# Table of contents

1 PROJECT GRANTS IN SURGICAL RESEARCH 2020 ................................................. 4  
1.1 PURPOSE ............................................................................................................... 4  
1.2 AREAS OF SUPPORT – SURGICAL RESEARCH ................................................. 4  
1.3 ELIGIBILITY .......................................................................................................... 5  
1.4 FUNDING ............................................................................................................... 5  
1.5 LANGUAGE ............................................................................................................ 7  
1.6 APPLICATION PROCESS ..................................................................................... 7  
1.7 ASSESSMENT CRITERIA ....................................................................................... 7  
2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA .................. 8  
2.1 USER REGISTRATION .......................................................................................... 8  
2.2 CREATING AN APPLICATION ............................................................................ 8  
2.3 TEXT AND ILLUSTRATIONS ............................................................................. 9  
2.4 SUBMITTING THE APPLICATION ...................................................................... 10  
3 APPLICATION CONTENT ....................................................................................... 10  
3.1 APPLICANT INFORMATION ............................................................................... 10  
3.2 PROJECT INFORMATION .................................................................................... 11  
3.3 BUDGET ............................................................................................................. 12  
3.4 UPLOADS .......................................................................................................... 13  
3.5 PREVIOUS AND CURRENT GRANTS FROM NNF ............................................. 13
Information about the call

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

Application form opens:
August 3, 2020

Application deadline:
September 10, 2020, 2pm (CEST)

Applicant notification:
Mid December 2020

Earliest start date:
January 1, 2021

Latest start date:
December 31, 2021

Review committee:
Committee on Clinical and Translational Medicine

Contact:
Ursula Bach
Senior Grant Manager
E-mail: urba@novo.dk

or

Kristian Winge
Senior Scientific Manager, PhD
E-mail: KWI@novo.dk
1 PROJECT GRANTS IN SURGICAL RESEARCH 2020

These guidelines are intended to assist you in the application process when applying for a grant from the Novo Nordisk Foundation (NNF). It is important that you carefully read these guidelines before initiating the application process, as the guidelines contain the complete call text as well as instructions regarding the completion of the application.

NNF will treat all applicant and application information confidentially. Read more about how NNF processes personal data under ‘privacy & security’ in the online application system, NORMA. See how to access NORMA in section 2 of these guidelines.

Furthermore, please read ‘General Terms and Conditions’ for grants from NNF that all Grant Recipients must comply with: http://www.novonordiskfonden.dk/en/content/conditions-grants

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

1.2 AREAS OF SUPPORT – 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 techniques 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.

The Novo Nordisk Foundation also offers near identical calls for project grants within the areas listed below.

- Endocrinology and metabolism
- Bioscience and basic biomedicine
- Physical and technical sciences1
- Industrial and environmental biotechnology1
- Plant science, agriculture and food biotechnology1

---

1 The calls from the Novo Nordisk Foundation for project grants within these research areas are new in 2020. If you are in doubt to what call your project should be submitted, you are welcome to send us a very brief description (no more than 10 lines) starting with the purpose of your project and highlighting the key research areas/technologies. Email: urba@novo.dk
If the project applied for is borderline between surgical research and one of the areas above, you must carefully read the call text of both calls and decide where the project is best suited, and hence best evaluated. **You may submit only one application for one ‘Project Grant’ in either of these areas in 2020.**

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

### 1.3 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.

As mentioned above, surgeons can apply for funds for a temporary employee who will carry out the clinical responsibilities and work so the applicant can obtain dedicated research time.

Applicants must be surgical specialists.

Applications from Master students, 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.

**Important rules:**

- If an applicant holds an active ‘Project Grant within Clinical and Translational Medicine’ or ‘Project Grant in Surgical Research’, the applicant is 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.
- An applicant that holds an active ‘Project Grant’ awarded by a specific committee may apply for another ‘Project Grant’ if it is awarded by a different committee, is for a different purpose/project, and if it is not within the same year.
- An applicant may not submit identical/very overlapping proposals to different NNF calls within the same calendar year.

### 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.

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

- **Salary for temporary employee** who will carry out the clinical responsibilities of the main applicant during the project period (up to 50% time).
- **Salary for employees**: postdoctoral researchers, PhD students, technicians, and researchers or research-year students working on the project. Salary expenses cannot cover project employees of similar or higher academic employment level than the applicant.
- **Tuition fee**: for PhD students (maximum DKK 80,000 per budget year) - must be applied for when applying for PhD salary and specified separately in the budget.
- **Operating expenses**: consumables, materials, animals, human test subjects, services, etc., directly related to the project.
- **Equipment**: smaller equipment required for the project (maximum DKK 200,000 per budget year).
- **Conference participation**: travel and registration expenses in relation to presenting the project at conferences and workshops (maximum DKK 25,000 per budget year).
- **Travel**: travel expenses related directly to the project, i.e. experiments carried out in other labs for a limited time.
- **Publication costs**: of results emanating from the research project (maximum DKK 25,000 per budget year).
- **Bench fee**: To include a bench fee in the budget, the fee must be part of the general expenses policy of the institute/institution. Further, if bench fee is included in the budget applied for, it must be elaborated in the budget what exactly it 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.
- **Direct administrative expenses**: up to 5 % of the total funding applied for. The direct 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

This grant cannot cover:
- own salary for principal investigator/main applicant
- commercial activities
- overhead

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, this must be included in the budget.
- If an identical or overlapping project proposal has been submitted to other funding institutions than the Novo Nordisk Foundation, it should be noted in the ‘supplementary information’ under the budget tab, and the overlapping budget posts should be specified.
- If the applicant, post application submission, receives funding for the project or parts of the applied project from others, the Novo Nordisk Foundation must be contacted as soon as possible.
1.5 LANGUAGE

The application must be written in English (including the layman description).

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.

<table>
<thead>
<tr>
<th>August 3, 2020</th>
<th>September- November 2020</th>
<th>Mid December 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call opens</td>
<td>Evaluation of applications</td>
<td>Applicant notification</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.

All grant recipients must comply with the ‘General Terms and Conditions’ when receiving a grant from the Novo Nordisk Foundation.

1.7 ASSESSMENT CRITERIA

NNF’s Committee on Clinical and Translational Medicine will primarily assess the applications based on the following criteria:

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 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. Applicants 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.

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 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 are allowed). Include illustration number and legend/caption for each illustration file when uploading. The illustrations will be integrated in the final application PDF.
The following file formats for illustrations are accepted in the system: JPG, JPEG, PNG, BMP. The maximum accepted size for each illustration is 1050*1650 pixels.

2.4 SUBMITTING THE APPLICATION

The application in its entirety must be submitted electronically via the application system by clicking SUBMIT. It is not possible to submit an application or any part of it by standard mail or e-mail. Any material submitted outside the application system will not be included in the evaluation and will not be returned.

All applicants must read and accept NNF's Standards for Good Research Practice before submitting the application. A link can be found under 'Policies' in the top right corner of the window. Further, the applicant must declare that the information provided in the application is true and accurate.

An application cannot be submitted unless all the required fields have been completed. Fields in the application that are incorrectly completed or incomplete will be listed in a box at the top of the screen. Clicking on each individual line marked in red takes you directly to the incomplete field. The box will disappear when you select SAVE DRAFT. This allows you to continue with the application and submission.

A list of any incorrect or incomplete entries will be autogenerated when you click SUBMIT. Amending incorrect or incomplete entries can be time-consuming, so we recommend submitting applications well before the deadline.

If you wish to modify a submitted application before the deadline, it is possible to reopen the application. Be aware that the application must be resubmitted before the deadline. Applications cannot be modified after the submission deadline.

Once the application has been submitted, a confirmation of receipt will be sent to the e-mail address used for logging into the system. If you do not receive a confirmation of receipt (please check your spam folder), you should contact NNF as soon as possible using the contact details on page 3.

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

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, and administrating institution in the following tabbed sheets:
• Personal information
• Current institution
• Educational information
• Administering institution
• Applicant information

MAIN APPLICANT
CV can be maximum 4,000 characters.
Please include 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. Also address your education, research and professional affiliations, funding, awards/prizes, teaching roles and administrative experience.

Publications list can be a maximum of 5,000 characters.
First, applicants should include a link to an updated profile with a full publication list for the applicant on either Google Scholar, Web of Science, or Scopus. Below state up to the 10 most relevant publications for evaluating your merits. Include a complete specification of all authors for each publication with your own name highlighted.

Supplementary Information (under Applicant Information):
• Describe your terms of employment (where the project is to be carried out). Non-permanent employees should indicate when their current contracts are running out and how their salaries are covered. Tenure-track employees should indicate when they are up for tenure.
• Include an overview of your current active grants and indicate how much of your research time (in %) is committed to each of the projects already funded
• State how much of your research time (in %) you intend to commit to the project applied for.

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

3.2 PROJECT INFORMATION
The following information must be included under the PROJECT INFORMATION tab:

GRANT PERIOD
After you enter the start and end dates for the project and press “save draft”, NORMA generates a grant period in whole years. The grant period for this call must be minimum 1 year and maximum 3 years.

PROJECT TITLE
Please provide a short title for the project (maximum 150 characters, including spaces, line breaks and special characters).

2 The grant can post awarding and upon approval from Novo Nordisk Foundation be extended to 4 years if used to cover a 4-year PhD fellowship.
BRIEF PROJECT DESCRIPTION
Please provide a brief stand-alone summary of the project describing its purpose, the main research area, the state-of-the-art, and primary technologies. (maximum 2,000 characters, including spaces, line breaks and special characters).

PROJECT DESCRIPTION
Successful applications describe focused projects, feasible within the budget, timeframe and the manpower requested (maximum 20,000 characters, including spaces, line breaks and special characters).

Please consider the following:
- Describe your proposed research project in detail – including purpose, state-of-the-art, background, methods, novelty, feasibility, and the significance of the project.
- You are encouraged to include and describe preliminary data.
- If the applied project involves collaboration, the nature of collaboration and the role of the collaborator should be described in the project description.
- Up to four illustrations (figures, tables, diagrams etc.) can be uploaded. Please only include illustrations relevant for the assessment of your application. Inclusion of a Gantt Chart and preliminary data as figures are welcomed.
- In case you are submitting a project proposal, which has been submitted to NNF before, please clearly describe what has changed/improved in the application/project.
- 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 4,000 characters, including spaces, line breaks and special characters).

LAY PROJECT DESCRIPTION
In English (maximum 1,000 characters, including spaces, line breaks and special characters). 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 and no confidential information should therefore be included in this section.

3.3 BUDGET
Before you can fill in the budget template you must 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.

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 additional comments to or explanations of the budget can be entered in the SUPPLEMENTARY INFORMATION field. It is important that the requested funds are justified, well described and aligns with the described project.
Funding received for the applied project from the applicant’s own organisation and/or 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. It must be clearly described in the INFORMATION FOR ADDITIONAL CONTRIBUTIONS field what the additional contributions cover.

3.4 UPLOADS
No appendices are permitted in this call, and thus the UPLOAD tab is not visible. It is the responsibility of the applicant to ensure that the administrative institution has approved the budget and will host the project.

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.

August 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.