Table of contents

1 PROJECT GRANTS IN ENDOCRINOLOGY & METABOLISM – NORDIC REGION
1.1 PURPOSE
1.2 AREAS OF SUPPORT
1.3 ELIGIBILITY
1.4 FUNDING
1.5 LANGUAGE
1.6 APPLICATION PROCESS
1.7 ASSESSMENT CRITERIA
2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA
2.1 USER REGISTRATION
2.2 CREATING AN APPLICATION
2.3 TEXT AND ILLUSTRATIONS
2.4 SUBMITTING THE APPLICATION
3 APPLICATION CONTENT
3.1 APPLICANT INFORMATION
3.2 PROJECT INFORMATION
3.3 BUDGET
3.4 UPLOADS
3.5 PREVIOUS AND CURRENT GRANTS FROM NNF
Information about the call

Grant capital:  
DKK 80 million

Award amount:  
Up to DKK 3 million per grant

Application form opens:  
3 April 2020

Application deadline:  
9 June 2020

Applicant notification:  
September 2020

Earliest start date:  
1 October 2020

Latest start date:  
1 September 2021

Review committee:  
Committee on Endocrinology & Metabolism  
The members of the committee can be found on the Foundation’s website www.novonordiskfonden.dk

Contact:  
Henriette Balslev  
Senior Grant Manager  
Phone: +45 3527 6622  
E-mail: hbe@novo.dk

Susanne Hede  
Scientific Manager  
Phone: +45 3527 6629  
E-mail: suhq@novo.dk
1 PROJECT GRANTS IN ENDOCRINOLOGY & METABOLISM – NORDIC REGION

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
NNF hereby calls for applications for basic and clinical research within the endocrine system and metabolism relating to cellular energy homeostasis. The purpose is to promote Nordic research at the highest international level to carry out research projects of 1-3 years duration.

1.2 AREAS OF SUPPORT
The overall goal is to obtain knowledge and/or better treatment or prevention relevant to the human organism within the area of endocrinology and metabolism, relating to cellular energy homeostasis, and hormonal disorders of the endocrine system.

Areas supported include research involving patients and/or clinical practice but could also include animal models, model organisms, cellular- or sub-cellular systems (with clear whole-body relevance) as well as in silico analysis, with the overall purpose of solving challenges related to endocrinology and metabolism in health and disease. Please note that endocrinology is not restricted to diabetes. Research projects within all subfields of endocrinology, e.g. thyroid, reproduction, or bone and calcium metabolism can be supported.

Projects within cancer research will not be approved, but projects on e.g. endocrine tumours where the topic is focused on signalling or cross-talk (not strictly related to cancer development) will be taken into consideration.

1.3 ELIGIBILITY
The research activities applied for must take place at a university, hospital or other non-profit research institution in Denmark, Finland, Iceland, Norway or Sweden.

Principal investigators are eligible to apply, i.e. experienced independent researchers who have already established their own research field and demonstrated the ability to conduct original research at a high
international level, or researchers that are in the process of establishing themselves as independent researchers.

Applications from Master students, PhD students and Postdocs will not be taken into consideration.

You may submit only one application for a ‘Project Grant’ to the Novo Nordisk Foundation in the same calendar year within all granting areas. If you submit more than one application only the first application submitted will be evaluated, while any subsequent applications will receive an administrative rejection.

You may submit other applications for Investigator, Programme, or Innovation grants within the same calendar year if they cover different research proposals.

If you already hold an active “Project Grant in Endocrinology & Metabolism”, you are eligible to apply for a new grant during the final year of the existing grant. However, the grant period for the new project cannot overlap with that of the active grant.

1.4 FUNDING

A total of DKK 80 million is available for the funding of: 1-, 2- and 3-year project grants within the frame of DKK 300,000 – 1,000,000 per budget year.

The total amount applied for must be within the frame of DKK 300,000 and 3,000,000. Please note that applications outside this budget frame will not be considered. Furthermore, you must aim for an even distribution of funds across all years applied for. Minor variances across years is allowed, if you for instance budget for smaller equipment during the first year. However, you may not apply for e.g. DKK 2 million for the first year and DKK 500,000 for subsequent years. This will result in an administrative rejection of the application.

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

- **Salary** for technicians, bio-analysts and other technical and administrative assistance
- **Salary** for postdoctoral researchers
- **Salary** for PhD students (tuition fee up to DKK 80,000 per year – must be specified in the budget)
- **Salary** for research-year students, up to DKK 150,000 per budget year
- **Travel expenses** in relation to the project, i.e. conference and workshop participation and presentation of research results, up to DKK 25,000 per budget year
- **Other travel expenses** related to the project, i.e. experiments carried out in other labs for a limited period
- **Publication of results** emanating from the research project, up to DKK 25,000 per budget year
- **Smaller equipment** required for the project, up to DKK 200,000 per budget year
- **Consumables**, materials, animals, human test subjects, services, etc., directly related to the project
- **Bench fee**: if you include a bench fee in the budget, the fee must be part of the general expenses policy of the administrating institution. You must upload official documentation from your institution stating that this is the case. 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 without documentation will not be accepted.

Do **not** include overhead in the budget, as this will not be funded. Administrative support may be applied for and can 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
- 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:
- Own salary for principal applicants
- Co-applicants
- 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](https://norma.novonordiskfonden.dk)
Further information on how to access and navigate in NORMA can be found in chapter 2.

<table>
<thead>
<tr>
<th>3 April 2020</th>
<th>August 2020</th>
<th>September 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call opens</td>
<td>Evaluation of applications</td>
<td>Applicant notification</td>
</tr>
<tr>
<td>9 June 2020</td>
<td>Application deadline</td>
<td>1 October 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Earliest possible start date</td>
</tr>
</tbody>
</table>

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 Endocrinology & Metabolism will primarily assess the applications based on the following criteria:

- The quality and novelty of the proposed research project
- The scientific excellence of the applicant
- The relevance and merit of the research group
- Potential impact of the project

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). This can be done in the project description section of the application.

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 this 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. A 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.
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 is 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

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 (from Web of Science).
- An overview of your current grants, and an indication of how much of your research time (in %) is committed to each of the projects.

Publications list: Please only include the 10 most relevant publications for evaluating your merits. Include a complete specification of all authors for each publication with your own name highlighted. You are strongly encouraged to provide a full list of publications in ORCID.

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
Please describe your proposed research project in detail, including purpose, background, methods, collaborations, and the significance/potential impact of the project. Please include a short paragraph on how the proposed project is different from and/or coherent with project(s) already funded.

If you are applying for funding of an ongoing project already funded by NNF, you must describe progress of the project and results obtained.

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

Maximum characters is 20,000, including spaces and line breaks.

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 the 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. 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

If you apply for a bench fee to be covered by the grant, you must upload official documentation from your administrating institution stating that this is part of the general expenses policy of the institution. Bench 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.

No other uploads are required for this call.

Uploads must be in PDF format. NORMA automatically places these uploads at the end of the application.

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.

April 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.