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Grant information

Grant capital:
Up to DKK 5 mio. per year for 3 years, for a total budget of up to
DKK 15 mio. per grant.

Application form opens:
November 1, 2017

Application deadline:
February 6, 2018

Applicant notification:
Stage 1: April 2018
Stage 2: December 2018

Earliest start date:
January 1, 2019

Latest start date:
December 31, 2019

Review committee:
Committee on Interdisciplinary Research

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1 INTERDISCIPLINARY SYNERGY PROGRAMME

1.1 PURPOSE
It is becoming increasingly clear that some of the most complex scientific challenges only can be achieved through interdisciplinary efforts. With the Interdisciplinary Synergy Programme, the Novo Nordisk Foundation seeks to strengthen the synergy between researchers, across disciplines, organizations and national borders.

The goal of the research programme is to:
- Stimulate an interdisciplinary culture of research that spans across scientific disciplines and techniques.
- Pursue creative and novel, high-risk/high-gain research ideas.
- Strengthen and internationalize Danish research.

1.2 ELIGIBILITY
It is a requirement that the project is truly interdisciplinary, and that the program leader in the application clearly states its timeliness and appropriateness, and how the synergy will be catalysed between the involved partners.

The Interdisciplinary Synergy Programme supports 1-3 research groups, in addition to the main applicant. The main applicant should be at least 50% associated to a Danish university, hospital or other non-profit organisation, that will be considered the host institution of the project. Levels of association of less than 50% at the Danish institution must be justified in the application. The other research groups can either be located in Denmark or abroad and each represent different scientific or technical disciplines. Collaboration with industry is possible within this programme however funding cannot be awarded to industrial partner(s).

Being the recipient of another Novo Nordisk Foundation project grant, does not preclude receiving an Interdisciplinary Synergy Programme grant.

1.3 RESEARCH FIELDS
Research funded under this programme must aim at interdisciplinary biomedical and biotechnological approaches to resolve challenges in relation to health and disease, and better usage of natural resources. The research projects must bring researchers from different scientific and/or technical disciplines together to resolve challenges in relation to health and disease, and better usage of natural resources. It is an advantage that the proposed research projects are supported by preliminary data.

The research project must bring researchers from different disciplines together. Examples of disciplines could be engineering, IT/computer science, medicine, mathematics, anthropology, physics, psychology, biology etc. A project with co-applicants within the same discipline will generally not be seen as interdisciplinary under this programme, and optimally, there will be one applicant/co-applicant from each of the disciplines described in the application.

Examples or inspiration for relevant, interdisciplinary research, can be found at institutions such as Stanford Bio-X. This could be, but is not limited to, research that combines neurology with electro engineering, ICU clinicians with chemists, surgery with computer science, pathology and material science, etc.
1.4 FUNDING
Up to DKK 5 mio. per year can be requested for a project running over 3 years, for a total funding of DKK 15 mio. per project.

Funding can be requested to cover expenses directly associated to the project as follows:

- Salary, but not own salary for main or co-applicants.
- Direct project costs, including materials, consumables, and purchase of services.
- Equipment, provided it is essential for the proposed project, and its use after completion of the project, can be clearly justified.
- Scientific publications originating in the project.
- Expenses to workshops, meetings, exchange, seminars, and other efforts directed at ensuring fruitful synergy between the partners of the program.
- Travelling, accommodation and registration for scientific conferences.
- Bench fee: Support for individual researchers for the coverage of direct expenses needed to conduct the research project applied for (must be specified in the budget). Bench fees may only be used for operating expenses, lab consumables, and access to lab space and facilities, that cannot be included within another individual budget category.

For administrative support of the grant, an amount up to 5% of, and included in, the funding applied for from the 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.

1.5 LANGUAGE
English.

1.6 APPLICATION PROCESS
The application process will consist of two stages.

IMPORTANT! The grant may not be used to cover ‘overhead’ (i.e. rent, electricity, water, maintenance etc.)
Stage 1 applications should be a short ‘expressions of interest’. The best expressions of interest will be invited to proceed to Stage 2, where the applications should be detailed project descriptions that will undergo external, expert peer review.

Stage 1.
The Stage 1 expression of interest should include:
- A short description of the scientific question that will be addressed and the means by which this will be accomplished. It is encouraged that the description includes preliminary data to support the overall hypothesis.
- A description of the collaborating research groups.
- How an interdisciplinary approach will be integrated.
- A consideration as to how the synergy will be accomplished.

Stage 2.
For applicants invited for Stage 2, a comprehensive project description must be completed, that includes the following elements:
- A detailed project description, including major goals and milestones. It is encouraged that the description includes preliminary data to support the overall hypothesis.
- A clear plan for how to achieve the interdisciplinary synergy, and how the partner groups will interact and collaborate in the process.
- Letter of commitment from the Danish host institution.
- Letters of commitment from all co-applicants.
- A detailed budget including all participating groups.

Applicants that pass Stage 1 will receive detailed information regarding submission of the Stage 2 application.

In Stage 2, it will be possible to submit a detailed project description of up to 30,000 characters, and it will be necessary to include a detailed budget as well as letters of commitment from the Danish host institution and from the co-applicants.

1.7 SELECTION PROCESS
In the evaluation of the applications, the Novo Nordisk Foundation will especially take the following into consideration:

- The interdisciplinary approach and relevance.
- The interdisciplinary approach of the project and it is relevance.
- Synergy between the applicants and how this will be achieved.
- Idea, creativity and novelty.
- Scientific quality of the project.
- Qualifications of the programme leader/main applicant.

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

November 1, 2017
Application system opens

April 2018
Application deadline

April 2018
Invitation to Stage 2

December 2018
Application notification

February 6, 2018
Applicant notification

August 16, 2018
Invitation to Stage 2

January 1, 2019
Earliest possible start date

1.9 IMPORTANT INFORMATION WHEN COMPLETING THE APPLICATION

Stage 1.

The following points should be noted and taken into consideration in Section 4, below, when submitting an Interdisciplinary Synergy Programme Stage 1 application:

Application step 3
There is no “brief project description” for Stage 1 of the Interdisciplinary Synergy Programme. Instead, the following text fields should be filled in:

- “Co-applicant”: Name and institution must be given for each applicant.
- “Information regarding co-applicants”: describe research and publications during the past 3 years that relates to this application. (max. 10,000 characters in total).

Co-applicants
Co-applicants signify persons who will contribute scientifically to the project and who will have a financial share in the grant. It is a requirement that co-applicants are informed about the project and that they have agreed to being mentioned in the application.

Application step 4
The project description for the Stage 1 application can be max. 10,000 characters.

Application step 6
No budget should be submitted for the Stage 1 application under this programme. The text field “Supplementary information for the budget” should be left blank.

Please note, that letters of commitment from the host institution and from co-applicants should not be included in the Stage 1 application.

Stage 2.
The following points should be noted and taken into consideration in Section 4, below, when submitting an Interdisciplinary Synergy Programme Stage 2 application:

Application step 6
It is important that each budget post is carefully described, and is entered per budget-year (not per calendar year).
Application step 7
The applicant must have established agreements with the Danish host institution as well as co-applicants, and letter of commitment from both must be included in the application. (Please do NOT attach other appendices such as Recommendations, offers on equipment, etc.)

It is important to generate the application pdf before attaching the appendices. Please follow this procedure for application step 7:

- Verify the application preview to confirm that the application is correct.
- Click “Create PDF” to generate the application pdf. Open the application pdf by clicking the file name at the bottom of the page, and make sure that the application is in order.
- When the application pdf is final, close the file, and then upload additional pdf files by using the Upload icon on the right side of the screen, under “Upload file”.
- When the additional pdf files have been uploaded, the last step of the application is to press “Submit application”.
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.

Please, also see “Terms and conditions for grants from the Novo Nordisk Foundation”, that all grant recipients must comply with:

http://www.novonordiskfonden.dk/en/content/conditions-grants

We recommend that you read these guidelines carefully before initiating the application process.
2 RULES FOR GRANT APPLICATION AND ACTIVATION

2.1 GRANT APPLICATION
The following conditions apply when applying for grants:

a) An applicant may submit only one application per grant type per funding round. While it is not possible to submit more than one project grant application per call in a specific funding round, an applicant may submit an application for a different project to another funding round in another call.

b) An applicant may not submit an application for the same purpose/project to two or more funding rounds in the same calendar year.

c) An applicant may not apply for two different NNF Investigator Grants during an overlapping application period for granting in the same calendar year (e.g. Emerging Investigator, Ascending Investigator, Distinguished Investigator, Excellence Project for Young researchers, NNF Young Investigator, NNF Laureate Investigator).

d) Researchers with an active grant of a specific type may 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.

e) When applying for grants that do not provide funding for the applicant’s salary, the applicant must be able to account for own salary during the entire grant period.

f) Researchers currently in Ph.D. or postdoctoral positions may not apply for grants that do not allow for funding of own salary (i.e. project grants and programme grants). Exploratory Pre-seed grants and project grants within nursing research and art history research are exempted from this rule.

2.2 ACTIVE GRANTS
The following conditions apply for active grants for which the recipient has requested one or more payments:

g) It is not possible to hold more than one active grant of the same grant type awarded from a specific committee. It is however, allowed to hold two or more active grants from NNF awarded by different committees and within different calls, e.g. project grants from both Committee on Bioscience and Basic Biomedicine, and Committee on Clinical and Translational Medical Research or a project grant in combination with an Interdisciplinary Synergy Grant.

h) It is not possible to hold more than one active grant that can support a grant holder’s own salary (NNF Investigator Grant category). Regardless of whether the grant is applied to cover own salary, an applicant cannot hold e.g. both a Hallas-Møller Investigator grant and an Ascending Investigator grant or e.g. a NNF Young Investigator’ grant and an Excellence project grant at the same time.
3 THE NOVO NORDISK FOUNDATION APPLICATION SYSTEM

3.1 BEFORE YOU BEGIN
The Novo Nordisk Foundation application system does not support Google Chrome.
Use of one of the following browsers is recommended:

- Mozilla Firefox, newest version, for both PC and Mac computers
- Safari, newest version, for Mac
- MS Internet Explorer, v9 or newer, for PC

It may be necessary to disable "pop-up" blocking.

IMPORTANT! Use a compatible browser. See section 3.1.

3.2 GENERAL INSTRUCTIONS

Filling in the fields
For all applications, the individual fields must be completed in accordance with these guidelines and the instructions supplied in the application. Abbreviations should be defined at the first use. The maximum character limit for each text field may not be exceeded. Character counts include spaces and symbols, but not line changes.

Submission
The application in its entirety must be submitted electronically via the NNF’s application system. It is not possible to submit an application or any part of it by standard mail or e-mail.

The NNF asks that you do not send any reprints, abstracts, letters of reference, etc., outside of the application system. 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.

Once the application has been submitted, a confirmation of receipt will be sent to the applicant at the e-mail address provided by the applicant. If you (the applicant) do not receive a confirmation of receipt, you should contact the NNF as soon as possible by e-mail or telephone using the contact details on page 3 or by e-mail to nnfond@novo.dk.

Confidentiality
All applicant and application information will be treated as confidential.

3.3 NEW USER REGISTRATION
The electronic application system can be accessed through links on the NNF website. The links lead to the login site, where the new user registration link is found beneath the login for existing users.
To apply for grants from the NNF you need to register as a user. Only one user, which must be the main applicant, can be assigned per application. An applicant may only have one user in the application system. If you already have a user, but experience problems logging in, then please contact NNF by e-mail at nnfond@novo.dk, or by phone at +45 3527 6600.

New users are created via the Login screen by clicking “Ny bruger? / New user?”

Notes for new user registration
- First name is your given name and Surname is your family name.
- Username must be written as birthdate followed by the two first letters of your first name and the first two letters of your surname (DDMMYY-xxxx), e.g. (050672-toha).
- Your e-mail address is required for routine communication.
- Select Danish or English.
- The selected password must consist of at least 8 characters, both letters and numbers.

After creating a password, click “Fortsæt”, and you are logged into the application system. You will receive an e-mail with your username.

**3.4 CREATING AND COMPLETING AN APPLICATION**
- After receiving a new user e-mail, an application is created by clicking the “Create application” icon in the start menu, under “My work items”. This icon should be utilized only once for creating the grant application. The application is then stored in the system and it is possible to return to it repeatedly until the completed application is submitted.

- It is necessary to save the data in the application while it is being worked on. The “Save” function button found at the bottom of each application step saves all application data as it exists at the time the save is performed. The Save button is next to the “Back” and “Continue” buttons, which are used to move between the different steps. By pressing “Continue” the system checks that mandatory fields are filled and saves the content before moving to the next step. You can only move through the steps in the given order.

- To prevent loss of data, it is essential to press “Save” before you leave the application system or use the menu to the left. Exit/logout of the application and system is performed simply by closing the application and system windows. When you return to the application, it will be at the step where it was exited.

- After the application has been created and while it is in the process of being completed, the application is accessed through “My work items” in the lower part of the screen, and you can at all times see in which step of the application you are working.

- If the “Create Application” icon has been utilized more than once, additional applications will be present. In this case, the applicant must choose one to complete and submit. It is not possible for applicants to delete additional applications - these will be deleted in the system after the application deadline.

- Complete the mandatory fields (*) before clicking “Continue”. The application cannot be submitted until all mandatory fields have been completed. Instructions for the final submission steps are found in “Step 7 – Total application / Application pdf” at the end of this file. Submitted applications can be found in the “Applicant” menu in the left side
3.5 APPLICATION TEXTS
Text from word processing files can be pasted (using CTRL+C/CTRL+V) into the text fields of the application. Due to system compatibility requirements, most formatting is lost upon pasting and needs to be re-formatted within the text fields.

The available functions for formatting text are at the top of the 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 have not been converted or lost in the text fields.

Unicode-formatted letters and symbols are not converted/lost upon pasting, Greek letters created via Symbol font may not remain as Greek letters when pasted into the text fields.

The applicant is responsible for the legibility of the text in the application.

Text fields have a maximum number of characters, which include spaces (but not lines).

3.6 ILLUSTRATIONS
Figures/charts/tables/images, etc. are all classified as illustrations. The application may contain up to 4 illustrations, which must be in jpg or jpeg format.

The details for uploading illustrations are provided in application step 4 below.

4 GUIDELINES FOR COMPLETING THE APPLICATION

The online application can have up to seven steps.
- Step 1 is where the grant area is selected and an application is created.
- Steps 2-6 comprise the five parts of the actual application.
- Step 7 is used to preview the application, to create a pdf file of the application and to submit the final application pdf to the NNF.

I PLEASE NOTE!
- Some text fields or steps are not included or required for all types of applications.
- Legends above each text field specify the requirements for that specific text field (in cases where there is a discrepancy between the legend and these guidelines, the legend takes preference).
- Character limits and the number of used characters are indicated below each text field.

4.1 STEP 1 – CHOOSE GRANT AREA
Choose the desired grant area from the “drop-down” menu.

Choose application language if a choice is present. Please note that the system language changes according to this selection.
To continue and to complete the application, it is necessary to read and accept the NNF’s standards for good research practice. These can be found on the NNF website and can be accessed through the link in Step 1.

4.2 STEP 2 – PERSONAL INFORMATION

You can change all other information either in the application or in the “Personal information” menu in the top bar. If you want to change the information that is stored for you as a user, please press “Personal information” in the upper left part of the screen. Complete the fields as required and relevant before clicking “OK”. It is then necessary to create a new application in the Start menu for these changes to be incorporated into your application.

**Personal information**

Please provide highest relevant education, the current position, gender, age, and ORCID number.

ORCID (Open Researcher and Contributor ID) is an open, non-profit endeavour to register and link researcher efforts and output. The applicant must sign up in ORCID (http://orcid.org/) and introduce the membership ID in the appropriate field.

ORCID is a unique identifier, which researchers can associate with their name variations and their research works, to ensure that these links can be made accurately and reliably. NNF uses the information from ORCID to ensure that grantees receive full credit for their work for the benefit of both individual researchers and their institutions. Applicant is requested to keep a full and updated publication list available via ORCID.

**Private address**

Please provide your private address, as well as phone number.

**Current institution**

This section relates to the place of your current employment. The “Institution / University” field contains a menu of research institutions within the Nordic countries. In case the relevant institution is unavailable in the dropdown menu, please select “Andet / Other” and write the name of the institution in the field “Other”.

**Applicant’s curriculum vitae**

Please provide your brief CV. Note that references for recent publications are to be entered two fields below and need not be listed here. (Max. 4,000 characters)

**Summary of own research**

Please summarize your own research that is of relevance to this application. (Max. 2,000 characters)

**IMPORTANT!** It is not possible to modify your name or e-mail address in the application. If you need to change either, you must contact the foundation.

**IMPORTANT!** If changes have been made to ‘Personal information’, you must create a new application in the Start menu for these changes to be incorporated into your application.
Publications
Please provide the complete reference information for your most important recent publications (up to 10). (Max. 4,000 characters)

Supplementary personal information
This field can be utilized if there are special circumstances regarding your application that the review committee should be aware of. (Max. 2,000 characters).

4.3  STEP 3 – SHORT DESCRIPTION
Project information
Enter the start and end dates of the grant period. The grant period indicates the period in which the grant must be used. The project must be started within one year after receiving the grant, unless otherwise indicated. Enter the project title.

Grant administration
This section relates to the institution at which the grant will be administrated, in the event that the application is selected for funding. Please note, that this institution is not necessarily the same as where the work described in the application will be carried out.

In the case that the institution where the grant is to be administrated is the same at the current institution, please provide the institutional information again here.

Brief project description
Please provide a concise description of the project. (Max. 2,000 characters)

Category choice
For some application types, it is necessary to select categories. In the Category fields, characterize the research project by selecting the most relevant research type, method and subjects. Research subjects are accessed through the “Add button” and where it is possible to selected more than one, up to 3 selections can be made in this category. To access all of the subject choices, use the “Add” button at the bottom of the menu.

4.4  STEP 4 – DETAILED DESCRIPTION INCLUDING ILLUSTRATIONS
Project description
Please describe your proposed research project in detail – including purpose, background, methods, co-applicants and other partners, and the significance of the project. The maximum character count depends on the specific grant area.

Figures, tables, diagrams etc. (illustrations) can be uploaded below the text field. Please only upload illustrations relevant for the assessment of your application.

Uploading illustrations
Up to 4 illustrations may be uploaded in step 4 via the Upload function near the lower right corner. The illustrations must be uploaded in jpg or jpeg format. Include the illustration number and legend within each illustration file.

An individual illustration file should be max. 700 (width) x 900 (height) pixels.

File names can only contain the letters a-z, and not the Danish letters æ, ø or å, and cannot contain spaces or numbers.
To upload illustrations
1. Click “Upload” on the lower right corner.
2. For each picture, click “Browse”, and find the file on the computer.
3. Click “OK” to upload. For slow internet connections, this may take a few minutes.
4. When the picture has been uploaded, it can be viewed on this page.

Uploaded pictures can be deleted, by using the red cross icon on the right side of the picture.

The system automatically adds the application number to the file name of all uploaded pictures.

4.5 STEP 5 – LITERATURE REFERENCES FOR THE DETAILED DESCRIPTION
Provide the reference information for the literature cited in the detailed project description.
(Max. 4,000 characters)

4.6 STEP 6 – BUDGET
Enter the requested budget into the budget spreadsheet, including the financial support requested from the Novo Nordisk Foundation and the funding amounts for the same project from other sources.

The budget amount for each year is found in the bottom row of each year, and the amount for the total budget, including all years, can be found below the budget table.

Filling out the budget
- All amounts must be stated in Danish Kroner (DKK) – whole amounts only, without decimal places.
- When entering DKK amounts, do not use periods, commas or spaces.
- When choosing a budget post, it must be specified what is applied for in “Details”, and an amount must be entered.
- If you convert currency to DKK include the cost in the original currency and the exchange rate in the “Details” field.
- The budget should be given in budget-years, not in calendar years.
- Add a new budget line by clicking “+”.
- Activate a budget post by clicking anywhere on the relevant budget line. The active budget line is shown in yellow (note that the most recently modified budget line remains yellow even after saving).
- Select the relevant "Post" in the dropdown menu and introduce the requested value in the "Applied from the Novo Nordisk Foundation" field, in the right side of the budget.
- In the "Details" field carefully itemize the expenses for each budget post.
- IMPORTANT: Each budget post must be saved by clicking the “Disc” icon below the budget line.
- An introduced budget line can be deleted by clicking the “Waste bin” icon.
Supplementary information for the budget
This field can be utilized if there is special budget-related information that the review committee should be aware of. (Max. 4,000 characters)

Grants previously received from the Novo Nordisk Foundation in the last 5 years
If you have received funding from NNF in the last 5 years as main applicant or co-applicant (where you have received funding as part of a collaborative grant), you must provide information about the grant. Please provide the application number, grant period and grant amount. (Max. 2,000 characters)

Status report
If you are applying for funds for related ongoing research that is already supported by NNF, you must describe the status of that project and how it relates to the new project applied for. (Max. 2,000 characters)

Approve and preview application
The applicant must certify that the information provided in the application is true and accurate, by checking the box at the bottom of the page.

The application must then be previewed before submission, to ensure that it is complete and legible. Click “Preview application” at the bottom of step 6, in order to access the application preview in step 7.

4.7 STEP 7 – TOTAL APPLICATION / APPLICATION PDF
This step is used to preview the entire application and to ensure that all required information is included. It is possible to return to previous steps to enter or change information, by clicking “Back” at the bottom of the page.

When all desired information has been properly introduced in the application, click “Create PDF”, which generates the application pdf file at the bottom of the page. Open the created pdf file by clicking on the pdf icon.
When the final application pdf is complete, the last step of the submission process is to click “Submit application” at the end of the application.

After sending the application, you will receive an email confirmation of your application together with the submitted pdf. This pdf can also be accessed in the application system under “Submitted applications” in the “Applicant” menu. If you do not receive an email with your application pdf, please contact NNF immediately using the contact details on page 3 or by e-mail to nnfond@novo.dk.

October 2017
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 health and welfare of people.