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THE NOVO NORDISK FOUNDATION VISITING PROFESSORSHIP IN ART & ART HISTORY

Information and guidelines
for applicants



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Grant information

Grant capital:
DKK 3 million

Application form opens:
2 November 2020

Application deadline:
20 January 2021 at 2 pm

Applicant notification:
Mid-April 2021

Earliest start date:
1 May 2021

Latest start date:
Fall 2022

Review committee:
Committee on Research in Art and Art History

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1 VISITING PROFESSORSHIP IN ART & ART HISTORY

1.1 PURPOSE

The purpose of this grant is to attract international guest researchers/artists at professor level within art and art history to research and educational institutions in Denmark. The aim of the professorship is to strengthen and enrich the Danish environments with insights into current international movements within art and art history.

1.2 ELIGIBILITY

Universities and higher art educations in Denmark that have research and educational activities within art history and fine arts can apply for the visiting professorship.

Design schools, architect schools, film schools and music schools are not eligible to apply.

The visiting professor must be a senior researcher or artist at professor level from a recognized, international university, research institution or art academy outside Denmark. During the grant period, the professor must be anchored at the Danish host institution and take active part in the research and teaching activities in the relevant department.

It is the responsibility of the applicant/Danish host institution to clarify tax regulations and tariffs before submitting the application. It is also the responsibility of the applicant/Danish host institution to clarify any residency/work permit for the visiting professor in Denmark.

1.3 THE APPLICATION

A leading researcher within a relevant field of research at the host institution in Denmark must prepare and submit the application, and is the actual 'applicant'.

The application must include:

- **Information about the Danish host institution:**
 - A description of the research environment;
 - Summary of the research emanating from the host institution; and
 - Publications emanating from the host institution (up to 10 most relevant).
- **Information about the visiting professor:**
 - A detailed description of the visiting professorship, including scientific and/or artistic qualifications of the professor, significance and relevance of the specific expertise that the visiting professor will bring to the host institution/department and how he/she will strengthen research and teaching activities;
 - A research and teaching plan for the visiting professor; and
 - A description of how the visiting professor is expected to impact the research and teaching environment at the Danish host institution and more generally in Denmark.

The application must also include a detailed budget.

The following documentation must be submitted with the application:

- CV and list of publications for the visiting professor (max 2 pages); and
- A written consent from the visiting professor.

Please do not upload any other documents, as these will not be taken into consideration by the evaluation committee.

1.4 DURATION AND START DATE

The professorships can have a duration of 3-12 months. The professorships must start no later than 18 months after the grant is awarded. For this application round the start date can be no later than the fall 2022.

1.5 FUNDING

Two visiting professorships are available for funding. NNF will fund each professorship with max. DKK 125.000 per month.

Please note that obtaining a Danish residency/work permit for the visiting professor may take some time and may entail some costs. It is important to reserve an amount in the budget for 'relocation costs'.

Funding can be requested to cover:

- Salary/honorarium for the visiting professor;
- Relocation and accommodation expenses;
- Travel expenses;
- Network meetings/events;
- Publication expenses, maximum DKK 50.000;
- Small scale workshops/seminars; and
- Administrative support, see below

For administrative support of the grant, an amount up to 5% of, and included in, the funding applied for from 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; and
- Is not automatically included in the grant, and must be stated/applied for in the application budget, but should not be specified in detail.

Funding **cannot** be requested to cover:

- Large scale conferences and symposia; or
- Overhead (e.g. rent, water, electricity, heating, maintenance).



IMPORTANT! The grant may not be used to cover 'overhead' (i.e. rent, electricity, water, maintenance etc).

1.6 LANGUAGE

The application system is in English, but applications can be submitted in either Danish or English. The language chosen will not influence the assessment of the application.

1.7 APPLICATION PROCESS

The application must be completed and submitted using the foundation's electronic 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.

It is important, that the applicant carefully reads these guidelines before initiating the application process, as this document contains the complete call text as well as instructions regarding the completion of the application.

1.8 SELECTION PROCESS

NNF's Committee on Research in Art & Art History evaluates the applications.

The evaluation committee will pay particular attention to the following aspects of the application:

- The academic/artistic merits of the visiting professor;
- The significance and relevance of the expertise that the visiting professor will bring to the host institution, including impact on research and teaching activities; and
- Quality of the research and teaching environment at the Danish host institution.

Due to a large number of applications received by NNF, it is not possible to provide feedback to individual applicants regarding unsuccessful applications.



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

1.9 IMPORTANT DATES

2 November 2020
Application system opens

Mid-April 2021
Applicant notification

20 January 2021 at 2 pm
Application deadline

1 May 2021
Earliest possible
start date

2 THE NOVO NORDISK FOUNDATION APPLICATION AND GRANT MANAGEMENT SYSTEM - NORMA

2.1 USER REGISTRATION

The Novo Nordisk Foundation (NNF) application and grant management system "NORMA" can be accessed through links on NNFs website or directly at: <https://norma.novonordiskfonden.dk>

Before you begin, please read the instructions and technical information on the login-page.

Register as an 'applicant' to access all open calls within research in art and art history. It is possible to register as an organization in the application system, however organizations are currently only eligible to apply for open calls within 'Social and Humanitarian Initiatives' and 'Creation House and Business Acceleration Academy (BioInnovation Institute)'.

If you hold an active grant, or if you have applied for funding from NNF recently, you may already exist in our system. You can check this by clicking "forgot password," enter the email address you used when previously applying and request a new temporary password. If you are registered in our system, you will receive an email within 5-10 minutes with your login details and the temporary password. If you are not in our system, register as a new user.

The user registered, who submits the application(s) is 'the applicant'; the legal entity responsible for the truthfulness of the content in the application.

If you experience problems logging in please contact NNF using the contact information on page 3.

2.2 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 NORMA.



IMPORTANT! To prevent loss of data, it is essential to press "Save Draft" before you leave NORMA or navigate in the system.

Abbreviations

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

Submission

The application in its entirety must be submitted electronically via the application system. 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.

Applications cannot be modified after the submission deadline. If you wish to make changes to a submitted application before the submission deadline, it is possible for you (the applicant) to reopen the application. Be aware that the application must be resubmitted before the deadline in order to be evaluated.

Once the application has been submitted, a confirmation of receipt will be sent to the e-mail address used for logging into the system. If you do not receive a confirmation of receipt, you should contact NNF as soon as possible using the contact details on page 3.

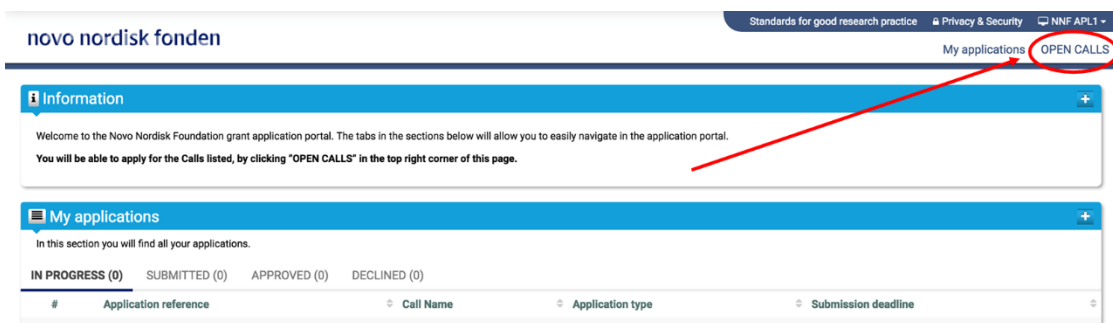
Confidentiality

All applicant and application information will be treated confidentially.

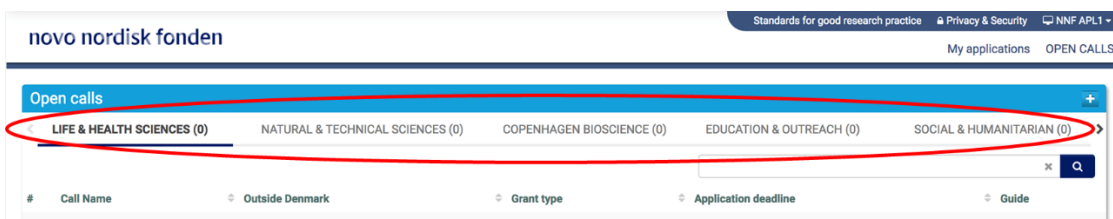
2.3 IDENTIFYING THE CORRECT OPEN CALL IN NORMA

When you are logged into NORMA, you will enter 'My Applications', where you will find an overview of the status of your applications (in progress, submitted, approved and declined). In addition there is a 'Pending Action' section where there may be additional requests from NNF regarding your applications.

To initiate a new application you first need to identify the call and grant you wish to apply for. Go to the 'OPEN CALLS' tab, which is located in the upper right corner of the screen.



In the 'OPEN CALLS' window, all currently available grants from NNF are visible in seven tabs that are sorted by the foundation's overall grant areas. Search the tabs to find the call that you wish to apply for.



2.4 CREATING AND COMPLETING AN APPLICATION

An application is initiated by clicking the blue "Apply Now" button, once you have identified the call and grant you wish to apply for.

Your draft application is then created and it will remain a draft version until you actively submit the application. After submission, you can continuously edit or cancel the application prior to the deadline. However, you are responsible for submitting or re-submitting before the deadline.

If you wish to withdraw a submitted application after the deadline you must contact NNF via email, using the contact information on page 3.

To submit the application, it is necessary to read and accept NNF's standards for good research practice. A link can be found in the top right corner next to your name. Further, the applicant must declare that the information provided in the application is true and accurate.

You can at any time during the application process access a PDF view of your application, and you should always check to ensure that the PDF is readable and formatted appropriately before submission.

2.4.1 APPLICATION TEXTS

Formatted text from e.g. Word can be copied and pasted into most text fields of the application. It is, however, important to check that special formatting and special letters and symbols have not been converted or lost in the text fields after copying and pasting.

In addition, be aware that the system counts some formatting, e.g. tabs and line breaks as characters. The character count in the system may therefore not correspond exactly to the character count in Word when copying and pasting.

Available functions for formatting text are also available in the system at the top of the text fields. Some shorter text fields do not have the option to format.



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

2.4.2 ILLUSTRATIONS

In the 'Visiting Professor tab', figures/charts/tables/images, (etc.) related to the visiting professorship description can be uploaded (maximum four illustrations are allowed). Include illustration number and legend/caption for each illustration file when uploading. The illustrations will be integrated in the final application PDF.

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

2.4.3 BUDGET

The budget template will be correctly generated once you have entered the Grant Period Start Date and Grant Period End Date, which can be found under the 'Visiting Professor' tab, under 'Project Information' and pressed 'Save Draft'. You must provide these dates, before entering any information in the budget. The budget must be entered in budget years following the grant period and not calendar years.

- To access the budget template press the blue 'Open / Edit' icon
- Press the '+' icon to add budget rows
- For each budget row, choose a budget post from the drop down menu, specify details for the post under "Description", and enter the amount under 'Value'.
- All amounts must be stated in Danish Kroner (DKK) without decimals.
- When entering DKK amounts, do not use periods, commas or spaces.
- Save and close the template when the budget is completed.

Supplementary information for the budget requested from NNF can be entered in a separate field.

3 GENERAL RULES FOR GRANT APPLICATIONS

The general conditions (a-h) apply to grant applications to NNF

- *The 'applicant' in the rules below refers to the main applicant responsible for submitting the application. There are no general rules for co-applicants.*
- *There may be additional application conditions for individual calls, if so these are specified in the guidelines in section 1 under 'Eligibility'.*
- *If an applicant submits applications exceeding the allowed in points a-d, the latter application(s) will receive administrative rejection.*
- *Points g-h are relevant only if you currently hold an active NNF grant.*

a) An applicant may submit only one application per call.

b) For the NNF grant type "Project grants"^{2a}, an applicant may submit only one application per calendar year.

c) An applicant may submit one application for either the NNF grant type "Investigator Grants"^{2b} or "Postdoctoral fellowships" and may not submit another application for either grant type while the application is under review. If the applicant receives a written rejection from NNF for the submitted application, the applicant may again apply for either grant type.

d) An applicant may submit only one application for a specific purpose/project per calendar year. Submitting two or more applications for different purposes/projects to different calls is permitted, as long as it is not to the same type of grant².

e) When applying for grants that do not allow funding for the applicant's salary, the applicant must be able to account for own salary during the entire grant period applied for.

f) 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 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 should be contacted as soon as possible.

g) It is not possible to hold more than one active grant of the same grant type². Researchers with an active grant of a specific 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. The only exemption to this is that researchers with an active 'Project Grant'^{2a} awarded by a specific committee may apply for another 'Project Grant' while their current grant is active if all three following requirements are met:

- it is awarded by a different committee,
- it is for a different purpose/project, and
- the applications are not submitted within the same calendar year.

h) It is permitted to hold two or more active grants of different types², i.e., researchers with an active grant of a specific type may apply for a new grant of a different type.

² An 'NNF grant type' is defined by the general grant frame and/or support function. Three examples of individual NNF grants that are three different NNF grant types are: 'Challenge Programme Grants', 'Steno Collaborative Grants' and 'Tandem Programme Grants'. Two examples of NNF grant types that include multiple NNF grants having the same general grant frame and support function are:

^{2a} Type 'Project Grants' includes: Project Grants for Biotechnology-based Synthesis and Production Research; Project Grants in Endocrinology and Metabolism; Project Grants in Clinical and Translational Medicine; Project Grants for Clinical Nursing Research; Project Grants in Bioscience and Basic Biomedicine, Project Grants for Art History Research.

^{2b} Type 'Investigator Grants' includes: Emerging Investigator; Ascending Investigator; Distinguished Investigator; NNF Young Investigator; NNF Laureate Investigator, Investigator Grant in Art History Research, Excellence Project for Young Researchers within Endocrinology and Metabolism, Borregaard Clinical Scientist Fellowship, Research Stipend in General Practice, and Advanced Grant in Endocrinology and Metabolism.

October 2020

The Novo Nordisk Foundation

Please read "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>

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.