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PROJECT GRANTS FOR ART HISTORY RESEARCH

Information and guidelines for applicants

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Information about the call

Grant capital:
DKK 3 million

Application form opens:
25 October 2021

Application deadline:
13 January 2022 at 2 pm

Applicant notification:
Mid-April 2022

Earliest start date:
1 May 2022

Latest start date:
30 April 2023

Review committee:
Committee on Research in Art & Art History

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1   PROJECT GRANTS FOR ART HISTORY RESEARCH

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 purpose of this grant is to give talented researchers within art history the opportunity to carry out research projects of high academic quality that can make a significant contribution to the field of art history in Denmark.

The Novo Nordisk Foundation (NNF) supports art history research projects of 1-3 years duration.

1.2   RESEARCH FIELDS
Project proposals can address art history research within all periods from prehistoric to modern times in a Danish or International context. The project proposal must demonstrate academic relevance for the research environment at the Danish host institution.

Projects within architecture and design will be taken into consideration if you sufficiently account for the project's relevance for the visual arts.

The Foundation does not support projects within preservation or archaeology.

The research project can be an independent project or a clearly defined part of a larger project.

Funding may also be applied for publication of international, English language books within art history research via the Danish host institution.

1.3   ELIGIBILITY
To be eligible you must work within the field of art history research and be anchored at a university, museum or other knowledge institution in Denmark (administrating host institution) during the grant period.

The application must have one main applicant who is the primary grant recipient. However, the project grants are also open to one or more co-applicants who contribute academically to the project and who will receive a financial share of the grant as detailed in the application. The same eligibility requirements above also apply to co-applicants. See section 3.1 for how to invite co-applicants. The administrating host institution will be responsible for transferring funds to any co-applicants.

The project must involve significant research activity and be feasible at the host institution throughout the duration of the project period.

An applicant may submit only one application per call.

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.

If a project receives a grant, the grant agreement must be signed by the main applicant and the head of the administrating host institution, unless they are the same person. It is the responsibility of the main applicant, that the head of the administrating institution has seen and agreed to the submitted application.

1.4   FUNDING

A total of DKK 3 million is available for funding of research projects. In case NNF receives a large number of qualified applications for large scale projects including co-applicants, it is possible to expand the total grant budget to up to DKK 5 million.

The projects must be of a duration of 1, 2 or 3 years. Applicants are encouraged to make use of the 3 years available for this grant and apply for projects of a longer duration within this timeframe, allowing time to conduct thorough research.

You must clearly indicate in the application whether you are applying for funding of a 1-, 2- or 3-year project grant (indicated in budget years and not calendar years). If a project has a duration of less than one year, i.e. 6 months, it must still be applied for as a project grant of up to 1 year.

The budget frame is DKK 100,000–1,500,000.

Applications for funding below DKK 100,000 will not be considered.

It is strongly recommended that you liase with your administrating host institution regarding the budget.

Funding can be requested to cover:
- **Salary**
    - Salary for applicants that do not have permanent employment.

- Salary for a substitute. Permanent employees can apply for salary funding for a substitute to undertake some of the responsibilities of the applicant during the project period. However, always in accordance with existing rules at the host institution.
    - Salary for co-applicants, same rules as above.
    - Salary for scientific or student assistance.
- **Operating expenses** such as materials, equipment, database access, museum access, books, computer etc.
- **Conference participation**, including registration, travel and accommodation, maximum DKK 50.000 per year.
- **Travel expenses** for research/study trips abroad. If a study visit is incorporated in the project, the purpose of the visit must be clearly described in the project description.
- **Dissemination** of results emanating from the research project.
- **Publication expenses** for international, English language books/anthologies/articles
- **Organisation of small-scale workshops/symposia** in connection with the research project.
- **Administrative support:** For administrative support of the grant, an amount up to 5% of, and included in, the funding applied for from NNF may be included in the budget.
  The administrative support:
    - 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.

Funding cannot be requested to cover:
- Installation and organisation of art exhibitions;
- Expenses for organisation of large-scale conferences;
- Expenses solely for workshops/symposia;
- Tuition fees;
- Salary for supervisors or mentors; or
- Overhead (e.g. rent, water, electricity, heating, maintenance).

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

1.5   LANGUAGE
The application system is in English, but applications can be submitted in either Danish or English. The language chosen will not influence the assessment 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.
Further information and guidelines on required project information can be found in chapter 3.2.

| **25 October 2021** | | **Mid-April 2022** | |
| Call opens | | Applicant notification | |

| | **13 January 2022** | | **1 May 2022** |
| | Application deadline | | Earliest possible start date |

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.

Due to a large numbers of applications received by NNF, it is not possible to provide feedback
to individual applicants regarding unsuccessful applications.

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

1.7 ASSESSMENT CRITERIA

NNF's Committee on Research in Art & Art history will evaluate the applications.

The evaluation committee will pay particular attention to the following aspects of the project
proposal:
-   Originality, quality and methodology;
-   Academic qualifications of the applicant;
-   Feasibility of the project, including relevance of project for research environment at host
    institution; and
-   Eligibility and merit of any co-applicants.

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 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.

> ⚠ 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. From the Applicant portal in NORMA, scroll down to the OPEN CALLS section, where all currently available calls are visible. Use the search filters at the top of the section to filter by e.g. overall funding area or geography.

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 Applicant Portal in NORMA. 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 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 Word, for example, 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.

The 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.

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

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

PERSONAL INFORMATION

Main applicants should provide their full name, title, phone number, e-mail address, date of birth, gender and nationality.

ORCID (Open Researcher and Contributor Identifier) is a global database for researchers and science author and entering your ORCID number is only relevant for research projects. Please note that funding for research projects is not available in all calls for applications (see possibilities for funding in subsection 1.4).

EDUCATIONAL INFORMATION

Enter details of the main applicant's highest educational degree achieved using the drop-down menu. If you need to enter details for another degree, select OTHER from the drop-down menu.

The INSTITUTION field lists many of the education and knowledge institutions in Denmark. If the educational institution with the highest achieved degree does not appear when you search the list, check MY INSTITUTION IS NOT ON THE LIST and then enter the name of the education institution in the field displayed.

CURRENT INSTITUTION

Main applicants should enter the contact details of their current workplace. In many cases the contact information in the CURRENT INSTITUTION and ADMINISTERING INSTITUTION tabs may be identical.

The INSTITUTION field lists many of the education and knowledge institutions in Denmark. If the relevant institution does not appear when you search the list, check MY INSTITUTION IS NOT ON THE LIST and then enter the name of the institution in the field displayed.

If you are not currently employed at an institution, check MY INSTITUTION IS NOT ON THE LIST and enter your current employment status, e.g. "freelance" or "unemployed".

EXPERIENCE

Please provide a brief CV (maximum 2,500 characters) with details of relevant educational, business and practical experience. In some projects it will be relevant to highlight the merits of the main applicant; in other projects it may correspondingly be relevant to mention capacity, results and the merits of the institution that is applying.

Please 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. Exhibitions, artworks and other non-written publications should not be included in this field.

In the field "Summary of own research", you may briefly summarise (maximum 2,000 characters) any relevant experience or research carried out by the main applicant or project group.

The field "Supplementary information" can be utilised if there are special circumstances regarding your application that the review committee should be aware of, i.e. current terms of employment. Please do not include any personal information of sensitive character, i.e. illnesses, family conditions etc.

Please note this section should address the evaluation criteria covering the qualifications and capacity of the applicant and the applicant's institution.

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

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

CO-APPLICANT(S)
For this call, a number of co-applicants are allowed for the application. Co-applicants participate actively in organising 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 (REFEREE cannot be used for this call)
- 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.

An application cannot be submitted unless the co-applicants have accepted their invitation. Similarly, if the number of co-applicants exceed the maximum number allowed, the application cannot be submitted.

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

> ⚠ Please note that co-applicants can read, edit and upload information in the entire application but cannot submit the application.

ADMINISTRATING INSTITUTION
Enter the contact details for the administering institution (host institution). The host institution administers and takes responsibility for the project's budget and personnel and is typically the institution at which the majority of the project takes place. In many cases the contact information in the CURRENT INSTITUTION and ADMINISTERING INSTITUTION tabs may be identical.

The INSTITUTION NAME field lists many of the education and knowledge institutions in Denmark. If the relevant institution does not appear when you search the list, click on THIS LINK to register the host institution on NORMA.

Enter any details at the bottom of the tab about any supplementary contact person for the project at the host institution.

> ⚠️ 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.

3.2   PROJECT INFORMATION
Describe the project using the following fields on the PROPOSAL tab:

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 2,000 characters, including spaces).

PROJECT DESCRIPTION
Describe the project in detail here (maximum 10,000 characters, including spaces).

The project description must be entered into the field called 'project description' and cannot be uploaded as a separate document.

Please note that the maximum number of characters for the project description is **10,000 characters** including spaces and line breaks. Your project description must therefore be very concise and to the point and describe the overall project idea without too many details.

The project description can include:
-   Purpose;
-   Hypothesis;
-   Methods; and
-   Relevance of the project for the host institution/research field.

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

ILLUSTRATION UPLOADS
Illustrations with figures, charts, tables, images etc. related to the project description can be uploaded under PROPOSAL (a maximum of four illustrations are allowed). Include the illustration

number and a legend or 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 and BMP. The maximum accepted size for each illustration is 1050*1650 pixels and 50 mb each.

LITERATURE REFERENCES
Please provide the reference information for the literature cited in the project description (maximum 4,000 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 by NNF (maximum 1,000 characters, including spaces).

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

3.3 BUDGET
The budget reflects the project activities. The budget only comprises of the information entered in the REQUESTED BUDGET tab.

GRANT PERIOD
The budget template will be correctly generated once you have entered the Grant Period Start Date and Grant Period End Date, which can be found under the REQUESTED BUDGET tab under PROJECT PERIOD, and pressed SAVE DRAFT. You must provide these dates, before entering any information in the budget. The budget must be entered in budget years following the grant period and not calendar years.

REQUESTED BUDGET OG BUDGET DETAILS

- To access the budget template press the blue 'Open / Edit' icon
- Press the '+' icon to add budget rows
- For each budget row, choose a budget post from the drop down menu, specify details for the post under "Description", and enter the amount under 'Value'.
- All amounts must be stated in Danish Kroner (DKK) without decimals.
- When entering DKK amounts, do not use periods, commas or spaces.
- Save and close the template when the budget is completed.

Important: If you wish to make any changes to the grant period after filling out the budget, you <u>must</u> clear the budget table <u>before</u> 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.

ADDITIONAL CONTRIBUTIONS FOR THE PROJECT
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.

Please note that the budget format will correspond to the following financial report to the foundation; the financial report must consist of the same entries as the budget in the application.

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

September 2021

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.