

es

in

id

is

is

is

is

is



Novo Nordisk Foundation Young Investigator Awards 2022

Information and guidelines for applicants

Table of contents

1	NOVO NORDISK FOUNDATION YOUNG INVESTIGATOR AWARDS 2022.....	4
1.1	PURPOSE.....	4
1.2	AREAS OF SUPPORT.....	4
1.3	ELIGIBILITY.....	4
1.4	FUNDING.....	5
1.5	HOST INSTITUTION.....	6
1.6	LANGUAGE.....	6
1.7	APPLICATION PROCESS.....	6
1.8	ASSESSMENT CRITERIA.....	7
2	THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA.....	8
2.1	USER REGISTRATION.....	8
2.2	CREATING AN APPLICATION.....	8
2.3	TEXT, ILLUSTRATIONS AND BUDGET.....	9
2.4	SUBMITTING THE APPLICATION.....	10
3	APPLICATION CONTENT.....	11
3.1	APPLICANT.....	11
3.2	INSTITUTION.....	12
3.3	PHASE 1 PROPOSAL.....	12
3.4	PHASE 2 PROPOSAL (Invited applicants only).....	13
3.5	BUDGET (Phase 2 only).....	15
3.6	APPENDICES (Phase 2 only).....	16

Information about the call

Grant capital:
DKK 100 million

Award amount
Up to DKK 25 million per grant

Application form opens:
30 June 2021

Application deadline:
Phase 1: 24 August 2021, 2PM
Phase 2: 19 January 2022 (Invited applicants only)

Applicant notification:
Phase 1: Ultimo October 2021
Phase 2: April 2022 (Invited applicants only)

Earliest start date:
1 October 2022

Latest start date:
1 July 2023

Review committee:
Committee on International Research Leader Grants

Contact:
Kirsten Klüver
Senior Grant Manager
Phone: +45 3527 6674
E-mail: kekv@novo.dk

1 NOVO NORDISK FOUNDATION YOUNG INVESTIGATOR AWARDS 2022

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.

- **Section 1** describes the overall frame and conditions of the call and the evaluation and specifies the criteria for applicants and projects.
- **Section 2** provides the technical guidance for how to access and navigate in the application and grant management system NORMA.
- **Section 3** aids with practical information on the content of the application, and best practice of how to apply for this specific call.

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.

1.1 PURPOSE

NNF Young Investigator Awards are for outstanding younger scientists to come to Denmark to expand their ground-breaking research programs. The goal is to support independent early- to mid-career researchers who are ready to conduct larger and more ambitious studies. NNF Young Investigator Awards are intended to make substantial contributions to the funding needed for new scientific directions and breakthroughs.

1.2 AREAS OF SUPPORT

The NNF is seeking to support outstanding scientists working within any area of biomedical and/or biotechnological sciences. Research within biotechnology can be related to medical and/or non-medical uses of the technology. The scientific program can involve basic, translational, clinical and/or epidemiological research.

1.3 ELIGIBILITY

Eligibility – An applicant:

- must be a principal investigator with an independent research group that s/he has directed for *less than 7 years in total* (considering any Leave of Absence).
- must be employed as a scientist outside of Denmark at a public or private research institution, or at a commercial organization.
- must, if awarded, be employed at the host institution at a level of at least 80% of a full-time position.
- must, if awarded a Young Investigator Award, establish her/his principal research group in Denmark as soon as possible within one year of receiving the grant.
- may have any nationality.

- may have visiting faculty status in Denmark that must end by May 1, 2022.
- may be associated with a Danish university as an affiliated professor not receiving salary from the institution.

Ineligibility – An applicant:

- may not have an employed position in Denmark or a completed contract for employment in Denmark during the entire two-phase application process.
- may submit only one application to the Novo Nordisk Foundation for an Investigator Grant (e.g. Emerging Investigator, Ascending Investigator, or Distinguished Investigator), NNF Laureate Research Grant, `Start Package Grant` or `RECRUIT Grant` during an overlapping application and review period. If an applicant submits more than one of the above-mentioned applications for simultaneously review, only the first application submitted will be evaluated, while the subsequent applications will receive administrative rejections. However, if an applicant for a NNF Young Investigator Award receives a rejection in phase 1, the researcher may then apply for a different NNF Investigator Grant for which the researcher is eligible.

1.4 FUNDING

A total of up to DKK 100 million is available for up to four 7-year grants of up to DKK 25 million (~USD 4 million, ~EUR 3.3 million). Up to DKK 7 million may be utilised for establishment of the laboratory during the first year, with following years funded at up to DKK 3 million per year. Annual budget amounts can diverge from the above-mentioned amounts per year if needed.

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

- salaries, including for the grant recipient
- tuition fee
- direct project costs, including materials/consumables and purchase of services
- equipment costs
- travel expenses in relation to relocation and for project-related work
- conference participation
- publication costs
- bench fee
- direct administrative expenses for the grant (up to 5% of the funding applied for)

This grant cannot cover overhead.

See section 3.5 for detailed description of budget posts.

The Novo Nordisk Foundation does not allow double funding of projects.

- The applicant cannot apply for projects/budget posts already funded by other mechanisms
- The project applied for can be partially funded by other mechanisms, but such co-funding must be clearly stated in the application.
- If the applicant, post application submission, receives funding for the project or parts of the applied project from others, the Novo Nordisk Foundation must be contacted as soon as possible.

After the final granting decision, applicants will be notified by e-mail. The notification e-mail will be sent from noreply@norma.novonordiskfonden.dk to the e-mail address entered on initial registration.



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

All grant recipients must comply with the '[General Terms and Conditions](#)' when receiving a grant from the Novo Nordisk Foundation.

1.8 ASSESSMENT CRITERIA

Evaluation of both the phase 1 and phase 2 applications will emphasise scientific quality, originality, potential impact, and integration and benefit to the Danish research environment. Selection of NNF Young Investigator awardees will be based on the scientific excellence of both the investigator and the proposed research program.

Phase 1

Major aspects of the phase 1 application are:

- the scientific achievements and track record of the applicant
- the goals and significance of the proposed research program
- the scientific questions to be addressed and an outline of the research to occur
- a description of the benefits of conducting the research in Denmark and consideration of a potential host institution if known

Phase 2 (*Invited applicants only*)

Phase 2 applicants will need to identify a host research institution within Denmark that is suitable and beneficial for their research. Discussions between the candidate and the host institution must result in a letter of commitment from a host institution to be used as part of the phase 2 application.

The major elements planned for the phase 2 application are:

- a comprehensive research program proposal, including a description of the planned research group and plans for research collaboration
- a letter of commitment from the host institution within Denmark.

Please refer to Chapter 3 for details about the content of the application.

2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA

This section provides the technical guidance for how to access and navigate in the application and grant management system 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. The 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 your 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 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

To initiate a new application, you first need to identify the call and grant you wish to apply for. From the Applicant portal in NORMA, scroll down to the OPEN CALLS section, where all currently available calls are visible. Use the search filters at the top of the section to filter by e.g. overall funding area or geography.

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 Applicant Portal in NORMA. 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, ILLUSTRATIONS AND BUDGET

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 Word, for example, 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.

The 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 PROPOSAL (a maximum of four illustrations are allowed). Include the illustration number and a legend or 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 and BMP. The maximum accepted size for each illustration is 1050*1650 pixels.

BUDGET

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. The budget must be entered in budget years following the grant period and not calendar years.

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 must clear the budget table before making the change to the grant period

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 aids with essential information to include, and best practice of how to apply for this specific call.

3.1 APPLICANT

The applicant tab contains various sections with information about the main applicant:

- Personal information
- Educational information
- Current institution
- Experience (CV, publications)
- Previous and current grants from NNF

CV can be maximum 4,000 characters.

Please provide your brief CV including:

- Education
- Employment history
- Recent research funding
- Supervision/training/teaching activities
- A short bibliographic overview summarizing total number of peer-reviewed publications, number of first/corresponding/senior authorships, number of citations without self-citations.

Publications list can be a maximum of 5,000 characters.

Please provide the complete reference information for your most important recent publications (up to 10). Applicants are strongly encouraged to provide a full list of publications in ORCID.

Supplementary Information (under Applicant Information – maximum 2,000 characters):

In this field, please describe your motivation(s) for applying for an NNF Young Investigator Award and relocating to Denmark. These can be related to scientific opportunities, personal

reasons, etc.

Previous and current grants from NNF (If relevant)

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.

3.2 INSTITUTION

Phase 1:

Enter the institution in Denmark that is the planned or desired host institution in Denmark. The Department/Institute and/or Division at the Danish host institution may be included if known. Information entered for the host institution in phase 1 is not binding and can be changed for a phase 2 application.

It is not a requirement to contact a potential host institution or department during the phase 1 application process.

Phase 2:

The host institution in Denmark that will administrate the grant is entered in this section. It is necessary for the Department/Institute/Division where you will be employed to be included. A letter of commitment from the host institution should be uploaded. Please see 3.6 for details on the commitment letter.

3.3 PHASE 1 PROPOSAL

Describe the project using the following fields on the PROPOSAL tab:

EXPECTED GRANT PERIOD

Please enter the expected start and end dates for the 7-year grant period. The earliest start date may be 1 October 2022 and the latest start date may be 1 July 2023. The dates are not binding and can be changed for a phase 2 application.

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 the scientific goals, significance, originality, and potential impact of the research program (maximum 2000 characters, including spaces).

PROJECT DESCRIPTION

(maximum 10,000 characters including spaces)

Please describe your proposed research program. Elements to be included are:

- The research questions and objectives of the research program
- The most relevant scientific background
- An outline of the research to be conducted (with an estimated timeline). Include in the outline:

- The general experimental approaches
- The main research methods and technologies to be utilized and developed
- A brief description of the research group and collaborations needed for this program
- Discussion of experimental outcomes and significance
- Consideration of the benefits of conducting this research program in Denmark
 - If you have any existing or planned collaboration(s) with researchers in Denmark, please describe this briefly

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

ILLUSTRATION UPLOADS

A maximum of four illustrations (figures/charts/images/tables/etc.) of up to 50 MB each can be uploaded here. Accepted formats are .jpg, .png, .gif, .bmp. The illustrations will be integrated in the application PDF.

LITERATURE 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 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).

BUDGET

A detailed budget is not required for Stage 1 application. However, please indicate the approximate total requested amount, the total additional contributions, and the total project cost in the Norma system.

APPENDICES:

There are no appendices for the phase 1 application.



Please note that the application should address all the assessment criteria listed in subsections 1.7 and 1.8.

3.4 PHASE 2 PROPOSAL (Invited applicants only)

After receiving an invitation, you will have access to the phase 2 application form in NORMA. It is an expanded version of your phase 1 application, and some fields are prefilled. The full phase 2 application includes a more comprehensive project description, a detailed budget, and upload of a signed hosting letter.

Describe the project using the following fields on the PROPOSAL tab:

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 the scientific goals, significance, originality, and potential impact of the research program (maximum 2000 characters, including spaces).

PROJECT DESCRIPTION

(maximum 50,000 characters including spaces)

Please include:

- Vision of the research program
- Research questions/hypotheses
- Objectives
- Background that is most relevant for this research
- Research outline for 7 years
 - Primary experimental designs and procedures
 - Methods and technologies to be utilized and developed
 - Infrastructure, facilities, and larger equipment needed
- Discussion
 - Experimental outcomes
 - Risks and alternative approaches that may be needed
- Significance and potential impact

As a separate section in this field, please describe:

- Collaborations and expected synergies for the research program
 - Current or previous research partners
 - Planned new research partners
- Contribution to the Danish research ecosystem

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

ILLUSTRATION UPLOADS

A maximum of four illustrations (figures/charts/images/tables/etc.) of up to 50 MB each can be uploaded here. Accepted formats are .jpg, .png, .gif, .bmp. The illustrations will be integrated in the application PDF.

LITERATURE 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 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).

3.5 BUDGET (Phase 2 only)

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.

See section 2.3 for elaborate information on how to technically fill in the budget.

GRANT PERIOD

Before you can fill in the budget template, start by entering the start and end dates for the grant. NORMA then generates a grant period in whole years, which is reflected in the budget template. The grant period is the duration of NNF's grant for the project.

Please provide the budget for the 7-year research program. The budget is to be put together with the assistance of the host department/institution.

The budget must be entered in budget years following the grant period and not calendar years.

The total amount applied for should be up to DKK 25 million (~USD 4 million, ~EUR 3.3 million). Funding from NNF can be up to DKK 7 million for the first year and up to DKK 3 million/year thereafter. Annual budget amounts can diverge from the above-mentioned amounts per year if needed.

Include in the budget sufficient information and detail for the planned use of the funding to be clear.

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

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

- **Salary;** for the main applicant
- **Salary;** for research and technical assistance, including postdoctoral researchers, PhD students, technicians and pre-graduate scholar. Salary to cover employees can only be applied for if they are employed at a lower job structure/salary level than the grant recipient. For any positions that will be less than full-time, include the employment percentage in the Description field.
- **Tuition fee;** for PhD students (up to DKK 80,000 per budget year) - must be specified separately in the budget.
- **Operating expenses;** e.g. lab consumables, chemicals and reagents, research animals, sequencing/proteomics and other analysis services directly related to the project.
- **Equipment;** required for the project
- **Conference participation;** for travel and registration expenses in relation to presenting the project at conferences and workshops, or for the applicant's participation in leadership courses or workshops
- **Travel;** travel expenses directly related to the project, i.e. experiments carried out in other labs for a limited period.
- **Publication costs;** of results emanating from the research project
- **Relocation expenses;** personal and professional moving costs

- **Bench fee;** To include a bench fee in the budget, the fee must be part of the general expenses policy of the institute/institution. Further, if bench fee is included in the budget applied for, it must be elaborated in the budget what exactly it 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.
- **Direct administrative expenses;** (up to 5 % of the funding applied for):
 - 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
 - is not automatically included in the grant, and must be stated/applied for in the application budget, but should not be specified in detail

Justification, explanation, and comments to the budget can be entered in the 'SUPPLEMENTARY INFORMATION' field. It is important that the requested funds are justified, well described, and aligns with the described 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. The INFORMATION FOR ADDITIONAL CONTRIBUTIONS field must clearly describe 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, after submitting the application, receives funding for the project or parts of the applied project from others, the NNF must be contacted as soon as possible.

The way in which the budget is set up influences any later financial reporting to NNF. Please note that the financial accounts must have the same headings as the budget posts in the application.



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

3.6 APPENDICES (Phase 2 only)

Novo Nordisk Foundation Young Investigator Award - Letter of Commitment from the Host Institution *(Mandatory)*

As part of the complete Young Investigator Award application, phase 2 applicants must include a Letter of Commitment from the host institution.

The letter is to be signed by the head of the host department (Institute Leader) and the head of the faculty (Dean).

The letter must describe the support of the host institution and department for the application. Please explain the significance that this new scientist and her/his research program will have for the department and institution.

Information regarding the commitments and contributions that the scientist and her/his research group will receive in the event of a successful NNF Young Investigator Award must be included. Please address the most important laboratory and facility needs described in the application as this will enable the review committee to assess the ability of the proposed research to be carried out at the new institution.

Publication list (*Optional*)

In case the space in the application form is too limited for your publication list, please upload the full list as an appendix.

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.

June 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.