START PACKAGE
GRANTS
- For faculty recruitment in Q1 2021

Information and guidelines for applicants

Only applications submitted by the person with appointment authority at the recruiting institution will be considered for funding.
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Information about the call

Grant capital for 2021:
DKK 70 million

Award amount:
Up to DKK 6 million over 4 years for a position at the associate professor level or up to DKK 8 million over 4 years for a position at the full professor level.

Application form opens:
13 October 2020

Application deadline:
27 January 2021 at 2pm CET

Applicant notification:
Early March 2021

Earliest start date:
15 March 2021

Latest start date:
15 March 2022

Review committee:
Internal NNF committee: Committee on Start Package grants

Contact:
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E-mail: sir@novo.dk
1 START PACKAGE GRANTS

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 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 primary purpose of the Start Package grant is to make Danish universities or other research institutions more competitive when recruiting top researchers of any nationality to time-unlimited research positions. The aim is also to enhance researcher mobility across borders, among Danish universities and from industry to university. The grant is intended to provide leverage for the hiring institution during recruitment and contract negotiations and to accompany the offer of a time-unlimited position at the associate or full professor level at a Danish university/research institution. A start package grant will provide the host institute with funding that must be used in connection with the candidate’s establishment of an independent research group at the host institution. The research of the candidate should be ambitious and bring substantial value and/or novelty to a research field that has a strategic relevance to the recruiting research institution and should be within the areas of support of the Novo Nordisk Foundation listed in 1.2.

1.2 AREAS OF SUPPORT

The grant will support recruitment of researchers within the strategic key themes of the Novo Nordisk Foundation’s scientific grant-giving areas listed below:

**Biomedical and health science research and applications**

Enable people to live healthier and better lives by facilitating research that advances knowledge of human health and disease, solves health challenges and develops the healthcare system.

Key themes:
- Basic biomedical research
- Translational biomedical research and technologies
- Clinical and epidemiological research
- Health-related data science
- Innovative therapies
- Coherence in health care

**Life science research and industrial applications promoting sustainability**

Act for and inspire the development of a more sustainable world by supporting research that translates into life science solutions to benefit people and the environment.

Key themes:
- Industrial biotechnology
• Plant science and agriculture
• Food biotechnology
• Environmental biotechnology and ecosystem research
• Sustainability and climate-mitigation related research

**Natural and technical science research and interdisciplinarity**

*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, and medicine
• Data science research with focus on fundamental algorithms and interdisciplinary applications
• Technology for tomorrow's medical science and applications

### 1.3 ELIGIBILITY

The grant is intended for excellent researchers to be employed as independent researchers in time-unlimited positions at the level of associate or full professors (or equivalent categories).

Only applications submitted by the person with appointment authority at the recruiting institution will be considered for funding *(NB: As this person varies between Danish research institutions, the guidelines cannot be more specific on who has this role at the individual institution)*. All other applications will receive an administrative rejection by the Novo Nordisk Foundation's secretariat.

To be eligible for a grant:

• The candidate can be recruited either from abroad or within Denmark. However, if the recruitment occurs within Denmark, the candidate must be offered a position with career progression (i.e., from assistant to associate professor, or associate to full professor).
• Recruitment can both be from one academic institution to another, or from industry to an academic institution. The requirement of career progression does not apply if the candidate is recruited from the industry.
• The candidate must show mobility. Internal recruitment is not supported; this also applies if the candidate relocates across faculties within the same institution. Out of the past 36 months the candidate must not have carried out research activities for more than 12 months at the recruiting faculty or institution. Periods with Leave of Absence should be excluded from the count of the 36 and 12 months.
• The candidate may not have started in a time-unlimited research position at the recruiting institution earlier than the deadline for the preceding call for the Start Package grant (in this case 13 October 2020).
• The recruiting Danish institution must account for how the research plan of the candidate aligns with the strategy of the institution, and how the candidate will add to scientific, educational and faculty activities.
• The research plan of the candidate must align with the strategic key themes of the Novo Nordisk Foundation's scientific grant-giving areas (see Areas of Support in section 1.2).
• The recruiting institution must be a university, hospital or other non-profit research organisation in Denmark.
• If awarded a Start Package grant, the candidate must within one year establish his/her research group at the recruiting institution with a full-time commitment.
• The candidate can have any nationality.
• The candidate must be offered a time-unlimited research position. Candidates on a tenure track programme are not eligible for a Start Package grant. To be eligible for a full professor-level Start Package grant, the candidate must have been assessed qualified for a position as full professor by an appointment committee. Professor WSR/MSO are not eligible for a full professor-level Start Package grant but is eligible for an associate professor-level Start Package grant.

The institution may submit only one Start Package application per vacant faculty position, and for a designated candidate. There is no limit to how many applications the institution may submit in total, provided there is no overlap in the applied for positions.

Prior to the application deadline the recruiting institution must have identified their top candidate by conducting the initial screening and perform an evaluation by a scientifically competent and objective assessment/appointment committee. This evaluation must be submitted alongside the other relevant information (see Section 3.2 and 3.4). If the candidate is awarded a Start Package grant, the recruiting institution must, within two months of notification, provide documentation confirming that the appointment has been co-signed by all involved parties, otherwise the grant is null and void.

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 NNF 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 Start Package grant may apply for a new grant of a different type, e.g., ‘Project Grants’.
   d) During an application and review period of a Start Package Grant, the candidate is not allowed to apply for another NNF grant as main applicant.
   e) It is only allowed to apply for a Start Package Grant for a specific candidate one time.
   f) A candidate can only receive a Start Package Grant once.
   g) 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 70 million.

For each grant, up to DKK 6 million can be awarded over a 4-year grant period for associate professors, and up to DKK 8 million can be awarded over a 4-year grant period for full professors.

The grant cannot be used to cover the candidate’s own salary, which must be covered by the recruiting institution or an external grant for a limited period.

Applicants may apply for funding for the following types of expenses:
• Expenses related to relocation, lab establishment and refurbishment.
• Salary for research and technical assistance, including laboratory administrators, postdoctoral researchers and PhD 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, animals, 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’!

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

1.6 APPLICATION PROCESS
The application process consists of a one stage submission that must include the following elements:
• CV and publication list of the candidate.
• A description of the candidate's research plan.
• A description of how the candidate's profile and research plan align with the strategy of the recruiting institution.
• An evaluation of the candidate by an assessment/appointment committee.
• A description of the faculty position applied for.
• A detailed budget.

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. See chapter 3 for detailed guidelines regarding the content and format required for the application and how it should be filled out in NORMA.

The Start Package call is open all year and grants are awarded four times per year, with a quarterly submission deadline. In the table below, the timeline for upcoming quarters is shown.

<table>
<thead>
<tr>
<th>Call #</th>
<th>Application deadline</th>
<th>Grant notification</th>
<th>Latest acceptance of faculty position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1 2021</td>
<td>27 January</td>
<td>Early March</td>
<td>Early May</td>
</tr>
<tr>
<td>Q2 2021</td>
<td>Mid-April</td>
<td>Mid-May</td>
<td>Mid-July</td>
</tr>
</tbody>
</table>
When all applications have been assessed, applicants will be notified 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 Novo Nordisk Foundation will evaluate all applications and the proposed candidates according to their career level, primarily based on the following criteria:

- Scientific track record and/or academic potential of the candidate. *NB: The applied for amount will be considered against the applicant’s academic track record, i.e., the maximum amount for each career level will primarily be awarded if the candidate is considered of highest excellence in his/her field of research and has a track record at a high international level.*
- Alignment with the overall NNF strategy and the strategic key themes of the scientific grant-giving areas.
- How the research plan of the candidate aligns with the recruiting institution. This could either be by bringing value to research fields currently covered at the institution or by bringing novelty to the institution.
- The objectivity of the recruiting institution’s candidate assessment. It should be clear from the submitted evaluation that the initial screening and evaluation of the candidate has been carried out in a transparent manner by a scientifically competent and objective assessment/appointment committee, optimally with participation from named peers outside the recruiting institution.
- How the candidate plans to contribute to scientific, educational and other activities at the recruiting institution.

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
NNF 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.

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.
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.

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.

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Please remember to check that the PDF version of the application is legible and contains all entered information and uploads before submitting the application.

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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 the person with appointment authority at the recruiting institution will be considered for funding. All other applications will receive an administrative rejection by the Novo Nordisk Foundation’s secretariat.

Enter information on the main applicant (i.e., the person with appointment authority), the candidate, and the administrating institution in the following tabbed sheets:

- **Personal information.** Fill in information on the person with appointment authority at the recruiting institution, whose role is the Applicant. In the “Position” drop-down menu, select “Head of department”.
- **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. Please note that the profile from **Personal Information** is pre-loaded but can be overwritten in this tabbed sheet without affecting the information in the **Personal Information** tab.
- **Administering institution.** Fill in information on the recruiting institution.
- **Applicant information.** Fill in N/A in the mandatory fields and use the tab **Uploads** to provide CV and publication list of the candidate.

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Registering a new administrating institution in NORMA can take up to 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 well in advance.
3.2 PROJECT INFORMATION
Enter a description of the recruitment under the PROJECT INFORMATION tab. A maximum of four illustrations can be uploaded here.

GRANT PERIOD
After you enter the start and end dates for the grant, NORMA generates a grant period in whole years. The grant period is the duration of NNF’s grant for the project, which for this call is 4 years.

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

BRIEF PROJECT DESCRIPTION
This does not apply for this type of call, please fill in N/A.

PROJECT DESCRIPTION
Please account for the candidate’s profile and research plan, and alignment with the strategy of the recruiting institution. Describe how the candidate will add to scientific, educational, and faculty activities at the recruiting institution. Please provide start date if the candidate has already started in the position at the recruiting institution (maximum 5,000 characters, including spaces).

LITERATURE REFERENCES
Please provide the reference information for the literature cited in the project description (maximum 4,000 characters, including spaces). If not applicable, please fill in N/A.

LAY PROJECT DESCRIPTION
Please provide a brief summary of the recruitment for non-experts in lay language. If the application is awarded a grant, the text may be used for publication (maximum 1,000 characters, including spaces).

RESEARCH KEYWORDS
Please select one of the key themes of the NNF grant-giving areas (section 1.2) as keyword representing the research field of the candidate. The selected keyword will be used to identify the best suitable evaluators in the internal NNF committee. The key themes within the grant-giving areas are:

Biomedical and health science research and applications:
- Basic biomedical research
- Translational biomedical research and technologies
- Clinical and epidemiological research
- Health-related data science
- Innovative therapies
- Coherence in health care

Life science research and industrial applications promoting sustainability:
- Industrial biotechnology
- Plant science and agriculture
- Food biotechnology
- Environmental biotechnology and ecosystem research
- Sustainability and climate-mitigation related research

Natural and technical science research and interdisciplinarity:
- Interdisciplinary research rooted in the natural and technical sciences
• Quantum based technologies to solve complex and important problems in biology, chemistry, and medicine
• Data science research with focus on fundamental algorithms and interdisciplinary applications
• Technology for tomorrow’s medical science and applications

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 project proposed in this application is different from the project already funded or applied for from other parties than NNF. If the candidate, post application submission, receives funding for the project or parts of the applied project from others, the NNF must be informed immediately.

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

3.4 UPLOADS
• CV: Must be a maximum of 2 pages (Short CV).
• **Publications list**: Please provide a full publication list and include a short bibliometric overview summarising total number of peer-reviewed publications, number of first authorships, number of corresponding authorships, number of citations, and h-index of the candidate (please indicate the source of the bibliometric data). Candidates are strongly encouraged to state their ORCID (*Other uploads*).

• **An evaluation of the candidate** by a scientifically competent and objective assessment/appointment committee, conducted in connection with the evaluation of the candidate(s) for the relevant faculty position, and organized by the recruiting institution (*Other uploads*). Please note that the candidate must give consent to share this evaluation with the Novo Nordisk Foundation. If the assessment/appointment committee members have given consent, it is also encouraged to provide their names in the evaluation.

• Provide a description of the **candidate’s research plan**, not exceeding 2 pages. The research plan should be the same/based on the same content, as the one that the candidate has been evaluated upon by the assessment committee. Literature references can be added in the PROJECT INFORMATION tab under LITERATURE REFERENCES (*Other uploads*).

• Please describe the **plan/timeline for relocation** and address if and which collaborators has been identified in the Danish research communities, a maximum of 1 page (*Other uploads*).

• A document describing the **faculty position** applied for (*Other uploads*).

**All uploads must be in PDF format.** NORMA automatically places these uploads at the end of the application. Please respect the character/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**

Please specify any co-funding from the recruiting institution and from other sources in the BUDGET tab under ADDITIONAL CONTRIBUTIONS FOR THE PROJECT and click no in the mandatory field *Have you received grants from NNF within last 5 years, as main or co-applicant*.

October 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.