



GLOBAL SCIENCE SUMMIT PROGRAMME 2024

Information and guidelines for
applicants

Science
Summit
Programme
2024

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Information about the call

Grant capital:

DKK 50 million (approximately 7.2 million USD)

Award amount

Up to DKK 7 million (approximately 1 million USD) over 3 years per grant

Application form opens:

6 May 2024

Application deadline:

8 August 2024

Applicant notification:

December 2024

Earliest start date:

1 February 2025

Latest start date:

31 December 2025

Contact:

E-mail: NNF-GSS@novo.dk

Guidelines version: GSS.2024.01

1 GLOBAL SCIENCE SUMMIT PROGRAMME

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 starting the application process.

Chapter 1 describes the overall frame and conditions of the call, eligibility criteria and evaluation process.

Chapter 2 provides technical guidance for how to access and navigate in the application and grant management system NORMA.

Chapter 3 gives essential information regarding the requirements to content, structure, and budget 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.

Please read 'General Terms and Conditions' for grants from NNF which all Grant Recipients must comply with: <https://novonordiskfonden.dk/en/conditions-for-grants/>

1.1 PURPOSE & AREAS OF SUPPORT

The Global Science Summit Programme aims to explore the intersection between major global health and sustainability challenges through fostering scientific discoveries that address the combined impact of non-communicable diseases, infectious diseases, climate change, and related enabling technologies.

The purpose of the Global Science Summit Programme is to catalyse science-based solutions by supporting international interdisciplinary collaborations that address intersectional challenges between at least 2 of the following areas:

- climate change
- non-communicable disease, in particular cardiometabolic diseases
- infectious diseases
- related enabling technologies.

The collaboration should provide more than just a compounding of individual skills, but rather strive to synergistically combine perspectives, theories, data, experimental approaches and/or concepts across fields to generate novel results addressing the above-mentioned global challenges.

1.2 ELIGIBILITY

The programme supports collaborations between 2-3 research groups (the main applicant plus 1-2 co-applicants). Proposals must demonstrate interdisciplinarity and international engagement by including co-applicants from different disciplines and potentially from different nations. Disciplines does not refer to the education or formal position of the applicants, but rather their ongoing work expertise.

Guiding principles on eligibility include:

- The Global Science Summit Programme seeks to actively engage researchers from all over the world, but applicants must be established investigators and must be employed at the administrating institution registered in the proposal for the duration of the project.
- The administrating institution/organization must be able to accept and manage the potential grant. Projects can be anchored at any type of non-profit research organization, including universities, hospitals, and other not-for profit organizations.
- Collaboration with researchers in non-academic sectors is allowed, however industrial partner(s) cannot receive direct funding through this programme.
- The principal investigator (PI), who leads the project and submits the proposal, is limited to one submission per call as the main applicant. However, co-applicants may participate in multiple proposals, and a main applicant in one proposal may serve as a co-applicant or collaborator in other proposals.

The proposal must contain all information requested in these guidelines and be submitted via NORMA. Applications submitted by e-mail or without a hosting letter will not be considered.

Hosting letter must be kept short (1 page) and state the acceptance to host the project and validate the eligibility criteria.

Please note that the application and all supporting materials must be submitted in English.

1.3 FUNDING

A total of up to DKK 50 million (approximately USD 7.2 million) is expected to be allocated to proposals submitted to this call. The number of proposals supported will depend on the quality and expected budget.

Each project should not exceed a budget of DKK 7 million (approximately USD 1 million) and is expected to have a duration between 1 and 3 years.

Please see section 3.4 for details on what can and cannot be funded and how to add the budget in the NORMA system.

1.4 APPLICATION PROCESS AND ASSESSMENT CRITERIA

Applications must be submitted using NNF's online application and grant management system, NORMA.

The projects will be assessed based on quality of the science, novelty, feasibility, and potential for global impact. Projects will also be assessed on justified fit with the scope and ambition of this call. The applicant and proposed team/collaborators will be assessed on their experience, record, and ability to deliver on the proposed project.

The initial eligibility screening of the proposals may be assisted by AI. All decisions will be made by humans.

Applicants will be notified regarding their selection status by December 2024 via an e-mail sent from norma-noreply@novo.dk to the e-mail address provided during registration.

Please note that NNF does not provide feedback on applications from the review processes.

2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA

2.1 CREATING AND SUBMITTING AN APPLICATION

NNF uses the application and grant management system, NORMA:

<https://norma.novonordiskfonden.dk>

If you do not have a user profile in NORMA, you can register by clicking REGISTER from the login-page. The main applicant should only have one user profile. Please use your work e-mail address for registration.

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

You can find guidance on how to create and submit an application at: [NORMA Help Center \(zendesk.com\)](#) If you experience technical problems and cannot find a solution in the NORMA Help Center, please contact NORMA Support: norma-support@novo.dk.

3 APPLICATION CONTENT

Chapter 3 provides detailed guidelines on the content required in each part of the online application form for this call.

3.1 APPLICANTS

The APPLICANT-tab pertains to information about the main applicant and up to three co-applicants.

MAIN APPLICANT

The main applicant is responsible for the application and should enter their details under APPLICANT DETAILS. After filling in all mandatory fields, the applicant should complete the task to save the details.

CO-APPLICANT(S)

1-2 collaborators must be invited through NORMA to register as 'co-applicant' in the system and enter their details under APPLICANT DETAILS. Please follow the instructions in NORMA on how to invite co-applicants to your application.

Co-applicants are expected to actively participate in organising and implementing the project and should, consequently, receive a share of the grant. The project description should clearly describe the role of all co-applicants and the budget should clearly indicate the co-applicants' share of the total budget. Co-applicants will only be able to edit their own APPLICANT DETAILS-

task and make changes to the main application. The main applicant will be able to review and edit all APPLICANT DETAILS for the application including those for co-applicants.

Please note that co-applicants can read, edit, and upload information into the application portal, but only the main applicant is able to submit the final application.

APPLICANT DETAILS

The following information is mandatory for all applicants and is collected through individual tasks in the APPLICANT DETAILS- section:

- **CV:** Maximum of 4,000 characters. Please include a short bibliographic overview summarising, e.g., total number of peer-reviewed publications, first authorships, corresponding authorships, total number of citations, and h-index. Applicants are strongly encouraged to provide a link to an updated profile with a full publication list (e.g., ORCID, Google Scholar, Web of Science, or Scopus).
- **Publication list:** Maximum of 5,000 characters. Please list the 10 most relevant publications for evaluating your merits related to the proposal. For each publication, include a complete author list with your name highlighted and a short description (<100 words) on the impact the paper has had on the scientific community.
- **Summary of own research:** Maximum of 2,000 characters. Please provide a short summary of your research, your support for this application, and explain how your research interests fit into the current proposal and collaboration.

3.2 INSTITUTION

Please provide information about the institution where the grant will be administered. This institution is where the main applicant will be employed during the grant period and will ultimately be responsible for budgeting, accounting, and staff supported by the grant.

Please note that registering a new administrating institution in NORMA can take up to seven working days. The application can be edited but cannot be submitted before this information is registered. We therefore recommend that you register the administrating institution well before the submission deadline.

3.3 PROPOSAL

Describe the project using the fields on the PROPOSAL tab. Each field (PROJECT TITLE, BRIEF PROJECT DESCRIPTION, PROJECT DESCRIPTION, ILLUSTRATION UPLOADS, LAY PROJECT DESCRIPTION) have instruction text describing the expected input and maximum characters available.

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 including the target group, planned activities, and justification of the interdisciplinary synergy in the project (maximum 2000 characters, including spaces).

PROJECT DESCRIPTION

Please provide a comprehensive project description (maximum 10,000 characters, including spaces). The project description should be clear, concretely describe the scope of the project, and avoid unnecessary repetition from the brief project description. The project description is expected to be developed and written jointly by the group of applicants, clearly describing the role of each applicant. The project description must provide:

- A description of the research idea, and how it fits the scope of the call.
- Clearly formulated hypotheses and details on work packages and methodologies (existing or developing).
- Details on the role of each of the applicants including both scientific input and project function (e.g. supervising students, access to resources).
- Expected global impact of the project.

Abbreviations should be defined at their first use. The proposal should be comprehensible to individuals with a strong academic background that may not specialize in your research area.

ILLUSTRATION UPLOADS

A maximum of four illustrations of 50 MB each can be uploaded.

LITERATURE REFERENCES

Please provide the reference information for the literature cited in the project description (maximum 8000 characters, including spaces).

3.4 BUDGET

Only budget information submitted via the BUDGET-tab will be considered in the review process. Any additional budget information attached under UPLOADS (or any other tabs) will not be considered.

Please note that all budget items should be provided in Danish Kroner (DKK) and all grants will be paid out in DKK.

Please note that NNF does not allow duplicate funding for projects – if co-funding is obtained from other sources for any part of the proposed research, the applicant must inform NNF as soon as possible.

GRANT PERIOD

Begin the budget section by entering the proposed start and end dates for the grant. This will generate the appropriate number of years in the budget template. The grant period is the duration of NNF's funding for the project, with the budget year based on the project start date rather than calendar years.

Please note that the NORMA system calculates the budgets in full project years, so if the project end date is one day into a new year, the system will automatically add an additional project year. For example, if the start date of your project is 1 February 2025 and the project will last for three years, the end date must be 31 January 2028. If the end date is set as 1 February 2028, it will not be possible to submit the application.

CREATE BUDGET

The budget will open in a new tab, where subcategories can be added. Please follow the instructions at the top of the screen to complete the budget. Please note:

- NORMA automatically saves changes to the BUDGET-tab. You are free to leave the budget at any time and come back at a later point.
- When you SAVE AND CLOSE, NORMA will check if all information has been filled out according to the guidelines.
- The full budget details can be viewed or edited at any time before submission by reopening the budget template.

ELIGIBLE BUDGET COSTS

Applicants may apply for funding for the following types of expenses related to the project:

- **Salary for scientific and technical employees** *in time-limited contracts* e.g., PhD students, postdoctoral researchers, assistant/associate professors, researchers/senior researchers, laboratory administrators. *Salary will not be covered for applicants, co-applicants, or scientific personnel with time-unlimited contracts.*
- **Equipment** that is essential for the proposed project, and where justification of its use after completion of the project can be made.
- **Operating expenses** e.g., materials, consumables, data management, and services.
- **Collaborative activities** e.g., workshops, meetings, exchange, seminars, and other efforts directed at ensuring collaboration and synergy between the grant partners.
- **Conference participation** e.g., travel, accommodation, and registration for scientific conferences.
- **Publication costs** related to scientific publications originating from the project.
- **Bench fee** calculated per academic employee actively working on the project and may only be used for expenses that are related to the research project. Bench fee may account for maximum DKK 8,000 per month per full-time equivalents (FTE). The fee must be a part of the general expense policy of the administrating institution and/or the hosting institutions of the co-applicants, and it must apply for all employees independently of funding source. The budget must specify the expenses covered by the bench fee such as:
 - Common or shared laboratory expenses and consumables
 - Laboratory utilities (electricity, gas, water)
 - Maintenance of essential equipment
 - Service contracts
 - Technical and IT support

Please note that bench fee cannot cover rent, administrative support, representation, social contributions etc.

Please note: Documentation that the administrating/co-applicant's institution has a general bench fee policy should be available at the time of application and *must be provided upon request.*

- **PhD tuition fee (only for Danish applicants)** up to DKK 80,000 per student per year.

- **Administrative support** may account for up to 5% of the total budget and must be included in the total budget request. 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.
 - can be shared between the institutions of the main- and co-applicant(s) via the host institution, as detailed in the application budget.
 - is not automatically included in the grant and must be stated/applied for in the application budget.

Please clearly indicate the allocation of each expense to its respective applicant and include a high-level summary of the budget in the SUPPLEMENTARY INFORMATION field that details the distribution of funds across collaborators and activities.

Please note that the NORMA system uses Danish number formatting. For example, to add a full time equivalent (FTE) of 50%, it must be written as 0,5 instead of 0.5.

FULL-TIME EQUIVALENTS

For each salary entry, please specify the FTE in years within the designated FTE field. This will indicate the proportion of a full-time position that the project funding will support for each year of the grant period.

3.5 APPENDICES

- **Hosting institution letter:** a signed letter of commitment from the international host institution which assumes the responsibility to host the project as well as administering the grant and validate the eligibility criteria (1 page maximum).

Please DO NOT attach other appendices such as recommendations, support letters from collaborators, quotes for equipment, etc.

Please Note NNF may request additional information and documentation.

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

3.6 SUBMISSION CHECKLIST

While NORMA supplies information about each of the fillable sections, *the system does not provide a check of mandatory uploads*. Please make sure the following documentation are in alignment with the guidelines above and are correctly uploaded into NORMA before completing the submission:

- Applicant details (Main and co-applicants)
 - CV
 - Publication list
 - Summary of research/support of application

- Previous/current awards from NNF (if applicable)
- Project Title
- Brief project description
- Project description
- Illustrations (if applicable)
- Literature references
- Hosting institution letter

May 2024

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 improve people's health and the sustainability of society and the planet.