# novo nordisk fonden

# RECRUIT

- Grants for international recruitment with application deadline in 2020

Information and guidelines for applicants

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# Information about the call

Grant capital for 2021:
DKK 100 million

Award amount:
Up to DKK 15 million over 7 years for a position at the assistant professor level, up to DKK 25 million over 7 years for a position at the associate professor level, or up to DKK 35 million over 7 years for a position at the full professor level.

Application form opens:
2 June 2020

Application deadline:
17 September 2020 at 2 pm CEST

Applicant notification:
April 2021

Earliest start date:
1 May 2021

Latest start date:
1 May 2022

Review committee:
External peer review

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# 1  RECRUIT – Grants for international recruitment

These guidelines are intended to assist the application process when applying for a grant from the Novo Nordisk Foundation (NNF). It is important that you read these guidelines carefully 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 purpose of the RECRUIT grants is to strengthen Danish universities in the international competition of recruiting the most talented or leading researchers from abroad within the natural and technical sciences. Researchers who come from other institutions or traditions contribute new ideas, specialized knowledge and access to international networks. As a result, they can be crucial in developing or boosting a research field. The grants are aimed at supporting the recruitment of researchers at the assistant-, associate-, or full-professor level. A RECRUIT grant is intended to provide amble funding over a long timeframe to make it more attractive for international top-researchers to relocate from abroad to establish their research group at a Danish university. The candidate must be considered ambitious and excellent at his/her career level and their research should bring substantial value and/or novelty to a research field that has a strategic relevance to the recruiting university and be within the strategic areas of support of the Novo Nordisk Foundation listed in section 1.2.  A certain nomination quota for RECRUIT is allocated to each Danish university with faculty in the natural and technical sciences.

## 1.2  AREAS OF SUPPORT
The grant will support the recruitment of researchers that align with the following headline and strategic key themes of the Novo Nordisk Foundation:

**Natural and technical science research and interdisciplinarity**
*Research that catalyse natural and technical science research, particularly in fields with potential interdisciplinary application to the life and health sciences and industrial biotechnology.*
**Key themes:**
- Interdisciplinary research rooted in the natural and technical sciences
- Quantum based technologies to solve complex and important problems in biology, chemistry, or medicine
- Data science research with focus on fundamental algorithms and interdisciplinary applications
- Technology for tomorrow's medical science and applications

For all key themes, please describe in the application how the supported research has potential application in the life or health sciences or in biotechnology. Such potential applications may be either on the short term or on the long term, possibly on timescales longer than the project period.

## 1.3 ELIGIBILITY

The grant is intended for excellent researchers to be employed at the level of assistant-, associate- or full professors.

Promising early-stage researchers with several years of postdoc research and sufficient maturity for, or early experience from, independence as a group leader will qualify for **a grant as assistant professor.**

Researchers with demonstrated experience as a group leader and outstanding scientific potential will qualify for **a grant as associate professor**.

Research leaders with a track record of performing original and excellent research at the highest international level will qualify for **a grant as full professor.**

For all career levels it applies that:
- The candidate may have any nationality and must be recruited from outside of Denmark. Out of the past 48 months, the candidate must not have carried out research or other activities for more than 12 months at the recruiting university. Periods with Leave of Absence should be excluded from the count of the 48 and 12 months.
- Recruitment can be from either academic institutions or from industry. The recruiting institution must be a Danish university with faculty in the natural and technical sciences.
- The research profile and plan of the candidate must align with the strategy of the university, and there must be a plan for how the candidate will add to the faculty's scientific activities.
- The research plan of the candidate must align with the strategic key themes of the Novo Nordisk Foundation's Natural and Technical Sciences and Interdisciplinarity grant-giving area (see Areas of Support in section 1.2).
- If awarded a RECRUIT grant, the candidate must within one year establish his/her primary research group at the recruiting institution with a time commitment of at least 80 percent.

Embedment of the candidate into a time-unlimited research position at the recruiting university is not a requirement.

**Only candidates nominated by the recruiting university will be considered for funding.**
The university can nominate candidates according to a quota system, pre-set by the Novo Nordisk Foundation. The quota depends on the size of the natural and technical faculty/faculties at the university and are detailed in Sec. 1.6. Prior to the application deadline, the recruiting university must have undertaken an internal evaluation and identified their top candidates to be nominated. By submission deadline a nomination list must be submitted to NNF by the university (see also Sec. 1.6).

General rules relevant for this programme:
a) 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 must be informed immediately.
b) It is not possible to hold more than one active grant of the following Novo Nordisk Foundation grant types: 'Laureate Research Grant', 'Young Investigator Award', 'Start Package Grant', or 'RECRUIT Grant'.
c) It is permitted to hold two or more active Novo Nordisk Foundation grants of different types, i.e., researchers with an active RECRUIT grant may apply for a new grant of a different type, e.g., Project or Investigator grants.
d) Please refer to our general terms and conditions (https://novonordiskfonden.dk/en/conditions-for-grants/) for further information that apply when applying for/receiving a grant from NNF.

## 1.4  FUNDING

The total annual grant awarding budget is up to DKK 100 million.

For each grant, up to DKK 15 million can be awarded over a 7-year grant period for assistant professors, up to DKK 25 million can be awarded over a 7-year grant period for associate professors, and up to DKK 35 million can be awarded over a 7-year grant period for full professors.

Applicants may apply for funding for the following types of expenses:
- Salary for the recruited researcher (full or partial coverage).
- Expenses related to relocation, lab establishment, and refurbishment.
- Salary for research and technical assistance, including laboratory administrators, postdoctoral researchers and Ph.D. students (including tuition fee up to DKK 80,000 per year per PhD student, which must be specified in the budget), and research-year students.
- Travel expenses in relation to the project, e.g., conference and workshop participation and presentation of research results derived from the project.
- Other travel expenses that are directly related to the project, e.g., for experiments carried out in other labs for a limited time period.
- The candidate's publication expenses.
- Operating expenses: Direct expenses for developing, implementing and operating the project, including materials and equipment.
- Consumables, materials, services, etc., directly related to the project.

Administrative support may account for a maximum of 5% of the total budget and must be included therein.

**The administrative support:**
- can cover expenses such as for accounting, payment of salaries, purchasing, hiring, as well as auditing and financial reporting on the project,
- cannot cover administrative expenses that are not directly related to the project,
- is not automatically included in the grant and must be stated/applied for in the application budget but should not be specified in detail.

**NNF will not award funding for:**
- commercial activities
- overhead

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

## 1.5  LANGUAGE

The entire application and any additional uploads must be written in English.

## 1.6  APPLICATION PROCESS

The application process consists of two phases, where the first phase is undertaken prior to submission deadline by the universities and the second phase by the NNF after submission deadline.

**Phase I: The recruiting university conducts an evaluation of relevant candidates**. This process is organized internally by the university. The university selects which candidates to nominate for a grant

across the three levels of seniority, according to a maximum budget amount set by a quota system. The quota system reflects the size of the natural and technical faculties at each Danish university with research and educational activities in natural and technical sciences:

| University | Quota |
|---|---|
| DTU | DKK 120 million |
| KU | DKK 120 million |
| AU | DKK 105 million |
| AAU | DKK 80 million |
| SDU | DKK 75 million |
| ITU | DKK 55 million |
| RUC | DKK 50 million |

Nominated candidates prepare and submit an application that must include the following elements:
- CV and publication list of the candidate.
- A description of the research plan and planned faculty activities.
- Support letter from the recruiting university accounting for how the candidate's profile and research plan align with the strategy of the university as well as with the strategy of the Novo Nordisk Foundation and the strategic key themes in Sec. 1.2. The support letter should also confirm commitment from the administrating institution to hosting the recruited researcher.
- A detailed budget.

The recruiting university must by submission deadline submit a complete list of the nominated candidates and of the respective budgets requested for each candidate. The university cannot prioritize among the nominated candidates. The nomination list must be sent by e-mail to info@novonordiskfonden.dk.

**Phase II: The secretariat conducts an evaluation of the applications based on international, external peer-review**, to the extent possible using experts in the relevant fields. The evaluation criteria are described in Sec. 1.7.

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 and information about the required application content can be found in chapter 3.**

| 2 June 2020 | September 2020 – March 2021 | Primo April 2021 |
|---|---|---|
| Call opens | Evaluation of applications | Applicant notification |

| 17 September 2020 | 1 May 2021 |
|---|---|
| Application deadline | Earliest possible start date |

Applicants will be notified by April 2021 about whether they have been awarded a grant. The notification e-mail will be sent from noreply@norma.novonordiskfonden.dk to the e-mail address entered on initial registration.

⚠ NNF does not provide feedback in case an application is not selected for funding.

## 1.7   ASSESSMENT CRITERIA

The applications and the nominated candidates will be evaluated according to their career level primarily based on the following criteria:

- Scientific track record and/or academic potential.
- Alignment with the overall NNF strategy and the strategic key themes listed in Sec. 1.2.
- How the research plan of the candidate aligns with the recruiting university. This could either be by bringing value to research fields currently covered at the university or by bringing novelty to the university.
- Reasonability of the proposed budget.

# 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. Main applicant should only have one user profile. Use your work e-mail address for registration. After the registration you will receive an e-mail with username and password. You can now log in to NORMA. When you log in for the first time, you will be asked to change your password.

Applicants who have previously applied for a grant from NNF or have an active grant may already have a user profile in NORMA. If you are in doubt, an existing user profile can be retrieved by clicking FORGOT PASSWORD and entering an e-mail address. If you have a user profile in the system you will receive an e-mail with login information and a new password within 5–10 minutes.

A registered user that submits an application is legally responsible for the truthfulness of the content of the application.

If you experience technical problems, please contact NORMA Support: norma-support@novo.dk.

> ⚠ 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 the 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

**Only applications submitted by a candidate nominated by a Danish university according to the quota system described in Sec. 1.6 will be considered for funding. All other applications will receive an administrative rejection by the Novo Nordisk Foundation's secretariat.**

Please provide information on the applicant and the administrating institution in the following tabbed sheets:
- **Personal information.** Fill in information on the candidate to be recruited.
- **Current institution.** Fill in information on the candidate's current institution, the institution where he/she is being recruited from.
- **Educational information.** Fill in information on the candidate's education.
- **Administrating institution.** Fill in information on the recruiting institution.
- **Applicant information.**
    - *CV*: Can be a maximum of 4,000 characters. The applicant's CV must 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.
    - *Publications list*: Can be a maximum of 5,000 characters. Please only include the 10 most relevant publications for evaluating the applicant's merits. Include a complete specification of all authors for each publication with the applicant's name highlighted. The applicant is strongly encouraged to include a link to an updated profile (with full publication list) in ORCID, Google Scholar, Web of Science, Scopus or similar.
    - ***Summary of own research***: A short summary of the applicant's past years of research (maximum 2000 characters, including spaces).

⚠️ Registering a new administrating institution in NORMA can take up two working days. The application can be edited but cannot be submitted before this information is registered. We therefore recommend that you register an administrating institution in good time.

## 3.2  PROJECT INFORMATION

Enter a description of the planned research under the PROJECT INFORMATION tab. A maximum of four illustrations can be uploaded here.

**GRANT PERIOD**
After the start and end dates for the grant are entered, NORMA generates a grant period in whole years. The grant period is the duration of NNF's grant for the project, which for the RECRUIT call is up to 7 years.

**PROJECT TITLE**
Please provide a short title for the application (maximum 150 characters, including spaces). The title should contain the name of the recruiting university, the career level that the candidate will be recruited to, and the name of the candidate, e.g., [*university*] + [*position*] + [*name*].

**BRIEF PROJECT DESCRIPTION**

Please provide a brief stand-alone summary of the candidate's research plan, the scientific opportunities at the recruiting institution, and the motivation for applying for a RECRUIT grant, and indicate in the text which key theme listed in Sec. 1.2 represents the research field of the recruited candidate (maximum 2000 characters, including spaces). Please use a language directed towards non-experts with academic training.

**PROJECT DESCRIPTION**

Please provide an elaborate research plan to be conducted during the grant period. Describe, e.g., hypotheses, the research's originality, experimental approaches, methods and technologies, significance and potential for impact, and how it will contribute to boosting the strategic actions at the recruiting university. Please also address the plan for relocation to the recruiting institution (maximum 30,000 characters, including spaces). Please use a language directed towards non-experts with academic training.

**Please do not use abbreviations and limit the use of acronyms**.

**LITTERATURE REFERENCES**

Please provide the reference information for the literature cited in the project description (maximum 4000 characters, including spaces).

**LAY PROJECT DESCRIPTION**

Please provide a brief summary for non-experts in lay language. If the application is awarded a grant, the text may be used for publication (maximum 1000 characters, including spaces).

> ⚠ Please note that the application should address all the assessment criteria listed in subsection 1.7.

## 3.3   BUDGET

The budget only comprises the information entered in the BUDGET tab. Additional budget information attached under UPLOADS or added under other tabs than BUDGET will not be considered.

Before you begin to fill in the budget template, enter GRANT PERIOD START DATE and GRANT PERIOD END DATE under the PROJECT INFORMATION tab and press SAVE DRAFT. The budget must be entered in budget years following the grant period and not calendar years.

Complete the budget as follows:
- Click on the blue OPEN/EDIT icon to open a budget in a pop-up window.
- Click the + key to add budget rows.
- Select one of the budget headings, enter an amount under VALUE (DKK) and specify what the amount is for under DESCRIPTION.
- All amounts must be stated in Danish kroner (DKK) without decimal points, commas or spaces. NORMA automatically inserts the thousands separator.
- Save and close the budget spreadsheet by clicking SAVE and CLOSE (in that order) and then return to the BUDGET tab.

**Important**: If you make any changes to the grant period after filling out the budget, you must clear the budget table before making the change to the grant period.

Any comments about the budget can be entered in the SUPPLEMENTARY INFORMATION field.

Funding, both received and applied for, from the recruiting institution 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 between projects. It must be clearly described in the INFORMATION FOR ADDITIONAL CONTRIBUTIONS field what the additional contributions cover and how the research proposed in this application is different from the research already funded or applied for from other parties than NNF. If the candidate, post application submission, receives funding for the research described in the RECRUIT application, or parts of the described research, from others, the NNF must be informed immediately.

The way in which the budget is set up influences any later financial reporting to NNF. Please note that the financial accounts must have the same headings as the budget posts in the application.

> ⚠ Applicants may only apply for the types of expenses listed in section 1.4.

## 3.4  UPLOADS
- A signed Support letter from the recruiting university accounting for how the candidate's profile and research plan align with the strategy of the university as well as the strategy of the Novo Nordisk Foundation and the strategic key themes in Sec. 1.2. The letter should also include commitment from the Danish administrating institution, taking responsibility to hosting the recruited researcher as well as administrating the grant (*Support letter*).

**All uploads must be in PDF format.** NORMA automatically places these uploads at the end of the application. Please respect the page limitation and the upload requirements stated in the call. Uploads in excess of these limits may not be considered for evaluation.

## 3.5  PREVIOUS AND CURRENT GRANTS FROM NNF
If the applicant has received any grants from NNF as an applicant or a co-applicant within the past five years, 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) must be provided. Briefly summarize how any of the grants are related to the current application.

If the applicant has previously submitted other applications in the same calendar year, summarize how these applications are related to the current application.

Please specify any co-funding from the recruiting institution or from other sources in the **BUDGET** tab under ADDITIONAL CONTRIBUTIONS FOR THE PROJECT.

2 June 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.