NURSING RESEARCH PROGRAMME 2024

Information and guidelines for applicants

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Information about the call

Grant capital:
DKK 7.5 million for one 5-year grant

Award amount
Up to DKK 7.5 million per grant

Application form opens:
05 December 2023

Application deadline:
27 February 2024

Applicant notification:
July 2024

Earliest start date:
1 August 2024

Latest start date:
31 December 2024

Review committee:
Committee on Nursing Research

Contact:
Joanna Steinhauer
Grant Specialist
Phone: +45 7135 7906
E-mail: jsr@novo.dk

Rikke Vibeke Nielsen
Senior Scientific Manager
Phone: +45 6092 6839
E-mail: rvn@novo.dk

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2023.01

1 NURSING 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.

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. See how to access NORMA in section 2 of these guidelines.

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 Novo Nordisk Foundation's Nursing Research Programme aims to provide nurses with research leadership experience an opportunity to apply for major research projects that are valuable in a broad research and clinical context. The specific goals of the grant instrument are:

- To strengthen nursing research through long-term research funding.
- To create nursing research programmes in which younger nursing researchers are supported by senior researchers in gaining research experience at the highest level.
- To accelerate the development of new treatment methods within nursing.
- To support research targeting current challenges within nursing practice.
- To build up an international platform for nursing research based in Denmark.

1.2 AREAS OF SUPPORT

The areas of support are nursing research broadly defined, including nursing research on the development of new methods within disease prevention, health promotion, treatments, rehabilitation and palliative care. It also includes research on nursing aspects of management and organisation of the health care system with the overall purpose of improving patient care and nursing practice.

1.3 ELIGIBILITY

Main applicant

The main applicant must be a registered nurse, have documented research experience, have qualifications equalling to senior researcher or associate professor level, and have experience in research leadership and scientific supervision.

Main applicants must be affiliated and present at a Danish university, university college, hospital or other non-profit research institution at which the research project must be anchored.

You may only submit one application to NNF for a Nursing Research Programme 2024. If you submit more than one, the first application submitted will be evaluated, while subsequent applications will be administratively rejected.

If you hold a project grant within Nursing Research or a project grant within other funding areas, you may apply for a Nursing Research Programme 2024.

It is not possible to hold more than one active Nursing Research Programme. Researchers with an active grant of this type may be able to 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.

Co-applicants
There may be up to four co-applicants from the nursing profession and from other professional fields who will scientifically contribute to the project and who will have a financial share in the grant. The applicant is strongly encouraged to include relevant co-applicants in the project.

Co-applicants must have formal research competence (PhD or the equivalent) and must have documented research activity. Co-applicants must also be affiliated with a Danish university, hospital or other non-profit research institution.

Collaborating partners
The main applicant may benefit from having national or international collaborating partners. A collaborating partner is not a direct grant recipient.

Advisory board
The main applicant is urged to establish an advisory board or follow-up group for the research project to achieve the best research results and progress of the project. Please note, it is a requirement that the project period is 5 years.

1.4   FUNDING
A total of up to DKK 7.5 million is available for one 5-year research project that can be awarded with approximately DKK 1,5 million per year for a total budget of up to DKK 7,5 million and a minimum of DKK 7 million. The applicant is strongly encouraged to apply for the full amount.

Applicants may apply for funding for the following types of expenses:

 - **Salary** of the main applicant (funding the cost of an existing post for example a professorship for the grant period).
- **Salaries for all levels of positions,** such as: scientist/researchers, research assistants, postdoctoral fellows, PhD students, project coordinator, employees paid hourly wages such as transcribers, pre- graduate scholars, and statisticians.
- **Operating expenses.**
- **Equipment** required for the project, however not exceeding 20% of the budget total.

- **Tuition fee for PhD students** (up to DKK 80.000 per PhD student per budget year). Tuition fee must be specified separately in the budget.
- **Travel expenses**, accommodation and registration at international scientific conferences directly relevant to the project.
- **Collaboration activities**.
- **Expenses relating to the advisory board** such as travel costs.
- **Publication costs** (scientific articles, publications, posters and other dissemination of knowledge originating from the project).
- **Other**.

Administrative support may account for a maximum of 5% of the total budget and must be included therein.

The administrative support:
- can cover expenses such as for 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
- can via the host institution be shared between the institutions of the main- and co-applicant(s), 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

NNF will not award funding for:
- commercial activities
- overhead

> ⚠️ The grant may not be used to cover 'overhead' (i.e. rent, electricity, water, maintenance etc.)
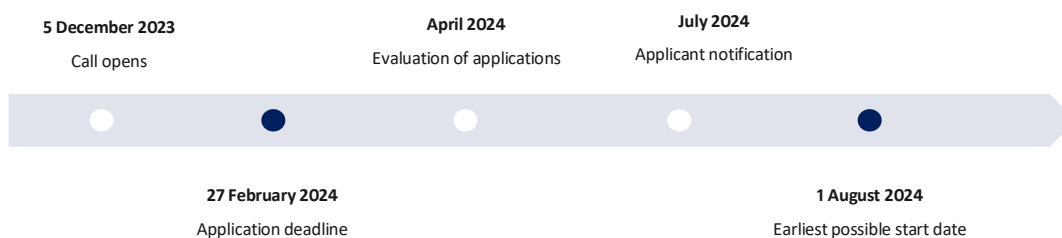
1.5 LANGUAGE
The application and any additional uploads must be written in English.

1.6 APPLICATION PROCESS
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 in NORMA can be found in chapter 2.

5 December 2023
Call opens

April 2024
Evaluation of applications

July 2024
Applicant notification

27 February 2024
Application deadline

1 August 2024
Earliest possible start date

When all applications have been assessed, applicants will be notified about whether or not they have been awarded a grant. The notification e-mail will be sent from norma-noreply@novo.dk to the e-mail address entered on initial registration.

> ⚠️ NNF does not provide feedback in case an application is not selected for funding.

1.7 ASSESSMENT CRITERIA

NNF's Committee on Nursing Research will primarily assess the applications based on the following criteria:

- The applicant's qualifications and the research environment of the project.
- The scientific quality and originality of the project.
- The ambition, method and feasibility of the project.
- The suitability of co-applicants and the advisory board or follow-up group.

Main applicants must be prepared to participate in an interview with the Committee on Nursing Research at NNF in Hellerup, Denmark on **Thursday 13 June 2024**. If you are selected for an interview, you will be notified by the first half of May 2024 and your application will be submitted to external peer review.

If you have an active grant from NNF, this may be taken into consideration in the evaluation of your application for a new grant. In general, it is recommended that the Grant Recipient has delivered results on the active grant(s) before submission of a new application to NNF. If you apply, while having an active grant from NNF, you must describe how the project you propose in this application is different from and/or coherent with the project(s) already funded and briefly describe the progress of the already funded project(s).

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 user name 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 on email 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 main applicant to ensure that the PDF looks correct before submitting.

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.

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 sections of the online application form for this call.

3.1 APPLICANT

The APPLICANT-tab contains information about all those involved with an application, meaning the main applicant or the contact person applying on behalf of an organisation/institution as well as any co-applicants. Information about each applicant is collected through individual tasks in the APPLICANT DETAILS-section, detailing experience, publication history, application history with NNF, etc.

MAIN APPLICANT

The main responsible party for the application can enter their details through the Applicant Details-task with the type 'Applicant'. After filling in all mandatory fields, the applicant should complete the task to save the details.

Your **CV** can be a maximum of 4,000 characters (including spaces and line breaks). Please include:

- A short bibliographic overview summarising total number of peer-reviewed publications, number of authorships, number of citations and H-index.

Publications list can be a maximum of 5,000 characters (including spaces and line breaks). Please only include the 10 most relevant and/or recent publications to illustrate your primary achievements. Include a complete specification of all authors for each publication. The applicant is strongly encouraged to provide a full list of publications in ORCID.

PREVIOUS AND CURRENT GRANTS FROM NNF

If you have previously submitted other applications in the same calendar year, summarise 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 any of the grants are related to the current application.

3.2   CO-APPLICANT(S)

For this call, a number of co-applicants may be either required or allowed for the application. Co-applicants participate actively in organising and implementing the project and receive a share of the grant. The project description should clearly describe the role of any co-applicants, and the budget should clearly indicate the co-applicants' share of the total budget. Co-applicants must be invited through NORMA and subsequently enter their details in the system. Please follow the instructions in NORMA on how to invite co-applicants to your application.

> ⚠️ Note that inviting co-applicants can be time-consuming. Please start the invitation process as soon as possible and well in advance of the submission deadline

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. With this task, co-applicants should input details such as their institutional affiliation, work and publication history, application history with NNF and will be able to upload supporting documents if required.

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.

> Please note that co-applicants can read, edit, and upload information in the entire application but cannot submit the application.

3.3 INSTITUTION

Please provide information about the institution where the grant will be administered. This institution is where you 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.

3.4 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.

PROJECT DESCRIPTION

The project description can be a maximum of 30,000 characters (including spaces, line breaks and special characters). Please describe your project in detail, including purpose, background, methods, collaborations and the significance and potential impact of the project.

In addition, the application should include:
- The relevance and importance of the proposed project.
- An extensive and detailed project description.
- A description of the method and feasibility.
- A description of how the co-applicants and collaborating partners contribute to the project.
- In case the main applicant has no co-applicants, the reason must be stated.
- A hosting letter from the institution of the main applicant.
- A detailed budget that identifies the expenses for the host institution and for the project's co-applicants.

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

> ⚠️ Please note that the application should address all the assessment criteria listed in subsection 1.7.

3.5   BUDGET

The project budget 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've 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.

Any comments about the budget can be entered in the SUPPLEMENTARY INFORMATION field.

> ⚠️ Applicants may only apply for the types of expenses listed in subsection 1.4.

3.6   APPENDICES

In the final tab of the application, you must upload the following documents:

- A hosting letter <u>signed by the head of department</u>, where the research project will take place, must be submitted. The hosting letter must briefly confirm that the host institution has agreed to host the proposed research project, administer the grant, and provide office/work facilities.

Please note, all uploads that are not required, e.g. recommendations etc., will not be taken into consideration in the evaluation of the application.

All uploads must be in PDF format. NORMA automatically places these uploads at the end of the application. Please respect the page limitation and the upload requirements stated in the call. Uploads more than 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 Novo Nordisk Foundation is to contribute significantly to research and development that improves the lives of people and the sustainability of society.