



# INTEGRATED SOCIAL AND HEALTH EFFORTS FOR CHILDREN

Information and guidelines for  
applicants

2023

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## Information about the call

Grant capital:  
DKK 20 million

Award amount  
Up to DKK 5 million per grant

Application form opens:  
5 April 2022

Application deadline:  
15 September 2022, 2PM (CET)

Applicant notification:  
December 2022

Earliest start date:  
1 February 2023

Latest start date:  
31 December 2023

Review committee:  
Committee for Integrated Social and Health Efforts for Children

Contact:  
Maja Lund  
Project Manager  
Phone: +45 6024 3807  
E-mail: mol@novo.dk

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# 1 Integrated Social and Health Efforts for Children

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 Novo Nordisk Foundation wishes to fight inequities in health among children in Denmark. The Foundation will support innovative projects of high quality that aim to integrate elements from both the social sector and the health sector in initiatives targeting children in vulnerable positions. The purpose of the call is to inspire cross-sectoral collaboration. This can happen by e.g., prioritizing and incorporating healthy eating habits, movement, or mental health into existing social initiatives for children or by including children in vulnerable positions and addressing social challenges in existing health-promoting initiatives.

The Foundation wishes to support collaboration between stakeholders from the social sector and stakeholders from the health sector. Cross-sectoral collaboration can help ensure that children in vulnerable positions benefit from health-promoting efforts in their everyday life. Solutions should be integrated and anchored within existing structures in a sustainable way with consideration of the complexity of health-promoting efforts and social challenges.

## 1.2 AREAS OF SUPPORT

Applicants can apply for support to projects that focus on integrating elements from both the social sector and the health sector into efforts and existing structures for children in Denmark. Projects can focus on developing, testing, implementing, and/or evaluating initiatives aimed at promoting health among children and youth in vulnerable positions. Health is defined as both physical and mental health – and preferably both. Projects can also be new initiatives; in which case it is important to consider the viability and anchoring potential of the project.

The target group is children in vulnerable positions. Projects can work directly with the children and/or employees, volunteers, and adults surrounding the children. This could be e.g., within associations, municipalities, social activities, leisure time, sports clubs, summer camps, etc.

Applicants can apply for support to develop methods, initiatives, and materials, as well as resources and wages related to the project. Projects can be social initiatives that integrate health elements or health initiatives that integrate social elements for children and youth in vulnerable positions.

### **1.3 ELIGIBILITY**

During the grant period, the main applicant must be a manager or project manager at a non-profit or public organisation in Denmark.

Projects that are created in partnerships across the health sector and the social sector will be prioritised.

Private companies cannot apply for support via this call but can, however, be a partner in projects.

All projects must include an evaluation component, which the application must describe.

### **1.4 FUNDING**

A total of up to DKK 20 million is available for grants between DKK 1 million and DKK 5 million for projects lasting for 1-5 years.

Applications that do not meet the financial and time criteria will not be considered.

The project may be an independent project or part of a larger project that other partners also fund. The Foundation prefers to have several applicants interested in the field apply jointly to create a basis for comprehensive and sustainable solutions. Co-applicants and partners should be listed in the application.

Applicants who have applied for or been awarded other co-funding must state this in the budget.

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

- Salary for applicants or project participants associated with the project (work positions at all levels) including project management.
- Salary for Ph.D. students (including tuition fee up to DKK 80,000 per year, which must be specified in the budget).
- Salary for consultants associated with the project.
- Operating expenses: Direct expenses for developing, implementing, and operating the project, including materials and equipment.
- 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.
- Administrative expenses (up to 5% of the applicant's overall budget and included in the budget) to cover administrative expenses directly related to the project.

**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 administering institution, and it must apply for all employees independently of funding source.

If a scientific applicant or co-applicant wishes to apply for bench fee, documentation of a general bench fee policy from their administering institution should be included as a 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:**

- commercial activities
- buildings
- overhead (such as rent, water, electricity, heating, and maintenance)



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

## 1.5 LANGUAGE

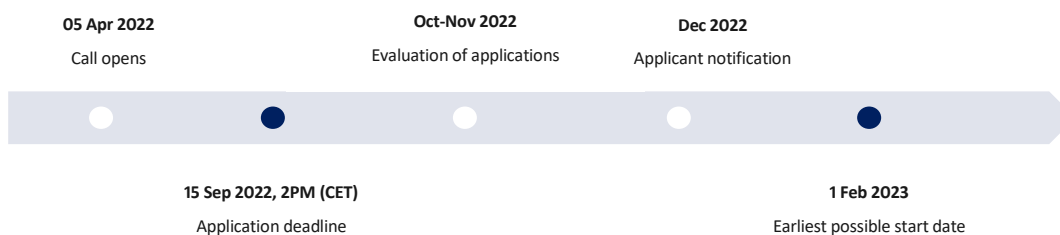
The application and any additional uploads must be written in Danish or English. The choice of language does not affect the evaluation of the application.

## 1.6 APPLICATION PROCESS

The application must be completed and submitted using NNF's online application and grant management system, NORMA, which can be accessed from:

<https://norma.novonordiskfonden.dk>

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



When all applications have been assessed, applicants will be notified about whether 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.



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

## 1.7 ASSESSMENT CRITERIA

NNF's Committee for Integrated Social and Health Efforts for Children will primarily assess the applications based on the following criteria:

- The project's compliance with the purpose of the call.
- Relevance and importance of the proposed project, including the project's grounding in existing knowledge in the area.
- Professional quality of the project, potential for anchoring, and scalability.
- The project's total solidity and feasibility, including plan for evaluation and knowledge sharing.
- Qualifications and capacity of the applicant and applicant 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.

During the grant period, the main applicant must be a manager or project manager at a non-profit or public organisation in Denmark.

### 3.2 CO-APPLICANT(S)

For this call, a number of co-applicants may be either required or 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 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.

### 3.4 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

Applications may be submitted in either Danish or English. The choice of language will not influence the assessment of the application.

(maximum 20,000 characters, including spaces).



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.

31 March 2022

## 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.