

PROJECT GRANTS FOR
NATURAL SCIENCE
EDUCATION AND OUTREACH

Information and guidelines for applicants

Science

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Information about the call

Grant amount

Up to DKK 25 million

Applications open

7 February 2019

Applications close

13 March 2019 at 14:00

Results announced

June 2019

Earliest project start date

1 July 2019

Latest project start date

1 June 2020

Review committee

Committee on Science Education and Outreach

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Science
Education
and
Outreach

1 PROJECT GRANTS FOR NATURAL SCIENCE EDUCATION AND OUTREACH

1.1 PURPOSE

The Novo Nordisk Foundation (hereinafter the Foundation) wants to support general science education and cultivate scientific and technical interest, knowledge and competencies amongst children, youth and the population in general in Denmark.

1.2 ELIGIBILITY

The applicant must engage in natural science education and/or outreach within the Danish Realm.

In the grant period, the applicant must be a leader or project responsible at a public sector and/or a nonprofit organization, including educational institutions, knowledge institutions, associations or municipalities in Denmark (the host institution).

Private companies may not apply in this call.

Details for co-applicants and collaboration partners must be provided for in the application (see the application guidelines).

1.3 PROJECT FIELDS

Applicants may apply for projects within science, technology, engineering and mathematics (STEM) education and natural science outreach.

Education projects may be aimed at childcare centres, primary and lower-secondary schools, and upper secondary education in Denmark. For example, applications for grants may include funding for development and implementation of methods, materials and resources for STEM-teaching, for improving the competencies of teachers or pedagogues in development projects, and for science competitions or activities for gifted students.

Outreach projects may be aimed at children, youth and/or the general public. For example, applications may concern natural science activity centres, summer schools, science communication and public debate.

1.4 FUNDING

A total of up to DKK 25 million is available in Spring 2019, for grants between DKK 100.000-3.000.000 for projects of up to 5 years in duration.

Applications for grants that are outside this category will not be considered.

The project may be an independent, delimited project or a part of a larger project which is also supported by other partners.

Each applicant may only be main applicant or co-applicant for one application in this application round.

Applicants may apply for a grant for the following expenses in the project:

- Salaries for employees or affiliated personnel at all staffing levels, including project management.
- Salaries for substitute teachers in relation to development and/or participation in projects.
- Operating expenses: direct expenses for developing, implementing and operating projects, including materials and equipment.
- Scientific outreach and knowledge sharing in the form of conferences, books, articles and other outreach directly related to the project.
- Administrative support (up to 5% of and included in the applicant's overall budget) to cover administrative expenses directly related to the project being based at a host institution.
- Evaluation in connection with the development project.

The Novo Nordisk Foundation will not award funding for:

- Commercial activities
- Buildings
- Overhead (such as rent, electricity, water and maintenance)

If the applicant has applied for or been awarded co-funding, the applicant must state this in the budget.

1.5 APPLICATION PROCESS

The application must be completed and submitted using the Foundation's application system (NORMA). The application system is in English, but applications may be submitted in either Danish or English. Choice of language will not influence the assessment of the application.

It is important that applicants read this application guideline in its entirety as it contains detailed information regarding the application process. Please find the guideline here (only in Danish – English version will follow).

1.6 ASSESSMENT CRITERIA

The Novo Nordisk Foundation's Committee on Science Education and Outreach will assess the applications based on the following criteria:

- The project's consistency with the purpose of the call for application
- The capacity and qualifications of the applicant and their institution
- The quality of the project for the discipline
- The relevance and importance of the proposed project
- The project plan, method and feasibility of the project to be implemented, including plan for evaluation and knowledge dissemination
- Expected benefit for the target group and in relation to knowledge building
- If relevant to the application, the capacity and qualifications of the co-applicants and collaboration partners
- If relevant, the embeddedness, originality, scalability and opportunities for dissemination of the project throughout Denmark

1.7 IMPORTANT DATES



Application guidelines

The following pages provide information on applying for a grant under this open call. Section 2 describes the general rules for applicants and Section 3 and Section 4 explain how to complete and submit the application using the Foundation's electronic application and grant management system – NORMA.

See also *Terms and conditions for grants from the Novo Nordisk Foundation* at:

<http://novonordiskfonden.dk/en/content/conditions/grants>



We recommend reading and possibly printing the guidelines before creating the application in NORMA.

2 GENERAL RULES FOR APPLICANTS

This section describes the general rules covering the number of applications individual applicants can submit to the Foundation and the number of grants they can hold at any one time.

MAIN APPLICANT

The main applicant is the person or legal entity applying for a grant that has been registered in the application system. Once an application has been selected to receive a grant, the applicant becomes the grant recipient.

The conditions in points “a” to “e” apply to applications for grants for natural science education and outreach from the Foundation.

- *The rules cover the submission of applications through the electronic application and grant management system NORMA by main applicants, who are thereby legally responsible for the truthfulness of the information and the budget provided in the application. Read more about main applicants in subsection 1.2.*
- *Additional conditions may apply for individual calls for applications. Section 1 specifies these.*
- *Points “a” to “e” are relevant for applicants who hold an active grant from the Foundation or are considering applying later.*
 - a) A main applicant may only submit one application per call.
 - b) For research projects, permanently-employed researchers, who cannot apply to the Foundation for funds to cover their salaries, must account for their salaries for the grant period.
 - c) The Foundation does not allow double funding of project-specific expenses. If the main applicant has received or applied for funding for the project or parts of the project from others, this must be included in the budget in the application. If the main applicant has received funding for a project or parts of the project from others after submitting an application, the applicant must contact the Foundation as soon as possible.
 - d) Having more than one active grant of the same type is not permitted. Depending on the organisation’s capacity, the Foundation may be able to dispense with this requirement under special circumstances if contacted (see contact details on page 3). Main applicants with an active grant of a specific type may apply for a new grant of the same type during the final year of the grant. However, a new grant may not be paid out until the existing grant is completed.
 - e) Having two or more active grants of different types is permitted. For example, large organisations holding an active grant of a specific type may apply for a new grant of a different type. Project Grants for Natural Science Education and Outreach is one example of a type of grant. Grants awarded for unsolicited applications are considered to be another type of grant.

3 THE FOUNDATION'S APPLICATIONS AND GRANT MANAGEMENT SYSTEM – NORMA

3.1 BEFORE YOU START

Sections 3 and 4 provide guidance on completing and submitting an application through the Foundation's electronic application and grant management system NORMA. All the fields must be completed in accordance with these guidelines and the instructions in NORMA.

NORMA supports the following browsers and versions:

- Google Chrome: latest two versions
- Mozilla Firefox: latest two versions
- Safari: latest two versions
- Internet Explorer: version 11.0 and higher
- Microsoft Edge: latest two versions

We recommend disabling pop-up blocking when using NORMA.

3.2 GENERAL INSTRUCTIONS

NORMA enables applicants to create and subsequently edit a draft version of the application until the deadline. A draft application can be saved by clicking **SAVE DRAFT**. A draft application may be deleted at any time up to the deadline by clicking **CANCEL APPLICATION**.

An application is not submitted to the Foundation until an applicant has clicked **SUBMIT**. However, the applicant may still reopen and edit the application until the deadline by clicking **REOPEN**. Remember to click **SUBMIT** again.



PLEASE NOTE!

To avoid losing any data, please click **SAVE DRAFT** before logging off or navigating through the application system.

Do not click **SUBMIT** until you are ready to submit the application to the Foundation. NORMA automatically generates a list of incorrect entries when you click **SUBMIT**. Amending an application can be time-consuming, so we recommend submitting applications well before the deadline.

Applications must be submitted electronically to the Foundation through NORMA. Applications or any supplementary material not submitted through the electronic system will not be assessed and will not be returned.

Applications may not be amended after the deadline.

3.2.1 COPYING TEXTS INTO THE APPLICATION FORM

Texts can be copied from Word files and pasted into most of the fields in NORMA. Most of these texts will retain their original formatting. Nevertheless, please check that all the text has transferred correctly, and that special formatting and symbols have not been changed or deleted during the copying and pasting process.

The available functions for formatting text are shown at the top of the text fields. The text formatting function is not available in shorter text fields.



We recommend using standard fonts and font size 11 or 12 and line spacing of 1 or 1.5 to ensure that the application is legible

USER REGISTRATION

NORMA can be accessed through the Foundation's website or directly at <http://norma.novonordiskfonden.dk>.

New users can register on the login page by clicking NOVO NORDISK FOUNDATION APPLICATION REGISTRATION. A form will then appear in a new window for entering contact details. A main applicant may only register one user profile and must use a work e-mail address.

Applicants who have recently applied for a grant from the Foundation or have an active grant may already have a user profile in NORMA. This can be retrieved by clicking FORGOT PASSWORD and entering an e-mail address. Applicants registered in the system will receive an email with login information and a new password within 5–10 minutes.

Applicants who are not in the system should create a new user profile. Having entered all the details, press SUBMIT in the user registration window. New users will receive an e-mail with username and password and can then log on to NORMA. The e-mail acts as a username. The password must be changed when logging on to NORMA for the first time.



An applicant cannot amend the e-mail address provided at registration. Please contact the Foundation if you need to change the e-mail address (see the contact details on page 3).

3.2.2 CONFIDENTIALITY

The Foundation will treat all information on the applicant and application confidentially. Read more about how the Foundation processes personal data under PRIVACY & SECURITY in NORMA.

4 HOW TO COMPLETE THE APPLICATION

4.1 STEP 1 – FIND OPEN CALLS AND REGISTER AN APPLICATION

After you log in to NORMA, click on MY APPLICATIONS on the front page. This provides an overview of your previous and current applications. At the bottom of the page, a PENDING ACTION field may display messages or requests for additional information from the Foundation.

To start an application, find the relevant call.

- Click on OPEN CALLS at the top right corner of the front page.
- Calls within several overall categories will be displayed. Click on EDUCATION AND OUTREACH to apply for a grant within science education and outreach.
- Click APPLY NOW in the education and outreach category to generate an application for the call under PROJECT GRANTS FOR NATURAL SCIENCE EDUCATION AND OUTREACH. A draft of the application will be generated and will remain in draft form until you submit it.

The application comprises tabbed sheets that need to be completed but not necessarily in chronological order. A red star (*) denotes obligatory information required by NORMA.

Review the application at any time by clicking OPEN under MY APPLICATIONS on the NORMA front page. The whole application, including any currently entered data, can be downloaded as a PDF file by clicking on APPLICATION PDF in any open application.

4.2 STEP 2 – INFORMATION ABOUT ALL APPLICANTS

Enter information on main applicant, co-applicants and host institution in the six tabbed sheets as described below. Please note that main applicants in this call must be leaders or project managers at the administering institution (see subsection 1.2), such as heads of department, principals, rectors, chairs, directors or project managers.

4.2.1 PERSONAL INFORMATION

Main applicants should provide their title, phone number, date of birth, gender and nationality.

ORCID (Open Researcher and Contributor Identifier) is a global database for researchers and science authors, and entering your ORCID number is only relevant for research projects .

4.2.2 CURRENT INSTITUTION

Main applicants should enter the contact details of their current workplace. In many cases the contact information in the CURRENT INSTITUTION and ADMINISTERING INSTITUTION tabs may be identical.

The INSTITUTION field lists many of the education and knowledge institutions in Denmark. If the educational institution does not appear when you search the list, check MY INSTITUTION IS NOT ON THE LIST and then enter the name of the education institution in the field displayed.



NOTE!

If the name of the institution is not on the list, try using fewer of the letters in the name.

4.2.3 EDUCATIONAL INFORMATION

Enter details of the main applicant's highest educational degree achieved using the drop-down menu. If you need to enter details for another degree, select OTHER from the drop-down menu.

The INSTITUTION field lists many of the education and knowledge institutions in Denmark. If the educational institution with the highest achieved degree does not appear when you search the list, check MY INSTITUTION IS NOT ON THE LIST and then enter the name of the education institution in the field displayed.

4.2.4 ADMINISTERING INSTITUTION

Enter the contact details for the administering institution (host institution). The host institution administers and takes responsibility for the project's budget and personnel and is typically the institution at which the majority of the project takes place. In many cases the contact information in the CURRENT INSTITUTION and ADMINISTERING INSTITUTION tabs may be identical.

The INSTITUTION NAME field lists many of the education and knowledge institutions in Denmark. If the educational institution does not appear when you search the list, click on THIS LINK to register the host institution on NORMA.

Enter any details at the bottom of the tab about any supplementary contact person for the project at the host institution.



PLEASE NOTE!

Registering a new administering 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 administering institution in good time.

4.2.5 APPLICANT INFORMATION

Please provide a brief CV (maximum 2500 characters) with details of relevant educational, business and practical experience. In some projects it will be relevant to highlight the merits of the main applicant; in other projects it may correspondingly be relevant to mention capacity, results and the merits of the institution that is applying.

For research projects, please also enter a publication list.

Lastly, you may briefly summarize (maximum 2000 characters) any relevant experience or research carried out by the main applicant or project group.

Please note this section should address the evaluation criteria covering the qualifications and capacity of the applicant and the applicant's institution.

4.2.6 CO-APPLICANTS

Applicants can enter details for any co-applicant in the CO-APPLICANT field. Co-applicants participate actively in organizing 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. There is no requirement to have co-applicants but if the

project has co-applicants they must be invited through NORMA and subsequently confirm their status as co-applicants in the application.

- Go to the INVITATIONS link in the blue field on the left
- Click the + symbol and enter the name and e-mail address of the co-applicant
- Select CO-APPLICANT under ROLE in the drop-down menu (REFEREE cannot be used for this call)
- Click INVITE
- Co-applicants will be contacted automatically through NORMA and asked to confirm their status as co-applicants

When the co-applicant accepts his or her status as co-applicant, additional fields will appear in the application. The CO-APPLICANT field includes information about a co-applicant(s), including previous grants received from the Foundation. A short CV (maximum two pages) or an endorsement from the institution for each co-applicant can also be uploaded by clicking on CO-APPLICANT UPLOAD.

Either the co-applicant or the main applicant must complete the CO-APPLICANT field. If the co-applicant has confirmed participation but the information about the co-applicant has not been entered in the CO-APPLICANT field, this may influence the assessment of the application because NORMA will not include the co-applicant as part of the application. The main applicant must therefore check that the information about any co-applicant(s) is included in the application before submitting it.

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

4.3 STEP 3 – PROJECT INFORMATION

Enter a description of the project under the PROJECT INFORMATION tab. A maximum of four illustrations can be entered here.

GRANT PERIOD

After you enter the start and end dates for the grant, NORMA generates a grant period in whole years. The grant period is the duration of the Foundation's grant for the project.

PROJECT TITLE

Please provide a short (maximum 150 characters) title for the project.

BRIEF PROJECT DESCRIPTION

Please provide a brief stand-alone summary of the project describing its purpose, target group and activities. The summary should not exceed 2000 characters.

PROJECT DESCRIPTION

Describe the project in detail here. Applicants can structure their project description under headings that best describe their project. The product description can include information under the following headings.

- **Purpose**
Describe the purpose of the project and its relevance to the purpose of the call.
- **Background**
Describe the existing knowledge on which the project is based and to which the new project will contribute. What role does the project play in relation to existing initiatives in the field (are there opportunities for synergy and knowledge-sharing?).

- **Methods and design**
Describe what you intend to do and how – including a description of the individual activities and how these will be incorporated into an overall plan related to the purpose of the project. How will the learning, knowledge and experience be compiled during the project?
- **Assessment**
Describe the expected outcome of the project and how this will be evaluated. The outcome could, for example, be listed as criteria for success.
What is the expected outcome for the project's target group?
What is the expected outcome in terms of developing knowledge and experience and introducing new practices?
How will the effect or outcome of the project be measured (fulfilling the criteria for success)?
- **Knowledge-sharing and its foundation**
Describe how to ensure that the knowledge and experience accumulated are shared with others and applied.
What will happen to the project and the knowledge accumulated when the project period ends?



Please note that the project description should address all the assessment criteria listed in subsection 1.6.

The project description **may not exceed 20,000 characters, including spaces.**

ILLUSTRATIONS UPLOADS

This section is for uploading any images, figures, tables and the like relevant to the project description. Up to four illustrations may be included. Please provide an explanatory caption for each of the illustrations submitted because these will be entered separately under the project description in the final application.

The system accepts the following formats: JPG, JPEG, PNG and BMP. The maximum resolution permitted for each file is 1050 by 1650 pixels.

LITERATURE REFERENCES

Please provide the references for the literature cited in the project description.

CATEGORY AND SUB-CATEGORY

Select the relevant project category (one only) from the list below:

- Educational and teaching resources
- Training of teachers and educators
- Research on science education
- Science experiences outside the formal education system
- Science communication and public debate

Also select a subcategory (one only) that best describes the project:

- Preschool children
- Children (primary and lower-secondary education)
- Youth (upper-secondary education or vocational education and training)
- Students from academy profession and professional bachelor programmes
- General population
- Other

Please note that grants are not available under some categories in all applications (see subsection 1.3 on project fields).

4.4 STEP 4 – BUDGET

The following section describes the tabs relating to the application budget. The budget only comprises the information entered in the NORMA budget spreadsheet. Supplementary budget information attached under UPLOADS will not be considered.

Please ensure that you enter the grant period before entering details in the BUDGET section. NORMA generates a budget spreadsheet once you enter the start and end dates in the section under PROJECT INFORMATION and click SAVE DRAFT (see subsection 4.3). NORMA generates the budget spreadsheet by budget years, but you can in some situations show the budget by calendar years in accordance with the instructions below.

Complete the budget spreadsheet as follows.

- Click on the blue OPEN/EDIT icon to open a budget in a pop-up window.
- Click the + key to add budget rows.
- Select one of the budget headings, enter an amount under VALUE (DKK) and specify what the amount is for under DESCRIPTION.
- All amounts must be stated in Danish kroner (DKK) without decimal points, commas or spaces. NORMA automatically inserts the thousands separator.
- In the first budget year, the costs are shown from the project start until 31 December. The first budget year can cover a period of 15 months if the project's start date falls within one of the last three months (October, November or December) of a calendar year. This ensures that the next budget year follows the calendar year.
- In the subsequent budget years, the costs are shown from 1 January to 31 December.
- The last budget year can cover a period of 15 months if the project's end date falls within one of the first three months (January, February or March) of a calendar year.
- Save and close the budget spreadsheet by clicking SAVE and CLOSE (in that order) and then return to the BUDGET tab.

The way the applicant sets up the budget influences any financial reporting by the grant recipient to the Foundation. Please note that the financial accounts must have the same budget headings as the budget headings in the application.

Any comments about the budget can be entered in the SUPPLEMENTARY INFORMATION field. The number of months covered by the budget in individual budget years should be specified here if they differ from 12 months.

Funding, both received and applied for, from the applicant's own organisation and from other sources should be entered under ADDITIONAL CONTRIBUTIONS FOR THE PROJECT. The amount entered should be the cumulative sum for the whole grant period. Please specify what the additional contributions cover and state whether they overlap the grant applied for from the Foundation.

The budget must be categorized using the types of budget items specified in the application form in NORMA. Different types of budget items and types of costs should not be merged into a single item. The predefined budget items or categories in NORMA's budget sheet are described below. For each budget category, fictitious examples of how budget items can be described in NORMA are listed. Each budget category shows illustrative examples of how budget items can be described in NORMA, including the costs.

SALARY

All salaries must be entered separately under budget items in SALARY. This means that salaries in the project must be separated from other costs in the budget. Excluded are certain salary items for administration that can be entered under the budget item DIRECT ADMINISTRATIVE EXPENSES.

For salaries, you must choose whether they are for a main applicant (SALARY – MAIN APPLICANT), employees in the main applicant's organization (SALARY – PROJECT EMPLOYEES AT THE ADMINISTRATING INSTITUTION) or co-applicants (SALARY – CO-APPLICANT). Co-applicants participate actively in organizing and implementing the project, receiving part of the grant and are described as co-applicants in the application. Salaries for consultants (SALARY – CONSULTANT) or for substitutes who replace teachers and educators upgrading their competencies through the proposed project are also options (SALARY – SUBSTITUTE).

For salary items, the number of full-time equivalents in years (or hours of pay) must be stated. This is described under DESCRIPTION for each budget item. If relevant, salary items can be divided by job categories.



SUBSTITUTES
Educators at child care centres, primary and lower-secondary teachers and upper-secondary teachers can apply for salary as part of a grant that can be used for substitutes or compensation for the time they spend on the project.

University employees and teachers at university colleges and business academies can apply for funds for their own salaries if they are not permanent employees. Permanently employed applicants may apply for funding for substitutes for the time they spend in the development project.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
SALARY – PROJECT EMPLOYEES AT ADMINISTRATING INSTITUTION	Project manager (1 person-year full time) and project staff (2 person-years full time): developing and holding a master class	1,511,442
SALARY – CO-APPLICANT	Associate professor, 2.5 person-months full time	143,724
SALARY – CO-APPLICANT	Substitutes for five upper-secondary teachers (75 hours per teacher) for development work	112,500
SALARY – SUBSTITUTE	Substitutes for 120 teachers participating in a 2-day workshop	345,143

DIRECT ADMINISTRATIVE EXPENSES

The DIRECT ADMINISTRATIVE EXPENSES budget item covers administrative expenses that are directly related to the project being based at the host institution. Direct administrative expenses are part of the budget, and the total of all direct administrative expenses in the project should not exceed 5% of the total amount applied for in the project. Direct administrative expenses can include personnel administration, administering salaries and purchases, accounting, financial reporting and auditing. Institutions that are not subject to audit by public authorities must carry out annual external audits, and the expenses for this must be included in the budget under DIRECT ADMINISTRATIVE EXPENSES.



ADMINISTRATION SUPPORT

- can cover administrative expenses in relation to the project such as accounting, administering salaries and purchasing, recruitment and auditing and financial reporting
- is not automatically included in the grant, but should be included in the overall budget of the application as a separate expense
- should not exceed 5% of the total amount applied for in the project

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
DIRECT ADMINISTRATIVE EXPENSES	Personnel administration, accounting and auditing	29,575

OPERATING EXPENSES

The OPERATING EXPENSES budget item covers operating expenses in the project. This can include office supplies, telephone, postage, catering for meetings, digital licences and materials used continuously during the grant period.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
Operating expenses	Purchase of plants and chemicals for laboratory experiments	35,000
Operating expenses	Office supplies, telephone, digital licences and catering for meetings	13,000

EQUIPMENT

Enter equipment under the budget item EQUIPMENT, and specify in reasonable detail under DESCRIPTION what type of equipment is required, for example apparatus for experiments and computers for employees on the project.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
Equipment	Vernier sensors to measure temperature, pressure and CO ₂ concentration	38,567

EVENTS, CONFERENCES, ETC.

Costs for workshops, network meetings, courses, competitions and conferences can be listed in budget items such as EVENTS, COLLABORATIVE ACTIVITIES, CONFERENCES and TRAINING. These budget items must be specified under DESCRIPTION and may include: include participant fees, meals, accommodation, materials and fees for presenters. In addition, enter the number of participants expected for the activities under DESCRIPTION.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
EVENT	Transport, meals and materials for a 1-day master class for 24 lower-secondary students	52,000
CONFERENCES	Transport, accommodation and participant fees for three people in the Nordic countries	20,000
TRAINING	Accommodation, meals, fees for presenters and materials for a 2-day workshop of 120 primary and lower-secondary teachers	388,000

TRAVEL

List transport expenses under TRAVEL. Briefly state in DESCRIPTION how many people are travelling and to what type of destination.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
TRAVEL	Travel for seven people to and from upper-secondary schools in Fyn and Jylland	7,800

COMMUNICATION/INFORMATION MATERIAL AND PUBLICATION COSTS

Compile the costs for communication material (such as printing and postage) under COMMUNICATION/INFORMATION MATERIAL. The budget item PUBLICATION COSTS is for publishing research articles.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
COMMUNICATION/INFORMATION MATERIAL	Printing flyers, postage, social media campaign	37,500

SUBCONTRACTOR COST

Enter a total bid for a product or service from an external subcontractor under the budget item SUBCONTRACTOR COST, but then specify the budget item in more detail under DESCRIPTION.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
SUBCONTRACTOR COST	Graphic design of a website by an external provider	48,000

4.5 STEP 5 – UPLOADS AND DECLARATIONS

4.5.1 PREVIOUS AND CURRENT GRANTS FROM THE FOUNDATION

If you have received any grant from the Foundation as an applicant or a co-applicant within the past 5 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.

If you have previously submitted other applications in the same calendar year, summarize how these applications are related to the current application.

4.5.2 UPLOADS

Supplementary information for the application can be uploaded here. The information may include confirmation of hosting by an institution or external declarations of support. **All uploads must be in PDF format.** NORMA automatically places these uploads at the end of the application.

Please limit the length and quantity of supplementary information. The application will solely comprise the information entered in NORMA. **Relevant** supplementary information may be uploaded, but the key points of this should be mentioned in the project description. You should **not** upload supplementary project descriptions, budgets and other non-relevant information.

4.5.3 DECLARATIONS

To submit the application, the applicant must read and accept the Foundation's standards for good research practice. Click on the link in the top right corner next to your user name to read the standards. Further, the applicant must certify that the information provided in the application, including the budget, is true and accurate. The applicant must also certify that the applicant is employed by or is in a leadership position in the administering institution and is responsible for the project applied for.

4.6 STEP 6 – SUBMIT THE APPLICATION

Once all the steps of the application have been completed, submit the application by clicking SUBMIT. An application cannot be submitted unless all the required fields have been completed. Fields in the application that are incorrectly completed or incomplete will be listed in a pink box at the top of the application. Clicking on each individual line marked in red takes you directly to the incomplete field. When you have completed all the fields, click SUBMIT again.

The pink box will disappear when you select SAVE DRAFT. This allows you to continue with the application. Please note, however, that **you must click SUBMIT again to submit the application.**



PLEASE NOTE!

The whole application, including any currently entered data, can be downloaded as a PDF file by clicking on APPLICATION PDF in any open application. Please remember to check that the whole application is legible and contains all the information entered before submitting the application.

Once you have submitted the application, a confirmation e-mail will be sent to the e-mail address used in registering. You can view a copy of the application under MY APPLICATIONS on the front page of NORMA

after login. If you do not receive an e-mail confirmation (please check your spam filter), please e-mail or telephone the Foundation as soon as possible by using the contact details on page 3.

You can reopen and edit a previously submitted application until the deadline by clicking REOPEN. Please remember to **resubmit the application** by clicking SUBMIT before the deadline so that the application will be considered.

To withdraw a submitted application after the deadline, contact the Foundation by e-mail by using the contact details on page 3.

After all applications are assessed, applicants will be notified about whether or not they have been awarded a grant through an English-language e-mail sent from noreply@norma.novonordiskfonden.dk to the e-mail address entered on initial registration.



UNSUCCESSFUL APPLICANTS

The Foundation does not inform unsuccessful applicants of the reasons for rejection.

February 2019

