novo
nordisk
fonden

Benefiting people and society

DATA SCIENCE COLLABORATIVE RESEARCH PROGRAMME 2024

Information and guidelines for applicants

Table of contents

Information about the call

Grant capital:
Up to DKK 75 million

Award amount:
Up to DKK 30 million per grant

Application form opens:
11 December 2023

Application deadline:
5 March 2024 at 2pm (CET)

Applicant notification:
December 2024 (*non-shortlisted* applicants will be notified of the status of their applications on 4 June 2024)

Interview:
September 2024 (*only shortlisted candidates will be invited for interview,* the date for interview to be confirmed upon invitation)

Earliest start date:
1 January 2025

Latest start date:
1 December 2025

Review committee:
Committee for Data Science

Contact:
Nadiia Hutrina
Grant Specialist
E-mail: ngu@novo.dk

Anna Chailyan
Senior Scientific Manager
E-mail: ach@novo.dk
Phone: +45 2248 5217

1 DATA SCIENCE COLLABORATIVE RESEARCH PROGRAMME 2024

These guidelines are intended to assist you in the application process when applying for a grant from the Novo Nordisk Foundation (NNF). It is important that you carefully read these guidelines before initiating the application process, as the guidelines contain the complete call text as well as instructions regarding the completion of the application.

- **Section 1** describes the overall frame and conditions of the call, eligibility criteria, and evaluation process.
- **Section 2** provides technical guidance for how to access and navigate in the application and grant management system NORMA.
- **Section 3** provides essential information regarding the application content, structure, and budget.

NNF will treat all applicant and application information confidentially. Read more about how NNF processes personal data under 'privacy & security' in the online application system, NORMA.

Furthermore, please read 'General Terms and Conditions' for grants from NNF that all Grant Recipients must comply with: http://www.novonordiskfonden.dk/en/content/conditions-grants

1.1 PURPOSE

The Data Science Collaborative Research Programme aims to support synergistic research collaborations rooted in data science and computational science with immediate or potential future applications within areas of relevance to NNF's Strategy.

The goals of the Data Science Collaborative Research Programme are:
- To foster research collaborations between data scientists
- To support research collaborations between data scientists and experts in other fields, including but not limited to medicine, biology, biotechnology, physics, chemistry, etc.
- To support an excellent academic research and education ecosystem within data science in Denmark
- To advance education and training courses in data science-related topics in Denmark

NNF open competition calls within Data Science

- **The Data Science Investigator Programme** supports excellent independent research leaders at all career levels with ambitious projects within the field of data science.
- **The Data Science Collaborative Research Programme** supports data science-driven collaborative research projects within the NNF's scientific focus areas.
- **The Danish Data Science Academy** promotes collaboration and education and awards travel grants and PhD and postdoc fellowships in open competition (calls are announced at https://ddsa.dk).

1.2   AREAS OF SUPPORT

Research proposals which are eligible for funding should address:

a)   Development of new algorithms, methods and technologies within data science, artificial intelligence (incl. machine learning and deep learning), statistics, bioinformatics, and other computational sciences (incl. mathematical modelling, simulations, etc.)

and/or

b)   Applications of data science and computational sciences to areas of relevance to NNF's strategy, including life science, biomedical- and health science, public- and global health, infectious disease, sustainability, green transition, agriculture, as well as natural and technical sciences.

For projects mainly concerned with methods development, it is important that the applicants argue convincingly for potential application and impact within NNF's scientific focus areas. Vice versa, projects that have their primary focus on the application side must describe and explain the novelty and impact of their data- and computational science approach, be it development of novel methods or novel applications of existing methods.

It is recognized that data science application and maturity will differ between disciplines and applicants within biotechnology and natural sciences are also encouraged to apply.

In general, projects without potential applications within NNF's scientific focus areas and/or projects with no novelty in terms of development or application of computational methods will not be funded in this programme. Projects where the primary focus is on financial or insurance, fraud detection, advertisement, commercial analysis, telecommunication, mass surveillance, defence, cyber security, gaming, etc., are considered outside of scope and will generally not be considered for funding.

1.3   ELIGIBILITY

General rules for eligibility
The main applicant or at least one of the co-applicants must be a data science or computational science researcher who is actively engaged in research and teaching activities at an academic institution in Denmark during the project period. The main applicant can be either a computational researcher (data scientist) or a researcher from a relevant application domain (medicine, agriculture, physics, etc.).

The project may include up to 5 co-applicants.
The proposed research project should demonstrate synergistic collaboration between different research groups, typically from different institutions/departments and different scientific disciplines. A project solely with applicants from the same institutional department or within the same scientific research domain is generally not within the scope of this call.

Please note, consortia where all, or the vast majority of, the computational work is planned to be undertaken abroad are not eligible to apply for this programme.

Collaboration with industry is possible. Please note, in this case, funding *cannot* be awarded directly to industry partner(s), unless these partners act as sub-contractors (e.g., consultants, service providers, vendors, etc.). In case of industry collaboration, it is important to demonstrate the synergy that will be achieved through the collaboration and to show how the collaboration is timely and appropriate for the project.

To receive funding, co-applicant(s) must be listed in the application as a "co-applicant" and the distribution of funding must be detailed in the budget. Furthermore, the roles of the co-applicant(s) in the project must be clearly described in the project description.

Additional co-applicants or collaborators (in addition to the 5 co-applicants) are allowed. However, these cannot receive funding from the programme.

Place of employment and institutional anchoring
The main applicant should be at least 70% associated with/employed at a Danish university, hospital, or other non-profit organisation, that will be considered the administrating institution of the grant. The co-applicant(s) can be anchored in Denmark or abroad.

A hosting letter signed by the head of the department/institute at the administrating Danish institution must be provided in the Appendices (see Section 3.5). The letter should confirm that the host institution will provide the required infrastructure, laboratory, and office facilities, as well as administration of the grant.

General rules and restrictions for applications
It is possible for researchers to apply for several Data Science Open-Competition calls (as either a main or co-applicant). However, the following restrictions apply:

- **An applicant may submit only one application per call as "main applicant".** The main applicant can participate as a "co-applicant" on other applications within the same call, however, the projects that the applicant participates in cannot overlap.
- **A main applicant can only be awarded *one* Data Science open competition (Collaborative Research Programme or Investigator Programme) grant from NNF within a given year.** Thus, if a Collaborative Research Programme application is awarded, the main applicant will <u>not</u> be eligible to receive funding for a Data Science Investigator grant in the same year.
  - Co-applicants may apply for a Data Science Investigator grant but must clearly indicate which other submitted proposals to NNF include them as a main or co-applicant.
  - Applications should not be contingent on each other, and any overlap in the project description should be indicated clearly.
- **At any given time, the main applicant may only have *one* Data Science Open-Competition (Collaborative Research Programme or Investigator Programme) application *under evaluation*.** If the applicant submits more than one application, only the first application submitted will be evaluated, while any subsequent applications will receive an administrative rejection. After having received notification on the funding decision, the applicant may submit a new application for a Data Science grant.
  - <u>Please note</u>, applicants to the NNF Data Science Collaborative Research Programme will be informed of whether they proceed to the second stage of the evaluation process on 4 June 2024. *If the application does <u>not</u> proceed to the second stage of the evaluation process, applicants will be notified by e-mail and can <u>withdraw the application and submit another application to the NNF Data Science Investigator Programme, which has a deadline on 30 July 2024</u>.*
- It is possible for a main applicant on an active Collaborative Research grant to be a co-applicant on an application submitted by another eligible applicant.
- Researchers who have already been awarded a Data Science Collaborative Research Project grant, or an Investigator Grant[1], from NNF (as grant recipient or main applicant) are not eligible to apply for another grant under this programme as the main applicant, until the last year of the grant period for the active grant.
- Please refer to our general terms and conditions (https://novonordiskfonden.dk/en/conditions-for-grants/) for further information when applying for/receiving a grant from NNF.

1.4 FUNDING

The total annual grant budget for the 2024 Data Science Collaborative Research Programme is up to DKK 75 million.

<u>Each grant can be up to DKK 30 million, with a maximum duration of 5 years, and minimum duration of 4 years</u>.

The maximal size of the grant scales with the size of the collaborative consortia (maximally DKK 12 million for 2 partners, DKK 18 million for 3 partners, DKK 24 million for 4 partners, and DKK 30 million for 5 or 6 partners).

---

[1] **"Investigator grants"** in the Novo Nordisk Foundation are defined to include the following calls/grants across all funding areas: Emerging Investigator, Ascending Investigator, Distinguished Investigator, NNF Young Investigator Award, NNF Laureate research grants, RECRUIT and NERD.

Applicants may apply for funding for the following types of expenses (see section 3.5 for details):
- Salary for scientific employees
- Salary for technical/administrative staff
- Salary for research secretary
- Tuition fee for PhD students
- Operating expenses
- Equipment required for the project
- Infrastructure establishment and installation
- Data management
- Collaborative activities
- Conference participation
- Publication costs
- Bench fee
- Direct administrative expenses (up to 5% of the total funding applied for).

NB: Salaries for main applicant or co-applicants cannot be covered.

NNF will not award funding for:
- Commercial activities
- Overhead
- Double funding of projects:
  - If the applicant has received funding for the proposed project from other sources, in part or in full, this situation must be accounted for in the budget, as no budgetary overlaps are allowed.
  - If an identical or overlapping project proposal has been submitted to other funding institutions than the NNF, it must be noted in the application.
  - If, at the time of submitting the application, an applicant has applied for, or has received, funding for the project, or parts of the project, from others, this must be detailed in the budget of the application. If the applicant receives funding for the project, or parts of the project, from other sources following submission of the NNF application, NNF must be informed immediately.

1.5   LANGUAGE
The application and any additional uploads must be written in English.

1.6   APPLICATION PROCESS

The application process consists of 2 Phases:

- **Phase 1**, in which a full application, limited to 30,000 characters, should be submitted.
- After review and discussion in the committee, the top ranked applicants are invited for **Phase 2**, in which they will present and discuss their proposed research projects with the review committee at the Novo Nordisk Foundation.

On 4 June 2024, applicants who were *not selected for progression to Phase 2 (interviews)* of the Data Science Collaborative Research Programme will be notified about the outcome of their application via e-mail. These applicants will have an option to apply to the NNF Data Science Investigator Programme which has an application deadline on 30 July 2024.

December 2023	March-May 2024	September 2024	December 2024
Call opens	Evaluation of applications	Interviews	Applicant notification

5 March 2024	4 June 2024	October-December 2024	January 2025
Application deadline	Applicant notification *Invitation for interviews*	Final evaluation	Earliest possible start date

The application must be completed and submitted using NNF's online application and grant management system, NORMA, which can be accessed from: https://norma.novonordiskfonden.dk. Further information on how to access and navigate NORMA can be found in chapter 2.

When all applications have been assessed, applicants will be notified about the result in an e-mail from norma-noreply@novo.dk to the e-mail address entered on initial registration.

1.7   ASSESSMENT CRITERIA

The NNF's Committee for Data Science, consisting of 10 international experts within the field, performs a scientific evaluation and prioritisation of the applications based on the following criteria:

- The project's originality, ambition, expected outcome, and differentiation from the current state-of-the-art in its field.
- The feasibility of the proposed project.
- The scientific qualifications and contributions of the collaborators.
- Managerial and scientific qualifications of the programme leader/main applicant.
- The collaborative approach, including the overall synergy, the work plan, and distribution between the collaborators.
- Alignment of the proposed research with the Foundation's strategy and grant awarding priorities.
- The plans for contributing to data science and computational science teaching at Danish universities, including the teaching portfolio and qualifications of the applicants and the potential for translating the proposed research into data science teaching programmes and/or training initiatives at Danish universities.
- The financial situation and prior obligations of the programme leader, in case it can compromise the dedication to, and quality of, the proposed project.
- If the project supports open and reproducible science by sharing code and data, including adherence to the FAIR data principles.

2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA

Sections 2 and 3 provide guidance on completing and submitting an application through NNF's online application and grant management system NORMA. Section 2 contains general technical information, while section 3 contains information specific to the individual call. All the fields of the application form must be completed in accordance with these guidelines and the instructions in NORMA.

2.1 USER REGISTRATION

NORMA can be accessed through links on NNF's website or directly at:
https://norma.novonordiskfonden.dk

Before you begin, please read the instructions on the login page.

If you do not have a user profile in NORMA, you can register by clicking REGISTER from the login-page. Here you can also retrieve forgotten passwords by clicking the FORGOT PASSWORD-link. The main applicant should only have one user profile. Please use your work e-mail address for registration. After registration, you will receive an e-mail with your username and a temporary password, which you can then use to log in to NORMA. After logging in for the first time you will be asked to provide a password of your own choosing.

A registered user who submits an application is legally responsible for the truthfulness of the content of the application.

If you experience technical problems, please contact NORMA Support: norma-support@novo.dk.

> ⚠ An applicant cannot change the e-mail address provided at registration. Please contact NORMA Support if you need to change your e-mail address.

2.2 CREATING AN APPLICATION

Initiate an application by finding the call you wish to apply for in the OPEN CALLS-section on the Applicant Portal in NORMA. Use the search filters at the top of the section to filter by e.g., overall funding area, and initiate an application by clicking APPLY NOW next to the relevant call.

Applications can be edited up until the deadline. A draft application can be saved by clicking SAVE DRAFT and may be cancelled at any time up until the deadline by clicking CANCEL APPLICATION. An application is not submitted to NNF until an applicant has clicked SUBMIT and has received confirmation that the application has been successfully submitted.

You can review the application at any time by reopening from within NORMA. Opening the application will also allow you to download the application in its entirety as a PDF. Make sure the PDF is readable and formatted appropriately before submitting your application.

2.3   TEXT AND ILLUSTRATIONS

For all applications, the individual fields must be completed in accordance with these guidelines and the instructions supplied in NORMA.

> ⚠ To prevent loss of data, it is essential to press SAVE DRAFT before you leave NORMA or navigate in the system.

TEXT FIELDS

Text from Microsoft Word or comparable word processors can be copied and pasted into most text fields of the application. It is, however, important to check that formatting, special characters, and symbols have not been converted or lost in the text fields after copying and pasting. If the formatting looks wrong in NORMA or in the PDF, try changing all text to *Normal* using the FORMAT dropdown. It is the responsibility of the applicant to ensure that the pdf looks correct before submitting it.

The available options for formatting text are at the top of the text fields. Some shorter text fields do not have the option to use rich text formatting.

> ⚠ For readability purposes, standard fonts, font size 11-12, and line spacing between 1.0 and 1.5 must be used.

ILLUSTRATIONS

Illustrations such as figures, charts, tables, images, etc. related to the project description can be uploaded under PROPOSAL. A maximum of four illustrations are allowed. The illustrations will be placed on a separate page in the application PDF but can be referenced throughout the project proposal as needed. For readability, please name the files numerically by the order in which they are referenced. **Do not upload your CV (see Section 3.1), Hosting letter or Letter of confirmation here (see Section 3.5).**

The following file formats for illustrations are accepted in the system: JPG, JPEG, PNG and BMP. The maximum accepted size for each illustration is 1050*1650 pixels.

2.4   SUBMITTING THE APPLICATION

The application in its entirety must be submitted electronically via the application system by clicking SUBMIT. It is not possible to submit an application or any part of it by standard mail or e-mail. Any material submitted outside the application system will not be included in the evaluation and will not be returned.

> ⚠ Please remember to check that the PDF version of the application is legible and contains all data and uploads before submitting.

All applicants must read and accept NNF's Standards for Good Research Practice before submitting the application. Further, the applicant must declare that the information provided in the application is true and accurate.

An application cannot be submitted unless all the required fields have been completed. Applications can be cancelled at any time before submission. If you need to withdraw an application after the deadline, please get in touch with NNF via e-mail, using the contact information on page 3.

> ⚠ A list of any incorrect or incomplete entries will be generated at the top of the screen when you click SUBMIT. Clicking one of these error messages will take you to the relevant field. Amending incorrect or incomplete entries can be time-consuming, so we recommend submitting applications well before the deadline.

3   APPLICATION CONTENT

This section provides guidelines on the content required in the individual sections of the online application form for this call, as well as essential information regarding the project description, structure, and budget.

3.1   APPLICANT

The APPLICANT-tab contains information about all those involved with an application. For this call, it means the main applicant and up to 5 co-applicants.

Main Applicant
The **main applicant** can enter their details through the APPLICANT DETAILS-task with the type 'Applicant'.

Co-Applicants

Co-applicants must be invited through NORMA and subsequently enter their details through the APPLICANT DETAILS-task with the type 'co-Applicant' in the system. Please follow the instructions in NORMA on how to invite co-applicants to your application. When the co-applicant accepts his or her invitation and has registered as a user in NORMA, they will gain access to the application.

In addition, they will be assigned an APPLICANT DETAILS-task, available under MY TASKS from the APPLICANT PORTAL in NORMA (see below).

Co-applicants will only be able to edit their own APPLICANT DETAILS-task, as well as make changes to the main application. The main applicant, on the other hand, can review and edit all Applicant Details-tasks for the application including those for co-applicants.

Supporting documents (*co-applicants only*): Each co-applicant must upload a signed letter of commitment, stating their contribution to advancing the project and their commitment to their share in the grant. Note that this is a letter from the co-applicant, not the co-applicant's institution.

Applicant details (each applicant)

The following information about each applicant is mandatory and is collected through individual tasks in the APPLICANT DETAILS-section:

- **CV**: (A maximum of 4,000 characters, including spaces)
  Please include in your CV a short bibliographic overview summarizing total number of peer-reviewed publications, number of first authorships, number of corresponding authorships, number of citations-index, etc. Applicants are strongly encouraged to provide a link to an updated profile with a full publication list on, e.g., ORCID, Google Scholar, Web of Science, or Scopus.
- **Publication list**: (A maximum of 5,000 characters, including spaces)
  Please only include the 10 most relevant publications for evaluating your merits. Include a complete specification of all authors for each publication with your own name highlighted.
- **Summary of own research**: (A maximum of 2,000 characters, including spaces)
  Please provide a short summary of your research and explain how the past years of research fit into the current proposal and collaboration.
- **Previous and current grants from NNF**: If you have previously submitted other applications in the same calendar year, summarize how these applications are related to the current application. If you have received any grants from NNF as an applicant or a co-applicant within the past five years, you must provide the application number, project title, grant period (in years), grant amount and the percentage share of the grant (100% if there is no co-applicant). Briefly summarize how these grants are related to the current application.

> ⚠️ Before the application can be submitted, the main and co-applicants must complete their own details by clicking on COMPLETE TASK under their individual APPLICANT DETAILS-section.

3.2 INSTITUTION

Please provide information about the institution where the grant will be administered. This institution is where the main applicant will be employed during the grant period and the institution which will be responsible for budgeting, accounting, and staff supported by the grant.

> ⚠️ Registering a new administrating institution in NORMA can take up two working days. The application can be edited but cannot be submitted before this information is registered. We therefore recommend that you register an administrating institution in good time.

3.3 PROPOSAL

Describe the project using the fields on the PROPOSAL tab. Each field (Project title, Brief project description, Project description, Illustration uploads, Lay project description, and Research methods) will have a short instruction text describing the expected input and maximum characters available.

PHASE 1: FULL APPLICATION

Applicants are requested to submit a full application of **up to 30,000 characters** (including spaces, line breaks, and special characters) which describes the proposed research.

When writing the project proposal, please consider adhering to the following structure and content (if possible, we recommend following them in the given order and with the given headlines):

- **Purpose** [Briefly mention the main objective for the proposal, but keep it concise, simple, and precise].
- **Background and State-of-the-art** [Provide a short description of the current status and state-of-the-art within the field or topic of your proposal, in terms of existing knowledge, data, methods, frameworks, results, etc.].
- **Central hypothesis and research idea** [Briefly describe the central hypothesis or idea of the project and emphasize how your project is different from and complementary to the existing state-of-the-art, current knowledge, etc. Essentially, what the novelty and value of your proposal are and how it will fill gaps in existing research or knowledge].
- **Expected outcome(s)** [Describe the expected outcomes of your project short-term, medium-term, and long-term].
- **Methods**:
    - o **Domain-specific methods** [Your application should describe the relevant "domain-specific" methods (besides the specific data science methods) needed to conduct the research programme, such as for instance the computational or experimental methods used for generation of new data, overall data collection and curation, the theoretical foundations of a mechanistic model etc.].
    - o **Data Science methods** [Your application should explain how your project and collaboration contribute to the development of new data science methods

and/or to applications of existing methods in new areas and new ways. The methods and algorithms must be described and/or referred to in a level of detail which enables the committee to assess 1) what they entail, 2) their relevance to the problems being addressed, 3) their potential limitations, and 4) their potential use for other applications. We recommend highlighting which methods, algorithms and approaches are currently considered state-of-the-art within the domain(s) of the project as a basis for explaining how your approach builds on, relates to, uses and/or extends beyond the state-of-the-art, to demonstrate how the project will bring novelty in terms of development of new data science methods or new impactful applications of established methods].

- **Preliminary results/feasibility** [You should not assume that all committee members will be familiar with all relevant prior work – by you or others – in your specific field or domain. If you have (or know of) preliminary results, data or methods that support the validity and/or feasibility of what you propose in your application, we strongly recommend that you describe and/or refer to these in your full application].
- **Scientific impact, novelty, and significance of the project** [The novel/innovative aspects of the project should be clear from your application. This applies to the originality of the problem, the approach, the methods, the data, the results and/or the impact. This will usually entail highlighting what already exists and/or is the current practice].
  - o **Advancements in the domain** [Please formulate how the project outcome is expected to advance the domain area(s)].
  - o **Advancements in the use of data science** [Please state how the project outcome is expected to advance data science within the domain area(s) and/or data science more broadly].
- **Strategic impact of the project**
  - o **Impact within Novo Nordisk Foundation strategic areas** [It is important to clearly state the future applications of your proposed research project (e.g., a new data science method), to demonstrate that you have considered a plausible path from your research to the societal impact you claim it could have. This is particularly important if the envisioned impact of your project is not immediately obvious and/or lies beyond the time frame or scope of your project itself.]
- **Workplan and collaborator contributions** [Describe the work plan with timeline and work packages, potentially accompanied by a Gantt chart, an illustration or similar, as well as the contributions, roles, synergies, and responsibilities of the partners in the project. Explain why the chosen consortium is suited to take on this project.]
- **Teaching** [How the proposed research will translate into teaching activities rooted in data science or computational science must be described (undergraduate courses, graduate courses, vocational training, BSc and MSc study lines, etc.)].

Abbreviations should be defined at the first use, and preferably a list of abbreviations should be included in the project description.

PHASE 2: INVITATION FOR INTERVIEWS

Only applicants selected by the Committee for progression to Phase 2 will be invited for an interview with the Committee for Data Science. More information will be shared with selected applicants.

We recommend that all co-applicants who are part of a research consortium participate in the interview. However, if some co-applicants are not able to participate in the interview, we recommend that the data science expertise in the project is represented by a consortium member at the interview, and the team participating in the interview is expected to be able to cover questions from the committee on all parts of the application.

3.4   BUDGET

The budget for the project applied for only comprises the information entered on the BUDGET tab. Additional budget information attached under UPLOADS or added on any other tabs than BUDGET will not be considered.

GRANT PERIOD

Before you can fill in the budget template, start by entering the start and end dates for the grant. This will determine the number of years available from the budget template. The grant period is the duration of NNF's grant for the project, and the budget counts years following the project start date rather than calendar years.

CREATE BUDGET

After saving the project start and end dates, the budget template will become available to edit. The budget will open in a new tab, in which you will need to add the subcategories you need for your budget. Please follow the instructions at the top of the screen to complete the budget.

Notes:
- The budget continuously saves changes you have made without the need to manually save. You are free to leave the budget at any time and come back at a later point.
- When you are done filling in your budget, please use the SAVE AND CLOSE button. This will check that all information has been filled out correctly and in accordance with the guidelines, saving the budget to your application.
- You can now return to the BUDGET tab. A summary of the budget will be displayed, review it to ensure that it is correct.
- The full budget details can be viewed or edited at any time before submission of the application by reopening the budget template.

ELIGIBLE BUDGET COSTS

Applicants may apply for funding for the following types of expenses when directly related to the project:

1) **Salary** for scientific employees below the hiring level of the main applicant, such as PhDs, postdocs, and assistant/associate professors.
    - The salary may include pension, holidays, etc. in accordance with the current agreements and regulations at the Danish administrating institution (please, consult with the administrating institution regarding current agreements and regulations).
    - *Note, funding from the grant cannot cover salary for the main applicant and/or co-applicants. In addition, salary cannot be covered for scientific faculty with*

> *time-unlimited permanent contracts at Danish research institutions, including tenured staff or other scientific staff.*
>   o Salary support may be provided for collaborators affiliated with foreign institutions if they require it and only covering the time period where they are physically full time in Denmark.
>   o Additional salary can be applied for to cover maternity or paternity leaves. [2]

2) **PhD tuition fee** up to DKK 80,000 per year per student.
3) **Salary for technical staff** for, e.g., data processing, data analysis, data management, software/database development, operations of hardware/equipment, and dissemination of data/tools.
4) **Salary for a research secretary** and/or **coordinator** for the main applicant.
5) **Operating expenses**, including materials, consumables, and services.
6) **Equipment and hardware** if relevant for the proposed project. Costs may include acquisition, installation, implementation, service contracts, software, etc.
7) **Data management expenses** for collecting, processing, managing, storing, and sharing data.
8) **Collaborative activities and dissemination activities**, e.g., workshops, meetings, exchange, seminars, and other efforts directed at ensuring fruitful collaboration between the partners of the programme and dissemination of results.
9) **Conference participation**, e.g., travel, accommodation, and registration for scientific conferences.
10) **Publication costs** related to scientific publications originating from the project.
11) **Bench fee**: Support for individual researchers for the coverage of direct expenses needed to conduct the research project applied for (see details below, must be specified in the budget).
12) **Administrative fee** of up to 5% of, and included in, the total budget, for administrative expenses that are directly related to the project (see details below).

Bench fee can be included in the budget for the support of individual researchers to cover expenses needed to conduct the proposed research. Bench fee is calculated per academic employee actively working on the project and may only be used for expenses that are related to the research project and which cannot be included within another individual budget category. Bench fee may account for a maximum of DKK 8,000 per month per full-time employee (FTE) working on the project, and the budget must specify the expenses covered by the bench fee, which may include:

- Common or shared laboratory expenses and consumables
- Laboratory utilities (electricity, gas, water)
- Maintenance of essential equipment
- Service contracts
- Technical and IT support

Please note, the bench fee cannot cover rent, administrative support, representation, social contributions etc. To include a bench fee in the budget, the fee must be a part of the general expense policy of the administrating/hosting institution, and it must apply for all employees independently of funding source.

---

[2] Institutions can apply for funding of additional expenses if they incur for leave in connection with the birth of a child for all grant recipients and all personnel employed in Denmark with salary covered by a Foundation grant. For more information: Novo Nordisk Foundation increases support for parental leave to promote diversity and equal opportunities - Novo Nordisk Fonden

Documentation that the administrating/hosting institution has a general bench fee policy should be included in the Hosting Letter from the administrating institution and in a separate document from co-applicants' institutions (see section 3.5) enclosed as a link or appendix. *An unspecified bench fee without documentation will not be accepted.*

FULL-TIME EQUIVALENTS (FTE)
For salary items, the number of full-time equivalents per year in must be stated in the field FTE. There are 1,924 gross hours in a year, from where non-working days must be deducted. **EXAMPLE**: Assuming that there are 6 weeks of holidays (222 hours), 10 days of public holidays (74 hours), and 10 educational days (74 hours) a year, the net hours amount to 1,554 per year. To calculate the FTE for e.g., 30 hours, the calculation should be: 30 (hours) / 1,554 (net hours) = 0.02, which is what should be stated in the FTE field.

Budget item (illustrative purposes only)	FTE	Description (illustrative purposes only)
Salary – PhD	1	PhD (1 person-year full time)
Salary – project employees	0.08	Project staff (2 x 60 hours per year)
Salary – TAP	0.21	Technical staff 2.5 person-months full time

Administrative support may account for a maximum of 5% of the total budget and must be included therein. Administrative support:
- can cover expenses such as accounting, payment of salaries, purchasing, hiring, as well as auditing and financial reporting on the project.
- cannot cover administrative expenses that are not directly related to the project.
- is not automatically included in the grant and must be stated/applied for in the application budget but should not be specified in detail.

Please make sure that it is clear which collaborator an expense is dedicated to, and, if relevant, what expenses are allocated for research infrastructure.

Please provide a high-level overview of the budget in the SUPPLEMENTARY INFORMATION field, explaining the distribution of funds among the collaborators and activities.

> ⚠ Applicants may only apply for the types of expenses listed in section 1.4 and 3.5.

3.5 APPENDICES
Applicants must upload the following documents in PDF format:
- **Signed hosting letter from the administrating Danish institution**. Please attach documentation for the general bench fee policy of the institution if relevant.

- **Bench fee documents for co-applicants**: Please attach documentation of general bench fee policy from the co-applicant(s) hosting institution *if bench fee is included in the budget.* Note, bench fee documents for co-applicants should be uploaded under
- SUPPORTING DOCUMENTS in co-applicant details section.
- *If relevant,* support/approval letters or permits regarding the data to be used in the project should also be included.

All appendices must be in PDF format. NORMA automatically places these uploads at the end of the application. Please do not include other appendices. Please respect the page limitation and the upload requirements stated in the call. Uploads in excess of these limits may not be considered for evaluation.

December 2023

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 Foundation is to improve people's health and the sustainability of society and the planet.