



THE NOVO NORDISK FOUNDATION VISITING PROFESSORSHIPS IN ART & ART HISTORY

Information and guidelines for
applicants

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Information about the call

Grant capital:
DKK 3 million

Application form opens:
24 October 2022

Application deadline:
12 January 2023 at 2 pm

Applicant notification:
Mid-April 2023

Earliest start date:
1 May 2023

Latest start date:
1 November 2024

Review committee:
Committee on Research in Art & Art History

Contact:
Sofie Hoxer
Grant Specialist
E-mail: sho@novo.dk

1 VISITING PROFESSORSHIPS IN ART & ART HISTORY

These guidelines are intended to assist you in the application process when applying for a grant from the Novo Nordisk Foundation (NNF). It is important that you carefully read these guidelines before initiating the application process, as the guidelines contain the complete call text as well as instructions regarding the completion of the application.

NNF will treat all applicant and application information confidentially. Read more about how NNF processes personal data under 'privacy & security' in the online application system, NORMA. See how to access NORMA in section 2 of these guidelines.

Furthermore, please read 'General Terms and Conditions' for grants from NNF that all Grant Recipients must comply with:

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

1.1 PURPOSE

The purpose of this grant is to attract international guest researchers/artists at professor level within art and art history to research and educational institutions in Denmark. The aim of the professorship is to strengthen and enrich the Danish environments with insights into current international movements within art and art history.

1.2 RESEARCH FIELDS

The Visiting Professorships are awarded to ambitious and excellent projects within art history and fine arts. Please note that project proposals within all research fields must demonstrate relevance for the visual arts as well as for the research environment at the Danish host institution/university.

1.3 ELIGIBILITY

Universities and higher art educations in Denmark that have research and educational activities within art history and fine arts can apply for the Visiting Professorship.

Design schools, architect schools, film schools and music schools are not eligible to apply.

The application must have one main applicant, which is the administrating institution of the Visiting Professorship. However, the visiting professorships are also open to collaborations between Danish institutions as co-applicants. See section 3.2 on how to include co-applicants in the application. The administrating host institution will be responsible for transferring funds to any co-applicants.

The visiting professor must be a senior researcher or artist at professor level from a recognised, international university, research institution or art academy outside Denmark.

During the grant period, the professor must be anchored at the Danish host institution and take active part in the research and teaching activities in the relevant department, i.e. through masterclasses and short courses.

It is the responsibility of the applicant/Danish host institution to clarify tax regulations and tariffs. It is also the responsibility of the applicant/Danish host institution to clarify any residency/work permit for the visiting professor in Denmark.

General rules for applying

An applicant may submit only one application per call. An applicant may submit only one application for a specific purpose/project per calendar year. Submitting two or more applications for different purposes/projects to different calls is permitted, as long as it is not to the same type of grant.

It is not possible to hold more than one active grant of the same grant type. Grant holders with an active grant of a specific type may be able to apply for a new grant of the same type during the final year of the grant, however, a new grant cannot be activated until the existing grant is completed and no longer active.

1.4 DURATION AND START DATE

The professorships can have a duration of 3-12 months. The professorships must start no later than 18 months after the grant is awarded. For this application round the start date can be no later than 1 November 2024.

The Visiting Professorship can be conducted as one consecutive visit, or it can be conducted as series of visits at any collaborating institution. The visit(s) must have a duration of 3-12 months in total. It is possible to include activities related to the visiting professorship between and after visits.

1.5 FUNDING

Two Visiting Professorships are available for funding. NNF will fund each professorship with max. DKK 125,000 per month.

Please note that obtaining a Danish residency/work permit for the visiting professor may take some time and may entail some costs. It is important to reserve an amount in the budget for 'relocation costs'.

In case the salary/honorarium for the visiting professor must be revised after a grant has been awarded due to tax conditions, any surplus budget may be reallocated to budget posts for activities in the project following approval from NNF.

Funding can be requested to cover:

- **Salary**
 - Salary/honorarium for the visiting professor;
 - Salary for scientific or student assistance (project employees at administrating institution)
- **Relocation** and accommodation expenses;
- **Travel expenses;**

- **Collaborative activities**, such as small scale workshops/seminars, network meetings/events, maximum DKK 1,000 per person for dinner events;
 - **Publication costs**, maximum DKK 50,000; and
 - **Administrative support**, see below
- For administrative support of the grant, an amount up to 5% of, and included in, the funding applied for from NNF may be included in the budget.
- The administrative support:
- Can cover non-scientific, administrative expenses in relation to the project, such as accounting, administration related to payment of salaries and purchasing, hiring, as well as auditing and financial reporting on the project;
 - Cannot cover administrative expenses that are not directly related to the project;
 - Can via the host institution be shared between the institutions of the main- and co-applicants, as detailed in the application budget; and
 - Is not automatically included in the grant, and must be stated/applied for in the application budget, but should not be specified in detail.

Funding cannot be requested to cover:

- Large scale conferences and symposia; or
- Overhead (e.g. rent, water, electricity, heating, maintenance).



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

1.6 LANGUAGE

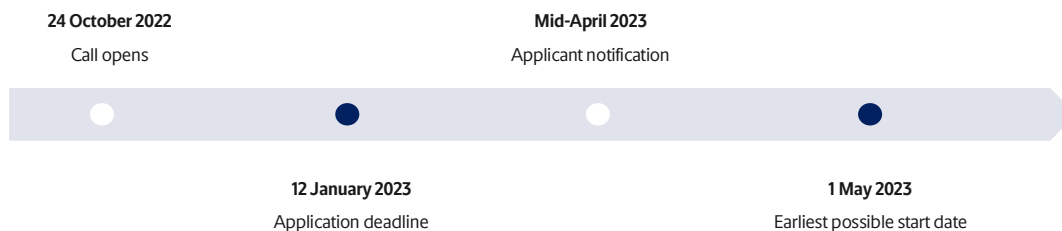
The application system is in English, but applications can be submitted in either Danish or English. The language chosen will not influence the assessment of the application.

1.7 APPLICATION PROCESS

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

<https://norma.novonordiskfonden.dk>

Further information on how to access and navigate in NORMA can be found in chapter 2. Further information and guidelines on required project information can be found in chapter 3.



When all applications have been assessed, applicants will be notified about whether or not they have been awarded a grant. The notification e-mail will be sent from noreply@norma.novonordiskfonden.dk to the e-mail address entered on initial registration.

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



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

1.8 ASSESSMENT CRITERIA

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

The evaluation committee will pay particular attention to the following aspects of the project proposal:

- The academic/artistic merits of the visiting Professor;
- The significance and relevance of the expertise that the visiting professor will bring to the host institution and any collaborating institution, including impact on research and teaching activities; and
- Quality of the research and teaching environment at the Danish host institution and any collaborating institution.

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.



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 organisation/institution as well as any co-applicants. Information about each applicant is collected through individual tasks in the **APPLICANT DETAILS**-section, detailing experience, publication history, application history with NNF, etc.

APPLICANT DETAILS

The main responsible party for the application can enter their details through the Applicant Details-task with the type 'Applicant'. After filling in all mandatory fields, the applicant should complete the task to save the details.

Personal details

The main applicant should provide information on their full name, title, phone number, work e-mail address, date of birth, gender, and nationality under **PERSONAL DETAILS**. Some of the fields may have been transferred from the user profile. Enter details of the main applicant's highest educational degree achieved using the drop-down menu. If you need to enter details for another degree, select **OTHER** from the drop-down menu.

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

Current institution

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

Previous and Current grants from NNF

If you have received any grants from NNF as an applicant or a co-applicant within the past five years, you must provide the application number, project title, main applicant, granted amount, status and relevance to this application.

3.2 CO-APPLICANT(S)

For this call, a number of co-applicants may be either required or allowed for the application. Co-applicants participate actively in organising and implementing the project and receive a share of the grant. The project description should clearly describe the role of any co-applicants, and the budget should clearly indicate the co-applicants' share of the total budget. Co-applicants must be invited through NORMA by the main applicant and subsequently enter their details in the system. Please follow the instructions in NORMA on how to invite co-applicants to your application. The main applicant can invite co-applicants under CO-APPLICANT INVITATIONS under the APPLICANT tab.



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

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

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

Only one person can edit the application at a time.

If the co-applicant has confirmed participation but the information has not been entered in the CO-APPLICANT task NORMA will not include the co-applicant as part of the application. The main applicant must therefore check that the information about any co-applicant(s) is included in the application before submitting it.

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

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



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

3.3 INSTITUTION

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

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

The ADMINISTERING INSTITUTION field lists many of the education and knowledge institutions in Denmark. If the educational institution does not appear when you search the list, click on [THIS LINK](#) to register the host institution on NORMA.

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



Registering a new administrating institution in NORMA can take up two working days. The application can be edited but cannot be submitted before this information is registered. We therefore recommend that you register an administrating institution in good time.

3.4 VISITING PROFESSOR

Describe the visiting professorship using the following fields on the VISITING PROFESSOR tab:

VISITING PROFESSOR

Please enter their full name, title, phone number, e-mail address, date of birth, gender and nationality for the visiting professor.

ADDITIONAL INFORMATION ABOUT THE VISITING PROFESSOR

Describe the visiting professorship, including:

- A detailed description of the visiting professorship, including scientific and/or artistic qualifications of the professor, significance and relevance of the specific expertise that the visiting professor will bring to the institution(s)/department(s) and how they will strengthen research and teaching activities;

- A research and teaching plan for the visiting professor; and
- A description of how the visiting professor is expected to impact the research and teaching environment at the Danish host institution, any collaborating institutions and more generally in Denmark.

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

PROJECT TITLE

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

ILLUSTRATION UPLOADS

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



Please note that the application should address all the assessment criteria listed in subsection 1.8.

3.5 BUDGET

The budget reflects the project activities. The budget only comprises of the information entered in the REQUESTED BUDGET tab. Additional budget information attached under APPENDICES or added under other tabs than BUDGET will not be considered.

GRANT PERIOD

The professorships can have a duration of 3-12 months. The professorships must start no later than 18 months after the grant is awarded. For this application round the start date can be no later than the 1 November 2024.

The Visiting Professorship can be conducted as one consecutive visit, or it can be conducted as series of visits at any collaborating institution. The visit(s) must have a duration of 3-12 months in total. It is possible to include activities related to the Visiting Professorship between and following visits.

Before you can fill in the budget template, start by entering the start and end dates for the grant. This will determine the number of years available from the budget template. The grant period is the duration of NNF's grant for the project, and the budget counts years following the project start date rather than calendar years.

CREATE BUDGET

After saving the project start and end dates, the budget template will become available to edit. Click on OPEN BUDGET and the budget will open in a new tab, in which you will need to add the subcategories you need for your budget. Please follow the instructions at the top of the screen to complete the budget.

Notes:

- The budget continuously saves changes you've made without the need to manually save. You are free to leave the budget at any time and come back at a later point.
- When you are done filling in your budget, please use the **SAVE AND CLOSE** button. This will check that all information has been filled out correctly and in accordance with the guidelines, saving the budget to your application.
- You can now return to the **BUDGET** tab. A summary of the budget will be displayed, review it to ensure that it is correct.
- The full budget details can be viewed or edited at any time before submission of the application by reopening the budget template.

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

ADDITIONAL CONTRIBUTIONS FOR THE PROJECT

Funding, both received and applied for, from the applicant's own organisation and from other sources should be entered under **ADDITIONAL CONTRIBUTIONS FOR THE PROJECT**. The amount entered should be the total sum for the entire grant period. The NNF does not allow double funding and there can be no budgetary overlaps between projects. It must be clearly described in the **INFORMATION FOR ADDITIONAL CONTRIBUTIONS** field what the additional contributions cover and how the project proposed in this application is different from the project already funded or applied for from other parties than NNF. If the applicant, post application submission, receives funding for the project or parts of the applied project from others, the NNF must be contacted as soon as possible.

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



Applicants may only apply for the types of expenses listed in subsection 1.5.

3.6 APPENDICES

The following documentation must be submitted with the application:

- CV and list of publications for the visiting professor (max 2 pages); and
- A written consent from the visiting professor.

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.

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.