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# CLINICAL ACCELERATOR PROGRAMME 2023

Information and guidelines for applicants

## Table of contents

<b>1</b>	<b>CLINICAL ACCELERATOR PROGRAMME 2023</b> .....	<b>4</b>
1.1	PURPOSE.....	4
1.2	AREAS OF SUPPORT .....	4
1.3	ELIGIBILITY.....	5
1.4	FUNDING.....	5
1.5	LANGUAGE.....	7
1.6	APPLICATION PROCESS.....	7
1.7	ASSESSMENT CRITERIA.....	7
<b>2</b>	<b>THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA</b> .....	<b>8</b>
2.1	USER REGISTRATION .....	8
2.2	CREATING AN APPLICATION .....	9
2.3	TEXT AND ILLUSTRATIONS.....	9
2.4	SUBMITTING THE APPLICATION.....	10
<b>3</b>	<b>APPLICATION CONTENT</b> .....	<b>10</b>
3.1	APPLICANT .....	10
3.2	CO-APPLICANT(S).....	11
3.3	INSTITUTION.....	12
3.4	PROPOSAL.....	12
3.5	BUDGET .....	12
3.6	APPENDICES.....	13

## Information about the call

Grant capital:  
DKK 60 million

Award amount  
From DKK 5 to 30 million per grant over a project period of one to four years

Application form opens:  
February 1, 2023

Application deadline:  
August 16, 2023, 2pm (CEST)

Applicant notification:  
December 2023

Earliest start date:  
January 1, 2024

Latest start date:  
November 30, 2024

Review committee:  
[Committee on Clinical and Translational Medicine](#)

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# 1 CLINICAL ACCELERATOR PROGRAMME 2023

These guidelines are intended to assist you in the application process when applying for a grant from the Novo Nordisk Foundation (NNF). It is important that you carefully read these guidelines before initiating the application process, as the guidelines contain the complete call text as well as instructions regarding the completion of the application.

NNF will treat all applicant and application information confidentially. Read more about how NNF processes personal data under 'privacy & security' in the online application system, NORMA. See how to access NORMA in section 2 of these guidelines.

Furthermore, please read 'General Terms and Conditions' for grants from NNF that all Grant Recipients must comply with:

<http://www.novonordiskfonden.dk/en/content/conditions-grants>

## 1.1 PURPOSE

The purpose of the Clinical Accelerator Programme is to **substantially improve the diagnosis and treatment of cardiometabolic diseases by accelerating the implementation of novel treatments, clinical devices, and procedures into clinical practice**. The Clinical Accelerator Programme will support excellent clinical researchers who seek to implement research results into clinical practice in a collaborative manner.

## 1.2 AREAS OF SUPPORT

Projects should lead to faster implementation of better and more efficient patient treatments within cardiometabolic diseases. In this context, cardiometabolic diseases include diabetes, fatty liver disease, obesity, and coronary artery, cerebrovascular and peripheral arterial diseases as well as co-morbidities such as chronic kidney disease, neuropathies, and heart failure.

Examples could be changing workflows by combining various tests at the same-day and -test site and hereby increasing both cost and time efficiency or implementing the use of a new method leading to earlier detection of cardiometabolic diseases.

Although the main focus is on implementation of clinical solutions, creating innovative environments with a greater chance of generating out-of-the-box solutions to clinical problems is also an objective of the programme. Hence, interdisciplinary collaboration between basic and clinical scientists is encouraged when close to clinical implementation.

The funding only covers the implementation cost and not the continuation into daily practise. Therefore, it is important that the hosting institution is fully committed to implementing the procedure.

### 1.3 ELIGIBILITY

The Clinical Accelerator Programme supports excellent clinical research leaders from 1 - 5 research groups (main applicant and up to 4 co-applicants).

The main applicant must have documented experience in research/clinical leadership and well-documented research activities. The main applicant must be employed at a hospital in Denmark where the project is anchored and be a clear driver/PI of the project. The main applicant is responsible for the project and for scientific and financial reporting.

Co-applicants can be located in Denmark or abroad and must contribute significantly to the advancement of the project and should receive part of the funding. For each co-applicant, a brief co-applicant statement and a short CV must be included in the application.

Being a recipient of another Novo Nordisk Foundation grant does not preclude receiving a Clinical Accelerator Programme grant.

NNF does not allow double funding for project-specific expenses. If an applicant has applied for, or has received, funding for the project or parts of the project from others, this must be detailed in the budget of the application. If the applicant receives funding for the project or parts of the project from other sources following submission of the NNF application, NNF must be contacted immediately.

### 1.4 FUNDING

A total of up to DKK 60 million is available for grants between DKK 5 and DKK 30 million for projects lasting from one to four years.

Applicants may apply for funding for the following types of expenses:

- **Salary for employees or project consultants** at all staffing levels, including research and technical assistance, laboratory administrators and project management; however, researchers in permanent positions will not receive funding for their own salary.
- **Salary for postdoctoral researchers and Ph.D. students** (including tuition fee up to DKK 80,000 per Ph.D. student per budget year, which must be specified in the budget).
- **Salary for research-year students**, up to DKK 150,000 per budget year.
- **Educational activities**, e.g. workshops, meetings, exchange, seminars, and other efforts directed at ensuring successful implementation of the programme.
- **Travel expenses** in relation to the project, e.g., conference and workshop participation and presentation of research results derived from the project, up to DKK 25,000 per budget year.
- **Publication** of results originating from the project, up to DKK 25,000 per budget year.
- **Communication and outreach** in the form of conferences, books, articles and other dissemination directly related to the project.
- **Equipment** required for carrying out the implementation. Expenses for equipment (CT scanners, robotics, monitoring devices etc.) should be clearly justified and proportional to the total cost of the implementation project.
- **Operating expenses:** consumables, materials, services, data collection, storage and analysis, imaging, tests, monitoring, and other similar items directly related to the implementation project.

- **Establishment and installation of equipment:** This may include minor modifications necessary for establishing and operating the equipment.

**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 and may only be used for expenses that are related to the research project and which cannot be included within another individual budget category. Bench fee may account for maximum DKK 8,000 per month per FTE working on the project, and 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

Note, that bench fee cannot cover rent, administrative support, representation, social contributions etc. To include a bench fee in the budget, the fee must be a part of the general expense policy of the administrating institution, and it must apply for all employees independently of funding source.

Documentation that the administrating institution has a general bench fee policy should be included in a Letter of Commitment from the administrating enclosed as link or appendix. **An unspecified bench fee without documentation will not be accepted.**

**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

**NNF will not award funding for:**

- The main applicant's or co-applicant's own salary
- commercial activities
- overhead



The grant may not be used to cover 'overhead' (i.e. rent, electricity, water, maintenance etc.)

## 1.5 LANGUAGE

The application and any additional uploads must be written 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.



The proposals will be evaluated by the committee as well as by external experts within implementation science. Following the receipt of the review from the external experts, the committee will make the final decision.



NNF does not provide feedback in case an application is not selected for funding.

When all applications have been assessed, applicants will be notified about whether or not 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 entered on initial registration.

Grantees will be enrolled in the BETA.HEALTH initiative (<https://betahealth.dk/>), who will assist in the implementation process.

## 1.7 ASSESSMENT CRITERIA

NNF's Committee on Clinical and Translational Medicine will primarily assess the applications based on the following criteria:

- The project's potential impact, including the likelihood of successful implementation.
- The scientific quality, feasibility, and clinical relevance of the project.
- The main applicant's scientific and managerial qualifications.
- Merits and commitment of the co-applicants and host institution.

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

## 2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA

Sections 2 and 3 provide guidance on completing and submitting an application through NNF's online application and grant management system NORMA. Section 2 contains general technical information, while section 3 contains information specific to the individual call. All the fields of the application form must be completed in accordance with these guidelines and the instructions in NORMA.

### 2.1 USER REGISTRATION

NORMA can be accessed through links on NNF's website or directly at:

<https://norma.novonordiskfonden.dk>

Before you begin, please read the instructions on the login page.

If you do not have a user profile in NORMA, you can register by clicking REGISTER from the login-page. Here you can also retrieve forgotten passwords by clicking the FORGOT PASSWORD-link. The main applicant should only have one user profile. Please use your work e-mail address for registration. After registration, you will receive an e-mail with your user name and a temporary password, which you can then use to log in to NORMA. After logging in for the first time you will be asked to provide a password of your own choosing.

A registered user who submits an application is legally responsible for the truthfulness of the content of the application.

If you experience technical problems, please contact NORMA Support: [norma-support@novo.dk](mailto:norma-support@novo.dk).



An applicant cannot change the e-mail address provided at registration. Please contact NORMA Support if you need to change your e-mail address.



## 2.2 CREATING AN APPLICATION

Initiate an application by finding the call you wish to apply for in the OPEN CALLS-section on the Applicant Portal in NORMA. Use the search filters at the top of the section to filter by e.g., overall funding area, and initiate an application by clicking APPLY NOW next to the relevant call.

Applications can be edited up until the deadline. A draft application can be saved by clicking SAVE DRAFT and may be cancelled at any time up until the deadline by clicking CANCEL APPLICATION. An application is not submitted to NNF until an applicant has clicked SUBMIT and has received confirmation that the application has been successfully submitted.

You can review the application at any time by reopening from within NORMA. Opening the application will also allow you to download the application in its entirety as a PDF. Make sure the PDF is readable and formatted appropriately before submitting your application.

## 2.3 TEXT AND ILLUSTRATIONS

For all applications, the individual fields must be completed in accordance with these guidelines and the instructions supplied in NORMA.



To prevent loss of data, it is essential to press SAVE DRAFT before you leave NORMA or navigate in the system.

### TEXT FIELDS

Text from Microsoft Word or comparable word processors can be copied and pasted into most text fields of the application. It is, however, important to check that formatting, special characters, and symbols have not been converted or lost in the text fields after copying and pasting. If the formatting looks wrong in NORMA or in the PDF, try changing all text to *Normal* using the FORMAT dropdown. It is the responsibility of the applicant to ensure that the pdf looks correct before submitting.

The available options for formatting text are at the top of the text fields. Some shorter text fields do not have the option to use rich text formatting.



For readability purposes, standard fonts, font size 11-12, and line spacing between 1.0 and 1.5 must be used.

### ILLUSTRATIONS

Illustrations such as figures, charts, tables, images, etc. related to the project description can be uploaded under PROPOSAL. A Maximum of four illustrations are allowed. The illustrations will be placed on a separate page in the application PDF but can be referenced throughout the project

proposal as needed. For readability, please name the files numerically by the order in which they are referenced.

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

## 2.4 SUBMITTING THE APPLICATION

The application in its entirety must be submitted electronically via the application system by clicking SUBMIT. It is not possible to submit an application or any part of it by standard mail or e-mail. Any material submitted outside the application system will not be included in the evaluation and will not be returned.



Please remember to check that the PDF version of the application is legible and contains all data and uploads before submitting.

All applicants must read and accept NNF's [Standards for Good Research Practice](#) before submitting the application. Further, the applicant must declare that the information provided in the application is true and accurate.

An application cannot be submitted unless all the required fields have been completed. Applications can be cancelled at any time before submission. If you need to withdraw an application after the deadline, please get in touch with NNF via e-mail, using the contact information on page 3.



A list of any incorrect or incomplete entries will be generated at the top of the screen when you click SUBMIT. Clicking one of these error messages will take you to the relevant field. Amending incorrect or incomplete entries can be time-consuming, so we recommend submitting applications well before the deadline.

## 3 APPLICATION CONTENT

This section provides guidelines on the content required in the sections of the online application form for this call.

### 3.1 APPLICANT

The APPLICANT-tab contains information about all those involved with an application, meaning the main applicant or the contact person applying on behalf of an organization/institution as well as any co-applicants. Information about each applicant is collected through individual tasks in

the APPLICANT DETAILS-section, detailing experience, publication history, application history with NNF, etc.

### 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.

It is only possible to be **main applicant on one application per application round**.

If a main applicant submits more than one application for this specific call, the first application submitted will be evaluated, while the subsequent applications will receive an administrative rejection.

## 3.2 CO-APPLICANT(S)

For this call, up to four co-applicants may be allowed for the application. Co-applicants participate actively in organizing and implementing the project and receive a share of the grant. 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. 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.



Note that inviting co-applicants can be time-consuming. Please start the invitation process as soon as possible and well in advance of the submission deadline

When the co-applicant accepts his or her invitation and has registered as a user in NORMA, they will gain access to the application. In addition, they will be assigned an APPLICANT DETAILS-task, available under MY TASKS from the APPLICANT PORTAL in NORMA. With this task, co-applicants should input details such as their institutional affiliation, work and publication history, application history with NNF and will be able to upload supporting documents such as a short CV (maximum two pages) or an endorsement from the institution.

Co-applicants will only be able to edit their own APPLICANT DETAILS-task, as well as make changes to the main application. The main applicant, on the other hand, can review and edit all Applicant Details-tasks for the application including those for co-applicants.



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

### 3.3 INSTITUTION

Please provide information about the institution where the grant will be administered. This institution is where you will be employed during the grant period and the institution which will be responsible for budgeting, accounting, and staff supported by the grant.



Registering a new administering institution in NORMA can take up to 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.

### 3.4 PROPOSAL

Describe the project using the fields on the PROPOSAL tab. Each field (Project title, Brief project description, Project description, Illustration uploads, Lay project description, and Research methods) will have a short instruction text describing the expected input and maximum characters available.

#### PROJECT DESCRIPTION

(maximum 30,000 characters, including spaces).

Projects should be clinical in nature with a clear translational scope. Projects may contain elements of high-risk high-gain research but should be feasible and ideally based on solid clinical preliminary data.

Project descriptions should contain clear work packages, milestones, and mitigation plans. Implementation could be at one or more hospitals/clinical settings. Importantly, the funding only covers the implementation cost and not the continuation into daily practice. Therefore, it is important that the cost-benefit implications for the healthcare system is considered and clearly stated to ensure continuous usage of procedures and/or devices.



Please note that the application should address all the assessment criteria listed in subsection 1.7.

### 3.5 BUDGET

The budget for the project applied for only comprises the information entered on the BUDGET tab. Additional budget information attached under UPLOADS or added on any other tabs than BUDGET will not be considered.

#### GRANT PERIOD

Before you can fill in the budget template, start by entering the start and end dates for the grant. This will determine the number of years available from the budget template. The grant period is

the duration of NNF's grant for the project, and the budget counts years following the project start date rather than calendar years.

### CREATE BUDGET

After saving the project start and end dates, the budget template will become available to edit. The budget will open in a new tab, in which you will need to add the subcategories you need for your budget. Please follow the instructions at the top of the screen to complete the budget.

Notes:

- The budget continuously saves changes you've made without the need to manually save. You are free to leave the budget at any time and come back at a later point.
- When you are done filling in your budget, please use the *SAVE AND CLOSE* button. This will check that all information has been filled out correctly and in accordance with the guidelines, saving the budget to your application.
- You can now return to the *BUDGET* tab. A summary of the budget will be displayed, review it to ensure that it is correct.
- The full budget details can be viewed or edited at any time before submission of the application by reopening the budget template.

Any comments about the budget can be entered in the *SUPPLEMENTARY INFORMATION* field.



Applicants may only apply for the types of expenses listed in subsection 1.4.

## 3.6 APPENDICES

**All uploads must be in PDF format.** NORMA automatically places these uploads at the end of the application. Please respect the page limitation and the upload requirements stated in the call. Uploads in excess of these limits may not be considered for evaluation.

The following must be uploaded to the application before submission:

A 'HOSTING LETTER' signed by the head of the department, where the implementation will take place, stating commitment to implementing the procedure and accepting the applicants proposed research project to take place at the institute, that the department will provide the required infrastructure such as laboratory and office space, and that the budget applied for will be administrated and used as indicated in the application.

If the main applicant is Head of Department or otherwise part of the management, the hosting letter or letter of support must be signed by someone from the management level above the main applicant.

January 2023

## The Novo Nordisk Foundation

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The Novo Nordisk Foundation is an independent Danish Foundation with corporate interests. The objective of the Novo Nordisk Foundation is twofold: To provide a stable basis for the commercial and research activities conducted by the companies within the Novo Group and to support scientific and humanitarian purposes.

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