

March 2023

Manual for grant recipients and administrators

novo nordisk **fonden**

Congratulations

You have been awarded a grant from the Novo Nordisk Foundation. The responsibilities for administering grants from the foundation are divided between two distinct roles: The **grant recipient** and an **administrator** from the assigned administering institution

- The grant recipient is scientifically and financially responsible for the grant. This includes requesting changes to a grant, e.g. changing the project period or the administrator/administrating institution.
- The administrator is responsible for requesting and reporting on payments.
- Finally, revisions to budgets and payment plans can be made by both administrators and grant recipients.




This manual introduces both grant recipients and administrators to the various tasks and responsibilities related to NNF grants using **NORMA**, the online grant administration system of the Foundation.

Accessing NORMA

NORMA can be accessed by visiting <https://norma.novonordiskfonden.dk>

Need help?

If any issues arise or if you have any additional questions after reading this manual, please get in touch with norma-support@novo.dk.

 GRANT RECIPIENTS	
Accepting a new grant	Page 3
Submitting change requests	Page 4
 ADMINISTRATORS	
Accepting invitations from grant recipients	Page 5
Bank details requests	Page 6
Requesting payments	Page 7
Financial reporting	Page 8-9
Final financial reporting	Page 10
Refund requests	Page 11
 SHARED	
Revising budgets and payment plans	Page 12

Accepting a new grant

Before grant instalments can be paid out, an administrator first needs to be assigned and the grant needs to be formally accepted.

This is done using the **Grant Acceptance Form**, a task which will be available to all new grant recipients* from the **My Tasks** section on the **Applicant Portal** in NORMA:

1. From the Grant Acceptance Form, please download the included grant agreement. Sign the agreement, have the institution sign the agreement, and upload the fully signed document under **Signed Grant Agreement**. Confirm compliance with the conditions of the grant agreement and the code of conduct using the two checkboxes. Save draft before continuing.
2. Navigate to the **Invitations**-tab found in the left hand menu and invite a grant administrator using their institutional email-address.
3. Once your administrator has accepted the invitation, you will receive an e-mail. If the invitation is declined, you must invite a new administrator.
4. When the signed grant agreement has been uploaded and the administrator has been successfully assigned, the form will be automatically submitted, and the grant will be formally accepted.

* In some cases, if a grant administrator has been negotiated beforehand, this step is skipped

Grant Acceptance Form

Applicant Portal

Logs ▾

Main

Invitations

Grant Acceptance

Institution of Administrator

-

Administrator Job Title

-

Grant Agreement

NNF210C0066
 359 KB - 29/06/2021 13:00

Total Files: 1

*** Signed Grant Agreement**

The Grant Agreement must be in a PDF format.

Upload

I hereby confirm that funds granted will be spent on the current research project within the budget framework stated in the application and in accordance with the conditions stated in the grant agreement

Policies are available in top menu.

I hereby confirm compliance with the Novo Nordisk Foundation's Code of Conduct

✘ You can continue after the Administrator has accepted your invitation.

Save Draft **Submit**

Submitting change requests

Throughout the project, circumstances such as the project period or budgeting might change. These changes should be reported to the Foundation using a **Change Request**. To do so, grant recipients need to submit a change request through NORMA:

1. To create a new change request, please find the relevant grant from the Grant Holder Portal in NORMA and click the **Change Request** button. This will create a new activity allowing you to detail the nature of the request.
2. Start by selecting the change request type from the dropdown and then fill in the remaining fields as needed.
3. Regardless of the type of change request, it is mandatory to specify a reason for requesting the change. If needed, documentation can be included with the **Upload**-button at the bottom of the screen.
4. When all required fields have been completed, click **Submit**.



On pp. 12-14 you will find a more detailed description on how to submit a budget change request

Active Grants overview

My grants									
ACTIVE GRANTS (1)					HISTORIC GRANTS (0)				
#	Grant agreement	Grant reference	Project title	Granted amount	Remaining amount	Currency	Status	Change request	Budget Revision
1	Open	0053153_Grant_agreement.pdf		1.545.000	1.545.000	DKK	Grant In Progress	Change Request	New Budget Revision

Change Request selection

Change Request - Change grant start date

* Change Request type

Change grant start date

Apply for parental leave

Change Administrator

Change administrating institution

Change Grant Holder

Change Co-Applicant

Withdrawal of grant

Other

* New Grant End Date

dd/mm/yyyy

Date: 07/05/2026

* Reason for Change Request

Accepting invitations

When a grant recipient invites you to become the administrator of a grant, you will receive an email containing an invitation link. Following that link, you will be asked to either log in or register an account in NORMA. Please make sure to use your institutional email-address when signing up.

When you've accepted your invitation, you will be formally assigned as the administrator of the grant. You do not need to take any additional steps until the first payment is released. You will receive an email notification once the payment is released, usually one month prior to the project start date. You will also be reminded when the deadline for requesting the payment is approaching

Administrator invitation

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Administrator Invitation

Dear Lene,

You have been invited as an administrator for the following grant: 0042134: Unlocking the Potential of Targeted Gene Editing for the Treatment of Genetic Disorders

Accept

Decline

Bank details requests

Foreign institutions without a Danish central business register (CVR) number might be asked to fill out a bank details request before being able to request payments. If so, you will be notified by email.

1. Find and open the form on the **Bank Details Request**-tab in the **My Tasks** section at the top of the **Administrator Portal**.
2. Fill out all bank details for the institution.
3. Upload an institution statement verifying the correctness of the details.
4. Ask your bank to send a *Confirmation of bank account* **directly** to the Novo Nordisk Foundation using the email address novogrants@novo.dk. This statement needs to include:
 - Administrative body's complete name, address, CVR/organisation number and bank account, incl: BIC/SWIFT, IBAN (Europe) or clearing-code (non-Europe)
 - The bank's name, address and CVR/organisation number
 - Contact person at the bank, should we need to get in contact with the bank
 - Issuing date

The document should be signed or stamped by the bank and sent as a PDF in either Danish or English.

5. Submit the form.

Bank Details Request

▼ **Bank Account Details**

* Type of Payment: Foreign payment

* Name of Bank:

* Bank Country:

* SWIFT/BIC:

* IBAN:

The Novo Nordisk Foundation primarily uses IBAN to payout grants. Please only use the fields below if your institutions bank details do not include IBAN.

Account Number:

Routing or Bank Number:

▼ **Proof of Correctness**

* **Institution statement**

Official confirmation document from the institution stating the institution's bank information. The document must include the institution's letterhead and signature of the head of the institution to serve as proof of correctness.

* **Declaration**

I've provided the bank details of the institution as well as a written and signed confirmation. I've also instructed the bank of the institution to provide a confirmation of bank account directly to novogrants@novo.dk.

I agree

Note: As per the agreed terms and conditions, no payments will be made before the form is submitted and a confirmation from the bank is received.

Requesting payments

Grants may be paid in single or multiple instalments. Whenever an instalment is released and is ready for request, you will be notified by email.

1. To request a new payment, log in to NORMA and find the relevant payment under **My Tasks**.
2. Open the payment and verify the payment information. If any details are incorrect, please do not submit the payment request but instead get in touch with norma-support@novo.dk.
3. If needed, enter a reference to be displayed on the bank statement.
4. Click **Send Payment Request**.

When the payment request has been processed internally it will be paid out by bank transfer.

Payment request

Payment - Year 1 >

Administrating institution: IT-Universitetet i København

Name of Administrator: John Johnson

E-mail of Administrator: fgesgrdgr@groigp.fake

Total grant amount (DKK): 400.000

Remaining balance (DKK): 400.000

▼ Payment

Amount in DKK: 100.000

* Type of payment: NemKonto - CVR-Nummer ?

CVR Number: 123

The following information will be displayed on the bank statement

Grant no.: NNF20SA0052937

Grantee: NNF ap6

Admin.: John Johnson

Mail: fgesgrdgr@groigp.fake

Fill-in additional details to be displayed on the bank statement: ?
20 characters left

If the payment details are not correct do not submit the request. Instead you must contact norma-support@novo.dk. Please state the case number and the title "update payment information" in the email's subject field.

Send Payment Request

Note: In accordance with the [terms and conditions for open competition grants](#), the first payment must be requested no more than three months after the start date of the project.

Financial report

In accordance with the guidelines for the specific call, you will likely be required to submit financial reports annually. When a financial report is ready to be submitted, you will receive an email instructing you to do so. This is done by navigating to **Financial Reports** in the **My Tasks** section.

1. Open the financial report for the relevant grant and instalment.
2. Click the **Report actuals** button to input funds spent for this budget period.
3. Use the comment field to describe any deviations from the budget.
4. Click **Submit Report**.

In case of over or underspending, the remaining budget needs to be updated and a new Budget Revision activity will be automatically created (page 5).

Financial report activity

i The Financial Report activity is used to submit financial information about spending for the previous grant year against the current budget. The Financial Report will open for submission on the Start Date and should be submitted before the End Date. Click on the 'Report Actuals' button to enter the financial details. Click on 'Submit' when you are ready and the Financial Report will be reviewed by your Grant Officer. They may require clarifications or revisions before approval.

NOTE: No payments can be made for a grant while financial reporting for a grant year is not approved and completed.

View Budget

Click to open the current budget in read-only mode

[View Budget](#)

Click to submit actual spending figures for the active reporting period

[Report actuals](#)

* Comments to the Novo Nordisk Foundation

Save Draft

Submit

Reporting actuals

Year 1 - Budget				Year 1 - Report		
Financial report	Budget	FTE	Description	Report	Difference	Description
1. Salary	2.809.847 DKK				-100%	-2.809.847 DKK
1.1 Other	108.795 DKK	1			-100%	-108.795 DKK
1.2 Consultant	115.127 DKK	0,17			-100%	-115.127 DKK
1.3 Other	50.511 DKK	0,08			-100%	-50.511 DKK
1.4 Other	62.169 DKK	0,08			-100%	-62.169 DKK
1.5 Consultant	115.127 DKK	0,17			-100%	-115.127 DKK
1.6 Scientist/researcher	83.333 DKK	0,17			-100%	-83.333 DKK
1.7 Project employees at administrating institution	47.520 DKK	0,08			-100%	-47.520 DKK
1.8 Main applicant	454.711 DKK	0,53			-100%	-454.711 DKK
1.9 Project employees	793.041 DKK	5			-100%	-793.041 DKK
1.10 Project employees at administrating institution	372.073 DKK	2			-100%	-372.073 DKK
1.11 Consultant	607.440 DKK	1			-100%	-607.440 DKK
2. Operation	866.531 DKK				-100%	-866.531 DKK

Grant Closure Report

Following approval of the last financial report on a grant, a grant closure report will need to be submitted. You will receive an email when a grant closure report is ready.

1. Log in to NORMA and find the report under **Grant Closure** in the **My Tasks** section.
2. The report will display the **total reported amount** and **the total amount received** from NNF. The amount to refund is calculated from these two figures.
3. Please provide a comment to NNF and upload any supporting documentation.
4. If your institution is not publicly audited, you are required to upload an external audit report.
5. Click **Submit for Approval**.

If there are unspent funds, a refund request will be created. If so, you will be notified by email. Please see next page for more information.

Grant Closure Report

Grant Closure Report

1 of 1
< >

Start Date: 24/02/2023

End Date: 24/05/2023

Transcriptom analysis for Stem cell research (#0053147)

Grant Currency: DKK

Total reported amount	546.620
Total amount received	547.720
Refund amount	1100

Comments to NNF

*** Audit Upload**

Upload a PDF report of the external audit for the project. Please refer to your grant agreement & terms and conditions documents for audit requirements

📄

Uploads

Upload supporting documentation for the closure of the grant

📄

Submit for Approval

Refund requests

After submitting a grant closure report, you might be required to refund unspent funds to the Foundation.

If so, you will receive an email containing both the amount to be refunded and the account information for the bank transfer.

This information will also be available from the **Grant Closure**-tab on the **Activities**-section in NORMA.

Refund

▼ Refund details

Bank details

Novo Nordisk Fonden
Account number: 31004475210352

For international payments use the following information:

Account holder: NOVO NORDISK FONDE
IBAN: DK36 3000 4475 2103 52
BIC/SWIFT: DABADKKK

Refund amount (DKK)

18.139

Revising budgets and payment plans

If you need to make changes to either the budget, the payment plan, or both, you can request to do so by creating a **Budget revision**.

Grant recipients can create budget revisions by clicking the **New Budget Revision** button next to the desired grant on the **My Grants** overview on the **Grant Holder Portal**.

Administrators can create budget change request by clicking on “**New Budget Revision**” from the Grants-overview on the Administrator Portal.

The Budget Revision activity contains the current budget and payment plan, as well as the ability to revise either. Both options are described on the following two pages.

Budget Revision

i This Budget Revision activity is used to make financial changes to your budget and to request changes to the payment plan. Open the budget using the button below. All budget years that have not had financial reporting will be available to edit. Instructions will be provided in the budget window.

If you wish to request changes to the payment plan as part of the revised budget click 'Revise Payment Plan' and enter the desired information.

The overall length of the grant cannot be changed here. To change grant dates the Grant Holder must create a Change Request activity.

When you are finished with your changes please click 'Submit'. Your Grant Officer will then review the changes. They may require revisions or clarifications before approving the Budget Revision.

View Budget

Click to open the current budget in read-only mode

[View Budget](#)

Revise Budget

Click to open the budget in edit mode

[Revise Budget](#)

* Budget Revision Comments

Please provide an overall explanation for the requested budget changes. Comments about items should be entered in on the relevant budget line(s)

Click to view the current payment plan for the grant

[Current Payment Plan](#)

Click to amend the payment plan for the grant. The amended payment plan will be sent for review by your Grant Officer. The Grant Officer may decline to make your requested changes

[Revise Payment Plan](#)

Budget revisions

After creating a new Budget Revision task (see page 11), you can make revisions to the budget by following these steps:

1. If you wish to see your current budget, you can do so by clicking on **View Budget**.
2. To revise your budget, please click on **Revise Budget**.
3. If you wish to add new subcategories, you can do so by clicking on the plus icon (+) next to the main budget category (*Salary, Operation, Dissemination, training, education, and Administration*)
4. Please fill in amounts and descriptions in the Revised-columns.
5. When you have completed all mandatory fields and are satisfied with the revised budget, then press **save and close**.
6. Proceed to update the payment plan if needed (see page 13), and then submit the budget revision task.

Viewing the current budget

Application budget	Year 1 - Budget			Year 2 - Budget			Year 3 - Budget			Year 4 - Budget			Total
	Budget	FTE	Description	Budget	FTE	Description	Budget	FTE	Description	Budget	FTE	Description	
1. Salary	365.000 DKK			365.000 DKK			365.000 DKK			365.000 DKK			1.460.000 DKK
1.1 Main applicant	365.000 DKK	1	salary	365.000 DKK	1	salary	365.000 DKK	1	salary	365.000 DKK	1	salary	1.460.000 DKK
2. Operation	25.000 DKK			15.000 DKK			10.500 DKK			10.500 DKK			61.000 DKK
2.1 Infrastructure	10.000 DKK		expense	10.000 DKK		expense	10.000 DKK		expense	10.000 DKK		expense	40.000 DKK
2.2 Project specific costs	15.000 DKK		expense	5.000 DKK		expense	500 DKK		expense	500 DKK		expense	21.000 DKK
3. Dissemination, training, education	5.000 DKK			5.000 DKK			5.000 DKK			5.000 DKK			20.000 DKK
3.1 Training	5.000 DKK			5.000 DKK		expense	5.000 DKK		expense	5.000 DKK		expense	20.000 DKK
4. Administration	1.000 DKK			1.000 DKK			1.000 DKK			1.000 DKK			4.000 DKK
4.1 Direct administrative expenses	1.000 DKK			1.000 DKK			1.000 DKK			1.000 DKK			4.000 DKK
Total	396.000 DKK			386.000 DKK			381.500 DKK			381.500 DKK			1.545.000 DKK

Revising the budget

Click the '+' icon of a budget category to see a drop-down menu of the available expense subcategories for the call. Add relevant subcategories by clicking the '+' icon and 'add subcategories'. Fill in budget figures and description of the budget item. For salary expenses also fill in the FTE (Full Time Equivalent). An employee working full time for half a year is 0,5 FTE. An employee working half time for ten months is 0,42 FTE. An employee working full time for a full year is 1 FTE. Custom categories can be created for your budget lines in the second column. These categories can be used to help organise your budget but they will not be part of the budget evaluation.

Year 1
 Year 2
 Year 3
 Choose custom categories

Budget revision	Year 1 - Budget			Year 1 - Revised			Year 2 - Budget			Year 2 - Revised			Total
	Budget	FTE	Description	Revised	Difference	Description	Budget	FTE	Description	Revised	Difference	Description	
1. Salary	100.000 DKK			100.000 DKK	0 DKK								0 DKK
1.1 Co-applicant	100.000 DKK	1	Description required	100.000 DKK	0 DKK	Description required			Description required		0 DKK	Description required	0 DKK
2. Operation	1.000.000 DKK			1.000.000 DKK	0 DKK		200.000 DKK			200.000 DKK	0 DKK		0 DKK
2.1 Data management	1.000.000 DKK		Description required	1.000.000 DKK	0 DKK	Description required	200.000 DKK	gf	Description required	200.000 DKK	0 DKK	Description required	0 DKK
3. Dissemination, training, education													
4. Administration													
Total	1.100.000 DKK			1.100.000 DKK	0 DKK		200.000 DKK			200.000 DKK	0 DKK		0 DKK

Payment plan revisions

As part of a budget revision, you might also need to update the payment plan. This is done within the budget revision activity itself.

To revise your payment plan:


1. Within the Budget revision activity click **Revise Payment Plan** at the very bottom.
2. Unpaid payments are marked in yellow on the **Current Payment Plan** overview and can be revised.
3. Under **Revised Payment Plan**, please add one line for each unpaid payment with the requested release date and amount.
4. After completing a new draft payment plan, please make sure the **Revised Payments Total** and **Previous Payments** sums up to match the **Payment Plan Total** in the fields at the end of the page.
5. When you are pleased with the revision click **Save** and close the window. You can now submit the budget revision task.



Revising payment plan


Current Payment Plan

Release Date	Amount	Status
02/06/2021	6.000.000	Pending
02/06/2022	2.000.000	Draft
02/06/2023	200.000	Draft
Total:		8.200.000

Revised Payment Plan

 Only future payments (status "Draft") can be revised. The payments must be in accordance with the revised budget (per year).

Release Date	Amount (DKK)
dd/mm/yyyy 	<input type="text"/> 
	0



	Amount (DKK)
Revised Payments Total	0
Previous Payments	8.000.000
Payment Plan Total	8.000.000

Save