



# Transdisciplinary Approaches to Mobility and Global Health

Joint call 2024



## Table of contents

<b>1</b>	<b>TRANSDISCIPLINARY APPROACHES TO MOBILITY AND HEALTH – JOINT CALL – 2024</b> .....	<b>4</b>
1.1	PURPOSE .....	4
1.2	AREAS OF SUPPORT .....	5
1.3	ELIGIBILITY .....	6
1.4	FUNDING .....	7
1.5	LANGUAGE .....	8
1.6	APPLICATION PROCESS .....	8
1.7	ASSESSMENT CRITERIA .....	9
<b>2</b>	<b>THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA</b> .....	<b>9</b>
2.1	USER REGISTRATION .....	9
2.2	CREATING AN APPLICATION .....	10
2.3	TEXT AND ILLUSTRATIONS .....	10
2.4	SUBMITTING THE APPLICATION .....	11
<b>3</b>	<b>APPLICATION CONTENT</b> .....	<b>12</b>
3.1	APPLICANT .....	12
3.2	CO-APPLICANT(S) .....	13
3.3	INSTITUTION .....	13
3.4	PROPOSAL .....	14
3.5	BUDGET .....	15
3.6	APPENDICES .....	17

## Information about the call

### **Award amount**

Pilot grants up to EUR 50,000 each

Full grants between EUR 500,000 and EUR 1,500,000 each

### **Application form opens:**

29 November 2023

### **Application deadline – Phase 1 – Pilot project:**

25 March 2024, 2 pm Central European Time

### **Applicant notification Phase 1 – Pilot projects:**

June 2024

### **Earliest start date for Pilot projects:**

1 August 2024

### **Application deadline – Phase 2 – Full proposal:**

4 March 2025, 2 pm Central European Time

### **Applicant notification – Phase 2 – Full proposal:**

Early July 2025

### **Earliest start date for Full projects:**

August 2025

### **Latest start date for Full projects:**

February 2026

# 1 TRANSDISCIPLINARY APPROACHES TO MOBILITY AND GLOBAL HEALTH – JOINT CALL – 2024

This call is initiated jointly by the three independent private foundations Wellcome (UK), the Volkswagen Foundation (Germany) and Novo Nordisk Foundation (NNF, Denmark).

The present guidelines are intended to assist you in the application process when applying for a grant in this call. 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.

Note that applicant and application information will be accessible to, and, if necessary, transferred between all three foundations. We will treat all applicant and application information confidentially. Read more about how we process personal data under ‘privacy & security’ in the online application system, NORMA. See how to access NORMA in section 2 of these guidelines.

Recipients of grants from NNF must comply with ‘General Terms and Conditions’:

<http://www.novonordiskfonden.dk/en/content/conditions-grants>

Recipients of grants from Volkswagen Foundation must comply with ‘Funding Principles’:

<https://www.volkswagenstiftung.de/en/funding/information-grant-recipients>

Recipients of grants from Wellcome must comply with Wellcome’s funding policies as stated in the award letter: <https://wellcome.org/grant-funding/guidance/grant-conditions>

## 1.1 PURPOSE

The increased mobility of populations (including voluntary and forced mobility) leads to opportunities and challenges in global health. These include preparedness and adaptation of local health systems to respond to health care needs of mobile populations, adequate policy responses, and cooperation between governments and (non-profit) organisations to ensure continued and improved health care to everyone, regardless of their status and current geographical location. Securing global health is furthermore inevitably interlinked with a range of ethical and social challenges that need to be studied.

The purpose of this call is to promote multi-perspective research on how mobility and health are interlinked, influencing the general health, various health determinants and the well-being of local and mobile populations, and how the effects of mobility could be addressed in a sustainable way.

In this call we want to foster research that benefits the field of Global Health, creating additional value beyond the funding period and supporting societal transformations by translating research into practice. We aim to fund projects that are highly original, risky, and innovative, and which address understudied and underfunded research areas with novel methods and approaches.

As we believe that social scientists together with life and health scientists can only address various health topics only jointly, we want to support work that crosses the boundaries between disciplines. This call invites projects which aim not only to bridge the difference between disciplines, but also break geographical divides through mutual learning and equity. We expect researchers to build research teams based on what expertise is needed to solve the addressed research question(s).

We want to fund research that enables scientists and scholars from the so-called High-Income Countries (HICs) and Low and Middle-Income Countries (LMICs)<sup>1</sup> to work together in equitable partnerships and in which all parties benefit from the joint research endeavour.

## 1.2 AREAS OF SUPPORT

The umbrella theme Mobility and Global Health includes research on health-related questions regarding the mobility of people (migrants, refugees, health tourists, (un)documented workers etc.), its effects and repercussions, and various aspects of mobility of populations. Furthermore, projects on how ideas/concepts that influence Global Health move beyond borders and how they affect societies are welcome. The mobility of animals and goods, and what this means for the spread of animal and vector-borne diseases and their effects on human populations may also be investigated.

The applicants are not limited to, but could use the following sub-themes as inspiration to develop high-impact research projects:

- Projects to inform research priorities, policies and interventions aimed at addressing access to prevention, diagnostics, and challenges of continued care for non-communicable diseases, including mental health and infectious disease co-morbidities, among migrants for work, persons displaced due to conflict, disasters or climate change.
- Understand, in a One Health perspective<sup>2</sup>, the role of mobility and international trade of goods, live animals and agricultural products for public health recognizing the interconnection between people, animals, plants, and their shared environment as well as the ethical and systemic components and adaptation strategies.

Projects are encouraged to understand, develop and assess novel methods and approaches across different disciplines to benefit research into mobility including, for example, ethical aspects, data quality, cost, feasibility and participatory opportunities.

With these sub-themes, we aim to encourage innovative transdisciplinary work that includes active participation and collaboration of researchers from various disciplines as well as non-academic stakeholders such as policymakers, practitioners, and community members. We want

<sup>1</sup> According to the World Bank classification <https://blogs.worldbank.org/opendata/new-world-bank-country-classifications-income-level-2022-2023>

<sup>2</sup> 'One Health' is an integrated, unifying approach to balance and optimize the health of people, animals and the environment. It is particularly important to prevent, predict, detect, and respond to global health threats such as the COVID-19 pandemic. Source: <https://www.who.int/news-room/questions-and-answers/item/one-health>

to facilitate research that aims to address complex real-world problems that cannot be fully understood or solved by any single discipline alone. The focus should be on co-creation of knowledge and the blending of diverse perspectives, integrating academic and non-academic knowledge, transforming disciplinary boundaries and the developing of new conceptual frameworks.

Click here for [Frequently Asked Questions](#) and [short descriptions of projects awarded in the previous joint call](#).

### 1.3 ELIGIBILITY

A qualified application should meet the following requirements:

- The scientific background of the participating project team members is not restricted and should be based on the needs of the projects. The transdisciplinary nature of the project, e.g., between life sciences and social sciences, must be demonstrated in the application.
- The consortium must consist of one main applicant and 2 to 4 co-applicants.
- The number of co-applicants in LMICs must match (or exceed) those in HICs, meaning that minimum two co-applicants must be from research institutions located in LMICs<sup>3</sup>.
- The main applicant must be an established researcher within his/her field of research.
- Due to statutory limitations, the foundations are restricted to the following:
  - Volkswagen Foundation will only be able to award grants with the main applicant from a research institution in Germany.
  - For Novo Nordisk Foundation, the geographical location of the main applicant is not restricted. However, at least one of the applicants should be from Nordic region (Denmark, Finland, Iceland, Norway, Sweden).
  - For Wellcome, the geographical location of the main applicant and co-applicants is restricted to the UK and Low-or-Middle Income countries.
- Co-applicants can be researchers at different stages of their academic careers; however, a PhD or Master student cannot be a co-applicant.
- A significant part of the research must be performed locally in LMICs and include close collaboration with local communities, stakeholders, and other relevant actors.
- NGOs and/or NPOs (non-profit organizations) can be collaborators in the projects and must be subcontracted by a research institution.

The main applicant is the researcher who formally submits the application in the application system (NORMA) on behalf of all project partners. The scientific project leader need not be the same as the person who submitted the application.

A co-applicant is a researcher taking part in the research project and thereby receives a share of the grant according to the budget.

A collaborator in the project is an external institution, NGO or NPO which performs an assignment for the project and is subcontracted by the main applicant or one of the co-applicants.

---

<sup>3</sup> According to the World Bank classification <https://blogs.worldbank.org/opendata/new-world-bank-country-classifications-income-level-2022-2023>

The payment of the pilot grant or the full grant will be made to the main applicant who submitted the application. The main applicant will thereafter transfer shares of the grant to the project co-applicants according to the budget submitted in the application. The main applicant is legally responsible for the grant and for the transfer of the shares of the grant to the partners in the project according to the budget. The payment of the grant will be made by one of the funding foundations to the main applicant.

## 1.4 FUNDING

### Phase 1 – Pilot Project

Pilot grants of EUR 50,000 for up to 7 months period will be awarded to the shortlisted applicants, who will be invited to form consortia, design the final project, and submit a full project proposal by **4 March 2025**, 2 p.m. Central European Time.

Each of the funding foundations will independently award a number of pilot grants.

Pilot grants can be used for salary, proof-of-concept type experiments, writing protocols, travel, meetings, and workshops aimed at preparation of the full project proposal.

### Phase 2 – Full project proposal

The foundations will award project grants between EUR 500,000 – 1,500,000 per project for projects of 3-5 years duration. Each foundation will award grants independently.

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

- Up to 50% of the salary for the main applicant and co-applicants.
- Salary for scientific, technical, laboratory and administrative personnel. For senior researchers up to 50% of the salary can be applied for<sup>4</sup>.
- Salary for Postdoctoral researchers (up to 100% of the salary).
- Salary/stipend for PhD students (up to 100% of the salary).
- **Important:** Where PhD funding is requested, applicants should be able to demonstrate what training and mentorship will be made available to the student by the main applicant or co-applicants.
- Tuition fee for PhD students where applicable.
- Travel expenses in relation to the project, i.e. consortium meetings, project meetings, partner institution visits, field work and data collection, site visits, conference and workshop participation, presentation of research results, etc.
- Operating expenses directly related to the project, e.g., consumables, materials, samples, and services.
- Minor equipment that is essential for conducting the research.
- Publication and dissemination of research results.
- Public engagement activities (science communication).
- **For projects funded by NNF:** Direct administrative expenses - max 5% of total budget. Direct administrative expenses are expenses that are directly related to the project applied for, e.g., costs towards accounting, budgeting, control, payment of salaries, purchasing, hiring, financial reporting and auditing on the project.
- **For projects funded by Volkswagen Foundation:** 10% overheads for universities and research institutions (not to non-university research institutions) can be applied for. Use category “Indirect administrative expenses” to apply for overhead.

---

<sup>4</sup> Exceptions can be made for senior researchers from the LMICs.

- **For Wellcome-funded grants**, please see the overhead eligibility policy here: <https://wellcome.org/grant-funding/guidance/overheads-policy>

**Please note that the following expenses CANNOT be covered by this grant:**

- expenses not directly related to the project,
- commercial activities,
- overhead if the project is to be funded by NNF.

**IMPORTANT!** The specific grant agreements, describing the terms and conditions of funding, will be signed between the grant recipient and one of the three foundations, following each foundation's individual grant-giving procedures.

## 1.5 LANGUAGE

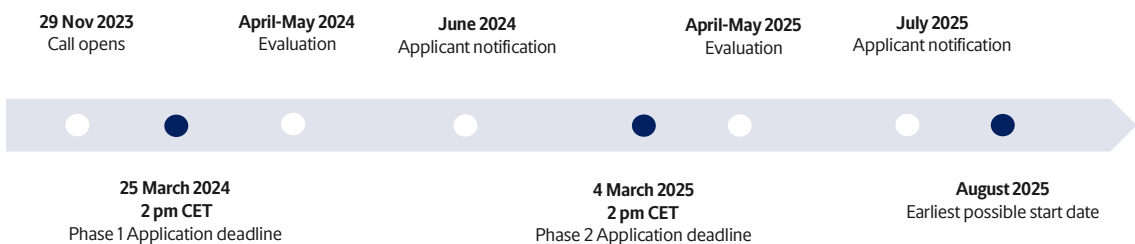
The application and any additional uploads must be written in English.

## 1.6 APPLICATION PROCESS

The application must be completed and submitted using NNF's online application and grant management system, NORMA, which can be accessed from:

<https://norma.novonordiskfonden.dk>

Further information on how to access and navigate in NORMA can be found in chapter 2.



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. Successful applicants for Wellcome funding will be required to register with Wellcome's grant system to access funds. Applicants will be notified of this by Wellcome staff in the course of the process.



Feedback will not be provided in case an application is not selected for Stage 2. Brief feedback will be provided after Stage 2.

As part of the Phase 2 evaluation, the main applicant and one co-applicant will be invited to an interview in May 2025 to present and discuss their proposed research projects with the review committee and the foundations.



## 1.7 ASSESSMENT CRITERIA

Phase 1 applications will be evaluated internally.

Phase 2 applications will be evaluated by an international panel comprising of invited experts within the relevant fields.

The following assessment criteria will be considered in both stages:

- Quality, novelty, and feasibility of the project proposal.
- Research subject defined locally and involving the local community.
- Potential outcome of the project appreciated locally and benefiting the community.
- Involvement of local actors, communities, and other relevant stakeholders in the project, and already at the stage of problem formulation.
- Equity in research inputs and benefits between HICs and LMICs.
- Sufficient budget for the project duration and fair distribution of funding between LMICs and HICs.
- Engagement of early career researchers into exchange programmes between LMICs and HICs.
- Aiming for societal transformations by translating research outcomes into practice and policy.
- Establishing synergies, sustainable changes, and capacity building in both HICs and LMICs.
- Inclusion of specific impact measures and outcome evaluations.
- Indication of transfer potential for future research and innovative initiatives.

The foundations reserve the right to refuse to review applications that do not follow the formal requirements.

## 2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA

Sections 2 and 3 provide guidance on completing and submitting an application through NNF's online application and grant management system NORMA. Section 2 contains general technical information, while section 3 contains information specific to the individual call. All the fields of the application form must be completed in accordance with these guidelines and the instructions in NORMA.

### 2.1 USER REGISTRATION

NORMA can be accessed through links on NNF's website or directly at:

<https://norma.novonordiskfonden.dk>

Before you begin, please read the instructions on the login page.

If you do not have a user profile in NORMA, you can register by clicking REGISTER from the login-page. Here you can also retrieve forgotten passwords by clicking the FORGOT PASSWORD-link. The main applicant should only have one user profile. Please use your work e-mail address for registration. After registration, you will receive an e-mail with your username and a

temporary password, which you can then use to log in to NORMA. After logging in for the first time you will be asked to provide a password of your own choosing.

A registered user who submits an application is legally responsible for the truthfulness of the content of the application.

If you experience technical problems, please contact NORMA Support:

[norma-support@novo.dk](mailto:norma-support@novo.dk).

When contacting NORMA support, you will receive an automatic ticket. You can expect a reply within 24 hours. It is not possible to contact Norma support by phone.



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 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 us via e-mail, using the contact information on page 15.



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.

**CV** can be a maximum of 4,000 characters (including spaces, line breaks and special characters). Please provide your brief CV including:

- A hyperlink to your professional webpage (if possible, from the website of the administrating institution)
- Education
- Employment history
- Academic applicants should also summarise recent/active research funding.

**Publication list** can be a maximum of 8,000 characters (including spaces, line breaks and special characters).

Please provide the complete reference information for your most important publications (up to 10) relating to the proposal submitted to this call. Applicants are strongly encouraged to provide a full list of publications in ORCID or include a hyperlink to an updated profile with a full publication list for the applicant on either Google Scholar, Web of Science, or Scopus.

**Summary of own research:** Please describe main scientific achievements, and how it has led to the proposed project. Elaborate on why and how you will dedicate your time to this project.

**Supplementary Information** can be a maximum 2,000 characters (including spaces, line breaks and special characters): In this field, please list and describe the roles of collaborators in the project, i.e., external institutions, NGOs or NPOs and other external collaborators, if relevant.

Please DO NOT upload CV and publication list under the upload tab under SUPPORTING DOCUMENTS under the APPLICANT DETAILS, but instead follow the directions in Section 3.6 regarding required uploads.



## 3.2 CO-APPLICANT(S)

For this call, 2-4 co-applicants are allowed for the application. Co-applicants participate actively in organizing 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 enter their details in the system. Please follow the instructions in NORMA on how to invite co-applicants to your application.



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.

Employees (including PhD students and postdocs) on the project CANNOT be named as co-applicants. Employees on the project can be named and included in the budget. The project description should clearly describe the role and responsibilities of any co-applicants and other collaborators. The budget should clearly indicate the co-applicants' share of the total budget.

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, and will be able to upload supporting documents such as a short CV (maximum two pages) or 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.

If asked to add your contact phone number, please navigate to upper right corner, select My profile, and add your phone number there.



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 administered. This institution is where you, as a main applicant, 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.

### 3.4 PROJECT

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.

#### PHASE 1 PROPOSAL

Phase 1 project description can be of maximum 10000 characters, including spaces, and should include the following information:

- Project title (maximum 150 characters, including spaces)
- Project idea
- Expected outcome
- A statement on the significance of the research field and the relevance for the call: why it is original and innovative?
- Suggested project team/consortium and their roles.
- Further steps in full proposal development in case the application is awarded a pilot grant and proceeds to Phase 2.

The project period for the pilot project can be of 5-7 months and should conclude with submission of the full proposal. Please mention the duration of the pilot project in the budget upload.

In the fields, **Expected project start date** and **Expected project end date** please enter the dates for **the full project**, in case granted, not the pilot project. By entering project start and project end dates, the system will calculate the total project duration. If the project end date is one day into a new year, the system will automatically add an additional project year. This may make you unable to submit your application if the project period will be exceeding the maximum allowed duration of 5 years.

#### PHASE 2 PROPOSAL

Phase 2 project description proposal can be of maximum 30000 characters, including spaces, and should include:

- Project title (maximum 150 characters, including spaces)
- Elaborated description of the project idea
- Theory and methodology
- Originality and innovativeness of project
- Significance of the project for the research field
- Integration of early-career researchers

- Detailed description of the research groups and their roles, including organisational structure of the consortium
- Project timeline and work plan, which can be supplemented by a chart under Illustrations uploads.
- Strategy for science communication

### LITERATURE REFERENCES

Please provide the reference information for the literature cited in the project description (maximum 8000 characters, including spaces). This applies in both application phases.

### LAY PROJECT DESCRIPTION

Please provide a brief summary for non-experts in lay language. If the application is awarded a grant, the text will be used for publication on the foundations websites (maximum 1000 characters, including spaces). This applies in both application phases.



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

## 3.5 BUDGET

### PHASE 1

Successful Phase 1 applicants will be awarded a pilot grant of EUR 50.000 each. A high-level budget for Pilot project grant is required as an upload in pdf format under Appendices. A budget must be created using the template available for download [here](#). The budget should be estimated in EURO.

In the field **Total Budget Requested** in Norma, please enter the total budget for **the Phase 2 project** (not including the pilot project) **in Danish Kroner**. A detailed budget for the full project will be required in Phase 2.

### PHASE 2

*This section is only relevant for applicants invited to submit Phase 2 application.*

The budget for the full project comprises the information entered on the BUDGET tab. Budget in Norma must be entered in **Danish Kroner** as this is the default currency of the system. Additional budget information attached under UPLOADS or added on any other tabs than BUDGET will not be considered.

### EXPECTED GRANT PERIOD

Before you can fill in the budget template, start by entering the **start and end dates for the full project**. This will determine the number of years available from the budget template. The grant period is the duration of grant for the project, and the budget counts years following the project start date rather than calendar years. If the project end date is one day into a new year, the system will automatically add an additional project year. This may make you unable to submit your application if the project period will be exceeding the maximum allowed duration of 5 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. For Volkswagen Foundation, please include a sentence in the **SUPPLEMENTARY INFORMATION** that you apply for overhead costs.

### FULL-TIME EQUIVALENTS (FTE) – only relevant for applicants from Scandinavia

For salary items, the number of full-time equivalents in years must be stated in the field **FTE**.

This is only applicable for applicants from Denmark, Finland, Iceland, Norway, Sweden.

Applicants from these countries shall use the FTE guidelines and follow the example below to fill in the **FTE**.

Applicants from other countries shall input '1' in the **FTE** fields.

**EXAMPLE:** In Denmark, there are 1924 gross hours in a year, from where non-working days must be deducted. There are 6 weeks of holidays (222 hours), 10 public holidays (74 hours), 10 educational days (74 hours) deducted from 1924 amounts to 1554 net hours per year. To find the FTE for e.g., 30 hours, the calculation should be:  $30 \text{ (hours)} / 1554 \text{ (net hours)} = 0.02$ , which is what should be stated in the **FTE** field.

Budget item (illustrative purposes only)	FTE	Description (illustrative purposes only)
Salary – PhD	1	PhD (1 person-year full time)
Salary – project employees	0,08	Project staff (2 x 60 hours)
Salary – Technical/administrative staff	0,21	Technical staff 2.5 person months full time



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



## 3.6 APPENDICES

For Phase 1 – Pilot project application, please upload a short budget in pdf format, following the guidelines in Section 3.5 - Phase 1.

Other uploads than budget will not be considered as part of Phase 1 evaluation.

For Phase 2 – Full proposal, please upload:

1. **Hosting letter from administrating institution**, confirming that, if granted:
  - a. The administrating institution/organization will host the project.
  - b. The administrating institution/organization is able to manage the grant and commits to budgeting, controlling, accounting and auditing of the total grant.
  - c. The applicant is an established investigator with their own line of research and will be employed for the duration of the project at the administrating institution.
  - d. The hosting letter must specify the name of the main applicant and project title, be on official letterhead of the administrating institution/organization and be signed by the management of the administrating institution/organization. If the main applicant is Head of Department or otherwise part of the management, the hosting letter must be signed by someone from the management level above the main applicant.
2. **Support letters**

Please also include support letters from each of the co-applicant's institutions confirming that, if granted:

  - a. The co-applicant is employed at the institution.
  - b. The institution will support the co-applicant's participation in the project and ensure that the required infrastructure is made available.
  - c. The support letter must specify the name of the main applicant and project title, be on official letterhead of the institution and be signed by the management of the administrating institution.
3. **Conclusions of ethical committees**, or other relevant local approvals required to execute the project, if relevant and available at the date of application.

**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.

November 2023

## Contact persons

---

### **Inquiries about the Norma system:**

If you experience technical problems, please contact NORMA Support:  
[norma-support@novo.dk](mailto:norma-support@novo.dk).

When contacting NORMA support, you will receive an automatic ticket. You can expect a reply within 24 hours. It is not possible to contact Norma support by phone.

### **Other inquiries about the call**

#### **Novo Nordisk Foundation**

Eugenia Krasnopjorova  
Phone: +45 41 26 61 20  
Email: [ekr@novo.dk](mailto:ekr@novo.dk)

#### **Wellcome**

Lesley Alborough, Research Environment Team  
Email: [researchenvironment@wellcome.org](mailto:researchenvironment@wellcome.org)  
(please include "Joint call on global mobility" in your subject line)

#### **Volkswagen Foundation**

Matthias Noellenburg (until 30 June 2024)  
Phone: +49 511 8381-290  
Email: [noellenburg@volkswagenstiftung.de](mailto:noellenburg@volkswagenstiftung.de)

Nora Kottmann  
Phone: +49 511 8381 234  
Email: [kottmann@volkswagenstiftung.de](mailto:kottmann@volkswagenstiftung.de)