



**NOVO NORDISK FOUNDATION  
LAUREATE RESEARCH GRANTS 2023**

Information and guidelines for  
applicants

Research  
Grants  
2023

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## Information about the call

Award amount  
Up to DKK 50 million per grant

Application form opens:  
24 June 2022

Application deadline:  
Stage 1: 24 August 2022  
Stage 2: 4 January 2023 (*invited applicants only*)

Applicant notification:  
Stage 1: October 2022  
Stage 2: June 2023

Earliest start date:  
1 October 2023

Latest start date:  
1 July 2025

Review committee:  
[Committee on International Research Leader Grants](#)

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# 1 Novo Nordisk Foundation Laureate Research Grants 2023

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

NNF Laureate Research Grants are for outstanding established scientists to come to Denmark to strengthen their groundbreaking research programs. The goal for Laureate Research Grants is to make substantial contributions to the funding needed for new scientific directions and breakthroughs within biomedicine and biotechnology. NNF Laureate Research Grants are intended to enable exceptional researchers to conduct larger and longer-term projects, as well as to facilitate collaboration across scientific and geographic borders.

## 1.2 AREAS OF SUPPORT

The NNF is seeking to support outstanding scientists working within any area of biomedical and/or biotechnological sciences. Research within biotechnology can be related to medical and/or non-medical uses of the technology. The scientific program can involve basic, translational, clinical and/or epidemiological research.

## 1.3 ELIGIBILITY

### Eligibility – An applicant:

- must be a principal investigator with an independent research program that s/he has directed for 7 or more years in total.
- must be employed as a scientist outside of Denmark at a public or private research institution, or at a commercial organisation.
- must expect the work time at the host institution to be at a level of at least 75 % of a full-time position
- must, if awarded a Laureate Research Grant, establish her/his principal research group in Denmark as soon as possible and latest within two years after receiving the grant.
- may have any nationality.
- may have visiting faculty status in Denmark that must end by May 1, 2023.

- may at the time of application be associated with a Danish university as an affiliated professor not receiving salary from the institution.
- The project must be anchored at a university, hospital, or other non-profit research institution in Denmark.

**Ineligibility – An applicant:**

- may not have an employed position in Denmark or a completed contract for employment in Denmark during the entire two-stage application process.
- may submit only one application to the Novo Nordisk Foundation for an Investigator Grant (e.g. Ascending Investigator, or Distinguished Investigator, NNF Young Investigator Award, 'Start Package Grant' or 'RECRUIT Grant') during an overlapping application and review period. If an applicant submits more than one of the above-mentioned applications for simultaneous review, only the first application submitted will be evaluated, while the subsequent applications will receive administrative rejections. However, if an applicant for a NNF Laureate Research Grant receives a rejection in stage 1, the researcher may then apply for a different NNF Investigator Grant for which the researcher is eligible.

## 1.4 FUNDING

Grants of up to DKK 50 million for projects lasting up to 7 years.

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

- salaries, including for the grant recipient
- tuition fee
- direct project costs, including materials/consumables and purchase of services
- equipment costs
- travel expenses in relation to relocation and for project-related work
- conference participation including related travel expenses
- publication costs
- bench fee
- direct administrative expenses for the grant (up to 5% of the funding applied for)

**NNF will not award funding for:**

- commercial activities
- overhead

See section 3.5 for detailed description of budget posts and creation of budget.

## 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.

### Application stages

The application process consists of two stages. Following stage 1 up to four selected applicants will be invited to stage 2. Stage 2 applicants prepare a comprehensive research proposal that will be assessed by the Foundation's review committee and by external peer reviewers and are invited for interviews by the review committee.

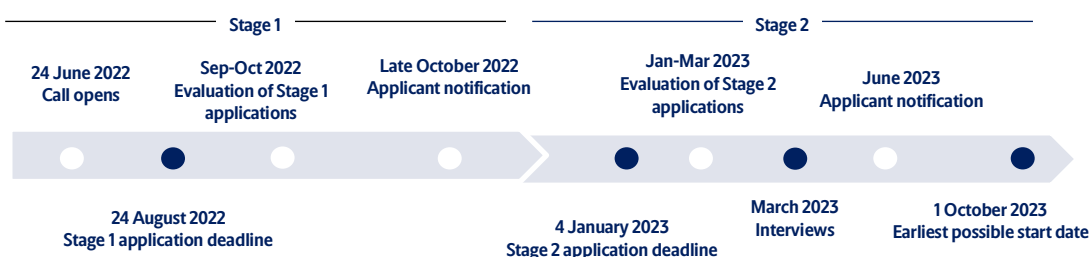
*Please be aware that all material will be exposed to review committee and potential peer reviewers.*

### Important dates for stage 2 applications:

The deadline for stage 2 applications will be 4 January 2023. Applicants invited for stage 2 will be notified by the end of October 2022.

Stage 2 interviews will take place in Denmark in March 2023. Applicants will briefly present their proposed research programs as part of the interview

Timeline:



When all applications have been assessed, applicants will be notified by e-mail. 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

Evaluation of both the stage 1 and stage 2 applications will emphasise scientific quality, originality, potential impact, and integration in and benefit to the Danish research environment. Selection of NNF Laureate Research Grantees will be based on the scientific excellence of both the investigator and the proposed research program.

**Stage 1**

Major aspects of the stage 1 application are:

- the scientific achievements and track record of the applicant
- the goals and significance of the proposed research program
- the scientific questions to be addressed and an outline of the research to occur
- a description of the benefits of conducting the research in Denmark and consideration of a potential host institution

**Stage 2 (*Invited applicants only*)**

Stage 2 applicants will need to identify a host research institution within Denmark that is suitable and beneficial for their research. Discussions between the candidate and the host institution must result in a letter of commitment from a host institution to be used as part of the stage 2 application.

The major elements planned for the stage 2 application are:

- a comprehensive research program proposal, including a description of the planned research group and plans for research collaboration
- a letter of commitment from the host institution in Denmark.

Please refer to Chapter 3 for details about the content of the application.

## 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* 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 the main applicant. Information about the applicant is collected 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.

**CV** can be maximum 4,000 characters.

Please provide your brief CV including:

- Education
- Employment history
- Recent research funding
- Supervision/training/teaching activities
- A short bibliographic overview summarising total number of peer-reviewed publications, number of first/corresponding/senior authorships, number of citations without self-citations.

**Publication list** can be a maximum of 5,000 characters.

Please provide the complete reference information for your most important recent publications (up to 10). Applicants are strongly encouraged to provide a full list of publications in ORCID.

**Supplementary Information** (under Applicant Information – maximum 2,000 characters):

In this field, please describe your motivation(s) for applying for an NNF Laureate Research Grant and relocating to Denmark. These can be related to scientific opportunities, personal reasons, etc.

#### Previous and current grants from NNF (if relevant)

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.

### 3.2 INSTITUTION

The project must be anchored at a university, hospital, or other non-profit research institution in Denmark.

**Stage 1:**

Enter the institution in Denmark that is the planned or desired host institution in Denmark. The Department/Institute and/or Division at the Danish host institution may be included if known. Information entered for the host institution in stage 1 is not binding and can be changed for a stage 2 application.

**Stage 2:**

The host institution in Denmark that will administrate the grant is entered in this section. It is necessary for the Department/Institute/Division where you will be employed to be included. A letter of commitment from the host institution should be uploaded. Please see section 3.6 for details on the commitment letter.



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.

### 3.3 STAGE 1 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

(maximum 10,000 characters including spaces)

Please describe your proposed research program. Elements to be included are:

- The research questions and objectives of the research program
- The most relevant scientific background
- An outline of the research to be conducted (with an estimated timeline). Include in the outline:
  - The general experimental approaches
  - The main research methods and technologies to be utilized and developed
  - A brief description of the research group and collaborations needed for this program
- Discussion of experimental outcomes and significance
- Consideration of the benefits of conducting this research program in Denmark
  - If you have any existing or planned collaboration(s) with researchers in Denmark, please describe them briefly

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

**BUDGET**

A detailed budget is not required for the stage 1 application.

**APPENDICES:**

There are no appendices for the stage 1 application.



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

### 3.4 STAGE 2 PROPOSAL *(Invited applicants only)*

After receiving an invitation, you will have access to the stage 2 application form in NORMA. It is an expanded version of your stage 1 application, and some fields are prefilled. The full stage 2 application includes a more comprehensive project description, a detailed budget, and upload of a signed hosting letter.

**PROJECT DESCRIPTION**

(maximum 50,000 characters including spaces)

*Please include:*

- Vision of the research program
- Research questions/hypotheses
- Objectives
- Background that is most relevant for this research
- Research outline for 7 years
  - Primary experimental designs and procedures
  - Methods and technologies to be utilized and developed
  - Infrastructure, facilities, and larger equipment needed
- Discussion
  - Experimental outcomes
  - Risks and alternative approaches that may be needed
- Significance and potential impact

*As a separate section in this field, please describe:*

- Collaborations and expected synergies for the research program
  - Current or previous research partners
  - Planned new research partners
- Contribution to the Danish research ecosystem

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

### 3.5 BUDGET (Stage 2 only)

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, please 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.

Justification, explanation, and comments to the budget can be entered in the 'SUPPLEMENTARY INFORMATION' field. It is important that the requested funds are justified, well described, and align with the described project.

The total amount applied for should be up to DKK 50 million (~USD 7 million, ~EUR 6.7 million), which should be equally distributed between the budget years. Annual budget amounts can vary if needed (e.g., due to relocation or equipment costs).

Include sufficient information and detail for the planned use of the funding to be clear.

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

- **Salary;** for the main applicant.
- **Salary;** for research and technical assistance, including senior researchers, assistant and associate professors, postdoctoral researchers, PhD students, technicians and pre-graduate scholar. For any positions that will be less than full-time, include the employment percentage in the Description field.
- **Tuition fee;** for PhD students (up to DKK 80,000 per budget year) - must be specified separately in the budget.
- **Operating expenses;** e.g. lab consumables, chemicals and reagents, research animals, sequencing/proteomics and other analysis services directly related to the project.
- **Equipment;** required for the project.

- **Conference participation;** for travel and registration expenses in relation to presenting the project at conferences and workshops.
- **Travel;** travel expenses directly related to the project, i.e. experiments carried out in other labs for a limited period.
- **Publication costs;** of results emanating from the research project.
- **Relocation expenses;** personal and professional moving costs.
- **Bench fee;** see instructions below
- **Direct administrative expenses;** (up to 5 % – see instructions below)

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

Documentation that the administrating institution has a general bench fee policy should be included in the stage 2 application in a Hosting Letter from the administrating institution enclosed as 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

### 3.6 APPENDICES (*Stage 2 only*)

#### **Letter of Commitment from the Host Institution** (*Mandatory*)

As part of the complete Laureate Research Grant application, stage 2 applicants must include a Letter of Commitment from the host institution, signed by the head of the host department (Institute Leader) and the head of the faculty (Dean).

The letter must describe the support of the host institution and department for the application. Please explain the significance that this new scientist and her/his research program will have for the department and institution.

Information regarding the commitments and contributions that the scientist and her/his research group will receive in the event of a successful NNF Laureate Research Grant must be included. Please address the most important laboratory and facility needs described in the application as this will enable the review committee to assess the ability of the proposed research to be carried out at the new institution.

Documentation that the administrating institution has a general bench fee policy should be included in the Hosting Letter (if applied for) from the administrating institution enclosed as link or appendix. An unspecified bench fee without documentation will not be accepted.

#### **Publication list** (*Optional*)

In case the space in the application form is too limited for your publication list, please upload the full list as an appendix.

**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.



## 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.