Guidelines for applying for funding from the Centre for Childhood Health

What does the Centre for Childhood Health do?

At the Centre for Childhood Health, we coordinate, co-create, and develop studies and initiatives aimed at improving the well-being of children and adolescents, while developing and maintaining a healthy weight throughout life. We work within four overall focus areas: new knowledge, knowledge-based change and implementation, competence development, and knowledge sharing.

We work with different types of projects:

- Open calls, where all relevant stakeholders can submit project proposals
- Internal projects, which we describe and carry out ourselves
- Strategic collaborations with selected partners

Before you apply for funding from the Centre for Childhood Health

If you are about to prepare an application to the Centre for Childhood Health, this document contains information that can help make your application process easier. The document includes information on:

- The focus of the Centre's activities and grants
- How the application process works, and how to create an application in our application portal
- Our expectations for a pre-application and a full application, including requirements for appendices and links to the relevant templates and application forms
- Processing of the application, as well as the subsequent process after possible approval

We also recommend that you familiarize yourself with the Centre's framework description, purpose, strategic goals, and other projects before you prepare your application. You can find more information on priority focus areas, the framework agreement, action plans and other documents on our website: Our aim is to promote health and well-being among children and adolescents in Denmark, Centre for Childhood Health.

If you have questions that you cannot find answers to in this document or on our website, you can ask them via the Q&A function in the application portal or send them to info@cslt.dk.

The application process

You prepare the application in dialogue with the relevant project managers from the Centre. Along the way, we provide feedback and guidance and ensure that the application meets the formal requirements.

The overall process consists first of a pre-application, in which a brief project draft is discussed by the Centre's Board. If the pre-application is approved by the Board, the process continues to a full application. In the full application, a more detailed project description is prepared.

Both the pre-application and the full application undergo internal review, while only the full application is also sent for external review. Sometimes you will be involved in the entire process and other times only from the full application stage. When we consider the application relevant and in compliance with the formal requirements, it will be discussed at Centre's next Board meeting in Q1 or Q3.

The overall application process can be time-consuming, and it is therefore important that you start the application well in advance of the expected project start.

Please note that even projects that in principle match the Centre's aims and objectives may be rejected, as the Board must prioritize between many applications.

The application form

The application, including both the application outline and the full application, must be created in our application portal, GrantOne. An applicant profile is created via this link: https://sundtlivogtrivsel.grant.nu/profile/. Once the profile has been created, you will receive an email with an invitation to the application form.

The application must be prepared in our application form, which contains fixed headings, response options, and character limits. The application form varies depending on whether you are submitting a pre-application or a full application.

The application forms consist of several pages, which you navigate between using the arrows at the bottom left of the page or by clicking on the headings at the top. You can save the application as a draft and continue working on it later. You do this by clicking "save draft" at the bottom right of the page. Please note that drafts are deleted if there has been no activity for three months. When the application is complete, it is submitted by clicking "Submit application", after which it is submitted via the system.

Please remember that it is crucial that your project contributes to lasting and positive changes in weight and well-being among children and young people.

Below you can see the primary questions that need to be answered for, respectively a pre-application and a full application.

Pre-application	Full application
• Applicant information • Contact information • Descriptive project title (0/80) • Brieft summary of the project draft (0/1000) • Expected start and end date • Budget outline • Bank details	• Applicant information • Contact information • Descriptive project title (0/80) • Brieft summary of the project draft (0/1000) • Strategic goals (find the 10 goals her) • Collaborators • Life stages and arenas • Expected deliveries • Delivery target group • Expected start and end date • Budget outline • Bank details

Below you can see which papers and appendices must be uploaded for a pre-application and for a full application, respectively. All the Centre's templates can be found on our website.

Pre-application	Full application
• A project outline, which must be prepared using the Centre's template • A budget estimate, which must be prepared using the Centre's budget template	• Project description, which must be prepared using the Centre's template • The full budget, which must be prepared using the Centre's budget template • A timeline, uploaded as a separate Gantt chart (no fixed template) • An overview of partners and applicants, including CVs for applicants, prepared using the Centre's template

In addition, we recommend that you upload other relevant appendices together with the application. For instance, these may include figures, tables or other documentation that supports the project. A reference list can also be uploaded.

Please note that incomplete applications are deleted after three months of inactivity.

Communication via the application portal

For questions regarding an existing application or grant, please use the application portal's Dialogue tool. We aim to respond within one week. Please note that response times may be longer during holiday periods.

After submission of the application

Your application will be considered at our next Board meeting in Q1 or Q3. The Board must receive the meeting materials well in advance, and the minutes must subsequently be approved. It may therefore take some time before you receive a response. If the project is approved, we will send you a grant agreement for signature.

The grant agreement contains terms and conditions such as disbursement and use of funds, reporting requirements, requirements for prior approval of changes, communication and publications, intellectual property rights, limitation of liability, termination and breach, etc.

Once the grant agreement has been signed, a kick-off meeting will be held between you and the Centre. The purpose of the meeting is to ensure a shared understanding of expectations and to establish a framework for the continued collaboration. From the Centre, the two project managers, the relevant head of department, the head of impact and the communication consultant will typically participate.

During the project period, you must submit annual scientific/technical and financial reports, and upon completion of the project you must prepare a final scientific/technical and financial report.

We prioritize close collaboration and ongoing dialogue throughout the entire project period.