



# RECRUIT SABBATICAL GRANTS 2024

Information and guidelines for  
applicants

Science  
Sabbatical  
Grants  
2024

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## Information about the call

Grant capital:  
Up to DKK 20 million/year

Award amount:  
Up to DKK 1 million per grant

Application form opens:  
9 November 2023

Application deadline:  
15 March 2024, 14.00 CET

Applicant notification:  
September 2024

Earliest start date:  
1 December 2024

Latest start date:  
1 December 2025

Review committee:  
Internal NNF committee

Contact:  
Thomas Bentin  
Senior Scientific Manager, Natural & Technical Sciences  
Phone: +45 2277 8557  
E-mail: tbe@novo.dk

Anastassia Khrouchtchova  
Scientific Manager, Sustainability & Biotech  
Phone: +45 4172 7929  
E-mail: akh@novo.dk

Rikke Stefansen, Grant Manager  
E-mail: rst@novo.dk

# 1 RECRUIT SABBATICALS 2024

Please 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.

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>

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.

For the period 2024–2028, the total RECRUIT budget, i.e., RECRUIT Sabbaticals and RECRUIT mobility grants, is maximum DKK 200 million per year. The RECRUIT Programme now contains several open competition grant types:

- **RECRUIT grants** provide funding for up to 7 years. In exceptional cases an extension for up to five years may follow, this would need to be within the allocated nomination quota for each institution and would require a new application. **The guidelines for RECRUIT grants can be found as a separate document on NNF's website.**
- **RECRUIT Extension grants** can last for up to five years with a budget of up to DKK 10 million. **The guidelines for RECRUIT Extension grants will be made available in due time.**
- **RECRUIT Sabbatical grants** aim to enable scientists from abroad to come to Denmark and scientists located in Denmark to travel abroad for up to one year. The funding for the Sabbaticals must also be within the allocated nomination quota for each institution. **The present document contains RECRUIT Sabbatical guidelines only.**

The hosting research institution must submit an overview of the nominated candidates for RECRUIT grants, extension of RECRUIT grants, and RECRUIT Sabbatical grants. The total amount applied for must be within the nomination quota for the institution.

## 1.1 PURPOSE

Internationalisation is crucial to building strong scientific environments. Sabbatical grants are intended to support internationalisation by enabling transient embedment of university faculty in a foreign environment. Sabbaticals provide a possibility to obtain new knowledge and refocus while being relieved from normal daily duties. Also, it is a possibility for the researcher to expand the horizon, to learn new methods, to improve professional competencies, and to develop new professional networks.

## 1.2 AREAS OF SUPPORT

Sabbatical grants support faculty focusing on natural and technical science research and interdisciplinarity, and biotechnology or sustainability.

### 1.3 ELIGIBILITY

University faculty in a time-unlimited position, either from abroad going to Denmark, e.g., to explore Danish science in advance of a RECRUIT application, or from Denmark wishing to visit a foreign research group.

### 1.4 FUNDING

A total of up to **DKK 1 million** is available per Sabbatical grant. The duration of the sabbatical can be up to 12 months and may be split into multiple shorter periods distributed across a maximum of four years (see section 3.4 for expenses that may be applied for).

**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 phase I is undertaken prior to the submission deadline by the prospective host university and phase II by the NNF after submission deadline.

**Phase I: The university proposes candidates.** The recruiting university must submit a list of the nominated candidates and the amount applied for by the submission deadline. The total nomination budget includes nominations for RECRUIT grants, RECRUIT Extension grants, and RECRUIT Sabbatical grants:

| University | Quota           |
|------------|-----------------|
| DTU        | DKK 200 million |
| KU         | DKK 200 million |
| AU         | DKK 180 million |
| AAU        | DKK 140 million |
| SDU        | DKK 130 million |
| ITU        | DKK 90 million  |
| RUC        | DKK 80 million  |

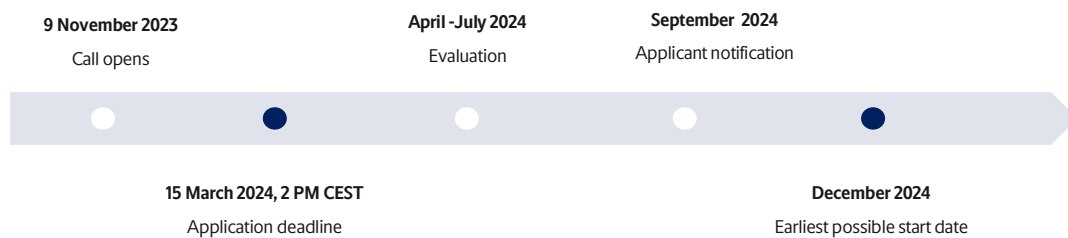
The nomination list must be sent to:

Rikke Stefansen, Grant Manager  
E-mail: rst@novo.dk

Nominated candidates should prepare and submit an application 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.

**Phase II: The NNF conducts an evaluation of the applications using an internal committee.** The evaluation criteria are described in section 1.7.

The call timeline runs parallel with the timeline for RECRUIT grants:



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](mailto:norma-noreply@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

NNF's assessment is primarily based on the following criteria:

- Scientific quality and expected impact of the sabbatical
- Applicant's merits and potential
- Feasibility

Proposals likely to significantly advance the applicant's development and benefit the Danish research ecosystem will be prioritised.

## 2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA

### 2.1 USER REGISTRATION

NORMA can be accessed 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](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

A maximum of one illustration is allowed for RECRUIT Sabbatical grants, which can be uploaded under the **PROPOSAL** tab. The illustration will be placed on a separate page in the application PDF but can be referenced throughout the project proposal as needed.

The following file formats 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

**Only applications submitted by candidates nominated by a Danish university according to the quota system described in section 1.6 will be considered for funding. Other applications will be administratively rejected.**

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

#### APPLICANT DETAILS

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

- **CV:** Maximum 4,000 characters, including spaces. 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:** Maximum 5,000 characters, including spaces. Please include only the 10 most relevant publications. Include a complete specification of all authors for each publication. You are encouraged to provide 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:** Maximum 2,000 characters, including spaces. Please include a short summary of your research leading up to the present proposal.

- **Supplementary information:** Maximum 2,000 characters, including spaces. 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 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](mailto: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, i.e., the Danish host university (incoming scientists) or current Danish university employer (outgoing scientists).

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.

## 3.3 PROPOSAL

Please provide a description of the sabbatical under the PROPOSAL tab (maximum of 10,000 characters, including spaces). The proposal should include a plan for the sabbatical:

- Purpose and motivation
- Timeline
- Description of the host research group
- Expected benefits for the applicant, Danish university and research environment.

## 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

The duration of the sabbatical can be up to 12 months and may be split into multiple shorter periods distributed across a maximum of four years. Therefore, the grant period may be from one to four years.

Before you can fill in the budget template, begin 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 have 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.

**BUDGET****Full-time equivalents (FTE)**

For salary items, the number of full-time equivalents in years must be stated in the field FTE. One full-time employee for one year equals 1.0 FTE. Most institutions have defined a standard number of annual working hours which equals 1.0 FTE. NNF does not require the institutions to use a particular number of annual working hours.

EXAMPLE: To find the FTE for e.g. 74 hours, the calculation is:  $74 \text{ (hours)} / 1554 \text{ (standard annual hours (example))} = 0.05$ , which is what should be stated in the FTE field.

**Expense-types that may be applied for**

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

- **Salary:** The Danish university's expenses for the applicant's salary
- **Benefits,** e.g., health insurance.
- **Relocation expenses** related to the applicant's travel and moving.
- **Operating expenses,** e.g., consumables, materials, services, etc., directly related to the research during the sabbatical period.
- **Conference participation,** i.e., related to presentation of research results derived from the sabbatical period.
- **Publication** expenses.
- **Bench fees,** up to DKK 8,000 per month per Full Time Equivalent (FTE) during the sabbatical period can be included in the budget to cover expenses needed to conduct the proposed research. The bench fee may follow the researcher to the host university. It can only be used for expenses 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 host institution, and it must apply for all employees independently of funding source. Documentation that the host institution has a general

bench fee policy should be included in the Acceptance Letter from the host institution (see section 3.5). An unspecified bench fee without documentation will not be accepted.

- **Direct administrative expenses** to the Danish administering institution of up to 5% of the total budget. Direct administrative expenses may follow the researcher to the host university if desired.
  - 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 3.4.

### 3.5 APPENDICES

Please provide the following documents in PDF format:

- Employer release acceptance letter
- Acceptance letter from the host institution (if a bench fee is included in the budget, the hosting letter should include documentation that the 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

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

November 2023

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## 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 and the planet.