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Benefiting people and society

RECRUIT
Grants for International
Recruitment 2024

Information and guidelines for applicants

Table of contents

Information about the call

Grant capital:
Up to DKK 200 million/year

RECRUIT grant amount:
- Up to DKK 20 million over 7 years for assistant professors
- Up to DKK 35 million over 7 years for associate professors
- Up to DKK 50 million over 7 years for full professors

RECRUIT extension:
- Up to DKK 10 million over 5 years

Application form opens:
9 November 2023

Application deadline:
15 March 2024, 14.00 CET

Applicant notification:
September 2024

Earliest start date:
December 2024

Latest start date:
December 2025

Review committee:
External international peer review

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1   RECRUIT – Grants for International Recruitment 2024

Please read these guidelines carefully before initiating the application process, as they contain the complete call and instructions regarding completion of the application.

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

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.

For the period 2024–2028, the total RECRUIT budget is maximum DKK 200 million per year. The RECRUIT programme now contains several open competition grant types:

- **RECRUIT grants** provide funding for up to 7 years. In exceptional cases an extension for up to five years may follow, this would need to be within the allocated nomination quota for each institution and would require a new application.
- **RECRUIT Extension grants** can last for up to five years with a budget of up to DKK 10 million. **The guidelines for RECRUIT Extension grants will be made available in due time.**
- **RECRUIT Sabbatical grants** aim to enable scientists from abroad to come to Denmark and scientists located in Denmark to travel abroad for up to one year. The funding for the Sabbaticals must also be within the allocated nomination quota for each institution. **The guidelines for RECRUIT Sabbatical grants can be found as a separate document on NNF's website**.

The hosting research institution must submit an overview of the nominated candidates for RECRUIT grants, extension of RECRUIT grants, and RECRUIT Sabbatical grants. The total amount applied for must be within the nomination quota for the institution.

1.1   PURPOSE
RECRUIT is a mobility grant aiming to strengthen Danish universities in the international competition for top researchers and talents and to build strong ecosystems within the areas of support.

1.2   AREAS OF SUPPORT
The grants support the recruitment of researchers that align with the following two research areas:

1.   Natural and Technical Science Research and Interdisciplinary
Research within natural and technical sciences (e.g., physics, chemistry, mathematics, computer science and technical sciences), particularly in fields with potential interdisciplinary application to health and sustainability.

Key themes
- Interdisciplinary research rooted in the natural and technical sciences
- Quantum-based technologies with future potential to solve complex and important problems in biology, chemistry, or medicine
- Data and computer science research with a focus on fundamental algorithms and interdisciplinary applications
- Technology for tomorrow's medical science, biotechnology, or sustainability

2. Biotechnology and Sustainability

Strategic research aiming at advancing knowledge and solutions to support the green transition in society within the following key thematic areas:

Key themes
- Sustainable plant-based agriculture
- Sustainable food for healthy diets
- Biomanufacturing for sustainability, including high-impact climate change mitigation technologies.

1.3 ELIGIBILITY

RECRUIT grants are intended for excellent researchers to be employed at the level of assistant-, associate- or full professors.

Candidates for the respective employment levels include:
- **Assistant professor level**: Promising early-stage researchers with several years of postdoc research and sufficient maturity for, or early experience from, independence as a group leader.
- **Associate professor level:** Researchers with demonstrated experience as a group leader and outstanding scientific potential.
- **Full professor level:** Research leaders with a track record of performing original and excellent research at the highest international level.

Fields of research outside the scope of RECRUIT

The biomedicine and health science areas are covered through the NNF Research Leader Programme and NNF Laureate Research Grants and are not funded via RECRUIT. Research within livestock and livestock commodities is also outside RECRUIT's scope.

Applicants are welcome to contact the Foundation regarding whether a given research area falls within the scope of RECRUIT.

General eligibility criteria:
- Candidates must be nominated via the recruiting university (see section 1.6).
- Candidates must be recruited from outside of Denmark. As a general rule, of the 48 months leading up to the call deadline, the candidate must not have carried out research or other activities for more than 12 months at a Danish university. Periods with leave of absence may be excluded from the count.
- The recruiting institution must be a Danish university with relevant research activities.

- Candidates must within one year of receiving a RECRUIT grant establish their primary research group at the recruiting institution with a time commitment of at least 80 percent.
- It is not a requirement for the host university to embed grant recipients in time-unlimited positions.

General rules relevant for this programme:
- NNF does not allow double funding of project-specific expenses. If an applicant has applied for, or has received, funding for the project or parts of the project from other sources, 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.
- Candidates applying for a RECRUIT grant cannot apply for the following Novo Nordisk Foundation grant types: 'Research Leader Programme', 'Laureate Research Grant' or 'Start Package Grant' while the application is under review.
- RECRUIT grant holders are not allowed to hold other active grants of the following Novo Nordisk Foundation grant types: 'Research Leader Programme', 'Laureate Research Grant' or 'Start Package Grant'.
- Grant recipients may apply for other NNF instruments. Such proposals may complement but not overlap with activities funded by the RECRUIT grant.

> ⚠ If the applicant receives funding from other sources for parts, or all, of the proposed research, the NNF must be informed immediately.

1.4 FUNDING

The total annual grant awarding budget is up to DKK 200 million.

Grants can be awarded for up to 7 years with up to DKK 20 million for assistant professors, DKK 35 million for associate professors, and up to DKK 50 million for full professors.

The requested budget should reflect the applicant's academic track record and other relevant merits. The maximum amount for each career level will only be awarded if the candidate is considered of highest excellence in her/his field of research and has a track record at the highest international level at the career stage applied for.

Applicants may apply for funding for the following types of expenses when directly related to the project (see section 3.4 for requirements and restrictions):
- Salary for the main applicant/recruited researcher
- Relocation expenses
- Salary for research and technical staff
- Tuition fee for PhD students
- Operating expenses
- Equipment
- Travel
- Conference participation

- Publication expenses
- Bench fee
- Direct administrative expenses (maximum 5%)

NNF will not award funding for:
- Commercial activities
- Overhead

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

1.6 APPLICATION PROCESS
The application process consists of two phases, where phase I is undertaken prior to the submission deadline by the prospective host university and phase II by the NNF after submission deadline.

Phase I: The recruiting university conducts an evaluation of relevant candidates. This process is organised by the university. The university selects which candidates to nominate according to a maximum budget amount set by the following quota:

University	Quota
DTU	DKK 200 million
KU	DKK 200 million
AU	DKK 180 million
AAU	DKK 140 million
SDU	DKK 130 million
ITU	DKK 90 million
RUC	DKK 80 million

The recruiting university must submit a list of the nominated candidates and the amount applied for by the submission deadline. Notice that the total nomination quota must include the budgets of nominees for RECRUIT grants, RECRUIT Extension grants, and RECRUIT Sabbatical grants.

The nomination list to must be sent to:
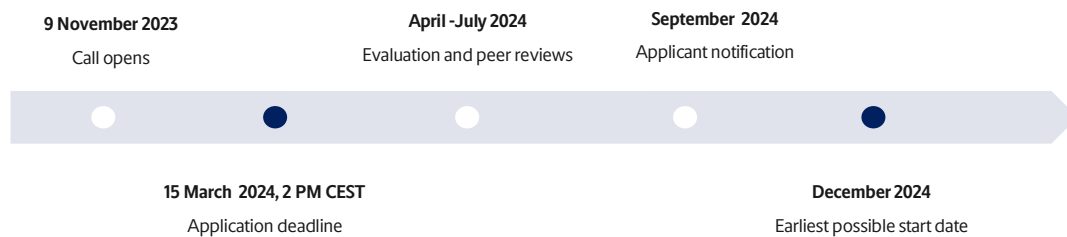
Rikke Stefansen, Grant Manager
E-mail: rst@novo.dk

⚠️ Nomination budgets must include total budget for RECRUIT applicants, RECRUIT extensions, and RECRUIT Sabbatical candidates.

Nominated candidates should prepare and submit an application 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 and information about the required application content can be found in chapter 3.

Phase II: The NNF conducts an evaluation of the applications based on international external peer-review, using experts in the relevant fields. The evaluation criteria are described in section 1.7.

9 November 2023		April -July 2024	September 2024	
Call opens		Evaluation and peer reviews	Applicant notification	
	15 March 2024, 2 PM CEST			December 2024
	Application deadline			Earliest possible start date

When all applications have been assessed, applicants will be notified about the outcome. 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

RECRUIT candidates must be ambitious and excellent relative to their career level. The candidate's research should bring substantial value and/or novelty to a research field that has strategic relevance to the recruiting university.

In general, the applicant's research profile and research plan must align with/complement the host's scientific activities and the Foundation's strategic key themes described under section 1.2.

Proposals are evaluated according to applicant career level primarily based on the following criteria:
- Research question and scientific impact
- Scientific approach
- Societal impact
- Quality of past performance
- Research leadership and/or potential
- Contextual setting

2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA

2.1 USER REGISTRATION

NORMA can be accessed 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 is legally responsible for the truthfulness of the content of the application submitted.

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 re-opening 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.

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. 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

Only applications submitted by candidates nominated by a Danish university according to the quota system described in section 1.6 will be considered for funding. Other applications will be administratively rejected.

In the APPLICANT tab, applicants fill in information about their experience, current institution and position, publication history, etc.

APPLICANT DETAILS
Please open the APPLICANT DETAILS task and fill in the requested information, observing the following:
- **CV**: Maximum 4,000 characters, including spaces. Please include in your CV a short bibliographic overview summarising total number of peer-reviewed publications, number of first authorships, number of corresponding authorships, number of citations, and h-index.
- **Publications**: Maximum 5,000 characters, including spaces. Please include only the 10 most relevant publications for evaluating your merits. Include a complete specification of all authors for each publication. You are encouraged to provide a link to an updated profile with your full publication list in ORCID, Google Scholar, Web of Science, Scopus or similar. In the APPENDICES tab, please upload your full publication list (see section 3.5 for requirements).
- **Summary of own research and motivation**: Maximum 2,000 characters, including spaces. Please include a short summary of your research leading up to the present proposal and desire to relocate to a new institution.
- **Supplementary information**: Maximum 2,000 characters, including spaces. May be used to describe special circumstances regarding your application that evaluators should be aware of.

Kindly <u>do not</u> upload any SUPPORTING DOCUMENTS in the APPLICANT tab. Only the documents requested in section 3.5 should be provided, and only in the APPENDICES tab.

Please note that you should only COMPLETE TASK in APPLICANT DETAILS when you are ready to submit the application, as you will not be able to edit information afterwards. Contact NORMA Support: norma-support@novo.dk if you need to have the APPLICANT DETAILS task reopened.

3.2 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.

3.3 PROPOSAL

Enter a description of the project under the PROPOSAL tab.

PROJECT TITLE
Please provide a short title for the application.

BRIEF PROJECT DESCRIPTION
Please provide a **structured summary** of maximum 1000 characters, including spaces stating
- the scientific problem(s)
- its implications
- the project aims
- expected results
- what project success looks like
- how the candidate complements the host institute

Please note that the summary may be shared with potential external peer reviewers to determine their eligibility in reviewing the application.

PROJECT DESCRIPTION
The project description may comprise a maximum of 20,000 characters, including spaces.

Please provide a research plan for the grant period, e.g.:
- Objectives of the project
- Background and state-of-the-art
- Main hypotheses
- Originality of the research
- Experimental approaches including methods and technologies
- Expected outcomes, their significance and potential impact
- Risk assessment
- Collaboration partners
- How the proposed research will complement the strategic priorities of the recruiting university

Applicants with interdisciplinary proposals, are encouraged to indicate potential local collaboration partners who can provide the required complementary expertise.

Applicants are encouraged to include one letter of support from a potential local collaboration partner (cf. section 3.5).

The proposal is evaluated by both non-experts with academic training and experts in your field. You may indicate any experts that **should not** be involved in the evaluation of your proposals in the SUPPLEMENTARY INFORMATION field under APPLICANT DETAILS in NORMA.

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.

BUDGET
Full-time equivalents (FTE)
For salary items, the number of full-time equivalents in years must be stated in the field FTE. One full-time employee for one year equals 1.0 FTE. Most institutions have defined a standard number of annual working hours which equals 1.0 FTE. NNF does not require the institutions to use a particular number of annual working hours.
EXAMPLE: To find the FTE for e.g. 74 hours, the calculation is: 74 (hours) / 1554 (standard annual hours (example)) = 0.05, which is what should be stated in the FTE field.

Expense-types that may be applied for
Applicants may apply for funding for the following types of expenses:

- **Salary for main applicant** for all or part of the grant period.
- **Relocation expenses** related to the applicant's move, lab establishment, and refurbishment.
- **Salary for employees**, e.g., for research and technical assistance, including laboratory administrators, postdoctoral researchers, and PhD students.
- **PhD tuition fee**, up to DKK 80,000 per year per PhD student, which must be specified in the budget.
- **Operating expenses**, e.g., consumables, materials, services, etc., directly related to the project.
- **Equipment** required for the project.
- **Travel** expenses directly related to the project, e.g., for conferences and workshops, and experiments carried out in other labs for a limited period.
- **Conference participation**, i.e., related to presentation of research results derived from the project.
- **Publication** expenses.
- **Bench fees**, up to DKK 8,000 per month per Full Time Equivalent (FTE) working on the project, can be included in the budget for 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. The budget must specify the expenses covered by the bench fees, 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

  Note that bench fees 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 administering institution, and it must apply for all employees independently of funding source. Documentation that the administering institution has a general bench fee policy should be included in the Letter of Support from the administering institution (see section 3.5). An unspecified bench fee without documentation will not be accepted.
- **Direct administrative expenses** of up to 5% of the total budget:
  - 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.

> ⚠️ Applicants may only apply for the types of expenses listed in section 1.4 and 3.4.

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

ADDITIONAL CONTRIBUTIONS FOR THE PROJECT

If you receive additional funding from the recruiting institution or from other sources, you must fill in the sums and elaborate in the SUPPLEMENTARY INFORMATION FOR ADDITIONAL CONTRIBUTIONS field.

If you have applied for funding from other sources, you must fill in the sums and detail in the SUPPLEMENTARY INFORMATION FOR ADDITIONAL CONTRIBUTIONS field what calls and notification deadlines, as well as clearly describe any potential overlap with the research proposed in your RECRUIT application. If you receive funding from other sources for parts or all of the research proposed in your RECRUIT application, the NNF must be informed immediately.

3.5   APPENDICES

Please provide the following documents in PDF format:

- **Letter of Support from the recruiting institution**, signed by the head of department, containing the following information:
    a) Confirmation that the institution commits to hosting you and your group, and that the institution will provide the required infrastructure, such as laboratory and office space, and administration of the grant.
    b) How the applicant's profile and research plan align with the strategy of the university and strategic key themes in section 1.2.
    c) If a bench fee is included in the budget, the hosting letter should include documentation that the administering institution has a general bench fee policy (see section 3.4).
- **Full publication list**, including a complete specification of all authors for each publication with your name highlighted.
- **Optional: Letter of Support from <u>one</u> potential local collaboration partner** (maximum one page).

All uploads must be in PDF format. Do not include documents that are not directly requested in the above.

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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 and the planet.