



INVESTIGATOR GRANT IN ART HISTORY RESEARCH

Information and guidelines for
applicants

Science
History
Research

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Information about the call

Grant capital:
DKK 8 million

Application form opens:
25 October 2021

Application deadline:
13 January 2022 at 2 pm

Applicant notification:
Mid-April 2022

Earliest start date:
1 May 2022

Latest start date:
30 April 2023

Review committee:
Committee on Research in Art & Art History

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1 INVESTIGATOR GRANT IN ART HISTORY RESEARCH

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 purpose of this grant is to give the most talented researchers within art history the best conditions to carry out dedicated, high level research for a longer period thus leading to a substantial contribution to art history research in Denmark.

1.2 RESEARCH FIELDS

Research projects can focus on all eras within art history from prehistoric to modern times and art history in a broad sense, meaning paintings, architecture, sculpture, performance, bio art, photo, film, digital art etc., however the project must demonstrate clear relevance for the visual arts in an international or Danish context. The project proposal must also demonstrate academic relevance for the research environment at the Danish host institution.

The foundation does not support projects within preservation or archaeology.

Two investigator grants are available for funding.

1.3 ELIGIBILITY

To be eligible you must work within the field of art history research and be anchored at a university, art academy, museum or other knowledge institution in Denmark (administering host institution) during the grant period. A letter of commitment from the host institution must be uploaded with the application. The letter must briefly confirm that the host institution has agreed to host the project, administer the grant and provide office facilities.

Please find information on the application process at some of the frequent enrolment/hosting institutions on their websites:

- [University of Copenhagen, Department of Arts and Cultural Studies](#)
- [The Royal Danish Academy of Fine Arts](#)
- [Aarhus University, School of Communication and Culture](#)

Career stage and experience

Applicants must be at a postdoctoral, senior researcher, assistant/associate professor or professor level and have carried out documented, independent, original and significant research. At the time of application, applicants can already be permanently employed at the host institution or not yet have obtained permanent employment.

Co-applicants

The application must have one main applicant, an 'investigator', who is the primary grant recipient and the clear driver of the project. However, the investigator grants are also open to one or more co-applicants who contribute academically to the project and who will receive a financial share of the grant as detailed in the application. The same eligibility requirements above also apply to co-applicants. See section 3.1 for how to invite co-applicants. The administrating host institution will be responsible for transferring funds to any co-applicants.

You may also include PhD students or postdocs in the project, however not as co-applicants, but financed as part of the project. It is important that PhD and postdoc subprojects are outlined in the project description.

General rules for applying

An applicant may submit only one application per call. 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.

It is not possible to hold more than one active grant of the same grant type. 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.

If a project receives a grant, the grant agreement must be signed by the main applicant and the head of the administrating host institution, unless they are the same person. It is the responsibility of the main applicant, that the head of the administrating institution has seen and agreed to the submitted application.

1.4 FUNDING

Grants can support research projects for a duration of a minimum of 2 years and a maximum of 4 years with DKK 1 million per year:

- 2 years = maximum DKK 2 million
- 3 years = maximum DKK 3 million
- 4 years = maximum DKK 4 million

The budgets must be within this overall frame, but yearly fluctuation is allowed. Applicants are strongly encouraged to apply for the full amounts and to liaise with the administrating host institution regarding the budgets.

Applications for projects with a duration of less than 2 years will not be considered.

Grant funding is available for:

- **Salary**
 - Applicant's own salary (for applicants who do not have a permanent employment).
 - Salary for a substitute. Permanent employees can apply for salary funding for a substitute to carry out all or some of the applicant's work tasks during the grant period, however, in accordance with the existing rules at the host institution. It is possible to apply for salary for buy-out of the researcher, however the researcher must then be bought out from all obligations, not solely from teaching.
 - Salary for co-applicants, same rules as above.
 - Salary for academic and/or technical assistants, i.e. PhD students, postdocs, research assistants.
- **Tuition fee** for PhD students who are part of the project.
- **Operating expenses** such as materials, books, museum access, access to archives, computer and other equipment, etc.
- **Conference participation** including registration fee, travel and accommodation, maximum 5% of the total budget.
- **Travel expenses** for research stays abroad. The purpose of planned research stays must be described in the project description.
- **Publications and dissemination:** Costs related to publishing, translating and presentation of research results with direct origin in the project.
- **Workshops and symposia:** Costs related to small-scale workshops and symposia with direct relevance for the project, including honorarium and travel costs for guest lecturers. As a general rule, costs for organisation of large-scale conferences are not covered by the grant.
- **Administrative support**, see below
For administrative support of the grant, an amount up to 5% of, and included in, the funding applied for from the Novo Nordisk Foundation (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.
 - Can via the host institution be shared between the institutions of the main- and co-applicants, as detailed in the application budget.
 - Is not automatically included in the grant and must be stated/applied for in the application budget, but should not be specified in detail.

Funding cannot be requested to cover:

- Installation and organisation of art exhibitions;
- Costs solely for publication, printing or translation;
- Overhead (e.g. rent, water, electricity, heating, maintenance); and
- Costs incurred prior to the start date of the project.



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

1.5 LANGUAGE

The application system is in English, but applications can be submitted in either Danish or English. The language chosen will not influence the assessment of the application.

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.

Further information and guidelines on required project information can be found in chapter 3.2.



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.

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

Successful applicants will be invited to participate in an Art Award Celebration at NNF in May/June 2022.



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

1.7 ASSESSMENT CRITERIA

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:

- Academic quality, research level and potential of the investigator grant proposal;
- Relevance and significance of the project proposal;
- Methodology and feasibility of the project;

- The research environment, including relevance of the project for the research environment at the host institution;
- Academic qualifications of the applicant and previous research results; and
- Eligibility and merit of any co-applicants/collaborators.

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 who 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. From the Applicant portal in NORMA, scroll down to the OPEN CALLS section, where all currently available calls are visible. Use the search filters at the top of the section to filter by e.g. overall funding area or geography.

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 Applicant Portal in NORMA. 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 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 Word, for example, 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.

The 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.

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

Enter information on the main applicant, any co-applicant(s) and administrating institution in the following tabbed sheets:

PERSONAL INFORMATION

Main applicants should provide their full name, title, phone number, e-mail address, date of birth, gender and nationality.

ORCID (Open Researcher and Contributor Identifier) is a global database for researchers and science author and entering your ORCID number is only relevant for research projects.

EDUCATIONAL INFORMATION

Enter details of the main applicant's highest educational degree achieved using the drop-down menu. If you need to enter details for another degree, select OTHER from the drop-down menu.

The INSTITUTION field lists many of the education and knowledge institutions in Denmark. If the relevant institution with the highest achieved degree does not appear when you search the list, check MY INSTITUTION IS NOT ON THE LIST and then enter the name of the institution in the field displayed.

CURRENT INSTITUTION

Main applicants should enter the contact details of their current workplace. In many cases the contact information in the CURRENT INSTITUTION and ADMINISTERING INSTITUTION tabs may be identical.

The INSTITUTION field lists many of the education and knowledge institutions in Denmark. If the educational institution does not appear when you search the list, check MY INSTITUTION IS NOT ON THE LIST and then enter the name of the education institution in the field displayed.

If you are not currently employed at an institution, check MY INSTITUTION IS NOT ON THE LIST and enter your current employment status, e.g. "freelance" or "unemployed".

EXPERIENCE

Please provide a brief CV (maximum 2,500 characters) with details of relevant educational, business and practical experience. In some projects it will be relevant to highlight the merits of the main applicant; in other projects it may correspondingly be relevant to mention capacity, results and the merits of the institution that is applying.

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. Exhibitions, artworks and other non-written publications should not be included in this field.

In the field "Summary of own research", you may briefly summarise (maximum 2,000 characters) any relevant experience or research carried out by the main applicant or project group.

The field "Supplementary information" can be utilised 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.

Please note this section should address the evaluation criteria covering the qualifications and capacity of the applicant and the applicant's institution.

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 summarise how any of the grants are related to the current application.

If you have previously submitted other applications in the same calendar year, summarise how these applications are related to the current application.

CO-APPLICANT(S)

For this call, a number of co-applicants are allowed for the application. Co-applicants participate actively in organising and implementing the project and receive a share of the grant. The project description should clearly describe the role of any co-applicants, and the budget should clearly indicate the co-applicants' share of the total budget. Co-applicants must be invited through NORMA and subsequently confirm their status as co-applicants in the application.

- Go to the INVITATIONS link in the blue field on the left
- Click the + symbol and enter the name and e-mail address of the co-applicant
- Select CO-APPLICANT under ROLE in the drop-down menu (REFEREE cannot be used for this call)
- Click INVITE
- Co-applicants will be contacted automatically through NORMA and asked to confirm their status as co-applicants

When the co-applicant accepts his or her status as co-applicant, additional fields will appear in the application. The CO-APPLICANT field includes information about co-applicant(s), including previous grants received from NNF. A short CV (maximum two pages) or an endorsement from the institution for each co-applicant can also be uploaded as a PDF file by clicking on CO-APPLICANT UPLOAD(S).

Either the co-applicant or the main applicant must complete the CO-APPLICANT field. Only one person can edit the application at a time.

If the co-applicant has confirmed participation but the information has not been entered in the CO-APPLICANT field NORMA will not include the co-applicant as part of the application. The main applicant must therefore check that the information about any co-applicant(s) is included in the application before submitting it.

An application cannot be submitted unless the co-applicants have accepted their invitation. Similarly, if the number of co-applicants exceed the maximum number allowed, the application cannot be submitted.

Please start the process of inviting co-applicants well in advance of submission deadline.



Please note that co-applicants can read, edit and upload information in the entire application but cannot submit the application.

ADMINISTRATING INSTITUTION

Enter the contact details for the administering institution (host institution). The host institution administers and takes responsibility for the project's budget and personnel and is typically the institution at which the majority of the project takes place. In many cases the contact information in the CURRENT INSTITUTION and ADMINISTERING INSTITUTION tabs may be identical.

The INSTITUTION NAME field lists many of the education and knowledge institutions in Denmark. If the relevant institution does not appear when you search the list, click on [THIS LINK](#) to register the host institution on NORMA.

Enter any details at the bottom of the tab about any supplementary contact person for the project at the host institution.



Registering a new administering 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 administering institution in good time.

3.2 PROJECT INFORMATION

Describe the project using the following fields on the PROPOSAL tab:

PROJECT TITLE

Please provide a short title for the project (maximum 150 characters, including spaces).

BRIEF PROJECT DESCRIPTION

Please provide a brief stand-alone summary of the project describing its purpose, target group and activities (maximum 2,000 characters, including spaces).

PROJECT DESCRIPTION

Describe the project in detail here (maximum 20,000 characters, including spaces).

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 **20,000 characters** including spaces and line breaks.

The project description can include:

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

If PhD or postdoc subprojects are included in the overall investigator project, these must also be described. Please note that PhD and postdoc students are not to be invited as Co-applicants, but simply described in the project description and included in the budget.

Abbreviations should be defined at the first use, and preferably a list of abbreviations should be included in the project description.

ILLUSTRATION UPLOADS

Illustrations with figures, charts, tables, images etc. related to the project description can be uploaded under PROPOSAL (a maximum of four illustrations are allowed). Include the illustration number and a legend or 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 and BMP. The maximum accepted size for each illustration is 1050*1650 pixels and 50 mb each.

LITERATURE REFERENCES

Please provide the reference information for the literature cited in the project description (maximum 4,000 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 by NNF (maximum 1,000 characters, including spaces).



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

3.3 BUDGET

The budget reflects the project activities. The budget only comprises of the information entered in the REQUESTED BUDGET tab. Additional budget information attached under APPENDICES or added under other tabs than BUDGET will not be considered.

GRANT PERIOD

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 REQUESTED BUDGET tab under PROJECT PERIOD, 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.

REQUESTED BUDGET OG BUDGET DETAILS

- 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.

Important: If you wish to 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. The number of months covered by the budget in individual budget years should be specified here if they differ from 12 months.

ADDITIONAL CONTRIBUTIONS FOR THE PROJECT

Funding, both received and applied for, from the applicant's own organisation and 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 applicant, post application submission, receives funding for the project or parts of the applied project from others, the NNF must be contacted as soon as possible.

Please note that the budget format will correspond to the following financial report to the foundation; the financial report must consist of the same entries as the budget in the application.



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

3.4 APPENDICES

A letter of commitment from the host institution must be uploaded with the application. The letter must briefly confirm that the host institution has agreed to host the project, administer the grant and provide office facilities.

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.

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.