



Guide to application form for financial funding for “Research project regarding side effects of ECT-treatment”

The application must contain the following forms:

1. Application form for project funding
2. Project description
3. Budget for the entire project period
4. Budget for each year

All forms must be completed electronically in a file from the Danish Health Authority's website (www.sst.dk). The completed forms must be signed and sent by e-mail to the Danish Health Authority at kasj@sst.dk. Form 2, the project description, must be completed in English. Application deadline: March 27th, 2019 at 12.00 pm.

Comments on form 1: Application form for project funding

1. Enter the title of the project.
2. Any legal entity (cf. guidelines from Innovation Fund Denmark regarding larger projects) in Denmark, which has a role in the project, can apply or participate as a partner. If a key person of the project is no longer affiliated with the recipient of the grant, the Danish Health Authority reserves the right to regulate the continuation of the funding according to the conditions set for the grant.
3. Other partners in the project: Please specify all partners.
4. Duration of the project: Start of the project will be in September 2019. The end date of the project will be in September 2022, with subsequent accounting etc. No funds are granted for expenses outside the project period, i.e. project start must take place no later than 2 months after having received the grant letter, and end of the project must take place 3 years after project start.
5. State the full amount of funding applied for (excl. any other funds, cf. paragraphs 6 and 7). The use of the Danish Health Authority's budget form is a mandatory requirement (see below), and these must be enclosed with the application.
6. If the project has applied for or received funding from other sources, e.g. funds or authorities, this must be stated here.
7. Any co-/self-financing should be stated here. Please also state the amount of self-financing.
8. If yes to question 6 or 7, state the total budget of the project here.
9. A short abstract of the research project is written here.



Comments on form 2: Project description

- 1. Aim and novelty value:** A clear description of the aim of the project and the relevance for the overall purpose of the call. In addition, a description of the novelty value/originality in relation to the existing research field with a description of the most important challenges the research project is contributing to solving.
- 2. Method:** A detailed description of method, type of study, data sources, and planned analysis with a critical assessment of the strengths and weaknesses of the material and methods used. There should be well founded considerations of recruitment of patients and the size of the population. Emphasis will be placed on state-of-the-art (SoA) of research and innovation respectively, as well as the quality of the question(s) the project is investigating, and the solution and method(s) in the project.
- 3. Regulatory and ethical requirements:** Applicants must explain the ethical aspects of the project, as well as permits from relevant authorities to insure the project can be implemented, including an expected timetable for these.
- 4. Patient perspective:** Focus on patient involvement with a description of how the patient perspective is expected to be included in the project.
- 5. Expected results, communication and implementation:** A description of the overall success criteria of the research project and how the project will help generate new knowledge. In addition, a description of how the results will be communicated and used in practice.
- 6. Selected key references:** A list of selected references relevant to the project.
- 7. Qualifications of the project group:** Description of the qualifications of the applicant(s) including a short CV (maximum one page per person), description of relevant research work, as well as motivation for applying.
- 8. Organisation:** Description of the organisation of the project, partner, and a detailed timetable and project plan including all significant milestones and deliveries.



Comments on form 3: Budget for the entire project period

1. Enter the title of the project.
2. It must be stated who is responsible for the accounts, as well as which managing institution the accounting is affiliated with.
3. Describe the expenses for the project manager, his/her job description, and the related salary-/fee expenses. In addition, the number of working hours and the applicable rate should be stated. The amount applied for to cover salary expenses must include pension and holiday pay. It is assumed that the employer covers salary expenses during sickness or sickness benefits, just as the project will not receive compensated income loss in connection with leave (e.g. maternity/paternity leave). Higher fees, including additional allowance due to overtime, is only exceptionally accepted. Salary and fee expenses cannot be adjusted after the grant of project funding has been made.
4. The same assumptions as in paragraph 3 but for any project employees.
5. In relation to education, courses, theme meetings, seminars etc. the number of expected courses etc. as well as expected number of participants should be stated. If there is a fee for presenter, this must be calculated on the basis of applicable rates determined by union agreement. In case of expenses of educational material, the type of material and expected cost for each type must be specified in the budget. Compensation for fees exceeding the rates determined by union agreement is only exceptionally granted.
6. The total amount of the expected activities, in addition to those mentioned in paragraph 5, is stated here.
7. Funding used for quality assurance, documentation and evaluation must be specified.
8. Funding used for administration, including meeting activities and transport must be stated here. The type of transportation must be specified. The budget must be specified for each type of transportation. If the application includes travel expenses, public transportation should be used wherever possible and most economically. If a private vehicle is being used, kilometer based compensation occurs in accordance with the rules for employees use of privately owned vehicles. The state's lowest rate is used. Coverage for travelling abroad can only be obtained with exception.
9. Audit of accounts by the end of the project: It is intended that the audit is used for the final revision of the project. It is required the accounts is being revised by a state-authorized accountant. The annual status of the project is being audited by the internal financial controller.
10. Other expected expenses may be stated here including a specification of what the expected usage of the expenses. The allocated funds can generally not be used for physical improvements.
11. State any other sources of financing, including private financing or partial financing.



Comments on form 4: Budget for each year

The amount applied for **each year** is stated for all items as well as possible co-/ self-financing.

Grant letter and funding payments

Before granting the funding, the Danish Health Authority must issue a grant letter. The project can only be initiated from the date on which the grant letter from the Danish Health Authority is dated. The Danish Health Authority does not compensate expenses incurred before the date of the grant letter.

Accounting, status reports and final report

Requirements for financial audit including revision and endorsement by a state-authorized public accountant is stated in the grant letter and the related accounting instructions.