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NURSING RESEARCH PROGRAMME 2021

Information and guidelines for applicants

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Information about the call

Grant capital:
DKK 7.5 million for one 5-year research project

Award amount
Up to DKK 7.5 million per grant

Application form opens:
30 November 2020

Application deadline:
2 March 2021, 2 pm

Applicant notification:
July 2021

Earliest start date:
1 August 2021

Latest start date:
31 December 2021

Review committee:
Committee on Nursing Research

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1 NURSING RESEARCH PROGRAMME 2021

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 Novo Nordisk Foundation's Nursing Research Programme aims to provide nurses with research leadership experience an opportunity to apply for major research projects that are valuable in a broad research and clinical context. The specific goals of the grant instrument are:

- To strengthen nursing research through long-term research funding.
- To create nursing research programmes in which younger nursing researchers are supported by senior researchers in gaining research experience at the highest level.
- To accelerate the development of new treatment methods within nursing.
- To support research targeting current challenges within nursing practice.
- To build up an international platform for nursing research based in Denmark.

1.2 AREAS OF SUPPORT

The areas of support are nursing research broadly defined, including nursing research on the development of new methods within disease prevention, health promotion, treatments, rehabilitation and palliative care. It also includes research on nursing aspects of management and organization of the health care system with the overall purpose of improving patient care and nursing practice.

1.3 ELIGIBILITY

Main applicant

The main applicant must be a certified nurse, have documented research experience, have qualifications equaling to senior researcher or associate professor level, and have experience in research leadership. Main applicants should be affiliated and present at a Danish university, hospital or other non-profit research institution at which the research project must be anchored.

Co-applicants

There may be up to four co-applicants from the nursing profession and from other professional fields who will scientifically contribute to the project and who will have a financial share in the grant. Co-applicants must have formal research competence (PhD or the equivalent) and must have documented research activity. Co-applicants should also be affiliated with a Danish university, hospital or other non-profit research institution.

Collaborating partners

The main applicant may benefit from having national or international collaborating partners. A collaborating partner is not a direct grant recipient.

Advisory board

The main applicant is urged to establish an advisory board or follow-up group for the research project in order to achieve the best research results and progress of the project.

Please note, it is a requirement that the project period is 5 years.

You may only submit one application to NNF for a Nursing Research Programme 2021. If you submit more than one, the first application submitted will be evaluated, while subsequent applications will be administratively rejected. If you hold a project grant within Nursing Research or a project grant within other funding areas, you may apply for a Nursing Research Programme 2021.

It is not possible to hold more than one active Nursing Research Programme. Researchers with an active grant of this 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 FUNDING

A total of up to DKK 7.5 million is available for one 5-year research project that can be awarded with approximately DKK 1,5 million per year for a total budget of up to DKK 7,5 million.

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

- **Salary** of the main applicant (funding the cost of an existing post for example a professorship for the grant period).
- **Salaries for all levels of positions**, such as: scientist/researchers, research assistants, postdoctoral fellows, PhD students, project coordinator, employees paid hourly wages such as transcribers, pre-graduate scholars, and statisticians.
- **Operating expenses**.
- **Equipment** required for the project, however not exceeding 20% of the budget total.
- **Tuition fee for PhD students** (up to DKK 80.000 per budget year). Tuition fee must be specified separately in the budget.
- **Travel expenses**, accommodation and registration at international scientific conferences directly relevant to the project.
- **Collaboration activities**.
- **Expenses relating to the advisory board** such as travel costs.
- **Publication costs** (scientific articles, publications, posters and other dissemination of knowledge originating from the project).
- **Other**.

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



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

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



When all applications have been assessed, applicants will be notified about whether or not they have been awarded a grant. The notification e-mail will be sent from 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.

1.7 ASSESSMENT CRITERIA

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

- The applicant's qualifications and the research environment of the project.
- The scientific quality and originality of the project.
- The ambition, method and feasibility of the project.
- The suitability of co-applicants and the advisory board or follow-up group.

Main applicants must be prepared to participate in an interview with the Committee on Nursing Research at NNF in Hellerup, Denmark **on Wednesday 16 June 2021**. If you are selected for an interview, you will be notified by DATE MONTH at the latest and your application will be submitted to external peer review.

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. 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 user name 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. 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.



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 PROJECT INFORMATION (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.

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
- Co-applicant(s)



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

Your **CV** can be a maximum of 4,000 characters (including spaces and line breaks). Please include:

- A short bibliographic overview summarizing total number of peer-reviewed publications, number of authorships, number of citations and H-index.

Publications list can be a maximum of 5,000 characters (including spaces and line breaks). Please only include the 10 most relevant and/or recent publications to illustrate your primary achievements. Include a complete specification of all authors for each publication with your own name highlighted. The applicant is strongly encouraged to provide a full list of publications in ORCID.

CO-APPLICANT(S)

For this call, up to four co-applicants are allowed for the application. Co-applicants participate actively in organizing 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 and subsequently confirm their status as co-applicants in the application.

- Go to the INVITATIONS link in the blue field on the left.
- Click the + symbol and enter the name and e-mail address of the co-applicant.
- Select CO-APPLICANT under ROLE in the drop-down menu.
- Click INVITE.
- Co-applicants will be contacted automatically through NORMA and asked to confirm their status as co-applicants.

When the co-applicant accepts his or her status as co-applicant, additional fields will appear in the application. The CO-APPLICANT field includes information about co-applicant(s), including previous grants received from NNF. A short CV (maximum two pages) for each co-applicant must be uploaded in PDF under the 'Co-applicant' tab as part of the application (please see section 3.4).

Either the co-applicant or the main applicant must complete the CO-APPLICANT field. 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 field, 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.

If co-applicants are mandatory, the application cannot be submitted before the required number of co-applicants have accepted. Similarly, if the number of co-applicants exceeds the maximum number allowed, the application cannot be submitted.

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



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

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 a maximum of 30,000 characters (including spaces, line breaks and special characters). Please describe your project in detail, including purpose, background, methods, collaborations and the significance and potential impact of the project.

In addition, the application should include:

- The relevance and importance of the proposed project.
- An extensive and detailed project description.
- A description of the method and feasibility.
- A description of how the co-applicants and collaborating partners contribute to the project.
- In case the main applicant has no co-applicants, the reason must be stated.
- A hosting letter from the institution of the main applicant (please see section 3.4)
- Support letters from all co-applicants (please see section 3.4)
- A detailed budget that identifies the expenses for the host institution and for the project's co-applicants.

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).



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. 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.

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. 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.



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

3.4 UPLOADS

In the final tab of the application you must upload the following documents:

- **CVs for co-applicants:** A short CV (max 2 pages) for each co-applicant must be uploaded in PDF under the 'Co-applicant' tab as part of the application.
- **Support letters from all co-applicants** must be uploaded in PDF under the 'Co-applicant' tab as part of the application.
- A **hosting letter** signed by the head of department, where the research project will take place, must be submitted. The hosting letter must briefly confirm that the host institution has agreed to host the proposed research project, administer the grant and provide office/work facilities.

Please note, all uploads that are not required, e.g. recommendations etc., will not be taken into consideration in the evaluation of the application.

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 THE FOUNDATION

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.

November 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.