

# STENO NORTH AMERICAN FELLOWSHIPS 2024 – ROUND 1

Information and guidelines for  
applicants

STENO  
NORTH  
AMERICAN  
FELLOWSHIPS  
2024 – ROUND 1

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## Information about the call

Grant capital:  
DKK 6,5 million

Award amount  
Up to DKK 1,5 million per grant

Application form opens:  
29 November 2023

Application deadline:  
23 January 2024, 2 pm (CET)

Applicant notification:  
Ultimo April 2024

Earliest start date:  
1 July 2024

Latest start date:  
1 July 2025

Review committee:  
Committee on Endocrinology and Metabolism

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# 1 STENO NORTH AMERICAN FELLOWSHIPS

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

With this call, the Novo Nordisk Foundation invites ambitious researchers to apply for a *Steno North American Fellowship* within clinical diabetes research.

The purpose of the *Steno North American Fellowships* is to:

- Strengthen the transatlantic collaboration and clinical research on caring for and treating diabetes patients and enhance synergies across the partner research institutions.
- Give the institutions/research communities the opportunity to exchange methods and ideas.
- Promote the researcher's academic development, e.g. by obtaining training on specific topics and sharing knowledge in an international research environment focused on clinical and translational diabetes research.

*Steno North American Fellowships* is a transatlantic collaboration enhancing synergies between the partner institutions for the benefit of people living with diabetes.

The three North American partner institutions are:

- ***Joslin Diabetes Center/ Beth Israel Deaconess Medical Center (BIDMC), Boston, US***
- ***University of Toronto, Canada***
- ***University of Michigan, US***

The five Danish partner institutions are ***the Steno Diabetes Centers in Denmark:***

- *Steno Diabetes Center North Denmark*

- *Steno Diabetes Center Aarhus*
- *Steno Diabetes Center Odense*
- *Steno Diabetes Center Zealand*
- *Steno Diabetes Center Copenhagen*

The fellowship offers researchers, affiliated to one of the partner institutions, the opportunity to dedicate from 3 months to 1½ years to practice research at one of the other transatlantic partner institutions.



## 1.1.1 THE PARTNER INSTITUTIONS

### **Joslin Diabetes Center / BIDMC, US**

Joslin Diabetes Center is an independent, non-profit institution affiliated with Harvard Medical School, and one of 16 NIH-designated Diabetes Research Centers in the U.S. Joslin is world-renowned for its deep expertise in diabetes treatment and research. Joslin's 300 researchers, working in 30 labs, are dedicated to finding a cure for diabetes and its complications. The clinicians treat more than 23,000 patients each year and help those patients manage their diabetes with the most advanced protocols available. Joslin develops and disseminates innovative patient therapies and scientific discoveries throughout the world. The mission is to ensure that people with diabetes live long, healthy lives and find a cure.

### **University of Michigan, US**

The University of Michigan (UM) is Michigan's largest public, state-assisted university. Founded in 1817, UM is one of the nation's premier research universities. Michigan Medicine/UMHS was founded in 1848. It includes the Schools of Medicine, Dentistry, Nursing, Pharmacy, Social Work, and Public Health and Institutes of Gerontology and Mental Health Research. Michigan Medicine includes four teaching hospitals (University Hospital, Cardiovascular Center, Cancer Center, and Women and Children Hospital). Recently, Michigan Medicine added two affiliate health centers in Grand Rapids (Metro Hospital) and in Midland (Mid Michigan). The extended footprint allows UM to provide care to more patients and more diverse populations.

There is a wealth of tradition and discoveries in Diabetes Research at University of Michigan with a substantial group of world-renowned, productive, and well-funded scientists in diabetes, diabetic complications, obesity and metabolism (The Diabetes Community), and ranks among the top institutions in the world for diabetes, obesity and metabolism-related research. This successful group of researchers totals over 350 faculty members (mostly at the Medical School, but also including researchers at the School of Public Health, Central campus, and the Engineering School). The Michigan Diabetes Research Center (MDRC) supports and strengthens research, training, and outreach in the field of diabetes, and its complications, including cardiovascular disease.

### **University of Toronto, Canada**

The University of Toronto has a rich history of diabetes research dating back to the discovery of insulin and its clinical implementation in 1921 and 1922, respectively. To bridge the many resources in the University of Toronto's multiple hospitals and research institutes, the Banting and Best Diabetes Centre (BBDC) was established in 1978 as an extra-departmental unit of the Faculty of Medicine, University of Toronto with the primary objective of advancing diabetes research, education, and patient care across the University's diverse faculties, clinical institutes, and research institutes. The research and educational resources of the BBDC represent the ideal focal point for an international trainee or junior faculty seeking an outstanding experience to launch a clinical research career in diabetes.

As a mission, the BBDC brings together researchers and health professionals across multiple University of Toronto affiliated disciplines to lead discoveries in patient-oriented research, large-scale clinical trials and basic science across the affiliated hospitals and research institutes. It has dedicated research teams that aim to develop novel treatment paths to cure diabetes or prevent its complications (including regenerative medicine and cell-based therapies), and to identify innovative ways to manage diabetes (including clinical trial networks) and improve the lives of those living with the diabetes (including traditional and innovative clinical research designs such as implementation and health services research).

BBDC clinical researchers have a long history of high-impact clinical research in type 1 and type 2 diabetes – highlights include coordination of major multinational clinical trials that include cardiovascular outcome trials in type 2 diabetes, major leadership roles in the Diabetes Control and Complications Trial in type 1 diabetes, and its core leadership in Diabetes Action Canada, a national Strategy for Patient-Oriented Research (SPOR) with multiple objectives to transform the lives of Canadians with diabetes. The BBDC has the infrastructure and resources to support international trainees with clinical research career goals in diabetes to be part of an expansive research community, participate in formal educational activities across the city and across faculties, and to engage in high-impact research initiatives in Toronto and across Canada.

### **The five Steno Diabetes Centers, Denmark**

Since its establishment in 1932 the aim of the Steno Memorial Hospital has been to implement research results to improve diabetes treatment. The results have improved the prognosis of diabetes patients, contributed significantly to understanding the disease and its complications, and inspired treatment guidelines globally. Diabetes research has been the major driver in improving diabetes care with significant reductions in mortality and the development of diabetic complications.

During the past years another four Steno Diabetes Centers have been established in Denmark – from January 1<sup>st</sup> 2019 there are five Steno Diabetes Centers in Denmark; in Copenhagen, Aarhus, Odense, Aalborg and Zealand, respectively. The five Steno Diabetes Centers are operated by the respective regions of Denmark, where they are situated, and they are part of the Danish public health care system. Over the next years, all five Steno Diabetes Centers will further increase the amount of diabetes research and the quality of treatment.

The Steno Diabetes Centers have created large national networks. As the centers are strengthened, it is desired and recommended to enhance international collaboration and networking. Therefore, it was suggested to establish the *Steno North American Fellowships*.

## 1.2 AREAS OF SUPPORT

The research must be clinical and/or translational, and the focus of the project must be relevant to diabetes.

## 1.3 ELIGIBILITY

The *Steno North American Fellowship* only applies to researchers affiliated to one of the partner institutions. Further, the applicant must apply for a fellowship “across the Atlantic”, meaning, researchers affiliated at one of the three North American institutions (*Joslin Diabetes Center / BIDMC, University of Toronto, University of Michigan*) can apply for a fellowship at one of the five Steno Diabetes Centers in Denmark, and vice versa.

### The successful candidate

- Is a senior postgraduate researcher/ Postdoc/ Researcher/ Senior Researcher/ Assistant Professor/ Associate Professor/ Professor.
- Has solid, documented experience and deep interest in diabetes research.
- Is excited to take this opportunity to boost his/her own career and expand the research network.
- Is employed at one of the partner institutions:
  - ***Joslin Diabetes Center/ BIDMC***
  - ***University of Toronto***
  - ***University of Michigan***
  - ***Steno Diabetes Center North Denmark***
  - ***Steno Diabetes Center Aarhus***
  - ***Steno Diabetes Center Odense***
  - ***Steno Diabetes Center Zealand***
  - ***Steno Diabetes Center Copenhagen.***

## 1.4 FUNDING

Structurally, the *Steno North American Fellowships* are ‘flexible’ grants in the sense, that the applicant, in agreement with both the partner and the home institution, decides the length of the fellowship. Further, the applicant must make sure that both the partner institution and home

institution approves the budget in the application. Please note, it is not possible to add new budget posts after receiving a grant.

A total of up to DKK 6,5 million is available for grants lasting from 3 months up to 1 ½ years. A maximum of DKK 1,5 million can be applied for per grant, corresponding to a maximum of DKK 500,000 for a 6-month period.

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

- **Salary** for the applicant, including pension and holiday, according to current agreements and regulations.
- **Operating expenses** directly related to the project, e.g. consumables and minor equipment.
- **Conference participation** that is directly related to the project, including registration and travel, max. DKK 50.000 per budget year.
- **Publication expenses** of results deriving from the fellowship, max. DKK 50.000 per budget year.
- **Travel and relocation costs**; max. DKK 50.000 per year for recipient and possibly family.
- **Living abroad expenses** for health insurance, visa, etc. for recipient and possibly family, max. DKK 50.000 per year abroad. If traveling with children an additional DKK 50.000 per year can be included.
- **Direct administrative expenses** of up to 5% may be included in the budget. For the budget to be submitted in NORMA the direct administrative expenses must not exceed 5% for each individual budget year.

**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 an Official Document or Hosting Letter from the partner institution enclosed as a 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

**NNF will not award funding for:**

- commercial activities
- overhead



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

## 1.5 LANGUAGE

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

## 1.6 APPLICATION PROCESS

### Before applying

The applicant must establish contact with a Principal Investigator (PI) at the desired partner institution, who will be the applicant's primary research contact for the duration of the fellowship. This should ensure placement for the potential grant recipient at a hosting institution. The applicant should work with the host PI from the partner institution on the research proposal in the application. And the partner institution should provide a Hosting Letter stating commitment to hosting the applicant, and endorsement of the research project. The applicant must also confirm their home institution's support through a Letter of Support, signed by the management at the home institution. The applicant should ensure that the home institution agrees to administering the entire grant should the applicant be selected, see more under Appendices, item 3.5.

### Important

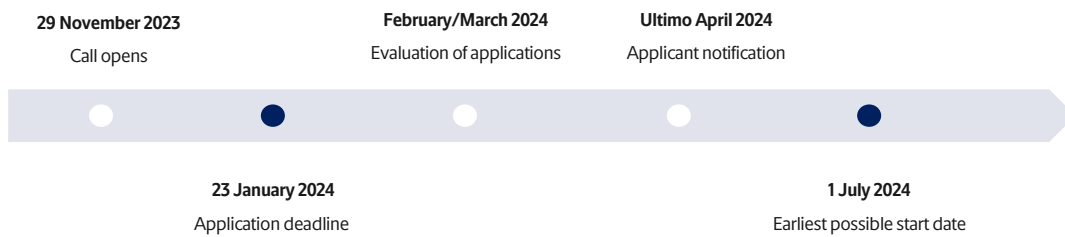
The Foundation will not claim ownership of or rights to any intellectual property generated by the activities the *Steno North American Fellowships* supports

### Applying

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.



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 [norma-noreply@novo.dk](mailto:norma-noreply@novo.dk) to the e-mail address entered on initial registration.

### Applying for visas

If selected for a grant it is recommended to start the application process for visas early to give yourself extra time to gather all needed documents. It is the grantees responsibility to apply for visas.

In relation to housing, the grantee is responsible for finding housing and is advised to contact the Partner Institution if guidance is needed.



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

## 1.7 ASSESSMENT CRITERIA

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

- A description of the collaboration and its relevance and how the applicant will be included in the research project at the partner institution.
- The merits of the applicant relative to career stage and a description of how she/he will benefit from the fellowship.
- Project description, including purpose and methods.
- The quality, novelty and the significance and potential impact of the project.
- Detailed budget.

If you have an active grant from NNF, this may be taken into consideration in the evaluation of your application for a new grant. In general, it is recommended that the Grant Recipient has delivered results on the active grant(s) before submission of a new application to NNF. If you apply, while having an active grant from NNF, 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).

## 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 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 all those involved with an application, meaning the main applicant or the contact person applying on behalf of an organization/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.

#### 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.

## 3.2 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.



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 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 TITLE

Please provide a short title for the project (maximum 150 characters, including spaces).

### BRIEF PROJECT DESCRIPTION

Please provide a brief stand-alone summary of the project describing its purpose, target group and activities (maximum 2000 characters, including spaces).

### PROJECT DESCRIPTION

The project description should describe (maximum 20,000 characters, including spaces):

- The research that will be conducted at the transatlantic institution and how project will benefit from the exchange and how the exchange will contribute to strengthening the transatlantic collaboration.
- A description on how the collaboration will take place practically, including experimental activities during the stay.
- A description of the network, synergies, impact and future prospects of the exchange.
- A description of any collaboration with third parties and any funding obtained from third parties.

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

### LITTERATURE REFERENCES

Please provide the reference information for the literature cited in the project description (maximum 4000 characters, including spaces).

### LAY PROJECT DESCRIPTION

Please provide a brief summary for non-experts in lay language. If the application is awarded a grant, the text may be used for publication (maximum 1000 characters, including spaces).



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

### 3.4 BUDGET

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, 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.

Funding, both received and applied for, from the applicant's own organisation and from other sources should be stated. 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.



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

### 3.5 APPENDICES

#### Required hosting and Support Letters:

- 1 signed Hosting Letter from the partner institution, signed by the management, including endorsement of the proposed research project.
- 1 Letter of Support from the home institution, signed by the management, that confirms its role in administrating the fellowship throughout the period, and support of the applicant and the project.

Please, do **not** upload any other documents.

**All uploads must be in PDF format.** NORMA automatically places these uploads at the end of the application. Please respect the page limitation and the upload requirements stated in the call. Uploads in excess of these limits may not be considered for evaluation.

### 3.6 APPLYING FOR VISA(S)

*Please see below for helpful links when applying for visa(s). Please always consult the appropriate authorities (such as consulates and embassies).*

From/ To	Links
From Canada or the United States to Denmark	<a href="https://www.nyidanmark.dk/">https://www.nyidanmark.dk/</a>
From Denmark to Canada	<a href="https://www.canada.ca/en">https://www.canada.ca/en</a>
From Denmark to the United States	<a href="https://travel.state.gov/">https://travel.state.gov/</a>

November 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.