



# PROJECT GRANTS FOR NATURAL SCIENCE EDUCATION AND INFORMAL LEARNING ENVIRONMENTS – FALL 2023

Information and guidelines for applicants

2023

## Table of contents

<b>1</b>	<b>PROJECT GRANTS FOR NATURAL SCIENCE EDUCATION AND INFORMAL LEARNING ENVIRONMENTS – AUTUMN 2023 .....</b>	<b>4</b>
1.1	PURPOSE.....	4
1.2	PROJECT FIELD.....	4
1.3	ELIGIBILITY.....	5
1.4	FUNDING.....	6
1.5	LANGUAGE.....	7
1.6	APPLICATION PROCESS.....	7
1.7	ASSESSMENT CRITERIA.....	8
<b>2</b>	<b>THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA .....</b>	<b>8</b>
2.1	USER REGISTRATION .....	8
2.2	CREATING AN APPLICATION .....	9
2.3	TEXT AND ILLUSTRATIONS.....	9
2.4	SUBMITTING THE APPLICATION.....	10
<b>3</b>	<b>APPLICATION CONTENT .....</b>	<b>11</b>
3.1	APPLICANT .....	11
3.2	CO-APPLICANT(S).....	13
3.3	INSTITUTION.....	14
3.4	PROPOSAL.....	14
3.5	BUDGET .....	16
3.6	APPENDICES.....	21

## Information about the call

Grant capital:  
DKK 50 million

Award amount  
Up to DKK 6 million per grant

Application form opens:  
7 June 2023

Application deadline:  
31 August 2023 at 2 pm

Applicant notification:  
December 2023

Earliest start date:  
1 January 2024

Latest start date:  
31 December 2024

Review committee:  
Committee on Science Education and Outreach

Contact:  
Caroline Bjerring  
Grant Manager  
Phone: +45 28309687  
E-mail: [cbj@novo.dk](mailto:cbj@novo.dk)

Guideline version:  
2023.01

# 1 PROJECT GRANTS FOR NATURAL SCIENCE EDUCATION AND INFORMAL LEARNING ENVIRONMENTS – FALL 2023

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: [Conditions for Grants - Novo Nordisk Fonden](#)

## 1.1 PURPOSE

NNF wants to support general science education and cultivate interest, knowledge and competencies in natural science and technology among children, young people and the general population in Denmark.

## 1.2 PROJECT FIELD

Applicants may apply for projects within science, technology, engineering and mathematics (STEM) education, research on the didactics of natural science and experiences with natural science and technology in leisure time. This includes funding for projects focusing on sustainability, climate, energy production and health.

Education projects may target childcare centres, primary and lower secondary schools and upper secondary schools. It is also possible to include students from the Bachelor of Education and the Bachelor of Social Education if the projects are aimed at collaborative practice in childcare centres and/or primary and lower secondary schools.

For example, applicants may apply for grants for:

- Developing and implementing methods, materials and resources for science pedagogy as well as teaching in natural and scientific subjects, including mathematics;
- science competitions, special offers for talented students and activities targeting specific groups of children and students; and
- development projects for improving the competencies of teachers and early-childhood educators (note that applicants may only apply for grants to participate in continuing education programmes that have been developed in the development project for which a grant has been applied).

Research on the didactics of natural science carried out through projects or fellowships must be based at a university or university college in Denmark.

Leisure projects may target children, young people, families and/or the general public. For example, applications may cover natural science activity centres, museums, leisure activities or summer schools.

The project's activities must be aimed at target groups within the Danish Realm.

### **1.3 ELIGIBILITY**

During the grant period, the applicant must be a leader at or responsible for a project at the project's administering institution. The administering institution must be a public institution and/or non-profit organisation, including educational institutions, municipalities, research institutions, museums or associations within the Danish Realm.

Private companies may apply for grants for non-commercial projects with non-profit aims. If this is the case, the company itself acts as the administering institution.

The application must identify any co-applicants and collaboration partners.

The foundation has three calls for applications in 2023 within natural science education and outreach. A person may only be the main applicant (or part of the project group) for one application in these four calls. Co-applicants are not subject to similar rules.

Applications which fall within the call for Project grants for science communication and debate using novel communication platforms – 2023 or Project grants for strengthening STEM subjects in vocational and training - 2023 will not be considered in this call.

To be eligible for a grant for a research project or research fellowship, the applicant must have a PhD degree or similar qualifications and have a commitment for hosting from an administering institution. Applicants for a research fellowship may not simultaneously be responsible for a major research project.

To be eligible for a grant for a research project or research fellowship, the applicant must upload a commitment letter for hosting from an administering institution, which must confirm that the applicant will be employed during the grant period.

A main applicant or project group with an active grant, which was awarded in the open competition calls within education and outreach in the period 2018-2022, is only able to apply for a new grant in the last year of the active grant. However, a new grant may not be paid out until the existing grant is completed. Depending on the organisation's capacity, the Foundation may be able to dispense with this requirement under special circumstances if contacted (see contact details on page 3).

Recipients of grants from NNF of other types than the above mentioned may apply for this call. 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 grant recipients have 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).

## 1.4 FUNDING

A total of up to DKK 70 million is available for grants between DKK 100,000 and DKK 6,000,000 for projects lasting up to 6 years.

The project may be an independent, delimited project or a part of a larger project that is also supported by other partners.

### **Applicants may apply for funding for the following types of expenses in the project:**

- Salaries for employees or affiliated personnel at all staffing levels, including project management;
- salaries for substitutes or paying the salaries of replacements for early-childhood educators and teachers so that they can develop and/or participate in projects;
- researchers in permanent positions at universities and university colleges may apply for funds for salaries for research employees to be hired in connection with the project but may not apply for funds for their own salaries; nevertheless, researchers in permanent positions may apply for funds to pay for substitutes for the time they use in a development project if the project extends beyond the description of their duties in their position (such as communicating natural science research or developing educational material for target groups outside the university or university college);
- researchers not in permanent positions may apply for a research fellowship to cover their own salary for up to 2 years;
- operating expenses: Direct expenses for developing, implementing and operating projects, including materials and equipment;
- travel expenses in relation to the project, e.g. conference and workshop participation and presentation of results derived from the project;
- scientific outreach and knowledge-sharing in the form of conferences, books, articles and other outreach directly related to the project;
- evaluation and follow-up research related to projects; and
- administrative support (up to 5% of the applicant's overall budget and included in it) to cover administrative expenses directly related to the project being based at an administering institution;
- external auditing if the administering institution is not subject to audit by the public authorities. Institutions that are not subject to audit by public authorities must carry out external audits in connection with receiving the grant.

### **NNF will not award funding for:**

- Commercial activities;
- buildings; and
- overhead (such as rent, electricity, water and maintenance).

Applicants who have applied for or been awarded co-funding must state this in the application.



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.



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.



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

## 1.7 ASSESSMENT CRITERIA

NNF's *Committee on Science Education and Outreach* will assess the applications based on the following criteria:

- The project's consistency with the purpose of the call for applications;
- the capacity and qualifications of the applicant and the applicant's institution;
- the quality of the project in terms of reach, engagement and impact;
- the relevance and importance of the proposed project, and how it builds on any existing knowledge and initiatives;
- the project plan, method and feasibility of the project to be implemented, including a plan for evaluation and knowledge-sharing;
- the expected benefit for the target group and in the form of knowledge-building;
- the capacity and qualifications of any co-applicants and collaboration partners;
- if relevant to the application, the embeddedness, originality, scalability and opportunities for disseminating the project throughout Denmark;
- if relevant to the application, the potential impact of the research and the research community.

Please note that the budget is also paid considerable attention in the assessment by the committee.

## 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.

Applicants who have previously applied for a grant from NNF or have an active grant may already have a user profile in NORMA. If you are in doubt, an existing user profile can be retrieved by clicking FORGOT PASSWORD and entering an e-mail address. If you have a user profile



in the system you will receive an e-mail with login information and a new password within 5–10 minutes.

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

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

The application comprises tabbed sheets that need to be completed but not necessarily in chronological order. Fields marked with a red star (\*) are obligatory to fill in.

You can review the application at any time by 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.

All applicants must read and accept NNF's [Standards for Good Research Practice](#) before submitting the application. A link is available in the applicant's personal menu in the top right corner. Further, the applicant must declare that the information provided in the application is true and accurate. This is done by checking the fields in the DECLARATIONS tab.

An application cannot be submitted unless all the required fields have been completed. Applications can be cancelled at any time before submission



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.

If you wish to modify a submitted application before the deadline, it is possible to reopen the application. Be aware that the application must be resubmitted before the deadline. Applications cannot be modified after the submission deadline.

Once the application has been submitted, a confirmation of receipt will be sent to the e-mail address used for logging into the system. If you do not receive a confirmation of receipt (please check your spam folder), you should contact NNF as soon as possible using the contact details on page 3.

If you need to withdraw a submitted application after the deadline, please get in touch with NNF via e-mail, using the contact information on page 3.



Please remember to check that the PDF version of the application is legible and contains all data and uploads before submitting the application.

## 3 APPLICATION CONTENT

This section provides guidelines on the content required in the sections of the online application form for this call.

### 3.1 APPLICANT

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'. Click on **OPEN**, fill in all mandatory fields and click **SUBMIT DETAILS** to save the details.



If a project receives a grant it is the main applicant who becomes the grant holder.

### **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. Please note that funding for research projects is not available in all calls for applications (see possibilities for funding in subsection 1.4).

Please note that main applicants in this call must be leaders or project managers at the administering institution (see subsection 1.3), such as heads of department, principals, rectors, chairs, directors or project managers. Responsibility for the project can only be delegated to the project manager by the head (or chair) of the administering institution.

### **Current institution**

Main applicants should enter the contact details of their current workplace. If your current institution or organisation is not available for selection, please contact support at [Norma-support@novo.dk](mailto:Norma-support@novo.dk).

### **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 project group or the institution that is applying.

For research projects, please also enter a publication list. Please note that funding for research projects is not available in all calls for applications (see possibilities for funding in subsection 1.4).

Lastly, you may briefly summarise (maximum 2000 characters) any relevant experience or research carried out by the main applicant or project group.

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

### **Previous and Current grants from NNF**

If you have received any grants from NNF as an applicant or a co-applicant within the past five years, you must provide the application number, project title, grant period (in years), grant amount and the percentage share of the grant (100% if there is no co-applicant).

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

### 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 and submitted all required information. Therefore, 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 administered. 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 many cases the contact information under CURRENT INSTITUTION and ADMINISTERING INSTITUTION may be identical.

In case the application receives funding both main applicant (grant holder) and the leader of the administering 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.



Registering a new administering 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 administering institution in good time.

### 3.4 PROPOSAL

Describe the project using the fields on the PROPOSAL tab.

#### PROJECT TITLE

Please provide a short title for the project (maximum 150 characters, including spaces). If the project receives a grant, the title will be used to name the project in the grant agreement and for publication.

#### 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

Describe the project in detail here. Applicants can structure their project description under headings that best describe their project. The project description can include information under the following headings:

- **Purpose**

Describe the purpose of the project and its relevance to the purpose of the call.

*For consideration: What is the purpose? Which need or challenge will the project address? Why is it important to address this need? Who is the target group? Does the project have a local or national aim?*

- **Background**

Describe the existing knowledge on which the project is based and to which the new project will contribute.

*For consideration: Is the project idea new or is it a development of existing initiatives? How does this project differ from existing initiatives? Are similar initiatives found e.g. in the Astra project database? Are there possibilities for synergy and knowledge sharing?*

- **Methods and design**

Describe what you intend to do and how – including a description of the individual activities and how these will be incorporated into an overall plan related to the purpose of the project. Examples of selected project activities are welcomed in the application.

*For consideration: Which activities exist in the project? How are the activities connected to the purpose? Is there a clear timeline, division of tasks and description of the management of the project? How are the practitioners (e.g. teachers, childhood educators or curators) involved in the shaping and adjustment of the project's activities?*

- **Assessment**

Describe the expected outcome of the project in the long and the short run, and how this will be evaluated. The outcome could, for example, be listed as criteria for success.

*For consideration: What is the outcome of the project in the long and the short run? What is the expected output for the project's target group? What is the expected outcome related to developing knowledge and experience and to introduce new practices? How is learning/knowledge/experience collected, used and shared during the project? How will the outcome and/or effect of the project be evaluated (fulfilling the criteria for success)?*

- **Knowledge-sharing and its foundation**

Describe how to ensure that the knowledge and experience accumulated are shared with others and applied.

*For consideration: What will happen to the project when the project period ends? Will the project lead to a permanent change of practice? How is knowledge and experience from the project consolidated? How are positive and negative experiences from the project shared with others? What possibilities are there to disseminate ideas and results from the project?*

The project description may not exceed 20,000 characters, including spaces. Abbreviations should be defined at the first use.



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

## ILLUSTRATION UPLOADS

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

## LITTERATURE REFERENCES

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

### **CATEGORY AND SUB-CATEGORY**

Select the relevant category for the project's main content (one only) from the list below:

- Educational and teaching resources
- Training of teachers and educators
- Research on science education
- Science experiences outside the formal education system
- Science communication and public debate

Also select a subcategory for the project's primary target group (one only):

- Preschool children
- Children (primary and lower secondary education)
- Youth (upper secondary education or vocational education and training)
- Students from academy profession and professional bachelor programmes
- General population
- Other

Please note that grants are not available under some categories in all applications (see subsection 1.2 on project fields).

## **3.5 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 REQUESTED PROJECT START DATE and REQUESTED PROJECT END DATE under the BUDGET tab and press SAVE DRAFT. 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.



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.



Please note:

- The budget continuously saves changes you have made without the need to manually save. You can 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
- 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
- The full budget can be viewed under the **BUDGET** tab, however, only an overall overview will be available in the application PDF

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.

### **SALARY**

All salaries must be entered separately under budget items in **SALARY**. The salary must be specified incl. employer paid pension, holiday allowances of any kind, ATP and other social costs if any. This means that salaries in the project must be separated from other costs in the budget. Excluded are certain salary items for administration that can be entered under the budget item **DIRECT ADMINISTRATIVE EXPENSES**.

For salaries, you must choose whether they are for a main applicant (**SALARY – MAIN APPLICANT**), employees in the main applicant's organisation (**SALARY – PROJECT EMPLOYEES AT THE ADMINISTRATING INSTITUTION**) or co-applicants (**SALARY – CO-APPLICANT**). Co-applicants participate actively in organising and implementing the project, receiving part of the grant and are described as co-applicants in the application. Salaries for consultants (**SALARY – CONSULTANT**)

or for substitutes who replace teachers and educators upgrading their competencies through the proposed project are also options (SALARY – SUBSTITUTE).

For salary items, the number of full-time equivalents in years must be stated in the field FTE. In general, there are 1924 gross hours in a year; 6 weeks of holidays (222 hours), 10 public holidays (74 hours) and 10 educational days (74 hours) can be deducted from these. This amounts to 1554 net hours per year. To find the FTE for e.g. 30 hours, the calculation should be: 30 (hours) / 1554 (net hours) = 0.019, which is what should be stated in the field FTE.

Budget item	FTE	Description (illustrative purposes only)
SALARY – MAIN APPLICANT	1	Project manager (1 person-year full time): Developing and holding a master class
SALARY – PROJECT EMPLOYEES AT ADMINISTRATING INSTITUTION	0,08	Project staff (2 x 60 hours): Holding a master class
SALARY – CO-APPLICANT	0,21	Associate professor, 2.5 person-months full time
SALARY – CO-APPLICANT	0,24	Substitutes for five upper-secondary teachers (75 hours per teacher) for development work
SALARY – SUBSTITUTE	0,57	Substitutes for 120 teachers participating in a 2-day workshop



For salary items, the number of full-time equivalents in years must be stated in the field FTE. 1 is equal to 100 pct. Under the DESCRIPTION field it is possible to note the number of hours of pay (incl. wage rate) for every salary item.

### DIRECT ADMINISTRATIVE EXPENSES

The DIRECT ADMINISTRATIVE EXPENSES budget item covers administrative expenses that are directly related to the project being based at the host institution. Direct administrative expenses can via the host institution be shared between the institutions of the main- and co-applicant(s), as detailed in the application budget. Direct administrative expenses are part of the budget and should not exceed 5% per budget year. The total of all direct administrative expenses in the project should not exceed 5% of the total amount applied for in the project. Direct administrative expenses can include personnel administration, administering salaries and purchases, accounting and financial reporting.

Budget item	Description (illustrative purposes only)
DIRECT ADMINISTRATIVE EXPENSES	Personnel administration and accounting



### ADMINISTRATION SUPPORT

- can cover administrative expenses in relation to the project such as accounting, administering salaries and purchasing, recruitment and auditing and financial reporting
- is not automatically included in the grant, but should be included in the overall budget of the application as a separate expense
- should not exceed 5% per budget year and 5% of the total applied budget

### EXTERNAL AUDITING COSTS

The EXTERNAL AUDITING COSTS budget item covers external auditing costs in the project for institutions who are not subject to public audit. The external audit costs should only be included in the last budget year if the project period is more than one year.

Budgetpost	Description
External auditing costs	External auditing

### OPERATING EXPENSES

The OPERATING EXPENSES budget item covers operating expenses in the project. This can include office supplies, telephone, postage, catering for meetings, digital licences and materials used continuously during the grant period.

Budget item	Description (illustrative purposes only)
Operating expenses	Purchase of plants and chemicals for laboratory experiments
Operating expenses	Office supplies, telephone, digital licences and catering for meetings

### EQUIPMENT

Enter equipment under the budget item EQUIPMENT and specify in reasonable detail under DESCRIPTION what type of equipment is required, for example apparatus for experiments and computers for employees on the project.

Budget item	Description (illustrative purposes only)
Equipment	Vernier sensors to measure temperature, pressure and CO <sub>2</sub> concentration

**CONFERENCES, COLLABORATIVE ACTIVITIES ETC.**

Costs for workshops, network meetings, courses, competitions and conferences can be listed in budget items such as COLLABORATIVE ACTIVITIES, CONFERENCES and TRAINING. These budget items must be specified under DESCRIPTION and may include participant fees, meals, accommodation, materials and fees for presenters. In addition, enter the number of participants expected for the activities under DESCRIPTION.

<b>Budget item</b>	<b>Description (illustrative purposes only)</b>
COLLABORATIVE ACTIVITIES	Meals and materials for a 1-day master class for 24 lower-secondary students
CONFERENCES	Accommodation and participant fees for three people in the Nordic countries
TRAINING	Accommodation, meals, fees for presenters and materials for a 2-day workshop of 120 primary and lower-secondary teachers

**TRAVEL**

List transport expenses under TRAVEL. Briefly state in DESCRIPTION how many people are travelling and to what type of destination.

<b>Budget item</b>	<b>Description (illustrative purposes only)</b>
TRAVEL	Travel for seven people to and from upper-secondary schools in Fyn and Jylland

**COMMUNICATION/INFORMATION MATERIAL AND PUBLICATION COSTS**

Compile the costs for communication material (such as printing and postage) under COMMUNICATION/INFORMATION MATERIAL. The budget item PUBLICATION COSTS is for publishing research articles.

<b>Budget item</b>	<b>Description (illustrative purposes only)</b>
COMMUNICATION/INFORMATION MATERIAL	Printing flyers, postage, social media campaign

**SUBCONTRACTOR COST**

Enter a total bid for a product or service from an external subcontractor under the budget item SUBCONTRACTOR COST, but then specify the budget item in more detail under DESCRIPTION.

<b>Budget item</b>	<b>Description (illustrative purposes only)</b>
SUBCONTRACTOR COST	Graphic design of a website by an external provider

### 3.6 APPENDICES

It is possible to upload supplementary information to the application. The information may include confirmation of hosting by an institution or external declarations of support. Please limit the page length and amount of supplementary information. Supplemental project descriptions, budgets or other non-relevant attachments must not be uploaded. These will be removed and thus not be considered in the evaluation.

**All uploads must be in PDF format.** NORMA automatically places uploads at the end of the application. The actual application is comprised only of the data entered in NORMA.

April 2023

## The Novo Nordisk Foundation

---

The Novo Nordisk Foundation is an independent Danish Foundation with corporate interests. The objective of the Novo Nordisk Foundation is twofold: To provide a stable basis for the commercial and research activities conducted by the companies within the Novo Group and to support scientific and humanitarian purposes.

The vision of the Novo Nordisk Foundation is to contribute significantly to research and development that improves the lives of people and the sustainability of society.