

THEMATIC PROGRAMME IN EDUCATION AND  
OUTREACH:

**PROJECT GRANTS FOR  
NATURAL SCIENCE  
COMMUNICATION AND  
DEBATE USING NOVEL  
COMMUNICATION  
PLATFORMS**

Information and guidelines for applicants  
2019

Science

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## Information about the call

### Grant amount

Up to DKK 30 million

### Applications open

21 June 2019

### Applications close

10 September 2019 at 14:00

Results announced

November 2019

Earliest project start date

1 December 2019

Latest project start date

1 December 2020

### Review committee

Committee on the Thematic Programme in Education and Outreach: Natural Science Communication and Debate using Novel Communication Platforms

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Science

# 1 PROJECT GRANTS FOR NATURAL SCIENCE EDUCATION AND OUTREACH

## 1.1 PURPOSE

The Novo Nordisk Foundation wants to support general science education and cultivate interest, knowledge and competencies in natural science and technology among children, young people and the general population in Denmark.

Through the thematic programme on science communication and debate using novel communication platforms, the Novo Nordisk Foundation wants to contribute to engagement and interest in natural science and technology and to facilitate a qualified public debate on topics within natural science.

## 1.2 ELIGIBILITY

The applicant must be active in natural science education and/or outreach within the Danish Realm.

During the grant period, the applicant must be a leader at or responsible for a project at a public institution and/or nonprofit organization (the administering institution), including educational institutions, research institutions, associations or municipalities in Denmark. Private companies and producers may apply for grants for noncommercial projects with nonprofit aims.

The application must identify any co-applicants and collaboration partners (see section 4.1.6).

The Foundation has three calls for applications in the autumn 2019 application round for grants for natural science education and outreach. A person may only be the main applicant for one application in this application round. Co-applicants are not subject to similar rules. Projects which fall within the call for *Project grants for natural science education and outreach* or the thematic call *Mathematics in natural science and technology*. Read more on the general rules for applications in the information and guidelines for applicants (see chapter 2).

## 1.3 PROJECT FIELD

Applicants may apply for grants for projects that communicate natural science and technology to non-scientific target groups in creative and engaging ways.

Projects may use novel communication platforms, events and collaborations that:

- contribute to inspiring and engaging people in scientific topics;
- raise awareness of challenges relevant to society within natural science research, health, the development of technology, energy production, climate and sustainability;
- facilitate public, fact-based and critical debate on natural science and technology; and
- counteract fake news and increase the dissemination of reliable sources of natural science knowledge.

The target groups may be children, young people and/or the general population. All types of media and instruments may be used and must be made available to target groups outside the education system. For example, applicants may apply for grants for science journalism, television and documentary productions,

podcasts, animated videos, communication through social media, lectures, theatre, festivals or debate events.

## 1.4 FUNDING

A total of up to DKK 30 million is available in autumn 2019, for grants between DKK 100,000 and DKK 6 million for projects lasting up to 6 years.

The project may be an independent, delimited project or a part of a larger project that is also supported by other partners.

**Applicants may apply for a grant for the following expenses in the project:**

- salaries for employees or affiliated personnel at all staffing levels, including project management;
- salaries for substitutes or paying the salaries of replacements for early-childhood educators and teachers so that they can develop and/or participate in projects;
- researchers in permanent positions at universities and university colleges may apply for funds to pay for substitutes for the time they use in a development project if the project extends beyond the description of their duties in their position (such as communicating natural science research for target groups outside the university or university college);
- operating expenses: direct expenses for developing, implementing and operating projects, including materials and equipment;
- administrative support (up to 5% of the applicant's overall budget and included in it) to cover administrative expenses directly related to the project being based at an administering institution; and
- evaluation in connection with development projects.

**The Novo Nordisk Foundation will not award grants for:**

- commercial activities;
- buildings; and
- overhead (such as rent, electricity, water and maintenance).

Applicants who have applied for or been awarded co-funding must state this in the application.

## 1.5 APPLICATION PROCESS

The application must be completed and submitted using the Foundation's application system (NORMA). The application system is in English, but applications may be submitted in either Danish or English. The language chosen will not influence the assessment of the application.

It is important that applicants read all information and guidelines for applicants since they contain detailed information on the application process.

## 1.6 ASSESSMENT CRITERIA

The Foundation's Committee on the Thematic Programme in Education and Outreach: Science Communication and Debate Using Novel Communication Platforms will assess the applications based on the following criteria:

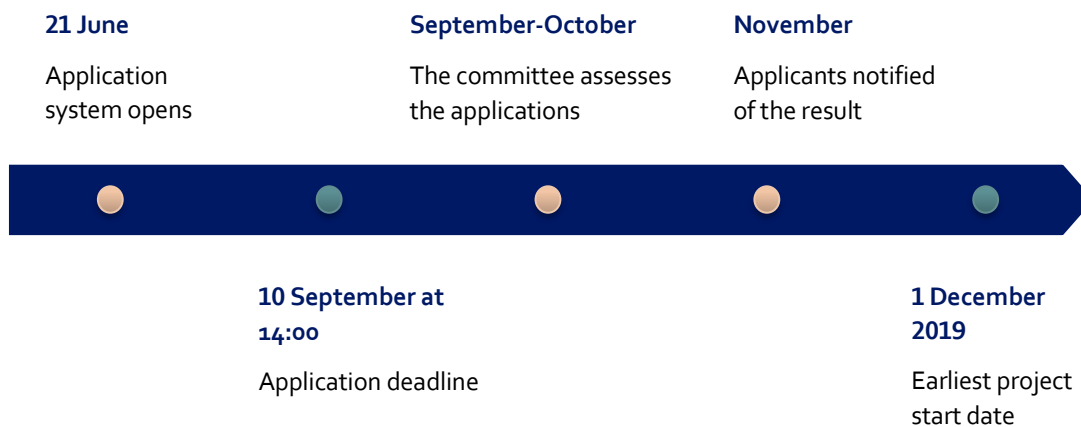
- the extent to which the project is in accordance with the purpose of the call for applications;

- the capacity and qualifications of the applicant and their institution;
- the quality of the project;
- the relevance and importance of the proposed project;
- the project plan, method and feasibility of the project to be implemented, including a plan for evaluation and knowledge dissemination;
- the expected benefit for the target group and in the form of knowledge-building;
- the capacity and qualifications of any co-applicants and collaboration partners; and
- if relevant to the application, the embeddedness, originality, scalability and opportunities for disseminating the project throughout Denmark.

The Foundation will be holding information meetings in Copenhagen on 19 August 2019 and in Vejle on 22 August 2019. You may register for these meetings from this website in July 2019.

Before the information meetings questions may be directed to the Novo Nordisk Foundation.

## 1.7 IMPORTANT DATES



## Application guidelines

The following pages provide information on applying for a grant under this open call. Section 2 describes the general rules for applicants and Section 3 and Section 4 explain how to complete and submit the application using the Foundation's electronic application and grant management system – NORMA.

See also *Terms and conditions for grants from the Novo Nordisk Foundation* at:

<https://novonordiskfonden.dk/en/conditions-for-grants/>

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**We recommend reading and possibly printing the guidelines before creating the application in NORMA.**

## 2 GENERAL RULES FOR APPLICANTS

This section describes the general rules covering the number of applications individual applicants can submit to the Foundation and the number of grants they can hold at any one time.

### MAIN APPLICANT

The main applicant is the person or legal entity applying for a grant that has been registered in the application system. Once an application has been selected to receive a grant, the applicant becomes the grant recipient.

### **The conditions in points “a” to “e” apply to applications for grants for natural science education and outreach from the Foundation.**

- *The rules cover the submission of applications through the electronic application and grant management system NORMA by main applicants, who are thereby legally responsible for the truthfulness of the information and the budget provided in the application. Read more about main applicants in subsection 1.2.*
- *Additional conditions may apply for individual calls for applications. Section 1 specifies these.*
- *Points “a” to “e” are relevant for applicants who hold an active grant from the Foundation or are considering applying later.*
  - a) A main applicant may only submit one application per call.
  - b) For research projects, permanently-employed researchers, who cannot apply to the Foundation for funds to cover their salaries, must account for their salaries for the grant period.
  - c) The Foundation does not allow double funding of project-specific expenses. If the main applicant has received or applied for funding for the project or parts of the project from others, this must be included in the budget in the application. If the main applicant has received funding for a project or parts of the project from others after submitting an application, the applicant must contact the Foundation as soon as possible.
  - d) Having more than one active grant of the same type is not permitted. Depending on the organisation’s capacity, the Foundation may be able to dispense with this requirement under special circumstances if contacted (see contact details on page 3). Main applicants with an active grant of a specific type may apply for a new grant of the same type during the final year of the grant. However, a new grant may not be paid out until the existing grant is completed.
  - e) Having two or more active grants of different types is permitted. For example, large organisations holding an active grant of a specific type may apply for a new grant of a different type. Project Grants for Natural Science Education and Outreach is one example of a type of grant. Grants awarded for unsolicited applications are considered to be another type of grant.



## 3 THE FOUNDATION'S APPLICATIONS AND GRANT MANAGEMENT SYSTEM – NORMA

### 3.1 BEFORE YOU START

Sections 3 and 4 provide guidance on completing and submitting an application through the Foundation's electronic application and grant management system NORMA. All the fields must be completed in accordance with these guidelines and the instructions in NORMA.

NORMA supports the following browsers and versions:

- Google Chrome: latest two versions
- Mozilla Firefox: latest two versions
- Safari: latest two versions
- Internet Explorer: version 11.0 and higher
- Microsoft Edge: latest two versions

We recommend disabling pop-up blocking when using NORMA.

### 3.2 USER REGISTRATION

NORMA can be accessed through the Foundation's website or directly at <http://norma.novonordiskfonden.dk>.

New users can register on the login page by clicking REGISTER AS APPLICANT. A form will then appear in a new window for entering contact details. A main applicant may only register one user profile and must use a work e-mail address. After user registration, new users will receive an e-mail with username and password and can then log on to NORMA. The e-mail acts as a username. The password must be changed when logging on to NORMA for the first time.

Applicants who have recently applied for a grant from the Foundation or have an active grant may already have a user profile in NORMA. This can be retrieved by clicking FORGOT PASSWORD and entering an e-mail address. Applicants registered in the system will receive an email with login information and a new password within 5–10 minutes.



An applicant cannot amend the e-mail address provided at registration. Please contact the Foundation if you need to change the e-mail address (see the contact details on page 3).

### 3.3 FIND OPEN CALLS AND REGISTER AN APPLICATION

After you log in to NORMA, click on MY APPLICATIONS on the front page. This provides an overview of your previous and current applications. At the bottom of the page, a PENDING ACTION field may display messages or requests for additional information from the Foundation.

To start an application, find the relevant call.

- Click on OPEN CALLS at the top right corner of the front page.
- Calls within several overall categories will be displayed. Click on EDUCATION AND OUTREACH to apply for a grant within science education and outreach.

- Click **APPLY NOW** in the education and outreach category to generate an application for the relevant call. A draft of the application will be generated and will remain in draft form until you submit it.

The application comprises tabbed sheets that need to be completed but not necessarily in chronological order. A red star (\*) denotes obligatory information required by NORMA.

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** in any open application.

### 3.4 GENERAL INSTRUCTIONS

NORMA enables applicants to create and subsequently edit a draft version of the application until the deadline. A draft application can be saved by clicking **SAVE DRAFT**. A draft application may be deleted at any time up to the deadline by clicking **CANCEL APPLICATION**.

An application is not submitted to the Foundation until an applicant has clicked **SUBMIT**. However, the applicant may still reopen and edit the application until the deadline by clicking **REOPEN**. Remember to click **SUBMIT** again.



#### PLEASE NOTE!

To avoid losing any data, please click **SAVE DRAFT** before logging off or navigating through the application system.

Do not click **SUBMIT** until you are ready to submit the application to the Foundation. NORMA automatically generates a list of incorrect entries when you click **SUBMIT**. Amending an application can be time-consuming, so we recommend submitting applications well before the deadline.

Applications must be submitted electronically to the Foundation through NORMA. Applications or any supplementary material not submitted through the electronic system will not be assessed and will not be returned.

Applications may not be amended after the deadline.

#### 3.4.1 COPYING TEXTS INTO THE APPLICATION FORM

Texts can be copied from Word files and pasted into most of the fields in NORMA. Most of these texts will retain their original formatting. Nevertheless, please check that all the text has transferred correctly, and that special formatting and symbols have not been changed or deleted during the copying and pasting process.

The available functions for formatting text are shown at the top of the text fields. The text formatting function is not available in shorter text fields.



We recommend using standard fonts and font size 11 or 12 and line spacing of 1 or 1.5 to ensure that the application is legible

### 3.4.2 CONFIDENTIALITY

The Foundation will treat all information on the applicant and application confidentially. Read more about how the Foundation processes personal data under [PRIVACY & SECURITY](#) in NORMA.

## 3.5 SUBMITTING THE APPLICATION

Once all the steps of the application have been completed, submit the application by clicking **SUBMIT**. 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 pink box at the top of the application. Clicking on each individual line marked in red takes you directly to the incomplete field. When you have completed all the fields, click **SUBMIT** again.

The pink box will disappear when you select **SAVE DRAFT**. This allows you to continue with the application. Please note, however, that **you must click SUBMIT again to submit the application**.



#### PLEASE NOTE!

The whole application, including any currently entered data, can be downloaded as a PDF file by clicking on **APPLICATION PDF** in any open application. Please remember to check that the whole application is legible and contains all the information entered before submitting the application.

Once you have submitted the application, a confirmation e-mail will be sent to the e-mail address used in registering. You can view a copy of the application under **MY APPLICATIONS** on the front page of **NORMA** after login. If you do not receive an e-mail confirmation (please check your spam filter), please e-mail or telephone the Foundation as soon as possible by using the contact details on page 3.

You can reopen and edit a previously submitted application until the deadline by clicking **REOPEN**. Please remember to **resubmit the application** by clicking **SUBMIT** before the deadline so that the application will be considered.

To withdraw a submitted application after the deadline, contact the Foundation by e-mail by using the contact details on page 3.



#### UNSUCCESSFUL APPLICANTS

The Foundation does not inform unsuccessful applicants of the reasons for rejection.

After all applications are assessed, applicants will be notified about whether or not they have been awarded a grant through an English-language e-mail sent from [noreply@norma.novonordiskfonden.dk](mailto:noreply@norma.novonordiskfonden.dk) to the e-mail address entered on initial registration.

## 4 HOW TO COMPLETE THE APPLICATION

### 4.1 STEP 1 – INFORMATION ABOUT ALL APPLICANTS

Enter information on main applicant, co-applicants and host institution in the six tabbed sheets as described below. Please note that main applicants in this call must be leaders or project managers at the administering institution (see subsection 1.2), such as heads of department, principals, rectors, chairs, directors or project managers.

#### 4.1.1 PERSONAL INFORMATION

Main applicants should provide their title, phone number, date of birth, gender and nationality.

ORCID (Open Researcher and Contributor Identifier) is a global database for researchers and science author and entering your ORCID number is only relevant for research projects.

#### 4.1.2 CURRENT INSTITUTION

Main applicants should enter the contact details of their current workplace. In many cases the contact information in the CURRENT INSTITUTION and ADMINISTERING INSTITUTION tabs may be identical.

The INSTITUTION field lists many of the education and knowledge institutions in Denmark. If the educational institution does not appear when you search the list, check MY INSTITUTION IS NOT ON THE LIST and then enter the name of the education institution in the field displayed.



#### NOTE!

If the name of the institution is not on the list, try using fewer of the letters in the name.

#### 4.1.3 EDUCATIONAL INFORMATION

Enter details of the main applicant's highest educational degree achieved using the drop-down menu. If you need to enter details for another degree, select OTHER from the drop-down menu.

The INSTITUTION field lists many of the education and knowledge institutions in Denmark. If the educational institution with the highest achieved degree does not appear when you search the list, check MY INSTITUTION IS NOT ON THE LIST and then enter the name of the education institution in the field displayed.

#### 4.1.4 ADMINISTERING INSTITUTION

Enter the contact details for the administering institution (host institution). The host institution administers and takes responsibility for the project's budget and personnel and is typically the institution at which the majority of the project takes place. In many cases the contact information in the CURRENT INSTITUTION and ADMINISTERING INSTITUTION tabs may be identical.

The INSTITUTION NAME field lists many of the education and knowledge institutions in Denmark. If the educational institution does not appear when you search the list, click on THIS LINK to register the host institution on NORMA.

Enter any details at the bottom of the tab about any supplementary contact person for the project at the host institution.



**PLEASE NOTE!**

Registering a new administering 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 administering institution in good time.

#### 4.1.5 APPLICANT INFORMATION

Please provide a brief CV (maximum 2500 characters) with details of relevant educational, business and practical experience. In some projects it will be relevant to highlight the merits of the main applicant; in other projects it may correspondingly be relevant to mention capacity, results and the merits of the institution that is applying.

For research projects, please also enter a publication list.

Lastly, you may briefly summarize (maximum 2000 characters) any relevant experience or research carried out by the main applicant or project group.

Please note this section should address the evaluation criteria covering the qualifications and capacity of the applicant and the applicant's institution.

#### 4.1.6 CO-APPLICANTS

Applicants can enter details for any co-applicant in the CO-APPLICANT field. Co-applicants participate actively in organizing and implementing the project and receive a share of the grant (collaborators are not included in the budget). The project description should clearly describe the role of any co-applicants, and the budget should clearly indicate the co-applicants' share of the total budget. There is no requirement to have co-applicants but if the project has co-applicants they must be invited through NORMA and subsequently confirm their status as co-applicants in the application.

- Go to the INVITATIONS link in the blue field on the left
- Click the + symbol and enter the name and e-mail address of the co-applicant
- Select CO-APPLICANT under ROLE in the drop-down menu (REFEREE cannot be used for this call)
- Click INVITE
- Co-applicants will be contacted automatically through NORMA and asked to confirm their status as co-applicants

When the co-applicant accepts his or her status as co-applicant, additional fields will appear in the application. The CO-APPLICANT field includes information about a co-applicant(s), including previous grants received from the Foundation. A short CV (maximum two pages) or an endorsement from the institution for each co-applicant can also be uploaded by clicking on CO-APPLICANT UPLOAD.



**NOTE!**

Please note that co-applicants can read, edit and upload information in the entire application but cannot submit the application.

Either the co-applicant or the main applicant must complete the CO-APPLICANT field. It is not possible to edit the application more than one person at the time. If the co-applicant has confirmed participation but the information about the co-applicant has not been entered in the CO-APPLICANT field, this may influence the assessment of the application because NORMA will not include the co-applicant as part of the application. The main applicant must therefore check that the information about any co-applicant(s) is included in the application before submitting it.

## 4.2 STEP 2 – PROJECT INFORMATION

Enter a description of the project under the PROJECT INFORMATION tab. A maximum of four illustrations can be entered here.

### GRANT PERIOD

After you enter the start and end dates for the grant, NORMA generates a grant period in whole years. The grant period is the duration of the Foundation's grant for the project.

### PROJECT TITLE

Please provide a short (maximum 150 characters) title for the project.

### BRIEF PROJECT DESCRIPTION

Please provide a brief stand-alone summary of the project describing its purpose, target group and activities. The summary should not exceed 2000 characters.

### PROJECT DESCRIPTION

Describe the project in detail here. Applicants can structure their project description under headings that best describe their project. The product description can include information under the following headings.

- **Purpose**  
Describe the purpose of the project and its relevance to the purpose of the call.
- **Background**  
Describe the existing knowledge on which the project is based and to which the new project will contribute. What role does the project play in relation to existing initiatives in the field (are there opportunities for synergy and knowledge-sharing?).
- **Methods and design**  
Describe what you intend to do and how – including a description of the individual activities and how these will be incorporated into an overall plan related to the purpose of the project. How will the learning, knowledge and experience be compiled during the project?
- **Assessment**  
Describe the expected outcome of the project and how this will be evaluated. The outcome could, for example, be listed as criteria for success.  
What is the expected outcome for the project's target group?  
What is the expected outcome in terms of developing knowledge and experience and introducing new practices?  
How will the effect or outcome of the project be measured (fulfilling the criteria for success)?
- **Knowledge-sharing and its foundation**  
Describe how to ensure that the knowledge and experience accumulated are shared with others and applied.  
What will happen to the project and the knowledge accumulated when the project period ends?



Please note that the project description should address all the assessment criteria listed in subsection 1.6.

The project description **may not exceed 20,000 characters, including spaces.**

### ILLUSTRATIONS UPLOADS

This section is for uploading any images, figures, tables and the like relevant to the project description. Up to four illustrations may be included. Please provide an explanatory caption for each of the illustrations submitted because these will be entered separately under the project description in the final application.

The system accepts the following formats: JPG, JPEG, PNG and BMP. The maximum resolution permitted for each file is 1050 by 1650 pixels.

### LITERATURE REFERENCES

Please provide the references for the literature cited in the project description.

### CATEGORY AND SUB-CATEGORY

Select the relevant project category (one only) from the list below:

- Educational and teaching resources
- Training of teachers and educators
- Research on science education
- Science experiences outside the formal education system
- Science communication and public debate

Also select a subcategory (one only) that best describes the project:

- Preschool children
- Children (primary and lower-secondary education)
- Youth (upper-secondary education or vocational education and training)
- Students from academy profession and professional bachelor programmes
- General population
- Other

Please note that grants are not available under some categories in all applications (see subsection 1.3 on project fields).

## 4.3 STEP 3 – BUDGET

The following section describes the tabs relating to the application budget. The budget only comprises the information entered in the NORMA budget spreadsheet. Supplementary budget information attached under UPLOADS or added under other tabs than BUDGET will not be considered.

Please ensure that you enter the grant period before entering details in the BUDGET section. NORMA generates a budget spreadsheet once you enter the start and end dates in the section under PROJECT INFORMATION and click SAVE DRAFT (see subsection 4.3). NORMA generates the budget spreadsheet by budget years, but you can in some situations show the budget by calendar years in accordance with the instructions below.

Complete the budget spreadsheet 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.
- In the first budget year, the costs are shown from the project start until 31 December. The first budget year can cover a period of 15 months if the project's start date falls within one of the last three months (October, November or December) of a calendar year. This ensures that the next budget year follows the calendar year.
- In the subsequent budget years, the costs are shown from 1 January to 31 December.
- The last budget year can cover a period of 15 months if the project's end date falls within one of the first three months (January, February or March) of a calendar year.
- Save and close the budget spreadsheet by clicking SAVE and CLOSE (in that order) and then return to the BUDGET tab.

The way the applicant sets up the budget influences any financial reporting by the grant recipient to the Foundation. Please note that the financial accounts must have the same budget headings as the budget headings in the application.

Any comments about the budget can be entered in the SUPPLEMENTARY INFORMATION field. The number of months covered by the budget in individual budget years should be specified here if they differ from 12 months.

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 cumulative sum for the whole grant period. Please specify what the additional contributions cover and state whether they overlap the grant applied for from the Foundation.

The budget must be categorized using the types of budget items specified in the application form in NORMA. Different types of budget items and types of costs should not be merged into a single item. The predefined budget items or categories in NORMA's budget sheet are described below. For each budget category, fictitious examples of how budget items can be described in NORMA are listed. Each budget category shows illustrative examples of how budget items can be described in NORMA, including the costs.



Applicants may apply for the expenses listed in section 1.4.  
Funding for substitutes and salary for researchers is also found in this section.

## SALARY

All salaries must be entered separately under budget items in SALARY. This means that salaries in the project must be separated from other costs in the budget. Excluded are certain salary items for administration that can be entered under the budget item DIRECT ADMINISTRATIVE EXPENSES.

For salaries, you must choose whether they are for a main applicant (SALARY – MAIN APPLICANT), employees in the main applicant's organization (SALARY – PROJECT EMPLOYEES AT THE ADMINISTRATING INSTITUTION) or co-applicants (SALARY – CO-APPLICANT). Co-applicants participate actively in organizing and implementing the project, receiving part of the grant and are described as co-applicants in the application. Salaries for consultants (SALARY – CONSULTANT) or for substitutes who replace teachers and educators upgrading their competencies through the proposed project are also options (SALARY – SUBSTITUTE).



**NOTE!**

For salary items, the number of full-time equivalents in years (or hours of pay) must be stated.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
SALARY – PROJECT EMPLOYEES AT ADMINISTRATING INSTITUTION	Project manager (1 person-year full time) and project staff (2 person-years full time): developing and holding a master class	1,511,442
SALARY – CO-APPLICANT	Associate professor, 2.5 person-months full time	143,724
SALARY – CO-APPLICANT	Substitutes for five upper-secondary teachers (75 hours per teacher) for development work	112,500
SALARY – SUBSTITUTE	Substitutes for 120 teachers participating in a 2-day workshop	345,143

**DIRECT ADMINISTRATIVE EXPENSES**

The DIRECT ADMINISTRATIVE EXPENSES budget item covers administrative expenses that are directly related to the project being based at the host institution. Direct administrative expenses are part of the budget, and the total of all direct administrative expenses in the project should not exceed 5% of the total amount applied for in the project. Direct administrative expenses can include personnel administration, administering salaries and purchases, accounting, financial reporting and auditing. Institutions that are not subject to audit by public authorities must carry out annual external audits, and the expenses for this must be included in the budget under DIRECT ADMINISTRATIVE EXPENSES.

**ADMINISTRATION SUPPORT**

- can cover administrative expenses in relation to the project such as accounting, administering salaries and purchasing, recruitment and auditing and financial reporting
- is not automatically included in the grant, but should be included in the overall budget of the application as a separate expense
- should not exceed 5% of the total amount applied for in the project

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
DIRECT ADMINISTRATIVE EXPENSES	Personnel administration, accounting and auditing	29,575

**OPERATING EXPENSES**

The OPERATING EXPENSES budget item covers operating expenses in the project. This can include office supplies, telephone, postage, catering for meetings, digital licences and materials used continuously during the grant period.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
Operating expenses	Purchase of plants and chemicals for laboratory experiments	35,000

Operating expenses	Office supplies, telephone, digital licences and catering for meetings	13,000
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### EQUIPMENT

Enter equipment under the budget item EQUIPMENT and specify in reasonable detail under DESCRIPTION what type of equipment is required, for example apparatus for experiments and computers for employees on the project.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
Equipment	Vernier sensors to measure temperature, pressure and CO <sub>2</sub> concentration	38,567

### EVENTS, CONFERENCES, ETC.

Costs for workshops, network meetings, courses, competitions and conferences can be listed in budget items such as EVENTS, COLLABORATIVE ACTIVITIES, CONFERENCES and TRAINING. These budget items must be specified under DESCRIPTION and may include: include participant fees, meals, accommodation, materials and fees for presenters. In addition, enter the number of participants expected for the activities under DESCRIPTION.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
EVENT	Transport, meals and materials for a 1-day master class for 24 lower-secondary students	52,000
CONFERENCES	Transport, accommodation and participant fees for three people in the Nordic countries	20,000
TRAINING	Accommodation, meals, fees for presenters and materials for a 2-day workshop of 120 primary and lower-secondary teachers	388,000

### TRAVEL

List transport expenses under TRAVEL. Briefly state in DESCRIPTION how many people are travelling and to what type of destination.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
TRAVEL	Travel for seven people to and from upper-secondary schools in Fyn and Jylland	7,800

### COMMUNICATION/INFORMATION MATERIAL AND PUBLICATION COSTS

Compile the costs for communication material (such as printing and postage) under COMMUNICATION/INFORMATION MATERIAL. The budget item PUBLICATION COSTS is for publishing research articles.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
COMMUNICATION/INFORMATION MATERIAL	Printing flyers, postage, social media campaign	37,500

### SUBCONTRACTOR COST

Enter a total bid for a product or service from an external subcontractor under the budget item SUBCONTRACTOR COST, but then specify the budget item in more detail under DESCRIPTION.

Budget item	Description (illustrative purposes only)	Value (DKK) (illustrative)
SUBCONTRACTOR COST	Graphic design of a website by an external provider	48,000

## 4.4 STEP 4 – UPLOADS AND DECLARATIONS

### 4.4.1 PREVIOUS AND CURRENT GRANTS FROM THE FOUNDATION

If you have received any grant from the Foundation as an applicant or a co-applicant within the past 5 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.

If you have previously submitted other applications in the same calendar year, summarize how these applications are related to the current application.

### 4.4.2 UPLOADS

Supplementary information for the application can be uploaded here. The information may include confirmation of hosting by an institution or external declarations of support. **All uploads must be in PDF format.** NORMA automatically places these uploads at the end of the application.

**Please limit the length and quantity of supplementary information.** The application will solely comprise the information entered in NORMA. **Relevant** supplementary information may be uploaded, but the key points of this should be mentioned in the project description. You should **not** upload supplementary project descriptions, budgets and other non-relevant information.

### 4.4.3 DECLARATIONS

To submit the application, the applicant must read and accept the Foundation's standards for good research practice. Click on the link in the top right corner next to your user name to read the standards. Further, the applicant must certify that the information provided in the application, including the budget, is true and accurate. The applicant must also certify that the applicant is employed by or is in a leadership position in the administering institution and is responsible for the project applied for.

## Novo Nordisk Foundation

The Novo Nordisk Foundation is an independent Danish foundation with corporate interests. The Foundation has two objectives: 1) to provide a stable basis for the commercial and research activities of the companies in the Novo Group; and 2) to support scientific, social and humanitarian causes.

The vision of the Foundation is to contribute significantly to research and development that improves the lives of people and the sustainability of society.

Novo Nordisk