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foundation
Benefitting people and society

Guidelines for applicants
POSTDOC FELLOWSHIPS IN NURSING RESEARCH 2024

Facts about the call

Total amount available for granting:
DKK 6,6 million

Amount available per grant:
Up to DKK 2,2 million

Call opens:
1 August 2024

Call closes:
26 September 2024, 2 pm (CEST)

Applicant notification:
December 2024

Earliest start date:
1 January 2025

Latest start date:
31 December 2025

Review committee:
Committee on Nursing Research
The members of the committee can be found on the Foundation's
website: www.novonordiskfonden.dk

Contact:
Noa Højland, Grant Specialist
E-mail: nursing-support@novo.dk

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All Grant Recipients must comply with the ['General Terms and Conditions'](#) for grants from the Novo Nordisk Foundation (the Foundation).

The Foundation will treat all applicant and application information confidentially. Read more about how the Foundation processes personal data under 'privacy & security' in the online application system, NORMA. See how to access NORMA in section 2 of these guidelines.

You can find more information about the Foundation's application and granting process at the [NORMA Help Centre](#). Detailed information about the different parts of the application is available in NORMA.

1 Postdoc Fellowships in Nursing Research

1.1   Purpose

It is the wish of the Novo Nordisk Foundation (NNF) for nursing in Denmark to be research-based, and for the Danish nursing profession to develop to the highest quality possible for the benefit of nursing practice and patient care. The Postdoc Fellowships in Nursing Research give excellent young scientists in nursing research the chance to pursue a career in this field.

1.2   Areas of support

Nursing Research

1.3   Eligibility

The applicant must be a registered nurse and have acquired a PhD degree (or a similar academic qualification), or the PhD must have been accepted for defence at the application deadline. The PhD degree must have been obtained before the Postdoc Fellowship can be activated.

There is no limitation in number of years from PhD degree (PhD age).

The applicant must be anchored at a university, university college, hospital or other non-profit research institution in Denmark throughout the course of the Postdoc Fellowship.

The mentor/supervisor/group leader and the hosting research institution must be stated in the application and must agree to participate in the project.

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

Postdoc Fellowships are personal grants and cannot be shared between two or more applicants.

An applicant may submit only one application per call and only one application for a specific research project per calendar year. If an applicant submits identical or nearly identical project proposals for different calls within the same calendar year, the latter application(s) will receive an administrative rejection. Submitting two or more applications for different purposes/projects to different calls is permitted if it is not to the same type of grant.

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

1.4   Funding

A total of up to DKK 6,6 million is available for grants up to DKK 2,2 million for projects lasting up to 3 years. Please note, the applicant can choose to work part-time on the postdoc project, if he/she wishes to combine the Postdoc Fellowship with clinical work. The applicant must work at least 50% on the postdoc project, and the project period must be extended correspondingly. If the applicant wishes to work part time on the postdoc project this must be clearly described in the budget as supplementary information. The budget must still reflect a full time 3-year project, and the amount applied for cannot exceed DKK 2,2 million in total.

Applicants may apply for funding for the following types of expenses directly related to the project:
- **Salary** for the main applicant
- **Salary** for research technician/nurse
- **Operating expenses:** Direct expenses for developing, implementing and operating the project, including materials and equipment, statistics and data processing
- **Travel expenses**, e.g., conference and workshop participation and presentation of research results derived from the project, up to DKK 25,000 per budget year
- **Other travel expenses** related to the project, e.g., studying abroad. The stay must be described in detail in the application and documentation from the host institution abroad must be included.
- **Publication** of results originating from the project, up to DKK 25,000 per budget year
- **Bench fee:** Support for individual researchers for the coverage of direct expenses needed to conduct the research project applied for (must be specified in the budget)
- **Administrative support** can account for a maximum of 5% of the total budget and must be included therein (see below)

Full-time equivalents (FTEs)
For each salary entry, please specify the FTE in years within the designated FTE field. This will indicate the proportion of a full-time position that the project funding will support for each year of the grant period. One full-time employee for one year equals 1.0 FTE.

Bench fee (**not** applicable to Danish universities)
Bench fee 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 [eligible to apply for salary]. It may only be used for expenses related to the research project which cannot be included within another individual budget category. Bench fee may account for a maximum of DKK 8,000 per month per FTE. The budget must specify the expenses covered by the bench fee, 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

PLEASE NOTE that bench fee cannot cover rent, administrative support, representation, social contributions etc. A valid bench fee policy in line with the Foundation's requirements must be available at the time of application, and this official documentation from the administrating/co-applicant's institution must be provided upon request.

Project supplement for research grants: (**only** applicable for Danish universities)
The project supplement contributes to the coverage of indirect costs at Danish universities, and replaces budget posts such as administrative costs, bench fee and parental leave.

More information on the joint model for project supplement is found at Universities Denmark's website. Questions related to the project supplement should be directed to the research support units at your university.

Administrative support (**not** applicable to Danish universities)
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

The Foundation will not award funding for:
- Commercial activities
- Overhead/indirect costs (such as rent, electricity, water and maintenance)
- Double funding of projects:
- If the applicant has received funding for the proposed project from other sources, in part or in full, this must be accounted for in the budget, as no budgetary overlaps are allowed
- If an identical or overlapping project proposal has been submitted to other funding institutions than the Foundation, it must be noted in the application
- If the applicant receives funding for the project, or parts of the project, from other sources following submission of the application to the Foundation, the Foundation must be informed immediately
- Expenses in relation to mentor/supervisor/group leader

1.5   Language

The application and all additional materials must be submitted in English.

1.6   Application process

Application system opens	**1 August 2024**
Application deadline	**26 September 2024**
Evaluation of applications	**November 2024**
Applicant notification	**December 2024**
Earliest possible start date	**1 January 2025**

When all applications have been assessed, applicants will be notified about whether they have been awarded a grant. The notification e-mail will be sent from <u>norma-noreply@novo.dk</u> to the e-mail address used when creating a profile in NORMA.

PLEASE NOTE: The Foundation does not provide feedback in case an application is declined.

1.7   Assessment criteria

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

- The applicant's qualifications.
- The research environment of the project.
- The supervision of the applicant.
- The scientific quality, originality, methods and feasibility of the project.

If you have an active grant from the Foundation, this may be taken into consideration in the evaluation of your application for a new grant. In general, it is recommended that the main applicant has delivered results on the active grant(s) before submission of a new application to the Foundation. If you apply while having an active grant from the Foundation, 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). This information should be included in the **Project Description**.

2 The application and grant management system NORMA

2.1 Creating and submitting an application

The Foundation uses the application and grant management system NORMA:
https://norma.novonordiskfonden.dk

If you do not have a user profile in NORMA, you can create one by clicking **Register** on the login page. The main applicant should only have one user profile. Please use your work e-mail address for registration.

The registered user who submits an application will be legally responsible for the truthfulness of the content of the application.

You can find guidance on how to create and submit an application at: NORMA Help Centre.

If you experience technical problems and cannot find a solution in the NORMA Help Centre, please contact NORMA Support: norma-support@novo.dk.

3 Application content

This section provides guidelines on the content required in the sections of the online application form for this call. Detailed information about the different parts of the application is available in NORMA.

3.1 Applicant

The **Applicant** tab pertains to information about all those involved in an application, meaning the main applicant. Information about each applicant is collected through individual tasks in the APPLICANT DETAILS-section, detailing experience, publication history, application history with NNF, etc.

MAIN APPLICANT
The main responsible party for the application can enter their details through the Applicant Details-task with the type 'Applicant'. After filling in all mandatory fields, the applicant should complete the task to save the details. See section 1.3 Eligibility Criteria for requirements for the main applicant.

CV can be a maximum of 4,000 characters. Please include in your CV:
* A short bibliographic overview summarising the total number of peer-reviewed publications, number of authorships, number of citations and H-index (from Web of Science).

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

3.2 Institution

Please provide information about the institution where the grant will be administered. This institution is where the main applicant will be employed during the grant period, and the institution that will ultimately be responsible for administering and allocating the grant, including budgeting, financial reporting and staff supported by the grant.

**It can take up to five working days to register a new
administrating institution in NORMA.**
The application cannot be submitted before the institution has
been registered.

3.3 Proposal

Describe the project using the fields in 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 2,000 characters, including spaces).

PROJECT DESCRIPTION
Please describe the proposed research project in detail, including purpose, background,
methods, collaborations and the significance/potential impact of the project. Please include a
short paragraph on how the proposed project is different from and/or coherent with projects
already funded.

In case you are submitting a proposal which has been submitted to NNF before, we ask you to
clearly describe what has changed in the application/project since the last submission.

The project description can be a maximum of 20,000 characters, including spaces, line breaks
and special characters.

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 can be uploaded here.

The following file formats for illustrations are accepted in the system: JPG, JPEG, PNG and
BMP. The maximum accepted size for each illustration is 50 MB and 1050*1650 pixels.

LITERATURE REFERENCES

Please provide the reference information for the literature cited in the project description (maximum 8,000 characters, including spaces, line breaks and special characters).

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 1,000 characters, including spaces, line breaks and special characters).

3.4   Budget

Enter the project grant period, and the budget template will become available.
Only budget information submitted via the **Budget** tab will be considered in the review process. Any additional budget information attached under **Appendices** (or any other tabs) will not be considered.

3.5   Appendices

A hosting letter from the host institution confirming their support for the project, including the provision of office/work facilities and grant administration responsibilities.

If applying for funding of travel expenses related to studying abroad, please also upload documentation for the stay from the international host institution you are visiting.

If you are applying for a bench fee (not applicable for Universities), you must upload official documentation from your administrating institution stating that the fee is part of the general expenses policy of the administrating institution.

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 may not be considered for evaluation.