



# RESEARCH INFRASTRUCTURE

## Large equipment and facilities 2022

Information and guidelines for  
applicants

Research  
Infrastructure  
Large equipment  
and facilities  
2022

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\* New version 11 January 2022: section 3.5. revised

## Information about the call

### Grant capital:

From DKK 5 to 25 million per grant, for a period of up to five years.  
The total grant capital in 2022 is expected to be DKK 150 million.

### Application form opens:

Expected 2 December 2021

### Application deadline:

27 January 2022

### Applicant notification:

- April 2022
- End of September 2022

### Earliest start date:

1 January 2023

### Latest start date:

31 December 2023

### Review committee:

External peer review

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# 1 RESEARCH INFRASTRUCTURE

## Large equipment and facilities 2022

These guidelines are intended to assist you in the application process. Please read them carefully before initiating the application process, as the guidelines contain the complete call text as well as instructions regarding the completion of the application:

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

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

With the Research Infrastructure Programme, the Novo Nordisk Foundation wishes to strengthen the Danish research environment by supporting the establishment and maintenance of infrastructures needed to achieve excellence in research and innovation.

The goal of the research programme is to:

- Ensure that researchers have access to state-of-the-art research facilities, including the latest and most advanced equipment.
- Ensure that potential users have access to qualified technical assistance regarding the use of the facilities and/or equipment.
- Ensure that the research infrastructure is continuously developed and maintained, also after its implementation.
- Boost other research environments, local, national, or international, including companies (e.g., small and medium-sized enterprises (SMEs) and incubators), that cannot invest in this to the same extent.

### 1.2 AREAS OF SUPPORT

The infrastructure applied for should enable research and development within the Foundation's strategic focuses on biomedicine and health sciences, sustainability and biotechnology, and natural and technical sciences.

Specific overarching research fields can be:

- Biomedicine

- Clinical and translational medicine
- Industrial and environmental biotechnology
- Plant science, agriculture, and food biotechnology
- Natural sciences with potential applications in biomedicine, biotechnology, or sustainability.
- Technical sciences with potential applications in biomedicine, biotechnology, or sustainability.

Applications for the Research Infrastructure Programme within natural and technical sciences must explicitly describe how the research enabled by the research infrastructure may have potential future applications in biomedicine, biotechnology, or sustainability.

Infrastructure specifically supporting data science cannot apply within this call. Applications within this area are referred to the specific call for infrastructure supporting data science opening in December 2021.

### 1.3 ELIGIBILITY

The applicant must be employed and have his/her primary affiliation as senior scientist, associate professor, or professor, at a university or other not-for-profit research institution in Denmark. The applicant must document expertise at the highest level within the relevant research field.

The research infrastructure must be established at a Danish research institution with expertise within the relevant field. This is to ensure that the infrastructure develops in parallel with the scientific progress in the area, and that there are qualified personnel to operate and maintain the equipment, as well as to supervise others in its use.

Besides the applicant, there must be a number of core collaborators associated with Danish research environments, committed to be core users of the equipment or facility. A total of 3-5 core collaborators is advisable in order to ensure enough users of the facility. Core collaborators signify researchers for whom no funding is requested in the budget, but who will be involved in the proposed supported research. In this context, an industrial partner could also be a core collaborator. Other collaborators relevant for the infrastructure may be mentioned in the project description, e.g., international collaborators. It is an advantage, if core collaborators also encompass researchers from national research institutions outside the main applicant's research institution.

- a) An applicant may submit only one application per call.
- b) As this grant does 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.
- c) 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 must be contacted immediately.
- d) It is not possible to hold more than one active Research Infrastructure grant. Researchers with an active grant may apply for a new grant during the final year of the

grant, however, a new grant cannot be activated until the existing grant is completed and no longer active.

- e) It is permitted to hold two or more active grants of different types, i.e., researchers with an active Infrastructure grant may apply for a new grant of a different type, e.g., project grant.

## 1.4 FUNDING

A total of up to DKK 150 million is available for grants between DKK 5 - 25 million for a period of up to 5 years.

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

- **Equipment:** Purchase of equipment for the infrastructure.
- **Establishment and installation of the infrastructure:** This may include minor modifications necessary for establishing and operating the infrastructure.
- **Operating expenses:** incl. materials, consumables, and service contracts, directly related to operating and maintaining the infrastructure.
- **Salary:** for academic or technical personnel (AC TAP or TAP) crucial for operating the research infrastructure.
- **Training:** of technical personnel relevant for running and maintaining the infrastructure. This includes travel and accommodations.
- **Data management:** incl. expenses for collecting and storing data.
- **Direct administrative expenses:** up to 5 % of the total funding applied for. The following applies:
  - 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,
  - is not automatically included in the grant and must be stated/applied for in the application budget but should not be specified in detail.

Co-funding is not mandatory. Any potential co-funding of the infrastructure during the first 5 years must be described in the budget.

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

### This NNF grant will not award funding for:

- The applicant's own salary.

- Salaries for PhD students, postdoctoral fellows, or project researchers.
- Overhead, e.g., 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.

**See chapter 3 for detailed guidelines regarding the content and format required for the application and how it should be filled out in NORMA.**



Applicants that are not selected for external peer review after initial evaluation will be notified in May 2022. Following peer review and final prioritisation of the proposals, the remaining applicants will be notified about whether they have been awarded a grant. The notification e-mail will be sent from [noreply@norma.novonordiskfonden.dk](mailto:noreply@norma.novonordiskfonden.dk) to the e-mail address entered on initial registration.

## 1.7 ASSESSMENT CRITERIA

Applications are evaluated by external peer review by experts in the relevant fields. The applications will primarily be assessed based on the following criteria:

- scientific need for the infrastructure,
- state-of-the-art of the requested equipment,
- feasibility and suitability of the proposed organisational set up for the infrastructure, including expected use and maintenance,
- plan for accessibility to the infrastructure for the surrounding research community, including internal, external, or industrial users (*NB: open access is strongly encouraged*),
- scientific and managerial qualifications of the applicant, and
- reasonability of the applied for budget.

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 on REGISTER AS APPLICANT. You will be asked to fill in a contact form, which will appear in a new window. Main applicant should only have one user profile. Use your work e-mail address for registration. After the registration you will receive an e-mail with username and password. You can now log in to NORMA. When you log in for the first time, you will be asked to change your password.

Applicants who have previously applied for a grant from NNF or have an active grant may already have a user profile in NORMA. If you are in doubt, an existing user profile can be retrieved by clicking FORGOT PASSWORD and entering an e-mail address. If you have a user profile in the system, you will receive an e-mail with login information and a new password within 5–10 minutes.

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](mailto: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

To initiate a new application, you first need to identify the call and grant you wish to apply for. From the Applicant portal In NORMA, scroll down to the OPEN CALLS section, where all currently available calls are visible. Use the search filters at the top of the section to filter by, e.g., overall funding area or geography.

Initiate an application by clicking the blue APPLY NOW button. Your draft application is then created and will remain a draft version until you actively submit the application.

You can create and subsequently edit a draft version of the application until the deadline. A draft application can be saved by clicking SAVE DRAFT and may be cancelled at any time up to the deadline by clicking the button CANCEL APPLICATION. An application is not submitted to NNF until an applicant has clicked SUBMIT.

The application comprises tabbed sheets that need to be completed but not necessarily in chronological order. Fields marked with a red star (\*) are obligatory to fill in.

You can review the application at any time by clicking OPEN under MY APPLICATIONS on the Applicant Portal in NORMA. The whole application, including any currently entered data, can be downloaded as a PDF file by clicking on APPLICATION PDF. Make sure the PDF is readable and formatted appropriately before submitting your application.

## 2.3 TEXT AND ILLUSTRATIONS

### FILLING IN THE FIELDS

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.

### APPLICATION TEXTS

Text from Word, for example, can be copied and pasted into most text fields of the application. It is, however, important to check that formatting, special letters and symbols have not been converted or lost in the text fields after copying and pasting. If the formatting looks wrong in NORMA and in the PDF, you can try to change all text to “Normal” under the tab FORMAT.

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



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

## ILLUSTRATIONS

Illustrations with figures, charts, tables, images etc. related to the project description can be uploaded under PROPOSAL (a maximum of four illustrations are allowed). Include the illustration number and a legend or caption for each illustration file when uploading. The illustrations will be integrated in the final application PDF.

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.

All applicants must read and accept NNF's Standards for Good Research Practice before submitting the application. A link can be found under "Policies" in the top right corner of the window. 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. Fields in the application that are incorrectly completed or incomplete will be listed in a box at the top of the screen. Clicking on each individual line marked in red takes you directly to the incomplete field. The box will disappear when you select SAVE DRAFT. This allows you to continue with the application and submission.



A list of any incorrect or incomplete entries will be autogenerated when you click SUBMIT. Amending incorrect or incomplete entries can be time-consuming, so we recommend submitting applications well before the deadline.

If you wish to modify a submitted application before the deadline, it is possible to reopen the application. Be aware that the application must be resubmitted before the deadline. Applications cannot be modified after the submission deadline.

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 (please check your spam folder), you should contact NNF as soon as possible using the contact details on page 3.

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



Please remember to check that the PDF version of the application is legible and contains all entered information and uploads before submitting the application

## 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 various sections with information about the main applicant as well as any co-applicants:

- Personal information
- Current institution
- Educational information
- Administrating institution
- Applicant information:
  - **CV for the mail applicant** can be maximum 4000 characters (including spaces, line breaks and special characters). Please include in the CV a short bibliographic overview summarising total number of peer-reviewed publications, number of first authorships and corresponding authorships, number of citations and H-index.
  - **Publication list** can be a maximum of 5.000 characters (including spaces, line breaks and special characters). Please only include the 10 most relevant publications. Include a complete author list for each publication with your own name highlighted. Applicants are strongly encouraged to provide a full list of publications in ORCID.

Please note that invitation of co-applicants is not possible within this call.

#### **PREVIOUS AND CURRENT GRANTS FROM NNF**

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

If you have received any grants from NNF as an applicant or a co-applicant within the past five years, you must provide the application number, project title, grant period (in years), grant amount and the percentage share of the grant (100% if there is no co-applicant). Briefly summarise how any of the grants are related to the current application.

## 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.



Registering a new administering institution in NORMA can take up to 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.

## 3.3 PROPOSAL

Describe the project using the following fields on the PROPOSAL tab:

### PROJECT TITLE

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

### BRIEF PROJECT DESCRIPTION

Please provide a brief stand-alone summary of the project describing its purpose, target group, and activities (maximum 2000 characters, including spaces). NOTE: The brief project description should be in a format suitable for sharing with potential peer reviewers before disclosing confidentiality.

### PROJECT DESCRIPTION

The project description can be a maximum of 30,000 characters. Please describe:

- The need for establishing the infrastructure, including an assessment of the timeliness and how the suggested infrastructure differs from any existing infrastructures available in the research environment.
- The scientific and technical expertise within the relevant field at the research institution where the infrastructure will be established.
- How the technical expertise will be obtained to ensure qualified operation and maintenance of the infrastructure as well as instruction of new and experienced users.
- The potential user group of the infrastructure. *It is encouraged to provide an estimation of the distribution of expected use by the applicant, core users, and external users. Open access is encouraged.*
- The organisation and governance of the infrastructure, including:
  - a timeline for establishment of the infrastructure. *It is also encouraged to provide a description of a potential steering committee and its responsibilities.*
  - A business plan describing how the infrastructure will be embedded, used, maintained, and financed during the grant period. *If possible, please provide relevant key performance indicators.*
  - A clear plan for how the infrastructure will be made available for a wider group of scientists, including communication and outreach activities, access criteria, and possible payment schemes. *It is strongly encouraged to make the infrastructure open access for external users, e.g., scientists from other research institutions and universities, SME's or incubators.*

- A clear plan for data management and permits from public authorities needed to establish the infrastructure, if relevant.

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

### ILLUSTRATION UPLOADS

A maximum of four illustrations of 50 mb each can be uploaded here. Accepted formats are .jpg, .png, .gif, .bmp.

### LITERATURE REFERENCES

Please provide the reference information for the literature cited in the project description (maximum 4000 characters, including spaces).

### LAY PROJECT DESCRIPTION

Please provide a brief summary for non-experts in lay language. If the application is awarded a grant, the text may be used for publication (maximum 1000 characters, including spaces).



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

## 3.4 BUDGET

The budget only comprises the information entered in the BUDGET tab. Additional budget information attached under UPLOADS or added under other tabs than BUDGET will not be considered. The budget must be entered in budget years following the grant period and not calendar years.

### GRANT PERIOD

Before you can fill in the budget template, start by entering the start and end dates for the grant. NORMA then generates a grant period in whole years, which is reflected in the budget template. The grant period is the duration of NNF's grant for the project.

Complete the budget 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. *Please mark vendor quoted equipment in the budget description.*
- All amounts must be stated in Danish kroner (DKK) without decimal points, commas or spaces. NORMA automatically inserts the thousands separator.
- Save and close the budget spreadsheet by clicking SAVE and CLOSE (in that order) and then return to the BUDGET tab.

**Important:** If you make any changes to the grant period after filling out the budget, you must clear the budget table before making the change to the grant period.

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 total sum for the entire grant period. The NNF does not allow double funding and there can be no budgetary overlaps between projects. The INFORMATION FOR ADDITIONAL CONTRIBUTIONS field must clearly describe what the additional contributions cover and how the project proposed in this application is different from the project already funded or applied for from other parties than NNF. If the applicant, after submitting the application, receives funding for the project or parts of the applied project from others, the NNF must be contacted as soon as possible.

The way in which the budget is set up influences any later financial reporting to NNF. Please note that the financial accounts must have the same headings as the budget posts in the application.



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

### 3.5 APPENDICES /UPLOADS

- Signed letters of support from 3 to 5 core collaborators stating their contribution and commitment to using the applied for infrastructure. *Please upload it as a single combined PDF file, with a frontpage indicating the names and affiliations of the 3 to 5 core collaborators. (Support letters) \**
- Short CVs that should not exceed 2 pages each. *(Short CVs)*
- A signed letter of support from the hosting institution taking responsibility for establishing and embedding the infrastructure within the institution as well as for administrating the grant. The letter should also describe potential institutional co-financing of the infrastructure *(Hosting letter)*.
- Vendor quotes for the major equipment applied for *(Other uploads)*. *Please mark quoted equipment in the budget description.*

Other collaborators relevant for the infrastructure who are not considered core collaborators, should be mentioned in the project description but should not provide letter of support or CV. **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 in excess of these limits will not be considered for evaluation.

*\* Change from October 2021 version of the guidelines: CVs should be uploaded separately under "Short CVs" in NORMA*

January 2022

## The Novo Nordisk Foundation

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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.