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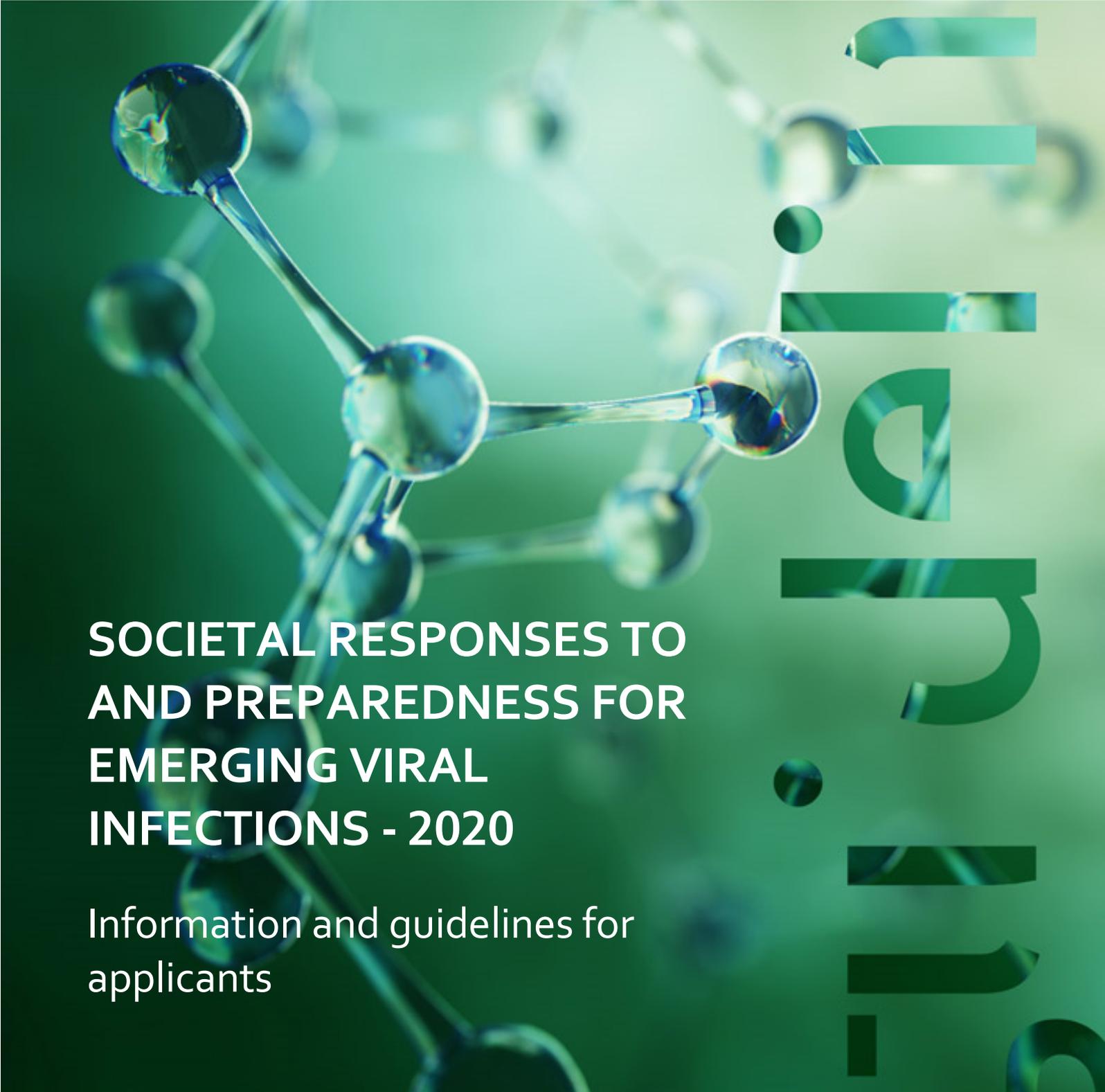
SOCIETAL RESPONSES TO AND PREPAREDNESS FOR EMERGING VIRAL INFECTIONS - 2020

Information and guidelines for applicants

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Information about the call

Grant capital:
DKK 30 million

Award amount
Up to DKK 10 million per grant

Application form opens:
11 March 2020

Application deadline:
4 June 2020

Applicant notification:
September 2020

Earliest start date:
October 2020

Latest start date:
April 2021

Review committee:
International peer-review

Contact:
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1 SOCIETAL RESPONCES TO AND PREPAREDNESS FOR EMERGING VIRAL INFECTIONS

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 current epidemic spread of a new corona virus (2019-nCoV) highlights the threat to the world of new infectious diseases. The current epidemic is not an isolated event. During the last decades, we have seen several incidences of the spread of new, deadly viruses, e.g. SARS, MERS and Ebola. These events are worsened by lack of communication both within and between countries, insufficient national preparedness, lack of efficient treatments and vaccines, monodisciplinary approaches, urbanization, and the high global mobility of humans. Due to the rapid spread of new viruses across the world, it is of vital importance that all countries are prepared for a possible occurrence of infections by a new virus. This require a well-coordinated national response by the health authorities.

The purpose of this thematic call is to give excellent researchers the possibility, in a collaborative effort, to perform in-depth research addressing the interdisciplinary theme "Societal Responses to and Preparedness for Emerging Viral Infections".

1.2 AREAS OF SUPPORT

The current thematic call is aimed to fund interdisciplinary research and development projects that seek to optimize the Danish Societal Responses to and Preparedness for Emerging Viral Infections with focus on the following areas:

- Surveillance and early detection of disease. Rapid diagnostics of novel viruses. New technologies to prevent or combat epidemic viral infections.
- Infectious epidemiology, including methods for epidemic modelling, to predict and understand spread of disease. IT based methods for early detection of epidemics.
- National preparedness to deal with emerging viral infections, including drafting of policies in advance, procedures for rapid testing and approval of new treatments, technologies, and vaccines.

The proposed research must be in-depth, but the subject can be cross-disciplinary, and should not be considered limited to any particular research methodology or discipline.

1.3 ELIGIBILITY

The programme supports excellent scientists from 1-3 research groups, in addition to the main applicant. It is expected that the main applicant and the co-applicants are employed at a research institution. It is

encouraged that industry, and National or International Health Agencies and Organizations are included as collaborators. Based on a common mission and vision, the project must explore an important question or challenge within the interdisciplinary theme "Societal Responses to and Preparedness for Emerging Viral Infections".

The scientific disciplines and locations of the research groups are not restricted, except that the main applicant and host institution must be anchored in Denmark. The host institution could be any Danish public research institution. The main applicant (programme leader) should be at least 50% associated to/employed at the Danish host institution. Levels of association of less than 50% at the Danish host institution must be justified in the application and should be considered a rare exception.

It is critical that measures are taken to maximise interaction between the groups. The definition of 'co-applicants' is group leaders that will receive part of the funding, as detailed in the budget. Other collaborators, that are not listed as co-applicants, cannot receive funding under this programme. Collaboration with industry partners is encouraged within this programme; however, funding cannot be awarded to industrial partners. It is critical that all collaborators contribute significantly to advancing the science in the proposal.

Receiving funding from another Novo Nordisk Foundation grant, does not preclude the applicant from receiving a grant through this programme.

1.4   FUNDING

A total of up to DKK 30 million is available for up to 3 grants of up to DKK 10 million for projects lasting for up to 3 years.

Applicants may apply for funding for the following types of expenses:

- Salaries for research assistants, postdoctoral fellows, PhD students, consultants and statisticians.
- Tuition fees for PhD students.
- Operating expenses for: consumables, materials, services, and other similar items directly related to the project.
- Equipment and infrastructures required for the project.
- Data management: data collection, data analysis, and data storage.
- Collaboration activities – expenses due to project-related meetings, workshops, seminars and exchange of personnel that will strengthen the collaboration between partners of the programme.
- Conference participation: travel costs, accommodation, and registration at scientific conferences in Denmark and elsewhere that are directly relevant to the project.
- Publication costs: scientific articles, posters and other scientific dissemination activities based on the project.
- Bench fee – Support for individual researchers to cover direct expenses needed to conduct the research project. Bench fees must be specified in the budget and may only be used for operating expenses, lab consumables and access to laboratory space and facilities that cannot be included within another individual budget category. To include a bench fee in the budget, the fee must be part of the general expenses policy of the institute/institution and apply to all employees for which the policy concerns.
- Administrative support: 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 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 via the host institution be shared between the institutions of the main- and co-applicant(s), 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

NB: Salaries for main or co-applicants cannot be covered.

NNF will not award funding for:
- commercial activities
- overhead

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

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

1.6   APPLICATION PROCESS
The application should include:
- An extensive, detailed research proposal, including a Gantt chart and work packages description.
- A description of the involved research groups and their roles, and their plans for national and international research collaboration and partnerships.
- A detailed account of the proposed governance and organizational structure of the collaboration. The applicants should outline how their proposal will strengthen societal responses to and preparedness for emerging viral infections in Denmark.
- The applicants should describe the data that will be used (i.e. how it will be generated and accessed). Wherever possible, support/approval letters, or permits should be included.
- Signed hosting letter from the Danish host institution.
- Signed support letters from all co-applicants (NB: institution commitment letters are not required from the co-applicants).
- A detailed budget.

The application must be completed and submitted using NNF's online application and grant management system, NORMA, which can be accessed from: https://norma.novonordiskfonden.dk
Further information on how to access and navigate in NORMA can be found in chapter 2.

IMPORTANT DATES

11 March 2020
Call opens

July 2020
Evaluation of applications

September 2020
Applicant notification

4 June 2020
Application deadline

October 2020
Earliest possible start date

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.

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

1.7 ASSESSMENT CRITERIA

The applications will be assessed by independent international peer-reviewers based on the following criteria:

- Scientific excellence and originality of the proposal,
- Societal impact and feasibility of the project,
- The collaborative approach and relevance,
- The professional expertise of all collaborators.
- Managerial and scientific qualifications of the programme leader/main applicant.

If you have an active grant from NNF, this may be taken into consideration in the evaluation of your application for a new grant. In general, it is recommended that the Grant Recipient has delivered results on the active grant(s) before submission of a new application to NNF. If you apply, while having an active grant from NNF, you must describe how the project you propose in this application is different from and/or coherent with the project(s) already funded and briefly describe the progress of the already funded project(s).

NB: If you receive funding relevant to the proposal (partially or fully) from other sources during the evaluation phase, you are required to inform the NNF Secretariat about this immediately.

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 that submits an application is legally responsible for the truthfulness of the content of the application.

If you experience technical problems, please contact NORMA Support: norma-support@novo.dk.

> ⚠ 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. In NORMA, go to the OPEN CALLS tab, which is located in the upper right corner of the screen. All currently available grants are visible in tabs that are sorted by NNF's overall grant areas.

Initiate an application by clicking the blue APPLY NOW button. Your draft application is then created and will remain a draft version until you actively submit the application.

You can create and subsequently edit a draft version of the application until the deadline. A draft application can be saved by clicking SAVE DRAFT and may be cancelled at any time up to the deadline by clicking the button CANCEL APPLICATION. An application is not submitted to NNF until an applicant has clicked SUBMIT.

The application comprises tabbed sheets that need to be completed but not necessarily in chronological order. Fields marked with a red star (*) are obligatory to fill in.

You can review the application at any time by clicking OPEN under MY APPLICATIONS on the NORMA front page. The whole application, including any currently entered data, can be downloaded as a PDF file by clicking on APPLICATION PDF. Make sure the PDF is readable and formatted appropriately before submitting your application.

2.3   TEXT AND ILLUSTRATIONS

FILLING IN THE FIELDS
For all applications, the individual fields must be completed in accordance with these guidelines and the instructions supplied in NORMA.

⚠️   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 e.g. Word can be copied and pasted into most text fields of the application. It is, however, important to check that formatting, special letters and symbols have not been converted or lost in the text fields after copying and pasting. If the formatting looks wrong in NORMA and in the PDF, you can try to change all text to 'Normal' under the tab FORMAT.

Available functions for formatting text are at the top of the text fields. Some shorter text fields do not have the option to format.

⚠️   For readability purposes, standard fonts, font size 11-12, and line spacing between 1.0 and 1.5 must be used.

ILLUSTRATIONS
Illustrations with figures/charts/tables/images etc. related to the project description can be uploaded under PROJECT INFORMATION (a maximum of four illustrations are allowed). Include illustration number and legend/caption for each illustration file when uploading. The illustrations will be integrated in the final application PDF.

The following file formats for illustrations are accepted in the system: JPG, JPEG, PNG, BMP. The maximum accepted size for each illustration is 1050*1650 pixels.

2.4   SUBMITTING THE APPLICATION

The application in its entirety must be submitted electronically via the application system by clicking SUBMIT. It is not possible to submit an application or any part of it by standard mail or e-mail. Any material submitted outside the application system will not be included in the evaluation and will not be returned.

All applicants must read and accept NNF's Standards for Good Research Practice before submitting the application. A link can be found under 'Policies' in the top right corner of the window. Further, the applicant must declare that the information provided in the application is true and accurate.

An application cannot be submitted unless all the required fields have been completed. Fields in the application that are incorrectly completed or incomplete will be listed in a box at the top of the screen. Clicking on each individual line marked in red takes you directly to the incomplete field. The box will disappear when you select SAVE DRAFT. This allows you to continue with the application and submission.

> ⚠ A list of any incorrect or incomplete entries will be autogenerated when you click SUBMIT. Amending incorrect or incomplete entries can be time-consuming, so we recommend submitting applications well before the deadline.

If you wish to modify a submitted application before the deadline, it is possible to reopen the application. Be aware that the application must be resubmitted before the deadline. Applications cannot be modified after the submission deadline.

Once the application has been submitted, a confirmation of receipt will be sent to the e-mail address used for logging into the system. If you do not receive a confirmation of receipt (please check your spam folder), you should contact NNF as soon as possible using the contact details on page 3.

If you wish to withdraw a submitted application after the deadline you must contact NNF via e-mail, using the contact information on page 3.

> ⚠ 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 INFORMATION

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

- Personal information
- Current institution
- Educational information
- Administrating institution
- Applicant information
- Co-applicant(s)

> ⚠ Registering a new administrating 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 administrating institution in good time.

MAIN APPLICANT

The main applicant and host institution must be anchored in Denmark. The host institution could be any Danish public research institution.

CV for main applicant: can be a maximum of 4,000 characters. Please include in your CV: - A short bibliographic overview summarizing total number of peer-reviewed publications, number of first authorships, number of corresponding authorships, number of citations, and h-index.

Publications list (for main applicant). Can be a maximum of 5,000 characters. Please only 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. Applicants are strongly encouraged to provide a full list of publications in ORCID.

Supplementary Information (under Applicant Information). This field can be utilized to describe special circumstances regarding your application that the evaluation committee should be aware of, e.g. current terms of employment. Please do not include any personal information of a sensitive nature, e.g. illnesses, family conditions etc.

CO-APPLICANT(S)

For this calls, 1-3 co-applicants are allowed for the application. Co-applicants participate actively in organizing 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. The following uploads must be included (it is recommended to create a single combined file uploaded as a PDF file by clicking on CO-APPLICANT UPLOAD(S)) for each co-applicant:

- A short CV (maximum two pages).
- A short bibliographic overview summarizing total number of peer-reviewed publications, number of first authorships, number of corresponding authorships, number of citations, and h-index.
- Publications list; please only 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. Co-applicants are strongly encouraged to provide a full list of publications in ORCID.
- A short summary of research career, and how the past years of research fit into the current proposal and collaboration.

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.

The application cannot be submitted before the required number of co-applicants have accepted. Similarly, if the number of co-applicants exceed the maximum number allowed, the application cannot be submitted. NB: Only by contacting NORMA can a co-applicant be removed, which may take some hours to do. Thus, make sure that the co-applicants are correctly entered in due time before submission. 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.

3.2 PROJECT INFORMATION

Enter a description of the project under the PROJECT INFORMATION tab. A maximum of four illustrations can be uploaded here.

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

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 2000 characters, including spaces).

PROJECT DESCRIPTION
Please describe the proposed research project in detail – including purpose, background, methods, collaborations, and the significance of the project (see section 1.6 for details)(maximum 30 000 characters, including spaces).

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

LITTERATURE REFERENCES
Please provide the reference information for the literature cited in the project description (maximum 4000 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 (in English, maximum 1,000 characters, including spaces, line breaks and special characters).

3.3   BUDGET

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

Before you begin to fill in the budget template, enter GRANT PERIOD START DATE and GRANT PERIOD END DATE under the PROJECT INFORMATION tab and press SAVE DRAFT. The budget must be entered in budget years following the grant period and not calendar years.

Complete the budget as follows:
- Click on the blue OPEN/EDIT icon to open a budget in a pop-up window.
- Click the + key to add budget rows.
- Select one of the budget headings, enter an amount under VALUE (DKK) and specify what the amount is for under DESCRIPTION.
- All amounts must be stated in Danish kroner (DKK) without decimal points, commas or spaces. NORMA automatically inserts the thousands separator.
- In the first budget year, the costs are shown from the project start until 31 December. The first budget year can cover a period of 15 months if the project's start date falls within one of the last three months (October, November or December) of a calendar year. This ensures that the next budget year follows the calendar year.
- In the subsequent budget years, the costs are shown from 1 January to 31 December.
- The last budget year can cover a period of 15 months if the project's end date falls within one of the first three months (January, February or March) of a calendar year.
- Save and close the budget spreadsheet by clicking SAVE and CLOSE (in that order) and then return to the BUDGET tab.

Important: If you make any changes to the grant period after filling out the budget, you <u>must</u> clear the budget table <u>before</u> 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.

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.

The way in which the budget is set up influences any later financial reporting to NNF. Please note that the financial accounts must have the same headings as the budget posts in the application.

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

3.4 UPLOADS

Hosting letter from the Danish host institution,
Support letters from all co-applicants,

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.

3.5 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 summarize how any of the grants are related to the current application.

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

April 2020

The Novo Nordisk Foundation

The Novo Nordisk Foundation is an independent Danish Foundation with corporate interests. The objective of the Novo Nordisk Foundation is twofold: To provide a stable basis for the commercial and research activities conducted by the companies within the Novo Group and to support scientific and humanitarian purposes.

The vision of the Novo Nordisk Foundation is to contribute significantly to research and development that improves the lives of people and the sustainability of society.