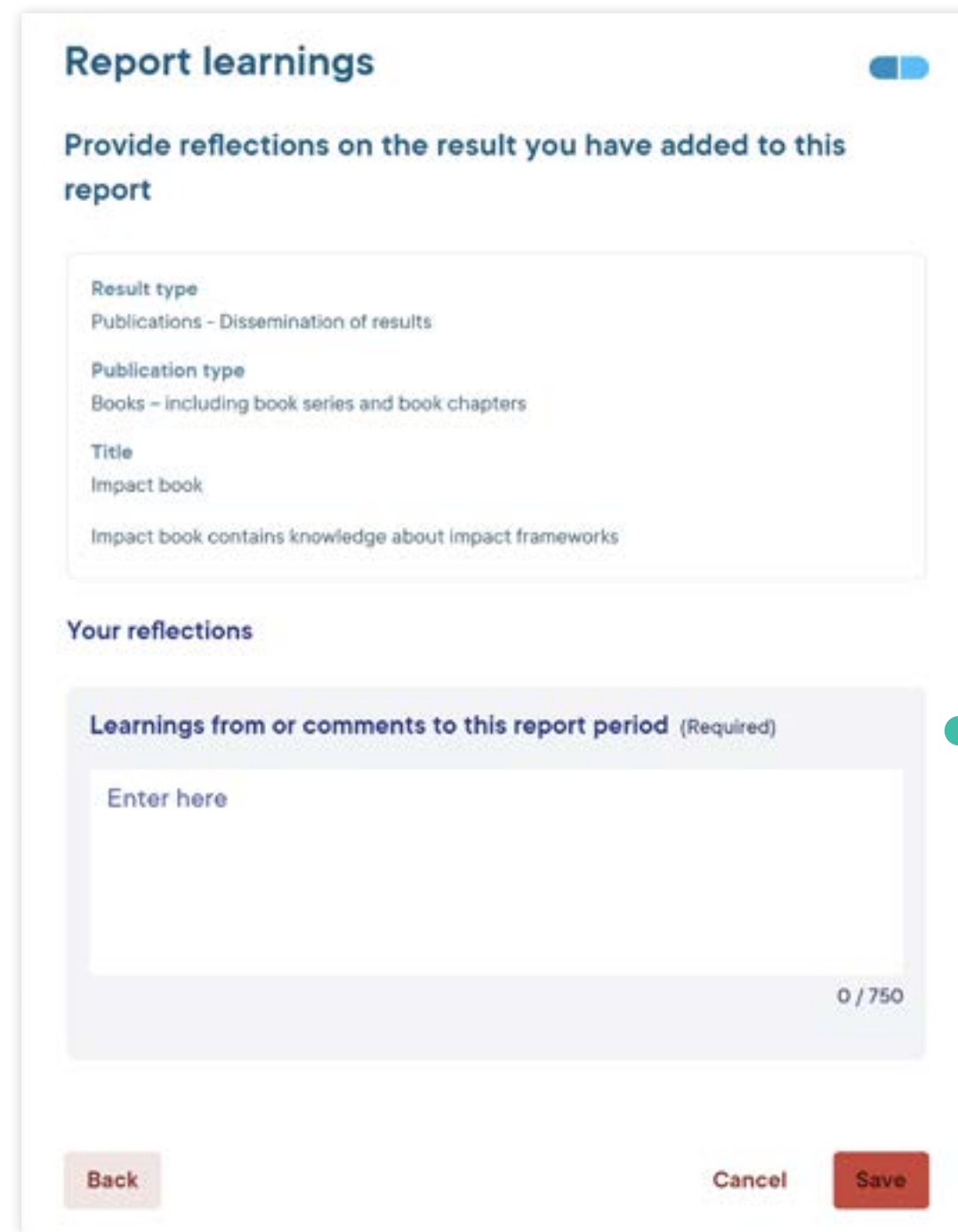


2 Confirm the details of the result are up to date. If not, click “Edit”, to update the result. Click “Next”.



Click “Edit” to edit the result. You will be able to edit all result information.

3 At last, provide your reflections on this result. Click “Save”. Now the result is updated and included in the report.



Provide your reflections here.



# Learnings

The learnings sections might consist of one or three sections depending on if you do annual or end of grant reporting:

- » Report summary (annual *and* end of grant reporting)
- » Evaluations (end of grant reporting). See [next page](#).
- » End of funding reflections (end of grant reporting) See [next page](#).

On this page, we look at the report summary step; highlight and reflect on major activities, challenges, and learnings from the specific report period. Please follow the guide to the right.

## NNF is interested in the following information regarding your results:

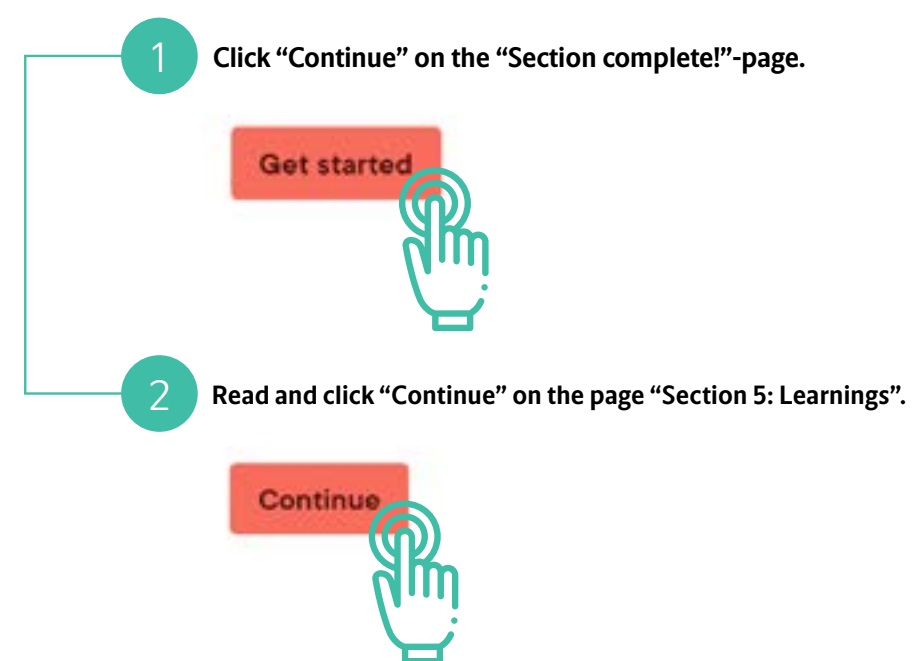
### Prioritize telling us about:

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

### 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.

## Read and continue on the next two pages



- 3 Provide your reflections on everything that you have reported. Depending on if you do annual reporting or end of grant reporting, Click either "Save & exit" to finish reporting or "Continue" to proceed to next section.

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

**Status of the initiative overall**  
Let us know the status of the initiative according to your project plan.  
On time

**Summary of activities**  
Provide a summary of the major activities that took place over the past year.  
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 primary challenges and the primary learnings from the report period, in short, concise bullets or sentences.  
Describe the challenges there have been over the reporting period and any comments you have on them.  
Enter here  
0 / 750

Exit Save & exit

LEARNINGS

# Evaluations & end of funding reflections

If you do end of grant reporting, you have the opportunity to tell NNF about the evaluation of your initiative and provide some final key reflections.

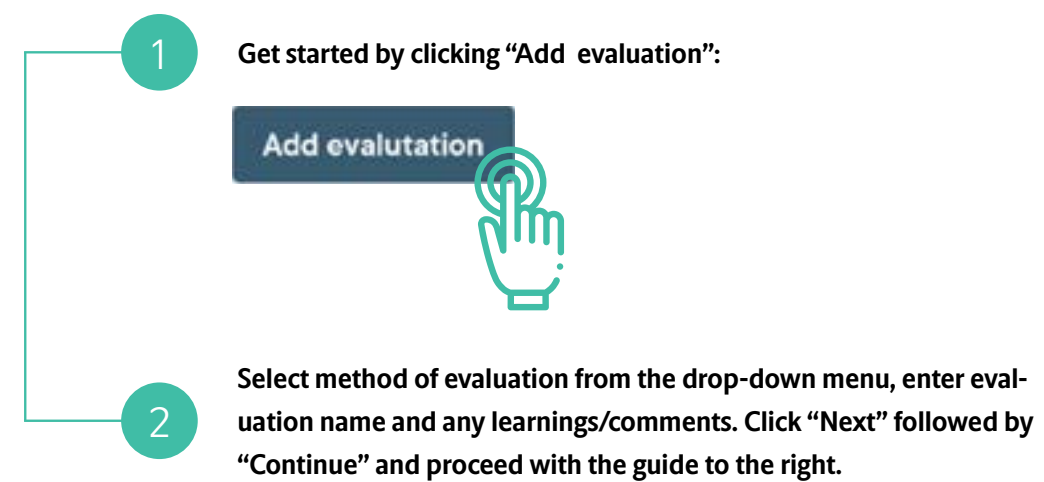
If you do annual reporting, you will not see these two steps in Foundgood.

- » Only mention evaluations of the overall initiative, not evaluations of specific activities (e.g. the conduction of a workshop).
- » You are always welcome to upload the evaluation reports in full to the logbook of the initiative for future reference. See [page 21](#).

Please follow the guide to the right.

## Evaluations

This page is relevant if your initiative has been evaluated. Please describe the approach and who is responsible for the evaluation.



Let us know the method of evaluation. Choose between: External evaluators, external reserachers and internal project managers.

Name the evaluation.

Let us know any learnings or comments regarding the evaluation.

### Evaluations

**Method of evaluation**

Please select v

---

**Evaluation name**

Enter here 0 / 200

---

**Learnings from or comments to this report period**

Enter here 0 / 400

Cancel Save

## End of funding reflections

**3** As the very last thing, please provide som final thoughts on the initiative's purpose, progress towards funder strategic themes and some of the key results your initiative has achieved. Click "Continue" to finish.

Provide final comments regarding the initiative purpose.

Describe how the initiative has worked towards NNF strategic themes.

Highligt the key results of your initiative.

### Any comments at the end of the grant period?

Please let us know your learnings

**Initiative purpose**

Enter here 0 / 750

---

**Progress towards funder strategic themes**

Enter here 0 / 750

---

**Important results**

Enter here 0 / 750

Exit Back Continue

## Other features

Foundgood has other features that is not needed for reporting, but might be beneficial for your own internal project management or if you would like to provide us with more information, such as files. The next two pages describes how to use these features.

- » Milestones
- » Logbook



# 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.

**In progress**

---

**Completion of Workshops**  
The first phase in our project ends when we have completed all workshops in the Copenhagen region.

End date  
**31.12.2022**

**Provide update**

Indicators

**0** So far  
**Workshops**  
Target for this indicator: 15

**Show related activities (1)**

**Update Milestone KPI's**

In progress End date  
**Completion of Workshops** 31.12.2022

Leading indicator  
**Workshops**  
Target for this indicator: 15

**0**  
No change

**Engagement**  
**Teacher Workshops**

**Hide activities (1)**

# 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

Images and syllabus from our teaching activity.

47 / 240

Attach image
Attach video
Attach document

Initiative activity

Teaching in the Science Lab

Cancel Save

### 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

# Frequently asked questions

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

- » Overview
- » Inputs
- » Activities
- » Metrics
- » Results, Learnings and general questions



# Overview

## “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 strategy and how NNF strives to achieve its mission.

## “What are funder categories?”

These are categories that NNF assigns to the projects – the categories describe the purpose of the initiative and connects the initiative to the overall strategy.

# Inputs

## **“What information should be written when I provide an report update on 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.

## **“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.

## **“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](mailto:support@foundgood.org) and request that the collaborator be added to the list.



# 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 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.

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

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

## **“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 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 period.

## **“What should/can one select in the geographical reach drop-down menu?”**

You are welcome to select one of the six regional categories: regional, national, multinational, continental, intercontinental, worldwide.

# Metrics

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

NNF has pre-defined audience types. If your audience somehow falls between the categories, consider identifying which audience is respectively the primary and secondary. Follow the guide on [page 15](#) to see how to add an both a primary and secondary audience.

## “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.

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

Numbers for the entire initiative period.

# 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 add an evaluation if it is planned, or only after it is completed?”

In you do end of grant reporting, you have the possibility to add evaluations within the learnings section. Evaluations only includes comprehensive evaluations of the entire initiative, not evaluations of activities within the initiative. View [page 18](#) for a guide. You should add the evaluation both if it is planned or completed. You can provide an update on it when it has taken place. Additionally, you can add the evaluation file in your Log-

## “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.

## “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”.