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POSTDOC FELLOWSHIPS IN NURSING RESEARCH 2019

Information and guidelines for applicants

Table of contents

Grant information

Grant capital:
DKK 5,4 million

Application form opens:
August 8, 2019

Application deadline:
September 26, 2019, 2 pm

Applicant notification:
December 2019

Earliest start date:
January 1, 2020

Latest start date:
December 31, 2020

Review committee:
Committee on Nursing Research
The members of the committee can be found on the
foundation's website: www.novonordiskfonden.dk

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1 POSTDOC FELLOWSHIPS IN NURSING RESEARCH

1.1 PURPOSE

The Novo Nordisk Foundation hereby invites for applications for Postdoc Fellowships in Nursing Research. The purpose of this grant is to support ambitious researchers to conduct excellent research leading to a significant contribution to the field of nursing research.

The fellowship offers an opportunity to carry out a research project of a minimum of 3 years.

1.2 ELIGIBILITY

The applicant must be a nurse and have acquired a PhD degree (or similar qualification), or the PhD must have been accepted for defense at the application deadline. The PhD degree must have been obtained before the Postdoc Fellowship in Nursing Research can be activated.

There is no limitation in number of years from PhD degree (PhD age).

The applicant must be anchored at a university, hospital or other non-profit research institution in Denmark throughout the course of the fellowship project. The mentor(s) and the hosting research institution must be stated in the application, and the mentor(s) must agree to participate in the project. A letter of commitment from the host institution must be submitted with the application. The letter must briefly confirm that the host institution has agreed to host the project, administer the grant and provide office/work facilities.

Postdoc fellowships are individual grants and cannot be shared between two or more applicants.

1.3 RESEARCH FIELDS

Nursing research.

1.4 FUNDING

The Novo Nordisk Foundation awards up to three Postdoc Fellowships in Nursing Research each of DKK 1,8 million in 2019.

The Novo Nordisk Foundation will only grant postdoc fellowships that correspond to a 3-year full time postdoc position with an applied budget of exactly DKK 1,8 million.

A detailed budget for the postdoc fellowship must be included in the application.

Please note: The applicant can choose to work part time on the postdoc project, if he/she wishes to combine the postdoc fellowship with clinical work. In this case, the applicant must work at least 50% on the postdoc project, and the project period must be extended correspondingly. If the applicant wishes to work part time on the project this must be described in the budget as supplementary information. The budget submitted must reflect a full time 3-year project, and the amount applied for must be exactly DKK 1,8 million.

Funding can cover expenses related to:
- Salary for the main applicant
- Salary for research technician/nurse
- Operating expenses
- Equipment
- Conference and workshop participation and presentation of research results, up to DKK 25,000 yearly
- Publication of results emanating from the research project, up to DKK 25,000 yearly
- Travel expenses for research stays abroad (the stay must be described in detail in the application and documentation from the institution must be included)
- Relocation expenses
- Training
- Bench fee: Support for individual researchers for the coverage of direct expenses needed to conduct the research project applied for. Bench fees must be specified in the budget, and may only be used for operating expenses, lab consumables, and access to lab space and facilities that cannot be included within another individual budget category. To include a bench fee in the budget, the fee must be part of the general expenses policy of the institute/institution and apply for all employees for which the policy concerns.
- Other
- Administrative support of up to 5% of the total funding applied for (see below)

For **administrative support** of the grant, an amount up to 5% of, and included in, the funding applied for from the NNF may be included in the budget. The administrative support:

- 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
- can via the host institution be shared between the institutions of the main- and co-applicants, 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.

Please note, that the following expenses cannot be covered by this grant:
- Salary for mentor(s)
- Overhead (e.g. rent, electricity, water, maintenance)

> IMPORTANT! The grant may not be used to cover 'overhead' (i.e. rent, electricity, water, maintenance etc.

1.5 LANGUAGE
The application must be in English.

1.6   SELECTION PROCESS

The Committee on Nursing Research evaluates the applications. The Committee will base their assessment on:

- The applicant's qualifications
- The research environment of the project
- The supervision of the applicant
- The quality, originality, methods and feasibility of the project

The recipients of the Postdoc Fellowships in Nursing Research will be announced in December 2019. Successful applicants will be invited to present their projects at the Novo Nordisk Foundation's Symposium within Nursing Research on 16 April, 2020.

1.7   APPLICATION PROCESS

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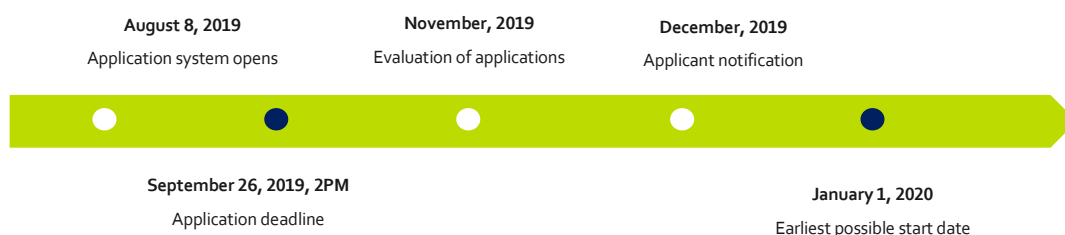Further information on how to access and navigate in NORMA can be found in chapter 2.

It is important, that the applicant carefully reads these guidelines before initiating the application process, as this document contains the complete call text as well as instructions regarding the completion of the application.

> IMPORTANT! The foundation does not provide feedback in case the application is not selected for funding.

1.8   IMPORTANT DATES

| August 8, 2019 | November, 2019 | December, 2019 |
| Application system opens | Evaluation of applications | Applicant notification |

| September 26, 2019, 2PM | January 1, 2020 |
| Application deadline | Earliest possible start date |

1.9   APPLICATION FORM

Please see chapter 2 for instructions regarding the application system NORMA and the application form. Information needed to complete the application for this specific call is mentioned below:

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

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

Project description can be a maximum of 20,000 characters (including spaces, line breaks and special characters).
- Please describe the proposed research project in detail – including purpose, background, methods, collaborations, and the significance of the project.

- Up to four illustrations (figures, tables, diagrams etc.) can be uploaded to the project description. Please only include illustrations relevant for the assessment of your application. Please see technical specification in chapter 2.4.2.

- In case you are submitting a project proposal which has been submitted to NNF before, please clearly describe what has changed in the application/project.

Lay project description in English can be a maximum of 1,000 characters, (including spaces, line breaks and special characters). The lay project description should be short and suitable for potential publishing on the Novo Nordisk Foundation's website in case the project is funded.

Uploads
In the final tab of the application form you can upload the required documentation for the call, please see 1.2 Eligibility. All other uploads that are not required will not be taken into consideration.

2 THE NOVO NORDISK FOUNDATION APPLICATION AND GRANT MANAGEMENT SYSTEM - NORMA

2.1 USER REGISTRATION

The Novo Nordisk Foundation application and grant management system "NORMA" can be accessed through links on NNFs website or directly at: https://norma.novonordiskfonden.dk

Before you begin, please read the instructions and technical information on the login-page.

It is possible to register as an organization in the application system, however organizations are currently only eligible to apply for open calls within 'Social and Humanitarian Grants' and 'Education and Outreach Grants'.

If you previously have applied NNF for funding, you may already exist in our system as a user. You can check this by clicking "forgot password," enter the email address you used when previously applying and request a new temporary password. If you are registered in our system, you will receive an email within 5-10 minutes with your login details and the temporary password.

The user registered, who submits the application(s) is 'the applicant'; the legal entity responsible for the truthfulness of the content in the application.

If you experience problems logging in please contact NNF using the contact information on page 3.

2.2 GENERAL INSTRUCTIONS

Filling in the fields
For all applications, the individual fields must be completed in accordance with these guidelines and the instructions supplied in NORMA.

> IMPORTANT! To prevent loss of data, it is essential to press "Save Draft" before you leave NORMA or navigate in the system.

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

Submission
The application in its entirety must be submitted electronically via the application system. 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.

Applications cannot be modified after the submission deadline. If you wish to make changes to a submitted application before the submission deadline, it is possible for you (the applicant) to reopen the application. Be aware that the application must be resubmitted before the deadline in order to be evaluated.

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, you should contact NNF as soon as possible using the contact details on page 3.

Confidentiality
All applicant and application information will be treated confidentially.

2.3   IDENTIFYING THE CORRECT OPEN CALL IN NORMA

When you are logged into NORMA, you will enter 'My Applications', where you will find an overview of the status of your applications (in progress, submitted, approved and declined). In addition there is a 'Pending Action' section where there may be additional requests from NNF regarding your applications.

To initiate a new application you first need to identify the call and grant you wish to apply for. Go to the 'OPEN CALLS' tab, which is located in the upper right corner of the screen.
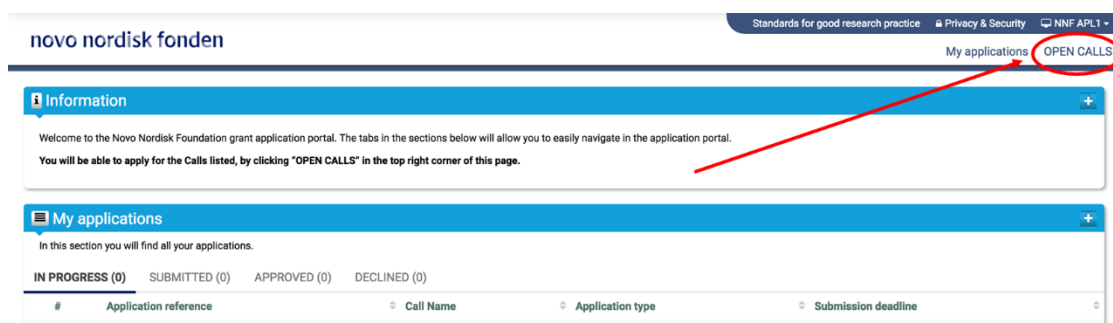
In the 'OPEN CALLS' window, all currently available grants from NNF are visible in six tabs that are sorted by the foundation's overall grant areas. Search the tabs to find the call that you wish to apply for.
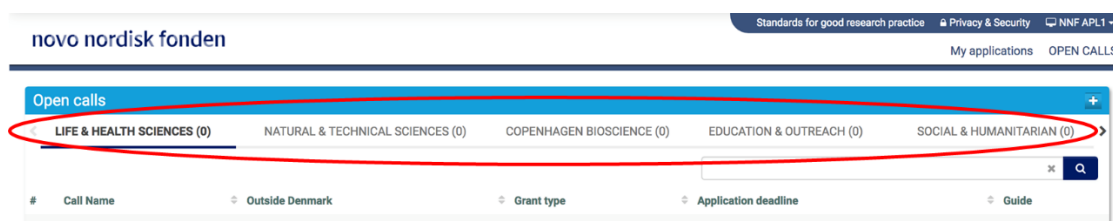
2.4   CREATING AND COMPLETING AN APPLICATION

An application is initiated by clicking the blue "Apply Now" button, once you have identified the call and grant you wish to apply for.

Your draft application is then created and it will remain a draft version until you actively submit the application. After submission, you can continuously edit or cancel the application prior to the deadline. However, you are responsible for submitting or re-submitting before the deadline.

If you wish to withdraw a submitted application after the deadline you must contact NNF via email, using the contact information on page 3.

To submit the application, it is necessary to read and accept NNF's standards for good research practice. A link can be found in the top right corner next to your name. Further, the applicant must declare that the information provided in the application is true and accurate.

You can at any time during the application process access a PDF view of your application, and you should always check to ensure that the PDF is readable and formatted appropriately before submission.

2.4.1 APPLICATION TEXTS

Formatted text from e.g. Word can be copied and pasted into most text fields of the application. It is, however, important to check that special formatting and special letters and symbols have not been converted or lost in the text fields after copying and pasting.

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

> IMPORTANT! For readability purposes, standard fonts and font size 11-12 must be used.

2.4.2 ILLUSTRATIONS

In the 'Project Information' tab, figures/charts/tables/images, (etc.) related to the project description can be uploaded (maximum 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 are accepted in the system: JPG, JPEG, PNG, TIFF, BMP. The maximum accepted size for each illustration is 1050*1650 pixels.

2.4.3 BUDGET

The budget template will be correctly generated once you have entered the Grant Period Start Date and Grant Period End Date, which can be found under the 'Project Information' tab, and pressed 'Save Draft'. You must provide these dates, before entering any information in the budget. The budget must be entered in budget years following the grant period and not calendar years.

- To access the budget template press the blue 'Open / Edit' icon
- Press the '+' icon to add budget rows
- For each budget row, choose a budget post from the drop down menu, specify details for the post under "Description", and enter the amount under 'Value'.
- All amounts must be stated in Danish Kroner (DKK) without decimals.
- When entering DKK amounts, do not use periods, commas or spaces.
- Save and close the template when the budget is completed.

Supplementary information for the budget requested from NNF can be entered in a separate field.

Funds applied or obtained from other sources must be entered under 'Additional Contributions for the Project'. Please specify what the additional funding covers and state if there are any overlaps with the budget applied for from NNF.

2.4.4   CO-APPLICANTS

For certain calls, a number of co-applicants may be either required or allowed for the application. Co-applicants take an active part in organizing and implementing the project and will receive a share of the grant. The project description must clearly describe the co-applicants' role in the project and the budget must clearly indicate the co-applicants' share.

Co-applicants must be invited and accept their status as co-applicants in NORMA. To invite co-applicants, go to the 'Invitations' tab, which can be found on the left side of the screen. The main applicant must provide the full name, email and select role as 'Co-applicant' and then press the 'Invite' button. You will be notified once the co-applicants accept the invitation.

Co-applicants will be contacted by email via NORMA and asked to confirm their status as co-applicants. The co-applicant has the option to accept or decline the invitation. If the co-applicant accepts, additional fields will be visible in the 'Co-applicants' tab in the application. The 'Co-Applicant' fields must be filled out by either the co-applicant or the main applicant. It is essential that the main applicant ultimately checks that the fields have been correctly populated before submitting the application.

A Short CV (maximum 2 pages) for each co-applicant must be uploaded to the application as a PDF file under the 'Co-Applicants' tab.

Co-applicants have the ability to read, edit and upload information in the entire application, however, cannot submit the application.

If co-applicants are mandatory, the application cannot be submitted before the required number of co-applicants have accepted. Please start the process of inviting co-applicants well in advance before submission deadline.

3   GENERAL RULES FOR GRANT APPLICATIONS

The general conditions (a-h) apply to grant applications to NNF
- *The 'applicant' in the rules below refers to the main applicant responsible for submitting the application. There are no general rules for co-applicants.*
- *There may be additional application conditions for individual calls, if so these are specified in the guidelines in section 1 under 'Eligibility'.*
- *Points g-h are relevant only if you currently hold an active NNF grant.*

a) An applicant may submit only one application per call.

b) For the NNF grant type "Project grants"[2a], an applicant may submit only one application per calendar year.

c) An applicant may submit one application for either the NNF grant type "Investigator Grants"[2b] or "Postdoctoral fellowships" and may not submit another application for either grant type while the application is under review. If the applicant receives a written rejection from NNF for the submitted application, the applicant may again apply for either grant type.

d) An applicant may submit only one application for a specific purpose/project per calendar year. If an applicant submits identical or nearly identical project proposals for different calls within the same calendar year, the latter application(s) will receive administrative rejection. Submitting two or more applications for different purposes/projects to different calls is permitted, as long as it is not to the same type of grant[2].

e) When applying for grants that do not allow funding for the applicant's salary, the applicant must be able to account for own salary during the entire grant period applied for.

f) NNF does not allow double funding of project-specific expenses. If an applicant has applied for, or has received, funding for the project or parts of the project from others, this must be detailed in the budget of the application. If the applicant receives funding for the project or parts of the project from other sources following submission of the NNF application, NNF should be contacted as soon as possible.

g) It is not possible to hold more than one active grant of the same grant type[2]. Researchers with an active grant of a specific 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. The only exemption to this is that researchers with an active 'Project Grant'[2a] awarded by a specific committee may apply for another 'Project Grant' while their current grant is active if all three following requirements are met:
- it is awarded by a different committee,
- it is for a different purpose/project, and
- the applications are not submitted within the same calendar year.

h) It is permitted to hold two or more active grants of different types[2], i.e., researchers with an active grant of a specific type may apply for a new grant of a different type.

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[2] An 'NNF grant type' is defined by the general grant frame and/or support function. Three examples of individual NNF grants that are three different NNF grant types are: 'Challenge Programme Grants', 'Steno Collaborative Grants' and 'Tandem Programme Grants'. Two examples of NNF grant types that include multiple NNF grants having the same general grant frame and support function are:

[2a] Type 'Project Grants' includes: Project Grants for Biotechnology-based Synthesis and Production Research; Project Grants in Endocrinology and Metabolism; Project Grants in Clinical and Translational Medicine; Project Grants for Clinical Nursing Research; Project Grants in Bioscience and Basic Biomedicine, Project Grants for Art History Research.

[2b] Type 'Investigator Grants' includes: Emerging Investigator; Ascending Investigator; Distinguished Investigator; NNF Young Investigator; NNF Laureate Investigator, Investigator Grant in Art History Research, Excellence Project for Young Researchers within Endocrinology and Metabolism, Borregaard Clinical Scientist Fellowship, Research Stipend in General Practice, and Advanced Grant in Endocrinology and Metabolism.

August 2018.

The Novo Nordisk Foundation

Please read "Terms and conditions for grants from the Novo Nordisk Foundation", that all grant recipients must comply with:

http://www.novonordiskfonden.dk/en/content/conditions-grants

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.