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OPEN CALL ON CHILDREN, HEALTH AND MOVEMENT

Information and guidelines for
applicants

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Information about the call

Grant capital:
DKK 60 million

Award amount
From DKK 500,000-3,000,000 per grant within knowledge-based efforts

From DKK 3,000,000-10,000,000 per grant within research

Application form opens:
29 January 2020

Application deadline:
31 March 2020

Applicant notification:
June 2020

Earliest start date:
3 August 2020

Latest start date:
30 June 2021

Review committee:
Committee on Children, Health and Movement

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1 OPEN CALL ON CHILDREN, HEALTH AND MOVEMENT

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 wants to encourage the healthy development of children 10–15 years old by reducing sedentary behaviour and maintaining and encouraging movement and physical activity in this age group. The Foundation therefore wants to support projects that seek new ways of encouraging children and adolescents to be committed to movement and physical activity. The purpose of this call for applications is to support public institutions, non-profit organizations and researchers in participating in evidence-based and innovative approaches across sectors to increase physical activity in the target group.

1.2 AREAS OF SUPPORT

Support can be applied for projects focused on reducing sedentary activities among adolescents by increasing movement and physical activity. For example, projects may focus on exploring and testing new initiatives and innovative approaches that can lead to a more physically active daily life among adolescents, or otherwise increase physical activity level in the group of 10-15-year-olds.

Support can be applied for the development of methods and efforts, for materials etc. and resources to support municipalities and local initiatives (e.g. schools and leisure clubs) that focus on promoting an active lifestyle among children and adolescents.

The projects can target both the general target group of 10-15-year-olds or selected parts of the target group - including groups at particular risk of having a low level of activity, such as ethnic minority groups, teenage girls, socially disadvantaged children / adolescents.

1.3 ELIGIBILITY

During the grant period, the applicant must be the manager or project manager at a public institution and / or non-profit organization, including educational and knowledge institutions, associations or municipalities in Denmark.

Private companies cannot apply for this open call.

Any co-applicants and partners must be listed in the application.

1.4 FUNDING

A total of up to DKK 60 million is available for grants. There can be applied for two types of grants:

- Grants for testing or continuing knowledge-based efforts in municipalities, private or voluntary sector. Such projects can be applied for between DKK 500,000-3,000,000 where it is a prerequisite that efforts are thoroughly evaluated and that at least 10% of the budget is allocated for this purpose.
- Research grants for development, testing, implementation and / or research evaluation of efforts. Such projects can be applied for between DKK 3,000,000 and 10,000,000.

Both types of projects can have project periods of up to 5 years.

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

- Salaries of employees or affiliates of the project at all levels including project management.
- Salaries for temporary employees for development and / or participation in projects.
- Operating expenses e.g. direct costs for developing, implementing and operating projects, including materials and equipment.
- Professional dissemination and knowledge sharing e.g. conferences, books, articles and other dissemination directly related to the project.
- Evaluation.

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
- overhead
- buildings

If applicants have sought or obtained co-financing from another side, this must be stated in the budget.



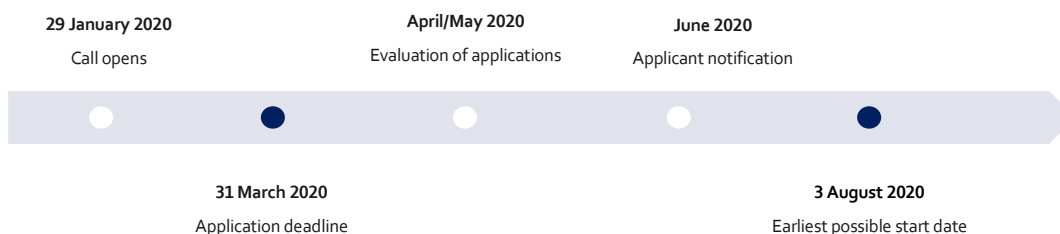
The grant may not be used to cover 'overhead' (i.e. rent, electricity, water, maintenance etc.)

1.5 LANGUAGE

The application and any additional uploads must be written in Danish or English. The choice of language has no influence on 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 noreply@norma.novonordiskfonden.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 on Children, Health and Movement will primarily assess the applications based on the following criteria in non-priority order:

- Consistency with the purpose of the open call.
- Relevance and importance of the proposed project, including the project's reliance on existing knowledge in the field.
- Professional quality, originality and potential for anchoring and scalability.
- Solidity and feasibility of the overall project plan including plan for evaluation and dissemination.
- Qualifications and capacity of 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 on REGISTER AS ORGANISATIONAL APPLICANT. You will be asked to fill in a contact form, which will appear in a new window. Main applicant should only have one user profile. Use your work e-mail address for registration. After the registration you will receive an e-mail with username and password. You can now log in to NORMA. When you log in for the first time, you will be asked to change your password.

Applicants who have previously applied for a grant from NNF or have an active grant may already have a user profile in NORMA. If you are in doubt, an existing user profile can be retrieved by clicking FORGOT PASSWORD and entering an e-mail address. If you have a user profile in the system you will receive an e-mail with login information and a new password within 5–10 minutes.

A registered user that 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.



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

To initiate a new application, you first need to identify the call and grant you wish to apply for. In NORMA, go to the OPEN CALLS tab, which is located in the upper right corner of the screen. All currently available grants are visible in tabs that are sorted by NNF's overall grant areas.

Initiate an application by clicking the blue APPLY NOW button. Your draft application is then created and will remain a draft version until you actively submit the application.

You can create and subsequently edit a draft version of the application until the deadline. A draft application can be saved by clicking SAVE DRAFT and may be cancelled at any time up to the deadline by clicking the button CANCEL APPLICATION. An application is not submitted to NNF until an applicant has clicked SUBMIT.

The application comprises tabbed sheets that need to be completed but not necessarily in chronological order. Fields marked with a red star (*) are obligatory to fill in.

You can review the application at any time by clicking OPEN under MY APPLICATIONS on the NORMA front page. The whole application, including any currently entered data, can be downloaded as a PDF file by

clicking on APPLICATION PDF. Make sure the PDF is readable and formatted appropriately before submitting your application.

2.3 TEXT AND ILLUSTRATIONS

FILLING IN THE FIELDS

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.

APPLICATION TEXTS

Text from e.g. Word can be copied and pasted into most text fields of the application. It is, however, important to check that formatting, special letters and symbols have not been converted or lost in the text fields after copying and pasting. If the formatting looks wrong in NORMA and in the PDF, you can try to change all text to 'Normal' under the tab **FORMAT**.

Available functions for formatting text are at the top of the text fields. Some shorter text fields do not have the option to format.



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

ILLUSTRATIONS

Illustrations with figures/charts/tables/images etc. related to the project description can be uploaded under **PROJECT INFORMATION** (a maximum of four illustrations are allowed). Include illustration number and legend/caption for each illustration file when uploading. The illustrations will be integrated in the final application PDF.

The following file formats for illustrations are accepted in the system: JPG, JPEG, PNG, 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. A link can be found under 'Policies' in the top right corner of the window. 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. Fields in the application that are incorrectly completed or incomplete will be listed in a box at the top of the screen. Clicking on each individual line marked in red takes you directly to the incomplete field. The box will disappear when you select *SAVE DRAFT*. This allows you to continue with the application and submission.



A list of any incorrect or incomplete entries will be autogenerated when you click *SUBMIT*. Amending incorrect or incomplete entries can be time-consuming, so we recommend submitting applications well before the deadline.

If you wish to modify a submitted application before the deadline, it is possible to reopen the application. Be aware that the application must be resubmitted before the deadline. Applications cannot be modified after the submission deadline.

Once the application has been submitted, a confirmation of receipt will be sent to the e-mail address used for logging into the system. If you do not receive a confirmation of receipt (please check your spam folder), you should contact NNF as soon as possible using the contact details on page 3.

If you wish to withdraw a submitted application after the deadline you must contact NNF via e-mail, using the contact information on page 3.



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

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 INFORMATION

Enter information on the main applicant, any co-applicant(s) and administrating institution in the following tabbed sheets:

- Contact person
- Personal information
- Current institution
- Educational information
- Administrating institution
- Applicant information
- Co-applicant(s)



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.

MAIN APPLICANT

The main applicant must be the manager or project manager at a public institution and / or non-profit organization, including educational and knowledge institutions, associations or municipalities in Denmark.

CO-APPLICANT(S)

For this call, co-applicants are 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 confirm their status as co-applicants in the application.

- Go to the INVITATIONS link in the blue field on the left
- Click the + symbol and enter the name and e-mail address of the co-applicant
- Select CO-APPLICANT under ROLE in the drop-down menu
- Click INVITE
- Co-applicants will be contacted automatically through NORMA and asked to confirm their status as co-applicants

When the co-applicant accepts his or her status as co-applicant, additional fields will appear in the application. The CO-APPLICANT field includes information about co-applicant(s), including previous grants received from NNF. A short CV (maximum two pages) or an endorsement from the institution for each co-applicant can also be uploaded as a PDF file by clicking on CO-APPLICANT UPLOAD(S).

Either the co-applicant or the main applicant must complete the CO-APPLICANT field. Only one person can edit the application at a time.

If the co-applicant has confirmed participation but the information has not been entered in the CO-APPLICANT field NORMA will not include the co-applicant as part of the application. The main applicant must therefore check that the information about any co-applicant(s) is included in the application before submitting it.

Please start the process of inviting co-applicants well in advance of submission deadline.

3.2 PROJECT INFORMATION

Enter a description of the project under the PROJECT INFORMATION tab. A maximum of four illustrations can be uploaded here.

GRANT PERIOD

After you enter the start and end dates for the grant, NORMA generates a grant period in whole years. The grant period is the duration of NNF's grant for the project.

PROJECT TITLE

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

BRIEF PROJECT DESCRIPTION

Please provide a brief stand-alone summary of the project describing its purpose, target group and activities. (maximum 2000 characters, including spaces).

PROJECT DESCRIPTION

Please describe the project in detail. Applicants can design the project description in sections that make the most sense for the project. The project description may include a description of:

- **Purpose**

Describe the purpose of the project and how it supports the purpose of the call.

- **Background**

Describe existing knowledge on which the project is based, and how the project will contribute with new knowledge and learnings. If relevant describe how the project interact with existing initiatives in the field and whether there are opportunities for synergy and knowledge sharing.

- **Project method and plan**

Describe what you want to do and how - including a description of individual activities and how they fit into an overall plan in relation to the project's purpose. Describe how learnings, knowledge and experiences are collected during the project.

- **Evaluation**

Describe the expected outcome of the project and how this is evaluated. The yield may be set up as criteria of success. Describe expected yield for the project's target groups as well as the expected benefits in terms of building knowledge and experience and introducing new practices. Describe how the impact and benefit of the project (fulfilment of the success criteria) measured.

- **Knowledge sharing and anchoring**

Describe how it is ensured that the accumulated knowledge and experience is shared. Describe plans for the project and the accumulated knowledge when the project period ends.

(maximum 20,000 characters, including spaces).

Abbreviations should be defined at the first use, and preferably a list of abbreviations should be included in the project description.

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.

3.3 BUDGET

The budget only comprises of the information entered in the BUDGET tab. Additional budget information attached under UPLOADS or added under other tabs than BUDGET will not be considered.

Before you begin to fill in the budget template, enter GRANT PERIOD START DATE and GRANT PERIOD END DATE under the PROJECT INFORMATION tab and press SAVE DRAFT. The budget must be entered in budget years following the grant period and not calendar years.

Complete the budget as follows:

- Click on the blue OPEN/EDIT icon to open a budget in a pop-up window.
- Click the + key to add budget rows.
- Select one of the budget headings, enter an amount under VALUE (DKK) and specify what the amount is for under DESCRIPTION.
- All amounts must be stated in Danish kroner (DKK) without decimal points, commas or spaces. NORMA automatically inserts the thousands separator.
- In the first budget year, the costs are shown from the project start until 31 December. The first budget year can cover a period of 15 months if the project's start date falls within one of the last three months (October, November or December) of a calendar year. This ensures that the next budget year follows the calendar year.
- In the subsequent budget years, the costs are shown from 1 January to 31 December.
- The last budget year can cover a period of 15 months if the project's end date falls within one of the first three months (January, February or March) of a calendar year.
- Save and close the budget spreadsheet by clicking SAVE and CLOSE (in that order) and then return to the BUDGET tab.

Important: If you make any changes to the grant period after filling out the budget, you must clear the budget table before making the change to the grant period.

Any comments about the budget can be entered in the SUPPLEMENTARY INFORMATION field. The number of months covered by the budget in individual budget years should be specified here if they differ from 12 months.

Funding, both received and applied for, from the applicant's own organisation and from other sources should be entered under ADDITIONAL CONTRIBUTIONS FOR THE PROJECT. The amount entered should be the total sum for the entire grant period. The NNF does not allow double funding and there can be no budgetary overlaps between projects. It must be clearly described in the INFORMATION FOR ADDITIONAL CONTRIBUTIONS field what the additional contributions cover and how the project proposed in this application is different from the project already funded or applied for from other parties than NNF. If the applicant, post application submission, receives funding for the project or parts of the applied project from others, the NNF must be contacted as soon as possible.

The way in which the budget is set up influences any later financial reporting to NNF. Please note that the financial accounts must have the same headings as the budget posts in the application.



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

3.4 UPLOADS

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.

3.5 PREVIOUS AND CURRENT GRANTS FROM NNF

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 summarize how any of the grants are related to the current application.

If you have previously submitted other applications in the same calendar year, summarize how these applications are related to the current application.

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.