

Reporting to the Novo Nordisk Foundation in Foundgood

Foundgood in short

Foundgood is an online reporting platform that provides the Novo Nordisk Foundation and its grant recipients with a comprehensive and common overview of the results and effects of the Foundation's grant-awarding activities. By using Foundgood you help the Foundation to document and demonstrate the societal value and impact of the supported initiatives.

Access to Foundgood

Access Foundgood via this link: www.foundgood.org – and use your login credentials provided by Foundgood.

If you have lost your login details, please send an email to support@foundgood.org.

Tips and useful hints

Central to Foundgood is the basic information you provide on your initiative and your subsequent reporting. To update the information about your initiative, click on its title under 'Initiatives'. Click 'Reports' to start reporting to the Foundation.



Please note that you can update your activities and results in Foundgood at any time, and that it will help you to prepare the yearly progress report and final project report.

How to use Foundgood in your reporting to the Novo Nordisk Foundation

- The following steps constitute your focus points when reporting to the Novo Nordisk Foundation through Foundgood.

The Initiative overview

Updating basic information about your project in Foundgood

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On the initiative overview page, you will find a summary of your project details, including funders, collaboration partners, employees and project duration. To update the basic project information, click the 'Run wizard' button to the right.



Using the guided update of your basic information

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When clicking the 'Run wizard' button, you will get an overview like the one to the right.

The wizard will guide you through updates and questions related to your initiative. You can navigate through the guide using the Continue and Back buttons. Your data is saved continuously. Please make sure to add basic project information that is not already provided. And pay special attention to the sections 'Funders and grants', 'Collaboration partners' and 'Employees funded by the grant'.

First page in the guide, updates for your initiative

Navigating between the different sections of the initiative overview

Help text for each section of the guide

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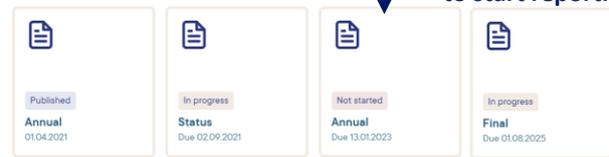
The Reports

Report schedule

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For each of your initiatives, the 'Reports' tab will provide a list of all the reports you need to submit to the Foundation. There are three different report types: a status report, an annual report and a final end-of-project report. For each report, the overview will indicate the status and due date. You can access a specific report by clicking the report icon.

Report schedule Novo Nordisk Foundation



Reporting to the Foundation

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Navigating to the report with the closest deadline will take you to this page. The reporting page has two elements: a Table of Content and an overview of the report content you are about to finalise for your funder.

The 'Run wizard' button starts the reporting guide that will help you through all steps of the reporting.

Please pay special attention to the following sections: Activities conducted, Collaborations that you have initiated, Sharing of results, and Influence on policy, all in relation to the current reporting period.

Click 'Run wizard' to start reporting



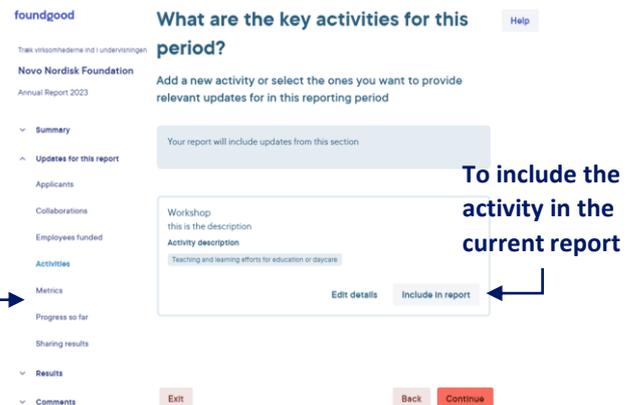
Reporting on activities

5

Reporting on the actual activities conducted within the report period is the most central part of your report. If you haven't already added any, the first thing you should do is to add the project activities that you have planned or are undertaking. The activity descriptions must be sufficiently precise and detailed for you to monitor and assess whether you have been successful in executing them.

We recommend that you report a maximum of five activities. To include and report on an activity, use the 'Include in report' button. And describe the changes within the reporting period. Make sure to update both the metrics and progress so far for all activities that you report on in the current period.

List of activities
Metrics for your activities
Reporting the progress



Submit your report

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When you have finished logging your activities, click the 'Submit' button to make the report readable for your foundation. The report will stay in review mode for 60 days, during which time you can add or change information as requested by the foundation.



Useful links

Login: www.foundgood.org

Novo Nordisk Foundation – Societal Impact: <http://impact.novonordiskfonden.dk/publications/>

Reporting to the Novo Nordisk Foundation: <https://impact.novonordiskfonden.dk/grant-reporting/?area=foundgood&report=0>

Where to get help

Technical questions: support@foundgood.org

Questions to reporting: registration@novonordiskfonden.dk

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