

Project guidelines

Novo Nordisk Haemophilia Foundation (NNHF)

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

About NNHF

NNHF was established in 2005 as a non-profit organisation to address the significant need for improving access to care in the developing world where many people with haemophilia (PwH) and allied bleeding disorders go undiagnosed and are inadequately treated.

NNHF development programmes include awards, educational fellowships and development projects.

NNHF provides funds and active support through coaching, project management expertise and tools, better practice sharing, as well as involving a global network of experts.

Project geographical scope

The initiatives NNHF supports take place in developing¹ or transition countries² where some infrastructure is already present. This forms the basis for support by NNHF.

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

Project focus

NNHF's project focus is on capacity building, awareness creation, diagnosis and registries. Typical examples of project activities are:

1. Capacity building
 - Improvement of education of Patients with Haemophilia (PwH) and families as well as Health Care Professionals (HCPs)
 - Elaboration of educational material for HCPs and PwHs
2. Awareness creation
 - Patient camp
3. Diagnosis and registries
 - Diagnosis confirmation of known patients
 - Establish a national patient registry

NNHF cannot support activities which solely benefit individuals or offer treatment for PwHs. Furthermore, the activities cannot be in conflict with the NNHF Code of Conduct (which can be found on www.nnhf.org).

General requirements for NNHF projects

- Projects should fall within the stated scope and be built on existing health structures.

¹ Preferably in the low, lower-middle and upper-middle income categories, as defined by the OECD Development Assistance Committee (OECD DAC) list.

² Countries which have recently joined the European Union or are intending to do so in the near future.

- They should have the support of local health authorities, healthcare institutions and the local patient association.
- They must conform to local and national laws.
- The project applicant being the person responsible for the project should be a local expert with proven experience or a leading representative of a local patient association.
- If the project applicant is not identical with the legal representative(s) of the institution/organisation an endorsement letter needs to be established.
- Complex or extensive national projects need to prove involvement of all national key stakeholders, ideally with an endorsement letter of the Ministry of Health. If this is not the case, the project may be carried out after local or single-centre pilot projects have been shown to be successful.
- The duration of a project is between one and three years. Projects 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 project management methods. This requires that they are submitted with a detailed project plan with defined activities, deliverables, timelines, responsibilities and clear budget allocation. 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 educational sessions and meetings and running costs, i.e. consumables, as well as capital investment costs for laboratory, office or hospital equipment.
- NNHF does not support investments in buildings, e.g. purchase or rent, and does not pay honoraries to project owners or delegates. Salaries and fees will be covered only exceptionally, i.e. on a well described case-by-case basis. There should be an explanation of their sustainability at the end of the project (e.g. who is responsible for hired staff after termination of the project) and they should in no case comprise more than a maximum of 10% of the total project budget.

Project grants

- Project instalments are made at quarterly intervals based on reporting of the project progress and the achievement as well as reported costs.
- Annual auditing of the project account is required locally and auditing costs should be included in the project budget.
- 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 preferably be separated from any institutional account and should if possible have charity status.

Application procedure

- The application is to be made using the project application form, which is obtainable from www.nnhf.org or from NNHF upon request. 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.
- The application will be considered if written in English.

- The completely filled and duly signed application has to be submitted by fax to +41 43 222 4343 or by e-mail to info@nnhf.org
- The application must be duly signed according to the application template.

Application timelines

- The NNHF Council meets at least twice a year. The exact submission deadlines can be found on 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 and implementation phase

- NNHF management will support the applicant in fine tuning and finalising the project plan, quarterly and annual split as well as the bank account set-up, allowing signature of the project partner agreement (PPA).
- After the PPA has been signed between NNHF and the project partner, the first instalment will be made according to the agreed quarterly split.
- Subsequent quarterly payments will be made after a quarterly project progress report is submitted.
- 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 at least 8 weeks in advance of the NNHF Council meeting (see our website www.nnhf.org for dates of NNHF Council meetings) to ensure an efficient application and approval process. 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 in the case of delegation to working groups or individuals, quarterly cost planning and establishment of a dedicated project bank account.

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