

Guidelines for applicants  
**NON-DIABETIC  
ENDOCRINOLOGY -  
COLLABORATIVE PROJECT  
GRANTS 2025**



## Facts about the call

Total amount available for granting:  
DKK **53** million

Amount available per grant:  
**From DKK 5 million to 10 million**

Call opens:  
**18 March 2025**

Call closes:  
**5 June 2025, 14:00 Copenhagen time**

Applicant notification:  
**September 2025**

Earliest start date:  
**1 October 2025**

Latest start date:  
**1 September 2026**

### **Review committee:**

Committee on Endocrinology and Metabolism

### **Contact:**

Fiona Goldizen

Grant Manager

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



All Grant Recipients must comply with the [‘General Terms and Conditions’](#) for grants from the Novo Nordisk Foundation (the Foundation).

The Foundation will treat all applicant and application information confidentially. Read more about how the Foundation processes personal data under ‘privacy & security’ in the online application system, NORMA. See how to access NORMA in section 2 of these guidelines.

You can find more information about the Foundation’s application and granting process at the [NORMA Help Centre](#). Detailed information about the different parts of the application is available in NORMA.



# 1 NON-DIABETIC ENDOCRINOLOGY - COLLABORATIVE PROJECT GRANTS

## 1.1 Purpose

The purpose of the grants is to facilitate synergy between the research partners, positioning Denmark at an international level in improving prevention and care for patients with non-diabetic endocrine disorders. The objective is to advance the field of non-diabetic endocrinology in Denmark and enhance patient outcomes for those affected by related endocrine conditions.

With this grant Danish researchers specialising in clinical endocrinology beyond diabetes will have the opportunity to initiate collaborative research projects with partners both within Denmark and internationally with the overall ambition to develop the area.

### **FOCUS ON COLLABORATION**

Collaborative projects are essential for obtaining the grant. The application must therefore describe how the collaboration is pivotal in addressing the challenge, as well as how each applicant contributes to the research project. This collaborative nature should be evident in the description of the project.

## 1.2 Areas of support

The research projects must be clinical and collaborative and focus on endocrine disorders within e.g. thyroid, calcium metabolism, pituitary/adrenal/neuroendocrine, reproduction and women's diseases. Projects within diabetes research are **not** eligible.

## 1.3 Eligibility

The research project must address a challenge within the area of clinical non-diabetic endocrinology. This could be accomplished by establishing national cohorts and/or infrastructure or by other means. International scientific and clinical collaboration on the research project is strongly encouraged.

### THE MAIN APPLICANT

- The main applicant must be **anchored at a Danish university hospital**.
- Main applicants must be **at a minimum at the postdoc level** or have an equivalent clinical research position.

### CO-APPLICANT(S)

- There must be **a minimum of one co-applicant from a university hospital in Denmark or abroad**.
- The project can include up to three additional co-applicants from hospitals, universities or non-profit research institutions in Denmark or abroad.

### PLEASE NOTE

An individual can only be the main applicant on one application, and co-applicant on one application for this call in 2025.

Applicants can only apply as the main applicant for one of the following three calls in 2025:

- Non-Diabetic Endocrinology – Collaborative Project Grants
- Steno Collaborative Project Grants
- Project Grants in Endocrinology and Metabolism

A main applicant with an active Non-Diabetic Endocrinology - Collaborative Project Grant can apply for a new Non-Diabetic Endocrinology - Collaborative Project Grant during the final year of the active grant. The new grant cannot be activated until the existing grant is completed and no longer active.

## 1.4 Funding

A total of up to DKK 53 million is available for grants between DKK 5 million and DKK 10 million for projects lasting from 3 to 5 years.

**Applicants may apply for funding for the following types of expenses directly related to the project:**

- **Salary of a qualified substitute clinician** to undertake clinical responsibilities of the main applicant/PI.
- **Salary for research and technical assistance**, such as postdoctoral researchers, PhD students, technicians, nurses, project managers, and research-year students (up to DKK 150,000 per budget year). Salary for co-applicants can be applied for. However, researchers in permanent positions cannot receive funding for their own salary.
- **Tuition fee** (up to DKK 80,000 per year, per PhD student)
- **Operating expenses**, for example, consumables, materials, expenses relating to clinical trials, services, access to registries, access to laboratory facilities, databases and infrastructure etc.
- **Equipment** required for the project (up to DKK 200,000 per budget year)
- **Collaborative activities**, for example, project related meetings, seminars and exchange of personnel that will strengthen the collaboration between partners of the programme.
- **Communication and outreach** in the form of conferences, books, articles and other dissemination directly related to the project.

- **Travel for an extended period** by the applicant, co-applicants or project staff to i.e. carry out experiments at the lab of a collaborator. The applicant, co-applicant(s) or researcher(s) working on the project can travel to the institution of an international co-applicant or vice versa. (Up to 10% of the total budget, for travel expenses directly related to the project for travel, relocation costs, and living abroad expenses for health insurance, visa, etc.)
- **Travel expenses** in relation to the project, e.g. conference and workshop participation and presentation of research results (up to DKK 50,000 per budget year)
- **Publication costs** (up to DKK 50,000 per budget year)
- **Project supplement for research grants** (Danish universities only)
- **Bench fee** (not applicable to Danish universities)
- **Administrative support** (not applicable to Danish universities)

#### **Full-time equivalents (FTEs)**

For each salary entry, please specify the FTE in years within the designated FTE field. This will indicate the proportion of a full-time position that the project funding will support for each year of the grant period. One full-time employee for one year equals 1.0 FTE.

#### **Bench fee** (not applicable to Danish universities)

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 [eligible to apply for salary]. It may only be used for expenses related to the research project which cannot be included within another individual budget category. Bench fee may account for a maximum of DKK 8,000 per month per FTE. 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

**PLEASE NOTE** that bench fee cannot cover rent, administrative support, representation, social contributions etc. A valid bench fee policy in line with the Foundation's requirements must be available at the time of application, and this official documentation from the administrating/co-applicant's institution must be provided upon request.

#### **Project supplement for research grants:** (Danish universities only)

The project supplement contributes to the coverage of indirect costs at Danish universities, and replaces budget posts such as administrative costs, bench fee and parental leave.

More information on the joint model for project supplement is found at [Universities Denmark's website](#). Questions related to the project supplement should be directed to the research support units at your university.

**Administrative support** (not applicable to Danish universities)

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

**The Foundation will not award funding for:**

- Salary for the main applicant in most cases. If the main applicant is a Postdoc, they can request funding for their salary.
- Commercial activities
- Overhead/indirect costs (such as rent, electricity, water and maintenance)
- Double funding of projects:
  - If the applicant has received funding for the proposed project from other sources, in part or in full, this must be accounted for in the budget, as no budgetary overlaps are allowed
  - If an identical or overlapping project proposal has been submitted to other funding institutions than the Foundation, it must be noted in the application
  - If the applicant receives funding for the project, or parts of the project, from other sources following submission of the application to the Foundation, the Foundation must be informed immediately

## 1.5 Language

The application and all additional materials must be submitted in English.

## 1.6 Application process

When all applications have been assessed, applicants will be notified about whether 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 used when creating a profile in NORMA.

**PLEASE NOTE:** The Foundation does not provide feedback in case an application is declined.

## 1.7 Assessment criteria

NNF's Committee on Endocrinology and Metabolism will primarily assess the applications based on the following criteria:

- Scientific originality and relevance
- Scientific or broader societal impact, specifically the potential for implementation in clinical practice
- Scientific approach
- Scientific environment and collaboration
- Background and expertise (relative to career stage) of the applicant

If you have an active grant from the Foundation, this may be taken into consideration in the evaluation of your application for a new grant. In general, it is recommended that the main applicant has delivered results on the active grant(s) before submission of a new application to the Foundation. If you apply while having an active grant from the Foundation, 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). This information should be included in the **Project Description**.





## 2 The application and grant management system NORMA

### 2.1 Creating and submitting an application

The Foundation uses the application and grant management system NORMA:

<https://norma.novonordiskfonden.dk>

If you do not have a user profile in NORMA, you can create one by clicking **Register** on the login page. The main applicant should only have one user profile. Please use your work e-mail address for registration.

The registered user who submits an application will be legally responsible for the truthfulness of the content of the application.

You can find guidance on how to create and submit an application at: [NORMA Help Centre](#).

If you experience technical problems and cannot find a solution in the NORMA Help Centre, please contact NORMA Support: [norma-support@novo.dk](mailto:norma-support@novo.dk).



## 3 Application content

This section provides guidelines on the content required in the sections of the online application form for this call. Detailed information about the different parts of the application is available in NORMA.

### 3.1 Applicant

The **Applicant** tab pertains to information about all those involved in an application, meaning the main applicant or contact person applying on behalf of an organisation/institution as well as any co-applicants.

**CV for main applicant:** can be a maximum of 4,000 characters.

Please include in your CV: A short bibliographic overview summarizing total number of peer-reviewed publications, number of first authorships, number of corresponding authorships, number of citations, and h-index.

**Publications list** (for main applicant/PI). Can be a maximum of 5,000 characters (including spaces, line breaks and special characters). Please only include the 10 most relevant publications for evaluating your merits. Include a complete specification of all authors for each publication with your own name highlighted. Applicants are strongly encouraged to provide a full list of publications in ORCID.

**Supplementary Information** (under Applicant Information). This field can be utilized to describe special circumstances regarding your application that the evaluation committee should be aware of, e.g. current terms of employment. Please do not include any personal information of a sensitive nature, e.g. illnesses, family conditions etc.

### 3.2 Co-applicant(s)

For this call, at least one co-applicant is required for the application. Co-applicants are expected to actively participate in organising and implementing the project and should, consequently, be allocated a share of the grant. The project description should clearly describe the role of all co-applicants, and the budget should clearly indicate the co-applicants' allocation 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.

Please note that co-applicants can read, edit and upload information into the application portal, **but only the main applicant is able to submit the final application.**



**Inviting co-applicants can be time-consuming.**

Please invite any co-applicant(s) as soon as possible and well in advance of the submission deadline.

### 3.3 Institution

Please provide information about the institution where the grant will be administered. This institution is where the main applicant will be employed during the grant period, and the institution that will ultimately be responsible for administering and allocating the grant, including budgeting, financial reporting and staff supported by the grant.



**It can take up to five working days to register a new administrating institution in NORMA.**

The application cannot be submitted before the institution has been registered.

### 3.4 Proposal

Describe the project using the fields in the **Proposal** tab.

**BRIEF PROJECT DESCRIPTION**

(Maximum 2,000 characters, including spaces, line breaks and special characters).

**PROJECT DESCRIPTION**

The project description can be up to 20,000 characters including spaces and should describe the following under specific headings:

**Background/introduction**

The proposed research, including its relevance for the grant aim, and hypothesis to be addressed.

### **Expected outcome and feasibility**

The aim is to strengthen clinical research with a substantial potential for impact on patients and/or people at risk, and the application should describe the expected outcome of the research project, including:

- To what extent and how the project is expected to affect patients/people at risk (include numbers affected).
- The potential and feasibility for changing clinical practice.
- The expected reach of impact; nationally and/or internationally.

### **Scientific quality and novelty**

The application must include a description of:

- The relevance and timing of the project, including a brief overview of existing knowledge on the research subject.
- A thorough description of trial design including, where relevant, power calculations and considerations on sample sizes.

It is encouraged to include preliminary data to support the underlying hypothesis.

### **Clinical Trials**

If the project involves clinical trials, please note that:

- The clinical trials must conform to good clinical practice guidelines (GCP).
- Clinical relevance and scientific quality is imperative, and a detailed protocol including calculation of power, data management plan, and plan for statistical analysis of data must be included.
- All clinical trials that receive a grant from the Novo Nordisk Foundation must be registered at ClinicalTrials.gov or Clinical Trials Information System (CTIS).
- In case of industry sponsored material(s) there must be a written agreement (before project start) between the researcher and the industrial partner ensuring the researcher full ownership of obtained data and the rights to publish independently of the industry sponsor.
- When the clinical trial ends, the anonymized data must be made available to other researchers through public databases such as the Zenodo open data repository (CERN) or other equivalent databases.
- If an application for the clinical trial previously has been unsuccessfully applied for at the Novo Nordisk Foundation, it is imperative that it is described how the application has been improved since last submitting the proposal.
- An applicant can submit an application to the foundation before all legal approvals have been obtained, but the grant cannot be activated until all approvals from the relevant public authorities have been obtained. If a grant is not activated within one year following the date of the grant letter, the grant will be considered annulled.

### **Applicants and collaboration**

Collaborative projects are essential for obtaining the grant. The application must therefore describe how the collaboration is pivotal in addressing the challenge, as well as how each applicant contributes to and interacts in the research project, in a way that creates synergy. This collaborative nature should be evident in the description of the project.

The application must therefore include a description of the applicants and their collaboration, including:

- The expertise, role and contribution of each participant,
- How the collaboration between the applicants contributes to synergy and to reaching the common aim,
- How the collaboration will take place practically, including for instance in experimental or analytical activities, by co-funding, and by sharing of in-kind resources.
- How on-going knowledge sharing, and networking will take place.
- An organizational outline of the research project, and how the research groups are particularly well suited to address the proposed challenge. Please also include clearly defined leadership functions and reporting structures.

#### **Research plan**

The application must include:

- A project plan including a timeline for the expected milestones of the research project, preferably with specific outputs and outcomes.
- Considerations on project continuation after the end of this funding.

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

#### **ILLUSTRATION UPLOADS**

A maximum of four illustrations can be uploaded here.

The following file formats for illustrations are accepted in the system: JPG, JPEG, PNG and BMP. The maximum accepted size for each illustration is 50 MB and 1050\*1650 pixels.

#### **LITERATURE REFERENCES**

Please provide the reference information for the literature cited in the project description (maximum 8,000 characters, including spaces, line breaks and special characters).

#### **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 1,000 characters, including spaces, line breaks and special characters).

### **3.5 Budget**

Enter the project grant period, and the budget template will become available.

Only budget information submitted via the **Budget** tab will be considered in the review process. Any additional budget information attached under **Appendices** (or any other tabs) will not be considered.

### 3.6 Appendices

- Hosting letter from the institution of the main applicant (that will function as the administrating institution if granted), signed by the management, must be uploaded. The letter must confirm that the project will take place at the given institution and that the institution will provide the required infrastructure, such as laboratory and office space, and administration of the grant.
- Letters of support from all co-applicants, signed by the co-applicant's management, must be uploaded.

If the main applicant or the co-applicants are Head of Department or otherwise part of the management, the hosting letter or letter of support must be signed by someone from the management level above the main applicant/co-applicant.

**All uploads must be in PDF format.** NORMA automatically places these uploads at the end of the application. Appendices other than those specified here are not permitted and will not be included in the evaluation.