

novo nordisk
foundation

Benefitting people and society

Guidelines for applicants

PROJECT GRANTS FOR ART HISTORY RESEARCH



Facts about the call

Total amount available for granting:
DKK 3 million

Amount available per grant:
Up to DKK 2 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 & Art History

Contact:
Julie Krener
Grant Manager
E-mail: 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 Project Grants for Art History Research

1.1 Purpose

The purpose of this grant is to give talented researchers within art history the opportunity to carry out research projects of high academic quality that can make a significant contribution to the field of art history in Denmark.

1.2 Areas of support

Project proposals can address art history research within all periods from prehistoric to modern times in a Danish or International context. The project proposal must demonstrate academic relevance for the research environment at the host institution.

Projects within architecture and design will be taken into consideration if you sufficiently account for the project's relevance for the visual arts. The Foundation does not support projects within preservation or archaeology.

The research project can be an independent project or a clearly defined part of a larger project. Funding may also be applied for publications as part of the research project.

1.3 Eligibility

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

The project must involve significant research activity and be feasible at the host institution throughout the duration of the project period.

The application must have one main applicant who is the grant recipient. However, the project grants are also open to one or more co-applicants who contribute academically to the project. The same eligibility requirements above also apply to co-applicants.

It is also possible to include postdocs in the project, financed as part of the project.

General rules for applying

An applicant may submit only one application per call.

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

A total of DKK 3 million is available for funding of research projects. In case NNF receives a large number of qualified applications for large scale collaborative projects, it is possible to expand the total grant budget to up to DKK 5 million.

Applicants are encouraged to apply for large scale collaborative research projects and to make use of the 3 years available for this grant, allowing time to conduct thorough research.

It is possible to apply for a grant of DKK 100,000–2,000,000, for a project lasting up to three years. It is strongly recommended that you liaise with your administrating host institution regarding the budget.

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

- **Salary**
 - Salary for applicants that do not have permanent employment.
 - Salary for a substitute. Permanent employees can apply for salary funding for a substitute to undertake some of the responsibilities of the applicant during the project period. (However, always in accordance with existing rules at the host institution).
 - Salary for co-applicants, same rules as above.
 - Salary for scientific or student assistance (project employees).
- **Operating expenses**, such as materials, equipment, database access, museum access, books, computer etc.
- **Conference participation**, maximum DKK 50.000 per year.
- **Travel costs** for research/study trips abroad. If a study visit is incorporated in the project, the purpose of the visit must be clearly described in the project description.
- **Publication expenses** for dissemination of results emanating from the research project.
- **Collaborative activities**, such as organisation of small-scale workshops/symposia in connection with the research project.
- **Project supplement** (Danish universities only).
- **Bench fee**, max. DKK 1,100 per month per FTE (not applicable for Danish universities).
- **Administrative support**: (not applicable for Danish universities).

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. 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:

- Installation and organisation of art exhibitions
- Expenses for organisation of large-scale conferences
- Expenses solely for workshops/symposia
- University tuition fees
- Salary for supervisors or mentors
- 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	25 October 2024
Application deadline	2 PM (CET), 16 January 2025
Evaluation of applications	January – April 2025
Applicant notification	April 2025
Earliest possible start date	1 May 2025

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 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.

1.7 Assessment criteria

The Novo Nordisk Foundation's [Committee on Research in Art & Art History](#) will primarily assess the applications based on the following criteria:

- Originality, quality and methodology;
- Academic qualifications of the applicant;
- Feasibility of the project, including relevance of project for research environment at host institution; and
- Eligibility and merit of any co-applicants.

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.



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.

In the Applicant tab, please provide information according to following instructions:

- **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.

It is important that the head of the administering institution has seen and agreed to the submitted application. In case the application receives funding the leader of the administering institution shall sign the grant agreement.



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

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

3.4 Proposal

Describe the project using the fields in 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 and activities (maximum 2,000 characters, including spaces).

PROJECT DESCRIPTION

Describe the project in detail here (maximum 10,000 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 **10,000 characters** including spaces and line breaks. Your project description must therefore be very concise and to the point and describe the overall project idea without too many details.

The project description can include overall

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

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 can be uploaded here.

The following file formats for illustrations are accepted in the system: JPG, JPEG, PNG and BMP. The maximum accepted size for each illustration is 50 MB and 1050*1650 pixels.

LITERATURE REFERENCES

Please provide the reference information for the literature cited in the project description (maximum 8,000 characters, including spaces, line breaks and special characters).

If not applicable, please fill in N/A.

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 1,000 characters, including spaces, line breaks and special characters).

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.

October 2024