

LINF Grant Application Form

Applicant information	
Name	
Degree	
Current position (CV to be attached/added)	
Current affiliation/department	
LINF Faculty member	Yes <input type="checkbox"/> No <input type="checkbox"/>
LINF Board member or "related party"	Yes <input type="checkbox"/> No <input type="checkbox"/>
Project information	
Title	
Description (please attach program if scientific meeting)	
Objectives and evaluation criteria	
a) Example of evaluation form to be used	
Milestones and deliverables	
Scope	
b) Include country(ies) in which the project will be implemented – Focus on developing countries and areas with educational needs	
c) Include other party(ies) involved in the project, including a description of their respective role(s)	
d) If scientific meeting include target group and expected number/type of delegates	
e) Please describe number and type of lecturers (local/international)	
Other information relevant to the project	
f) Please include any relevant experience with similar programs	
Financial information (in EUR)	
Total budget, including breakdown of major components	
Description	Total amount in EURO
International expert fees	
Local expert fees	
Expert travel costs	
Expert accommodation and meals	
Participant material	
Participant costs	
Meeting costs – Only modest meeting facilities accepted	
Other costs – Please specify	
Total	
Amount requested for grant Note: maximum grant size is 15,000.- EUR of which a maximum of 30% can be allocated for speaker's fee, travel and administration.	

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Speaker and expert fees must be according to fair market value.										
Information of how the project could be funded, If partial funding is granted by LINF										
Information on any co-sponsorship or other funding supporting the project										
Please describe if delegates are expected to: g) Attend free of charge h) Be offered co-sponsorship of attendance fee i) Pay full attendance fee j) List of attendees must be included when filing evaluation report, highlighting upcoming experts where possible										
Applicant signature										
Date (DD MM YYYY)	Signature									
For LINF use only:										
Grant ID:	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 15%; height: 25px;"></td> <td style="width: 15%; height: 25px;"></td> <td style="width: 15%; height: 25px;"></td> <td style="width: 15%; height: 25px;"></td> <td style="width: 15%; height: 25px;">-</td> <td style="width: 15%; height: 25px;">2</td> <td style="width: 15%; height: 25px;">0</td> <td style="width: 15%; height: 25px;"></td> <td style="width: 15%; height: 25px;"></td> </tr> </table>					-	2	0		
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Guidance for Grant Applicant:

Applicant Information: Please provide information on your identity and background. If you are a LINF Faculty member or LINF Board member, please indicate.

Applicant information	
Name	<i>Name of person and/or entity to applying to receive grant.</i>
Degree	<i>Please indicate education and level.</i>
Current position (CV to be added)	<i>Please indicate current position and provide attached CV.</i>
Current affiliation/department	<i>Please indicate current affiliations / department in University(ies) or Medical Institution(s)</i>
LINF Faculty member	<i>Please indicate if LINF Faculty member.</i>
LINF Board member or “related party”	<i>Please indicate if LINF Board of Trustee, or a related party. “Related party” would be defined as: Employees of H. Lundbeck A/S (including the Lundbeck Institute) or an affiliate of H. Lundbeck A/S, auditors, executive managers, and/or other persons in the foundation who possesses an executive position, including spouses and kids to the before mentioned groups AND/OR an entity where a Board member would have a substantial interest or relation to the third party.</i>

Project Information: Please provide information as described below.

Project information	
Title	
Description (please attach program if scientific meeting)	<i>Please give a short description of the project, if you have more detailed description, this can also be attached to support your application. If the project is a scientific / educational meeting please attach the program.</i>
Objectives and evaluation criteria a) Example of evaluation form to be used	<i>Please explain how you will evaluate the success of the project. If relevant please provide an example evaluation form which you plan to use in order to gather feedback from participants (in case of a scientific/educational meeting). Evaluation reports must be structured and according to instructions. List of attendees must be included when filing evaluation report, highlighting upcoming experts where possible. Evaluation reports will be published on LINF website.</i>

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Milestones and deliverables	<i>Please provide an overview of the timelines relevant to your project and the expected deliverables. If relevant please attach a project plan. Funding will normally be restricted to a maximum of 2 years.</i>
Scope b) Include country(ies) in which the project will be implemented – Focus on developing countries and areas with educational needs c) Include other party(ies) involved in the project, including a description of their respective role(s) d) If scientific meeting include target group e) Please describe number and type of lecturers (local/international)	<i>Please provide more detail on the scope of your project. Please indicate the geographic scope in terms of the countries which would be involved. Please note focus must be on developing countries and areas with educational needs. If other parties have a role in your project please indicate the other parties and what is expected by their participation. If this is a scientific / educational meeting please indicate who the target group is that would attend and benefit from your program. Please provide details on number and type of lecturers, including an indication if these are local or international speakers and if any of these are Faculty members</i>
Other information relevant to the project f) Please include any relevant experience with similar programs	<i>Please indicate relevant experience in terms of executing similar projects or provide any other information here which you believe supports your application.</i>

Financial Information: Please provide information as described below.

Financial information (in EUR)	
Total budget, including breakdown of major components	<i>Please provide a total budget for your project with relevant detail demonstrating how and when the funds are to be used. Maximum grant size is 15,000.- EUR of which a maximum of 30% can be allocated for speaker's fee, travel and administration.</i>
Amount requested for grant	<i>The amount you are requesting to be supported by a LINF grant.</i>
Information on any co-sponsorship or other funding supporting the project	<i>If you have other sources of funding for the project please provide details.</i>
Please describe if delegates are expected to: g) Attend free of charge h) Be offered co-sponsorship of attendance fee i) Pay full attendance fee j) List of attendees must be included when filing evaluation report, highlighting upcoming experts where possible	<i>Please provide details on the suggested cost-structure for the project/meeting, including the proposed sponsoring or self-payment of attendance fee</i>