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# PROJECT GRANTS FOR ART HISTORY RESEARCH

Information and guidelines for  
applicants



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## Grant information

Grant capital:  
DKK 3 million

Application form opens:  
21 October 2019

Application deadline:  
15 January 2020 at 2 pm

Applicant notification:  
End March 2020

Earliest start date:  
1 April 2020

Latest start date:  
1 March 2021

Review committee:  
Committee on Research in Art & Art History

Contact:  
Clarissa Løkkegaard  
Administrator  
Phone: 7730 1583  
E-mail: [cll@novo.dk](mailto:cll@novo.dk)



# 1 PROJECT GRANTS FOR ART HISTORY RESEARCH

## 1.1 PURPOSE

The purpose of this grant is to give talented researchers within art history the opportunity to carry out research projects of high academic quality that can make a significant contribution to the field of art history in Denmark.

The Novo Nordisk Foundation (NNF) supports art history research projects of 1-3 years duration.

## 1.2 ELIGIBILITY

To be eligible you must work within the field of art history research and be anchored at a university, museum or other knowledge institution in Denmark (administering host institution) during the grant period.

The project must involve significant research activity and be feasible at the host institution throughout the duration of the project period.

Funding may also be applied for publication of international, English language books within art history research via the Danish host institution.

## 1.3 RESEARCH FIELDS

Project proposals can address art history research within all periods from prehistoric to modern times in a Danish or International context. The project proposal must demonstrate academic relevance for the research environment at the Danish host institution.

Projects within architecture and design will be taken into consideration, if you sufficiently account for the project's relevance for the visual arts.

The foundation does not support projects within preservation or archaeology.

The research project can be an independent project or a clearly defined part of a larger project.

## 1.4 FUNDING

A total of DKK 3 million is available for funding of research projects of a duration of 1, 2 or 3 years.

Applicants are encouraged to make use of the 3 years available for this grant and apply for projects of a longer duration within this timeframe, allowing time to conduct thorough research.

The budget frame is DKK 100.000 – 1.000.000. The maximum that may be applied for is DKK 500.000 per budget year, however total maximum DKK 1.000.000.

Applications for funding below DKK 100.000 will not be considered.

You must clearly indicate in the application whether you are applying for funding of a

1-, 2- or 3-year project grant (indicated in budget years and not calendar years). If a project has a duration of less than one year, i.e. 6 months, it must still be applied for as a project grant of up to 1 year.

It is strongly recommended that you liaise with your administrating host institution regarding the budget.

Funding can be requested to cover:

- **Salary**
    - Salary for applicants that do not have permanent employment.
    - Salary for a substitute. Permanent employees can apply for salary funding for a substitute to undertake some of the responsibilities of the applicant during the project period. However, always in accordance with existing rules at the host institution.
    - Salary for scientific or student assistance.
  - **Operating expenses** such as materials, equipment, database access, museum access, books, computer etc.
  - **Conference participation**, including registration, travel and accommodation, maximum DKK 25.000 per year.
  - **Travel expenses** for research/study trips abroad. If a study visit is incorporated in the project, the purpose of the visit must be clearly described in the project description.
  - **Dissemination** of results emanating from the research project.
  - **Publication expenses** for international, English language books/anthologies/articles
  - **Organization of small scale workshops/symposia** in connection with the research project.
  - **Administrative support**: For administrative support of the grant, an amount up to 5% of, and included in, the funding applied for from 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.
  - is not automatically included in the grant, and must be stated/applied for in the application budget, but should not be specified in detail.

Funding **cannot** be requested to cover:

- Co-applicants;
- Installation and organization of art exhibitions;
- Expenses for organization of conferences;
- Expenses solely for workshops/symposia;
- Tuition fees;
- Salary for supervisors or mentors; or
- Overhead (e.g. rent, water, electricity, heating, maintenance).



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

## 1.5 LANGUAGE

The application can be submitted in English or Danish. Please note that the system language is English, but the system fields may be populated in Danish.



## 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>

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

NNF's Committee on Research in Art & Art history will evaluate the applications.

The evaluation committee will pay particular attention to the following aspects of the project proposal:

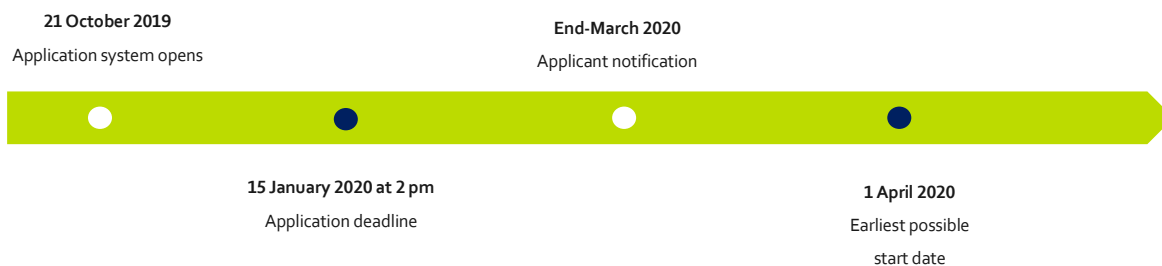
- Originality, quality and methodology;
- Academic qualifications of the applicant; and
- Feasibility of the project, including relevance of project for research environment at host institution.

Due to a large numbers of applications received by NNF, it is not possible to provide feedback to individual applicants regarding unsuccessful applications.



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

## 1.8 IMPORTANT DATES



## 1.9 APPLICATION FORM

In chapter 2 you will find a general guide on how to access and navigate in the foundation's application system, NORMA. Please fill in all fields according to the guide, the instructions provided in NORMA and the below specific information related to this call:

### Publication list field

Please 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.

### Supplementary information field

This field can be utilized if there are special circumstances regarding your application that the review committee should be aware of, i.e. current terms of employment. Please do not include any personal information of sensitive character, i.e. illnesses, family conditions etc.

### Project description field

The project description must be entered into the field called 'project description' and cannot be uploaded as a separate document.

Please note that the maximum number of characters for the project description is **10,000 characters** including spaces and line breaks. Your project description must therefore be very concise and to the point and describe the overall project idea without too many details. Up to four illustrations can be uploaded to the project description.

The project description can include overall

- Purpose;
- Hypothesis;
- Methods; and
- Relevance of the project for the host institution/research field.

If you are copying your project description from e.g. Word, we recommend that you paste it into the system without formatting and use the formatting options in the system instead. The system counts e.g. tabs or columns from Word as characters when pasting.

## 2 THE NOVO NORDISK FOUNDATION 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.

Register as an 'applicant' to access all open calls within research in art and art history. 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 Initiatives' and 'Creation House and Business Acceleration Academy (BioInnovation Institute)'.

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.



**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

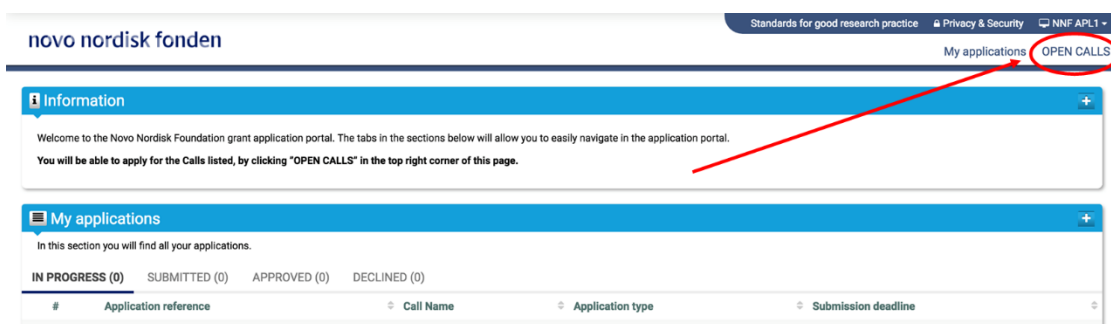
All applicant and application information will be treated confidentially.

## 2.3 IDENTIFYING THE CORRECT OPEN CALL IN NORMA

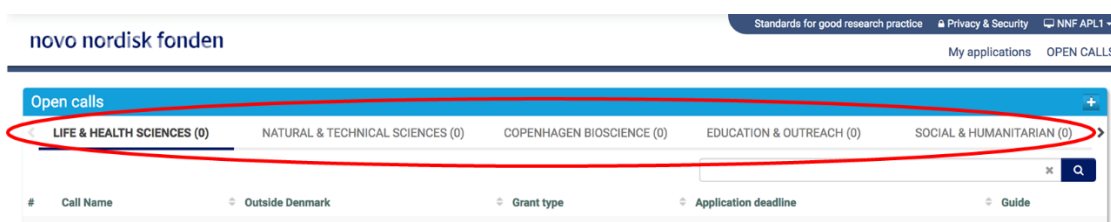
When you are logged into NORMA, you will enter 'My Applications', where you will find an overview of the status of your applications (in progress, submitted, approved and declined). In addition there is a 'Pending Action' section where there may be additional requests from NNF regarding your applications.

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 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.

In addition, be aware that the system counts some formatting, e.g. tabs and line breaks as characters. The character count in the system may therefore not correspond exactly to the character count in Word when copying and pasting.

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



**IMPORTANT!** For readability purposes, standard fonts, font size 11-12, and line spacing between 1.0 and 1.5 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, 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.

# 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”<sup>2a</sup>, 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”<sup>2b</sup> 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<sup>2</sup>.
- 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<sup>2</sup>. 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’<sup>2a</sup> 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<sup>2</sup>, 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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<sup>2</sup> 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:

<sup>2a</sup> 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.

<sup>2b</sup> 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.

# The Novo Nordisk Foundation

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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.