

## **Project guidelines**

# **Novo Nordisk Haemophilia Foundation (NNHF)**

The following information is intended to guide applicants for projects to be funded by the Novo Nordisk Haemophilia Foundation (NNHF).

### **About Novo Nordisk Haemophilia Foundation (NNHF)**

Founded in 2005 and situated in Zurich, Switzerland, Novo Nordisk Haemophilia Foundation (NNHF) is a non-profit organisation dedicated to defining and funding sustainable programmes which improve access to quality care benefitting people with haemophilia and allied bleeding disorders in the developing world. In collaboration with local partners and internationally renowned experts, we address three focus areas: capacity building; diagnosis and registry; education and empowerment. Underpinning these focus areas are awareness creation activities and the development of strategic partnerships, which enable and facilitate local impact creation through empowered community advocates and authority engagement. With a yearly budget of CHF 3m, NNHF supports fellowships, local development projects, and recognises extraordinary achievements via the annual 'NNHF Project of the Year Award' and the 'NNHF Community Award'. For more information about your opportunities to obtain funding, please visit [www.nnhf.org](http://www.nnhf.org)

### **Geographical scope**

NNHF supports activities in developing countries as defined by OECD Development Assistance Committee and focus our development initiatives on the low, lower middle and upper middle income countries:

<https://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf>

We are also engaged in so-called transition countries which are those European Union member countries or candidate countries where improvements of access to quality care are of high importance: [http://europa.eu/about-eu/countries/index\\_en.htm](http://europa.eu/about-eu/countries/index_en.htm)

NNHF cooperates with partners from the bleeding disorders community including health care professionals, members of patient and non-governmental organisations, ministries of health and other healthcare authorities or institutions.

### **Improving access to care**

To improve care for people with haemophilia and allied bleeding disorders, a number of factors need to be in place:

- Patients and their social networks need to be educated and empowered in order to cope with the condition in their daily lives, and strengthen patient associations to advocate for better care.
- Facilities are needed where the patient can access and receive diagnosis and care.
- To deliver this care, medical experts and an active medical network are required.
- The patient should receive safe treatment.

All of these factors need to be available, affordable and accessible to the patient, integrated into the local healthcare system, and backed up by the policy system. None can work in isolation.

### **Focus areas for sustainable local impact creation**

For more than ten years, the NNHF has worked with local partners and international experts to improve access to haemophilia care. Based on the above understanding of access to care, the NNHF has identified areas on which to focus its activities: capacity building; diagnosis and registry; and education and empowerment. Targeted awareness creation activities and the development of strategic partnerships are important to get

haemophilia on the healthcare agenda, influence policy development and ensure a care network is in place.

NNHF does not pay for

- investments in buildings (e.g. purchase or rent)
- salaries and fees
- purchase of factors
- research

Furthermore, the activities cannot be in conflict with the NNHF Code of Conduct (which can be found on [www.nnhf.org](http://www.nnhf.org)).

### **NNHF project classification guiding resource distribution**

Based on the experience of supporting development projects since 2005, our NNHF resource distribution will be guided by the following project classification:

- **Comprehensive** national development projects across sectors to establish and anchor multidisciplinary haemophilia care in the local healthcare system.
- Projects focussing on the set-up of **basic** haemophilia care and disease awareness.
- Projects piloting **innovative** approaches to grassroots care development.

### **General requirements for NNHF projects**

- Projects should fall within the stated scope and be built on existing healthcare structures.
- They should have the support of and work in collaboration with local health authorities, healthcare institutions, the local patient association and other relevant community leaders.
- They must conform to local and national laws.
- The project applicant being the person responsible for the project should be a local medical expert with proven experience in haemophilia or allied bleeding disorders, a leading representative of a local patient association or a representative from the government authorities. If the project applicant is not identical with the legal representative(s) of the institution/organisation, the legal representative(s) need/s to endorse the project with his/her signature of the application.
- Comprehensive national projects need to prove involvement of all national key stakeholders, ideally with an endorsement letter of the relevant healthcare authority. If this is not the case, the project may be carried out after single-centre pilot projects have been shown to be successful.
- The duration of a project is between one and three years. Project achievements should be sustainable, meaning that the activities carried out within a project should be capable of continuation after the support from NNHF has ceased.
- Projects should be organised using sound project management methods. This requires that they are submitted with a detailed project plan with defined activities, deliverables, timelines, responsibilities and clear budget allocation. The expected impact of the project also needs to be defined. NNHF provides all necessary templates.

### **Project budgets should conform to following NNHF budget principles**

- In general, the budgets should be balanced and ensure a reasonable distribution of costs between one-time costs, such as costs related to holding educational sessions and meetings or developing and printing of educational material, and running costs, e.g. costs related to the purchase of consumables, as well as purchase of equipment for laboratory, office or hospital.

- The budget should reflect the proposed activities and is calculated according to local cost standards.

### **Application procedure**

- The application is to be made using the NNHF forms. Thorough preparation and early discussion with NNHF management will facilitate the set-up of the project application as well as decision making by the NNHF Council, leading to rapid project initiation and smooth execution.
- The application will be considered if written in English.
- The completely filled and duly signed application has to be submitted by e-mail to [info@nnhf.org](mailto:info@nnhf.org)

### **Application timelines**

- The NNHF Council meets twice a year. The exact submission deadlines can be found on [www.nnhf.org](http://www.nnhf.org)

### **Approval procedure**

- The application will be reviewed by NNHF management and presented to NNHF Council for decision at its meeting.
- Upon approval by the NNHF Council, the project applicant will be informed in writing.

### **Contracting phase**

- NNHF management will support the applicant in fine tuning and finalising the project plan and budget split as well as the bank account set-up, allowing signature of the project partner agreement (PPA).
- Project grants will be paid into a bank account which should be solely used for the purpose of the project. The bank account may not belong to a private individual, should be separated from any other institutional account and should if possible have charity status.

### **Implementation phase & transferring procedures**

- After the PPA has been signed between NNHF and the project partner, the first instalment will be made according to the agreed split.
- Project instalments are made at half-yearly intervals based on reporting of the project progress and achievements as well as reported costs.
- Annual auditing of the project account is required from a locally accredited auditing company and auditing costs should be included in the project budget.

NNHF management will support the person responsible from the beginning to the end of the project and also make site visits.

### **NNHF recommendation to project applicants**

Thorough preparation and early discussion with NNHF management will facilitate the set-up and realisation of the project as well as decision making by the NNHF Council, leading to rapid project initiation.

Applicants should prepare their project applications in advance to be able to submit them until the deadline (see our website [www.nnhf.org](http://www.nnhf.org) for application deadlines). Experience shows that the steps in project planning which consume the most time and require detailed attention are the following: activity breakdown with budget estimates and timelines, assignment of responsibilities to project team members, half-yearly cost planning and establishment of a dedicated project bank account.

Please contact NNHF:

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