

Guidelines for applicants
**VISITING SCHOLAR/
VISITING POSTDOC
FELLOWSHIPS AT
STANFORD BIO-X 2025**



Facts about the call

Amount available per grant:
Up to **DKK 4.25 million**

Call opens: **5 November 2024** Call closes: **29 January 2025 at 14:00 (CET)**

Applicant notification:
June 2025

Earliest start date: **1 September 2025** Latest start date: **15 January 2026**

Review committee:

NNF Committee on Interdisciplinary Research,
and Committee at Stanford Bio-X

Contact:

Coralie Backlund
Scientific Manager
cob@novo.dk

Ulla Vig Nissen
Grant Manager
uvn@novo.dk

Joanna Steinhauer
Grant Specialist
jsr@novo.dk



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

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

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



1 VISITING SCHOLAR/VISITING POSTDOC FELLOWSHIPS AT STANFORD BIO-X 2025

1.1 Purpose

The visiting scholar/visiting postdoc fellowship offers a unique opportunity to engage in cutting-edge research projects in collaboration with researchers at [Stanford Bio-X](#).

Recognised globally, Stanford University stands as a premier institution renowned for its excellence in education and research. At Stanford, Bio-X is a leading interdisciplinary institute aimed at driving innovative research across fields, producing groundbreaking knowledge, and developing future solutions in biomedicine and biotechnology to enhance human health.

The fellowship programme invites early career researchers to apply for a three to four year fellowship in collaboration with a research group at Stanford Bio-X. Fellows will develop a research project at Stanford Bio-X for 30 to 38 months, followed by a return phase at a Danish university or other Danish public or non-profit research institution. Through this programme, the Novo Nordisk Foundation (NNF) aims to propel the career development of outstanding early-stage researchers by:

- Providing them the opportunity to gain extensive research experience and training in a unique interdisciplinary environment at the highest international level, while fostering an open exchange of intellect and ideas.
- Promoting their scientific networks and innovative spirit through mobility, thus fostering scientific independence and international collaboration.
- Supporting their continued research collaborations and knowledge transfer between the Danish research ecosystem and Stanford Bio-X.

1.2 Areas of support

The programme supports research spanning from fundamental studies to innovative projects. Applications are welcome in all areas of natural and technical sciences, biomedicine, or biotechnology, provided the project is interdisciplinary and has potential impact in human health or sustainability. The potential applications in human health or sustainability must be clearly explained in the proposal.

To take advantage of the translation of potential project-specific discoveries made during the project's duration, the fellow may apply to NNF for a Proof-of-Concept grant of up to 12 months. This can be initiated upon return to the Danish Host Institution.

1.3 Eligibility

The fellowship supports postdoctoral research projects up to 4 year, with at least 30 months spent at Stanford Bio-X. The final 6 months of a 3-year grant, or 10 months of a 4-year grant, must be dedicated to the return phase at the Danish host institution. The remaining 8 months of a 4-year grant can be allocated flexibly between Stanford Bio-X and the Danish host institution but must be decided with the Stanford Bio-X Principal Investigator (PI) and Stanford Bio-X administration before submitting the application.

Applicants must:

- Have obtained a PhD degree in natural and technical sciences, biomedicine, or biotechnology within 5 years of the fellowship start date.
 - Leave of absence periods do not count towards the 5 years.
 - Can apply as a PhD student if the PhD supervisor provides a statement that the applicant is expected to graduate before the start date of the fellowship.
- Establish contact with a host PI at Stanford Bio-X who commits to being the primary research mentor for the duration of the stay abroad.
- Demonstrate association to the Danish educational system or research environment (e.g. graduated from a Danish University, Danish citizenship, or several years of research experience at a Danish institution).

A Danish university or other public, non-profit research institution in Denmark (Danish Host Institution) must employ the applicant and administer the fellowship for the entirety of the grant period.

Special rules for applications:

- Applicants can only submit one application at a time for any of the NNF postdoctoral fellowship grants and must receive notification of the outcome before re-applying.
- The project can receive partial funding from other sources. Any co-funding must be explicitly mentioned in the application.

The general conditions for receiving a grant from NNF can be found on our [webpage](#).

1.4 Funding

The total duration of the fellowship is a minimum of three years and maximum of four years. NNF will support up to DKK 1 million per year plus an additional DKK 250,000 per FTE spent in Denmark with a maximum of DKK 4.25 million per fellowship.

Eligible project expenses include:

- Salary
 - Salary for the applicant (1 FTE per year)

- Project Supplement
- Operating expenses
 - Equipment
 - Consumables
 - Administrative expenses at Stanford University
 - Bench fee
- Dissemination, Training, and Education
 - Conference participation including travel
 - Publication costs
 - Relocation expenses including travel
 - Expenses related to living abroad
- Direct administrative expenses

Please carefully read the boxes below and Section 3.4 for details about eligible expenses.

Full-time equivalents (FTEs)

For each salary entry, please specify the FTE in years within the designated FTE field. This will indicate the proportion of a full-time position that the project funding will support for each year of the grant period. One full-time employee for one year equals 1.00 FTE.

Bench fee (not applicable to universities)

Bench fee can be included in the budget for support of individual researchers to cover expenses needed to conduct the proposed research.

Bench fee is calculated per academic employee actively working on the project. It may only be used for expenses related to the research project which cannot be included within another individual budget category. Bench fee may account for a maximum of DKK 8,000 per month per FTE. The budget must specify the expenses covered by the bench fee, which may include:

- Common or shared laboratory expenses and consumables
- Laboratory utilities (electricity, gas, water)
- Maintenance of essential equipment
- Service contracts
- Technical and IT support

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

Project supplement for research grants: (Danish universities only)

The project supplement contributes to the coverage of indirect costs at Danish universities, and replaces budget posts such as administrative costs, bench fee and parental leave.

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

Direct administrative support (not applicable to universities)

Administrative support may account for a maximum of 5% of the total budget and must be included therein. The administrative support:

- can cover expenses such as for accounting, payment of salaries, purchasing, hiring, as well as auditing and financial reporting on the project
- cannot cover administrative expenses that are not directly related to the project
- is not automatically included in the grant and must be stated/applied for in the application budget but should not be specified in detail

The Foundation will not award funding for:

- Commercial activities
- Overhead/indirect costs (such as rent, electricity, water and maintenance)
- Double funding of projects:
 - If the applicant has received funding for the proposed project from other sources, in part or in full, this must be accounted for in the budget, as no budgetary overlaps are allowed
 - If an identical or overlapping project proposal has been submitted to other funding institutions than the Foundation, it must be noted in the application
 - If the applicant receives funding for the project, or parts of the project, from other sources following submission of the application to the Foundation, the Foundation must be informed immediately

1.5 Language

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

1.6 Application process

BEFORE APPLYING

The applicant must establish contact with a PI at Stanford Bio-X who will serve as the applicant's primary research mentor for the duration of the fellowship. The applicant should

work closely with the Stanford Bio-X PI on the research proposal and budget. Additionally, the applicant is encouraged to consider other Stanford Bio-X faculty members as potential co-mentors for the interdisciplinary research conducted during the fellowship.

Stanford Bio-X provides a [website](#) with affiliated faculty who have already expressed interest in hosting a visiting scholar/visiting postdoc. In addition, all 1000+ Stanford Bio-X affiliated faculty members can be found [here](#). Applicants may also contact Heideh K. Fattaey, Stanford Bio-X Executive Director of Operations and Programs, (hfattaey@stanford.edu) with questions related to identifying a faculty host and for final approval of the budget.

Note: As an employee at a research institution in Denmark, fellows are entitled to Danish benefits including annual vacation while at Stanford University. However, these benefits must be discussed and approved by the PI at Stanford Bio-X.

While the project is being developed, applicants should contact their Danish Host Institution to obtain a Host Letter and support for application submission. Additionally, the applicant must verify with the Technology Transfer Office at their Danish Host Institution that they are in accordance with [Stanford's Office of Technology Licensing - SU-18A form](#). Stanford University requires that all incoming researchers sign the SU-18A as it addresses the disclosure and assignment of intellectual property pertaining to research supported through external organisations. *Visiting scholars and postdocs are not allowed to bring proprietary projects from their home institution to work on at Stanford facilities during their appointment period.*

AFTER SUBMISSION


The proposals are evaluated by the [NNF Committee on Interdisciplinary Research](#). Up to 4 proposals are selected for evaluation by a committee at Stanford Bio-X. As part of their final evaluation, the committee at Stanford may carry out online interviews with selected candidates.

Applicants will be informed of their grant status after all applications have been assessed. The notification e-mail will be sent from norma-noreply@novoo.dk to the e-mail address provided when creating a profile in NORMA.

IF SELECTED

Selected fellows must establish an IP agreement between their Danish Host Institution and Stanford's Office of Technology Licensing by signing and electronically submitting the [SU-18A form](#) prior to the start of the grant. A PDF confirmation must be sent to Stanford Bio-X. Stanford Bio-X will work with the selected fellow and the Stanford PI mentors on a development plan during the first 6 months of the fellowship.

The visiting fellow will have 6 months after starting to confirm at least one other Stanford Bio-X affiliated faculty member as a co-mentor for the project at Stanford. **The Fellow must report to Bio-X who the Stanford Bio-X affiliated faculty co-mentor(s) are within 6 months of starting at Stanford.**



Application system opens	5 November 2024
Application deadline	29 January 2025 at 14:00 CET
Evaluation of applications	February – May 2025
Applicant notification	June 2025
Earliest possible start date	1 September 2025

1.7 Assessment criteria

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

- The creativity, novelty, innovation potential, and ambition of the proposed research
- The scientific excellence and merit of the applicant
- The appropriateness and involvement of the host research group at Stanford Bio-X
- Recommendation Letter
- Support Letter from the prospective PI
- Host Letter from Danish administrating institution



2 The application and grant management system NORMA

2.1 Creating and submitting an application

The Foundation uses the application and grant management system NORMA:

<https://norma.novonordiskfonden.dk>

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

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

You can find guidance on how to create and submit an application at: [NORMA Help Centre](#).

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



3 Application content

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

3.1 Applicant

MAIN APPLICANT

CV (Maximum 4,000 characters, including spaces): Include a short bibliographic overview summarizing total number of peer-reviewed publications, number of first authorships, number of corresponding authorships, and number of citations.

Publication list (Maximum 5,000 characters, including spaces): List up to 10 relevant publications including a complete list of all authors with your name highlighted. Include a link to an updated profile with a full publication list on Google Scholar, Scopus or ORCID.

Summary of own research (Maximum 2,000 characters, including spaces) Please provide a short summary of your previous research experience and explain how your research interests fit into the current proposal and collaboration.

Supplementary Information (Maximum 2,000 characters including spaces): List all instances where you have submitted the same or similar proposal in the last six months. Also provide a list of any potential submissions you plan to make in the next 6 months. Wherever possible, provide the project title, funding agency, requested amount, duration, submission deadline, and anticipated notification date.

Note: If you receive funding for the project, or parts of the project, from other sources following submission of this application, please inform NNF by emailing the grant manager (uvn@novo.dk). Receiving other funding will not impact the assessment of your application with NNF, but failure to disclose other funds may result in retraction of this fellowship.

PREVIOUS AND CURRENT GRANTS FROM NNF

List previous or ongoing grants with NNF where you were/are the main applicant or co-applicant. 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 the grants are related to the current application. Leave this section blank if not applicable.

3.2 Institution

Please provide details about the Danish institution administering the grant. This institution will employ the applicant during the grant period and oversee the administration, allocation, budgeting, financial reporting, and staffing supported by the grant.

3.3 Proposal

PROJECT TITLE

Use the format 'Stanford – project title' (maximum 150 characters, including spaces).

BRIEF PROJECT DESCRIPTION

Provide a brief stand-alone summary of the project describing its purpose and activities (Maximum 2,000 characters, including spaces, line breaks and special characters).

PROJECT DESCRIPTION

Describe the proposed project in detail (maximum 20,000 characters, including spaces):

- Include purpose, background, methods, collaborations, and significance.
- Clearly demonstrate the novelty and interdisciplinary approach of the proposed activities.
- Include a justification of the proposed grant period (e.g. why three or four years) with a justification of the activities and duration at Stanford and the Danish Host Institution.
- Describe the continuation of research activities upon return to Denmark and your potential career trajectory in the Danish research environment
- Consider including co-mentors to enhance interdisciplinary aspects of the project. Indicate any potential co-mentor(s) if applicable.

Limit the use of abbreviations and acronyms, and ensure they are defined upon their first use since their meanings can vary across disciplines. The applications will be evaluated by committee members that may not have expertise in your research area.

ILLUSTRATION UPLOADS

A maximum of four illustrations can be uploaded with the proposal. The following file formats for illustrations are accepted: JPG, JPEG, PNG and BMP. The maximum allowed size for each illustration is 50 MB and 1050*1650 pixels.

LITERATURE REFERENCES

Provide reference information for the literature cited in the project description (maximum 8,000 characters, including spaces).

LAY PROJECT DESCRIPTION

Provide a brief summary in non-technical language for general readers. If the application is awarded, the text may be published (maximum 1,000 characters, including spaces).

3.4 Budget

GRANT PERIOD

Enter the project grant period, defined by the project start and end data. NORMA generates a grant period in project years, which is reflected in the budget template. The fellowship supports postdoctoral research projects with a grant period of three to four years with the following requirements:

- **Research Phase at Stanford Bio-X:** At least 30 months must be spent conducting research at Stanford Bio-X.
- **Return Phase at Danish Host Institution:**
 - 3-year grant: The final 6 months must be spent at the Danish Host Institution.
 - 4-year grant: The final 10 months must be spent at the Danish Host Institution.
- **Flexible Period:** For a 4-year grant, up to 8 months can be flexibly allocated between Stanford and the Danish Host Institution at any time during the grant period. *The applicant must plan how the 8 months are distributed in agreement with both the PI at the Danish institution and the PI at Stanford Bio-X prior to submitting the application.*

CREATE BUDGET

The budget will open in a new tab, in which subcategories can be added. Please use the provided excel template ([link](#)) to generate your budget, then insert the numbers and categories into NORMA. *Refer to Section 2.1 for more information about NORMA.*

ELIGIBLE BUDGET EXPENSES

The total amount applied for should not exceed DKK 4.25 million, with approximately DKK 1 million per year. **A minimum of DKK 210,000 must be requested per year for total project-related costs** including equipment, operating expenses, conference participation, travel, publication costs, and administrative expenses for Stanford Bio-X. Project-related costs associated with conference participation and travel that exceed the DKK 210,000 minimum may be allocated to the Danish host institution. Please indicate in the budget which project-related costs are allocated for Stanford Bio-X and the Danish host institution, respectively. The applicant should get approval from the PI at Stanford Bio-X on the use of project related funds before submitting the application. The final budget must be approved by Heideh K. Fattaey (hfattaey@stanford.edu) before submission in NORMA.

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

- **Salary for applicant** including pension, according to collective agreements of Danish public institutions for postdoctoral fellows. The applicant should apply for a full salary that adheres to [the Stanford hosting departments minimum for postdoctoral fellows](#). The Danish Host Institution will administer the salary and process reimbursement for relocation. *Note: salary for people other than the applicant (scientific or administrative) cannot be covered.*
- **Project supplement** DKK 250,000 per FTE for time spent at Danish Universities. *Refer to Section 1.4 for more information.*
- **Equipment** required for the project, not exceeding 20% of the total budget total.
- **Operating expenses** related to the research, including consumables, reagents, analysis, and computational resources.

- **Travel** costs directly associated with the project, like short-term experiments in other labs. Cannot be used for conferences or personal travel.
- **Bench fee** up to DKK 8,000 per FTE for time spent at the Danish host hospital or non-profit organization (non-university). *Refer to Section 1.4 for more information.*
- **Administrative expenses at Stanford Bio-X** minimum of 8% (DKK 16,800 per year) of the total project-related costs must be reserved for administrative expenses for Stanford Bio-X. The funds allocated to Stanford Bio-X will be transferred as annual upfront instalments from the Danish Host Institution.
- **Conference participation** up to DKK 50,000 per budget year can be requested for conference and workshop travel and registration expenses related to the project.
- **Publication costs** up to DKK 25,000 per budget year can be requested to publish results emanating from the research project.
- **Relocation expenses** up to DKK 100,000 over the total grant period. *Note: must align with the proposed grant period distribution plan.*
- **Expenses related to living abroad** up to DKK 60,000 annually for health insurance, visa, etc., for the recipient and family
 - An additional DKK 50,000 per year abroad can be requested if the applicant has accompanying family.
 - The Danish Host Institution must ensure that the fellow is covered by sufficient health insurance while abroad (including weekends and holidays), e.g. through self-coverage, reimbursement of self-obtained health insurance, or by signing up for health insurance directly.
- **Direct administrative expenses** Up to 5% of the total funding can be allocated to the Danish host hospital or non-profit organization (non-university). *Refer to Section 1.4 for more information.*

Any additional comments and budget justifications should be included in the SUPPLEMENTARY INFORMATION field in NORMA.

3.5 Appendices

All uploads must be in PDF format. NORMA automatically places these uploads at the end of the application. Appendices other than those specified here are not permitted and will not be included in the evaluation.

Please include the following supplementary documents:

- **Support Letter (Danish PI)** from the PI in Denmark endorsing the proposed research.
- **Support Letter (MIT PI)** from the PI at MIT endorsing the proposed research
- **Host Letter** from the Danish administrating institution, that confirms its role in administering the fellowship throughout the entire grant period and includes a statement ensuring the reimbursement of any health insurance premium that the fellow takes out while abroad, to the extend chargeable to the NNF grant. Must be signed by the head of the institute/authorized signatory.
- **Recommendation Letter** from a former advisor
- **PhD Completion Letter** (only relevant for applicants who have not finished their PhD at the time of submission): A statement from the current PhD supervisor confirming the anticipated completion of the PhD degree prior to the fellowship start date.
- **PDF of the budget** created using the provided budget template.