

## Guidelines on using the electronic application system efond

All applications must be submitted via efond at [www.efond.dk/ouh](http://www.efond.dk/ouh) before the deadline listed in the call.

In order to submit an application, you must first register as a user at [www.efond.dk/ouh](http://www.efond.dk/ouh) by entering your e-mail address, a password and your name. If you have previously submitted an application via efond, you are already registered and will be able to log on by entering your email address and password and start a new application.

Once you are registered and logged in to efond, you must select a grant area from the list . If more than one call is open, please make sure that you are selecting the correct grant area (which fund you apply for, e.g. Free Research Fund, PhD Fund etc.). Click “OK (create application)” and a new window opens with information about which grant area you have chosen. Click “Continue” if you have chosen the correct grant area.

Now, you can start filling in your application. In order to do so, you have to go through 6steps, where you must provide various types of information in relation to your application.

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 mandatory items must be completed before submitting the application.**

**Before leaving each step, please save your changes (or your changes will be lost).** Click on “save changes below/above (Gem ændringer herunder/herover) which is located at the top and the bottom of each step. You go on to the next step by clicking on “Step X” at the top or bottom of the page.

Several boxes have a maximum number of characters (spaces included). **If this number is exceeded by more than approximately 10 pct. you will not be able to submit the application** (note: the counting of characters in efond may vary compared to the counting of characters in e.g. Microsoft Word; the counting in efond takes precedence).

The application remains a draft until you decide to submit it. You are able to make corrections and updates to your application through the “overview” page by clicking on “edit”. This is also the place where you can find previous applications you might have submitted.

### The electronic application form

The application form in efond is divided into six steps:

- Step 1-4: The application
- Step 5: Allows you to see the full application and print for PDF

- Step 6: Used to submit the completed application

**Do not forget to read and comply with the additional help text listed for each step in efond**

### **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 updated at a later stage if necessary.

### **Step 2 – Application / project description**

If the project description has initially been written as a Word document, it can be copied to the efond application form by copy and paste (see below box). Pictures and figures can be uploaded at step 4 in the application.

If you need ‘extra’ headlines for your project description in efond or need to write text in bold or italic, you can use the following codes:

*Italic:* <i> tekst </i>

**Bold:** <b> tekst </b>

#### ***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. Then click on the space 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 budget items will be allocated in project years, and all amounts must be listed in DKK.

*In “details” or in “detailed budget information”, you may inform about special circumstances concerning a budget item. Please note that substantiated budget items are preferred.*

Also in “details”, you must state if you have applied for or obtained funding for this project from other parties (e.g. the Region of Southern Denmark, private or public foundations etc.). Please state information about where you have applied for funding and when an answer is expected.

**Please refer to the call for the funding instrument you are applying for in order to see which budget items you can apply for.**

#### **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 they are necessary for the assessment of the application.

Do not forget 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.

**Please refer to the call for the grant area you are applying for in order to see which attachments you must upload for the specific call.**

#### **Step 5 – The full application**

All information about the application is gathered in step 5 and you can see the application as a printable PDF file. *Please note that uploaded files not are included in full, but only the first page.*

If the call mentions you need to upload a signature page you will also find it at step 5.

#### **Step 6 – End application**

In the last step you can see whether or not the application has been completed correctly. Any missing parts will be marked by red colour in the left side menu. If your application is ready for submission (all parts marked by a green ✓ in the left side menu), we recommend that you make a print of your application as a PDF file and subsequently click the “send” button.

**If your application is successfully submitted, you will receive an e-mail. If you have not received an e-mail, please check your spam filter. If you cannot find an email there your application has probably not been submitted.**