PROJECT GRANTS IN SURGICAL RESEARCH
2019
Information and guidelines for applicants
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Grant information

Grant capital:
A total of DKK 20 million for surgical research project grants.

Application form opens:
July 24, 2019

Application deadline:
September 4, 2019, 2pm

Applicant notification:
Beginning of December 2019

Earliest start date:
January 1, 2020

Latest start date:
December 1, 2020

Review committee:
Committee on Clinical and Translational Medicine

Contact:
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Senior Scientific Officer
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1 PROJECT GRANTS IN SURGICAL RESEARCH 2019 – specific guidelines for this call

1.1 PURPOSE
The objective of this call is to broadly promote Danish clinical or translational research of high international level within surgical research. The research should involve patients/humans and/or clinical practice, diagnostic or therapeutic methods, but can also involve established animal models.

1.2 ELIGIBILITY
The research activities applied for must be anchored at a university, hospital or other non-profit research institution in Denmark.

Principal investigators are eligible to apply. The profile of applicants may be experienced independent researchers who have already established their own line of research or researchers that are in the process of establishing themselves as independent researchers. As this grant cannot cover salary of the grantee, the applicant must be guaranteed his or her own salary for the entire applied project period.

Applications from Ph.D. students and postdocs will not be taken into consideration.

Project Grants in Surgical Research are individual grants at the disposal of the applicant. If the applied project involves collaboration, the collaboration and the nature of the collaboration should be described in the project description, but the applicant must be the clear driver of the project.

Please note, that it is not possible to have or register co-applicants for this specific call.

If you have an active grant within Clinical and Translational Medicine, you are eligible to apply for a new grant during the final year of the existing grant. The grant period for the new grant cannot overlap the active grant.

Please note the following important information:
An applicant may submit only one application for a project grant to the Novo Nordisk Foundation in the same calendar year.

An applicant can only submit one proposal to one of the following six calls: Project Grants in Clinical and Translational Medicine, Project Grants in Surgical Research, Project Grants in Bioscience and Basic Biomedicine, Project Grants in Endocrinology and Metabolism, Project Grants for Biotechnology-based Synthesis and Production Research and Project Grants for Clinical Nursing Research. Please, see our webpage for details of the individual grants.

If an applicant submits more than one application to these six calls, the first application submitted will be evaluated, while the subsequent applications will receive an administrative rejection.

Applicants may submit applications for either Investigator Grants (e.g. Borregaard Ascending Investigator Grants), Programme Grants (e.g. Investigator Initiated Clinical Trials or Steno Collaborative Grants) or Innovation grants within the same calendar year, as long as they cover different research proposals and different budget posts. If identical or very similar applications are submitted for different calls within the same calendar year, the latter applications will receive an administrative rejection.
1.3 RESEARCH FIELDS – SURGICAL RESEARCH
There will be a special emphasis on surgical research, procedures and conditions. The program is aimed at stimulating research in surgery in Denmark by providing funds for experimental work. The initiative will allow surgeons to apply for funds for a temporary employee who will carry out the clinical responsibilities so that they can obtain dedicated research time, but also to apply for funds for scientific or technical assistance.

The specific research topics could be clinical research, epidemiology, development of new surgical technics or procedures, prevention, rehabilitation and care of surgical patients.

The overall goal is to support medical research with clear relevance to patients and human health. The research fields could be within, but not limited to: Patients and disease related research, translational and clinical research, research in: disease mechanisms; treatment methods; disease trajectories, epidemiology; diagnostic methods; public health and family medicine, intervention studies, register-based research, proof-of-concept studies, pilot projects, initial clinical trials and clinical testing etc.

Projects within the field of endocrinology and metabolism, relating to cellular energy homeostasis, and hormonal disorders of the endocrine system, must be applied for within ‘Project Grants in Endocrinology and Metabolism – Nordic Region’.

Projects of a fundamental research character within biomedicine with no direct clinical relevance must be applied for in the call ‘Project Grants in Bioscience and Basic Biomedicine’.

Projects with a biotechnology focus must be applied for within ‘Project Grants in Biotechnology - Synthesis and Production’.

1.4 FUNDING
A total of DKK 20 million is available for the funding of: 1-, 2- and 3-year projects within the frame of DKK 100,000 – 1,000,000 per budget year.

The total amount applied for must be within the frame of DKK 100,000 – 3,000,000. Please note that applications outside this budget frame will receive an administrative rejection.

The application must describe a clearly defined research project with an appropriate budget. The project can be an independent project, delimited project or a clearly defined part of a larger project. In this case the large project must be briefly described.

The Novo Nordisk Foundation does not allow double funding of projects. If the applicant has received funding for the project or parts of the project from others, this must be included clearly in the budget. If the applicant has applied for or subsequently receives funding for the project or parts of the applied project from others and this has not been included in the budget submitted to the Novo Nordisk Foundation, we should be contacted as soon as possible.

Funding can cover expenses related to:
- Salary for a temporary employee who will carry out the clinical responsibilities of the main applicant during the project period (up to 50%).
- Salaries for research assistants, postdoctoral fellows, PhD students, nurses, secretaries, student assistants, consultants and statisticians.
- Operating expenses for: consumables, materials, services, data collection, data analysis, purchasing medicines and placebos, recruiting and following up on clinical trial participants, expenses for central randomization imaging, tests, monitoring, and other similar items directly related to the project.
- Equipment required for carrying out the project.
- Data management: expenses for collecting, storing and statistically analyzing the data.
- Conference participation: travel costs, accommodation, and registration at scientific conferences in Denmark and elsewhere that are directly relevant to the project.
- Publication costs: scientific articles, posters and other scientific dissemination activities based on the project.

Direct administrative expenses, up to 5% of, and included in, the funding applied for from the Novo Nordisk Foundation may be included in the budget.

**Direct administrative expenses:**
- 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:
- Own salary for principal investigator.
- Any kind of overhead expenses (e.g. rent, electricity, water, maintenance, etc.).

**1.5 LANGUAGE**
The application must be in English.

**1.6 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: [https://norma.novonordiskfonden.dk](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.

**1.7 SELECTION PROCESS**
The Committee on Clinical and Translational Medicine will evaluate the applications.

The committee will include in their assessment the clinical relevance, quality, novelty and feasibility of the project together with the merits of the applicant.
If you have an active grant of a different type from the Novo Nordisk Foundation, it may be taken into consideration in the evaluation of your application for a ‘Surgical Research Project Grant’. If you apply, while having an active grant from the Novo Nordisk Foundation, you must describe how the project you propose in this application is different from and/or coherent with the project(s) already funded.

Having active grants from other public or private funders will not be disadvantageous for your application for a ‘Surgical Research Project Grant’. However, you must describe how the project you propose in this application is different from and/or coherent with project(s) already funded.

1.8 IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application system opens</td>
<td>July 24, 2019</td>
</tr>
<tr>
<td>Evaluation of applications</td>
<td>October/November, 2019</td>
</tr>
<tr>
<td>Applicant notification</td>
<td>Beginning of December, 2019</td>
</tr>
<tr>
<td>Application deadline</td>
<td>September 4, 2019, 2PM</td>
</tr>
<tr>
<td>Earliest possible start date</td>
<td>January 1, 2020</td>
</tr>
</tbody>
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1.9 DETAILS REGARDING THE COMPLETION OF THE APPLICATION FORM

Information needed to complete the application form is mentioned below:

Personal information:
Name, e-mail, phone, gender, nationality, residential country, date of birth, ORCID.

Educational information:
Highest degree attained, date of degree, institution.

Current occupation and institution:
Title/occupation, name and address of institution.

Administrating institution:
Name and address of institution.

Applicant information:
CV (maximum 4,000 characters including spaces, line breaks and special characters) – please include in your CV a short bibliography summarizing total number of peer-reviewed publications, number of first authorships, number of corresponding authorships, number of citations, and H-index.

IMPORTANT!
The foundation does not provide feedback in case the application is not selected for funding.
Publications (10 most relevant publications for evaluating your merits). Please provide a complete specification of authors for each publication with your own name highlighted. Applicants are strongly encouraged to provide a full list of publications in ORCID.

**Project description:**
Project description (maximum 20,000 characters including spaces, line breaks and special characters). Please describe your 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 included. Please only include illustrations relevant for the assessment of your application.

**Project information:**
Grant period (start and end date), project title, brief project description (maximum 2,000 characters including spaces, line breaks and special characters), layman project description (maximum 1,000 characters including spaces, line breaks and special characters), category choice, literature references.

**Co-applicants**
It is not possible to have or register co-applicants for this specific call.

**Budget:**
It is important that each budget post is carefully described and entered per budget-year (not per calendar year).

**Previous and current NNF grants and applications:**
If you within the last five years have received funding from The Novo Nordisk Foundation as an applicant or co-applicant, please provide the application number, project title and status of the project, and specify the relation to the current application. If you have submitted other applications to the Novo Nordisk Foundation in 2019 please state the name of the call and the title of the submitted project and specify the relation to the current project.

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2 GENERAL GUIDELINES FOR APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA

2.1 USER REGISTRATION
The Novo Nordisk Foundation (NNF) 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 hold an active grant, or if you have applied for funding from NNF recently, you may already exist in our system. 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. If you are not in our system, register as a new user.
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.

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 seven 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.
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

It is not possible to have or register co-applicants for this specific call.

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’.
- If an applicant submits applications exceeding the allowed in points a-d, the latter application(s) will receive administrative rejection.
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. 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.

July 2019
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.