

**The Danish Cancer Society
Prevention**

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Application Guidelines 2024

The Danish Cancer Society: Prevention Lab

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1. Purpose of Prevention Lab

Prevention Lab is an initiative supported by Knæk Cancer in 2023 with a total of DKK 25 million. The initiative is anchored in the Danish Cancer Society's Department of Prevention and Information (FOR), and between 2024 and 2027, it will support innovative and practice-oriented research projects and experiments with the potential to positively influence citizens' health behaviors and conditions. In 2024, up to DKK 8.5 million will be allocated. Ultimately, the goal is to find new methods and strategies to prevent cancer and improve the health of cancer patients.

This is achieved by supporting:

- Projects within one or more of the themes from the Danish Cancer Society's prevention policy: 1) Health equity, 2) Responsibility for healthier generations, 3) Better health during and after cancer, and 4) More personalized prevention.
- New and innovative methods and approaches.
- Projects with potential impact on public health in Denmark.
- Projects with potential for anchoring in a Danish context.
- Practice-oriented research projects.
- Shorter projects (1-2 years, max 3 years).

Find the link to the Prevention Lab announcement [here](#).

Find the link to the Danish Cancer Society's prevention policy (in Danish) [here](#).

2. Prevention Lab Assessment Committee

As part of the initiative, the Danish Cancer Society has appointed an external and independent assessment committee. The committee will assess the quality of the incoming applications in relation to the realization of Prevention Lab's goals. See the assessment committee [here](#).

The committee includes researchers, practitioners, and representatives of the public/patient perspective, and encompasses knowledge in:

- Health behavior and structural frameworks for health behavior
- Bridging health research and practice
- Public health and health inequality
- Personalized prevention/Artificial intelligence/Technology
- Register research/Biomarkers
- Implementation research
- Innovation

3. Review of the applications

The assessment committee uses the following criteria when reviewing applications:

- **Cancer relevance:** Assessment of the project's impact on the overall goal of cancer prevention and the improvement of cancer patients' health. A focus on improving frameworks and structures will be an advantage.

- **Quality:** Assessment of the quality of the proposed scientific method, including the underlying concepts, models, and assumptions. The qualifications of the applicant are also considered in the quality assessment.
- **Feasibility:** Assessment of the project's feasibility and potential for anchoring.
- **Novelty value:** The project must employ new and innovative methods and approaches. Innovation is understood as new or significantly improved services, processes, data infrastructures, organizational and management forms, or concepts used to create value and societal benefits.
- **The research environment of the applicant:** including relevant practice collaborations. Assessment of partnerships and quality.
- **The application budget:** Assessment of whether the budget is realistic. It is an advantage if the project can provide co-financing, such as in-kind contributions.
- **Ethical aspects:** Assessment of the ethical considerations for citizens/patients in the project.
- **Patient and/or citizen involvement:** Where relevant, the project's involvement of patients or citizens is assessed.

External assessment

Applications with a particular academic character or those submitted by members of the assessment committee may be sent for external review.

4. Announcements, Allocations, and Deadlines

Announcement:	Prevention Lab, Announcement
Application System:	Prevention Lab, Application system
Allocation for 2024:	Up to DKK 8.5 million will be allocated in 2024. Applications can request between DKK 400,000 and DKK 1,000,000.
Deadline:	The deadline for applications for the 2024 Prevention Lab allocation is October 22 nd , 2024, at 3:00 p.m. Applications not submitted through the Danish Cancer Society's digital application system by the deadline will not be considered.
Assessment:	The assessment meeting will be held on November 25 th , 2024.
Response:	Results from the assessment committee's meeting will be announced in mid-December 2024. Rejections will not be justified.
Utilization:	A grant can be used starting January 1 st of the following year.

The dates are indicative, and changes may occur. Please check the dates and other details, which will be continuously updated on our [website](#).

5. Rules for Applicants to Prevention Lab

- The main applicant can only submit one application per round but may participate in multiple applications.
- An applicant applying for Prevention Lab support can also apply for other Danish Cancer Society grants.
- It is possible to hold more than one grant at a time, but the applicant's total number of grants from the Danish Cancer Society will be included in the committee's overall assessment.
- If funding is received from another source for the same purpose, the Danish Cancer Society reserves the right to offset any potential grant. The applicant is obliged to notify the Danish Cancer Society if funding is received from another source.
- Relationships between applicants and private or own companies are not an obstacle to receiving support – but these relationships must be clearly explained in Step 3 of the project application form. The Danish Cancer Society reserves the right to request a solvency declaration from companies in connection with a potential grant.
- Applicants may be affiliated with a foreign research institution, but it is a requirement that the project has the potential for anchoring in a Danish context.
- Applicants may also be affiliated with the Danish Cancer Society.
- It is a requirement that:
 - The research is cancer relevant.
 - The applicant complies with the [Danish Code of Conduct for Research Integrity](#).
 - Necessary permits and approvals are obtained before the project starts. The grantee is responsible for securing approvals, such as from the data protection authority, ethics committee, etc., before the project begins.
- Applicants who, within the last 10 years, have received, are receiving, or expect to receive support from companies/corporations/foundations which to a large extent depend on the production and sale of obvious carcinogenic substances, particularly tobacco, cannot receive funding from the Danish Cancer Society. [See the ethical guidelines of the Danish Cancer Society](#).
- Grant recipients receiving funds from Prevention Lab will be asked to report to the Danish Cancer Society and to contribute to the communication regarding the funded project. This is described in the Grant Terms and Conditions

What can be applied for funding?

- Scientific and non-scientific assistance (e.g., salary for Ph.D. students, postdocs, lab technicians, statisticians, healthcare personnel, etc.).
- Specific running costs directly related to the individual project.
- Equipment, specialized software, or hardware (up to DKK 100,000).

What cannot be applied for funding?

- Overhead (rent, phone, electricity, water, bench fees, etc.), administrative fees, and similar expenses, as well as percentage-based expenses.

- Tuition fees, supervision, and course expenses, as well as overhead related to Ph.D. studies.
- Expenses associated with [Open Access](#).
- Computers and computer equipment, unless it is specialized hardware/software.
- Expenses incurred before the application date.
- Travel expenses abroad.

6. Application System and Forms

Nice to know

Access the application and reporting system is available via the Danish Cancer Society's [Grant System](#).

The application for Prevention Lab can be written in both Danish and English.

Work on the application can be done continuously until the application deadline or until you choose to submit it. Edits and updates to the application can be made by going to your homepage—under 'My applications,' you will find your applications. **Remember to save every time you write or edit the application before leaving the current step: click on 'Save My Work,'** which is located at the bottom of each tab. Under 'co-applicant,' another person can also fill in the application; however, this person cannot create or submit the application.

At the top of your application, you will find two red buttons: 'View/Print'—here, you can see the complete application, including attachments, which you can export to a PDF file and print. You can also find a link to the application guidelines.

In several fields, a maximum number of characters is indicated. If this is exceeded, the application cannot be submitted. Fields marked with * are mandatory and must be completed. All mandatory fields must be filled in before the application can be submitted.

The application form is divided into 6 steps:

Step 1: Creating a user in the system

Steps 2-4: Cover the actual application

Step 5: Attachments

Step 6: Submit the completed application

Step 1 - Creating a user in the system

If you are not registered in the system, create an account in the Danish Cancer Society's application system. You will receive an email with login information—check your spam filter if necessary. Otherwise, log in to an existing account. **Only one profile per person may be created.**

The personal data are used for a quick and secure identification and communication with the applicant. The data may be reused and updated later if necessary. Read more about our privacy policy [here](#) (Danish).

You will then be taken to the system's main page, where you select Funding Opportunities > Prevention Lab > Apply. Once the application is created, you cannot switch profiles. In that case, a new application must be created under the correct applicant's name. It is possible to create a 'co-writing associate' who can also edit the application.

Step 2 – Terms and Conditions

At the top of step 2, check the box to confirm that you have read and agree to follow '[The Danish Cancer Society's Ethical Guidelines](#)' and '[The Danish Code of Conduct for Research Integrity](#)'.

Step 3 – Project information

Type, title, spending period:

Select the type of application: Prevention Lab. Please provide the Danish and English title and project period.

Workplace of the project

Project Institution: The main applicant's place of employment. This could be a municipality, a company, or a research institution. If the institution is not listed, leave the field empty and select 'no' in the 'Find project institution' field. Then, specify the institution under 'Other project institution name'.

Project Department: If the main applicant is a practice partner, the Project Department could be, for example, the Health Administration (in a municipality) or the development department in a company. If the main applicant is a research partner, it could be, for example, the Department of XXX at a university.

Project Institute: The main applicant's institute (only relevant if the main applicant is anchored at a university). Otherwise, provide the same name as 'Project Institution'.

Address: The address of the main applicant's institution.

Focus of the project

Effort areas: Specify the area of effort.

Patient course: Indicate which part of the patient journey the project addresses.

Research areas: Specify the primary and, if applicable, secondary research areas that best describe the associated research.

Primary Disease Area: Indicate the diseases the project targets.

Disease in focus: If applicable, specify the particular diseases the project targets.

Focus Group: Indicate if there is a specific focus for the project (if any). For example, if the project addresses breast cancer screening, the focus group would be women. If it applies to all adults, select 'None of the above'.

Target group: Specify the specific target group for the project. For example, if the target group is women aged 40-50 years, state this.

Project Description (To be provided in Danish or English).

Short project description: Provide a description of up to 2,500 characters that includes 1) the problem the project aims to address, 2) how the project will contribute to solving the problem,

3) the novelty of the project, 4) the collaboration between practice and research, and 5) the expected impact of the project.

Cancer relevance: Indicate the relevance to cancer.

Previously Submitted Application: Indicate if you have previously submitted an application regarding the same project to the Danish Cancer Society, and if so, describe any changes that have been made.

Project description: The project description should not exceed 20,000 characters. If the project description is prepared as a Word document, it can be transferred to the application form by copying and pasting the text. Any images and figures should be attached in step 5 of the application under 'Attachments' as PDF files. Alternatively, a complete project description, including project description (max 20,000 characters), figures, and images, can be uploaded as a PDF file in step 5. The project description must include the following:

1. Problem and relevance
What problem does the project aim to solve? Provide a description of existing knowledge and research environments nationally/internationally and include any references.
Describe the relevance of the project in relation to the Prevention Lab's objectives (cancer prevention and improvement of cancer patients' health).
2. Objectives
The project's objectives, if applicable, in bullet points.
3. Methods
Description of the project's method(s).
4. Project plan
Describe the project's activities and timeline. Diagrams illustrating this can be uploaded if needed.
5. Organization
Describe the organization of the project. Diagrams illustrating this can be uploaded if needed.
6. Expected impact and potential for anchoring
Describe the potential impact on cancer prevention and/or improvement of cancer patients' health.
Describe the potential for anchoring after the funding period ends.
7. Ethical perspectives
Describe the ethical aspects for citizens/patients involved in the project.
8. Main risks and handling
Describe the major risks associated with the project and how they will be managed.
9. Dissemination
Describe how the results of the project are planned to be communicated.

Project Innovation: Describe the innovative element of the project (max 20,000 characters).

Strategic Focus: Which strategic theme(s) in the [Danish Cancer Society's Prevention Policy](#) does the project address? You can select one or more from the following: 1) Equality in health, 2) Responsibility for healthier generations, 3) Better health with and after cancer, and 4) More personalized prevention.

Patient and/or citizen involvement: If relevant to the project, specify the degree of involvement and describe any involvement of patients and/or citizens.

Responsible Managers and Collaborators

Opens in a new window.

Responsible manager: Specify the budget responsible (for Prevention Lab, this does not necessarily need to be a manager in charge of research). If the applicant is manager or head of institution him- or herself, the application must be approved by another executive on the same level or higher than the applicant. The responsible manager cannot be the same as the applicant. If the manager's institution cannot be found under 'Institution', leave this field empty and specify under 'If institution was not found, please specify' which institution the manager is affiliated with (usually this will be the same as the applicant's place of employment).

Collaborator: List any collaborators, their contact information, and any CVs/publications if applicable. If the collaborator is, for example, a group of healthcare professionals, the responsible manager/contact person can be specified. A publication list is not required; in this case, select 'Not relevant'. CVs and publications can also be attached under attached files in step 5, with a reference to this in the CV field.

Statement from host institution: A statement (max 1 page) from the host institution in PDF format must be uploaded. The statement should confirm that the responsible manager acknowledges that the project with the specified budget can be carried out within the organization.

Budget and managing

The project budget must be completed in the application system's format. Note: It is possible to fill out the budget in both Danish and English, and it is possible to apply for a minimum of DKK 400,000 (even though DKK 300,000 is stated in the application system), and a maximum of DKK 1,000,000 for Prevention Lab. Prevention Lab supports grants for up to three years.

The budget form opens in a new window by clicking on 'Enter budget'. The budget is divided into budget years, where the first year in the budget = the first possible year of the grant. A budget year does not need to follow the calendar year.

The budget is composed of several budget items that are summarized in a budget overview. The items should be allocated to the project years for which support is being applied from Prevention Lab ('Applied from National Cancer Society'). It must be indicated if you have applied other funding ('Applied from Other Funders') or if you have been granted funding for the project already ('Received from Other Funds'). Also, please indicate if there is co-funding from the place of employment, possibly in-kind funding ('Provided by workplace'). All amounts should be listed in whole Danish kroner, and in 'Details', specify the year the expense pertains to and details about the expense. If further descriptions are needed, the 'Detailed budget information' field (which appears after closing the budget window) can be used.

If comprehensive information is provided in the 'Details' fields, you can simply refer to this in 'Detailed budget information'. **Please note that all amount fields must be filled in, even if only with '0 kr'**. If the project is divided into sub-projects with separate budgets, this should also be noted under this section.

Under each year, budget items can be added within the categories:

- Salary, scientific staff
- Salary, other staff
- Running costs
- Equipment, purchase and leasing (up to a maximum of DKK 100,000)
- Travel costs (only within Denmark)
- Other

Requested amounts should **cover price and salary increases throughout the grant period**, as a potential grant cannot be exceeded. **If funding has been sought for the project from other funds**, it should also be stated in 'Details' (for the relevant budget item), where funding has been applied for and when a response can be expected.

In connection with applications for **salary expenses**, specify the employment duration (hours, months, or years) within each budget year. Please indicate the total number of months the person is expected to be employed full-time - for example, the employment duration for a person working part-time on the project for a full calendar year would be reported as 6 months.

Salary rates: Salaries are paid in accordance with collective agreement concluded with the relevant local negotiating organization at the workplace. Special allowances are given depending of the job category necessary for the project. Salaries must not exceed the professional level required to implement the project. Individual/personal salary supplements are usually not granted.

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

Salary framework rates for employees in project applications

Scientific Assistant/PhD Student	575,000 DKK/year
Postdoc/Lecturer/associate Professor	675,000 DKK/year
Professor, including Visiting Professor	775,000 DKK/year

It is also possible to apply for salaries for other staff categories, including student assistants. For fees and hourly wages, you must specify the hourly rate.

Running costs: Running costs include expenses for materials, publishing (but not for [Open Access](#)), and other project-related costs. Applicants associated with institutions with VAT exemptions should apply for running costs excluding VAT.

Travel costs: Specify transportation and accommodation costs separately. Provide details about names, destinations, and the purpose of the trips in the application. Prevention Lab only supports travel costs within Denmark.

Equipment: Applying for equipment, software, or hardware up to DKK 100,000 in a project application is possible. The application for equipment must be justified. Applicants associated with institutions with VAT exemptions should apply for equipment excluding VAT.

Remember to click on 'Save budget values' when the budget is complete.

Commercial Interests: Describe any commercial interests related to the project, such as the development of new technology in a company, intellectual property rights, etc.

Information on Managing institution

The institution that will administer a potential grant. Most often, it is the same as the main applicant's place of employment. If the institution is not on the list, write "other" and specify which institution it is. For example, it could be x-town municipality.

Administrative contact person: Provide the contact details of the administrative contact person, including email and phone number.

Step 4 – Applicant's CV and publications

The Curriculum Vitae for the main applicant should be brief and precise, including information about education, such as the dates when the master's and PhD degrees were obtained, as well as current and previous employment and any publications. The CV can be copied into the application system. Alternatively, it can be attached as a PDF file in step 5.

Previous Grants: Indicate whether you have received funding from the Danish Cancer Society within the past five years. You cannot apply for funding for the same project from two different Danish Cancer Society funding pools within the same year. However, you may apply to the Prevention Lab if you have significantly changed a project that was previously rejected in another funding pool within the same year.

Step 5 - Attachments

You can attach up to six PDF files. Attach files only if they are strictly necessary for the assessment of the application. Remember to give all files descriptive names. Images, tables, photos, documents, CVs, etc. can be attached. For Prevention Lab, the limit of a total of 12 pages can be exceeded – but make sure to attach only relevant documents.

Step 6 – Finalizing the application

When the application is ready to be submitted, click the 'submit' button. **Thereafter, it is not possible to modify the application.** You will receive an email receipt when the application is received.

7. Contact

If you have any questions, you are welcome to contact the following people.

Application process and content-related questions

Program Manager, Kamilla Bolt, kambol@cancer.dk, phone: +45 35 25 77 01

Application system and formal requirements

Grant Coordinator, Anne Mette Bak, amb@cancer.dk, phone: +45 35 25 72 57

Follow-up and reporting

Consultant, Research Follow-up, Lea Helqvist, leah@cancer.dk, phone: +45 35 25 72 67