



POSTDOC FELLOWSHIPS FOR RESEARCH ABROAD 2023

Bioscience and Basic Biomedicine

Information and guidelines for applicants

Table of contents

1	POSTDOC FELLOWSHIPS FOR RESEARCH ABROAD Bioscience and Basic Biomedicine.....	4
1.1	PURPOSE.....	4
1.2	AREAS OF SUPPORT.....	4
1.3	ELIGIBILITY.....	5
1.4	FUNDING.....	5
1.5	LANGUAGE.....	6
1.6	APPLICATION PROCESS.....	6
1.7	ASSESSMENT CRITERIA.....	7
2	THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA.....	8
2.1	USER REGISTRATION.....	8
2.2	CREATING AN APPLICATION.....	8
2.3	TEXT, ILLUSTRATIONS AND BUDGET.....	9
2.4	SUBMITTING THE APPLICATION.....	10
3	APPLICATION CONTENT.....	12
3.1	APPLICANT.....	12
3.2	PROPOSAL.....	13
3.3	BUDGET.....	13
3.4	APPENDICES.....	15

Information about the call

Grant capital:
DKK 12 million

Award amount
Up to DKK 4 million per grant

Application form opens:
27 October 2022

Application deadline:
11 January 2023

Applicant notification:
March 2023

Earliest start date:
1 April 2023

Latest start date:
1 April 2024

Review committee:
Committee on Bioscience and Basic Biomedicine

Contact:
Pål Fernvall
Grant Manager
Phone: +45 2089 9681
E-mail: pfe@novo.dk

Version 2022:1

1 POSTDOC FELLOWSHIPS FOR RESEARCH ABROAD

Bioscience and Basic Biomedicine

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.

- **Section 1** describes the overall frame and conditions of the call and the evaluation and specifies the criteria for applicants and projects.
- **Section 2** provides the technical guidance for how to access and navigate in the application and grant management system NORMA.
- **Section 3** aids with essential information to include, and best practice of how to apply for this specific call.

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.

1.1 PURPOSE

With this call, the Novo Nordisk Foundation invites young, ambitious researchers in Denmark to apply for a post-doctoral fellowship to conduct research within bioscience or basic biomedicine outside of Denmark. The fellowship offers an opportunity to carry out a research project where a minimum of 3 years is dedicated to work at a university, hospital or other research institution abroad, followed by up to 1 year at a university, hospital or other research institution in Denmark.

The Novo Nordisk Foundation wishes to support internationalisation of promising young researchers and catalyse future Danish fundamental research impacting better health through knowledge. The foundation seeks to accomplish this objective by two means:

- By giving the awardee the opportunity to obtain knowledge, training, and research experience in an international research environment
- By associating the fellow to a Danish research institution throughout the fellowship, thereby facilitating the return to, and integration in, the Danish academic research environment

1.2 AREAS OF SUPPORT

The fundamental research should be bioscientific and/or basic biomedical and the project relevant for understanding the human organism and/or basal mechanisms underlying health and disease. The research fields could be within, but are not limited to: molecular biology, cell biology, bioinformatics, modelling of biological systems, enzymology, genetics, microbiology, pharmacology, experimental physiology, biophysics, biochemistry, biology, and biostatistics etc. The research will typically be carried out in animals, model systems, cellular or subcellular systems, or in silico.

1.3 ELIGIBILITY

A research institution in Denmark must employ the applicant for the entire fellowship period and this institution must administrate the fellowship grant. (The head of the institute must sign a hosting letter).

Please be aware that if your foreign research institution is located outside the EU, you may not be entitled to the same employment conditions during your stay abroad as those at your home institution. Specifically, privileges in connection with parental leave may differ significantly. You are therefore encouraged to familiarize yourself with relevant rules and regulations, both at your home institution and the relevant municipality of residence in your home country.

The start date of the applied project should be after April 1, 2021 and no later than April 1, 2022.

An applicant can only submit one application for one of the two Novo Nordisk Foundation calls:

- 1) 'Postdoc fellowship for research abroad – Bioscience and Basic Biomedicine',
- 2) 'Visiting Scholar or Postdoc fellowships at Stanford Bio-X'

and cannot submit a new application for a Novo Nordisk Foundation funded postdoctoral fellowship while the application is under review.

The successful candidate:

- will carry out research for at least 3 years abroad, followed by up to 1 year in Denmark
- has obtained a PhD degree within 5 years of the fellowship start date
- has at least one first author paper accepted for publication or published
- can apply as a PhD-student if the supervisor signs a declaration stating that the applicant is expected to graduate before the start date of the fellowship
- can apply if a postdoctoral stay abroad has already started. However, the time spent as postdoc abroad must not exceed 1 year at the time of application
- has established contact with the laboratory abroad and has support from the principal investigator/lab head at the foreign research institution (please upload a letter of support and a short CV from the head of the laboratory abroad)
- has considerable prior association to the Danish education or research community, e.g., by having a Danish master's degree or PhD or several years of research experience at a Danish institution and has a clear intention of returning to Denmark after the stay abroad

1.4 FUNDING

The total duration of the fellowship is 4 years. The Novo Nordisk Foundation awards up to DKK 1 million per year, for a total of up to DKK 4 million/fellowship. Up to three fellowships will be funded in 2022.

Applicants may apply for funding for the following types of expenses (see section 3.3. for details):

- Salary for the applicant
- Operating expenses
- Equipment
- Conference participation

- Publication costs
- Travel
- Relocation expenses
- Bench fee
- Direct administrative expenses

This grant cannot cover overhead.

The Novo Nordisk Foundation does not allow double funding of projects.

- The applicant cannot apply for projects/budget posts already funded by other mechanisms
- The project applied for can be partially funded by other mechanisms, but such co-funding must be clearly stated in the application.

If the applicant, post application submission, receives funding for the project or parts of the applied project from others, the Novo Nordisk Foundation must be contacted as soon as possible



The grant may not be used to cover 'overhead'

1.5 LANGUAGE

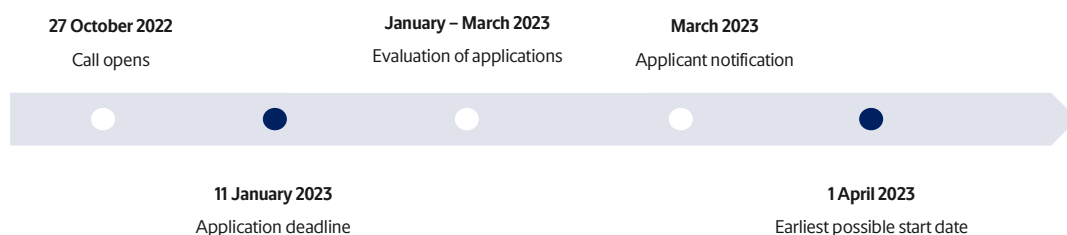
The application and any additional uploads must be written in English.

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.



After the final granting decision, applicants will be notified by e-mail, and a list of all grant recipients will be posted on our website. The notification e-mail will be sent from noreply@norma.novonordiskfonden.dk to the e-mail address entered on initial registration.

The general conditions that apply when receiving a grant from the Novo Nordisk Foundation can be found on our [webpage](#).



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

1.7 ASSESSMENT CRITERIA

The Novo Nordisk Foundation's [Committee on Bioscience and Basic Biomedicine](#) evaluates the applications. The Committee will include in their assessment the:

- Quality of the proposed research project
- Scientific excellence and potential of the applicant
- Relevance and merit of the research group abroad

2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA

This section provides the technical guidance for how to access and navigate in the application and grant management system NORMA. 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. Use your work e-mail address for registration. After the registration, you will receive an e-mail with your 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.



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, ILLUSTRATIONS AND BUDGET

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.

BUDGET

Before you begin to fill in the budget template, enter GRANT PERIOD START DATE and GRANT PERIOD END DATE under the PROJECT INFORMATION tab and press SAVE DRAFT. The budget must be entered in budget years following the grant period and not calendar years.

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.

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 aids with essential information to include, and best practice of how to apply for this specific call.

3.1 APPLICANT

The applicant tab contains various sections with information about the main applicant as well as any co-applicants:

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

MAIN APPLICANT

CV can be maximum 4,000 characters.

Publication list can be a maximum of 5,000 characters.

First, applicants should include a link to an updated profile with a full publication list for the applicant on either Google Scholar, Web of Science, or Scopus. Below state up to the 10 most relevant publications for evaluating your merits. Include a complete specification of all authors for each publication with your own name highlighted.

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

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.

3.2 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 describe your proposed research project in detail – including purpose, background, state-of-the-art, methods, implementation, collaborations, the significance of the project. Please include a paragraph for your plan for reintegration in the scientific community in Denmark, and how you see your research unfold beyond this grant (maximum 20,000 characters, including spaces).

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 8000 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.

3.3 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 under the PROJECT INFORMATION tab and press SAVE DRAFT. 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.

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.

The total amount applied for should be up to DKK 4 million with approximately DKK 1 million per year.

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

- **Salary;** for the applicant, including pension, according to current agreements and regulations at the Danish host institution (please consult with the Danish host institution to make sure you request the appropriate salary). *Salary for other people than the applicant (scientific or administrative) employed on the project cannot be covered by this grant.*
- **Operating expenses;** e.g. lab consumables, chemicals and reagents, research animals, sequencing/proteomics and other analysis services directly related to the project.
- **Equipment;** required for the project, however not exceeding 20% of the budget total.
- **Conference participation;** Up to DKK 50.000 per budget year can be requested for travel and registration expenses in relation to presenting the project at conferences and workshops.
- **Travel;** travel expenses directly related to the project, i.e. experiments carried out in other labs for a limited period.
- **Publication costs;** of results emanating from the research project (up to DKK 25,000 per budget year).
- **Relocation expenses;** Expenses related to travelling and relocation to and from Denmark. A supplement of up to DKK 50.000 during the first and last years for recipient and possibly family.
- **Relocation expenses;** Expenses related to living abroad (up to DKK 60.000 per year for the years spend abroad, for health insurance, visa, etc. for recipient and possibly family. Additional 50.000 per year abroad can be requested if the applicant has children.
- **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. Maximum DKK 8.000 per month per FTE working on the project. 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 the Hosting Letter from the administrating institution enclosed as link or appendix. An unspecified bench fee without documentation will not be accepted.

- **Direct administrative expenses;** (up to 5 % of the funding applied for):
 - 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

The Novo Nordisk Foundation does not allow double funding of projects.

- If the applicant has received funding for the project or parts of the project, this must be included in the budget and there can be no budgetary overlaps.
- If an identical or overlapping project proposal has been submitted to other funding institutions than the Novo Nordisk Foundation, it should be noted in the 'supplementary information' under the budget tab, and the overlapping budget posts should be specified.
- If the applicant, post application submission, receives funding for the project or parts of the applied project from others, the Novo Nordisk Foundation must be contacted as soon as possible.

Justification, explanation and comments to the budget can be entered in the SUPPLEMENTARY INFORMATION field. It is important that the requested funds are justified, well described and aligns with the described project.

Funding received for the applied project from the applicant's own organisation and/or 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. It must be clearly described in the INFORMATION FOR ADDITIONAL CONTRIBUTIONS field what the additional contributions cover, and co-financing from the host institution is not an evaluation criterion.



Applicants may only apply for the types of expenses listed in subsection 3.3.

3.4 APPENDICES

(1-3 mandatory)

- 1) A hosting letter from the Danish administration institution, signed by the head of the institute
- 2) A letter of support from the head of the laboratory abroad
- 3) A short CV (max. 2 pages) of the head of the laboratory abroad
- 4) If relevant: A statement confirming expected completion of Ph.D. before fellowship start date from current Ph.D. supervisor (only in case the applicant has yet to complete his/her Ph.D.)

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.

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.