

novo  
nordisk  
fonden



# RESEARCH INFRASTRUCTURE

## Large equipment and facilities 2020

Information and guidelines for  
applicants

Research  
Infrastructure  
Large equipment  
and facilities 2020

## Table of contents

<b>1</b>	<b>RESEARCH INFRASTRUCTURE – Large equipment and facilities.....</b>	<b>4</b>
1.1	PURPOSE .....	4
1.2	AREAS OF SUPPORT.....	4
1.3	ELIGIBILITY.....	5
1.4	FUNDING.....	5
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 INFORMATION.....	10
3.2	PROJECT INFORMATION.....	10
3.3	BUDGET.....	11
3.4	UPLOADS .....	12
3.5	PREVIOUS AND CURRENT GRANTS FROM NNF .....	12

## 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 2020 is DKK 150 million.

### Application form opens:

December 11, 2019

### Application deadline:

February 4, 2020 at 2 pm

### Applicant notification:

- May 2020
- End of September 2020

### Earliest start date:

January 1, 2021

### Latest start date:

December 31, 2021

### Review committee:

External peer review

### Contact:

Kirsten Klüver

Senior Administrator

Phone: (+45) 3527 6674

E-mail: [kekv@novo.dk](mailto:kekv@novo.dk)

# 1 RESEARCH INFRASTRUCTURE – Large equipment and facilities

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.nvonordiskfonden.dk/en/content/conditions-grants>

## 1.1 PURPOSE

With the Research Infrastructure Programme, the Novo Nordisk Foundation wishes to strengthen the Danish research environment within biomedicine, biotechnology, and natural and technical sciences by supporting the establishment and maintenance of 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 in bioscience.
- Ensure that potential users have access to qualified technical assistance regarding the use of the facilities and/or equipment.
- Ensure that the facilities and/or equipment is continuously developed and maintained, after its implementation.
- Boost the nearby research environment, including companies (e.g. small and medium-sized enterprises (SMEs) and incubators), that cannot invest in this to the same extent.

Please note, that the Research Infrastructure Programme is meant to support the local research environments. National research infrastructures can be supported through the programme, but it should be specifically addressed in the application how a national initiative is preferable to a local initiative.

## 1.2 AREAS OF SUPPORT

The infrastructure applied for should support and cater for Danish research that lies within the overall strategy for the Novo Nordisk Foundation i.e. research and development with potential to improve the lives of people and the sustainability of society.

Specific overarching research fields can be:

- Basic biomedical research, clinical research or health research
- Natural and/or technical sciences with potential applications in biomedicine or biotechnology
- Life sciences promoting sustainability or biotechnology research
- Interdisciplinary sciences with potential applications in biomedicine or biotechnology

Infrastructure specifically supporting data science cannot apply within this call. Applications within this area are referred to the specific call for infrastructure supporting data science opening in January 2020.

### 1.3 ELIGIBILITY

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

The facility or equipment must be established at a research institution with expertise within the relevant field. This is to ensure, that the infrastructure can develop 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 three to five core collaborators, associated with Danish research environments, that are committed to be core users of the equipment or facility. This is to ensure that there will be enough users of the facility. Core collaborators signify persons for whom no funding is requested in the budget, but who will be involved in the proposal. In this context, an industrial partner could also be a core collaborator. Core collaborators must provide a letter of support and a short CV. Other collaborators relevant for the infrastructure should be mentioned in the project description but should not provide letter of support or CVs.

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

#### General rules for applications:

- a) An applicant may submit only one application per call.
- b) When applying for grants that do 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.
- c) 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 as soon as possible.
- d) It is not possible to hold more than one active grant of the same grant type. Researchers with an active grant of a specific type may be able to apply for a new grant of the same type during the final year of the grant, however, a new grant cannot be activated until the existing grant is completed and no longer active.
- e) It is permitted to hold two or more active grants of different types, i.e., researchers with an active grant may apply for a new grant of a different type.

### 1.4 FUNDING

Each grant can be of DKK 5-25 million, for a period of up to five years. Applications outside this budget range cannot be considered for funding. The total grant capital in 2020 is DKK 150 million.

Funding can be requested to cover expenses directly associated with the infrastructure as follows:

- **Equipment:** Purchase of equipment for the infrastructure.
- **Infrastructure:** Establishment and installation of the infrastructure. This may include minor modifications strictly 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).
- **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.
- **Direct administrative expenses;** up to 5 % of the total funding applied for:
  - can cover non-scientific, administrative expenses in relation to the project, such as accounting, administration related to payment of salaries and 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.

Please note that the following expenses **cannot** be covered by this grant:

- The applicant's own salary.
- Salaries for PhD-students, postdoctoral fellows or project researchers.
- Overhead, i.e. rent, electricity, water, maintenance etc.

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



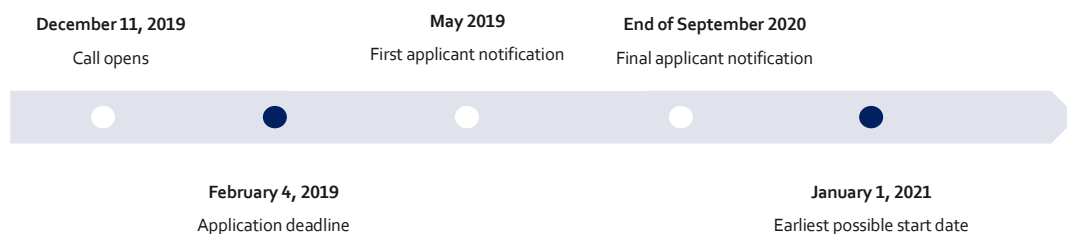
The grant may not be used to cover 'overhead' (i.e. rent, electricity, water, maintenance etc.)

## 1.5 LANGUAGE

The application and any additional uploads must be written in English.

## 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.



After initial evaluation, applicants that are not selected for external peer review will be notified in May 2020. 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.



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

## 1.7 ASSESSMENT CRITERIA

After initial evaluation selected applications are sent for external peer review by experts in the relevant fields. The applications will among other criteria be evaluated based on:

- scientific need for the infrastructure,
- state-of-the-art of the requested equipment,
- feasibility and suitability of the proposed organizational set up for the infrastructure, including expected use and maintenance,
- plan for accessibility to the infrastructure for the surrounding research community, including internal, external and industrial users, and
- scientific and managerial qualifications of the applicant(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 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](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

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 specific call.

### 3.1 APPLICANT INFORMATION

Enter information on the main applicant and administrating institution in the following tabbed sheets:

- Personal information
- Current institution
- Educational information
- Administrating institution
- Applicant information



Registering a new administrating institution in NORMA can take up to 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 well before the deadline.

#### MAIN APPLICANT

CV for the mail applicant can be maximum 4000 characters (including spaces, line breaks and special characters). Please include in the CV a short bibliographic overview summarizing total number of peer-reviewed publications, number of first authorships and corresponding authorships, number of citations and H-index.

#### PUBLICATION LIST

Maximum of 5.000 characters (including spaces, line breaks and special characters). Please only include the 10 most relevant publications. Include a complete author list for each publication with your own name highlighted. Applicants are strongly encouraged to provide a full list of publications in ORCID.

### 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. For this call up to 5 years.

#### 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). 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 reason for establishing the infrastructure, including an assessment of how the suggested infrastructure differ from any existing infrastructures available in the nearby research environment.
- The potential user group of the infrastructure including core users and other relevant users.
- A clear plan for how the infrastructure will be made available for a wider group of scientists, including scientists from other research institutions, SME's and incubators.
- The scientific and technical expertise within the relevant field at the research institution where the infrastructure will be established.
- The organization of the infrastructure, including a timeline for establishment, running and maintenance of the infrastructure and a description of a steering committee.
- 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.
- A clear plan for data management.
- Permits from public authorities needed to establish the infrastructure, if relevant.
- A plan for how the infrastructure will be embedded, used and financed after the grant has ended.

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.
- 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.

Funding, both received and applied for, and potential co-financing 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.



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

### 3.4 UPLOADS

- Signed letters of support from core collaborators stating their contribution and commitment to using the applied for infrastructure (*Support letter*).
- Short CV's for 3 to 5 core collaborators, not exceeding 2 pages each (*Short CV*).
- A signed letter of support from the hosting institution taking responsibility for establishing and embedding the infrastructure within the institution as well as 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*).

**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.