

Guidelines for the Danish Diabetes and Endocrine Academy's fellowship programme

This document includes information about the Danish Diabetes and Endocrine Academy's (DDEA) fellowship programme:

- [DDEA fellowship programme](#)
- [Calls for applications](#)
- [Review process](#)

DDEA fellowship programme

The DDEA fellowship programme in diabetes and endocrinology covers three grant schemes: PhD scholarships; postdoctoral fellowships; and visiting researcher grants. **Table 1** below shows the different grant types within the fellowship programme; the total number of grants offered in 2024; and the total number of grants during 2023-2027.

Table 1. DDEA fellowships 2023-2027

Grant schemes	2024	Total (2023-2027)
PhD scholarships (2/3 financed) (DKK 1.1 million each) with no specific themes	7	29
PhD scholarships (2/3 financed) DKK 1.1 million each) with specific themes	4	10
PhD scholarships with co-financing from industry (1/3 co-financed) (DKK 550,000 each)	4	13
Cross-academy PhD scholarships (1/3 co-financed) (DKK 550,000 each)	8	11
Strategic partnership PhD scholarships (1/3 co-financed) (DKK 550,000 each)	3	7
Postdoctoral fellowships (two-year) (DKK 1.2 million each) with no specific themes	7	29
Postdoctoral fellowships (two-year) (DKK 1.2 million each) with specific themes	3	10
Postdoctoral fellowships (two-year) with co-funding from industry (1/2 co-financed) (DKK 600,000 each)	4	12
Strategic partnership postdoctoral fellowships (DKK 600,000 each)	3	7
Visiting researcher grants (max. DKK 400,000 each)	6	25
TOTAL	49	153

Calls for applications

For the DDEA fellowship programme, DDEA will have annual calls. All calls will be in open and free competition, and the majority will be without a specific theme or without being directed at a specific disease group.

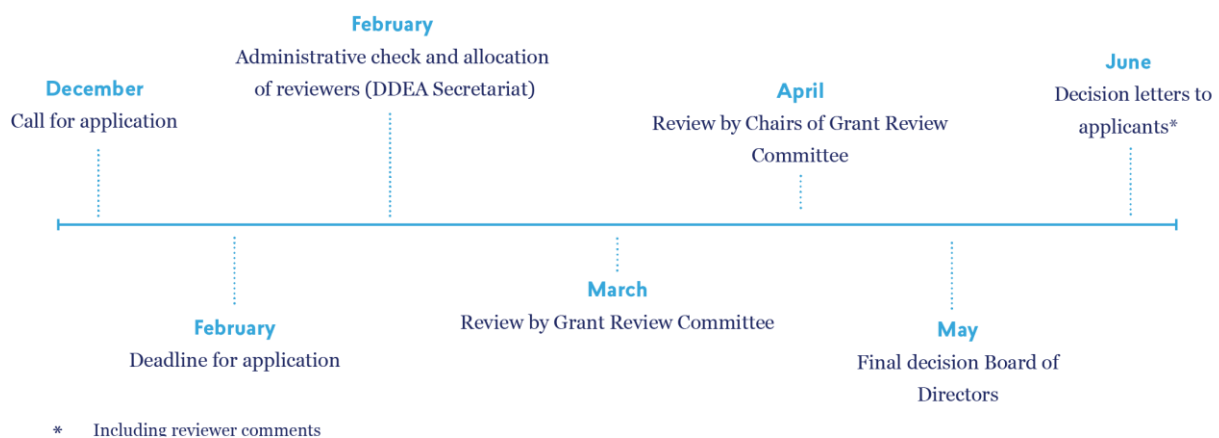
The calls will be posted through the DDEA's communication channels (in particular social media and newsletters), the websites of the Danish Endocrine Society and the Society for Young Endocrinologists, national and international job portals, including the Danish universities, direct mail to national and international collaborators and partners and direct communication at international conferences or DDEA activities.

Interested applicants can apply for the grants through the [DDEA website](#), where the application process and candidate eligibility are described in detail. Applicants must have a user login to the DDEA website in order to be able to submit an application.

Review process

All applications for PhD scholarships, postdoctoral fellowships and visiting researcher grants will be assessed according to the review process (**Figure 1**) and evaluation criteria, as set out by the Board of Directors (see **Appendix 1**). Grant calls and award allocations will be annual starting in June. The timeline for 2024 can be seen in **Appendix 2**.

Figure 1. Example of DDEA award and review process



Parties involved in the review process and their responsibilities

The review process is managed by the *DDEA Secretariat*.

Applications will undergo external international review by the *DDEA Grant Review Committee*. This committee constitutes a pool of reviewers and consists of a number of internationally renowned and dedicated scientific experts of the highest international calibre. A list of members and terms of references of the Grant Review Committee are available at the [DDEA website](#). The Grant Review Committee will perform an objective, professional and comprehensive peer review of applications for all three grant schemes.

A chair will be appointed for each type of grant. The *chairs of the Grant Review Committee* will make a final evaluation of all applications (for each grant type) and recommend eligible applications to the Board of Directors.

For the cross-academy PhD scholarships, the *co-financing academy* (Danish Cardiovascular Academy (DCA) or Danish Data Science Academy (DDSA)) will appoint *reviewers* or a *representative* to review and approve the recommended (top-ranked) applications. If the applications are at first reviewed by reviewers appointed by the co-financing academy (and not DDEA), DDEA will forward the applications recommended by the co-financing academy to the respective *chair of the Grant Review Committee* for approval and final recommendation to the Board of Directors.

Finally, the *DDEA Board of Directors* will make the final decision as to which applications will receive funding. The final decision of awardees made by the Board of Directors is final and cannot be appealed.

Review process

The DDEA review process is described below.

The review process is anonymous. Applicants will receive the reviewers' overall assessments of their application (excluding their scores). Also, reviewers will not see each other's scores. Reviewers are requested to treat all aspects of the review as strictly confidential.

Administrative check and selection of assessors

The Secretariat will conduct a pre-screening of all applications received for completeness and eligibility (administrative check). Incomplete applications or applications not meeting the DDEA requirements for grants (as stated in the call for applications) will be rejected without further review. All other applications will be assessed by the Grant Review Committee, as described below.

Review by the Grant Review Committee

For the review, the Secretariat will select appropriate reviewers among the members of the Grant Review Committee. The Secretariat will match reviewers and applications according to scientific topics and keywords related to the applicants' research fields, as described in their applications.

The reviewers will be asked to report any conflicts of interest (personal or professional (e.g. joint publications or close collaboration regarding the specific project of the applicant within the past 5 years)). In case of conflicts of interest, the reviewers will not review the application(s), and another reviewer will be assigned to the application in question.

Each application will be assessed by three individual reviewers. Each reviewer will assess a maximum of 10 applications.

The reviewers will use the DDEA web-based electronic system when submitting their reviews.

Each reviewer must provide a complete review of each application according to the evaluation criteria (see **Appendix 1**). This includes scoring each of the evaluation criteria, providing an overall impact score of the application and describing strengths and weaknesses for each criterion and overall.

When the reviewers have submitted their reviews, an average of the individual scores of each of the scores (of each review) will be calculated (*total score*). Subsequently, a *total average score* of the *total scores* of each review will be calculated for each application. All applications with a *total average score* below 3.0 will be discarded.

Recommendations to the Board of Directors by the chairs of the Grant Review Committee

Based on the *total* scores and the reviewers' comments, the chairs of the Grant Review Committee will make a final evaluation of all applications with a *total average score* of 3.0 or higher and recommend eligible applications to the Board of Directors.

The chairs will have access to the applications and the reviewers' reviews of the applications, ranked according to the calculated *total average score* of each application. In case of identical *total average scores* of two or more applications, the chairs will be asked to consider the *overall impact score* given by each of the three reviewers and rank the applications accordingly.

The chairs will include a summary of the assessments made by the reviewers and a prioritised list of the applications in their final recommendation.

The chairs must recommend twice as many candidates for each grant scheme than the number of grants available, according to **Table 2** below (example for 2023 2nd round).

Table 2. Example of recommendation of grant applications to the Board of Directors, 1st round 2023

Grant schemes	Number of grants available 2023 2 nd round	Number of applications to be recommended by the chairs to the Board of Directors – 2023 2 nd round
PhD scholarships (2/3 financed) (DKK 1.1 million each) with no specific themes	3	6
PhD scholarships with co-financing from industry (1/3 co-financed) (DKK 550,000 each)	2	4
Postdoctoral fellowships (two-year) (DKK 1.2 million each) with no specific themes	3	6
Postdoctoral fellowships with specific themes	5	10
Postdoctoral fellowships (two-year) with co-funding from industry (1/2 co-financed) (DKK 600,000 each)	2	4
Visiting researcher grants (max. DKK 400,000 each)	4	8

The chairs will be asked to report any conflicts of interest concerning the applications that they receive for final evaluation when returning their final recommendations to the Secretariat.

Cross-academy PhD scholarships

For the DDEA/DCA cross-academy PhD scholarships, the Secretariat will forward the final recommendation of the chairs to an appointed representative of DCA for approval or comments before final decision by the DDEA Board of Directors.

For the DDEA/DDSA cross-academy PhD scholarships, the Secretariat will forward the top-10 ranked applications (without ranking, reviewer comments or scores) to DDSA for review. DDSA will recommend five applications for receiving a grant. If no disagreement between DDSA and DDEA ranking, the DDEA Board of Directors will make the final decision based on the recommendations from DDSA. If disagreement between

DDSA and DDEA ranking, the respective chair of the DDEA Grant Review Committee will make a final review of the applications and make a final recommendation together with DDSA for final decision by the DDEA Board of Directors.

Decision of awardees by the Board of Directors

The Secretariat will forward the final recommendation (including any comments to the recommendation of the cross-academy PhD scholarships) to the Board of Directors, which will have access to all the applications and the reviewers' evaluations (scores and comments).

During a Board meeting, the Board of Directors will make the final decision as to which applications will receive funding based on the recommendations made by the Grant Review Committee.

A videoconference between each chair and the Board of Directors will be arranged in connection with the Board meeting to discuss the final recommendation. For the cross-academy PhD scholarships, a videoconference will also be arranged with the appointed representative of the co-financing academy, if the representative has made any comments to the final recommendation of the chairs.

In case of conflicts of interest by one of the members of the Board of Directors, the member in question will abstain from participating in the final decision-making. See the guidelines on conflicts of interest for the DDEA Board of Directors in respect to allocation of DDEA grants at the [DDEA website](#).

Award notification and rejection of applications

Based on the decision made by the Board of Directors, the Secretariat will finalise the process.

For all rejected applications, a rejection letter will be sent. The letter will include the reviewers' comments.

For all accepted applications, a grant notification letter containing relevant information about the grant will be sent. The letter will also include the reviewers' comments.