

Guidelines:

Den Sundhedsvidenskabelige Forskningsfond 2020 Region Sjælland

29. august 2019

Application via the electronic efond application system

You can write the application in Danish or English.

Access to the electronic application system via the following link: <https://www.efond.dk/rsj>

The application is only a draft until you decide to submit. Corrections and updates to an application can be done through the “overview” page by clicking on “edit”.

Remember to save everytime you write something new or change the application, before you leave the relevant step – click on “save changes” which is located at the top and the bottom of each step. You then have to go on to the next step by clicking on “Step X” at the bottom of the page.

You can always monitor which compulsory points under each step you need to complete, partly by the colour of the box (red/green) in the heading, and partly in the left-hand-margin by red colour of items that are not yet completed. **All the mandatory points must be completed before the application can be submitted.**

Several boxes have a maximum number of characters (spaces included). **If this is exceeded the application cannot be submitted** (note: not same number count as in word).

The electronic application form

The application is divided into six steps

- Step 1-4: The application and uploads
- Step 5: Allows you to see the full application and print for PDF
- Step 6: Used to submit the completed application

Step 1 – personal information

This information is used to identify the application and to communicate with you regarding approval or rejection of your application. The information can be reused and later updated if necessary.

Step 2 – Application / project description

If the project has been written as a Word document, it can be transferred to the application form by copy and paste. Pictures and figures can be uploaded at step 4 in the application.

If you need ‘extra’ headlines, you can use the following codes:

Italic: <i> tekst </i>

Bold: tekst 2

Guideline: How to copy text into the electronic application form.

Open the Word document and mark the required text. Press Ctrl+C to copy the text. Hereafter click on the field in the application form in which the text is to be inserted. Press Ctrl+V.

If you cannot copy the text from a Word file to the application form, the file can be saved as in the guidelines below. Then it will be possible to copy the text into the application form.

1. Save the application as text only. Choose the menu File - Save as - and select file type: Normal text (*.txt).
2. Choose text format Windows or MS-DOS and click OK.
3. Close the document. This is important, because the document has lost its formatting and will look different, which is not immediately visible.
4. Open the document - the only text version.
5. Copy the text using Ctrl+C, Ctrl+V, as described above.

Step 3 – Budget

The budget is organised by a number of budget headings (step 3A) which will be gathered in a budget overview. The items will be allocated in project years and it has to be informed whether there has been applied for or obtained funds from other parties for this project (e.g. region, institutions etc...). All amounts should be listed in DKK. *In addition, in “details” or in “detailed budget information”, it is possible to inform about special circumstances concerning a budget item.* If application for funding for the project has been sought from other funds etc., it must be informed in “details”, from where the funding has been sought and when an answer is expected.

Funding is given for remunerating scientific staff (SCS)(VIP) and non-scientific help/assistants (NSS)(TAP) The statement apply to a full-time employee (e.g.: a person who works half-time in a project in one calendar year, is stated as employed for six months). The payroll costs should include pension, central supplement, special holiday pay, holiday pay in connection with resignation, ATP (Arbejdsmarkedets tillægspension) contribution and the expected regulation of wages included. Also, it must be specified, in relation to salary, to whom the application is made for (Name, function and department).

Step 4 – Figures/files

Figures, photos etc. cannot be included in the project description but must be uploaded in step 4.

You should only use figures if it is necessary for the assessment of the application.

Remember to add supplemental figure text to all figures. Figures with supplemental text are not included in the maximum number of characters in the project application.

Following must be uploaded as figures/files:

- Relevant material as e.g. pictures, tables, photos, drawings
- Approvals for PhD projects and PhD students

Step 5 – The full application

All the information is gathered here and the applicant can see the application as a printable PDF file. *Please note that uploaded files not are included in full, but only the first page.*

Step 6 – End application

Here you can see whether the application has been completed correctly. If your application is ready for submission a print of your application / PDF file is recommended and hereafter press the send button.

If your application is successfully submitted, you will receive an e-mail. If you have not received an e-mail, then your application has not been submitted.