



# RESEARCH INFRASTRUCTURE

## Large equipment and facilities 2023

Information and guidelines for  
applicants

Research  
Infrastructure  
Large equipment  
and facilities 2023

## Table of contents

|          |   |           |
|----------|---|-----------|
| <b>1</b> | <b>RESEARCH INFRASTRUCTURE Large equipment and facilities 2023.....</b> | <b>4</b>  |
| 1.1      | PURPOSE.....  | 4         |
| 1.2      | AREAS OF SUPPORT.....   | 4         |
| 1.3      | ELIGIBILITY.....  | 5         |
| 1.4      | FUNDING.....  | 6         |
| 1.5      | LANGUAGE.....   | 6         |
| 1.6      | APPLICATION PROCESS.....  | 6         |
| 1.7      | ASSESSMENT CRITERIA.....  | 7         |
| <b>2</b> | <b>THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA.....</b>         | <b>7</b>  |
| 2.1      | USER REGISTRATION.....  | 7         |
| 2.2      | CREATING AN APPLICATION.....  | 8         |
| 2.3      | TEXT AND ILLUSTRATIONS.....   | 8         |
| 2.4      | SUBMITTING THE APPLICATION.....   | 9         |
| <b>3</b> | <b>APPLICATION CONTENT.....</b>   | <b>10</b> |
| 3.1      | APPLICANT.....  | 10        |
| 3.2      | INSTITUTION.....  | 11        |
| 3.3      | PROPOSAL.....   | 11        |
| 3.4      | BUDGET.....   | 12        |
| 3.5      | APPENDICES.....   | 14        |

## Information about the call

### Grant capital:

From DKK 5 to 25 million per grant, for a period of up to five years.  
The total grant capital in 2023 is expected to be DKK 130 million.

### Application form opens:

27 October 2022

### Application deadline:

18 January 2023, 2 pm (CET)

### Applicant notification:

- April 2023
- September 2023

### Earliest start date:

1 January 2024

### Latest start date:

31 December 2024

### Review committee:

External international peer review

### Contact:

Kamilla Nørregaard  
Scientific Manager  
Phone: +45 3527 6522  
E-mail: knr@novo.dk

Kirsten Klüver  
Senior Grant Manager  
Phone: +45 3527 6674  
E-mail: kekv@novo.dk

### Guidelines version:

2023.01

# 1 RESEARCH INFRASTRUCTURE

## Large equipment and facilities 2023

Please read these guidelines carefully 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 requirements to content, structure, and budget 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. 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

With the Research Infrastructure Programme, the Novo Nordisk Foundation wishes to strengthen the Danish research environment by supporting the establishment and maintenance of open infrastructures needed to achieve excellence in research and innovation.

The goal of the research programme is to:

- Ensure that researchers have access to state-of-the-art research facilities, including the latest and most advanced equipment.
- Ensure that users have access to qualified technical assistance on the use of the facilities and/or equipment.
- Ensure that the research infrastructure is continuously developed and maintained, also after its implementation.
- Boost other research environments, local, national, or international, including companies (e.g., small and medium-sized enterprises (SMEs) and incubators), that cannot invest in this to the same extent.

### 1.2 AREAS OF SUPPORT

The infrastructure applied for should enable research and development within the Foundation's strategic focuses on biomedicine and health sciences, sustainability and biotechnology, and natural and technical sciences.

Specific overarching research fields can be:

- Biomedicine
- Clinical and translational medicine
- Industrial and environmental biotechnology

- Plant science, agriculture, and food biotechnology
- Natural sciences with potential applications in health or sustainability
- Technical sciences with potential applications in health or sustainability
- Computational science, including data science, with potential applications in health or sustainability.

Applications for the Research Infrastructure Programme within natural, technical, or computational sciences must explicitly describe how the research enabled by the research infrastructure may have potential future applications in health or sustainability.

### 1.3 ELIGIBILITY

The applicant must be employed and have his/her primary affiliation as senior scientist, associate professor, or professor, at a university or other not-for-profit research institution in Denmark. The applicant must document expertise at the highest level within the relevant research field.

The research infrastructure must be anchored at a Danish research institution with expertise within the relevant field. This is to ensure that the infrastructure develops in parallel with the scientific progress in the area, and that there are qualified personnel to operate and maintain the equipment, as well as to supervise others in its use.

Besides the applicant, there must be 3-5 core collaborators associated with Danish research environments, committed to be core users of the equipment or facility. Core collaborators signify researchers for whom no funding is requested in the budget, but who will be among the drivers of the research which the infrastructure will support. In this context, an industrial partner could also be a core collaborator. Other collaborators relevant for the infrastructure may be mentioned in the project description, e.g., international collaborators, but these should not provide letter of support or CV. It is an advantage, if core collaborators also encompass researchers from national research institutions outside the main applicant's research institution.

#### Special rules for applications:

- An applicant may submit only one application per call.
- As this grant does not allow funding for the applicant's salary, the applicant must be able to account for own salary during the entire grant period applied for.
- 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 should be contacted immediately.
- It is not possible to hold more than one active Research Infrastructure grant. Researchers with an active grant may apply for a new grant during the final year of the grant, however, a new grant cannot be activated until the existing grant is completed and no longer active.
- It is permitted to hold two or more active NNF grants of different types, i.e., researchers with an active Infrastructure grant may apply for a new grant of a different type, e.g., project grant.
- The general conditions that apply when receiving a grant from the NNF can be found on our [webpage](#).

## 1.4 FUNDING

A total of up to DKK 130 million is available for grants between DKK 5 - 25 million for a period of up to 5 years.

Applicants may apply for funding for the following types of expenses (see section 3.4 for details):

- Equipment
- Establishment and installation of the infrastructure
- Operating expenses
- Salary for academic or technical personnel (AC TAP or TAP)
- Bench fee for personnel whose salary is covered by the grant (see below for details)
- Training of technical personnel
- Data management
- Direct administrative expenses

The call does not support salary for scientists or research activities.

Co-funding is not mandatory. Any potential co-funding of the infrastructure during the first 5 years must be described in the budget.

**NNF will not award funding for:**

- commercial activities
- overhead

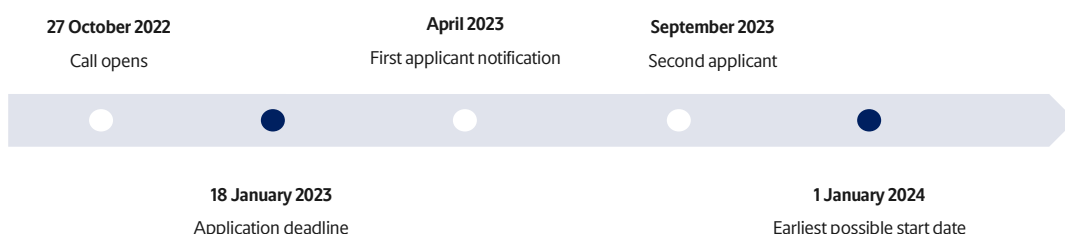
## 1.5 LANGUAGE

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.

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. **Please read Chapter 3 for detailed information on expected format of the application, budget, and required uploaded documentation.**



Applicants that are not selected for external peer review after initial evaluation will be notified in April 2023. Following peer review and final prioritisation of the proposals, the remaining applicants will be notified about whether they have been awarded a grant. The notification e-mail will be sent from [noreply@norma.novonordiskfonden.dk](mailto:noreply@norma.novonordiskfonden.dk) to the e-mail address entered on initial registration.

## 1.7 ASSESSMENT CRITERIA

Applications are evaluated by external peer review by international experts in the relevant fields. The applications will primarily be assessed based on the following criteria:

- Scientific need for the infrastructure.
- State-of-the-art of the requested equipment.
- Feasibility and suitability of the proposed organisational set up for the infrastructure, including expected use and maintenance.
- Plan for accessibility to the infrastructure for the surrounding research community, including internal, external, or industrial users, as well as a clear plan for how to grant access in an open and transparent manner for external users. (*NB: open access is strongly encouraged*).
- Scientific and managerial qualifications of the applicant.
- Reasonability of the applied for budget.

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 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 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*





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

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.

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, and best practice of how to apply for this specific call.

### 3.1 APPLICANT

The applicant tab contains various sections with information about the main applicant:

- Personal information
- Educational information
- Current institution
- Experience
- Previous and Current Grants from NNF

After filling in all mandatory fields, the applicant should complete the task to save the details.

Please note the following requirements:

- **CV** can be maximum 4000 characters (including spaces, line breaks and special characters). Please include in the CV a short bibliographic overview summarising total number of peer-reviewed publications, number of first authorships and corresponding authorships, number of citations and *h*-index.
- **Publication list** can be a maximum of 5.000 characters (including spaces, line breaks and special characters). Include the up to 10 most relevant publications for evaluating your merits. Include names of all authors for each publication with your own name highlighted. You are strongly encouraged to include a link to an updated profile (with full publication list) in ORCID, Google Scholar, Web of Science, Scopus, or similar.
- **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 summarise how any of the grants are related to the current application.

Please note that invitation of co-applicants is not possible within this call.

## 3.2 INSTITUTION

Please provide information about the institution where the grant will be administered. This institution is where the infrastructure will be anchored 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 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.

## 3.3 PROPOSAL

Describe the infrastructure using the following fields on the PROPOSAL tab:

### PROJECT TITLE

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

### BRIEF PROJECT DESCRIPTION

Please provide a brief stand-alone summary of the infrastructure describing its purpose, target group, and activities (maximum 2000 characters, including spaces). NOTE: The brief project description should be in a format suitable for sharing with potential peer reviewers before disclosing confidentiality.

### PROJECT DESCRIPTION

The project description can be a maximum of 30,000 characters. Please describe:

- The need for establishing the infrastructure, including an assessment of the timeliness and how the suggested infrastructure differs from any existing infrastructures available in the research environment.
- The scientific and technical expertise within the relevant field at the research institution where the infrastructure will be established.
- How the technical expertise will be obtained to ensure qualified operation and maintenance of the infrastructure as well as instruction of new and experienced users.
- The potential user group of the infrastructure. *It is encouraged to provide an estimation of the distribution of expected use by the applicant, core collaborators, and external users. Open access is strongly encouraged.*
- The organisation and governance of the infrastructure, including:
  - a timeline for establishment of the infrastructure. *It is also encouraged to provide a description of a potential steering committee and its responsibilities.*
  - A business plan describing how the infrastructure will be embedded, used, maintained, and financed during the grant period. *If possible, please provide relevant key performance indicators.*
  - A clear plan for how the infrastructure will be made available for a wider group of scientists, including communication and outreach activities, access criteria, and possible payment schemes. *It is strongly encouraged to make the infrastructure open access for external users, e.g., scientists from other research institutions and universities, SME's or incubators.*

- A clear plan for data management and permits from public authorities needed to establish the infrastructure, if relevant.

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 of 50 MB each can be uploaded here. Accepted formats are .jpg, .png, .gif, .bmp.

### LITERATURE REFERENCES

Please provide the reference information for the literature cited in the project description (maximum 4000 characters, including spaces).

### 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 1000 characters, including spaces).



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

## 3.4 BUDGET

The budget only comprises the information entered in the BUDGET tab. Additional budget information attached under UPLOADS or added under any other tabs than BUDGET will not be considered. The budget must be entered in budget years following the grant period and not calendar years. Notice that the total budget for the grant must be between DKK 5 million and DKK 25 million.

### ELIGIBLE BUDGET EXPENSES

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

- **Equipment:** Purchase of equipment for the infrastructure. This is not necessarily a single piece of equipment. However, the intent is that only larger equipment should be put in the Equipment budget category.
- **Establishment and installation of the infrastructure:** This may include minor modifications necessary for establishing and operating the infrastructure.
- **Operating expenses** incl. materials, consumables, and service contracts, directly related to operating and maintaining the infrastructure.
- **Salary for academic or technical personnel (AC TAP or TAP)** that will run and maintain the equipment. These can also offer research-based training, consultation, data processing, data analysis, data management, software/database development, and dissemination of data/tools. Note that the requested TAP salary can be used for personnel with an academic background but cannot be used for conducting research.
- **Training of technical personnel** relevant for running and maintaining the infrastructure. This includes travel and accommodations.
- **Data management** incl. expenses for collecting and storing data.

- **Bench fee** can be included in the budget for support of personnel whose salary is covered by the grant. The Bench fee can cover expenses needed to install, run, and maintain the research infrastructure. Bench fee is calculated per employee actively working on the project and may only be used for expenses that are related to the research infrastructure and which cannot be included within another individual budget category. 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, library access

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 institution has a general bench fee policy should be included in a Hosting Letter from the institution enclosed as link or appendix. An unspecified bench fee without documentation will not be accepted. The bench fee can be maximum DKK 8,000 per month per FTE working on the project.

- **Direct administrative expenses** for up to 5 % of the funding applied for. The following applies:
  - can cover non-scientific, administrative expenses in relation to the infrastructure, such as accounting, administration related to payment of salaries and purchasing, hiring, as well as auditing and financial reporting on the infrastructure,
  - cannot cover administrative expenses that are not directly related to the infrastructure,
  - is not automatically included in the grant and must be stated/applied for in the application budget but should not be specified in detail.

## GRANT PERIOD

Before you can fill in the budget template, start by entering the start and end dates for the grant. NORMA then generates a grant period in whole years, which is reflected in the budget template. The grant period is the duration of NNF's grant for the project, which for this call is up to 5 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 always 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.

### 3.5 APPENDICES

- Signed letters of support from 3 to 5 core collaborators stating their contribution and commitment to using the applied for infrastructure. *Please upload it as a single combined PDF file, with a frontpage indicating the names and affiliations of the 3 to 5 core collaborators. (Support letters)*
- Short CVs from the core collaborators that should not exceed 2 pages each. *(Short CVs)*
- A signed letter of support from the hosting institution taking responsibility for establishing and embedding the infrastructure within the institution as well as for administrating the grant. The letter should also describe potential institutional co-financing of the infrastructure *(Hosting letter)*.
- Vendor quotes for the major equipment applied for *(Other uploads)*. *Please mark quoted equipment in the budget description.*

Other collaborators relevant for the infrastructure who are not considered core collaborators, should be mentioned in the project description but should not provide letter of support or CV.

**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.

October 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.