



RECRUIT

Grants for international recruitment 2022

Information and guidelines for applicants

Recruitment

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Information about the call

Grant capital:
DKK 100 million

Award amount

- Up to DKK 15 million over 7 years for assistant professors
- Up to DKK 25 million over 7 years for associate professors
- Up to DKK 35 million over 7 years for full professors

Application form opens:
25 April 2022

Application deadline:
22 September 2022, 14.00 CEST

Applicant notification:
April 2023

Earliest start date:
1 May 2023

Latest start date:
1 May 2024

Review committee:
External international peer review

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1 RECRUIT – Grants for International Recruitment 2022

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 the guidelines before initiating the application process, as they contain the complete call text as well as instructions regarding the completion of the application.

- **Section 1** describes the overall frame and conditions of the call, eligibility criteria, and evaluation process.
- **Section 2** provides technical guidance for how to access and navigate in the application and grant management system NORMA.
- **Section 3** gives essential information regarding the application content, structure, and budget, including important requirements and restrictions.

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 RECRUIT grants is to strengthen Danish universities in the international competition of recruiting the most talented or leading researchers from abroad within the natural and technical sciences.

Researchers who come from other institutions or traditions contribute new ideas, specialized knowledge, and access to international networks. As a result, they can be crucial in developing or boosting a research field.

The grants are aimed at supporting recruitment of researchers at the assistant-, associate-, or full-professor level. A RECRUIT grant is intended to provide ample funding over a long timeframe to make it more attractive for international top-researchers to relocate from abroad to establish their research group at a Danish university.

The candidate must be ambitious and excellent at his/her career level. The candidate's research should bring substantial value and/or novelty to a research field that has a strategic relevance to the recruiting university. The candidate's research focus must lie within the strategic areas of the Natural and Technical Sciences at the Novo Nordisk Foundation, listed in section 1.2.

A certain nomination quota for RECRUIT applicants is allocated to each Danish university with faculty in the natural and technical sciences (see section 1.6).

1.2 AREAS OF SUPPORT

The grant will support the recruitment of researchers that align with the following headline and strategic key themes:

Natural and Technical Science Research and Interdisciplinarity

Research within natural and technical sciences, particularly in fields with potential interdisciplinary application to the life and health sciences and industrial biotechnology.

Key themes

- Interdisciplinary research rooted in the natural and technical sciences
- Quantum-based technologies to solve complex and important problems in biology, chemistry, or medicine
- Data science research with focus on fundamental algorithms and interdisciplinary applications
- Technology for tomorrow's medical science and applications

In alignment with the overall vision and strategy of the Novo Nordisk Foundation, applications for the RECRUIT programme must explicitly describe how the outcome of the project may have potential future applications in the life sciences, health sciences, or in biotechnology. Such potential applications may be within the project period but could also be on timescales longer than the project period.

INELIGIBLE FIELDS OF RESEARCH

Research within the natural and technical sciences is eligible for support, including, e.g., physics, chemistry, mathematics, computer science, and technical sciences, under the key themes mentioned above.

Research focused on fields covered by Novo Nordisk Foundation grant-giving areas other than Natural and Technical Sciences, or which fall outside the current scope of the Foundation, is **not eligible** for the RECRUIT programme. Examples of research areas **not eligible** for the RECRUIT programme are:

- Bioscience and biomedicine
- Endocrinology and metabolism
- Biotechnology, including, e.g., industrial, and environmental biotechnology
- Plant science, agriculture, and food research
- Clinical and translational medicine
- Cosmology
- Zoology
- Projects that are primarily retrospective or primarily of historical value

The list is not exhaustive. Applicants are welcome to contact the Foundation with questions regarding eligible areas of support for the RECRUIT programme.

1.3 ELIGIBILITY

The grant is intended for excellent researchers to be employed at the level of assistant-, associate- or full professors.

Promising early-stage researchers with several years of postdoc research and sufficient maturity for, or early experience from, independence as a group leader will qualify for a grant as an assistant professor.

Researchers with demonstrated experience as a group leader and outstanding scientific potential will qualify for a grant as an associate professor.

Research leaders with a track record of performing original and excellent research at the highest international level will qualify for a grant as a full professor.

For all career levels it applies that:

- The candidate may have any nationality and must be recruited from outside of Denmark. Out of the 48 months leading up to the submission deadline of this call, the candidate must not have carried out research or other activities for more than 12 months at a Danish university. Periods with leave of absence may be excluded from the count.
- Recruitment can be from either academic institutions or from industry. The recruiting institution must be a Danish university with faculty in the natural and technical sciences.
- The research profile and plan of the candidate must align with the strategy of the university, and there must be a plan for how the candidate will complement the faculty's scientific activities.
- The research plan of the candidate must align with the strategic key themes of the Novo Nordisk Foundation's Natural and Technical Sciences and Interdisciplinarity grant-giving area (see Areas of Support in section 1.2).
- If awarded a RECRUIT grant, the candidate must within one year establish his/her primary research group at the recruiting institution with a time commitment for the position offered by the recruiting institution of at least 80 percent.

Embedment of the candidate into a time-unlimited - position at the recruiting university is not a requirement.

Only candidates nominated by the recruiting university will be considered for funding.

The university can nominate candidates according to a quota system, pre-set by the Novo Nordisk Foundation. The quota depends on the size of the natural and technical faculty/faculties at the university and is detailed in section 1.6. Prior to the application deadline, the recruiting university must have undertaken an internal evaluation and identified their top candidates to be nominated. By submission deadline, a nomination list must be submitted to NNF by the university (see also section 1.6).

General rules relevant for this programme:

- a) NNF does not allow double funding of 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 informed immediately.
- b) An applicant may submit only one application to the Novo Nordisk Foundation for the following Novo Nordisk Foundation grant types: 'Laureate Research Grant', 'Young Investigator Award', 'Start Package Grant', or 'RECRUIT Grant' and cannot submit another application for these grant types while the application is under review.

- c) It is not possible to hold more than one active grant of the following Novo Nordisk Foundation grant types: 'Laureate Research Grant', 'Young Investigator Award', 'Start Package Grant', or 'RECRUIT Grant'.
- d) RECRUIT grant recipients are in general encouraged to apply for other NNF instruments. Such proposals may complement but not overlap activities funded by the RECRUIT grant.



If the applicant receives funding from other sources for parts or all of the proposed research, the NNF must be informed immediately.

1.4 FUNDING

The total annual grant awarding budget is up to DKK 100 million.

For each grant, up to DKK 15 million can be awarded over a 7-year grant period for assistant professors, up to DKK 25 million over a 7-year grant period for associate professors, and up to DKK 35 million over a 7-year grant period for full professors.

The requested budget should reflect the applicant's academic track record. The maximum amount for each career level will only be awarded in exceptional cases, i.e., if the candidate is considered of highest excellence in his/her field of research and has a track record at the highest international level at the career stage applied for. Applicants are welcome to apply for grants below the maximum of the career level. NNF may grant a lower amount than applied for.

Applicants may apply for funding for the following types of expenses when directly related to the project (see section 3.4 for restrictions and requirements):

- Salary for the main applicant/recruited researcher.
- Relocation expenses
- Salary for research and technical staff
- Tuition fee for PhD students
- Travel
- Conference participation
- Publication related expenses
- Operating expenses
- Equipment
- Bench fee
- Direct administrative expenses (maximum 5%)

NNF will not award funding for:

- 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 process consists of two phases, where the first phase is undertaken prior to submission deadline by the universities and the second phase by the NNF after submission deadline.

Phase I: The recruiting university conducts an evaluation of relevant candidates. This process is organised internally by the university. The university selects which candidates to nominate for a grant across the three levels of seniority, according to a maximum budget amount set by a quota system. The quota system reflects the size of the natural and technical faculties at each Danish university with research and educational activities in natural and technical sciences:

University	Quota
DTU	DKK 100 million
KU	DKK 100 million
AU	DKK 90 million
AAU	DKK 70 million
SDU	DKK 65 million
ITU	DKK 45 million
RUC	DKK 40 million

The recruiting university must by submission deadline submit a complete list of the nominated candidates and of the respective budgets requested for each candidate. The university cannot prioritise among the nominated candidates. The nomination list must be sent by e-mail to info@novonordiskfonden.dk.

Nominated candidates prepare and submit an application that must include the following elements:

- CV and publication list of the candidate (see section 3.1 and 3.5 for requirements).
- Description of the research plan and planned faculty activities (see section 3.3 for requirements).
- Detailed budget (see section 3.4 for restrictions and requirements).
- Support letter from the recruiting university, signed by the head of department (see section 3.5 for requirements).
- Optional: One support letter from a potential local collaboration partner (see section 3.5 for requirements).

Phase II: The NNF conducts an evaluation of the applications based on international, external peer-review, using experts in the relevant fields. The evaluation criteria are described in section 1.7.

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 and information about the required application content can be found in chapter 3.



After initial evaluation, applicants that are not selected for external international peer review will be notified in November 2022. Following peer reviews, the remaining applicants will be notified about whether they have been awarded a grant. The notification e-mail will be sent from normanoreply@novo.dk to the e-mail address entered on initial registration.



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

1.7 ASSESSMENT CRITERIA

The applications and the nominated candidates will be evaluated according to their career level primarily based on the following criteria:

- Scientific track record and/or academic potential.
- Alignment with the overall NNF strategy and the strategic key themes listed in section 1.2.
- How the research plan of the candidate aligns with the recruiting university. This could be by bringing value to research fields already covered or by bringing new areas of research to the recruiting university.
- Reasonability of the proposed budget.

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 essential information regarding the application content, structure, and budget, including important requirements and restrictions. 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 username 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 is legally responsible for the truthfulness of the content of the application submitted.

If you experience technical problems, please contact NORMA Support: 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 essential information regarding the application content, structure, and budget, including important requirements and restrictions.

3.1 APPLICANT

Only applications submitted by a candidate nominated by a Danish university according to the quota system described in section 1.6 will be considered for funding. All other applications will receive an administrative rejection by the NNF.

In the APPLICANT tab, applicants fill in information about their experience, current institution and position, publication history, etc.

APPLICANT DETAILS

You open the APPLICANT DETAILS task and fill in the requested information, observing the following:

- **CV:** Can be maximum 4,000 characters. Please include in your CV a short bibliographic overview summarising total number of peer-reviewed publications, number of first authorships, number of corresponding authorships, number of citations, and h-index.
- **Publications:** Can be maximum 5,000 characters. Please include here only the 10 most relevant publications for evaluating your merits. Include a complete specification of all authors for each publication. You are encouraged to include a link to an updated profile with your full publication list in ORCID, Google Scholar, Web of Science, Scopus or similar. In the APPENDICES tab, please upload your full publication list (see section 3.5 for requirements).
- **Summary of own research:** Can be maximum 2,000 characters. Please include a short summary of your research leading up to the present proposal and desire to relocate to a new institution.

- **Supplementary information:** Can be maximum 2,000 characters. May be used to describe special circumstances regarding your application that evaluators should be aware of.

Kindly do not upload any SUPPORTING DOCUMENTS in the APPLICANT DETAILS tab. Only the documents requested in section 3.5 should be provided, and only in the APPENDICES tab.

Please note that you should only COMPLETE TASK in APPLICANT DETAILS when you are ready to submit the application, as you will not be able to edit information afterwards. Contact NORMA Support: norma-support@novo.dk if you need to have the APPLICANT DETAILS task reopened.

3.2 INSTITUTION

Please provide information about the institution where the grant will be administrated. 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 administrating institution in NORMA can take up two working days. The application can be edited but cannot be submitted before this information is registered. We therefore recommend that you register an administrating institution in good time.

3.3 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.

BRIEF PROJECT DESCRIPTION

Please provide a brief stand-alone summary of your research plan, the scientific opportunities at the recruiting institution, and the motivation for applying for a RECRUIT grant. Indicate in the text how the proposed research aligns with the key themes listed in section 1.2.

Please note that the summary may be shared with potential external peer reviewers to determine their eligibility in reviewing the application.

PROJECT DESCRIPTION

The project description can be maximum 30,000 characters. Please provide an elaborated research plan for the grant period, e.g.:

- Main hypotheses
- Objectives of the project
- Background and state-of-the-art
- Originality of the research
- Experimental approaches including methods and technologies
- Expected outcomes and their significance and potential for impact
- Risk assessments

- Local and international collaborations
- How the proposed research will contribute to boosting the strategic actions of the recruiting university

The project description must contain a paragraph describing how the outcome of the proposed research may have potential future applications- in the life sciences, health sciences, or biotechnology. Applicants who do not have an established track record for interdisciplinary collaborations within these scientific fields are encouraged to indicate one or more potential local collaboration partners to provide complementary expertise.

Applicants are encouraged to include one letter of support from a potential local collaboration partner (cf. section 3.5).

Please also address your plan for relocating to and establishing yourself at the recruiting institution.

The proposal is evaluated by both non-experts with academic training and experts in your field. **Please do not use abbreviations and limit the use of acronyms.**



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

3.4 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.

BUDGET

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

- **Salary for main applicant** for all or part of the grant period.
- **Relocation expenses** related to the applicant's move, lab establishment, and refurbishment.
- **Salary for employees**, e.g., for research and technical assistance, including laboratory administrators, postdoctoral researchers, and PhD students.
- **PhD tuition fee**, up to DKK 80,000 per year per PhD student, which must be specified in the budget.
- **Operating expenses**, e.g., consumables, materials, services, etc., directly related to the project.
- **Equipment** required for the project.
- **Travel** expenses directly related to the project, e.g., for conferences and workshops, and experiments carried out in other labs for a limited period.
- **Conference participation**, i.e., related to presentation of research results derived from the project.
- **Publication** expenses.
- **Bench fees**, up to DKK 8,000 per month per Full Time Equivalent (FTE) working on the project, 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. The budget must specify the expenses covered by the bench fees, 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 fees 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 the Letter of Support from the administrating institution (see section 3.5). An unspecified bench fee without documentation will not be accepted.

- **Direct administrative expenses** of up to 5% of the total budget (must be included separately):
 - can cover expenses such as 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.

- is not automatically included in the grant and must be stated/applied for in the application budget but should not be specified in detail.



Applicants may only apply for the types of expenses listed in section 1.4 and 3.4.

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

ADDITIONAL CONTRIBUTIONS FOR THE PROJECT

If you receive additional funding from the recruiting institution or from other sources, you must fill in the sums and elaborate in the SUPPLEMENTARY INFORMATION FOR ADDITIONAL CONTRIBUTIONS field.

If you have applied for funding from other sources, you must fill in the sums and detail in the SUPPLEMENTARY INFORMATION FOR ADDITIONAL CONTRIBUTIONS field what calls and notification deadlines, as well as clearly describe any potential overlap with the research proposed in your RECRUIT application. If you receive funding from other sources for parts or all of the research proposed in your RECRUIT application, the NNF must be informed immediately.

3.5 APPENDICES

Please provide the following documents in PDF format:

- **Letter of Support from the recruiting institution**, signed by the head of department, containing the following information:
 - a) A confirmation that the institution commits to hosting you and your group, and that the institution will provide the required infrastructure, such as laboratory and office space, and administration of the grant.
 - b) An account of how your profile and research plan align with the strategy of the university, as well as the strategy of the Novo Nordisk Foundation and the strategic key themes in section 1.2.
 - c) If a bench fee is included in the budget, the hosting letter should document that the administrating institution has a general bench fee policy (see section 3.4).
- **Full publication list**, including a complete specification of all authors for each publication with your name highlighted.
- **Optional: Letter of Support from one potential local collaboration partner** (maximum one page).

All uploads must be in PDF format. Do not include documents that are not directly requested in the above.

April 2022

The Novo Nordisk Foundation

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.