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Steno North American Fellowships

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Information about the call

Grant capital
DKK 6,5 million

Award amount
Up to DKK 1,5 million per grant

Application form opens
January 12, 2021

Application deadline
April 29, 2021 at 2 pm (CEST)

Applicant notification
July 2021

Earliest start date
August 1, 2021

Latest start date
July 1, 2022

Review committee
Committee on Steno Research Collaboration

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1 STENO NORTH AMERICAN FELLOWSHIPS

These guidelines are intended to assist you 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 they contain the complete call text as well as instructions regarding the completion of the application.

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

Furthermore, please read 'General Terms and Conditions' for grants from NNF that all Grant Recipients must comply with:
http://www.novonordiskfonden.dk/en/content/conditions-grants

1.1 PURPOSE

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

Steno North American Fellowships is a transatlantic collaboration enhancing synergies between the partner institutions for the benefit of people living with diabetes.
- The three North American partner institutions are **Joslin Diabetes Center**, **University of Toronto, University of Michigan**.
- The Danish partner institutions are the five **Steno Diabetes Centers** in Denmark: *Steno Diabetes Center North Denmark, Steno Diabetes Center Aarhus, Steno Diabetes Center Odense, Steno Diabetes Center Zealand and Steno Diabetes Center Copenhagen*.

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

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

- Give the institutions/research communities the opportunity to exchange methods and ideas, obtain training on specific topics and share knowledge in an international research environment focused on clinical and translational diabetes research.
- Strengthen the transatlantic collaboration and clinical research on caring for and treating diabetes patients, by enhancing the synergies across the partner research institutions.

1.1.1 THE PARTNER INSTITUTIONS

Joslin Diabetes Center, US

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

University of Michigan, US

The University of Michigan (UM) is Michigan's largest public, state-assisted university. Founded in 1817, UM is one of the nation's premier research universities.

Michigan Medicine/UMHS was founded in 1848. It includes the Schools of Medicine, Dentistry, Nursing, Pharmacy, Social Work, and Public Health and Institutes of Gerontology and Mental Health Research. Michigan Medicine includes four teaching hospitals (University Hospital, Cardiovascular Center, Cancer Center, and Women and Children Hospital). Recently, Michigan Medicine added two affiliate health centers in Grand Rapids (Metro Hospital) and in Midland (Mid Michigan). The extended footprint allows UM to provide care to more patients and more diverse populations. There is a wealth of tradition and discoveries in Diabetes Research at University of Michigan with a substantial group of world-renowned, productive, and well-funded scientists in diabetes, diabetic complications, obesity and metabolism (The Diabetes Community), and ranks among the top institutions in the world for diabetes, obesity and metabolism-related research. This successful group of researchers totals over 350 faculty members (mostly at the Medical School, but also including researchers at the School of Public Health, Central campus, and the Engineering School). The Michigan Diabetes Research Center (MDRC) supports and strengthens research, training, and outreach in the field of diabetes, and its complications, including cardiovascular disease.

University of Toronto, Canada

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

As a mission, the BBDC brings together researchers and health professionals across multiple University of Toronto affiliated disciplines to lead discoveries in patient-oriented research, large-scale clinical trials and basic science across the affiliated hospitals and research institutes. It has dedicated research teams that aim to develop novel treatment paths to cure diabetes or prevent its

complications (including regenerative medicine and cell-based therapies), and to identify innovative ways to manage diabetes (including clinical trial networks) and improve the lives of those living with the diabetes (including traditional and innovative clinical research designs such as implementation and health services research).

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

The five Steno Diabetes Centers, Denmark
Since its establishment in 1932 the aim of the Steno Memorial Hospital has been to implement research results to improve diabetes treatment. The results have improved the prognosis of diabetes patients, contributed significantly to understanding the disease and its complications, and inspired treatment guidelines globally. Diabetes research has been the major driver in improving diabetes care with significant reductions in mortality and the development of diabetic complications. During the past years another four Steno Diabetes Centers have been established in Denmark – from January 1st 2019 there are five Steno Diabetes Centers in Denmark; in Copenhagen, Aarhus, Odense, Aalborg and Zealand, respectively. The five Steno Diabetes Centers are operated by the respective regions of Denmark, where they are situated, and they are part of the Danish public health care system. Over the next years, all five Steno Diabetes Centers will further increase the amount of diabetes research and the quality of treatment.

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

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

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

The successful candidate
- Is a senior postgraduate researcher/ Postdoc/ Researcher/ Senior Researcher/ Assistant Professor/ Associate Professor/ Professor.
- Has solid, documented experience and deep interest in diabetes research.
- Is employed at one of the partner institutions *Joslin Diabetes Center, University of Toronto, University of Michigan or Steno Diabetes Center North Denmark, Steno*

Diabetes Center Aarhus, Steno Diabetes Center Odense, Steno Diabetes Center Zealand or Steno Diabetes Center Copenhagen.
- Is excited to take this opportunity to boost his/her own career within diabetes research.

1.4   FUNDING

Structurally, the *Steno North American Fellowships* are '*flexible*' grants in the sense, that the applicant, in agreement with both the partner and the home institution, decides the length of the fellowship. Further, the applicant must make sure both the partner- and home institution approves the budget in the application. Please note, it is not possible to add new budget posts after receiving a grant.

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

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

- **Salary** for the applicant, including pension and holiday, according to current agreements and regulations.
- **Operating expenses** directly related to the project, e.g. consumables and minor equipment.
- **Conference participation** that is directly related to the project, including registration and travel, max. DKK 50.000 per budget year.
- **Publication expenses** of results deriving from the fellowship, max. DKK 25.000 per budget year.
- **Travel and relocation costs**; max. DKK 50.000 per year for recipient and possibly family.
- **Living abroad expenses** for health insurance, visa, etc. for recipient and possibly family, max. DKK 50.000 per year abroad. If traveling with children an additional DKK 50.000 per year can be included.
- **Bench fee**; if you include a bench fee in the budget, the fee must be part of the general expenses policy of the administrating and/or host institution. Further, you must explain exactly what the fee covers, and it may only be used for lab consumables and access to lab space and facilities that cannot be included within 'operating expenses' or another budget category. An unexplained bench fee will not be accepted.
- **Direct administrative expenses** of up to 5% may be included in the budget.

Administrative support may account for a maximum of 5% of the total budget and must be included therein.

The administrative support:
- can cover expenses such as for accounting, payment of salaries, purchasing, hiring, as well as auditing and financial reporting on the project
- can via the host institution be shared between the institutions of the home- and host institutions, as detailed in the application budget
- cannot cover administrative expenses that are not directly related to the project is not automatically included in the grant, and must be stated/applied for in the application budget, but should not be specified in detail

NNF will not award funding for:
- commercial activities
- overhead

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

1.5   LANGUAGE

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

1.6   APPLICATION PROCESS

Before applying

The applicant must establish contact with a Principal Investigator (PI) at the desired partner institution, who will be the applicant's primary research contact for the duration of the fellowship. This should ensure placement for the potential grant recipient at a hosting institution. The applicant should work with the host PI from the partner institution on the research proposal in the application. And the partner institution should provide a Hosting Letter stating commitment to hosting the applicant, and endorsement of the research project. The applicant must also confirm their home institution's support through a Letter of Support, signed by the management at the home institution. The applicant should ensure that the home institution agrees to administering the entire grant should the applicant be selected, see more under Uploads, item 3.4.

Applying

The application must be completed and submitted using NNF's online application and grant management system, NORMA, which can be accessed from: https://norma.novonordiskfonden.dk. Further information on how to access and navigate in NORMA can be found in chapter 2.

The applicant must submit the following through the NNF's application system:
- **C.V.**
- **Project description**
- **Detailed budget**
- **Uploads**

For more detailed information, please go to item 1.7 (Assessment Criteria), 3.2 (Project Information), 3.3 (Budget) and 3.4 (Uploads).

Funding, both received and applied for, from the applicant's own organisation and from other sources should be stated. The amount entered should be the total sum for the entire grant period. The NNF does not allow double funding and there can be no budgetary overlaps between projects, see more under Budget, item 3.3.
Further, if you have previously submitted other applications to NNF in the same calendar year, summarize how these applications are related to the current application. For more detailed information see Previous and current grants from NNF, item 3.5.

Important

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

When all applications have been assessed, applicants will be notified about whether 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.

January 12, 2021	May 2021	July 2021
Call opens	Assessment of applications	Applicant notification

April 29, 2021	August 1, 2021
Application deadline	Earliest possible start date

If selected

The grantee fellowship must start no later than July 1, 2022.
The grantee may be invited to present the research project to the Novo Nordisk Foundation Committee on Steno Research Collaboration (in person if possible, or alternatively via the internet).

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

Applying for visas

If selected for a grant it is recommended to start the application process for visas early to give yourself extra time to gather all needed documents. The table on page 15, at the end of this document describes the expected processing time and the documentation that is needed when applying for a visa for the different countries. It is the grantees responsibility to apply for visas.
In relation to housing, the grantee is responsible for finding housing and is advised to contact the Partner Institution if guidance is needed.

1.7 ASSESSMENT CRITERIA

NNF's Committee on Steno Research Collaboration will primarily assess the applications based on the following criteria:

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

If you have a personal active grant from NNF, this may be taken into consideration in the evaluation of your application for a new grant. In general, it is recommended that the Grant Recipient has delivered results on the active grant(s) before submission of a new application to NNF. If you apply, while having an active grant from NNF, you must describe how the project you propose in this application is different from and/or coherent with the project(s) already funded and briefly describe the progress of the already funded project(s).

2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA

Sections 2 and 3 provide guidance on how to apply 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 on REGISTER AS APPLICANT. You will be asked to fill in a contact form, which will appear in a new window. Main applicant should only have one user profile. Use your work e-mail address for registration. After the registration you will receive an e-mail with username and password. You can now log in to NORMA. When you log in for the first time, you will be asked to change your password.

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 that 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

To initiate a new application, you first need to identify the call and grant you wish to apply for. In NORMA, go to the OPEN CALLS tab, which is in the upper right corner of the screen. All currently available grants are visible in tabs that are sorted by NNF's overall grant areas.

Initiate an application by clicking the blue APPLY NOW button. Your draft application is then created and will remain a draft version until you actively submit the application.

You can create and subsequently edit a draft version of the application until the deadline. A draft application can be saved by clicking SAVE DRAFT and may be cancelled at any time up to the deadline by clicking the button CANCEL APPLICATION. An application is not submitted to NNF until an applicant has clicked SUBMIT.

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 clicking OPEN under MY APPLICATIONS on the NORMA front page. The whole application, including any currently entered data, can be downloaded as a PDF file by clicking on APPLICATION PDF. Make sure the PDF is readable and formatted appropriately before submitting your application.

2.3   TEXT AND ILLUSTRATIONS

FILLING IN THE FIELDS

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.**

APPLICATION TEXTS

Text from e.g. Word can be copied and pasted into most text fields of the application. It is, however, important to check that formatting, special letters and symbols have not been converted or lost in the text fields after copying and pasting. If the formatting looks wrong in NORMA and in the PDF, you can try to change all text to 'Normal' under the tab FORMAT.

Available functions for formatting text are at the top of the text fields. Some shorter text fields do not have the option to format.

> ⚠️ **For readability purposes, standard fonts, font size 11-12, and line spacing between 1.0 and 1.5 must be used.**

ILLUSTRATIONS

Illustrations with figures/charts/tables/images etc. related to the project description can be uploaded under PROJECT INFORMATION (a maximum of four illustrations are allowed). Include illustration number and legend/caption for each illustration file when uploading. The illustrations will be integrated in the final application PDF.

The following file formats for illustrations are accepted in the system: JPG, JPEG, PNG, 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 can be found under 'Policies' in the top right corner of the window. 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. Fields in the application that are incorrectly completed or incomplete will be listed in a box at the top of the screen. Clicking on each individual line marked in red takes you directly to the incomplete field. The box will disappear when you select SAVE DRAFT. This allows you to continue with the application and submission.

> ⚠️ **A list of any incorrect or incomplete entries will be autogenerated when you click** SUBMIT. **Amending incorrect or incomplete entries can be time-consuming, so we recommend submitting applications well before the deadline.**

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 wish to withdraw a submitted application after the deadline you must contact 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 entered information 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 INFORMATION

Enter information on the main applicant, any co-applicant(s) and administrating institution in the following tabbed sheets:
- Personal information
- Current institution
- Educational information
- Administrating institution
- Applicant information

> ⚠ **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.**

APPLICANT
CV for applicant: can be a maximum of 4,000 characters.
Please include in your CV: A short bibliographic overview summarizing total number of peer-reviewed publications, number of first authorships, number of corresponding authorships, number of citations, and h-index.

3.2   PROJECT INFORMATION

Enter a description of the project under the PROJECT INFORMATION tab. A maximum of four illustrations can be uploaded here.

GRANT PERIOD

After you enter the start and end dates for the grant, NORMA generates a grant period in whole years. The grant period is the duration of NNF's grant for the project.

PROJECT TITLE

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

BRIEF PROJECT DESCRIPTION

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

PROJECT DESCRIPTION

The project description can be up to 20,000 characters including spaces and should describe:

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

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

LITTERATURE REFERENCES

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

LAY PROJECT DESCRIPTION

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

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

3.3   BUDGET

The budget only comprises the information entered in the BUDGET tab. Additional budget information attached under UPLOADS or added under other tabs than BUDGET will not be considered.

Before you begin to fill in the budget template, enter GRANT PERIOD START DATE and GRANT PERIOD END DATE under the PROJECT INFORMATION tab and press SAVE DRAFT.

Complete the budget as follows:
- Click on the blue OPEN/EDIT icon to open a budget in a pop-up window.
- Click the + key to add budget rows.

- Select one of the budget headings, enter an amount under VALUE (DKK) and specify what the amount is for under DESCRIPTION.
- All amounts must be stated in Danish kroner (DKK) without decimal points, commas or spaces. NORMA automatically inserts the thousands separator.
- Save and close the budget spreadsheet by clicking SAVE and CLOSE (in that order) and then return to the BUDGET tab.

Important: If you make any changes to the grant period after filling out the budget, you <u>must</u> clear the budget table <u>before</u> making the change to the grant period.

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

Please make sure the budget holds all the budget posts needed to conduct the research project, as it is not possible to add additional budget posts after receiving a grant.

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.

> ⚠️ **Applicants may only apply for the types of expenses listed in section 1.4.**

3.4   UPLOADS

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

Please, do not upload any other documents.

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

3.5   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 summarize how any of the grants are related to the current application.

Please note: If you have previously submitted other applications in the same calendar year, summarize how these applications are related to the current application.

3.6   APPLYING FOR VISA(S)

	Processing Time*	Details
From Canada to Denmark	1 month, 2 months with family	**Application** website **Permit type:** Apply for a work permit as a researcher **Family permit:** Any family members that will be joining need a separate application classified as 'family' (which will give the spouse permission to work) **Documents needed:** - Documentation of paid fee - Copy of all pages of passport - Employment contract or job offer which contains information about your salary and terms of employment and a job description. The offer or contract must not be more than 30 days old - Documentation of parts of your salary or benefits that do not appear in the employment contract, e.g. paid rent for housing or salary paid to you abroad - Recorded biometrics features **Fees:** - Primary applicant: DKK 3215 (visa), DKK 1455 (biometrics) - Each family member: DKK 1470 (visa), DKK 1455 (biometrics)

From Denmark to Canada	5 weeks	**Application** Website **Permit type:** Apply for a work permit **Family permit:** Same application for any family members that will be joining (even if spouse also needs a work permit) **Documents needed:** - Application for Work Permit Made Outside Canada - Employment Reference Letter - Research Proposal - Family Information Form - Letter from Current Employer - Employment Records - Passport - Invitation Letter - Education - CV/Resume - Digital Photo - Proof that you Meet the Requirements of the Job Being Offered - Note: Must also apply for Electronic Travel Authorization (eTA) prior to departure - Recorded biometrics features, must be obtained in London, Berlin or Stockholm Application and biometrics fees: - Work permit: CAD $170 (per person) - Biometrics: CAD $85 (individual), CAD $170 (family)
From Denmark to United States	1-3 months	**Application** Application Details **Permit type:** Exchange visitor visa (J-1) **Family permit:** Same application for any family members that will be joining, it is a J-2 visitor visa. Spouse is permitted to work with Employment Authorization Document. **Documents needed:** - Valid passport - Employer must fill out Certificate of Eligibility for Exchange Visitor Status Form - Form DS-160 - Recent photo - Application must be sent to American Embassy in Copenhagen, interview is required **Fees:** USD $160 (visa application fee), USD $220 (SEVIS)

From United States to Denmark	1 month, 2 months with family	**Application** website **Permit type:** Apply for a work permit as a researcher **Family permit:** Any family members that will be joining need a separate application classified as 'family' (MF1 application, which will give the spouse permission to work) **Documents needed:** - Documentation of paid fee - Copy of all pages of passport - Employment contract or job offer which contains information about your salary and terms of employment and a job description. The offer or contract must not be more than 30 days old - Documentation of parts of your salary or benefits that do not appear in the employment contract, e.g. paid rent for housing or salary paid to you abroad - Recorded biometrics features - Can apply in Chicago, Houston, New York, San Francisco and Washington D.C. **Fees:** - Primary applicant: DKK 3215 (visa), DKK 1455 (biometrics) - Each family member: DKK 1470 (visa), DKK 1455 (biometrics)

*Note: Processing time can vary based on the time of year. These are estimates but please give yourself extra time due to the possibility of delays. Please start a few months early to give yourself extra time to gather all needed documents.

**The above information has been validated with the appropriate authorities (e.g. consulates and embassies). Please note information is subject to change and is up to date as of April 09, 2020, not factoring the current COVID-19 situation.

January 2021

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.