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Guidelines for applicants

NURSING RESEARCH PROGRAMME 2025

Facts about the call

Total amount available for granting:
DKK 7.5 million

Amount available per grant:
Up to DKK 7.5 million

Call opens:
3 December 2024

Call closes:
27 February 2025 14:00 CET

Applicant notification:
July 2025

Earliest start date:
1 August 2025

Latest start date:
31 December 2025

Review committee:
Committee on Nursing Research

Contact:
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Grant Specialist
E-mail: nursing-support@novo.dk

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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 Nursing Research Programme 2025

1.1 Purpose

The Novo Nordisk Foundation's Nursing Research Programme aims to provide nurses with research leadership experience an opportunity to apply for major research projects that are valuable in a broad research and clinical context. The specific goals of the grant instrument are:

- To strengthen nursing research through long-term research funding.
- To create nursing research programmes in which younger nursing researchers are supported by senior researchers in gaining research experience at the highest level.
- To accelerate the development of new treatment methods within nursing.
- To support research targeting current challenges within nursing practice.
- To build up an international platform for nursing research based in Denmark.

1.2 Areas of support

The areas of support are nursing research broadly defined, including nursing research on the development of new methods within disease prevention, health promotion, treatments, rehabilitation and palliative care. It also includes research on nursing aspects of management and organisation of the health care system with the overall purpose of improving patient care and nursing practice.

1.3 Eligibility

The main applicant must be a registered nurse, have documented research experience, have qualifications equalling to senior researcher (e.g. professor or associate professor), and have experience in research leadership and scientific supervision.

The Main applicant must be affiliated and present at a Danish university, university college, hospital or other non-profit research institution at which the research project must be anchored. Midwives are not eligible to apply.

You may only submit one application to NNF for a Nursing Research Programme 2025. If you submit more than one, the first application submitted will be evaluated, while subsequent applications will be administratively rejected.

If you hold a project grant within Nursing Research or a project grant within other funding areas, you may apply for a Nursing Research Programme 2025.

It is not possible to hold more than one active Nursing Research Programme. Researchers with an active grant of this 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.

Co-applicants

There may be up to four co-applicants from the nursing profession and from other professional fields, who will scientifically contribute to the project, and who will have a financial share in the grant. The applicant is strongly encouraged to include relevant co-applicants in the project.

Co-applicants must have formal research competence (PhD or the equivalent) and must have documented research activity. Co-applicants must also be affiliated with a Danish university, hospital or other non-profit research institution.

Collaborating partners

The main applicant may benefit from having national or international collaborating partners. A collaborating partner is not a direct grant recipient.

Advisory board

The main applicant is urged to establish an advisory board or follow-up group for the research project to achieve the best research results and progress of the project. Please note, it is a requirement that the project period is 5 years.

1.4 Funding

A total of up to DKK 7.5 million is available for one 5-year research project that can be awarded with approximately DKK 1.5 million per year for a total budget of up to DKK 7.5 million and a minimum of DKK 7 million. The applicant is strongly encouraged to apply for the full amount.

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

- **Salary** of the main applicant (funding the cost of an existing post for example a professorship for the grant period).
- **Salaries for all levels of positions,** such as: scientist/researchers, research assistants, postdoctoral fellows, PhD students, project coordinator, employees paid hourly wages such as transcribers, pre- graduate scholars, and statisticians.
- **Operating expenses.**

- **Equipment** required for the project, however not exceeding 20% of the budget total.
- **Tuition fee for PhD students** (up to DKK 80.000 per PhD student per budget year). Tuition fee must be specified separately in the budget.
- **Travel expenses**, accommodation and registration at international scientific conferences directly relevant to the project.
- **Collaboration activities**.
- **Expenses relating to the advisory board** such as travel costs.
- **Publication costs** (scientific articles, publications, posters and other dissemination of knowledge originating from the project).
- **Other**.
- **Administrative support** can only be applied if the administrating institution is a university college, hospital or other non-profit research institution, and may account for a maximum of 5% of the total budget and must be included therein.
- **Project Supplement** can only be applied for if the administrating institution is a Danish University and is automatically calculated in NORMA based on the FTE. Project Supplement is included in the total budget and is not an add on.

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:

- 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

The application must be completed and submitted using NNF's online application and grant management system, NORMA, which can be accessed from:
https://norma.novonordiskfonden.dk

Further information on how to access and navigate in NORMA can be found in chapter 2.

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 Nursing Research will primarily assess the applications based on the following criteria:

- The applicant's qualifications and the research environment of the project.
- The scientific quality and originality of the project.
- The ambition, method and feasibility of the project.
- The suitability of co-applicants and the advisory board or follow-up group.

Main applicants must be prepared to participate in an interview with the Committee on Nursing Research at NNF in Hellerup, Denmark on **Tuesday 17 June 2025.** If you are selected for an interview, you will be notified by the first half of May 2025 and your application will be submitted to external peer review.

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. If you apply while having an active grant from the Foundation, you must describe how the project you propose in this application is different from and/or coherent with the project(s) already funded and briefly describe the progress of the already funded project(s). This information should be included in the **Project Description**.

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.

MAIN APPLICANT

The main responsible party for the application can enter their details through the Applicant Details-task with the type 'Applicant'. After filling in all mandatory fields, the applicant should complete the task to save the details.

Your **CV** can be a maximum of 4,000 characters (including spaces and line breaks). Please include:

- A short bibliographic overview summarising total number of peer-reviewed publications, number of authorships, number of citations and H-index.

Publications list can be a maximum of 8,000 characters (including spaces and line breaks). Please only include the 10 most relevant and/or recent publications to illustrate your primary achievements. Include a complete specification of all authors for each publication. The applicant is strongly encouraged to provide a full list of publications in ORCID.

PREVIOUS AND CURRENT GRANTS FROM NNF

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

If you have received any grants from NNF as an applicant or a co-applicant within the past five 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.

3.2 Co-applicant(s)

For this call, up to four 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 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 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, target group and activities (maximum 2,000 characters, including spaces).

PROJECT DESCRIPTION
The project description can be a maximum of 30,000 characters (including spaces, line breaks and special characters). Please describe your project in detail, including purpose, background, methods, collaborations and the significance and potential impact of the project.

In addition, the application should include:

- The relevance and importance of the proposed project.
- An extensive and detailed project description.
- A description of the method and feasibility.
- A description of how the co-applicants and collaborating partners contribute to the project.
- In case the main applicant has no co-applicants, the reason must be stated.
- A hosting letter from the institution of the main applicant.
- A detailed budget that identifies the expenses for the host institution and for the project's co- applicants.

  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).

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. In the final tab of the application, you must upload the following documents:

- Hosting letter (limit of 1 upload) - signed by the head of department, where the research project will take place, must be submitted. The hosting letter must briefly confirm that the host institution has agreed to host the proposed research project, administer the grant, and provide office/work facilities.