Novo Nordisk Foundation
Young Investigator Awards
2020
Information and guidelines for applicants
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Application information

**Deadline for stage I applications:**
19 November 2019

**Stage I applicant notification:**
December 2019

**Review committee:**
Committee on International Research Leader Grants
(found at http://novonordiskfonden.dk/en)

**Contact:**
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1 NOVO NORDISK FOUNDATION
YOUNG INVESTIGATOR AWARDS 2020

1.1 PURPOSE
NNF Young Investigator Awards are for outstanding younger scientists to come to Denmark to expand their groundbreaking research programs. These awards provide funding for independent early- to midcareer researchers who are ready to conduct larger and more ambitious studies. The NNF is seeking to support exceptional scientists working within any area of biomedical and/or biotechnological sciences. Research within biotechnology can be related to medical and/or non-medical uses of the technology.

1.2 GRANT FUNDING
- Up to 4 NNF Young Investigator Awards will be awarded in 2020.
- The researcher may apply for a grant of up to DKK 25 million (EUR ~3.4 million, USD ~3.7 million) for a period of 7 years. Up to DKK 7 million may be utilized for establishment of the laboratory during the first year, with following years funded at up to DKK 3 million per year.
- NNF Young Investigator Award holders can apply for additional funding from other NNF grant programs, both during and after the Young Investigator Award period.
- To assess the establishment and progress of the NNF Young Investigator Awardee’s laboratory and research program, there will be a midway evaluation following the first half of the grant period.
- Funding may be utilized for:
  o salaries, including for the grant recipient
  o direct project costs, including materials/consumables and purchase of services
  o equipment costs
  o travel expenses in relation to relocation and the research program
  o costs to publish and present the results of the program
  o direct administrative expenses for the grant (up to 5% of the total budget)
- Funding from the grant may not be used for overhead or other indirect costs.

1.3 ELIGIBILITY
Eligibility – An applicant:
- must be a principal investigator with an independent research group that s/he has directed for less than 7 years in total (taking into account any Leave of Absence).
- must be employed as a scientist outside of Denmark at a public or private research institution, or at a commercial organization.
- must, if awarded a Young Investigator Award, establish her/his principal research group in Denmark as soon as possible within two years of receiving the grant.
• may have any nationality.
• may have visiting faculty status in Denmark that must end by May 1, 2020.
• may be associated with a Danish university as an affiliated professor not receiving salary from the institution.

**Ineligibility – An applicant:**
• may not have an employed position in Denmark or a completed contract for employment in Denmark during the entire two-stage application process.
• may not apply for another NNF Investigator Grant (e.g., Ascending Investigator or Emerging Investigator) during an overlapping application and review period. However, if an applicant for an NNF Young Investigator Award receives a rejection in stage I, the researcher may then apply for a different NNF Investigator Grant for which the researcher is eligible.
• may not concurrently be a member of a Novo Nordisk Foundation expert review committee.
• may not have applied for a 2019 NNF Young Investigator Award unless the stage I or stage II notification mail from the NNF specified that it was possible to apply for a 2020 NNF Young Investigator Award. Unsuccessful stage I and stage II NNF Young Investigator Award applicants must wait until the application round following the next one before applying again unless stated otherwise in an NNF notification mail.

### 1.4 HOST INSTITUTION
Can be anywhere in Denmark and must be a university, university hospital, public research institution or other non-profit organization.

### 1.5 LANGUAGE
The application must be written in English.

### 1.6 APPLICATION PROCESS

**Application stages**
The application process consists of two stages. Up to six selected applicants will be invited to stage II. Stage II applicants prepare a comprehensive research proposal that will be assessed by the review committee and by external peer reviewers.

Stage II applicants will be invited to the Novo Nordisk Foundation to present and discuss their proposed research programs with the review committee.

Evaluation of both the stage I and stage II applications will emphasize scientific quality, originality and potential impact. Selection of NNF Young Investigator Award grantees will be based on the scientific excellence of both the investigator and the proposed research program.
Stage I
*Major aspects of the stage I application are:*
- the scientific achievements and track record of the applicant
- the goals and significance of the proposed research program
- the scientific questions to be addressed and an outline of the research to occur
- a description of the benefits of conducting the research in Denmark and consideration of a potential host institution if known

Letters of reference will not be considered during stage I and should not be submitted.

Stage II
Stage II applicants will need to identify a host research institution within Denmark that is suitable and beneficial for their research. Discussions between the candidate and the host institution must result in a letter of commitment from a host institution to be used as part of the stage II application.

The major elements planned for the stage II application are:
- a comprehensive research program proposal, including a description of the planned research group and plans for research collaboration
- a letter of commitment from the host institution within Denmark.

*Deadline for stage II applications*
The deadline for stage II applications will be in February, 2020. Stage II applicants will be informed of the date in December, 2019.

### 1.7 INTERVIEW AND SELECTION PROCESS

Stage II candidates will be invited to Denmark for an interview with the Foundation’s review committee in March or April, 2020. Candidates will present their proposed research programs as part of the interview.

Selection of NNF Young Investigator Award grantees will be based on scientific excellence, originality and potential impact. These aspects will be assessed by the review committee and by external peer reviewers. Following completion of the stage II application process, the evaluations of the external reviewers and the recommendations of the NNF review committee will be submitted to the Board of the Novo Nordisk Foundation. The Novo Nordisk Foundation will contact stage II applicants by July, 2020.

Please note that the foundation does not provide scientific reasons or feedback for applications that are not selected for funding.
Application Guidelines

The following pages contain guidelines for completing the application correctly. It is strongly recommended that the applicant reads these carefully and has a printout to refer to while completing the online application.

We recommend that you read these guidelines carefully before initiating the application process.

Grant recipients must comply with the Terms and conditions for grants from the Novo Nordisk Foundation. These are found at https://novonordiskfonden.dk/en/conditions-for-grants/
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 NNF’s website or directly at: https://norma.novonordiskfonden.dk

Before you begin, please read the instructions and technical information on the login page.

To apply for grants from NNF you need to be registered as a user in NORMA.

The registered user who submits the application(s) is ‘the applicant’ and is the legal entity responsible for the truthfulness of the content in the application.

If you experience problems logging in, please contact John Wittschieben using the contact information on page 3 or write to NORMA Support at norma-support@novo.dk.

2.2 GENERAL INSTRUCTIONS

Filling in the fields
For all applications, the individual fields must be completed in accordance with the information and instructions provided in this document and the NORMA system.

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. A list of abbreviations in the project description section is recommended.

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 email. 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 a valid application.

Once the application has been submitted, a confirmation of receipt will be sent to the email address for the applicant’s NORMA account. If you do not receive a confirmation of receipt, you should contact John Wittschieben as soon as possible using the contact details on page 3 or write to NORMA Support at norma-support@novo.dk.
Confidentiality
All applicant and application information will be treated confidentially.

2.3 IDENTIFYING THE CALL IN NORMA

After logging in you will see ‘My Applications’, where you will find an overview of the status of your application(s) (in progress, submitted, approved and declined). In addition there is a ‘Pending Action’ section where there may be additional requests from NNF regarding your application(s).

To initiate an application, first 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, find the call under the Life & Health Sciences tab on the left side.

2.4 CREATING AND SUBMITTING AN APPLICATION

The application is initiated by clicking the blue “Apply Now” button.

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 the application prior to the deadline. However, if you re-open the application, you are responsible for re-submitting it before the deadline.

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 certify 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.

3  THE STAGE I APPLICATION

! Note regarding formatted text in NORMA
Formatted text from a word processing program such as Word can be copied and pasted into most text fields of the application. It is, however, important to check that special formatting as well as special letters and symbols have not been converted or lost in the text fields after copying and pasting.

Rich text fields have functions for formatting text at the top of the text fields. The function marked with the Greek letter Omega (Ω) is a special character dialog box that can be used to insert special letters and symbols. It is vital to check that special letters and symbols pasted into the field from a file have not been converted or lost in the system text fields.

! Note regarding character counts in NORMA
Please be aware that character counting for the text fields in NORMA function differently than Word, so character counts will not correspond exactly between NORMA fields and Word.

3.1  APPLICANT INFORMATION

Complete the fields for the sections:
Personal Information, Current Institution and Educational Information

The following information is for text fields in the Experience section:

CV
Please provide your brief CV. Include:
- Education
- Employment history
- Recent research funding
- Supervision/training/teaching activities
- Summary publication & bibliometric information
  - total number of peer-reviewed publications
  - first/corresponding/senior authorships
  - citation information
  - h-index
- Other relevant information if space allows
(max. 4,000 characters)

IMPORTANT! For readability, standard fonts with font size 11-12, and line spacing between 1.0 and 1.5, must be used.
Publications
Please provide the complete reference information for your most important recent publications (up to 10). Include all authors (or number of authors, if necessary) for each publication and use bold or underline for your name. Applicants are strongly encouraged to provide a full list of publications in ORCID. (max. 5,000 characters)

Summary of own research
Please summarize your own research that is of relevance to this application. Include information regarding your research group. (max. 2,000 characters)

Supplementary personal information
In this field, please describe your motivation(s) for applying for an NNF Young Investigator Award. These can be related to scientific opportunities, personal reasons, etc. (max. 2,000 characters)

Previous and current grants from NNF
If you have received funding from NNF in the last 5 years as a main applicant or a co-applicant (part of a collaborative grant), provide information about the grant(s) here.

3.2 INSTITUTION
Enter the institution in Denmark that is the planned or desired host institution in Denmark. The Department/Institute and/or Division at the Danish host institution may be included if known.

It is not a requirement to contact a potential host institution or department during the stage I application process.

Information entered for the host institution in stage I is not binding and can be changed for a stage II application.

3.3 PHASE I PROPOSAL
Project information
- Please enter the expected start and end dates for the 7-year grant period. The earliest start date may be 1 August 2020 and the latest start date may be 1 August 2021.
- Project Title - please enter the expected title your research program will have.

Brief Project Description
Please summarize the scientific goals, significance, originality, and potential impact of the research program you propose to conduct over a seven-year period at a Danish research institution. (max. 2,000 characters)
Project Description
Please describe your proposed research program. Elements to be included are:

- The research questions and objectives of the research program
- The most important scientific background
- An outline of the research to be conducted (with an estimated timeline). Include in the outline:
  - The general experimental approaches
  - The main research methods and technologies to be utilized and developed
  - A brief description of the research group and collaborations needed for this program
- Discussion of experimental outcomes and significance
- Consideration of the benefits of conducting this research program in Denmark
  - If you have any existing or planned collaboration(s) with researchers in Denmark, please describe this briefly

(max. 10,000 characters)

Note that budgetary information for the proposed research is not required for the stage I application.

Tables: tables can be created in the field via the table function located in the text editor menu at the top of the field (next to the special character function Ω). If a table from a file is pasted into the field, the formatting of the table may be altered and other formatting for the field may be changed. Tables from files can be uploaded via the “illustration uploads“ function below.

Illustration uploads
Illustrations (figures/charts/images/tables/etc.) for the project description are uploaded via this function. The illustrations will be integrated in the application PDF.
- Up to 4 illustration files can be uploaded for the stage I application.
- Include the illustration number, title and legend/caption within each illustration file.
- The following file formats are accepted in the system: JPG, JPEG, PNG, TIFF, BMP.
- The maximum size for each illustration is 1050 x 1650 pixels.

Literature References
Provide the reference information for the literature cited in the Project description field.
(4,000 characters max.)

Lay Project Description
Please provide a summary of the research proposal for non-experts.
(1,000 characters max.)

Uploads - Generic Upload
There are no uploads for the stage I application other than illustrations for the Project Description. For stage II, a Letter of Commitment from the host institution will be required as part of the stage II application.
4 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”2a, 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”2b 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 grant2.

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 type2. 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’2a 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 types2, 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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2 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:
- Type ‘Project Grant’ 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.
20 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.

October 2019
About 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.