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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

Annual Grant Capital: DKK 8.2 million

Award Amount: Up to DKK 500,000 per grant

Call Opens: January and August

Application Deadline: 4 April 2024 at noon and 31 October 2024 at noon

Applicant Notification: Ultimo May and ultimo December

Earliest Possible Event Date: after grant notification

Latest Possible Event Date: within 18 months of grant notification

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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 OBJECTIVES

The purpose 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 events with a duration of 1-3 days located within Denmark, Faroe Islands or Greenland.

The primary objective of the programme is to support bottom-up events gathering scientists and students within a novel and exciting field, to establish an emerging community, or to draw focus to a novel branch of an established field. It is not an aim to support single instances of repeated events (e.g., an annual meeting of established societies). However, if there is a special and well-argued reason, this programme could provide funding for a single event that is a part of serial events, or for novel parts of such events.

This programme does not intend to provide a small contribution to a large event but could be a stand-alone part of a large event if deemed of strategic importance. It is not the intention to support broad congress-type events with multiple parallel sessions, nor is it the intention to support PhD schools.

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 supported research areas are agriculture, food, industrial- and environmental biotechnology, high-impact climate change mitigation technologies, and support of 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 with potential applications in health and sustainability. This includes interdisciplinary approaches as well as a broad range of fundamental scientific research, including chemistry, physics, quantum technologies, engineering, computer science, data science, biology, and mathematics. Also, the development of novel technologies and research infrastructure is a key topic.

Research in art and 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, 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 aims 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 innovation 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 following requirements must be demonstrated for an application to be eligible:

- The event must be within a field of research supported by the Novo Nordisk Foundation (See section 1.2).
- Applicants must be tenured, or on a tenure track, anchored at a university, a research institution, or a museum in Denmark, The Faroe Islands, or Greenland. The host institution must administrate the grant.
- The main applicant must be a specific person and must be the lead organiser. I.e., the applicant cannot be a scientific society or a professional event organiser.
- Events must take place in either Denmark, The Faroe Islands, or Greenland.
- The event must be executed within 18 months of grant notification. Events planned later than this are requested to apply at one of the upcoming calls of the programme. The programme call is open biannually.
- 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. However, applicants who have major funding from NNF or other sources (≥ 10 million) must justify the need for additional funding from the CSW programme.

1.4 FUNDING

A total of up to DKK 8.2 million per year is available and each grant can be up to 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
- 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 event.
- Catering expenses
- Printed material, such as a conference folder, book of abstracts etc.
- For events with themes within research in art and art history, a small 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

* 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
- c. Reasonable expenses for public transportation and taxi

** The administrative support:

- a. cannot cover administrative expenses that are not directly related to the event
- b. can via the host institution be shared between the institutions of the main- and co-applicant(s), as detailed in the application budget
- c. 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 award funding for:

- Travel and accommodation expenses for accompanying partners and family
- Commercial activities
- Overhead

1.5 PLANNING AND EXECUTION

As the lead organiser, the grant holder is accountable for all aspects of the event, including announcement of the event, handling registrations, poster registrations, catering, and all other practical and administrative arrangements in connection with the event. The event material should clearly state 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.

1.8 ASSESSMENT CRITERIA

The applications will be assessed based on the following criteria:

- Whether the event meets the purpose and aim of the programme (see section 1.1)
- The novelty and strategic relevance of the theme (see section 1.2)
- The expected impact of the event for the research environment and the expected interest and participation of the research community
- Strength and impact of confirmed featured presenters as detailed by their names, affiliations, and role as described in the draft conference programme
- The combination of conference formats and participants in order to create an original and high-impact event
- Engagement of students and early career researchers as presenters, in poster sessions and similar activities, as detailed in the draft conference programme
- Diversity among presenters and participants
- Accessibility in terms of public announcements of the event and efforts to have an open and inclusive registration
- Level of registration fees, and whether these are removed or further reduced for students and early career researchers
- An adequate and balanced budget
- Distribution of applying institutions and themes covered



Please note that a rejection notification is not accompanied by feedback

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 full 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
- 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 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 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 who of the 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.

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 8 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 a one-page curriculum vitae including key publications and publication metrics.

All 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 has accepted and who has 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.

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 and the planet.