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SUPPORT FOR CONFERENCES, SYMPOSIA AND WORKSHOPS

Information and guidelines for
applicants

Support
for
conferences,
symposia and
workshops

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Information About the Call

Grant Capital:
DKK 8.2 million

Award Amount
Up to DKK 500,000 per grant

Call Opens:
31 January 2023

Application Deadline:
28 March 2023 at 2pm (CEST)

Applicant Notification:
End of May 2023

Earliest Possible Event Date:
June 2023

Latest Possible Event Date:
September 2024

Contact:
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1 SUPPORT FOR CONFERENCES, SYMPOSIA AND WORKSHOPS

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

The objective of the Conferences, Symposia and Workshops programme is to promote knowledge sharing and networking activities. These grants facilitate this by providing researchers and students with opportunities to present and discuss the newest research and innovation activities within their fields.

The Conferences, Symposia and Workshops programme aims at supporting medium-sized events with a duration of 1-3 days typically. The events are organized by the researchers themselves and are located at the organiser(s) home institution unless another location within Denmark is more appropriate.

1.2 AREAS OF SUPPORT

Conference topics are welcome within the topic areas supported by the Novo Nordisk Foundation, i.e.:

1. Biomedical and health science research and applications
2. Sustainability
3. Natural and technical science research and interdisciplinarity
4. Research in art and art history
5. Innovation
6. Education and outreach

Biomedical and health science research and applications supports basic research in biomedicine that paves the way for advances in translational medicine and innovative clinical applications. Among the key topics are preventing cardiometabolic disease, understanding and managing cardiometabolic disease, fighting inequities in health, and strengthening epidemic preparedness.

Sustainability addresses the escalating global sustainability challenges and the potential to make a positive impact for the environment. The research areas that are supported are within agriculture, food, industrial- and environmental biotechnology, high-impact climate change mitigation technologies and supporting the green transition in society. Basic research, platforms and technologies enabling research on sustainability are included.

Natural and technical sciences research and interdisciplinarity supports basic natural and technical sciences research supporting health and sustainability. This includes interdisciplinary approaches as well as a broad range of fundamental scientific research, including chemistry, physics, quantum engineering, computer science, data science, and mathematics. Also, development of novel technologies and research infrastructure are key topics.

Research in art history supports research that enables a significant contribution to the field of art history in Denmark. The research can focus on all eras within art history from prehistoric to modern times and art history in a broad sense, meaning paintings, architecture, sculpture, performance, photo, bio-art, film, digital art etc. with relevance for the visual arts in an international or Danish context. In addition, interdisciplinary research between art history and natural sciences is supported in a broad sense, including bio- and medical sciences and/or technology in contemporary or historical contexts.

Innovation aiming at translating scientific discoveries into products and solutions that improve the health of people and the sustainability of society and the planet. Focus is on creating new companies that contribute to increased growth and economic activity. Among the key topics and disciplines are early innovation, accelerating innovation, start-up incubation and commercialization ecosystems.

Education is focused on early engagement of students and educators in the science, technology, engineering and mathematics (STEM) disciplines.

Outreach is focused on supporting scientific literacy, awareness and appreciation in the general population and help build a strong voice for the importance of scientific research.

1.3 ELIGIBILITY

The scope of the event should be focused, targeting specifically the research field(s) of the applicants.

The following requirements should be fulfilled in a successful application:

- The event can be within any research field supported by the Novo Nordisk Foundation, e.g., health sciences, sustainability, natural sciences, technical sciences, interdisciplinary science, and technologies and innovation within these, as well as art and art history research, and education and outreach. See also section 1.2.
- Applicants must be anchored at a university, museum or other research institution (administrating host institution) in Denmark. The main applicant must be the lead organizer.
- The main applicant cannot be an organization or a professional event organiser.
- It is mandatory to include internationally prominent speakers, who must give presentations of at least 30 minutes each within the theme of the event.
- One or more poster sessions or similar activities to engage young researchers must be a part of the scientific program.
- The event programme should be presented in as much detail as possible in the application, and CVs for invited speakers who have already given consent to participate must be uploaded to the application, see section 3.5.
- We encourage the organiser(s) to consider gender diversity when selecting the speaker panel. The Novo Nordisk Foundation aims to strengthen the gender diversity and gender balance in the Danish research environment.
- The event should be publicised widely and some parts can be open to the public, with attendance following participant registration. It is considered favourable if the event has a small or no registration fee for younger researchers and students, and the general registration fee should - be kept low.

- It is considered favourable if the event has presentation slots for younger researchers and students.
- The event must be executed in the timeframe June 2023-September 2024. Events planned later than this are requested to apply at one of the upcoming calls of the programme. The programme call is open biannually.

It is not the intention to support broader congress-type events with multiple parallel sessions, or to be a small contribution to a large event. Nor is it the intention to support PhD schools or repeated annual meetings of organizations and societies. Ideally, it is the intention to support the gathering of scientists within a novel and exciting field, to gather an emerging community, or to draw focus to a novel branch of an established field.

Important rules:

- An applicant may submit only one application per call.
- It is not possible to hold more than one active 'Conferences, Symposia and Workshops' grant.
- Having an active Conferences, Symposia and Workshops grant does not exclude the applicant from applying for other of the Novo Nordisk Foundation's grants, and vice versa.
- Conferences, Symposia and Workshops grant recipients are barred from applying for the same call in the following application round.

1.4 FUNDING

A total of up to DKK 8.2 million per year is available for grants each between DKK 50,000 and DKK 500,000.

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

- Travel and accommodation expenses for invited speakers and organisers.*
- Meal expenses for invited speakers and organisers.
- A dinner for invited speakers and organisers, up to DKK 1,000 per person.
- A dinner/social event for all participants, up to DKK 500 per person.
- Travel grants for younger researchers.
- Poster prizes and other similar awards.
- Expenses for renting the facilities and equipment needed to hold the conference
- Catering expenses.
- Printed material, such as a conference folder, book of abstracts etc.
- For events with themes within art and art history, a smaller honorarium for invited speakers may be applied for.
- Administrative support may account for a maximum of 5% of the total budget.
- In addition to the unspecified administrative support, up to 8% of the budget can be spent for salary for a conference secretary.
- Applicants who have major funding from NNF or other sources (>10 million) must justify the requirement for additional funding from the CSW call.

* The following travel and accommodation expenses are accepted by the Foundation. Anything in excess of this must be justified in the application:

- a. Hotel stay covering the duration of the event plus one day before and one day after, up to DKK 1,750 per night.
- b. Flights: Economy/flex. In exceptional cases, business class is acceptable from areas other than Europe, Middle East, and North Africa.

- c. Reasonable expenses for public transportation and taxi.

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.

NNF will not award funding for:

- Travel and accommodation expenses for travelling companions.
- Honorarium for invited speakers (except events with themes within art and art history).
- Commercial activities.
- Overhead.

1.5 PLANNING AND EXECUTION

The event must be held in Denmark. The grant holder must be the lead organiser and will therefore be responsible for announcing the event and handling registration, poster registration, catering, and all other practical and administrative arrangements in connection with the event. It should be made clear in the event material that the event is supported by the Novo Nordisk Foundation.

1.6 LANGUAGE

The application and any additional uploads must be written in English.

1.7 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 noreply@norma.novonordiskfonden.dk to the e-mail address entered on initial registration.



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

1.8 ASSESSMENT CRITERIA

The applications will be assessed based on the following criteria:

- The applicant's curriculum vitae and track record, including experience for organizing events
- Theme and purpose of the conference and its expected impact for the research environment
- Draft conference program
- Planned featured speakers
- Expected interest and participation of research community, and efforts to target and include younger researchers and students in the event
- The topic's novelty and strategic importance
- The combination of conference formats and participants to create an event that is original and has above-average impact

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. The main applicant should only have one user profile. We recommend that you use your work e-mail address for registration. After the registration, you will receive an e-mail with your user name 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.



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. In NORMA, go to the OPEN CALLS tab, which is located in the upper right corner of the screen. All currently available grants are visible in tabs that are sorted by NNF's overall grant areas.

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 NORMA front page. 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:

- Personal information.
- Educational information.
- Current institution.
- Experience.
- Co-applicant(s).
- Previous and Current Grants from NNF.

MAIN APPLICANT

The main applicant must be affiliated with a university, hospital, or other public research institution or museum in Denmark. The main applicant cannot be an organization or a professional event organiser. The main applicant should also be the lead organiser for the event.

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 summarize 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 administrated. 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 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).

PROJECT DESCRIPTION

Please include the purpose of the event and a draft programme. The event programme should be presented in as much detail as possible in the application, and it should be indicated which invited speakers have already given consent to participate.

(maximum 10,000 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 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 only exception to this is if the NNF facilities are requested for the event as described in section 1.4 and 1.5. In this case, an alternative budget for organising the event elsewhere must be uploaded.

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.
- 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.

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.

When completing the budget, the following budget posts are available:

- **Operating expenses:** Detail the various costs related to executing the event, e.g., location rental and equipment needed to hold the event, catering, dinner, poster prizes etc. Please create sub-categories to give sufficient detail over the expenses.
- **Salary – other:** Use this for salary for a conference secretary (max 5 percent of the total budget)
- **Travel:** Use this for invited speakers' and organisers' travel expenses
- **Communication/information material:** Use this for programme leaflet and other materials
- **Direct administrative expenses:** Use this for administrative support of the grant as described in section 1.4.



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

3.5 APPENDICES

Please provide additional information on the featured invited speakers by submitting their short curriculum vitae (max. 2 pages each). Only include CVs for invited speakers who have accepted to participate.

All the CVs should be collected and uploaded as one document featuring a cover page with a list of invited speakers and rationale for selecting them. The cover page may list speakers who have not yet accepted and thus provide a rationale for their possible participation. Please clearly indicate who of the invited speakers have accepted and who have not yet accepted the invitation.

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.

January 2023

The Novo Nordisk Foundation

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.