Funding possibilities and formal requirements for applications in 2020

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1. Application possibilities and deadlines

The Scientific Committee of the Danish Cancer Society (KBVU) supports scientific basic, clinical and epidemiological cancer research projects within the medical and scientific field and also epidemiological cancer research projects within the psychosocial field.

The committee is greatly interested in receiving qualified applications for funding projects, which bridge the gap between basic and clinical research (translational research).

**Project costs, postdoctoral fellowships and stays abroad exceeding 1 month with salary**

Application deadline: **3 February 2020 15:00**
(1 electronic version and 1 paper copy postmarked the same day)
If the application deadline falls on a Saturday, Sunday or public holiday, the deadline will be the next working day.

Application round/form: KBVU projekt - hoveduddeling (main allocation)

Guidelines: ‘Funding possibilities and formal requirements (KBVU)’ and optionally ‘Vejledning til ansøgning om udlandsophold over 1 måned’ (Guidelines for applications for stays abroad exceeding 1 month)

Notification: Can be expected in May/June. Reasons for rejection will not be provided

Funding start date: Normally, a grant can only be used from 1 January the following year. However, **based on good argumentation**, new applicants such as fellowship applicants can obtain grants starting 1 September the same year as the allocation takes place. The argumentation should be stated in ‘Detailed budget information’ in the application’s step 3.

Please note that

- Please note that applications received after the specified deadlines will not be processed, and grants will not be given retrospectively
- The amount applied for must be minimum DKK 300,000 in total
- Applications which do not include project funding for the coming calendar year but the following will be rejected
- The applicant must have documented relevant research experience (minimum as first author of one article in an international journal with peer review or similar)
- PhD students cannot apply for their salary or project funds in general
- It is a precondition that the research is cancer-relevant and that the applicant accepts the scientific committee’s “Den danske kodeks for integritet i forskning” (The Danish code of the conduct for research integrity). [http://www.cancer.dk/thedanishcodeofconduct](http://www.cancer.dk/thedanishcodeofconduct)
• Applicants who within the last 10 years have received, receive or expect to receive funding from companies/corporations/foundations which to a large extent depend on income from production and sale of obvious cancer carcinogenic substances, particularly tobacco cannot obtain funding from the Danish Cancer Society. See the Danish Cancer Society’s ethical guidelines: [www.cancer.dk/etiske-retningslinjer](http://www.cancer.dk/etiske-retningslinjer)

• Involvement of cancer patients in the creation and development of the project must be endeavoured. Also, the perspective of the patient should be emphasised if it is estimated as relevant. The type and the extent of the user involvement must be evident from the research plan. If the researcher/research group assess that user involvement is not possible or expedient, this must be substantiated explicitly in the research plan.

• the applicant can only submit one KBVU grant application per application round and can usually only be awarded one grant at the same time amounting to a max. of DKK 2 million per year. An applicant who is applying for project funding on behalf of a cooperative group, e.g. DMCG, can also apply for and obtain funding for his/her own project. **It must be clearly stated if funding is applied for on behalf of a cooperative group, and a statement from the group must be attached in the application’s step 4.**

• it is a precondition that the necessary permissions and approvals are obtained before the project is started. It is the grant holder’s responsibility to obtain permissions and approvals from, e.g. the Data Protection Agency, Ethics Committee and Animal Research Authority before the start-up of the project

• any relationships between the applicants and private or own companies do not prevent the applicants from receiving funding – but there must be accounted for these relationships.

Changes of considerable importance to the application can be submitted by e-mail as brief supplemental information in English before 1 April.

**Stays abroad and scholarships**

Application deadline: 15 February, 15 May, 15 August and 15 November at 15:00
(1 electronic version and 1 paper copy postmarked the same day). If the application deadline falls on a Saturday, Sunday or public holiday, the deadline will be the next working day.

Application round/form: KBVU stays abroad less than 1 month
KBVU stays abroad exceeding 1 month without salary
KBVU scholarship

Guidelines: ‘Guidelines for applications for stays abroad < 1 month’
‘Guidelines for applications for stays abroad > 1 month’
‘Guidelines for applications for scholarship’

Notification: Can be expected by the end of March, June, September and December. Reasons for rejection will not be provided.
Funding start date: Travel grants cannot be used to cover expenses incurred before the actual application deadline. Scholarships can be used from the first day of the month after the grant has been allocated.

**Junior Researcher Award**

Deadline for nomination: **13 December 2019 at 15:00 and 11 December 2020 at 15:00**
(1 electronic version and 1 PDF in an e-mail to cja@cancer.dk).

Application round/form: Juniorforskerpris


Notification: Can be expected by the end of March. Reasons for rejection will not be provided.

Funding start date: The award will be presented at the Danish Cancer Society’s meeting of the board of representatives by the end of May and can be used from 1 June the same year.

The award is granted for research-related costs, e.g. travel costs in connection with conferences, seminars or meetings with collaborators, and purchase of research related IT- and laboratory equipment and materials.

### 2. What to apply for?

**It is possible to apply for:**
- Postdoctoral fellowships
- Halftime postdoctoral fellowship to physicians with a PhD undertaking a clinical specialist education to be employed for up to 4 years in the hospital where the education takes place.
- Scientific and technical assistance (e.g. salary for a PhD student, laboratory and secretarial assistance)
- Up to 20 % of own salary (e.g. reimbursement for being relieved, shared employment, etc.)
- Project-related running costs etc.
- Equipment up to a total of DKK 100,000

**Please note that it is not possible to apply for:**
- Administrative fees and overheads (rent, telephone, lighting, water, etc.) and similar expenses
- Tuition fee, supervision, and overheads in connection with PhD studies, and usually not course expenses related to the study
- Expenses related to Open Access
• Computers and computer equipment, unless it is related to specialised hardware/software (must be substantiated under ‘Detailed budget information’ in the application’s step 3)
• Expenses defrayed before the date of application
• Establishment or operation of biobanks
• More than 3 year's salary for a PhD student (can only be applied for by the supervisor or the head of the institute)
• Running costs in relation to long-term stay abroad
• Scholars (should be applied for as a (personal) scholarship by the student instead)

3. Framework grants

Project funding is mainly provided as framework grants.

Framework grants are awarded as a yearly amount, which, according to the specification in the application budget, the funding conditions and the funding letter. It is not necessary to ask the committee for prior approval in case of minor changes in expenditures in relation to the granted project. Major deviations from the grant application budget must be reported to the Funding Section prior to the expenditure. The Funding Section assesses whether the deviations can be approved, or whether they should be presented to the Scientific Committee for approval.

Framework grants for specific purposes are awarded, for example as a number of months of salary within various employee categories or as fixed amounts for running costs or equipment, etc. A salary grant covers the contractual salary for the number of months stated, including increases in salary. If salary is granted in the form of a framework grant, such a grant will maximum cover a salary expense, corresponding to the amount granted. If a framework grant is funded for specific purposes, it will be stated in the funding letter.

Granted amounts must cover price and salary increases during the entire grant period and cannot be exceeded.

4. Multi-annual grants

Usually, it is possible to apply for funding of long-term projects for up to 3 years.

If funding is awarded, the grant for the first year can be used from the indicated start date, whereas the grants for the following years are subject to the submission of an application for release in the application and reporting system. The deadlines for submitting the release applications will be stated in the funding letter.

5. Progress report

Applicants who previously have obtained funding from the Danish Cancer Society must in the application’s step 1, provide the case number, progress report, and information regarding publications, etc. for the latest funded project, whether it is the same or a different project than the one currently applied for.
6. Postdoctoral fellowship

Postdoctoral fellowship can be applied for by researchers with a PhD degree or corresponding degree, who can document research experience in connection with an independent cancer research project.

Only in rare instances, funding can be obtained for more than 4 years postdoctoral employment (excluding possible leave of absence). Periods, during which the applicant has been paid by others, will typically be included. Furthermore, usually funding is not granted for more than two year's postdoctoral employment at the same place of work, where the applicant has been employed as a PhD student. The committee is favourably disposed towards applications which imply a change of environment. However, the ‘Detailed budget information’ - in step 3 of the application - may be used for argumentation for continued research at the current place of work.

The postdoctoral fellowship is typically given as a framework grant to cover salary and operation costs (unspecified) for 1-3 years.

PhD students can apply, if a statement from the supervisor is attached (in the application’s step 4), regarding expected delivery of the PhD thesis within 10 months after the application deadline. If the grant is awarded, the project cannot start until after the PhD degree has been obtained and the committee has received documentation of this.

7. Buyout and guest researchers

It is possible to apply for funding of up to 20 % of salary to permanent staff researchers, including the applicant’s salary.

 Physicians with a PhD, undertaking a clinical specialist education, can apply for a half-time postdoctoral fellowship for up to 4 years in the hospital where the education takes place

Senior researchers working in an established research environment can apply for funding of salaries of highly qualified guest researchers for up to a maximum of 2 years. The guest researcher must be stated as a collaborator and a CV (maximum 1 A4 page) and a list of publications (maximum 5 A4 pages) must be attached in step 2.

8. External assessment

Applications for funding of DKK 1 million or more per year will be subject to external assessment if deemed relevant by the committee. In the application’s step 1, the applicant can indicate the names of specific foreign and Danish researchers who she/he – due to problems of legal capacity or conflicts of interest – does not want to be appointed as assessors. The statements from the external assessors will be included in the overall assessment of the application, and they will be attached to the funding letter in an anonymous version.

Applications from the members of the committee will always be subject to external assessment.
9. Review of the application

The committee’s prioritisation of an application is based on
- cancer relevance
- quality
- feasibility
- novelty
- applicant’s qualifications
- applicant’s research environment, including collaborators
- application budget
- patient involvement (if it is estimated as relevant)

The decision will be made by the entire committee.

Project applications for less than DKK 300.000 in total, will not be reviewed.

10. Committee address and secretariat

Committee address:

Kræftens Bekæmpelses Videnskabelige Udvalg
Bevillingssektionen
Kræftens Bekæmpelse
Strandboulevarden 49
DK-2100 København Ø
Tlf. +45 35 25 75 00

Committee secretariat (Funding Section)

If you have any questions regarding the application process or a grant, please contact the following staff at the Funding Section:

Secretary Catrine Jakobsen, tel.: +45 35 25 72 67, e-mail: cja@cancer.dk
(questions regarding KBVU project applications, junior researcher award and the application and reporting system)

Secretary Michelle Malou Speiermann, tel.: +45 35 25 72 58, e-mail: mimas@cancer.dk
(questions regarding KBPF project applications, stays abroad and scholarship applications and the application and reporting system)

Secretary Anne Mette Bak, tel.: +45 35 25 72 57, e-mail: amb@cancer.dk
(questions regarding Knæk Cancer project applications and the application and reporting system)

Section leader Christina Koefoed-Hansen, tel.: 35 25 72 59, e-mail: ckh@cancer.dk
(questions of principal interest)
11. The application and reporting system

Access to the application and reporting system is available via the Danish Cancer Society's homepage www.cancer.dk at the following address: www.cancer.dk/funding.

The applicant can edit the application on an ongoing basis before submitting and sending it. Corrections and updates can be made via the page ‘Overview’ by pressing ‘Edit’.

Remember to save new information or corrections you have entered before leaving each step: Press ‘Save changes’, which can be seen both at the top and bottom of each step.

In each step, you will be able to see the mandatory fields, which have not been completed, partly by the red/green square in the heading and also by the missing fields being marked red in the left margin. All mandatory fields must be completed before submitting the application.

In several fields a minimum or maximum of characters are stated, if not respected, it is not possible to submit the application.

Please note that Word and the application form do not count the characters in the same way. Among others, Word does not count ‘enter’/‘return’.

12. The application form

The application form is divided into 6 steps:
Step 1-4 concerns the actual application
Step 5 offers the possibility to see the whole application and print a PDF
Step 6 is used to submit the completed application.

Step 1 - Personal information

Only one profile per person is allowed to be created, and once the application is created, it is not allowed to change profile. In such cases, a new application must be created in the right applicant's name.

The personal data are used for quick and secure identification of the application and to communicate with the applicant. The data may be reused and updated later.

Examples of Danish positions are reservelæge, oversygeplejerske, professor, post.doc etc.
Examples of Danish basic educations are cand.med., cand.scient., cand.polyt, sygeplejerske etc.

Applicants, who within the last five years have obtained project funding from the Danish Cancer Society, must provide the case number, progress report and information regarding publications.
Step 2 - Project

At the top of Step 2 tick off to confirm having read and agreed to follow "the Danish Cancer Society's ethical guidelines" and "The Danish code of conduct for research integrity". Click on the link to the left of the form or the following links:

www.cancer.dk/etiske-retningslinjer

www.cancer.dk/thedanishcodeofconduct

The project title will, among others, be used in connection with the announcement of a grant at www.cancer.dk

Collaborators

Supervisors must be set up as collaborators when applying for a postdoctoral fellowship.

Named scientific assistants and postdoctoral fellows who are going to receive a salary from a possible grant must be set up as collaborators, and a short CV should be attached.

Collaborators who are set up will automatically get an e-mail to confirm that they agree on being a collaborator on the project. The confirmation is done by clicking the link in the attached e-mail. If collaborators do not receive an e-mail, it might have been caught in a spam filter. If this is the case, they can be deleted and reestablished with an alternative e-mail address, or the applicant may request the collaborator to send an e-mail to forskningsbevilling@cancer.dk in which, he/she states the application number and the approval as collaborator on the specific project.

Management approval

The manager of the institution, where the project is to take place, must be set up for electronic management approval of the application. If the applicant is the head of the institution, the electronic management approval must be made by another executive on the same or a higher level than the applicant.

The project title, project description and short project description in English, must be filled in and saved before the electronic management approval.

The management approval is done by clicking on the link in the e-mail received. If the executive does not receive an e-mail, it might have been caught in a spam filter. If this is the case, the executive can be deleted and reestablished with an alternative e-mail address, or the applicant may request the executive to send an e-mail to forskningsbevilling@cancer.dk, in which, he/she states the application number and the management approval on the specific project.

Project description

The project description must be in English.

If the project description has been prepared as a Word document, the text can be copied into the application form. Any pictures and figures can be attached in the application’s step 4.
How to copy text into the application form:
Open the Word document and mark the text you want to copy. Press Ctrl+C to copy the text. In the application form, you click the field into which you want to paste the text and press Ctrl+V.

If you are unable to copy the text from Word into the application form, you can save the Word file by following the instruction below. You will then be able to copy the text into the application.

1. Save the application as plain text. Select the menu Files > ‘Gem som’ (Save as) and choose the type of file: ‘Almindelig tekst’ (*.txt) (Plain text).
2. Select the text format ‘Windows’ or ‘MS_DOS’ and press OK
3. Close the document. This is important as the document has lost the text formatting and will look different, even though this is not directly visible until it has been closed and opened again
4. Open the document - the version which is plain text
5. Copy the text by pressing Ctrl+C, Ctrl+V, as described above.

To make italic text, mark the text with <i> at the beginning of the sentence and </i> in the end.
To make bold text, mark the text with <b> at the beginning and </b> in the end.

It is possible to check the final formatting by clicking ‘See PDF’ in the application’s step 5.

The project description should contain the following information:
• the purpose of the project (research question)
• information about the preliminary studies that underlie the research plan
• research plan, including methods and timeline
• statistic deliberations, including power calculation, also regarding animal research
• the practicability of the project (workplace, resources, etc.)
• information about to which extent the project will have an impact on the patients’ cancer course
• a description of which clinical perspectives that are related to the project and how project results can be widely/systematically implemented for the benefit of the patient in the clinic
• a description of potential patient involvement in the project – from preliminary preparation to implementation of the project. If it is estimated that patient involvement is not possible or suitable, this should be explicitly stated in the project description
• an assessment of the significance of the project, including cancer relevance and significance in international relations
• the applicant’s knowledge of, or contact with, researchers working on the same or similar type of project in Denmark or abroad
• a statement on whether the project is subject to ethical restraints. If this is the case, the necessary measures, which have been made or will be made, must be justified (e.g., recombinant experiments, animal experiments or clinical trials).

Besides the project description, three questions must be answered, and a Danish layman abstract must be made clarifying how the project contributes to the cancer cause. This should be done for the sake of the patient representatives of the Danish Cancer Society’s research committees and the Danish Cancer Society’s work regarding campaigns and information. The response should be precise and easily read.
Step 3 - Budget and CV

Budget

The first year in the budget = first potential funding year. Former project years, if any, can be stated in ‘Detailed budget information’.

The budget must be written in English.

The budget consists of a number of budget items (step 3A) which will be accumulated into a budget overview.

Budget items must be allocated to the actual project years for which the funding is applied from the Danish Cancer Society. Please also indicate all other current and pending funding support for the project. All amounts must be in Danish kroner. Please state the year the cost relates to in the field ‘Details on funding’) for each budget item. Furthermore, if there are special circumstances concerning a budget item, these can also be stated in the ‘Details on funding’ or ‘Detailed budget information’ field. If the project is broken down into subprojects with separate budgets, this should also be mentioned here.

All amounts, both relating to the first year and the following years, should be specified based on the price and salary level applicable to the first year.

If you have applied for a grant from other foundations etc., please state in the ‘Details on funding’ field (for each budget item) the name of the foundation and when notification can be expected.

In connection with applications for salary costs, the length of employment (hours, months or years) should be stated for each budget year. Please state the total number of months the person can be expected to be employed full time - e.g. the length of employment of a person working part-time on a project in a man-year is calculated as 6 months.

Salary to the same scientific assistant/PhD student is normally granted a maximum of 3 years in total.

The detailed budget should be specified in the following cost categories:

- salary, scientific staff
- salary, technical staff
- running costs
- equipment up to a total of DKK 100,000, purchase and leasing
- travel costs
- other.

Salaries should be specified in:

- own salary
- salary for scientific assistants/PhD students
- salary to non-scientific assistance
- salary for guest researchers
- other salaries and fees (type must be indicated).
Salary rates

Salaries are paid in accordance with the collective agreement concluded with the relevant local negotiating organisation at the workplace.

Allowances, in accordance with the collective agreement, are given depending on the job category necessary for the conclusion of the project. The project should not be carried out by scientific staff above the academic level necessary.

**Individual/personal allowances are not normally given and are subject to prior approval by the committee.** If applying for allowances, please include a project related justification in the ‘Detailed budget information’.

Usually, the grants for salary will be given as salary framework grants. Those grants cannot be exceeded, and the remaining grant amount must be refunded.

The committee has fixed a salary framework rate for scientific assistants/PhD students, postdoctoral fellowships, own salary, etc. These framework rates must be used in the application, as they will be used to calculate a possible grant.

**Salary framework rates for scientific staff in project applications:**
Scientific assistant/PhD student 575,000 DKK/year
Postdoc (employed)/lecturer/associate professor 675,000 DKK/year
Professor, including guest professor 775,000 DKK/year

**Framework rates for postdoc stipend (personal) applications:**
Postdoc stipend in DK - salary and running costs (unspecified) 775,000 DKK/year

Postdoc stipends abroad:
Postdoc travelling **without** kids 350,000 DKK/year
Postdoc travelling **with** kids 425,000 DKK/year

It is also possible to apply for salary for a non-scientific assistant, including student assistant. **Non-scientific assistants must not be paid above the academic level** that is necessary to perform the tasks. In connection with **fees and hourly pay**, the hourly rate should be indicated.

A postdoc stipend can only be applied by the person, whose salary will be covered by the grant.

**A postdoc stipend in DK** has to be stated as a framework of DKK 775,000 in the budget. A potential specification of necessary running costs can be stated in ‘Details on funding’ for the particular budget item or in the ‘Detailed budget information’.

**A postdoc stipend abroad** is granted to Danish researchers who independently travel abroad to carry out research and who are not employed at hospitals, universities or in private companies during their stay. As the stipend is allocated for a research stay abroad, it is covered by the rules of study travel grants which are **normally** tax exempted, see Tax Assessment Act § 7 K. The stipend will be paid as a total sum immediately before the postdoc fellow travels abroad.
Running costs

Running costs cover for example materials, laboratory animals, publication costs (except for Open Access), project-related books and journals.

The budget for these costs must be specified in ‘Details on funding’ for the budget item or ‘Detailed budget information’.

Researchers affiliated with institutions obtaining VAT rebates should state the running costs, excluding VAT, in their applications.

Travel costs

Please note that expenses for stays abroad of less than 1 month’s duration in connection with meeting and conference participation can be applied for separately by submitting an application to the Travel and Scholarship Committee of the Scientific Committee of the Danish Cancer Society (deadlines 15 February, 15 May, 15 August and 15 November.

It is primarily younger researchers, such as PhD students, postdocs and younger doctors enrolled in education, who can obtain a travel grant. If more than one person in a group of cooperating researchers applies for funding to participate in the same conference, normally only one person will obtain funding.

Travel and accommodation cost

(e.g., travel to collaborators, and research stays abroad)

Travel expenses should be specified in transport and accommodation expenses, respectively. Information about the destination, the purpose of travel and its relevance to the project must be included in the application.

Applications for funding for stays abroad exceeding 1 month’s duration with salary should use the rates indicated in ‘Vejledning til ansøgning om udlandsophold over 1 måned’ (Guidelines for applications for stays abroad exceeding one month). In the field ‘Detailed budget information’, please submit an overview of the expected income and expenses in connection with the stay.

Applications for funding for stays abroad exceeding 1 month’s duration without salary follow the deadlines for applications for support for stays abroad less than 1 month and scholarships. See the guidelines for applying for project funding and ‘Vejledning til ansøgning om udlandsophold over 1 måned’ (Guidelines for applications for stays abroad exceeding one month).

Applications for funding for stays abroad less than 1 month’s duration, e.g., in connection with meetings and conferences, can only be applied for by researchers whose research falls under the Scientific Committee of the Danish Cancer Society, which is experimental, clinical and epidemiological cancer research. Such an application should be submitted according to the deadlines for applications to the Travel and Scholar Committee under the Scientific Committee.
Equipment

(Up to a total of DKK 100,000)

A copy of the quotation should be obtained from the supplier and attached as a figure in the application’s step 4, and the argumentation for selecting the equipment must be explained in the 'Detailed budget information'.

It is, however, a condition that the grant holder has the right of use of the equipment as long as it is necessary for the cancer research at the institution. The right of use can be transferred to other cancer researchers if the grant holder’s use of the equipment ceases. Researchers affiliated with institutions obtaining VAT rebates should state the equipment, excluding VAT, in their applications.

If funds have not been allocated from other sources for the maintenance and operation of the equipment, funding can be applied for from the Danish Cancer Society. The amounts must be specified as separate budget items, and justification of the need for the equipment must be stated in the ‘Detailed budget information’.

CV

The CV must be short and precise and hold information about current employment, date of achieved Master’s degree and PhD if any. Publications are specified in a separate field.

Publications

Please specify up to 20 publications relevant to the applied project, hereof at least 10 from the past 5 years. PubMed id (PMID) or DOI should be specified opposite each publication.

It must be clearly specified which publications that are accepted in international journals with peer review.

H-index and the total number of publications should be stated, including the number of first-, last- and co-first/last authorships.

Step 4 – Document upload

The following documents should be uploaded:

- Statement from hosting institution (maximum 1 A4 page)
- PhD certificate and a statement from supervisor (only if applying for a postdoc stipend)
- Other relevant material, such as pictures, tables, photos, drawings, and scanned letters.

Figures (pictures, documents, etc.) are not inserted in the project description but are transferred separately as described in detail in step 4 of the application itself.

All documents and pictures can only be attached as .jpg-files. Other file types can be changed to .jpg-files using a scanner or electronically.

12 figures/pictures can be uploaded to the application form. Only use figures if it is necessary for the assessment of the application.
Remember to write text to all uploads. Uploads with descriptions are not included in the maximum number of characters in the project application.

**Step 5 – See the application**

All the information is collected, and the applicant can see the application as a printer-friendly PDF.

The application must be printed and signed. **Please place the paper copy loosely in an open folder, without paper clips.**

**Step 6 – Submit the application**

It is possible to see if the mandatory fields have not been completed.

If the application is ready to be submitted, tick off the checkbox to confirm that you have read the guidelines and vouch for the information in the application. Click ‘OK’ and click ‘Submit application’.

The printed, signed application (1 copy) must be placed in an open folder without paper clips and sent to

Kræftens Bekæmpelses Videnskabelige Udvalg
Bevillingssektionen
Kræftens Bekæmpelse
Strandboulevarden 49
DK-2100 København Ø

November 2019