

Neuroscience Academy Denmark

Guide for PI's - NAD Lab Rotations and PhD Supervision





Contents

Lab Rotations	2
Requirements for hosting an NAD lab rotation	3
Choice of rotation labs.....	3
Planning a rotation.....	3
Employment.....	3
Funding and finances	4
Evaluation	4
PhD lab and PhD Supervision.....	5
Choice of PhD lab and PhD supervisors	5
Requirements for NAD PhD Supervisors.....	5
Employment and enrolment.....	5
Funding and finances	5

Lab Rotations

During the pre-PhD year, NAD fellows will participate in three lab rotations in different neuroscience labs across Denmark. The purpose of the lab rotation programme is to position the NAD fellow to formulate and carry out an excellent PhD project by exposing them to new areas, approaches and techniques as well as providing them with a strong scientific network.

Aside from the benefits to fellows themselves, the lab rotations are intended to foster increased collaboration across the Danish neuroscience community. By hosting a fellow, you increase your lab's visibility and reach beyond the local community at your institution.

Below, you can read more about how you can host an NAD lab rotation in addition to what to expect and prepare when you receive an NAD fellow for a rotation in your lab.

The timeline for 2024 NAD lab rotations is as follows:

First rotation: January 1 – March 17 2024 (11 weeks)

Second rotation: March 18 – June 2 2024 (11 weeks)

Third rotation: June 3 – September 1 (13 weeks)

The third rotation has been slightly prolonged to accommodate for the holiday period in which most labs will be short-staffed and most NAD fellows will take vacation.



Requirements for hosting an NAD lab rotation

In order to host an NAD lab rotation as a PI, you must be an active researcher within Danish neuroscience.

It is also a requirement that you are a member of NAD. If you are not yet a member, you can apply to join NAD [here](#).

Be aware that if the NAD fellow has done their bachelor's or master's thesis or has had any paid work in your lab, they cannot choose your lab for any of their rotations.

Choice of rotation labs

The choice to lab rotations is entirely at the discretion of each individual fellow and as such, specific motivations and goals may differ. Fellows are asked to consider how a rotation may benefit them with regards to technical ability, awareness of different research areas and how these complement each other. While in a rotation, fellows are asked to pay attention to potential for collaborations, supervision and work styles.

NAD fellows will primarily use NAD's interactive networking platform [NAD Connect](#) to search for potential rotation labs. They will then contact you directly to inquire about a possible lab rotation project.

We strongly encourage you to spend some time updating your NAD Connect profile, especially when it comes to describing your research and what you can offer during a rotation. This makes it much easier for the NAD fellow to find you.

For the 2024 NAD fellows, these are the deadlines for choosing a rotation lab:

First rotation: November 19, 2023

Second rotation: February 15, 2024

Third rotation: May 2, 2024

An overview of which labs the NAD fellows have chosen will be published on the NAD website in the beginning of each rotation.

Planning a rotation

Planning ahead and aligning expectations is essential to ensure that the lab rotation is to the mutual benefit of PI and NAD fellow. We strongly encourage you to meet - physically or online - prior to the rotation to make (preliminary) plans for the rotation.

Keep in mind that the NAD fellow is only in your lab for 11-13 weeks and that they will only have limited time complete any unfinished work after this, so the scope of the rotation project(s) should take this into account. Be aware that the NAD fellow will be expected to participate in NAD courses and retreats during the rotation.

Employment

During the pre-PhD year (January 1 – December 31), each NAD fellow will be employed as a research assistant at the University of Copenhagen. Each time the NAD fellow conducts a lab rotation at Aarhus University, Aalborg University or the University of Southern Denmark, they will be granted leave from



the University of Copenhagen and then receive an employment contract from the hosting laboratory's university.

Additional questions about employment can be directed to [Programme Administrator Ann Lee Berger Christensen](#).

Funding and finances

As lab host PI, you are granted a maximum of DKK 25.000 to be used for project-related consumables for the NAD Fellow during the lab rotation. You are also granted 10% project-related indirect costs. Any expenditures after the NAD fellow's lab rotation in your lab are not eligible.

After the NAD fellow's lab rotation in your lab, your finance department is requested to send us two documents:

- Financial statement (filled out, dated and signed)
- Account statement (kontoudtog)

These two documents have to be sent to NAD's project controller Sa Mai (nad-finance@sund.ku.dk) and to the NAD Office: office@neuroscienceacademydenmark.dk

After we have approved your financial reporting, we will inform your finance department to send us an invoice (with the same amount as on the financial statement). The invoice has to be sent to our EAN no. 5798000421745.

Text on invoice: "NAD - [NAD Fellow Name]'s rotation.

Invoice address:

Department of Neuroscience
Blegdamsvej 3B
2200 København N

Att.: Neuroscience Academy Denmark

Additional questions about funding and finances can be directed to [Programme Administrator Ima Mustafic](#).

Evaluation

When the lab rotation has concluded, NAD will ask you to complete a short anonymous survey about the rotation experience. We highly encourage you to fill out this evaluation as it provides us with valuable input about how we can improve the lab rotation experience for both PI's and NAD fellows.



PhD lab and PhD Supervision

Towards the end of the third lab rotation, the NAD fellows will choose their main PhD supervisor and PhD lab. During the rest of the pre-PhD year, the NAD fellow will be affiliated with their PhD lab, their main tasks being drafting their PhD project proposal and identifying key collaborators who will be involved in the project as co-supervisors. The proposal must be approved before the NAD fellow enrolls as a PhD student at the local PhD school.

Choice of PhD lab and PhD supervisors

The choice of PhD lab is entirely at the discretion of each individual NAD fellow. The deadline for choosing a PhD lab is July 29 2024.

Co-supervisors do not need to be stated until the NAD fellow submits their PhD proposal.

Requirements for NAD PhD Supervisors

NAD PhD projects must be supervised by one basic scientist and one clinical scientist. A PI can only function as main supervisor for one NAD fellow every two years. There are no such restrictions in regards to co-supervision.

For general guidelines on the subject of PhD supervision, please consult the websites of the individual PhD schools as rules and requirements differ.

Employment and enrolment

During the pre-PhD year, the NAD fellow will be employed at the University of Copenhagen. If the fellow chooses a PhD lab at Aarhus University, Aalborg University or the University of Southern Denmark, they will be granted leave and receive an employment contract from the hosting laboratory's (your) university for the remainder of the pre-PhD year.

During the PhD period (3 years), the NAD Fellow is employed by your department. The NAD Fellow will receive an employment contract from the hosting laboratory's (your) university, and the salary will be paid by NAD.

Additional questions about employment and enrolment can be directed to [Programme Administrator Ann Lee Berger Christensen](#).

Funding and finances

The NAD Fellow is employed by your department during the PhD period (3 years). The NAD Fellow will receive an employment contract from the hosting laboratory's (your) university, and the salary will be paid by NAD.

An NAD PhD student can also apply for up to 120.000 DKK/year for consumables plus 10% project-related indirect costs. The budget needs to be submitted and approved by the NAD Scientific Board before the NAD Fellow enrolls as a PhD student.

Additional questions about funding and finances can be directed to [Programme Administrator Ima Mustafic](#).