

Guidelines for applicants

THE NOVO NORDISK FOUNDATION VISITING SCHOLARSHIPS IN ART & ART HISTORY



Facts about the call

Total amount available for granting:
DKK 3 million

Amount available per grant:
Up to DKK 1.5 million

Call opens:
25 October 2024

Call closes:
16 January 2025, 2 pm (CET)

Applicant notification:
April 2025

Earliest start date:
1 May 2025

Latest start date:
1 November 2026

Review committee:
Committee on Research in Art & Art History

Contact:
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Grant Manager
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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 SCHOLARSHIPS IN ART & ART HISTORY

1.1 Purpose

The purpose of this grant is to attract talented international guest researchers/artists within art and art history to research and educational institutions in Denmark. The aim of the scholarship is to strengthen and enrich the Danish environments with insights into current international movements within art and art history.

1.2 Areas of support

The Visiting Scholarships are awarded to ambitious and excellent projects within art history and fine arts. Please note that project proposals within all research fields must demonstrate relevance for the visual arts as well as for the research environment at the Danish host institution/university.

1.3 Eligibility

Universities and higher art educations in Denmark that have research and educational activities within art history and fine arts can apply for the Visiting Scholarship.

Design schools, architect schools, film schools and music schools are not eligible to apply.

The application must have one main applicant, which is the administrating institution of the Visiting Scholarship, and will function as the host institution. However, a Visiting Scholarship is also open to collaborations between Danish institutions. Collaborating institutions must describe their roles and participation in the project.

The visiting scholar must be a researcher or artist at the level of tenure track assistant professor, associate professor or professor, from a recognised, international university, research institution or art academy. The visiting scholar can also be a practicing artist not associated with an institution. In this case, the Danish administrating institution must make a

formal assessment of the visiting scholar's qualifications, ensuring that they are at tenure track assistant professor level or higher, in alignment with the legal framework for appointment of artistic and scientific staff at the institution.

During the grant period, the visiting scholar must be anchored at the Danish host institution and take active part in the research and teaching activities in the relevant department, i.e. through masterclasses and short courses.

A leading researcher within the relevant field of research at the Danish host institution must prepare and submit the application.

It is the responsibility of the applicant/administrating institution to clarify tax regulations and tariffs. It is also the responsibility of the applicant/administrating institution to clarify any residency/work permit for the visiting scholar in Denmark.

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 research 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. Grant holders 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.

1.4 Funding

Two Visiting Scholarship are available for funding. NNF will fund each scholarship with up to DKK 125,000 per month, for a total budget of max. DKK 1.5 million per grant.

The Visiting Scholarship can have a duration of 3-24 months. The scholarship must start no later than 18 months after the grant is awarded. For this application round the start date can be no later than 1 November 2026.

The Visiting Scholarship can be conducted as one consecutive visit, or it can be conducted as series of visits at any collaborating institution. It is possible to include expenses related to the visiting scholarship between and after visits.

Please note that obtaining a Danish residency/work permit for the visiting scholar may take some time and may entail some costs. It is important to reserve an amount in the budget for 'relocation costs. In case the salary/honorarium for the visiting scholar must be revised after a grant has been awarded due to tax conditions, any surplus budget may be reallocated to budget posts for activities in the project following approval from NNF.

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

- **Salary/honorarium** for the Visiting Scholar and scientific or student assistance (project employees at administrating institution).
- **Relocation** and accommodation expenses.
- **Travel expenses.**
- **Collaborative activities**, such as small-scale workshops/seminars, network meetings/events, maximum DKK 1,000 per person for dinner events.
- **Publication costs**, maximum DKK 50,000.
- **Project supplement** (Danish universities only).
- **Bench fee** (Not applicable for Danish universities).
- **Administration fee** (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 [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:

- Large-scale conferences and symposia
- 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

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

- The academic/artistic merits of the visiting scholar;
- The significance and relevance of the expertise that the visiting scholar will bring to the host institution and any collaborating institution, including impact on research and teaching activities; and
- Quality of the research and teaching environment at the Danish host institution and any collaborating 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

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.

- **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.

3.2 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. If there are any collaborating institutions their information must be included in this section along with the host institution.

Please enter information about the host institution and any collaborating institutions at the bottom of the tab:

- Description of the research environment(s);
- Summary of the research emanating from the institution(s); and
- Publications emanating from the institution(s) (up to 10 most relevant)

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 administrating institution in NORMA.

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

3.3 Visiting Scholar

Describe the project using the fields in the **Visiting Scholar** tab.

VISITING SCHOLAR

Please enter full name, title, phone number, e-mail address, date of birth and nationality for the visiting scholar.

ADDITIONAL INFORMATION ABOUT THE VISITING SCHOLAR

Describe the visiting scholar, including:

- A detailed description of the Visiting Scholarship, including scientific and/or artistic qualifications of the scholar, significance and relevance of the specific expertise that the visiting scholar will bring to the institution(s)/department(s) and how they will strengthen research and teaching activities;
- A research and teaching plan for the visiting scholar; and
- A description of how the visiting scholar is expected to impact the research and teaching environment at the Danish host institution, any collaborating institutions and more generally in Denmark.

Abbreviations should be defined at the first use, and preferably a list of abbreviations should be included in the project description.

PROJECT TITLE

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

ILLUSTRATION UPLOADS

A maximum of four illustrations of 50 mb each can be uploaded here. Accepted formats are .jpg, .png, .gif, .bmp.

3.4 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.

3.5 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.

The following documentation must be submitted with the application:

- CV and list of publications for the visiting scholar (max 2 pages); and
- A written consent from the visiting scholar.

October 2024