



# PROJECT GRANTS FOR ART HISTORY RESEARCH

Information and guidelines for  
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## Information about the call

Grant capital:  
3 DKK million

Application form opens:  
24 October 2023

Application deadline:  
16 January 2024 at 2 pm

Applicant notification:  
Mid-April 2024

Earliest start date:  
1 May 2024

Latest start date:  
30 April 2025

Review committee:  
Committee on Research in Art & Art History

Contact:  
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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.

## 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 publications as part of the research project.

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

The application must have one main applicant who is the 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 3.2 for how to invite co-applicants. The administrating host institution will be responsible for transferring funds to any co-applicants.

It is also possible to include postdocs in the project, financed as part of the project.

### **General rules for applying**

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.

Applicants are encouraged to apply for large scale collaborative research projects and to make use of the 3 years available for this grant, allowing time to conduct thorough research.

The projects must be of a duration of 1, 2 or 3 years. 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 100,000–2,000,000.

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

It is strongly recommended that you liaise 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 (project employees).
- **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.
- **Publication costs**, dissemination of results emanating from the research project.
- **Collaborative activities**, such as organisation of small-scale workshops/symposia in connection with the research project.
- **Bench fee**, max. DKK 1,100 per month per FTE. 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. 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; and
- **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

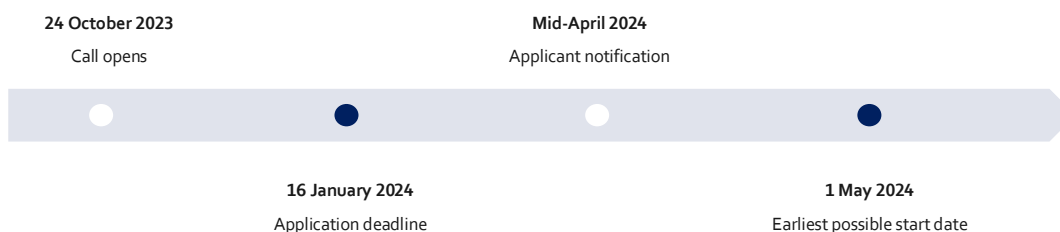
The application system is in English, but applications can be submitted in either Danish or English. The language chosen will not influence the assessment of the application.

## 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.



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](mailto: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 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 user name 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 autogenerated when you click SUBMIT. 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 all those involved with an application, meaning the main applicant or the contact person applying on behalf of an organisation/institution as well as any co-applicants. Information about each applicant is collected through individual tasks in the APPLICANT DETAILS-section, detailing experience, publication history, application history with NNF, etc.

#### APPLICANT DETAILS

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.

#### Personal details

The main applicant should provide information on their full name, title, phone number, work e-mail address, date of birth, gender, and nationality under PERSONAL DETAILS. Some of the fields may have been transferred from the user profile. 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.

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.

### **Current institution**

Main applicants should enter the contact details of their current workplace. If the educational institution does not appear when you search the list, click on [THIS LINK](#) to register the host institution in NORMA.

If you are not currently employed at an institution, please name your host institution for the project and state clearly in the application, that you will be employed at the institution if you receive the grant.

### **EXPERIENCE**

Please provide a brief CV (maximum 4000 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, main applicant, granted amount, status and relevance to this application.

## **3.2 CO-APPLICANT(S)**

For this call, a number of co-applicants may be either required or 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 by the main applicant and subsequently enter their

details in the system. Please follow the instructions in NORMA on how to invite co-applicants to your application. The main applicant can invite co-applicants under CO-APPLICANT INVITATIONS under the APPLICANT tab.



Note that inviting co-applicants can be time-consuming. Please start the invitation process as soon as possible and well in advance of the submission deadline

When the co-applicant accepts his or her invitation and has registered as a user in NORMA, they will gain access to the application. In addition, they will be assigned an APPLICANT DETAILS-task, available under MY TASKS from the APPLICANT PORTAL in NORMA. With this task, co-applicants should input details such as their institutional affiliation, work and publication history, application history with NNF and will be able to upload supporting documents such as an endorsement from the institution.

Co-applicants will only be able to edit their own APPLICANT DETAILS-task, as well as make changes to the main application. The main applicant, on the other hand, can review and edit all Applicant Details-tasks for the application including those for co-applicants.

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 task 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.

### 3.3 INSTITUTION

Please provide information about the institution where the grant will be administrated. This institution is where you will be employed during the grant period and the institution which will be responsible for budgeting, accounting, and staff supported by the grant.

In case the application receives funding both main applicant (grant holder) and the leader of the administrating institution shall sign the grant agreement.

The ADMINISTERING INSTITUTION field lists many of the education and knowledge institutions in Denmark. If the educational 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.

### 3.4 PROPOSAL

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

A maximum of four illustrations of 50 mb each can be uploaded here. Accepted formats are .jpg, .png, .gif, .bmp.

### LITERATURE REFERENCES

Please provide the reference information for the literature cited in the project description (maximum 8,000 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.

## 3.5 BUDGET

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

### 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. Click on OPEN BUDGET and 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, 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.

Any comments about the budget can be entered in the SUPPLEMENTARY INFORMATION field.

### 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.

### 3.6 APPENDICES

If bench fee is applied for, you must include documentation that the administering institution has a general bench fee policy. An unspecified bench fee without documentation will not be accepted.

**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.

Oktober 2023

## 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.