



# POSTDOC FELLOWSHIPS IN NURSING RESEARCH 2022

Information and guidelines for  
applicants

Research  
Fellowships  
2022

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## Information about the call

Grant capital:  
DKK 6.6 million

Award amount:  
Up to DKK 2.2 million per grant

Application form opens:  
8 August 2022

Application deadline:  
19 September

Applicant notification:  
December 2022

Earliest start date:  
1 January 2023

Latest start date:  
1 December 2023

Review committee:  
Committee on Nursing Research

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Guidelines version:  
2022.01

# 1 POSTDOC FELLOWSHIPS IN NURSING RESEARCH

These guidelines are intended to assist you in the application process when applying for a grant from the Novo Nordisk Foundation (NNF). It is important that you carefully read these guidelines before initiating the application process, as the guidelines contain the complete call text as well as instructions regarding the completion 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. See how to access NORMA in section 2 of these guidelines.

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

NNF hereby calls for applications for Postdoc Fellowships in Nursing Research. The purpose is to support ambitious researchers to conduct excellent research leading to a significant contribution to the field of nursing research in Denmark. The Postdoc Fellowships run for a minimum of three years.

## 1.2 AREAS OF SUPPORT

The overall goal is to support nursing research with a clear relevance to patients and nursing practice. Areas of support include nursing research on disease prevention and health promotion, treatment methods, rehabilitation and palliative care, and research on nursing aspects of management and organization within the health care system with the overall purpose to improve human health.

## 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, 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 from the institution must be submitted with the application. 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 DKK 6.6 million is available for funding of up to three grants each of up to DKK 2.2 million. The research project applied for must correspond to a full time 3-year postdoc project. A detailed budget for the Postdoc Fellowship must be included in the application and the amount applied for cannot exceed DKK 2.2 million in total.

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.

The Postdoc Fellowship is a personal grant that is expected to cover the salary of the main applicant. Any formal education, such as a master's degree or similar, cannot be covered by the grant. Salary for research assistants can only be included in the budget to a limited extent. It is strongly recommended that the applicant liaise with the host institution regarding the budget and salary. NNF cannot provide specific budget and/or salary guidance.

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

- **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)

**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 and may only be used for expenses that are related to the research project and which cannot be included within another individual budget category. Bench fee may account for maximum DKK 8.000 per month per FTE working on the project, and 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

Note, that bench fee cannot cover rent, administrative support, representation, social contributions etc. To include a bench fee in the budget, the fee must be a part of the general expense policy of the administrating institution, and it must apply for all employees independently of funding source.

Documentation that the administrating institution has a general bench fee policy should be included in an official document or hosting letter from the administrating enclosed as an appendix. An unspecified bench fee without documentation will not be accepted.

**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
- is not automatically included in the grant, and must be stated/applied for in the application budget, but should not be specified in detail

**NNF will not award funding for:**

- Commercial activities
- Overhead
- Expenses in relation to mentor/ supervisor/ group leader



The grant may not be used to cover 'overhead' (i.e., 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.



When all applications have been assessed, applicants will be notified about whether or not they have been awarded a grant. The notification e-mail will be sent from [norma-noreply@novo.dk](mailto:norma-noreply@novo.dk) to the e-mail address entered on initial registration.



NNF does not provide feedback in case an application is not selected for funding.

## 1.7 ASSESSMENT CRITERIA

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

- The scientific quality, originality, methods, and feasibility of the project
- The applicant's qualifications
- The research environment of the project
- Supervision of the main applicant, e.g., mentor/supervisor/group leader

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).

Successful applicants will be invited to present their projects at the NNF's Symposium on Nursing Research on 20 April 2023.

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 REGISTER from the login-page. Here you can also retrieve forgotten passwords by clicking the FORGOT PASSWORD-link. The main applicant should only have one user profile. Please use your work e-mail address for registration. After registration, you will receive an e-mail with your username and a temporary password, which you can then use to log in to NORMA. After logging in for the first time you will be asked to provide a password of your own choosing.

A registered user 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

Initiate an application by finding the call you wish to apply for in the OPEN CALLS-section on the Applicant Portal in NORMA. Use the search filters at the top of the section to filter by e.g., overall funding area, and initiate an application by clicking APPLY NOW next to the relevant call.



Applications can be edited up until the deadline. A draft application can be saved by clicking SAVE DRAFT and may be cancelled at any time up until the deadline by clicking CANCEL APPLICATION. An application is not submitted to NNF until an applicant has clicked SUBMIT and has received confirmation that the application has been successfully submitted.

You can review the application at any time by reopening from within NORMA. Opening the application will also allow you to download the application in its entirety as a PDF. Make sure the PDF is readable and formatted appropriately before submitting your application.

## 2.3 TEXT AND ILLUSTRATIONS

For all applications, the individual fields must be completed in accordance with these guidelines and the instructions supplied in NORMA.



To prevent loss of data, it is essential to press SAVE DRAFT before you leave NORMA or navigate in the system.

### TEXT FIELDS

Text from Microsoft Word or comparable word processors can be copied and pasted into most text fields of the application. It is, however, important to check that formatting, special characters, and symbols have not been converted or lost in the text fields after copying and pasting. If the formatting looks wrong in NORMA or in the PDF, try changing all text to *Normal* using the FORMAT dropdown. It is the responsibility of the applicant to ensure that the pdf looks correct before submitting.

The available options for formatting text are at the top of the text fields. Some shorter text fields do not have the option to use rich text formatting.



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

### ILLUSTRATIONS

Illustrations such as figures, charts, tables, images, etc. related to the project description can be uploaded under PROPOSAL. A maximum of four illustrations are allowed. The illustrations will be placed on a separate page in the application PDF but can be referenced throughout the project proposal as needed. For readability, please name the files numerically by the order in which they are referenced.

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

## 2.4 SUBMITTING THE APPLICATION

The application in its entirety must be submitted electronically via the application system by clicking SUBMIT. It is not possible to submit an application or any part of it by standard mail or e-mail. Any material submitted outside the application system will not be included in the evaluation and will not be returned.



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

All applicants must read and accept NNF's [Standards for Good Research Practice](#) before submitting the application. Further, the applicant must declare that the information provided in the application is true and accurate.

An application cannot be submitted unless all the required fields have been completed. Applications can be cancelled at any time before submission. If you need to withdraw an application after the deadline, please get in touch with NNF via e-mail, using the contact information on page 3.



A list of any incorrect or incomplete entries will be generated at the top of the screen when you click SUBMIT. Clicking one of these error messages will take you to the relevant field. Amending incorrect or incomplete entries can be time-consuming, so we recommend submitting applications well before the deadline.

## 3 APPLICATION CONTENT

This section provides guidelines on the content required in the sections of the online application form for this call.

### 3.1 APPLICANT

The APPLICANT-tab contains information about the main applicant. The APPLICANT DETAILS-section includes 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 summarizing 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 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 administrating 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 administrating institution in good time.

## 3.3 PROPOSAL

Describe the project using the fields on the PROPOSAL tab. Each field (Project title, Brief project description, Project description, Illustration uploads, Lay project description, and Research methods) will have a short instruction text describing the expected input and maximum characters available.

### 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).

### 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 project(s) 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.

### LITERATURE REFERENCES

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



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

## 3.4 BUDGET

The budget for the project applied for only comprises the information entered on the BUDGET tab. Additional budget information attached under UPLOADS or added on any other tabs than BUDGET will not be considered.

### GRANT PERIOD

Before you can fill in the budget template, start by entering the start and end dates for the grant. This will determine the number of years available from the budget template. The grant period is the duration of NNF's grant for the project, and the budget counts years following the project start date rather than calendar years.

### CREATE BUDGET

After saving the project start and end dates, the budget template will become available to edit. The budget will open in a new tab, in which you will need to add the subcategories you need for your budget. Please follow the instructions at the top of the screen to complete the budget.

#### Notes:

- The budget continuously saves changes you've made without the need to manually save. You are free to leave the budget at any time and come back at a later point.
- When you are done filling in your budget, please use the *SAVE AND CLOSE* button. This will check that all information has been filled out correctly and in accordance with the guidelines, saving the budget to your application.
- You can now return to the BUDGET tab. A summary of the budget will be displayed, review it to ensure that it is correct.
- The full budget details can be viewed or edited at any time before submission of the application by reopening the budget template.

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



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

### 3.5 APPENDICES

A hosting letter from the hosting institution must be submitted with the application. The hosting letter must briefly confirm that the host institution has agreed to host the project, administer the grant, and provide office/work facilities.

**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.

August 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.