# Table of contents

1 NOVO NORDISK FOUNDATION SYMPOSIA ................................................................. 4  
   1.1 PURPOSE ........................................................................................................... 4  
   1.2 AREAS OF SUPPORT ..................................................................................... 4  
   1.3 ELIGIBILITY .................................................................................................... 4  
   1.4 FUNDING ......................................................................................................... 5  
   1.5 PLANNING AND EXECUTION ....................................................................... 5  
   1.6 LANGUAGE ...................................................................................................... 6  
   1.7 APPLICATION PROCESS .............................................................................. 6  
   1.8 ASSESSMENT CRITERIA .................................................................................. 7  
   2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA .......... 7  
       2.1 USER REGISTRATION .................................................................................. 7  
       2.2 CREATING AN APPLICATION .................................................................... 8  
       2.3 TEXT AND ILLUSTRATIONS .................................................................... 8  
       2.4 SUBMITTING THE APPLICATION ............................................................. 9  
   3 APPLICATION CONTENT .................................................................................... 10  
       3.1 APPLICANT INFORMATION ...................................................................... 10  
       3.2 PROJECT INFORMATION ......................................................................... 10  
       3.3 BUDGET ..................................................................................................... 11  
       3.4 UPLOADS .................................................................................................... 12  
       3.5 PREVIOUS AND CURRENT GRANTS FROM NNF ................................. 12
Information about the call

Grant capital:
DKK 300,000

Award amount
Up to DKK 150,000 per grant

Application form opens:
22 January 2020

Application deadline:
19 March 2020 at 2pm CET

Applicant notification:
End of May 2020

Symposia will be held:
2021

Contact:
Christina M. Hald
Administrator
Phone: +45 3527 6615
E-mail: cnmh@novo.dk
1 NOVO NORDISK FOUNDATION SYMPOSIA

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 objective of the Novo Nordisk Foundation Symposia programme is to provide leading as well as younger researchers with opportunities to present and discuss the newest research within their fields. The symposia will be planned in cooperation with the Novo Nordisk Foundation and held at the conference facilities at the Novo Nordisk Foundation in Hellerup, Denmark. The symposia can be attended by up to 150 participants.

1.2 AREAS OF SUPPORT
The scientific theme of the symposium must be within the Novo Nordisk Foundation’s funding areas, i.e.
- Biomedical and health science research and applications
- Life science research and industrial applications promoting sustainability
- Natural and technical science research and interdisciplinarity
- Research in art and art history
- Innovation

1.3 ELIGIBILITY
Internationally renowned researchers in any Nordic country can apply to arrange a Novo Nordisk Foundation Symposium. The scope of the event should be focused, targeting specifically the research field(s) of the applicant.

The following requirements should be fulfilled in a successful application:
- The scientific theme of the symposium must be within the Novo Nordisk Foundation’s funding areas as described in section 1.2.
- The symposium must be limited to one day.
- A minimum of four internationally prominent speakers must give presentations of at least 30 minutes each within the theme of the symposium. It should be indicated which invited speakers have already given consent to participate.
- We encourage the organiser(s) to consider gender diversity when selecting the speaker panel. The Novo Nordisk Foundation aims to strengthen the gender diversity and gender balance in the Danish research environment.
• One or more poster sessions, or an equivalent activity to engage young researchers, must be a part of the scientific program.

For multiple-day events, please apply for the Conference, Symposia and Workshops programme instead.

1.4 FUNDING
A total of up to DKK 300,000 is available for grants up to DKK 150,000.

Each grant will be supplemented by up to DKK 170,000, which will be administrated by the Novo Nordisk Foundation, for practical arrangements in connection with the symposia, such as catering, decoration, printed programme and poster wall rental, if relevant. The DKK 170,000 should not be included in the budget.

Applicants may apply for funding for the following types of expenses:
• Travel and accommodation expenses for invited speakers and organisers
• A dinner for invited speakers and organisers, up to DKK 1,000 per person
• Travel grants for younger researchers
• Poster prizes
• For events with themes within art and art history, a smaller honorarium for invited speakers may be applied for

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
- 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-applicant(s), as detailed in the application budget
- 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
• honorarium for invited speakers (except events with themes within art and art history)
• travel and accommodation expenses for traveling companions
• overhead expenses

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

1.5 PLANNING AND EXECUTION
The symposia will be held at the conference facilities at the Novo Nordisk Foundation in Hellerup, Denmark.

The symposia are limited to one day each and must be held within the time frame 08:00-18:00.
The Novo Nordisk Foundation will announce the symposia, and registration will be handled by the Foundation. Anyone can attend the symposia. If a poster session is part of the programme, the grant holder will be asked to approve poster registrations in order to ensure relevance.

Practical and administrative arrangements in connection with the symposia will be handled by the Novo Nordisk Foundation in cooperation with the grant holder. Catering for the symposia will be decided by the Novo Nordisk Foundation alone.

The grant holder’s responsibilities in connection with the symposium:
- Suggest dates for the symposium
- Invite speakers
- Complete the final program
- Book transportation and accommodations for invited speakers and organisers
- Provide information for a digital poster for announcement and a printed programme leaflet, which will be available for the participants at the symposium
- Distribute digital poster provided by the Novo Nordisk Foundation
- Approve poster registrations if relevant

1.6 LANGUAGE

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

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.

---

22 January 2020
Call opens

May 2020
Evaluation of applications

End of May 2020
Applicant notification

19 March 2020
Application deadline

2021
The symposia will be held

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.

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

A committee within the Novo Nordisk Foundation secretariat comprised of members with backgrounds in research will evaluate the applications. The highest quality applications will be selected to receive grants from the Foundation.

The committee will primarily assess the applications based on the following criteria:

- The applicant’s curriculum vitae and scientific record
- Theme and purpose of the symposium
- Draft scientific program
- Planned featured speakers
- Expected interest and participation of research community

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 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 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 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.
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 located 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.

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.
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.
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 and administrating institution in the following tabbed sheets:

- Personal information
- Current institution
- Educational information
- Administering 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.

MAIN APPLICANT

The main applicant should be an internationally renowned researcher located in one of the Nordic Countries.

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

In the ‘Grant period start date’ and ‘Grant period end date’ fields, enter the starting and ending dates for the expected period covering the planning and execution phase of the symposium.

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 proposed symposium describing its purpose, target group and activities.
Please indicate your preferred dates for the symposium, but note that if the request is granted, the final dates will be chosen in cooperation with the Novo Nordisk Foundation.

(maximum 2000 characters, including spaces).

**PROJECT DESCRIPTION**
Please include the purpose of the symposium and a draft programme. (maximum 10,000 characters, including spaces).

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

**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 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).

3.3 **BUDGET**
The budget only comprises of 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 must clear the budget table before making the change to the grant period.
When completing the budget, the following budget posts are available:

- **Travel**: Use this for travel expenses for the invited participants.

- **Operating expenses**: Detail the various other costs related to the symposium, e.g. dinner for invited speakers and organisers, travel grants for younger researchers and poster prizes. The expenses administrated by the Novo Nordisk Foundation as described in section 1.4 should not be included.

- **Direct administrative expenses**: Use this for administrative support of the grant as described in section 1.4.

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

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.

### 3.4 UPLOADS

Please provide additional information on the featured invited speakers by submitting their short curriculum vitae (max. 2 pages). Only include CVs for invited speakers who have accepted to participate. All the CVs should be collected and uploaded as one document featuring a cover page with a list of invited speakers and rationale for selecting them. The cover page may list speakers who have not yet accepted and thus provide a rationale for their possible participation. Please clearly indicate who of the invited speakers have accepted and who have not yet accepted the invitation.

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.

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

January 2020
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.