



Handbook for DDEA Grant Recipients

As of 01 December 2024



**Danish Diabetes and
Endocrine Academy**

Funded by the Novo Nordisk Foundation



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Part I

Letter of congratulations from the DDEA Secretariat

Dear DDEA Grant Recipients,

Our warmest congratulations to you on your new PhD Scholarship or Postdoctoral Fellowship from DDEA!

At DDEA, we strive to create a framework for a vibrant national and international community of early-career researchers, bridging disciplines and sectors. We welcome everyone, whether you are engaged in qualitative research, quantitative research, or somewhere in between; whether your focus is on diabetes, osteoporosis, thyroid disorders, or other areas of endocrinology; and whether you work in a national or international academic institution, a university, a hospital, a life science company or somewhere else.

We have set the framework. Now it is up to you to fill it with life, connections, and collaborations. We hope and expect that you, as a DDEA Grant Recipient, will be a DDEA ambassador, participating actively, sharing new findings and insights, and forging new connections and friendships in science.

Our time together is borrowed from one another. Being aware that we will meet, collaborate, and eventually part ways over the coming years makes it important to foster meaningful connections and networks. Our shared, borrowed time must allow us to flourish in new collaborations, to benefit you, your research, and ultimately, the people living with endocrine diseases who rely on your expertise and work to live their best lives.

We are here for you – to be in dialogue with you. The future success of DDEA is shaped by you.

Welcome to DDEA! We are looking forward to sharing time with you.

Best regards,

DDEA Secretariat

Part II

Purpose of this handbook

To ensure a soft landing into the DDEA organisation, the purpose of this handbook is to acquaint you with:

- Your obligations and responsibilities toward DDEA during your grant period
- Opportunities in education, networking and scientific communication available during and after your grant period
- The basics of the Academy so that you can speak to others clearly about the organisation (co-) funding you
- Contact persons in the DDEA Secretariat

We hope that this handbook will align your expectations with ours and that it will be the launch pad for our relationship and collaboration in the years ahead.

If you have ideas for additional information to be included in this handbook, please send a request to the DDEA Secretariat at ouh.ddea@rsyd.dk. We welcome ideas for content that will further support the introduction of DDEA Grant Recipients to DDEA.

Part III

Your obligations and responsibilities as a DDEA Grant Recipient

Your success, and that of DDEA, depends on your engagement in your research, your active participation and involvement in DDEA events and the dissemination of your project and DDEA activities. **Therefore, we have the following obligations and responsibilities for all DDEA Grant Recipients:**

Documentation and invoicing

- At the start of your grant period, accept your grant and provide the information stated in your grant notification letter.
- According to the deadlines specified in your grant notification letter:
 - Inform the DDEA Secretariat (ouh.ddea@rsyd.dk) of your ORCID, SCOPUS ID and author name
 - Send a copy of your enrolment/employment letter to the DDEA Secretariat
 - Ask your host institution to send an electronic invoice to DDEA for transferring your grant
- For your personal research profile at DDEA's website, sit for a photograph for the DDEA website. More information will be sent to you.

Acknowledging DDEA

- Mention DDEA in all publications arising from your project- either under 'Funding' or 'Acknowledgements'. Please state: "This work was supported by a research grant from the Danish Diabetes and Endocrine Academy, which is funded by the Novo Nordisk Foundation, grant number NNF22SA0079901".
- Include the DDEA logo on your oral and poster presentations at scientific conferences. You can [download our logo from our website](#) to use in your presentations.
- If your project receives public mention (social media, newspapers, radio etc.), state that you and your work are "supported by the Danish Diabetes and Endocrine Academy, which is funded by the Novo Nordisk Foundation".

Communication and media

- Follow and tag DDEA on our social media platforms (please use #DDEA):
 - LinkedIn: [@Danish Diabetes and Endocrine Academy](#)
 - Instagram: [@ddeacademy denmark](#)
- Sign up for the DDEA [newsletter](#) and alumni newsletter
- Inform the DDEA Secretariat by e-mail (ouh.ddea@rsyd.dk) when a manuscript arising from your project is accepted for publication, or if someone writes a press release about your research
- Disseminate published key research findings through the DDEA website and social media platforms, upon request and only with your permission.

DDEA events, education and networking

- Participate in the following DDEA events (DDEA will cover your travel and accommodation costs in conjunction with these events):
 - In the first year of your grant period: **Startup Meeting for New DDEA Grant Recipients** (December)
 - Every year: **DDEA Annual Day** (January)
- Make an effort to create a network with fellow early-career researchers and senior researchers, especially at DDEA events
- Contribute to DDEA education and networking events by serving on an organising committee, giving a lecture or workshop, or similar

Reporting

- Submit an annual scientific report through Novo Nordisk Foundation's Researchfish® web-based reporting system each year, no later than **1 December**, during your grant period and up to five years after the end of your fellowship term. We will send you login details and further information.
- Send a final report (1-1 ½ page) to the DDEA Secretariat at the end of your scholarship term (at the latest three months after). The report must include:
 - A status of the project and progress in relation to the project description including any deviations from the project description
 - A financial report from the accounts department of your host institution with documentation of the salary paid out to you (e.g., a salary extract)

- If you have been awarded a PhD Scholarship, inform the DDEA Secretariat about the date and venue of your PhD defense
- Complete an outgoing questionnaire ('Researcher Reflections') at the end of your grant period that we will share on our social media and website
- Upon request, complete a questionnaire regarding the benefit you have derived from your DDEA grant

Part IV

Your opportunities: Education & networking at DDEA

As a DDEA Grant Recipient, you are now a part of a growing network of researchers, from early-career to senior, and professionals working in the fields of diabetes, metabolism and classical endocrinology in Denmark and abroad. You have an outstanding opportunity to learn and create fruitful contacts to last throughout your career.

Each year, DDEA offers around 30 courses, symposia, workshops, networking events, and webinars. These activities cover a range of topics including scientific content in endocrinology and beyond, transferable skills training, and collaboration building. You can see a list of our previous events at our [website](#).

Recurring events

While we expect your participation at the DDEA Annual Day offered every January, we also encourage you to participate in other events that suit your training needs. In particular, please note several recurring events:

- DDEA Grant Recipients with a PhD Scholarship will likely find the **DDEA Summer School for PhD Students** beneficial. In addition, a course specially designed for first-year PhD students in cardiometabolic research is offered each autumn together with the Danish Cardiovascular Academy – **The DDEA/DCA Basic Cardiometabolic Research PhD Course**.
- DDEA Grant Recipients with a Postdoctoral Fellowship should consider the annual **DDEA Postdoc Summit** that brings together 50 postdocs from around the world for four days of science and networking.
- Each autumn, career development activities are organised together with the other Danish academies.
- Please keep yourself updated about all DDEA events at [our website](#) and through [our newsletter](#).

DDEA Education and Networking Focus Areas

DDEA events are offered in an Annual Events Programme that is prepared by the DDEA Committee for Education, DDEA Secretariat and expert organisers. The DDEA Annual Events Programme features approximately 30 courses, symposia, workshops, networking events, and webinars in a range of topics including scientific content in endocrinology and beyond, transferable skills training, and collaboration building.

DDEA arranges these education and networking activities in focus areas. Brief descriptions are below, and you can read more at [our website](#).

- Talent Development for Early-Career Researchers - DDEA supports capacity-building and professional and career development among early-career researchers through training in transferable skills and methods.
- Strategic Partnerships - DDEA connects experts, allocates Strategic Partnership Postdoctoral Fellowships and PhD Scholarships and supports education and networking initiatives. Active 2024-2027, this programme initiates, facilitates, and establishes international strategic partnerships with esteemed researchers, research centres, and departments across diverse sectors, fields and borders.
- Diabetes-Endocrine Bridge - DDEA strengthens collaborations among scientists in diabetes, metabolism, and classical endocrinology research throughout Denmark, across sectors, and from basic to clinical research disciplines.
- Mentoring and Alumni - DDEA draws on the combined strengths and needs of DDA or DDEA alumni and grant recipients, supporting both in the development of their careers by offering mentorship, guidance and networking opportunities.
- Public Involvement and Outreach - DDEA facilitates cooperation between researchers, especially those early in their careers, and the public, including persons with lived experience of endocrine conditions, to create public and user-driven solutions that benefit science and society.

Suggestions for new DDEA events

Each winter, we open a call for suggestions for new DDEA events. The call is announced on the DDEA website, social media and newsletter. Please feel free to send in suggestions for courses and other events that will support your training as an early-career researcher. All suggestions are shared with the [DDEA Committee for Education](#) for its work in building the Annual Events Programme each spring.

Grants for events

Each autumn, we open a call for funding for events to be organised by the research community, not by DDEA. With this funding, we aim to further support the research community's needs for events for early-career researchers. More information is available on our [website](#).

Part V

Your opportunities: Research communication at DDEA

Creating visibility is important for enhancing the impact of your research and obtaining external funding for your project. Similarly, DDEA is also dependent on visibility to support early-career researchers. Below, you will find inspiration for how to generate awareness of your project and your time as a DDEA Grant Recipient.

Social Media

DDEA is present on LinkedIn and Instagram. We recommend that you have a profile on LinkedIn. Please follow DDEA on the social media channels that you have a profile on.

DDEA social media profiles:

- LinkedIn: [@Danish Diabetes and Endocrine Academy](#)
- Instagram: [@ddeacademy denmark](#)
- Hashtag: #DDEA

To raise the impact of your research, you can post on social media when:

- You participate in courses, symposia or conferences,
- You achieve a major milestone in your project,
- You have published a paper,
- You receive an award or a grant,
- Go on a research stay abroad,
- Present at a conference,
- Or the like

Remember to tag or mention DDEA!

To raise awareness of DDEA, you can:

- Share posts from DDEA on your own social media profile
- Take over DDEA's Instagram account when invited to do so during DDEA events
- Tag DDEA in your personal posts
- Print and hang DDEA flyers when available

Part VI

Danish Diabetes and Endocrine Academy

The text below is a short summary of the Danish Diabetes and Endocrine Academy. It contains the most essential points for all DDEA Grant Recipients to be familiar with and able to talk about.

The Danish Diabetes and Endocrine Academy is a national platform for fostering early-career research talent through education, talent development, networking and collaboration. DDEA is funded by a 5-year grant of 195 million DKK from the Novo Nordisk Foundation during the period of 2023-2027.

We work through three main objectives:

- We provide excellent research education and talent development in diabetes and endocrinology
- We promote networking and collaborations in diabetes and endocrine research across research fields, sectors and borders
- We fund talented early career researchers and visiting professors in diabetes and endocrinology

To achieve these objectives, we develop and offer activities in four key areas:

- Networking
- Education
- Grants
- Communication

DDEA develops and implements its strategy and objectives through and with the support of the

- [DDEA Board of Directors](#)
- [DDEA Advisory Board](#)
- [DDEA Committee for Education](#)
- [DDEA Grant Review Committee](#)
- [DDEA Public Advisory Panel](#)
- [DDEA Secretariat](#)
- Entire research community in diabetes, metabolism and classical endocrinology

Part VII

Contacts in the DDEA Secretariat

You can always reach out to the DDEA Secretariat with questions and ideas. We will be happy to hear from you and look forward to getting to know you.

DDEA Secretariat

- On the DDEA [website](#)
- If your inquiry fits into one of the categories below, please reach out directly to the contact person listed in the table.

| Name | Contact for | Email address |
|------------------------|--|--|
| Katrine Obel-Grønbaek | DDEA Communication | katrine.obel-gronbaek@rsyd.dk |
| Ninna Matthews | Follow up on DDEA Grant Recipient responsibilities | ninna.matthews@rsyd.dk |
| Pernille Bruun Nielsen | DDEA Mentoring Programme for Postdocs | pernille.bruun.nielsen@rsyd.dk |
| Mette Roed | Travel, accommodation, reimbursements | mette.roed@rsyd.dk |
| Gretchen Repasky | DDEA programmes: education and networking events | gretchen.repasky@rsyd.dk |
| Tine Hylle | DDEA grants | tine.hylle@rsyd.dk |
| Tore Christiansen | DDEA strategy | tore.christiansen@rsyd.dk |

- Use the DDEA Secretariat email address for all other inquiries: ouh.ddea@rsyd.dk

DDEA address and business information

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