INFORMATION AND GUIDELINES FOR APPLICANTS

PROJECT GRANTS FOR CLINICAL NURSING RESEARCH
Content

GRANT INFORMATION AND GUIDELINES FOR APPLICANTS

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GRANT INFORMATION

Grant capital:
DKK 3 million

Application form opens:
August 9, 2017

Application deadline:
October 3, 2017

Applicant notification date:
November 2017

Earliest start date:
January 1 2018

Review committee:
Committee on Nursing Research

Contact:
Anne Sofie Lei
Grant Administrator
Phone: 3527 6616
E-mail: ASFL@novo.dk
1. PROJECT GRANTS FOR CLINICAL NURSING RESEARCH

1.1. PURPOSE

It is the wish of the Novo Nordisk Foundation for nursing in Denmark to be research-based, and for the Danish nursing profession to develop to the highest quality for the benefit of the entire nursing and patient treatment process. The Novo Nordisk Foundation Committee on Nursing Research hereby invites for project applications within clinical nursing research.

1.2. ELIGIBILITY

The applicant must be a nurse and be occupied with nursing research. The research activities applied for must take place at a university, hospital or other non-profit research institution in Denmark. At the evaluation, particular attention will be given to:

- The applicant’s qualifications,
- the research environment of the project,
- the quality, originality, methods and feasibility of the project.

Applicants that already have an active grant from the Novo Nordisk Foundation cannot activate and receive payouts for a new project grant before reporting has been done for the active grant.

1.3. RESEARCH FIELDS

Nursing research.

1.4. FUNDING

Funding is given for projects of 1 to 3 years duration – whether as an independent project or as part of a larger, running project e.g. in connection with a PhD or postdoc fellowship in nursing research. In case of the latter, the larger project must be briefly described in the application, and there must be a full budget for the entire project.

DKK 3 million are available for funding in 2017. Applications for amounts less that DKK 50.000 per project year will not be considered.

Funding can be applied for expenses related to:

- Student assistance, consultancy, project worker.
- Services, e.g. statistics and data processing.
- Minor equipment.
- Publications originating from the funded project.
- Participation in conferences – in relation with presentation of the project max. 20.000 yearly.
- Studying abroad, e.g. travel expenses.

(The stay must be described in detail in the application and documentation from the institution must be included.)

The foundation does not support:
- Own salary.
- Organizing conferences.
- Expenses in relation to PhD supervisors or other supervisors.
- Study fee.
- ’Overhead’ (eg. rent, electricity, water, maintenance, etc.).

Please note that the applicant can apply for project funding for 1, 2 or 3 years, which must be clearly indicated in the application. In the budget, the applicant must specify the expenses for each year. If you are applying for funding for a project that is a part of a larger project, there must be a full budget for the entire project and not only the amount applied for.

For administrative support of the grant, an amount up to 5% of, and included in, the funding applied for from the NNF may be included in the budget.

The administrative support:
- can cover non-scientific, administrative expenses in relation to the project, such as accounting, administration related to payment of salaries and purchasing, hiring, as well as auditing and financial reporting on the project
- cannot cover administrative expenses that are not directly related to the project
- can via the host institution be shared between the institutions of the main- and co-applicants, as detailed in the application budget
- is not automatically included in the grant, and must be stated/applied for in the application budget, but should not be specified in detail

1.5. LANGUAGE

English.

1.6. SELECTION PROCESS

The Committee on Nursing Research evaluates the applications.

1.7. APPLICATION PROCESS

The application must be completed and submitted using the foundation’s application system that can be accessed on the Novo Nordisk Foundation home page:
www.novonordiskfonden.dk

It is important that the applicant reads these guidelines carefully and in their entirety before initiating the application process.

IMPORTANT! The foundation does not provide feedback in case the application is not selected for funding.
### 1.8. IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 9, 2017</td>
<td>Application system opens</td>
</tr>
<tr>
<td>November 2017</td>
<td>Evaluation of applications</td>
</tr>
<tr>
<td>December 2017</td>
<td>Applicant notification</td>
</tr>
<tr>
<td>October 3, 2017</td>
<td>Application deadline</td>
</tr>
<tr>
<td>January 1, 2018</td>
<td>Earliest possible start date</td>
</tr>
</tbody>
</table>

[Diagram showing the timeline of events]
APPLICATION GUIDELINES

The following pages contain guidelines for completing the application correctly. It is strongly recommended that the applicant reads these carefully and has a printout to refer to while completing the online application.

Please, also see “Terms and conditions for grants from the Novo Nordisk Foundation”, that all grant recipients must comply with:
http://www.novonordiskfonden.dk/en/content/conditions-grants

We recommend that you read these guidelines carefully before initiating the application process
2. RULES FOR GRANT APPLICATION AND ACTIVATION

2.1. GRANT APPLICATION

The following conditions apply when applying for grants:

a) An applicant may submit only one application per grant type per funding round. While it is not possible to submit more than one project grant application per call in a specific funding round, an applicant may submit an application for a different project to a different funding round in a different call.

b) An applicant may not submit an application for the same purpose/project to other funding rounds in the same calendar year.

c) Within the same application period, it is not possible to apply for another NNF grant/fellowship that can support a recipient’s salary. An applicant may not apply for two different NNF Investigator Grants (e.g., Hallas-Møller Fellowship and Excellence Project for Young Researchers) during an overlapping application period.

d) When applying for grants that do not provide funding for the applicant’s salary, the applicant must be able to account for own salary during the entire grant period.

e) Researchers with an active grant may apply for a new grant of the same type during the final year of the grant, however, a new grant cannot be activated until the existing grant is completed and no longer active.

f) Researchers currently in Ph.D. or postdoctoral positions may not apply for grants that do not include own salary, with the exception of Exploratory Pre-seed Grants. Researchers in Ph.d or postdoc positions cannot apply for project grants or programme grants. Project grants within nursing research and art history research excepted.

2.2. ACTIVE GRANTS

The following conditions apply for active grants, which are awarded grants for which the recipient has requested one or more payments:

g) It is not possible to hold more than one active grant of the same grant type. It is, however, allowed to have two or more active grants from the Novo Nordisk Foundation from different committees and different calls, i.e. project grants from for example both Committee on Bioscience and Basic Biomedicine, and Committee on Clinical and Translational Medical Research or alternatively a ‘Interdisciplinary Synergy Grant’.

h) It is not possible to hold more than one active grant that can support a grant holder’s own salary (grants in NNF Investigator Grant category). Irrespective if the grant is applied to cover own salary or not, an applicant cannot have both a ‘Hallas-Møller Investigator’ grant, and a ‘NNF Young Investigator’ grant, or an ‘Excellence project’ grant.
3. THE NOVO NORDISK FOUNDATION APPLICATION SYSTEM

3.1. BEFORE YOU BEGIN

The Novo Nordisk Foundation application system does not support Google Chrome. Use of one of the following browsers is recommended:

- Mozilla Firefox, newest version ([www.mozilla.com](http://www.mozilla.com)), for both PC and Mac computers
- Safari, newest version ([www.apple.com](http://www.apple.com)), for Mac
- MS Internet Explorer, v9 or newer ([www.microsoft.com](http://www.microsoft.com)), for PC

It may be necessary to disable “pop-up” blocking.

3.2. GENERAL INSTRUCTIONS

**Filling in the fields**

For all applications, the individual fields must be completed in accordance with these guidelines and the instructions supplied in the application. Abbreviations should be defined at the first use. The maximum character limit for each text field may not be exceeded. Character counts include spaces and symbols, but not line changes.

**Submission**

The application in its entirety must be submitted electronically via the NNF’s application system. It is not possible to submit an application or any part of it by standard mail or e-mail.

The NNF asks that you do not send any reprints, abstracts, letters of reference, etc., outside of the application system. Any material submitted outside the application system will not be included in the evaluation and will not be returned. Applications cannot be modified after the submission deadline.

Once the application has been submitted, a confirmation of receipt will be sent to the applicant at the e-mail address provided by the applicant. If you (the applicant) do not receive a confirmation of receipt, you should contact the NNF as soon as possible by e-mail at nnfond@novo.dk, or by telephone at +45 3527 6600.

**Confidentiality**

All applicant and application information will be treated as confidential.

3.3. NEW USER REGISTRATION

The electronic application system can be accessed through links on the NNF website. The links lead to the login site, where the new user registration link is found beneath the login for existing users.

To apply for grants from the NNF you need to register as a user. Only one user, which must be the main applicant, can be assigned per application. An applicant may only have one user in the application
system. If you already have a user, but experience problems logging in, then please contact NNF by e-mail at nnfond@novo.dk, or by phone at +45 3527 6600.

New users are created via the Login screen by clicking “Ny bruger? / New user?”

Notes for new user registration
- First name is your given name and Surname is your family name.
- Username must be written as birthdate followed by the two first letters of your first name and the first two letters of your surname (DDMMYY-xxxx), e.g. (050672-toha).
- Your e-mail address is required for routine communication.
- Select Danish or English.
- The selected password must consist of at least 8 characters, both letters and numbers.

After creating a password, click “Fortsæt”, and you are logged into the application system. You will receive an e-mail with your username.

3.4. CREATING AND COMPLETING AN APPLICATION
- After receiving a new user e-mail, an application is created by clicking the “Create application” icon in the start menu, under “My work items”. This icon should be utilized only once for creating the grant application. The application is then stored in the system and it is possible to return to it repeatedly until the completed application is submitted.

- It is necessary to save the data in the application while it is being worked on. The “Save” function button found at the bottom of each application step saves all application data as it exists at the time the save is performed. The Save button is next to the “Back” and “Continue” buttons, which are used to move between the different steps. By pressing “Continue” the system checks that mandatory fields are filled and saves the content before moving to the next step. You can only move through the steps in the given order.

- To prevent loss of data, it is essential to press “Save” before you leave the application system or use the menu to the left. Exit/logout of the application and system is performed simply by closing the application and system windows. When you return to the application, it will be at the step where it was exited.

- After the application has been created and while it is in the process of being completed, the application is accessed through “My work items” in the lower part of the screen, and you can at all times see in which step of the application you are working.

- If the “Create Application” icon has been utilized more than once, additional applications will be present. In this case, the applicant must choose one to complete and submit. It is not possible for applicants to delete additional applications - these will be deleted in the system after the application deadline.

- Complete the mandatory fields (*) before clicking “Continue”. The application cannot be submitted until all mandatory fields have been completed. Instructions for the final submission steps are found in “Step 7 – Total application / Application pdf” at the end of this file. Submitted applications can be found in the “Applicant” menu in the left side.

3.5. APPLICATION TEXTS
Text from word processing files can be pasted (using CTRL+C/CTRL+V) into the text fields of the application. Due to system compatibility requirements, most formatting is lost upon pasting and needs to be re-formatted within the text fields.
The available functions for formatting text are at the top of the fields. The function marked with the Greek letter Omega (Ω) is a special character dialog box that can be used to insert special letters and symbols. It is vital to check that special letters and symbols have not been converted or lost in the text fields.

Unicode-formatted letters and symbols are not converted/lost upon pasting, Greek letters created via Symbol font may not remain as Greek letters when pasted into the text fields.

The applicant is responsible for the legibility of the text in the application.

Text fields have a maximum number of characters, which include spaces (but not lines).

3.6. ILLUSTRATIONS

Figures/charts/tables/images, etc. are all classified as illustrations. The application may contain up to 4 illustrations, which must be in jpg or jpeg format.

The details for uploading illustrations are provided in application step 4 below.

4. GUIDELINES FOR COMPLETING THE APPLICATION

The online application can have up to seven steps.
- **Step 1** is where the grant area is selected and an application is created.
- **Steps 2-6** comprise the five parts of the actual application.
- **Step 7** is used to preview the application, to create a pdf file of the application and to submit the final application pdf to the NNF.

**PLEASE NOTE!**
- Some text fields or steps are not included or required for all types of applications.
- Legends above each text field specify the requirements for that specific text field (in cases where there is a discrepancy between the legend and these guidelines, the legend takes preference).
- Character limits and the number of used characters are indicated below each text field.

4.1. **STEP 1 – CHOOSE GRANT AREA**

Choose the desired grant area from the “drop-down” menu.

Choose application language if a choice is present. Please note that the system language changes according to this selection.

To continue and to complete the application, it is necessary to read and accept the NNF’s standards for good research practice. These can be found on the NNF website and can be accessed through the link in Step 1.
4.2. **STEP 2 – PERSONAL INFORMATION**

**Personal information**
Please provide highest relevant education, the current position, gender, age, and ORCID number.

ORCID (Open Researcher and Contributor ID) is an open, non-profit endeavor to register and link researcher efforts and output. The applicant must sign up in ORCID (http://orcid.org/) and introduce the membership ID in the appropriate field.

ORCID is a unique identifier, which researchers can associate with their name variations and their research works, to ensure that these links can be made accurately and reliably. NNF uses the information from ORCID to ensure that grantees receive full credit for their work for the benefit of both individual researchers and their institutions. Applicant is requested to keep a full and updated publication list available via ORCID.

**Private address**
Please provide your private address, as well as phone number.

**Current institution**
This section relates to the place of your current employment. The “Institution / University” field contains a menu of research institutions within the Nordic countries. In case the relevant institution is unavailable in the dropdown menu, please select “Andet / Other” and write the name of the institution in the field “Other”.

**Applicant’s curriculum vitae**
Please provide your brief CV. Note that references for recent publications are to be entered two fields below and need not be listed here. (Max. 4,000 characters)

**Summary of own research**
Please summarize your own research that is of relevance to this application. (Max. 2,000 characters)

**Publications**
Please provide the complete reference information for your most important recent publications (up to 10). (Max. 4,000 characters)

**IMPORTANT!** It is not possible to modify your name or e-mail address in the application. If you need to change either, you must contact the foundation.

**IMPORTANT!** If changes have been made to ‘Personal information’, you must create a new application in the Start menu for these changes to be incorporated into your application.
Supplementary personal information
This field can be utilized if there are special circumstances regarding your application that the review committee should be aware of. (Max. 2,000 characters).

4.3. STEP 3 – SHORT DESCRIPTION

Project information
Enter the start and end dates of the grant period. The grant period indicates the period in which the grant must be used. The project must be started within one year after receiving the grant, unless otherwise indicated. Enter the project title.

Grant administration
This section relates to the institution at which the grant will be administrated, in the event that the application is selected for funding. Please note, that this institution is not necessarily the same as where the work described in the application will be carried out.

In the case that the institution where the grant is to be administrated is the same at the current institution, please provide the institutional information again here.

Brief project description
Please provide a concise description of the project. (Max. 2,000 characters)

Category choice
For some application types, it is necessary to select categories. In the Category fields, characterize the research project by selecting the most relevant research type, method and subjects. Research subjects are accessed through the “Add button” and where it is possible to selected more than one, up to 3 selections can be made in this category. To access all of the subject choices, use the “Add” button at the bottom of the menu.

4.4. STEP 4 – DETAILED DESCRIPTION INCLUDING ILLUSTRATIONS

Project description
Please describe your proposed research project in detail – including purpose, background, methods, co-applicants and other partners, and the significance of the project. The maximum character count depends on the specific grant area.

Figures, tables, diagrams etc. (illustrations) can be uploaded below the text field. Please only upload illustrations relevant for the assessment of your application.

Uploading illustrations
Up to 4 illustrations may be uploaded in step 4 via the Upload function near the lower right corner. The illustrations must be uploaded in jpg or jpeg format. Include the illustration number and legend within each illustration file.

An individual illustration file should be max. 700 (width) x 900 (height) pixels.

File names can only contain the letters a-z, and not the Danish letters æ, ø or å, and cannot contain spaces or numbers.

To upload illustrations
1. Click “Upload” on the lower right corner.
2. For each picture, click “Browse”, and find the file on the computer.
3. Click “OK” to upload. For slow internet connections, this may take a few minutes.
4. When the picture has been uploaded, it can be viewed on this page.
Uploaded pictures can be deleted, by using the red cross icon on the right side of the picture.

The system automatically adds the application number to the file name of all uploaded pictures.

4.5. STEP 5 – LITERATURE REFERENCES FOR THE DETAILED DESCRIPTION

Provide the reference information for the literature cited in the detailed project description. (Max. 4,000 characters)

4.6. STEP 6 – BUDGET

Enter the requested budget into the budget spreadsheet, including the financial support requested from the Novo Nordisk Foundation and the funding amounts for the same project from other sources.

The budget amount for each year is found in the bottom row of each year, and the amount for the total budget, including all years, can be found below the budget table.

Filling out the budget
- All amounts must be stated in Danish Kroner (DKK) – whole amounts only, without decimal places.
- When entering DKK amounts, do not use periods, commas or spaces.
- When choosing a budget post, it must be specified what is applied for in “Details”, and an amount must be entered.
- If you convert currency to DKK include the cost in the original currency and the exchange rate in the “Details” field.
- The budget should be given in budget-years, not in calendar years.
- Add a new budget line by clicking “+”.
- Activate a budget post by clicking anywhere on the relevant budget line. The active budget line is shown in yellow (note that the most recently modified budget line remains yellow even after saving).
- Select the relevant “Post” in the dropdown menu and introduce the requested value in the “Applied from the Novo Nordisk Foundation” field, in the right side of the budget.
- In the “Details” field carefully itemize the expenses for each budget post.
- IMPORTANT: Each budget post must be saved by clicking the “Disc” icon below the budget line.
- An introduced budget line can be deleted by clicking the “Waste bin” icon.

IMPORTANT! Press “Save” for every budget line that you enter
Supplementary information for the budget
This field can be utilized if there is special budget-related information that the review committee should be aware of. (Max. 4,000 characters)

Grants previously received from the Novo Nordisk Foundation in the last 3 years
If you have received funding from NNF in the last 3 years, it is necessary to provide information about this in the field below. (Max. 2,000 characters)

Status report
If you are applying for funds for related ongoing research that is already supported by the NNF, you must describe the status of this so that its progression can be evaluated. Include the number of the application and other relevant information. If you fail to complete this field, the application will be rejected. (Max. 2,000 characters)

Approve and preview application
The applicant must certify that the information provided in the application is true and accurate, by checking the box at the bottom of the page.

The application must then be previewed before submission, to ensure that it is complete and legible. Click “Preview application” at the bottom of step 6, in order to access the application preview in step 7.

4.7. STEP 7 – TOTAL APPLICATION / APPLICATION PDF
This step is used to preview the entire application and to ensure that all required information is included.
It is possible to return to previous steps to enter or change information, by clicking “Back” at the bottom of the page.

When all desired information has been properly introduced in the application, click “Create PDF”, which generates the application pdf file at the bottom of the page. Open the created pdf file by clicking on the pdf icon.

IMPORTANT! If the application and the pdf is to be modified, click “Back” at the bottom of the application. It is then possible to return to any application step, after which the application must again be previewed, and a new pdf file created.

When the final application pdf is complete, the last step of the submission process is to click “Submit application” at the end of the application.

After sending the application, you will receive an email confirmation of your application together with the submitted pdf. This pdf can also be accessed in the application system under “Submitted applications” in the “Applicant” menu. If you do not receive an email with your application pdf, please contact the NNF at nnfond@novo.dk immediately.

June 2017
ABOUT THE NOVO NORDISK FOUNDATION

The Novo Nordisk Foundation is an independent Danish Foundation with corporate interests. The objective of the Novo Nordisk Foundation is twofold: To provide a stable basis for the commercial and research activities conducted by the companies within the Novo Group and to support scientific and humanitarian purposes.

The vision of the Novo Nordisk Foundation is to contribute significantly to research and development that improves the health and welfare of people.