

# Reporting to the Novo Nordisk Foundation in Foundgood

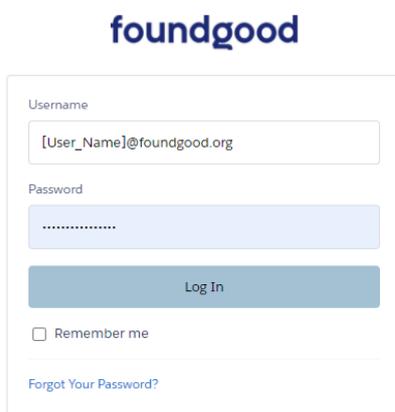
## Foundgood in short

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. Fundamental to Foundgood is the framework of change that you must define for your project. This is done by setting goals, developing activities, identifying indicators for measuring success and finally reporting on the achieved results. By using Foundgood you help the Foundation to document and demonstrate the societal value and the impact of the supported initiatives. You also support the Foundation's ambition to award grants that benefit people and the sustainability of society.

## Access to Foundgood

Access Foundgood via this link [www.foundgood.org](http://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](mailto:support@foundgood.org)



## Tips and useful hints

Foundgood contains four tabs that you use for navigating on the platform: Background, Activities, Progress and Reports. On each of these pages, there is an edit button in the upper right hand corner. Use this to make any changes you need to record. When you are done, remember to save your changes by pressing the 'Save' button at the bottom of the page.



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 seven steps below constitute your focus points when reporting to the Novo Nordisk Foundation through Foundgood.

## The Background Tap

### Creating your project in Foundgood

**1** When you go to the 'Background' tab, most of the basic information about your initiative will already be uploaded to the system. Please verify and update the information if necessary. The important sections under 'Background' that you should make sure are completed correctly are your project summary, the vision and the goals of the initiative, and the list of partners, and other foundations and funders. How to setup goals in Foundgood is described in detail below. Keep the text brief and identical to the approved application.

### Setting the main goals for your project

**2** You must always state the goals of your initiative in Foundgood, but first of all please verify and update the information already provided. Typically, 2-4 goals will be sufficient. Keep them short and concise. This will help you and the Foundation to have a common framework and understanding of what is central in your initiative and to measure the progress towards achieving the goals during the project period.

#### What are your goals?

List the changes you aim for to remedy the problems. You will later describe the activities you plan to do to meet these goals.



Write a short and concise description of the goals for your initiative

## The Activity Tap

### Describing the planned Activities

**3** When you have defined your goals, the next step is to describe the activities you have planned in order to fulfil your goals. But first, please verify and update the information already provided. The activities 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 2-3 activities per goal.

#### Describe your activity

Describe what this activity entails and the type of work you need to carry out



Description of the activities in your initiative

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

### The Activity Tap (continued)

#### Setting up success metrics

**4** For each activity you have listed, Foundgood will ask you to identify success metrics, more specific indicators by which you intend to measure the outcome. But first, please verify and update the information already provided. In addition, you will be asked to set the target of success in a chosen unit of measure, e.g. number of courses taught, schools built or children reached in your activity. We recommend that you add 1 or maximum 2 indicators per activity.

#### What does success look like?

Describe how you will know that the activity is progressing as you'd hoped

Enter success metrics

#### Describe the indicator

Enter an estimated amount that you aim to reach and a description of what you are measuring

Enter expected amount

example "10"

Enter name

0 / 80

example "Schools built"

Describe how you will measure your success

Give your success metric a unit of measure and set your target

#### Relate a NNF indicator to the success metrics

**5** For each of the indicators generated in the previous step, we encourage you to tag the indicator to one of the predefined target groups, e.g. Basic School teachers or School-age children (age 6-15). This will help the Foundation keep track of our overall contribution to society within our focus areas. The data will be used in the Foundation's annual impact report and to monitor the progress of the Foundation's strategy. Please verify and update the information already provided.

#### Tag your indicator

Tagging this indicator to a cross-cutting group, helps foundgood and your foundation understand the collective impact

Select a predefined indicator tag

Tag your indicator to one of the predefined target groups of your initiative

### The Progress Tap

#### Updating on your progress

**6** As your initiative move forward you will need to update your progress on the activities created in step three. Select an activity and select the type of update e.g. a text, images or an update to one of your indicators. We expect you to update on your success metrics when you submit your status or finale report to the Foundation.

#### Select the type of update you would like to post

Add text, images, documents or video

Update indicators to show the progress of your activities

#### Select which activity you have made progress with

Select an activity

Deltagere på Impact træningen

10

out of 8

### The Reports Tap

#### Reporting on your project

**7** When the times come for you to report on your project, an executive summary should be provided. The executive summary section must include a high-level presentation of the results up to the reporting date. In the separate achievements section, we encourage you to reflect briefly on the extent to which your vision for the project has been fulfilled. The executive summary and the description of achievements is used in the bi-annual grant report to the Foundation's Board of Directors.

#### Executive summary

This will appear at the top of your report and provide an overview of everything you outline in the report

Enter summary

#### What are the things you're most proud of?

Describe and reflect on the activities that went well

Describe achievements

Here you provide your summary of project results

Describe and reflect on your overall achievements in your project

#### Useful links

Login: [www.foundgood.org](http://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](mailto:support@foundgood.org)

Questions to reporting: [registration@novonordiskfonden.dk](mailto:registration@novonordiskfonden.dk)