

novo nordisk  
**foundation**

Benefitting people and society

Guidelines for applicants

# INVESTIGATOR GRANT IN ART HISTORY RESEARCH



## **Facts about the call**

Total amount available for granting:  
**DKK 8.3 million**

Amount available per grant:  
**Up to DKK 4,15 million**

Call opens: **25 October 2024**      Call closes: **16 January 2025 at 2 pm (CET)**

Applicant notification:  
**April 2025**

Earliest start date: **1 May 2025**      Latest start date: **30 April 2026**

**Review committee:**  
Committee on Research in Art and Art History

**Contact:**  
Julie Krener  
Grant Manager  
E-mail: [jkr@novo.dk](mailto:jkr@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 INVESTIGATOR GRANT IN ART HISTORY RESEARCH

## 1.1 Purpose

The purpose of this grant is to give the most talented researchers within art history the best conditions to carry out dedicated, high-level research for a longer period thus leading to a substantial contribution to art history research in Denmark.

## 1.2 Areas of support

Two investigator grants are available for funding.

Research projects can focus on all eras within art history from prehistoric to modern times and art history in a broad sense, meaning paintings, architecture, sculpture, performance, bio art, photo, film, digital art etc., however the project must demonstrate clear relevance for the visual arts in an international or Danish context.

It is a requirement that new knowledge is produced as part of the research project, and the project proposal must demonstrate academic relevance for the research environment at the Danish host institution.

The foundation does not support projects within preservation or archaeology.

## 1.3 Eligibility

To be eligible to apply for an Investigator grant you must work within the field of art history research and be anchored at a university, art academy, museum or other knowledge institution in Denmark (administering host institution) during the grant period.

A letter of commitment from the host institution must be uploaded with the application. The letter must briefly confirm that the host institution has agreed to host the project, administer the grant and provide office facilities.

Applicants must be at a postdoctoral, senior researcher, assistant/associate professor or professor level and have carried out documented, independent, original and significant research. At the time of application, applicants can already be permanently employed at the host institution or not yet have obtained permanent employment.

A letter of commitment from the host institution must be uploaded with the application. The letter must briefly confirm that the host institution has agreed to host the project, administer the grant and provide office facilities.

The application must have one main applicant, an 'investigator', who is the primary grant recipient and the clear driver of the project. However, the investigator grants are also open to one or more co-applicants who contribute academically to the project.

You may also include PhD students or postdocs in the project, however not as co-applicants, but financed as part of the project. It is important that PhD and postdoc subprojects are outlined in the project description.

#### **General rules for applying**

An applicant may submit only one application per call.

An applicant may submit only one application for a specific purpose/project within art and art history per calendar year. Submitting two or more applications for different purposes/projects to different calls is permitted, as long as it is not to the same type of grant.

It is not possible to hold more than one active grant of the same grant type. Researchers with an active grant of a specific type may be able to apply for a new grant of the same type during the final year of the grant, however, a new grant cannot be activated until the existing grant is completed and no longer active.

Applicants who have previously received funding from the Novo Nordisk Foundation for research in art and art history must include learnings and results from these preceding projects and an explanation of how they relate to the project applied for.

## 1.4 Funding

Grants can support research projects for a duration of a minimum of 2 years and a maximum of 4 years with DKK 1,037,500 per year:

- 2 years = maximum DKK 2,075,000
- 3 years = maximum DKK 3,112,500
- 4 years = maximum DKK 4,150,000.

The budgets must be within this overall frame, but yearly fluctuation is allowed. Applicants are strongly encouraged to apply for the full amounts and to liaise with the administrating host institution regarding the budgets.

**Applicants may apply for funding for the following types of expenses directly related to the project:**

- **Salary**
  - Applicant's own salary (for applicants who do not have a permanent employment or for buy-out of the primary investigator, however the investigator must then be bought out from all obligations, not solely from teaching).
  - Salary for a substitute. Permanent employees can apply for salary funding for a substitute to carry out all or some of the applicant's work tasks during the grant period, however, in accordance with the existing rules at the host institution.
  - Salary for co-applicants, same rules as above.
  - Salary for academic and/or technical assistants, i.e. PhD students, postdocs, research assistants.
- **University tuition fee** for PhD students who are part of the project.
- **Operating expenses**, such as materials, books, museum access, access to archives, computer and other equipment, etc.
- **Conference participation**, including registration fee, travel and accommodation, maximum 5% of the total budget.
- **Relocation expenses** for applicants from outside Denmark.
- **Travel expenses** for research stays abroad. The purpose of planned research stays must be described in the project description.
- **Publication costs** related to publishing, translating and presentation of research results with direct origin in the project.
- **Collaborative activities** related to small-scale workshops and symposia with direct relevance for the project, including honorarium and travel costs for guest lecturers.
- **Bench fee** (not applicable to Danish universities).
- **Administrative support** (not applicable to Danish universities).
- **Project supplement for research grants:** (Danish universities only).

**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 1.0 FTE.

**Bench fee (not applicable to Danish 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 [eligible to apply for salary]. 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.

**Administrative support (not applicable to Danish 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
- can via the host institution be shared between the institutions of the main- and co-applicant(s), as detailed in the application budget
- is not automatically included in the grant and must be stated/applied for in the application budget but should not be specified in detail

**The Foundation will not award funding for:**

- Organisation of large-scale conferences;
- Installation and organisation of art exhibitions;
- Costs solely for publication, printing or translation;
- 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 Danish or English. The language chosen will not influence the assessment of the application.



## 1.6 Application process



Application system opens	<b>25 October</b>
Application deadline	<b>2 PM (CET), 16 January 2025</b>
Evaluation of applications	<b>January – April 2025</b>
Applicant notification	<b>April 2025</b>
Earliest possible start date	<b>1 May 2025</b>

When all applications have been assessed, applicants will be notified about whether they have been awarded a grant. The notification e-mail will be sent from [norma-noreply@novo.dk](mailto:norma-noreply@novo.dk) to the e-mail address used when creating a profile in NORMA.

**PLEASE NOTE:** The Foundation does not provide feedback in case an application is declined.

Successful applicants will be invited to participate in an Art Award Celebration at NNF, expected in June 2025.

## 1.7 Assessment criteria

NNF's [Committee on Research on Art and Art History](#) will primarily assess the applications based on the following criteria:

- Academic quality, research level and potential of the investigator grant proposal
- Relevance and significance of the project proposal
- Methodology and feasibility of the project
- The research environment, including relevance of the project for the research environment at the host institution
- Academic qualifications of the applicant and previous research results
- Eligibility and merit of any co-applicants/collaborators.

If you have an active grant from the Foundation, this may be taken into consideration in the evaluation of your application for a new grant. In general, it is recommended that the main applicant has delivered results on the active grant(s) before submission of a new application to the Foundation



## 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](mailto: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

The **Applicant** tab pertains to information about all those involved in an application, meaning the main applicant or contact person applying on behalf of an organisation/institution as well as any co-applicants.

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

- **Personal Details.** Fill in information in 'Most Recent Degree' and 'Date of Degree'. The remaining information in this section is pre-loaded from the applicant's profile.
- **Current institution.** Enter the contact details of your current workplace. If the institution is not on the list, you can use this [link](#) to get it registered. If you are not currently employed at an institution, please name your host institution for the project and state clearly in the application, that you will be employed at the institution if you receive the grant.
- **Experience.** Please provide a brief CV (maximum 4000 characters) with details of relevant educational, business and practical experience.  
Please include the 10 most relevant publications for evaluating your merits. Include a complete specification of all authors for each publication with your own name highlighted. Exhibitions, artworks and other non-written publications should not be included in this field.  
In the field "Summary of own research", you may briefly summarise (maximum 2,000 characters) any relevant experience or research carried out by the main applicant or project group.

- **Previous and Current Grants from the Foundation.** Information about grant received from the NNF as an applicant or co-applicant within the past five years are preloaded from the applicant's profile. If any grants are missing, they can be added. Please summarize briefly how any of the grants are related to the current application.

### 3.2 Co-applicant(s)

For this call, co-applicants are allowed for the application. Co-applicants are expected to actively participate in organising and implementing the project and should, consequently, be allocated a share of the grant. The project description should clearly describe the role of all co-applicants, and the budget should clearly indicate the co-applicants' allocation of the total budget. Co-applicants must be invited through NORMA and subsequently enter their details in the system. Please follow the instructions in NORMA on how to invite co-applicants to your application.

Please note that co-applicants can read, edit and upload information into the application portal, **but only the main applicant is able to submit the final application.**



**Inviting co-applicants can be time-consuming.**

Please invite any co-applicant(s) as soon as possible and well in advance of the submission deadline.

### 3.3 Institution

Please provide information about the institution where the grant will be administered. This institution is where the main applicant will be employed during the grant period, and the institution that will ultimately be responsible for administering and allocating the grant, including budgeting, financial reporting and staff supported by the grant.

In case the application receives funding the leader of the administrating institution shall sign the grant agreement.



**It can take up to five working days to register a new  
administrating institution in NORMA.**

The application cannot be submitted before the institution has  
been registered.

### **3.4 Proposal**

Describe the project in detail here (maximum 20,000 characters, including spaces).

The project description must be entered into the field called 'project description' and cannot be uploaded as a separate document.

Please note that the maximum number of characters for the project description is **20,000** characters including spaces and line breaks.

The project description can include:

- Purpose;
- Hypothesis;
- Methods; and
- Relevance and impact of the project for the host institution/research field.

If PhD or postdoc subprojects are included in the overall investigator project, these must also be described. Please note that PhD and postdoc students are not to be invited as Co-applicants, but simply described in the project description and included in the budget.

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 (1050\*1650 pixels) 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 8,000 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 by NNF (maximum 1,000 characters, including spaces).

### 3.5 Budget

Enter the project grant period, and the budget template will become available.

Only budget information submitted via the **Budget** tab will be considered in the review process. Any additional budget information attached under **Appendices** (or any other tabs) will not be considered.

### 3.6 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.

Following uploads are required:

- A letter of commitment from the host institution must be uploaded with the application.

October 2024