

Autumn 2019 and Spring 2020

Call for Proposals

INDEPENDENT RESEARCH

A2019 & S2020

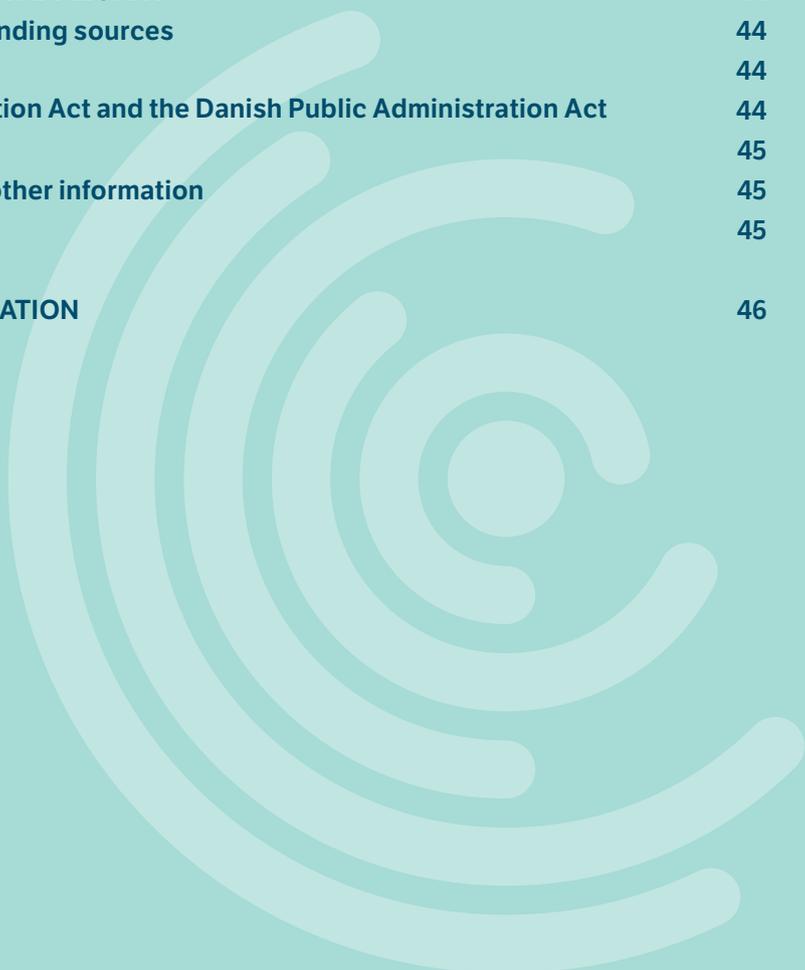


**DANMARKS FRIE
FORSKNINGSFOND**
INDEPENDENT RESEARCH
FUND DENMARK

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CONDITIONS FOR INDEPENDENT RESEARCH FUND DENMARK SUPPORT FOR RESEARCH

The legislative basis for Independent Research Fund Denmark (DFF) is Act no. 384 of 26 April 2017 on the Danish Council for Research and Innovation Policy and Independent Research Fund Denmark.

Independent Research Fund Denmark's main task is to provide financial support to concrete and fixed-term research activities based on researchers' own ideas. The fund considers it its primary task to support the growth layer and the continued development within independent, researcher-initiated research. DFF puts decisive weight on the professional research quality being maintained in the projects it supports.

The DFF strategy and policies can be found on the fund's website dff.dk

1.1 GUIDE TO THIS CALL

In this call you can read about the options available to you as applicant and about the applicant and application requirements. The structure of the call has been changed to provide more clarity. You should read the entire call, with the exception of [Section 2](#) where you only need to read [Section 2.1](#) and [Section 2.2](#), and the section about the instrument you are applying for.

1.2 DFF'S CALL FOR PROPOSALS AUTUMN 2019 AND SPRING 2020

With this Call for Proposals, Independent Research Fund Denmark invites applications for grants for research activities. The information in this call applies to applications submitted for the application deadlines in autumn 2019 and for the spring 2020 - see the precise application deadlines in [Section 2.2](#). The ability of the fund to offer the funding instruments mentioned in [Section 2](#) is dependent on the level of funding for 2020 being equivalent to that of 2019. As the national budget for 2020 will not be confirmed until the end of 2019, the fund is unable to guarantee that all funding instruments will be offered in 2020.

This document is an English translation of the fund's Danish Call for Proposals. In case of any inconsistencies between the two versions, the information in the Danish version shall apply.

1.3 INTERNATIONALISATION

DFF wants to strengthen and further develop the internationalisation of Danish research and therefore wishes to see applications including international activities submitted to the fund. The objective is that the best researchers and research groups have the opportunity to coordinate and develop their cross-border research collaboration, and that talented researchers have the opportunity to spend a period of their research career abroad. Aspects of internationalisation can therefore figure in applications to all of DFF's instruments. In any case, the applications are required to be related to the international *state of the art* within their area.

1.4 GENDER BALANCE

DFF also wants to support a balanced development of management resources for both genders at Danish research institutions and would like to see this being taken into consideration in applications to DFF. Therefore, DFF recommends that applications, as best possible, demonstrate an approach to scientific practice that can act as an incubator for professional diversity and equal opportunities for male and female researchers. For applications seeking support for research groups or similar collaborative projects, the applicant should account for his/her considerations for the gender make-up of the research group or collaborative team. A statement of this is a requirement, but the actual gender make-up of the group will not factor into the assessment of the application. The required statement has been introduced to ensure the applicant's focus on contributing to equal opportunities for men and women in research.

1.5 OPEN ACCESS

DFF finds it important to strengthen the societal effect of research by ensuring unrestricted and cost free digital access to all the latest research results in scientific articles. Therefore, Independent Research Fund Denmark, the Danish National Research Foundation, and Innovation Fund Denmark adopted the “Open Access Policy for public research funds and foundations” in April 2019, which requires parallel publishing of published scientific articles resulting from full or partial funding from these foundations. DFF however does not provide financial support for open access publishing as the fund allows for a quarantine period of 6-12 months. For further information on DFF’s Open Access policy, see <https://dff.dk/om-os/mal-retning-og-vaerdier/open-access-politik-for-offentlige-forskningsfonde>

The DFF strategy as well as policies concerning internationalisation, gender equality, and open access can be found on the fund’s website dff.dk

1.6 RESEARCH INTEGRITY

DFF expects that grant recipients will follow the [Danish codex for integrity in research](#).

1.7 INFORMATION MEETINGS

DFF’s secretariat arranges information meetings about administrative procedures and processes in connection with the Autumn 2019 and Spring 2020 Call for Proposals. The meetings are open for anyone interested, and will be held at the end of August 2019. You can find further information about the meetings at dff.dk

PLACE	DATE
Aarhus University	21. august
Aalborg University	21. august
University of Southern Denmark	26. august
University of Copenhagen	27. august
Technical University of Denmark	27. august
Roskilde University	28. august

1.8 SIGNIFICANT CHANGES TO AUTUMN 2019-SPRING 2020 CALL

In tables and figure texts in the project description, font size 10 and line spacing 1.0 may be used.

In [Section 4.2.1](#) an overview of major fields that must be completed in the application form in e-grant has been introduced.

Pre-graduate Scholarship | Medical Sciences has been extended to 6-12 months. Grant amount is unchanged. The project description has been reduced to 3 pages.

The possibility of obtaining bench fee for the foreign institution in connection with the instrument DFF-International Postdoctoral grant only applies when the administration of the grant is transferred to the foreign institution in the period you are abroad.

As regards the assessment criteria of the applicant’s qualifications, the wording in the paragraph concerning the strategy for organisation and management of the project has been extended as follows: “and a plausibility of the applicant being able to handle the project applied for at the same time as the applicant’s other research and management tasks?”.

1.9 ABOUT INDEPENDENT RESEARCH FUND DENMARK

DFF supports independent research based on the researchers' own ideas within and across all the main fields of science. DFF is comprised of a Board of Directors, five research councils and one cross-council committee:

*DFF | **Humanities** offers funding to researchers who work within the following disciplines: art history, architecture and design, media studies, film studies, musicology, ICT in the Humanities, comparative literature, dramaturgy, philology, linguistics, communication research, anthropology, ethnology, archaeology, history, philosophy, history of ideas and science, theology, comparative religion, educational theory, pedagogy, psychology and other related research disciplines within the humanities, such as library research, museology, as well as humanistic research within sports science, public health, urban and physical planning.*

*DFF | **Natural Sciences** offers funding to researchers who investigate fundamental scientific issues within the natural sciences, computer science and mathematics, with an epistemological but not necessarily an applied scientific objective. The Council covers research within the classical disciplines: Astronomy, physics, chemistry, mathematics, computer science, molecular biology, biochemistry/biophysics, biology, geology as well as the natural science aspects of geography.*

*DFF | **Social Sciences** offers funding to researchers who work within the social sciences. DFF | Social Sciences covers the following main disciplines: economics, sociology, political science and legal theory, as well as the societal aspects of various interdisciplinary subjects (e.g. communication studies, development studies, gender studies and cultural geography).*

*DFF | **Medical Sciences** offers funding to researchers who work with all aspects of basic, translational, clinical and socio-medical research in relation to human health and disease.*

*DFF | **Technology and Production Sciences** funds researchers carrying out basic research within technology and production sciences which is: a) motivated by a specific problem or having a clear application-oriented perspective; and b) aimed at solving a specific problem, developing new technologies and production systems or new ways of meeting the needs of society. Please note that neither epistemological research without any application-oriented perspectives nor development activities will be supported.*

*DFF | **Cross-council committee** comprises representatives from all five research councils and coordinates the handling procedure for applications that fall within the boundaries between the councils. The cross-council committee also funds applications that are considered to be truly cross-council (see [Section 5.5](#)), as well as applications to Sapere Aude: DFF-Starting Grant and Research education outside the universities (PhD).*

1.10 DELIMITATIONS BETWEEN THE RESEARCH COUNCILS

The DFF board determines the research delimitations between the five research councils. The delimitations are described in the table below. It is natural to find applicants and projects that cross the delimitations as described. Some will be viewed within a single council while others, in collaboration with several councils. DFF welcomes applications of an interdisciplinary nature, in which case they will be coordinated by the cross-council committee. In [Section 5.3](#) you can learn more about how to apply to several research councils, while in [Section 5.5](#) you can learn how cross-council applications are handled.

	DFF Natural Sciences	DFF Social Sciences	DFF Medical Sciences	DFF Technology and Production Sciences
DFF Humanities	In the delimitation between DFF Humanities and DFF Natural Sciences the decisive principle is that projects that predominantly concern humans' culture-forming and culture-disseminating phenomena and activities (e.g. didactics, sports and archaeology) are covered by DFF Humanities, whereas research projects primarily concerned with cognitive-forming activities which fall within the natural sciences, should be assessed by DFF Natural Sciences.	In the delimitation between DFF Humanities and DFF Social Sciences, the decisive principle is that projects which predominantly concern relations between human behaviour and institutions (groups, enterprises, organisations and society) are covered by DFF Social Sciences, whereas projects which predominantly concern culture-analytical and historical aspects, or involve special language and other communicative qualifications are assessed by DFF Humanities.	In the delimitation between DFF Humanities and DFF Medical Sciences, the decisive principle is that projects which predominantly concern psychology are covered by DFF Humanities, whereas projects mostly involving psychiatry should be assessed by DFF Medical Sciences. There is a certain overlap between these disciplines, but generally speaking, the applications considered by DFF Medical Sciences are characterised by a biological research theme. For example, medical history is usually covered by DFF Humanities, but if a medical history project involves an element of biological research, it may in some cases belong to DFF Medical Sciences. Projects investigating humanistic aspects of medical science will be covered by DFF Humanities. Generally, for a project to belong to DFF Medical Sciences it is not sufficient that the object of study is medicine – the applied methodology must also originate in medical science.	In the delimitation between DFF Humanities and DFF Technology and Production Sciences, the decisive principle is that projects which predominantly concern humans' culture-forming and culture-disseminating phenomena and activities are covered by DFF Humanities. This applies e.g. to media research, design research and linguistics. Projects which primarily involve a technical research element will generally be assessed by DFF Technology and Production Sciences.
DFF Natural Sciences		In the delimitation between DFF Natural Sciences and DFF Social Sciences, the decisive principle is that projects which predominantly concern human behaviour, organisational matters or managerial processes are covered by DFF Social Sciences, whereas projects which predominantly concern natural science activities are assessed by DFF Natural Sciences.	In the delimitation between DFF Natural Sciences and DFF Medical Sciences, the decisive principle is that research projects which predominantly have fundamental scientific, epistemological aim are covered by DFF Natural Sciences. In the event the primary objective of the project is of a medical nature, the project will be assessed by DFF Medical Sciences. Both DFF Medical Sciences and DFF Natural Sciences cover areas such as biology, biochemistry and genetics.	In the delimitation between DFF Natural Sciences and DFF Technology and Production Sciences, the decisive principle is that research projects which predominantly have a cognitive-forming perspective, and where the application-oriented perspective is not necessarily clear in advance, are assessed by DFF Natural Sciences. Fundamental research which is primarily concerned with solving a specific development- and application-oriented problem, is covered by DFF Technology and Production Sciences.

	DFF Natural Sciences	DFF Social Sciences	DFF Medical Sciences	DFF Technology and Production Sciences
DFF Social Sciences			In the delimitation between DFF Social Sciences and DFF Medical Sciences the decisive principle is that projects which predominantly concern relations between human behaviour and institutions (groups, enterprises, organisations and society), and where the biological/medical content is limited, are covered by DFF Social Sciences, while projects in which the research element is predominantly of a medical nature are assessed by DFF Medical Sciences.	In the delimitation between DFF Social Sciences and DFF Technology and Production Sciences, the decisive principle is that projects which predominantly concern human behaviour, institutions (groups, enterprises, organisations and society) are covered by DFF Social Sciences, whereas projects in which the research element predominantly concern technical/logistical solutions are assessed by DFF Technology and Production Sciences.
DFF Medical Sciences				In the delimitation between DFF Medical Sciences and DFF Technology and Production Sciences, the decisive principle is that projects which predominantly have a human biological aim and require the use of medical competencies and methods are covered by DFF Medical Sciences. Projects that predominantly require the use of wider technologically oriented competencies, e.g. for the development and establishment of animal models, medico-technical products or medicine, are covered by DFF Technology and Production Sciences.

2

WHAT RESEARCH EXPENSES CAN BE COVERED?

On the next two pages you can see which funding instruments are offered in Autumn 2019 and Spring 2020, by which research councils, and which deadlines apply. Please note that there may be minor differences in relation to the specific requirements each council has for the various instruments. You should therefore read all of Sections 1 and 3-6, as well as the description of the instrument you wish to apply for in Section 2 very thoroughly before you complete and submit your application. You can begin your application in [e-grant](#) approx. three months before the application deadline.

2.1 ALREADY STARTED PROJECTS

DFF does not provide retroactive funding. You can therefore not apply for research funding for activities that have already taken place by the time the fund makes its decision.

2.2 APPLICATION DEADLINE AND START DATE FOR PROJECTS

The earliest and latest possible starting dates for each instrument are listed in the table below: **Note, the deadline is 12:00 noon for every application deadline date.**

Instruments offered by all councils:

Instrument	Budget framework for DFF grant	Research council offering the instrument and application deadline	Time of processing	Earliest and latest starting dates for the project
DFF-International Postdoctoral Grant	See description under the instrument	All councils: 5 November 2019 at 12:00 noon and 26 March 2020 at 12:00 noon	February 2020 and June 2020	Applied autumn 2019: Earliest: 1 April 2020. Latest: 1 October 2020. Applied spring 2020: Earliest: 1 September 2020. Latest: 1 March 2021.
Sapere Aude: DFF- Starting Grant	Up to DKK 4.3 million excluding overhead / administration expenses	All councils: 26 March 2020 at 12:00 noon	November 2020	Earliest: 1 January 2021. Latest: 1 December 2021.
DFF-Research Project1	Up to DKK 2 million excluding overhead / administration expenses	DFF Medical Sciences: 1 October 2019 at 12:00 noon DFF Technology and Production Sciences: 2 October 2019 at 12:00 noon DFF Natural Sciences: 3 October 2019 at 12:00 noon DFF Humanities: 4 October 2019 at 12:00 noon DFF Social Sciences: 4 October 2019 at 12:00 noon	April 2020	Earliest: 1 July 2020. Latest: 1 January 2021.
DFF-Research Project2	Between DKK 2 million and DKK 4.3 million excluding overhead / administration expenses	DFF Medical Sciences: 1 October 2019 at 12:00 noon DFF Technology and Production Sciences: 2 October 2019 at 12:00 noon DFF Natural Sciences: 3 October 2019 at 12:00 noon DFF Humanities: 4 October 2019 at 12:00 noon DFF Social Sciences: 4 October 2019 at 12:00 noon	April 2020	Earliest: 1 July 2020. Latest: 1 January 2021.
Non-university Research Education (PhD)	Up to DKK 1.8 million excluding overhead / administration expenses	All councils: 26 March 2020 at 12:00 noon	June 2020	Earliest: 1 July 2020. Latest: 1 June 2021.

Instruments offered by individual research councils:

Instrument	Budget framework	Research council offering the instrument and application deadline	Time of processing	Earliest and latest starting dates for the project
Research Networks Humanities	Up to DKK 850,000 excluding overhead / administration expenses	DFF Humanities: 26 March 2020 at 12:00 noon	June 2020	Earliest: 1 July 2020. Latest: 1 January 2021.
Journals Humanities	DKK 30,000 per year	DFF Humanities: 4 October 2019 at 12:00 noon	December 2019	Earliest: 1 January 2020. Latest: 1 January 2021.
International research stay Social Sciences	Up to DKK 300,000 excluding overhead / administration expenses	DFF Social Sciences: 4 October 2019 at 12:00 noon and 26 March 2020 at 12:00 noon	November 2019 and May 2020	Applied autumn 2019: Earliest: 1 December 2019. Latest: 1 October 2020. Applied spring 2020: Earliest: 1 June 2020. Latest: 1 April 2021.
Clinician scientist position Medical Sciences	Salary funding for max 6 months - see description under the instrument	DFF Medical Sciences: 1 October 2019 at 12:00 noon	November 2019	Earliest: 1 February 2020. Latest: 1 January 2021.
Pre-graduate scholarship Medical Sciences	DKK 100,000 excluding overhead / administration expenses	DFF Medical Sciences: 1 October 2019 at 12:00 noon and 26 March 2020 at 12:00 noon	December 2019 and June 2020	Applied autumn 2019: Earliest: 1 February 2020. Latest: 1 July 2020. Applied spring 2020: Earliest: 1 July 2020. Latest: 1 February 2021.
DFF-GROW	DKK 24,300/month excluding overhead / administration expenses	Expected NSF deadline: December 2019	March 2020	Earliest: 1 June 2020. Latest: 1 May 2021.

COUNCIL-SPECIFIC CONDITIONS

DFF | Social Sciences is the only council to receive urgent applications. Urgent applications for **DFF | Social Sciences** can only be considered for **DFF | Research Project1** or **DFF | Research Project2**. Urgent applications can only be drawn up on the basis of a pre-authorisation of the urgency factor, which must be scientifically backed up by extremely special, external and unpredictable events. The pre-authorisation is determined by **DFF | Social Sciences** and takes place following an application to the secretariat.

2.3 INSTRUMENTS OFFERED BY ALL COUNCILS

2.3.1 DFF-International Postdoctoral Grant

2.3.1.1 Objective

The objective of DFF-International Postdoctoral Grant is to strengthen the international mobility of young talented researchers, as well as to develop the competencies of researchers who are in the beginning of their research career. The aim is to enable the grant recipient to consolidate his or her individual research profile by managing a specific research project in an independent manner at a research institution outside of Denmark. The grant amounts to a total of DKK 1.3 million over a 2-year period.

2.3.1.2 Applicant requirements

Researchers who have a PhD or are expected to submit their thesis for defence within 6 months after the application deadline, or have obtained equivalent qualifications (e.g. a positive assistant professor assessment ("adjunktbedømmelse")) may apply for a DFF-International Postdoctoral Grant. Your PhD must have been received from a Danish research institution.

As PhD student you may apply, provided you attach a declaration from your supervisor stating that your thesis will be submitted within 6 months of the application deadline. If you are awarded a DFF-International Postdoctoral Grant, but subsequently fail to submit your PhD thesis within the given deadline, the grant will be annulled. Please note that your PhD diploma must be submitted to DFF before the first instalment can be made.

DFF emphasises that applicants are at the beginning of their research career. Thus, calculated from the application deadline, no more than 3 years must have elapsed since you obtained your PhD. The precise date for obtaining the PhD, as it appears on the PhD-diploma, is to be stated in the application form in e-grant (cf. [Section 4.3.5](#)) concerning calculation of the PhD age with regard to maternity leave, etc.).

The application must be completed and submitted by yourself as the applicant.

You cannot apply for a grant to stay at a foreign research institution, if you are already staying at this institution at the time of application, and has been there for a year or more.

2.3.1.3 The application

A DFF-International Postdoctoral Grant must be of a duration of 2 years.

COUNCIL SPECIFIC CRITERIA

DFF | Natural Sciences requires that you spend the entire two-year grant period abroad.

DFF | Social Sciences requires that you spend at least 18 consecutive months abroad. Six months may be spent consecutively at a Danish research institution, either at the beginning or at the end of the project period.

DFF | Technology and Production Sciences, DFF | Medical Sciences, and DFF | Humanities require that you spend at least 12 consecutive months abroad. 6 months may be spent at the beginning and/or up to 12 months at the end of the project period at a Danish research institution.

Your application must clearly demonstrate how your project forms a specific and binding collaboration with researchers at the host institution.

You are personally responsible for drawing up an agreement with the foreign institution concerning the research activities, intellectual rights, and any equipment used in connection with the grant.

As a rule, it is expected that you administer the grant yourself. A DFF-International Postdoctoral Grant is awarded as a research grant. The fellowship does not include tenure, and you will not be covered by any collective agreement during the project period. On request, it is possible to transfer the administration of the grant to the foreign institution in the period you are abroad.

You may, however, request to have the administration of the grant transferred to the foreign research institution during the period you stay abroad.

2.3.1.4 Project description

The project description must indicate how your project will cover new scientific ground in relation to your PhD project. You must also state how the project will contribute to the further development of your competencies. In addition, the project description must outline the scientific environment, in which the project will be carried out including an account of why the chosen environment will be beneficial to the proposed activities. The project description must also outline the nature of the specific and binding research collaboration.

The project description must not exceed 5 A4 pages, including figures, tables, etc., and excluding references/bibliography. Please note, as outlined in [Section 4.3](#), which appendices must be attached, and which appendices may be attached.

2.3.1.5 Budget

A grant for a DFF-International Postdoctoral Grant consists of two parts:

1. A fellowship that will cover personal expenses for you, and an allowance for any accompanying spouse/partner and children
2. Operating expenses, which cover one outward and return journey for you and any accompanying spouse/partner and children, as well as bench fee for the foreign institution, if the institution takes over the administration of the fellowship.

Together with the application you have to complete a budget. Detailed annual accounts and final accounts must be presented for the part of the grant toward operating expenses, incl. copies of all enclosures/invoices. The accounts covering the fellowship only have to show instalments paid to the grant holder.

The fellowship:

The fellowship is at the applicant's free disposal for personal expenses, including e.g. books, subscriptions, IT, conference participation, or other expenses relevant to research. The fellowship will be supplemented with a yearly allowance of DKK 50.000 for any accompanying spouse/partner, and each of your children accompanying you abroad.

The fellowship will be paid as instalments every third month. However, 15 pct. of the last instalment will not be paid until the final scientific report, and the final accounts have been approved of.

In connection with maternity/paternity leave during the project period, it is possible to prolong your fellowship upon request. In connection with maternity leave, female grant holders may receive up to 6 months' supplementary payment for personal expenses with the possibility of prolonging the leave period with up to 5 months at a level corresponding to unemployment compensation. Male grant holders may receive up to 3 months' supplementary payment for personal expenses with the possibility of prolonging the leave period with up to 5 months at a level corresponding to unemployment compensation.

It is a prerequisite that you submit a filled in and signed solemn declaration after a year, in which you declare that you are working on the project at the foreign research institution.

Operating expenses:

Only the following operating expenses can be applied for:

- One outward and return journey for the applicant, the applicant's children and/or the applicant's spouse/partner. The budget must contain specific information on the time of travel and related expenses
- Max DKK 50.000 per year for documented expenses for bench fee at the foreign institution during the stay abroad, if the institution takes over the administration of the fellowship.

It is not possible to apply for funding for technical/administrative salaries, apparatus, transport of household effects, or other operating expenses.

A DFF-International Postdoctoral grant must be applied for without overhead/administrative expenses.

The part of the grant covering operating expenses will be paid in 2 instalments: the 1st part will be paid at the beginning of the grant period, and the 2nd part will be paid by the middle of the grant period.

2.3.1.6 SKAT (Tax) and other information

The Ministry of Higher Education and Science will notify the Danish Tax Authorities about the total amount paid.

Please note that the office of Independent Research Fund Denmark cannot provide counselling concerning taxes during your stay abroad. DFF kindly advises you to contact SKAT, before you start your stay abroad, in order to clarify tax related conditions. This could e.g. concern information about an agreement on double taxation between Denmark and the country, where you will stay and whether this agreement implies taxation in the country of residence.

You can reach SKAT Udland (taxation abroad) on tel. +45 72 22 28 92.

Please pay attention to the fact that you, as a grant recipient, must find out yourself, whether you need a visa, health insurance, and other necessary insurances (e.g. insurance against work-related injuries, social security, travel insurance, and insurance of research equipment, if any) in the country of residence. Your fellowship covers these expenses. The fellowship also covers contributions to pension scheme, if any.

If you need a visa for the country of residence, DFF kindly advises you to start the visa application in due time, since the time of visa procedure varies from country to country.

Please note that the office of Independent Research Fund Denmark cannot provide counsel on unemployment insurance, but kindly advises you to contact your unemployment fund if you have questions.

Please note: As a rule, you are expected to administer the grant yourself, and for this reason it is important (if you have a Danish civil registration number) that you register as user in e-grant with login via NemID. It is only in this way that your cpr-number will be connected correctly to your user profile, and the relevant application, which is necessary if you receive funding subsequently.

If you already have a user profile in e-grant with username and password, it is possible to merge the two profiles if you contact the e-grant support, cf. [Section 7](#).

2.3.2 Sapere Aude: DFF-Starting Grant

2.3.2.1 Objective

In order to promote the education of researchers and strengthen internationalisation, DFF offers the Sapere Aude (i.e. “dare to know”) instrument. The objective of the initiative is to develop the qualifications and competencies of the best research talents, both nationally and internationally. Sapere Aude: DFF-Starting Grant is aimed at Danish as well as non-Danish researchers. You can apply for a Sapere Aude: DFF-Starting Grant of up to 4 years’ duration and a maximum amount of DKK 4.3 million, excluding overhead

Sapere Aude: DFF-Starting Grant is aimed at providing excellent younger researchers, i.e. researchers who have carried out top class research in their field, with the opportunity to develop and strengthen their research ideas. The instrument also aims at promoting the mobility internationally as well as nationally among research environments, and thereby to strengthen networks and careers. Sapere Aude: DFF-Starting Grants are targeted at top researchers who intend to gather a group of researchers and/or research students, to carry out a research project at a high, international level. Sapere Aude: DFF-Starting Grant also strengthens the possibility for excellent younger researchers to return to a Danish research institution after a research stay abroad.

DFF expects that a Sapere Aude: DFF-Starting Grant prepares the grant recipient to apply for an ERC Starting Grant, Consolidator Grant or Advanced Grant, or a similar international programme.

It is expected that approx. 32 grants will be awarded in 2020.

2.3.2.2 Applicant requirements

Sapere Aude: DFF-Starting Grant is aimed at younger, very talented researchers, who at the time of the application deadline and within the last eight years have obtained their PhD or achieved equivalent qualifications (e.g. a positive assistant professorship evaluation (“adjunktbedømmelse”), and who have demonstrated the ability to carry out original research at a high, international level. The date on which you were awarded your PhD degree, as stated on your PhD diploma, must be stated in the application form in e-grant (see [Section 4.3.5](#) for calculation of PhD age taking maternity leave, etc. into consideration). Previous management experience and mobility will be counted positively in the assessment of your application.

If the applicant is not an associate professor and has not been awarded a positive associate professor assessment (“lektorbedømmelse”) and the project involves the education of researchers, it must be stated in the application how the relevant supervision will be provided, and how the scientific connection of the research students to the project will be ensured.

2.3.2.3 Application requirements

In connection with your application, the fund considers it important that you have made plans for participating in international research activities, where relevant. Please describe the international activities planned in your application. It may be in the form of research stays abroad, collaboration with foreign research groups, hosting or participating in international conferences, invitation to foreign visiting researchers, etc.

The applicant can apply for funding for PhD and postdoctoral scholarships, if they have a clear independent function within, and form an integral part of, the research project. Postdoctoral candidates must have obtained their PhD or achieved equivalent qualifications e.g. a positive assistant professorship evaluation (“adjunktbedømmelse”) within the last four years at the time of the application deadline (see [Section 4.3.5](#) for calculation of the PhD age in relation to maternity leave, etc.).

When applying for research funding for PhD scholarships, there must be a sufficiently balanced relationship between the contribution of senior researchers and PhD scholars to the project, so that all registered participants have a concrete role in the project work.

An account for the proposed recruitment process must be provided if the application includes requests for funding for unnamed PhD students and/or unnamed postdoctoral participants.

The project description must not exceed 7 A4 pages including figures, tables, etc., and excluding references/bibliography (see also [Section 4.3.3](#)). Please note that the appendices overview ([Section 4.3](#)) states which appendices must be attached, and which appendices may be attached.

2.3.3 DFF-Research Project1

2.3.3.1 Objective

To advance the quality of Danish research, DFF offers funding for research projects within an economic framework of up to DKK 2 million, excluding overhead. A DFF-Research Project1 is characterised by having a clear and well defined research question, where the research activities are expected to be of a high, international level of quality. The duration of a DFF-Research Project1 is typically 3 years, but it is possible to apply for a 4-year project if a PhD student is involved in the project.

2.3.3.2 Applicant requirements

The applicant must be able to document independent research experience typically corresponding to 3 years or more after having obtained a PhD degree (or similar qualifications). The applicant’s previous results will be assessed in relation to his/her career (see [Section 4.3.4 and 4.3.6](#)), and in relation to the scientific challenges of the project applied for. If the applicant is not an associate professor and has not

been awarded a positive associate professor assessment (“lektorbedømmelse”) and the project involves the education of researchers, it must be stated in the application how the relevant supervision will be provided, and how the scientific connection of the research students to the project will be ensured.

2.3.3.3 Application requirements

DFF emphasises that the project description should contain a description of any sub-projects, including PhD and postdoctoral projects. The applicant can apply for funding for PhD and postdoctoral scholarships, if they have a clear independent function within, and form an integral part of, the research project.

Postdoctoral candidates must have obtained their PhD or achieved equivalent qualifications e.g. a positive assistant professorship evaluation (“adjunktbedømmelse”) within the last four years at the time of the application deadline (which for technical calculation is fixed at 1 October 2019) (see [Section 4.3.5](#) for calculation of the PhD age in relation to maternity leave, etc.).

When applying for research funding for PhD scholarships, there must be a sufficiently balanced relationship between the contribution of senior researchers and PhD scholars to the project, so that all registered participants have a concrete role in the project work.

An account for the proposed recruitment process must be provided if the application includes requests for funding for unnamed PhD students and/or unnamed postdoctoral participants.

The project description must not exceed 5 A4 pages including figures, tables, etc., and excluding references/bibliography (see also [Section 4.3.3](#)). Please note that the appendices overview ([section 4.3](#)) states which appendices must be attached, and which appendices may be attached.

2.3.4 DFF-Research Project2

2.3.4.1 Objective

To advance the quality of, and develop collaboration within, Danish research, DFF offers funding for research projects carried out by multiple researchers (including postdoctoral candidates and PhD students) of up to 4.5 years in duration within a budget framework of DKK 2 million to DKK 4.3 million, excluding overhead. A DFF-Research Project2 is often characterised by a coordinated and mutually binding collaboration featuring a well-defined, joint research question. However, it may also be a project formulated by a single researcher, but which is to be carried out in a research team, when it can be argued that the project is particularly ambitious and resource demanding, and that the research objective cannot be obtained through a DFF-Research Project1. The research activities must have the potential to create synergy among any sub-projects, involve an international level of collaboration (if relevant) and be of a high, international standard.

2.3.4.2 Applicant requirements

The applicant must be able to document independent research experience at a high, international level typically corresponding to 5 years or more after having obtained a PhD degree (or similar qualifications). The applicant’s previous results will be assessed in relation to his/her career (see [Section 4.3.4](#)), and in relation to the scientific challenges of the project applied for. If the applicant is not an associate professor and has not been awarded a positive associate professor assessment (“lektorbedømmelse”) and the project involves education of researchers, it must be stated in the application how the relevant supervision will be provided, and how the scientific connection of the research students to the project will be ensured.

2.3.4.3 Application requirements

DFF emphasises that the project description should account for the synergy between any sub-projects, the project management and organisational structure, as well as plans for publishing results. All sub-projects, including PhD and postdoctoral projects, should be described within the project description. The applicant can apply for funding for PhD and postdoctoral scholarships, if they have a clear independent function within, and form an integral part of, the research project.

Postdoctoral candidates must have obtained their PhD or achieved equivalent qualifications e.g. a positive assistant professorship evaluation (“adjunktbedømmelse”) within the last four years at the time of the application deadline (which for technical calculation is fixed at 1 October 2019) (see [Section 4.3.5](#) for calculation of the PhD age in relation to maternity leave, etc.).

When applying for research funding for PhD scholarships, there must be a sufficiently balanced relationship between the contribution of senior researchers and PhD scholars to the project, so that all registered participants have a concrete role in the project work.

An account for the proposed recruitment process must be provided if the application includes requests for funding for unnamed PhD students and/or unnamed postdoctoral participants.

The project description must not exceed 7 A4 pages including figures, tables, etc., and excluding references/bibliography (see also [Section 4.3.3](#)). Please note that the appendices overview ([Section 4.3](#)) states which appendices must be attached, and which appendices may be attached.

2.3.5 Non-university Research Education (PhD)

2.3.5.1 Objective

DFF receives funds under the Danish National Budget, which are earmarked for the education of researchers at public non-university research institutions. In 2020, these funds amount to approximately DKK 21 million, corresponding to 8-9 grants. Maximum amount per grant will be DKK 1.8 million, excluding overhead. Please note that DFF does not generally offer support for individual PhD scholarships. Therefore you cannot apply for an individual PhD grant to be carried out at a university.

The purpose of the PhD grants under this call is to strengthen the education of researchers at public, Danish, non-university research institutions. The instrument covers non-university research institutions, sector research institutions, university colleges, business academies as well as state archives, libraries and museums. It does not cover state approved museums, Advanced Technology Group (GTS institutes, hospitals, and others.

2.3.5.2 Applicant requirements and confirmation from hosting institution concerning supervision (max 3 per institution)

You may apply for a PhD grant if you have a Master’s degree as well as confirmation from an institution covered by this instrument stating that it will be willing to host your project, if you are awarded a grant. Each institution may issue a maximum of 3 letters of confirmation to applicants applying for this instrument. The institution’s acceptance to host a project is given by signing the budget confirmation, which should be attached to the application as an appendix (see [Section 4.3.8](#)). It is up to the individual institution to decide which three candidates it wishes to give its consent to hosting.

If the hosting institution does not award PhD degrees independently, you must be enrolled at a Danish institution with an accredited PhD programme and be affiliated to such a PhD programme at the institution in question. Grants are awarded on the condition you become enrolled in a PhD programme, and that a collaboration agreement is drawn up between you as applicant, the hosting institution and the degree-awarding institution. The collaboration agreement should not be included in the application but submitted if a grant is awarded for the information of DFF. Your principal PhD supervisor

must be a recognised researcher employed at the degree-awarding institution at which you will be enrolled. Only the hosting institution can function as grant administrator – also when the PhD course will take place at a university or another accredited degree-awarding institution. Prior to submitting the application, applicants must have facilitated a contact between the degree-awarding institution and the institution hosting the project.

2.3.5.3 Application requirements

You can apply for a salary level corresponding to the collective agreement for PhDs employed by Danish state institutions. In addition to the regular vacation allowance, a supplementary allowance calculated as 2.5 % of your salary may be earmarked for paid extra days off. It is not possible to apply for funding to cover any form of merit pay (“kvalifikationstillæg”). If relevant, you may apply for salary expenses for a secondary supervisor, but as a general rule you cannot apply for funding to cover technical/administrative salaries, as you will be expected to carry out your PhD project on your own accord. If you find hiring of a technical/administrative assistant crucial for carrying out the project, you must provide arguments for this. You can apply for bench fee (see [Section 4.3.7.8.2](#)).

The project description must not exceed 5 A4 pages including figures, tables, etc., and excluding references/bibliography (see also [Section 4.3.3](#)). Please note that the appendices overview ([Section 4.3](#)) states which appendices must be attached, and which appendices may be attached. The application can be written in Danish or English.

2.4 INSTRUMENTS OFFERED BY INDIVIDUAL RESEARCH COUNCILS

2.4.1 Research Networks | Humanities

2.4.1.1 Objective

This instrument is offered only by **DFD | Humanities**. The purpose of Research Networks | Humanities is to strengthen the broad base of cooperation among research areas which are spread out geographically and institutionally, both in Denmark and abroad. The network is expected to cooperate on defined research themes and challenges. In assessing applications, emphasis is placed on the originality of the concept and the network’s expected contribution to scientific development. Funding is only offered to the establishment of new research networks. The maximum amount awarded to research networks is DKK 850,000, excluding overhead, and for a maximum duration of 3 years.

2.4.1.2 Applicant requirements

You, as the applicant, must be of at least associate professor/senior researcher level. The leadership of the network may be shared by several parties, but one of the applicants must be appointed project leader in advance, and thus have responsibility for the grant towards DFD | Humanities.

2.4.1.3 Application requirements

The network is expected to have a broad range of participants and must be an open and inclusive forum. The application must account for the concept of the network, state of the art, the research challenges and activities, as well as for the network’s potentially participating research environments. You may apply for funding for organising workshops, conferences and short-duration network stays, etc. As a maximum you may apply for 5 months of scientific/academic salaries to cover network management and scientific assistance. The actual organisation of the network, including the organisation of the academic assignments in the network, must be accounted for.

The project description must not exceed 5 A4 pages including figures, tables, etc., and excluding references/bibliography (see also [Section 4.3.3](#)). Please be note that the appendices overview ([Section 4.3](#)) states, which appendices must be attached, and which appendices may be attached.

2.4.2 Journals | Humanities

2.4.2.1 Objective

This instrument is offered only by **DFF | Humanities**. In order to support the dissemination of humanistic research through digital scientific journals, DFF | Humanities offers funding to established as well as new journals of a high scientific value, which strive for an international level of circulation. However, the council does take into account that certain areas of humanistic research will primarily be targeted at a Danish readership. Grants for journals are awarded as a deficit guarantee.

2.4.2.2 Applicant requirements

As the applicant, you must be editor-in-chief of the journal and have associate professor/senior researcher level qualifications as a minimum. It is a further requirement that the editorial board or committee must be comprised of active researchers from at least two different academic institutions in Denmark.

2.4.2.3 Journal requirements

In order to be eligible for support from DFF | Humanities, the journal must use external peer review to assess the scientific quality of articles submitted to the journal. In order to be awarded funding for an established journal, the journal must have a reasonable circulation within the relevant field of science. The dissemination, extent and scientific weight of the journal are the most important assessment criteria. Only journals that accompany all their articles with an abstract written in an international language (i.e. English, German, French or Spanish will be considered). Furthermore, funding can only be offered to journals that do not offer author fees. The council does not support popularised science journals.

2.4.2.4 Open Access

The journal must be free of charge and freely available on the internet. This means that the journal must have a website where articles can be accessed in electronic form, without limitations and free of charge, no later than one year after the volume was published, cf. the [joint Open Access](#) policy for public research funds and foundations in Denmark. It is a requirement that the journal is indexed in an internationally recognised system. This means that it must be possible to search for and find the journal's articles through Google/Google Scholar and similar search engines. The council prefers that the journal seeks to be included in several indexes and that the articles are given a [DOI](#).

2.4.2.5 Application requirements

Applications for Journals | Humanities should be for a period of 3 years at a time. The application must be submitted in Danish or English. Grant applications for new journals must account for similar, already existing journals, and explain how the new journal will differ from these.

You may apply for a fixed amount of DKK 30,000 a year to fund operating expenses for digital journals. You may apply for funding to cover editorial and production expenses. You cannot apply for funding to cover printing and shipping expenses.

Please note, that you must account for the journal's scientific profile and objectives in the application form (max 2400 characters, the journal's strategy for the period of the grant (max 2400 characters, and the journal's organisation and review process (max 2400 characters).

Please note that the appendices overview ([Section 4.3](#)) states, which appendices must be attached, and which appendices may be attached.

2.4.3 International Research Stays | Social Sciences

2.4.3.1 Objective

This instrument is offered only by **DFF | Social Sciences**. In order to promote the internationalisation of social sciences research, DFF | Social Sciences provides funding for research stays at foreign research institutions for consecutive periods of at least 3 months. The research stay should be based on specific research activities within the field of social sciences and contribute to those activities through strengthened international collaboration or networks and collection of data. You may apply for an amount of up to DKK 300,000 excluding overhead, but you cannot apply for funding for scientific/academic salaries.

2.4.3.2 Applicant requirements

The application must be submitted by the researcher taking part in the proposed research stay. You must have obtained a PhD degree or achieved equivalent qualifications through your research. You must be employed at a research institution in Denmark.

2.4.3.3 Application requirements

The council only provides funding for research stays of at least 3 months' duration to carry out research activities at foreign research institutions. The research stay should be uninterrupted unless exceptional family or institutional circumstances prevent this.

You may apply for funding, if the purpose of your research stay is to enter into binding and specific research collaboration with foreign partners, or to gain access to archives, libraries, institutions, etc. The application must detail how the stay will add to the formation of international collaborations and networks and account for the expected benefits of those collaborations for Danish research.

During assessment of the application the council will first and foremost evaluate whether the application presents relevant internationalisation of well-founded research activities.

2.4.3.4 Project description

The project description must not exceed 3 A4 pages including figures, tables, etc., and excluding references/bibliography, and should thoroughly describe the stay, its content and output. The project description must state academic reasons for a research stay at the relevant institution, and give a description of the specific and binding research collaboration, access to archives and libraries or the data collection facilitated by the stay.

Please note that the appendices overview ([Section 4.3](#)) states, which appendices must be attached, and which appendices may be attached.

2.4.4 Clinician Scientist Positions | Medical Sciences

2.4.4.1 Objective

This instrument is offered only by **DFF | Medical Sciences**. DFF | Medical Sciences can fund workload reductions for clinician scientist positions, so that up to 6 months per year during a maximum of 3 years are dedicated to carrying out a research project, while the remaining time is spent in a clinical position remunerated by the employing institution.

2.4.4.2 Applicant requirements

The application must be submitted by the person, who wishes to be awarded the clinician scientist position.

Funding is primarily awarded to medical doctors, dentists and veterinarians who, at the time of the application deadline, have obtained a PhD degree or equivalent qualifications through their research.

At the time of employment, applicants must be employed in a clinical position with no possibility of carrying out research during working hours. Please note that the council prioritises applications where the applicant's clinical position involves patient treatment.

The research activity does not necessarily have to be carried out in the employing clinical department, but the council requires the grant to be administered by the institution at which the clinical work takes place.

2.4.4.3 Application requirements

You may apply for funding for a period of at least 1 year and maximum 3 years. The total funding period cannot exceed 3 years. Your application can only cover funding of your personal salary of the maximum of 6 months per year, during which you work on the research project. This means that the council covers all salary expenses during the time of research. You cannot apply for funding for equipment and operating expenses.

You must have secured funding in advance for your clinical position. Your salary will be financed by the council and be based on applicable collective agreements. The remuneration will be equivalent to the salary for the clinical position, with the exception of special supplements for clinical functions (e.g. on-call supplements) and special academic functions (PhD supplement, supervisor supplement, etc.).

The project description must not exceed 5 A4 pages including figures, tables, etc., and excluding references/bibliography (see also [Section 4.3.3](#)). Please note that the appendices overview ([Section 4.3](#)) states, which appendices must be attached, and which appendices may be attached.

2.4.5 Pre-graduate Scholarships | Medical Sciences

2.4.5.1 Objective

This instrument is offered only by **DFE | Medical Sciences**. DFE | Medical Sciences funds pre-graduate scholarships for a duration of 6-12 months for the purpose of giving highly qualified students the opportunity to undertake scientific work and strengthening their interest in a further scientific career. A fixed amount of DKK 100,000 (excluding overhead/administration expenses can be awarded.

2.4.5.2 Applicant requirements

Applications for Pre-graduate Scholarships | Medical Sciences must be submitted by the student's academic supervisor. As a supervisor, you must have obtained a PhD degree or achieved equivalent qualifications through your research. The council emphasises that you have experience as a supervisor as well as an individual research profile.

The council strives to distribute the Pre-graduate Scholarship grants among different research environments, so as to provide recruitment to a wide range of health sciences. Therefore, the council will only fund one Pre-graduate Scholarship per supervisor at a time, so that there is no overlap between multiple students under the same supervisor during the part of the grant period funded by the council.

2.4.5.3 Application requirements

Students may be awarded a Pre-graduate Scholarship of 6-12 months' of duration. It is a requirement that the student completes a research project of 2 semesters duration, where it is expected that the student is on leave or in an education-free semester, where research is the main content. If exceptional circumstances do not allow for the student to take leave for a semester, this must be explained in the application. There is no requirement for when the two-semester period is placed as part of the student's overall course framework. Students enrolled on courses which do not offer the option of research semesters are still eligible to apply for a scholarship. In this case the student is expected to take leave from his/her studies during the one-semester scholarship period, and that the research project

takes place over two consecutive semesters. If necessary, the council is willing to accept that the project stretches over a three-semester period.

Students enrolled in a course allowing more than 6 months for completion of the master thesis (regardless of whether this option is utilised) are ineligible for Pre-graduate Scholarships.

The pre-graduate scholar cannot simultaneously be actively engaged in his/her normal course of studies, as the council stipulates that the scientific work is a full-time undertaking for the prospective pre-graduate scholar. The council will, however, accept that he/she has other paid work, corresponding to 100 hours in total during the months funded by the council. The council may, in exceptional cases and on the basis of a specific application, permit a prospective pre-graduate scholar to undertake other paid work in excess of 100 hours.

The grant covers the scholarship to the pre-graduate scholar as well as other operating expenses, and these must be accounted for in the budget. The grant can be used in the entire approved period. For budgetary purposes, a pre-graduate scholarship counts as a contribution to the supervisor's research activities. Thus, the scholar is neither a scientific/academic employee nor a technical/administrative employee or project participant, but should be listed as an operating expense on the application form.

When considering the application, the council will focus on the student's qualifications (especially his/her grades) as well as roles and work tasks in relation to the project. The tasks must form part of an innovative research project and not merely constitute practical routine tasks in relation to a larger project. The intention is that a Pre-graduate Scholarship project should count as an independent project under guidance from the supervisor. Additionally, the council prioritises applications which include financing of operating expenses for Pre-graduate Scholarships over applications which merely seek financing of other operating expenses.

The project description must not exceed 3 A4 pages including figures, tables, etc., and excluding references/bibliography (see also [Section 4.3.3](#)). Please note that the appendices overview ([Section 4.3](#)) states, which appendices must be attached, and which appendices may be attached.

A Pre-graduate Scholarship is tied to the specific pre-graduate scholar listed in the application. Thus, transfer of the grant to another student requires permission from the council prior to the transfer.

You cannot apply for funding for Pre-graduate Scholarships from the council's other instruments.

2.4.6 Graduate Research Opportunities Worldwide (GROW)

In 2015, DFF entered into an agreement with the National Science Foundation (NSF), USA, concerning the research programme Graduate Research Opportunities Worldwide (GROW). The GROW programme acts as a supplementary grant for NSF's research education programme Graduate Research Fellowship Program, which leads to a research based Master's degree or PhD. NSF covers social sciences, natural and life sciences, and engineering.

2.4.6.1 Objective

Researchers who have been awarded funding from one of the following instruments: Sapere Aude: DFF-Starting Grant, Sapere Aude: Advanced Grant or DFF-Research Project 1 or 2, may obtain supplementary funding from DFF to host a Master's or PhD research fellow for a short-term duration of 2-12 months. The research fellow must be attached to the NSF Graduate Research Fellowship Program. The supplementary grant must contribute to the research fellow's participation in international research collaboration as well as to the internationalisation of Danish research.

The DFF-funded project which the GROW-fellow is to participate in, must be active during the entire period of the planned research stay.

DFF offers the GROW-fellow a grant of DKK 24,300 a month excluding overhead which is to cover operating and living expenses, while NSF covers travel and insurance expenses. Salary for the GROW-fellow is covered by the [NSF's Graduate Research Fellowship Program](#). In this call, DFF will fund GROW-fellows for a stay with a maximum duration of 36 months.

2.4.6.2 Applicant requirements

Only NSF scholarship recipients can apply for a DFF-GROW fellowship.

2.4.6.3 Application requirements

The application should be submitted to NSF following agreement with a DFF grant holder. Applications to the instrument can therefore not be submitted directly through DFF. The NSF call for proposals ("Dear Colleague Letter"), listing specific requirements for the application and the deadline for submission of the thesis, will be published during the autumn of 2019. The call will be accessible from the [NSF website](#). The deadline is expected to be early December 2019.

The GROW-fellow's research stay must start between 1 June 2020 and 1 May 2021.

You can find further information about the GROW programme on [the NSF website](#).

3

DFF ASSESSMENT AND ASSESSMENT CRITERIA

In the evaluation of the application, DFF will take the criteria below into account, of which the project's quality and the applicant's qualifications are the two most significant assessment criteria.

DFF emphasises as part of the evaluation, that the individual criteria should be met to the greatest extent possible. For the individual councils, there will always be a specific overall evaluation, where individual criteria can be met to a greater or lesser extent. Thus, not all criteria will be relevant to all applications. Because of competition between applications, it is not a given that meeting the criteria will result in a grant.

In every case, DFF will assess an application based on whether the project in question benefits Danish research.

For instruments in this call, DFF is using the following criteria:

Achieving the objective of the instrument:

- Are the described objectives of the instrument, see [Section 2](#), sufficiently met?

Scientific quality:

- Does the project description document that the project contains potential for scientific progress, innovation and originality (theoretical, methodical and empirical)?
- Does it display innovative research as opposed to expanding on already ongoing research?
- Does the project description document that the project contributes to internationalisation of Danish research?
- Does the project description contain:
 - a clear and defined research question and objective?
 - a description of state of the art and/or the scientific challenges within the project's research area, and the project's potential related contribution?
 - consistent and suitable hypotheses?
 - an account of the theoretical and/or methodical foundation, including an argumentation for the relevance of proposed activities in relation to this foundation?
- If relevant to the project: Is there an argument for the correlation between the project's hypothesis, theory and method?
- If relevant to the project: Is there a sufficient description of the project's empirical material or data foundation, including any pilot projects and/or any preliminary data?
- If relevant: Is there sufficient synergy between the individual parts of the project?

COUNCIL-SPECIFIC CONDITIONS

For applications to **DFF | Technology and Production Sciences**, a further criterion is particularly applicable: Is the project motivated by a desire to solve a specific problem or does the project have a clear application perspective?

Applicant's qualifications:

- Has the applicant documented
 - scientific qualifications to an extent that is necessary for the project's completion?

- experience of scientific production within the project area to an extent that is necessary for the project's completion?
- qualifications as a research leader to an extent that is necessary for the project's completion?
- Have the other central project participants documented scientific qualifications to an extent that is necessary for the project's completion?
- Are relevant local and international researchers contributing, and if relevant, is there sufficient contribution from public institutions or business partners?
- Is there a strategy for the organisation and management of the project, including an account of the division of labour between the researchers involved and a plausibility of the applicant being able to handle the project applied for at the same time as the applicant's other research and management tasks?
- Are potential PhD students or postdoctoral candidates an integral part of the project, and have a clear function in it?

Feasibility:

- Have sufficient resources been allocated to the project, including the research framework, personnel, and access to necessary facilities and equipment?
- Has a realistic work- and time-frame been presented for the project, which also takes the recruitment of any unnamed participants into account, as well as disseminating project results?
- Does the project description account for the project's milestones and success criteria, and are these realistic?
- Is there proportionality between the project's costs and the expected scientific output?
- Is there proportionality between the proposed activities and the proposed budget? Does this include a good correlation between what the requested funding will finance, how the funding will be used, as well as which tasks and people will be financed?
- Are potential ethical aspects satisfactorily highlighted where relevant?

Publishing and dissemination of results:

- Are the collective considerations for publishing/disseminating/patenting of the project's results described in a satisfactory manner?
- If relevant: Have the likelihood and plans for patents in the proposed project been accounted for?

Other:

- Do the activities benefit Danish research?
- Does the project/activity include education of researchers in a relevant manner?
- Does the project/activity contribute to improving researcher mobility nationally/internationally and – if relevant – between research institutions/companies?

In addition to the general assessment criteria, which are common to all research councils in DFF, there are some assessment criteria which are specific to individual councils/instruments. Please see the respective section in [Section 2](#).

4

GENERAL APPLICATION REQUIREMENTS

4.1 LANGUAGE AND APPLICANT REQUIREMENTS

4.1.1 Language

The project description, the applicant's CV and the publication list must be in *English*, unless otherwise stated in the description of the specific instrument. Additional appendices can be attached in English or one of the Scandinavian languages, although English is preferable. Appendices attached in other languages will not be considered in the application process.

4.1.2 Applicant's qualifications

As a minimum you must have obtained a PhD degree or equivalent qualifications in order to be able to apply for funds from DFF. However, if you apply for Non-university Research Education (PhD) the requirement is a completed Master's degree and if you apply for DFF-International Postdoctoral grant, you need to have a PhD or expect to submit your thesis for defence within 6 months after the application deadline.

4.1.3 Other requirements for applicant

DFF has the objective of advancing and strengthening Danish research, understood in a broad sense. Therefore, DFF has no requirements as to applicants' citizenship, the location of research institutions or the specific geographic location where the research activities in question will be carried out, (although it is a condition that the DFF-International Postdoctoral Grant is carried out at a foreign research institution).

DFF sees diversity as a resource, and encourages all candidates – regardless of their gender, religion, ethnicity, or political persuasion – to apply.

DFF does not accept applications from applicants, who in the two years prior to sending an application, have been found guilty of research misconduct by the Danish Committee on Research Misconduct, cf. Act 383 of 26 April 2017 on research misconduct, etc.

4.1.4 Who should submit the application

The application must be submitted by the researcher responsible for the project and responsible to DFF in relation to the submitted project (main applicant).

4.2 APPLICATION FORM

When you have determined the most appropriate instrument for your research idea, and you meet the requirements in the Call for Proposals, you should begin preparing your application to DFF. Applications must be sent through the e-grant website www.e-grant.dk.

To submit an application to DFF, you must first register as a user on e-grant. To access the application form, choose the appropriate council under Independent Research Fund Denmark that you wish to submit an application to in the "Search possibilities" tab (see [Section 1.9/1.10](#)). If you wish the application to be assessed by several research councils, you can highlight this when filling in your application, cf. [Section 5.3](#). After you have chosen the appropriate council, you can choose the funding instrument you wish to apply for.

To fill in the application form, you have to go through a series of steps/sections, where you must provide various types of information in relation to your application. These steps vary depending on which instrument you are applying for. You should therefore open the application form in plenty of time to get an overview of which information will be needed for the form.

4.2.1 Special fields that must be completed in the application form in e-grant

In the table below an overview is given of major fields that must be completed in the application form in e-grant. The table is not an exhaustive list over fields that must be completed in the application form, which also includes fields for information about the applicant, place of work, etc.

	Description	Read more in section	DFE-International Postdoctoral Grant	Sapere Aude-DFE-Starting Grant DFE-Research Project1 DFE-Research Project2	Non-university Research Education (PhD)	Research Networks Humanities	Journals Humanities	International Research Stays Social Sciences Clinician Scientist Positions Medical Sciences Pre-graduate Scholarships Medical Sciences
Applicant	Give an account of your most significant contributions to science (max 1000 characters)			X				
Application	Brief scientific summary in English (abstract) (max 1000 characters)	4.2.1.1	X	X	X	X	X	X
	Popularised description of the scientific content in Danish (max 1500 characters)	4.2.1.1	X	X	X	X	X	X
	Scientific keywords (max 5) and classification codes (OECD) (max 5)	4.2.1.2	X	X	X	X	X	X
Ethical issues	Ethical issues: Does your research include animal testing, human participation or human biological material, other? If yes: Provide a brief explanation of the ethical issues involved and how they will be dealt with appropriately (max 600 characters)		X	X	X			
	If other: Description of issue (max 200 characters)		X	X	X			
	Does your project involve gathering or purchase of quantitative data within the research areas of social sciences, medical sciences or the humanities? If yes: brief description of the data gathered or purchased (max 300 characters)		X	X	X			
Gender composition	Description of the gender composition in the project (max 1000 characters)	1.4		X		X		

	Description	Read more in section	DFF-International Postdoctoral Grant	Sapere Aude: DFF-Starting Grant DFF-Research Project1 DFF-Research Project2	Non-university Research Education (PhD)	Research Networks Humanities	Journals Humanities	International Research Stays Social Sciences Clinician Scientist Positions Medical Sciences Pre-graduate Scholarships Medical Sciences
Submission to several councils	State for each research council, the reason for applying to that particular council (max 250 characters)	4.2.1.3	X	X				
Other applications	Is this application a resubmission? If yes: Title, year of application, case number, describe any changes made (1000 characters)		X	X	X	X	X	X
	Have you applied for funding activities covered by this application from other sources?		X	X	X	X	X	X
Previous grants	Have you as a PI within the last 5 years received any funding from DFF or other sources for the activities related to the present application? If yes: specify grants over 1 mil. (max 10). Describe the results of the grant and the grant's relation to the proposed project (max 1000 characters)		X	X	X	X		X
	Have you as a PI within the last 5 years received any funding from DFF or other sources for the activities not related to the present application? If yes: specify grants over 1 mil. (max 10). Describe the results of the grant and the grant's relation to the proposed project (max 1000 characters)		X	X	X	X		X
	Describe the professional and management aspects of the project, if you have received funding from other sources		X	X	X	X		X
Excluding reviewers	Explain why the named researcher should not review your application (max 500 characters)	5.6		X				
Supplementary information	Additional information regarding the application (max 1000 characters)		X	X	X	X	X	X

4.2.1.1 Popularised scientific description and abstract

In the application form you must write a popularised description in Danish and a scientific abstract in English.

The popularised scientific description in the “Title and scientific content” section of the application form should be written with a view to publication, e.g. in the Danish media. It should therefore be written in a way that makes the project accessible and understandable to a non-research audience.

The scientific abstract must be written in English, and written with research peers, who will evaluate the application, in mind. It should therefore be written in a way that makes it clear to research peers if they are qualified to evaluate the project.

4.2.1.2 Listing the relevant Fields of Science classification code(s) for the project

In the “Title and scientific content” section of the application form, you must list up to 5 Fields of Science classification codes (OECD Classification Codes) in order of priority, according to the scientific fields, which are the most relevant to your project. You must use the scientific codes on “Level 2” or “Level 3” from the subdivision provided in the DFF overview of scientific codes, which you will find [here](#). The codes are used for e.g. identifying relevant reviewers for your application, so it is important that you exercise caution when selecting the codes.

The codes in the overview are standard codes, and their division into disciplines (Level 1) does not necessarily correspond to the delimitations between DFF’s five research councils in [Section 1.10](#). Thus DFF may transfer your application to another scientific area than the one selected by you.

You also have the opportunity to list up to 5 keywords of your choosing, that describe the scientific content of your project.

4.2.1.3 If you want assessment in several councils

In the section of the application form “Submission to several councils”, you must answer “Yes” to the question: *“Do you request your application also to be assessed initially by another of DFF’s research councils?”*. You must place a tick beside the research councils, in addition to the main council, that you wish to submit your application to. For each research council (including the main council) you must state your reasons for applying to that particular council, see more in [Section 5.3](#)

4.3 OVERVIEW OF APPENDICES TO THE APPLICATION

There are a number of mandatory appendices that *must* be attached to the application (X), mandatory appendices that must be attached, if they are relevant (*), and optional appendices that may be at-tached (*). The overview below includes the relevant appendices.

You should also pay attention to special conditions as listed in the descriptions of individual instruments in Section 2. In the section after the Appendix overview, you can read more about the individual appendices.

Appendices marked with an X are always mandatory. Appendices marked with * can be mandatory if the conditions listed are applicable to the application, otherwise they are optional. Appendices which do not appear in the overview, will not be considered in the assessment process.

Please note: In order for the applications to be subsequently filed by the Danish National Archives, the submitted appendices must either meet the requirements of, or can be converted to, the PDF/A-1b standard. I.e. the appendices submitted with the application must meet the PDF/A standard as a minimum.

4.3.1 Appendix overview: Instruments offered by all councils

Appendix	DFF-International Post-doctoral Grant	Sapere Aude: DFF-Starting Grant	DFF-Research Project1	DFF-Research Project2	Non-university Research Education (PhD)
B10: Project description. Must be written in the DFF project description template (see Section 4.3.3) including figures, tables, etc.	X	X	X	X	X
Budget: Must be completed in the DFF mandatory budget template (see Section 4.3.7) and uploaded to e-grant as an individual file. Undertaking of actual financial support from other sources for the project's completion must be included in the budget.	X	X	X	X	X
B20: Applicant's CV (see Section 4.3.4)	X	X	X	X	X
B21: List of publications for the applicant (see Section 4.3.6)	X	X	X	X	*
B22: PhD diploma or secondary documentation showing: a) thesis has been accepted for defence, b) positive assistant professorship evaluation ("adjunktbedømmelse"), c) qualifications corresponding to PhD level achieved in another manner or, d) declaration from supervisor on expected submission of PhD thesis within 6 months of the application deadline (PhD students). *Be aware of council-specific requirements for DFF Humanities	X				
B22: PhD diploma for the applicant or secondary documentation showing qualifications corresponding to PhD level achieved in a different manner.		X			
B24: Exam results and complete transcripts for the entire period of studies from Bachelor and Master's education programmes.					X
B30: Confirmation from main supervisor					X
B31: CV and list of publications for the main supervisor					X
B40: CV and list of publications for other key research participants (see Section 4.3.4 and 4.3.6).	*	*	*	*	*
B41: In the case of PhD scholarships for named individuals, the following appendices must be attached: transcripts/exam certificate, CV, and any list of publications.		*	*	*	
B42: In the case of postdoctoral grants for named individuals, the following appendices must be attached: CV, list of publications, and PhD diploma. Or secondary documentation showing: a) thesis has been accepted for defence, b) positive assistant professorship evaluation ("adjunktbedømmelse"), c) qualifications corresponding to PhD level achieved in another manner or, d) declaration from supervisor on expected submission of PhD thesis within 6 months of the application deadline (PhD students). *Be aware of council-specific requirements for DFF Humanities		*	*	*	
B50: You may attach recommendations (max one page per recommendation).	*				
B51: In cases where significant parts, or all, of the project are taking place at another host institution than the administrating institution, a declaration from the host institution must be attached, stating that the project can be carried out at the location in question, including a short comment on the content of the cooperation and the most important activities.		*	*	*	
B52: Cooperation/support letters. If the project involves collaboration with foreign partners, cooperation with organisations, companies or other users of the results, collaborative statements/letters of support must be enclosed from the project's key partners in the form of confirmation of cooperation and its form/content (max one page from each).	*	*	*	*	
B53: Declaration from a Danish host institution , stating that the project can be carried out at the location in question, in case you are attached to a Danish institution for part of the project period.	X				

Appendix	DFF-International Post-doctoral Grant	Sapere Aude: DFF-Starting Grant	DFF-Research Project1	DFF-Research Project2	Non-university Research Education (PhD)
B55: Declaration from the foreign host institution , stating that the project can be carried out at the location in question, including a short comment on the content of the cooperation and the most important activities.	X				
B60: Documentation for purchase of apparatus for more than DKK 500,000 excluding overhead, preferably in the form of a quote.		*	*	*	*
B61: Documentation for the salary level of the applicant and any named participants.		*	*	*	
B62: Documentation for the sub-contractor costs.		*	*	*	
B63: De minimis declarations (see Section 4.3.79).		*	*	*	
B90: Budget confirmation. Employer institution's confirmation of budget and hosting in the DFF budget signatory template (see Section 4.3.8).		X	X	X	X
B91: Budget confirmation. Applicant's signature on the budget signatory template (see section 4.3.8)	X				

COUNCIL-SPECIFIC CONDITIONS

DFF-International Postdoctoral Grant:

If you are applying to **DFF | Humanities**, you must attach your PhD diploma (or declaration from your supervisor on expected submission of PhD thesis within 6 months of the application deadline) as well as your PhD assessment. If you have not received a PhD assessment, attach a résumé of your thesis (1-2 A4 pages).

Sapere Aude: DFF-Starting Grant, DFF-Research Project1 and DFF-Research Project2:

If you are applying to **DFF | Humanities** for funding of embedded, named postdoc(s) you must include the proposed candidate's PhD diploma (or a declaration from the candidate's supervisor about expected submission of the PhD thesis within 6 months of the application deadline) together with the proposed candidate's PhD assessment. If the candidate has not received a PhD assessment, or as a foreign PhD does not receive one, a résumé of the thesis (1-2 A4 pages) (appendix B42) must be enclosed.

4.3.2 Appendix overview: Instruments offered by individual research councils

Appendix	Research Networks Humanities	Journals Humanities	International Research Stays Social Sciences	Clinician Scientist Positions Medical Sciences	Pre-graduate Scholarships Medical Sciences
B10: Project description. Written in the DFF project description template (see Section 4.3.3) including figures, tables, etc.	X		X	X	X
B11: A statement of the student's roles and work tasks in relation to the project.					X
B17: FKK Economy template. Can be downloaded from the DFF website.		X			
Budget. Determined in the DFF mandatory budget template (see Section 4.3.7) and uploaded to e-grant as an individual file. Undertaking of actual financial support from other sources for the project's completion must be included in the budget.	X		X	X	X
B20: Applicant's CV (see Section 4.3.4)	X		X	X	X
B21: List of publications for the applicant (see Section 4.3.6)	X		X	X	X

Appendix	Research Networks Humanities	Journals Humanities	International Research Stays Social Sciences	Clinician Scientist Positions Medical Sciences	Pre-graduate Scholarships Medical Sciences
B35: Clear, official, complete transcripts for the student .					X
B36: Pre-graduate scholar's CV					X
B37: For students on other education programmes than Master of Medicine : A clipping from the study programme for the education programme that the student is registered on, to document that the person in question does not have the opportunity to use more than 6 months/30 ECTS on their dissertation.					X
B40: CV and list of publications for other key research participants (see Section 4.3.4 and 4.3.6).	X			*	
B45: The application should include a list with the names/research environments that have given approval for participating in the network .	X				
B54: Documentation for the binding and specific research cooperation with foreign partners or documentation for access to the archives, libraries, institutes, etc., which are the purpose of the stay.			X		
B56: A declaration of support from the institution where the research will be carried out, if the institution is different from the institution where you are employed (the administrat-ing institution).				*	
B57: If activities take place partly or completely at a foreign institution , a written acceptance from the institution stating that the project can take place at the location in question, must be included.					X
B58: If there are central partners other than network participants, a statement confirming the cooperation and its form/content must be attached.	X				
B70: Approval from management at the clinical department where you are employed releasing you from work duties, corresponding to the number of months per year that you have received salary funding from the council for research.				X	
B81: CV for two leading members of the editorial committee - max 1 page for each member. Members must be employed at different scientific institutions.		X			
B82: Documentation for meeting the requirement of digital accessibility (e.g. providing the URL of the journal's website).		X			
B83: Documentation for the number of downloads .		X			
B84: List over reviewers associated with the journal .		X			
B85: If the journal has an advisory board , please attach a list of the members.		X			
B90: Employer institution's confirmation of budget and hosting in the "DFF budget signatory template" (see Section 4.3.8)	X		X		X
B92: The signature on the "DFF budget signatory template" from the institution where the clinical position will take place confirms that costs associated with the clinical position are covered.				X	

4.3.3 Project description

The application must always include a project description. The applicant must use the DFF project description template which can be found at <https://dff.dk/en/application/forms-for-application>. The project description must not exceed the maximum number of pages (excluding references/bibliography) as outlined under each funding instrument - no matter whether the description includes figures or not. The applicant **must** use the font Times New Roman, font size 12, at least 2 cm margin on the left, right, top and bottom, and line spacing of 1.5. DFF's project description template meets these requirements. In tables and figure texts, font size 10 and line spacing 1.0 may be used.

In the "Confirmation" section of the application form, the applicant must confirm that he/she has used the project description template, and has not exceeded the maximum number of allowed pages, before

the application can be submitted. The councils will not consider any part of the project description that exceeds the given size requirements.

The applicant's project description must account for:

- The project's objective, including research question and potential hypotheses. The project's scientific and potential societal perspectives and relevance. In addition, it must include an assessment of the anticipated effect of the project results in relation to future research and research education in the field.
- The theoretical foundation of the project, its central concepts and the current knowledge/state of the art within the area. This must include an account of how your project relates to national and international research, its clear delimitations in relation to current activities in the area, as well as an argumentation for your qualifications and previous achievements in the field.
- If relevant to the application: A substantiation of the choice of method, including how theory and concepts will be used for the analysis.
- If relevant to the application: An account of the project's empirical material.
- A research plan, including an assessment of the feasibility of the project, a work plan and time schedule. It is important that the overall time schedule takes any recruitment of unnamed participants into consideration, as a project extension cannot normally be expected under the terms of the grant.
- The practical framework for the completion of the project (e.g. experimental facilities, staff resources and access to software/databases, etc.).
- Considerations for publishing and dissemination of research results.

COUNCIL-SPECIFIC CONDITIONS

For applications to **DFF | Humanities** and **DFF | Social Sciences**, the project description must include a short statement for the central theoretical perspectives and/or concepts and arguments, together with an evaluation of the theories'/concepts' applicability in relation to the problems. Furthermore, there should be a statement on how the theoretical concepts and connections will be translated into empirical analysis and/or be subject to theory development.

As concerns applications to **DFF | Humanities** please note that the references/bibliography in continuation of the project description must contain only bibliographic references and not additional information in the form of endnotes.

Please note that under each instrument in [Section 2](#) there may be specific requirements for the project description's content. If this is the case, your project description must respect *both* the general requirements as outlined above, *as well as* the specific requirements of the instrument.

When writing your project description, you must also bear in mind that all the members of the council you apply to will participate in the final assessment and prioritisation of the individual applications. Thus, the project description should be understandable to all members of the council.

4.3.4 Curriculum Vitae – CV

All applications must include a CV (maximum 2 A4 pages and a list of publications for the applicant as a minimum. In addition, a brief CV (maximum 1 A4 page and list of publications for other key participants may be included.

The required structure of the CV and publication list is applicable to the applicant, researchers/academics, and other named scientific participants.

The CV must include the following:

- Personal data: name, address, etc.
- Education (for academic degrees, list the date and year of obtaining the degree).
- Current and most recent employment. In case of temporary employment, state the termination date of the employment contract.
- Any periods of leave (e.g. maternity/parental, illness, family care leave, military service, humanitarian aid work, etc.) For periods of leave, indicate the cause and state precisely the starting date and end date of the leave period.
- Other scientific qualifications.
- Academic awards and honours.
- Management experience, including experience with project management and being head of research projects.
- Scientific focus areas.
- International relations.
- Supervision of students (PhD students and postdocs).

When assessing applicants' research productivity, the applicants' individual careers will be taken into account. This includes any leaves of absence or employment in private research-driven businesses.

DFF considers a high ranking in the international competitions of the European Research Council (ERC) to be important information in relation to the CV. Applicants who have qualified for the second round in ERC's international competitions are therefore encouraged to state this in their CV.

4.3.5 Extension of PhD age

DFF does not wish to see young research talents retained in repeated postdoc positions without the prospect of permanent employment. DFF has therefore introduced fixed criteria as concerns PhD age. The PhD age is calculated as the period of time between acquiring the PhD (the date as it appears on the PhD diploma) and the date for the application deadline (for DFF-Research Project¹ and DFF-Research Project², the applicable date is listed under the description of the individual instruments). Consideration will be given to any leaves of absence such as maternity/parental, illness, family care leave, military service, humanitarian aid work, etc.

For applicants who have been on maternity or paternity leave after obtaining their PhD, the age of their PhD degree will be extended by calculating the actual number of weeks of leave and multiplying that by 2. The exact period of the maternity/paternity leave, with start date and end date, must be stated in the applicant's CV. Moreover, consideration will be given in cases of significant career-relevant circumstances – such as clinical stays or similar – that can be considered a necessary step in a career path, but where there has been limited time for research.

4.3.6 List of publications

The list of publications must only include research that has been published or accepted for publication. The name of the applicant/other (research/academic) participants must be in bold font in the list of publications. The order of authors must be indicated exactly as listed in the original publication, i.e. for example that the order of shared first authorships should not be revised from the original. Also all co-authors must, as far as possible, be mentioned.

The list of publications must be systematically organised, e.g. chronologically and divided into the following categories:

- Peer-reviewed publications (preferably list all authors – including the order they are mentioned e.g. alphabetically or first-to-last author, year of publication, title, place of publication, volume number as well as first and last page number, or article number and number of pages):
 1. articles
 2. monographs
 3. peer-reviewed articles published in conference proceedings
 4. book chapters
- Non peer-reviewed publications such as monographs, book chapters, etc. (preferably list all authors – including the order they are mentioned e.g. alphabetically or first-to-last author, year of publication, title, place of publication, volume number as well as first and last page number, or article number and number of pages).
- Patent references for patents obtained or applied for, which are relevant to your research. Any patent references should be included in the list of publications on equal terms with references for scientific articles.

The applicant must mark the 10 most important works/patents/contributions in his/her list with an asterisk (*).

If you list your H-index in your list of publications, you must state how you have calculated it.

COUNCIL-SPECIFIC CONDITIONS

If you apply to **DFF | Medical Sciences**, you must provide the journal's impact factor for your 10 most important publications. You must provide the number of first and last authorships for the last five years. Furthermore, you must provide the total number of publications and the total number of publications with peer review.

If you apply to **DFF | Natural Sciences**, you must provide the total number of publications with peer review. Additionally, the number of respective first and last/corresponding authorship if that is the tradition within the field.

If you apply to **DFF | Social Sciences**, you must specify the BFI level (1 or 2) for the 10 most important publications based on the latest possible historical list for the BFI level. BFI website: <https://ufm.dk/en/research-and-innovation/statistics-and-analyses/bibliometric-research-indicator>

4.3.7 Budget

For your application to be considered by DFF, you must prepare a budget for the entire project period, which describes the activities to be funded. This applies both to the funding of activities at your own institution and to any funding that will go towards participants at other institutions. It is important that the budget includes information about all participants in the project. This also includes participants, who will not receive DFF funding, thus providing an overview of the entire group of participants and the economy of the project.

4.3.7.1 Entering budget information in the application form

You as the applicant must fill in DFF's mandatory budget template for the relevant funding instrument. The correct budget template can be found by registering an application for the selected instrument in e-grant, after which the budget template can be downloaded under the "Upload Budget" step in the application form. There you will find the correct template, which should be completed and uploaded to the application.

Start by preparing a complete and comprehensive budget using the budget template, which can be downloaded in the e-application form as described in [Section 4.3.7](#). The budget template is only available in English. When the budget is completed, it must be uploaded to the application form in e-grant under the “Upload Budget” option. Please see “Introduction” in the application form for more details on how to upload the template.

4.3.7.2 Preparing the budget

DFF recommends that you seek assistance from the institution responsible for administering the potential grant, when preparing your budget.

You must complete the budget template with the relevant information.

Please pay attention to the following:

- A certain number of sections in the budget template can only be filled in by selecting a value from the drop-down menu.
 - If your institution does not appear in the dropdown menu, please enter it yourself.
 - If there is a need to add more applicant institutions to the budget than there is room for, please contact the e-grant unit, who can help you ([see Section 7](#)).
- All expenses must be provided, excluding overhead/administrative costs. The overhead amount is automatically calculated from the selected “Overhead percentage”.
- For each budget item you must meticulously explain the amount and relevance. It is especially important that you carefully state and explain the number of months and salary levels for scientific/academic as well as technical/administrative employees. This explanatory information should be entered into the “Description” field.
- When the budget is complete, please ensure that the person who approves the budget on behalf of your institution/organisation/business indicates their approval by using the template ”[Independent Research Fund Denmark – Budget confirmation](#)”, which should be attached as a separate appendix. Please follow the guidelines in [Section 4.3.8](#).

Use one row for every budget entry. If there are not enough rows, related budget entries may be combined into the same budget entry.

4.3.7.3 Co-financing and funding from other sources

Any co-financing from your own or other participating institutions must be accounted for in the budget under “Co-financing” (green cells).

Any co-financing to the project from sources not actively participating in the project (e.g. other funds) must be accounted for in the budget under “Funding from other sources” (orange cells).

Co-financing in the main must be divided into 4 overall budget items: Scientific/academic salaries, technical/administrative salaries, equipment expenses and operating expenses as described below. Information about co-financing may also be listed, even if it stems from a participant who is not supported by the grant but is actively participating in the proposed project.

DFF may require Danish state research institutions participating in the application to co-finance the project with a total of up to 10 % of the amount applied for from the fund. In addition, DFF may require co-financing from other types of institutions, to the extent the council deems appropriate. In connection with this call, DFF has decided not to make co-financing a requirement.

4.3.7.4 What research expenses can you apply for?

You may apply for funding to cover all expenses directly attributable to the project, and which are relevant and necessary in order to carry out the project. Overhead/administration expenses should be added to this, [see Section 4.3.7.10](#).

The budget must, as a general rule, be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment expenses (exceeding DKK 500,000 excluding overhead/administration expenses)
- Operating expenses (including equipment expenses up to DKK 500,000 excluding overhead/administration expenses)
- Overhead/administration expenses (calculation based on the overhead percentage)

For **DDF-International Postdoctoral Grant**, the budget is divided under other headings. Please see more under the instrument in [Section 2.3.1](#)

You must prepare the budget according to the actual cost level at the time of the application, and take into account expected salary and price increases during the project period.

4.3.7.5 Scientific/academic salaries

DDF may provide funding for salary for scientific/academic participants in the project. These participants may be researchers who are already employed during the project period, whether it is on a temporary or a permanent basis, as well as researchers who are not already employed for the project period in question.

DDF requires that salaries must be calculated according to the provisions, which apply to scientific staff in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance. Scientific/academic participants whose salaries are paid for by DDF, are covered by the employment structure for scientific/academic staff at institutions of higher education, or by the employment structure for scientific/academic staff performing research at sector research institutions.

Thus, salary expenses for named scientific participants can be calculated on the basis of the actual salary level the employee currently has or will be entitled to at his/her place of employment, including any anticipated increments during the project period. The calculation of salaries, which can be attached if relevant, should be documented as precisely as possible, with reference to current salary levels for researchers in employment at the time of application, or a salary calculation for researchers who are going to be appointed on the basis of funding from DDF. DDF therefore recommends that you contact the administrating institution in order to get a salary calculation, or if you are already employed, to enclose a copy of your most recent salary statement. You must use net salary expenses (salary, pension, ATP, holiday pay) for participants with permanent positions in the budget. Please note that you should not apply separately for vacation allowances for permanently employed scientific/academic participants. For employees on fixed-term employment contracts, DDF requires holiday pay from previous employments to be deducted from the salary budget for the scientific/academic participants.

Salary expenses for unnamed scientific/academic employees participating at postdoc level should normally be calculated based on the salary level for postdocs/assistant professors, cf. the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance.

Salary overhead, see [Section 4.3.7.10](#), must be calculated on the basis of the type of institution, which defrays and registers/pays the salary to a project participant.

4.3.7.6 Technical/administrative salaries

You may apply for funding to cover salaries for non-scientific assistants, including student assistants. In accordance with national regulations, you may not cover salary costs above the professional level that is necessary for carrying out the tasks required.

Salary overhead, see [Section 4.3.7.10](#) must be calculated on the basis of the type of institution, which defrays and registers/pays the salary to a project participant.

4.3.7.7 Equipment (purchase or construction)

You may apply for funding to cover the purchase or construction of equipment which is necessary in order to carry out the specific project. If you apply for funding to cover the purchase of equipment in excess of DKK 500,000, excluding overhead/administration expenses, you must be able to document the expenses, e.g. in the form of a quote, which must be attached as an appendix. After completion of the grant, funded equipment will become the property of the administrator or the institution/business that purchased the equipment per the grant application.

4.3.7.8 Operating expenses

You may apply for funding to cover all operating expenses directly attributable to the project, and which are relevant and necessary in order to carry out the project.

PLEASE NOTE:

Other rules apply for preparing the budget for **DFF-International Postdoctoral Grant**. Please see more under the instrument in [Section 2.3.1](#).

In the budget template you must specify the individual operating expenses, which add up to the total operating budget. Please provide detailed argumentation in connection with considerable operating expenses, accounting among other things for extent, price level and relevance.

4.3.7.8.1 Expenses which are expected to be covered by overhead

DFF expects that expenses for books, normal work PCs, general software and other general work tools are covered by the institutions' overhead. Therefore DFF does not offer support for these kinds of expenses. Moreover, DFF expects that access to and use of equipment, facilities, databases, etc. which are already available at the host institutions, will be made available at no extra cost for research projects, which the institutions agree to host. Unless you can document that special circumstances apply, DFF will not offer support for these kinds of expenses.

4.3.7.8.2 Education rates

As part of your operating expenses, you may apply for annual education rates ("uddannelseskoster") in relation to any research education required in conjunction with PhD scholarships financed by DFF. In accordance with an agreement between the research council system and Universities Denmark, DFF uses special education rates. These rates are lower than the guideline for annual education rates listed in the Finance Act in connection with grants to the Danish universities. However, the employing or host institution may in turn give PhD students, being funded by DFF, tasks corresponding to 840 hours in a 3-year PhD course of study. For PhD students enrolled at Danish universities you may apply for education rates per full project year (max 3 years) corresponding to DKK 50,000 (Humanities and Social Sciences) or DKK 80,000 (Natural Sciences, Medical Sciences and Technology Sciences). This amount will be at the disposal of the host institution and also covers all salary expenses in relation to PhD supervision.

4.3.78.3 Travel and subsistence expenses

You may apply for funding to cover travel and subsistence expenses. The purpose is to cover actual additional costs related to official journeys. The maximum rates are listed in the Government circular on the official journey agreement ("Statens Cirkulære om Tjenesterejseaftalen") and the associated circular on adjustment of rates ("Cirkulære om Satsregulering"), as well as the circular on bonus schemes ("Cirkulære om Bonusordninger"). You can find the relevant agreements and rates at www.modst.dk. If, during a stay abroad, you remain employed at a Danish state-owned research institution, DFF recommends that you find out whether you are covered by state self-insurance and therefore do not need to take out your own personal insurance.

DFF expects that you have checked the real costs of the stay and are able to justify the items of expenditure, e.g. for transport, expected price of rental accommodation, and other living expenses. You may apply for the following:

- Reimbursement of transport expenses. However, expenses for local transportation during the stay abroad, will not be reimbursed
- Reimbursement of overnight stay expenses
- Hourly and daily allowances to cover additional expenses for meals, etc., to the extent that the hourly and daily allowances do not exceed the actual additional expenses.

4.3.78.4 Open Access (not funded)

DFF does not fund expenses associated with Open Access publishing. You can read more about Open Access [here](#).

4.3.78.5 Overhead for operating expenses

The overhead is awarded to the institution defraying and registering the expenses for an operating item, based on the applicable rate for the type of institution in question.

4.3.79 Particular conditions for private enterprises

DFF funding to private enterprises must be awarded in accordance with EU regulations for state support (for further information please see the [State Support Handbook](#)). As a general rule, DFF awards grants to private enterprises as so-called *de minimis* aid, cf. European Commission regulation (EU) No. 1407/2013 of 18 December 2013 on the application of articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid as published in the Official Journal of the European Union on 24 December 2013. The recipient enterprise may receive a maximum of EUR 200,000 in *de minimis* aid in a 3-year period. If the applicant is an enterprise or part of the funding is to be passed on by the applicant to a participant in the form of an enterprise, a declaration of *de minimis* aid must be completed, signed and attached as an appendix to the application.

If the grant you have applied for is going to exceed the financial framework of the *de minimis* aid Regulation, it may be handled according to Chapter 1 (definitions in Article 1-12) and Article 25 of the EU's general group exemption regulation (EU Commission Regulation (EC) No. 651/2014 dated 17 June 2014 on the compatibility of certain categories of aid with the common market, in application of Articles 107 and 108 of the Treaty).

More details can be found at ec.europa.eu/competition/state_aid/legislation/block.html, where the new *de minimis* regulation and below regulation no. 651/2014 of 17 June 2014 have been published.

4.3.7.10 Overhead/administration expenses

DFF grants overhead/administration expenses to cover indirect costs incurred in connection with carrying out the project, but which are not directly attributable to the specific project. This could include e.g. joint expenses to cover rent, premises, administration, etc.

Overhead/administration expenses are calculated as a fixed percentage of the grant amount that goes towards the project's direct expenses. DFF grants overhead/administration expenses according to the following rates:

Institution type	Overhead
Danish institutions (including Danish universities and sector research institutes) which are subject to the rules regarding grant-funded research activities in the Danish Ministry of Finance's budget guidelines, and which are authorised to carry out grant-funded research activities.	44%
GTS - Advanced Technology Group Institutes (GTS institutes)	20%
Danish institutions that meet the following criteria: - receive and are expected to continue to receive a fixed state subsidy of minimum 25 % (measured in relation to the total annual turnover) for covering operating expenses - are non-profit institutions which do not seek to generate profit, and where any profit may not be distributed among the owners - carrying out research must be a central purpose	20%
Public hospitals in Denmark, on Greenland and the Faroe Islands	3.1%
State-recognised Danish museums (cf. the Danish Museum Act) and public museums in Greenland and on the Faroe Islands	3.1%
All other Danish and foreign institutions and companies	0%

4.3.7.11 The principle for calculating differentiated overhead/administration expenses

If your DFF application concerns activities that involve funding of various institutions with different legal status, cf. the table above, it is necessary to calculate a differentiated overhead for each institution.

For salary expenses, overhead/administration expenses must be calculated on the basis of the institution or business that *defrays and registers the salary expenses*. As such, it is not crucial if the research activity is actually taking place at the institution or enterprise in question. Nor is the principal place of employment of a person or where he/she typically works most hours a decisive factor. If a person is employed by several institutions, these institutions must agree on how the project hours are to be distributed as working hours among them. Each institution will then have to include the salary expenses for its share of the project working hours in the budget. The same principle applies to the division of equipment and operating expenses. The overhead is awarded to the institution(s) *defraying and registering* the expenses for an operating item, based on the applicable rate for the type of institution in question, cf. the above table.

4.3.8 Budget confirmation

DFF funding is granted under the condition that the project's budget information in the application is approved, signed and stamped by the management of the administrating institution and signed by the applicant. The administrating institution is defined as the unit, which is responsible for the finance and personnel administration with regard to the project's/applicant's expenses during the project period, and ensures administrative legality in connection with terms of employment, accounts, etc.

Stamps and signatures should be provided in the "DFF budget confirmation" template (the appendix must be uploaded to the application as a PDF file). You can find the template on the [DFF website](#).

If you are applying for funding for a **DFF-International Postdoctoral Grant**, the template must be signed by the applicant him-/herself.

5

HOW IS THE APPLICATION PROCESSED AND ASSESSED?

5.1 REQUIREMENTS FOR YOUR APPLICATION TO BE GIVEN ACTIVE CONSIDERATION

If the application does not meet the requirements listed below, it can be rejected without prior active consideration, cf. §4 and §5 of the Executive Order no. 1154 of 16 October 2017 on the Functioning of grants under Independent Research Fund Denmark. In this instance, you will receive an administrative rejection.

- The application must be submitted via e-grant (www.e-grant.dk).
- The application must be received before the application deadline expires.
- The application must be submitted for one of DFF's funding instruments.
- The application must be written in one of the languages specified (see [Section 4.1.1](#)).
- The application must include a project description written in the DFF project description template (see [Section 4.3.3](#)).
- The application must include the applicant's CV (see [Section 4.3.4](#)).
- The application must include the applicant's list of publications (see [Section 4.3.6](#)).
- The application must include a budget, using the budget template relevant to the funding instrument (www.e-grant.dk).
- The total amount applied for must observe any upper and lower limits that apply for the instrument in question.
- For applications to **DFF-International Postdoctoral Grant**, you as the applicant must have received your PhD from a Danish institution.
- The applicant must meet the given PhD age requirements for the **DFF-International Postdoctoral Grant** (see [Section 2.3.1](#)) and **Sapere Aude: DFF-Starting Grant** (see [Section 2.3.2](#)).
- For applications to **Non-university Research Education (PhD)**, the applicant must have received a Master's degree at the time of application (see [Section 2.3.5](#)).
- As far as concerns applications for **Non-university Research Education (PhD)**, the host institution must be a public research institution, cf. [Section 2.3.5](#).

If your application fulfils the above requirements, it will be submitted for active consideration by DFF, on the basis of the submitted material. This means that after the application deadline and during the processing of the application, DFF will not request further information from you, irrespective of whether your application is incomplete in relation to the requirements listed under each funding instrument in this Call for Proposals. It also means that **DFF will not accept any supplementary application materials after the application deadline.**

5.2 HOW TO APPLY FOR MORE THAN ONE INSTRUMENT IN THE SAME COUNCIL?

If you wish for apply to more funding instruments for the same application deadline in the same re-search council, you must submit a separate, completed application for each instrument.

5.3 HOW TO APPLY TO MORE DFF RESEARCH COUNCILS?

You may apply for funding of your project from several research councils if you find that your project cannot be delimited to one council, cf. the description of the delimitations between the various re-search councils in Section 1. If you find that, on scientific grounds, your application should be considered jointly by several research councils, you must do the following:

- You must only submit one application, including all mandatory appendices. When you begin working on your application, you must select the research council that you deem to be the central or main council for your application, based on the call's description of the councils' different fields and delimitations, see [Section 1.9](#).
- In your project description you must explain how you, as project leader, will ensure involvement of the different scientific fields included in the project.

Please note that, in a few cases, the requirements with regard to appendices may vary from council to council. Therefore, carefully study the requirements concerning appendices, listed in the description of each instrument in Section 2 thoroughly. If you are in doubt about the terms, you may contact the Secretariat of Independent Research Fund Denmark (see [Section 7](#)).

DDF's cross-council committee will decide how your application will be processed (see [Section 5.5](#)).

5.4 INDEPENDENT RESEARCH FUND DENMARK'S PROCESSING PROCEDURES

All members of research councils will be involved in the assessment of all applications. Council members who are deemed disqualified in relation to a particular application, will not participate in the processing of that application. Regulations for disqualifications can be found in §2 of the Executive Order no. 1154 of 16 October 2017 on the Functioning of grants under Independent Research Fund Denmark [Functioning of grants under Independent Research Fund Denmark](#).

Your application will be processed in one of the following ways:

Applications without external review:



Applications with external review:



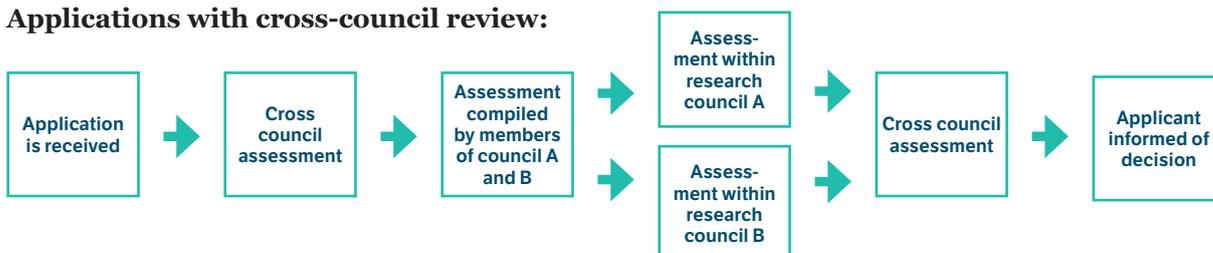
Sapere Aude: DFF-Starting Grant:



Non-university Research Education (PhD) :



Applications with cross-council review:



5.5 PROCESSING OF CROSS-COUNCIL APPLICATIONS

DFF finds it important that interdisciplinary applications have the same opportunities for funding as single-disciplinary projects. The council supports interdisciplinary as well as single-disciplinary projects of high quality.

Each of the five research councils assesses interdisciplinary proposals involving disciplines within the specific council's area of research. Interdisciplinary applications are processed in collaboration between the research councils, and are coordinated by a cross council-committee composed of the chair persons from each of the five research councils. The committee's work is assisted by selected council members with relevant scientific expertise.

DFF has allocated a special pool for applications deemed to be truly suitable for cross-council processing.

If you have requested that your application is assessed by more than one council, it will be presented to the cross-council committee, which will decide on the processing of the application.

In the same way, applications submitted to only one council will be presented to the cross-council committee, if the first mentioned council estimates the research project to fully or partially fall within the scientific field of another research council.

The cross-council committee may make the following decisions about an application:

- The application is assessed by one council only. The application may be referred to another council than the one(s) you applied to, for example if the research project has a minor scientific relation to one or more of the council(s) that you applied to.
- The assessment in one council will include a scientific statement from one or more of the other councils.
- The application is assessed as a cross-council application, i.e. the application is assessed by more than one council. Based on the scientific assessments from the involved research council(s), the cross-council committee makes the final assessment and decides whether the applicant receives a grant.

The cross-council committee is not obliged to follow your requests concerning, which council(s) will assess your application. However, your application will never be referred to another council than the one(s) decided by you, if you chose “No” in the section “Submission to other councils” in the e-grant template (under the headline “Referral to other councils”). If you have chosen that your application cannot be referred to another council, the cross-council committee may still decide to ask for a scientific opinion from one or more of the other councils not chosen by you.

5.6 EXTERNAL REVIEW IN DFF

DFF strives to find external reviewers who are accomplished researchers with a wide range of scientific competencies and who have previous experience as external reviewers. The research councils’ choice of reviewers is based on an overall assessment of the suitable candidates, their availability within the time limits that apply, and whether the review is going to be carried out individually or in a review panel. The research councils may choose not to submit such applications for external review, if it proves impossible to find qualified reviewers within the given time frames.

When DFF approaches a researcher to enquire if he/she would serve as an external reviewer, the fund’s rules of impartiality will be pinpointed to the potential reviewer. Reviewers are also informed that the application material is confidential, and that the reviewer’s assessment and identity will be disclosed to the applicant, who will be given the opportunity to comment on any factual errors and misunderstandings in the review. This is done to ensure that the external review process is carried out in accordance with the rules for administration which apply to DFF’s work.

Applications to **Sapere Aude: DFF-Starting Grant**, which have been through the 1st assessment in the research council and have been selected to proceed to the second round (see [Section 2.3.2](#)), will be sent for external international review where possible.

Moreover, in connection with this Call for Proposals, the following types of applications will be submitted for external review:

DFF | Humanities: All applications for DFF–Research Project2 will, where possible, be submitted for review by an external panel. However, projects within smaller research areas and highly interdisciplinary applications will primarily be submitted for individual external review.

DFF | Natural Sciences: All applications for DFF–Research Project2 will, where possible, be submitted for review by an external panel.

DFF | Social Sciences: All applications for DFF–Research Project2 will, where possible, be submitted for review by an external panel.

DFF | Medical Sciences: All applications for DFF–Research Project1 and DFF–Research Project2 within the areas of (i) immunology/infection and (ii) clinical science/organ physiology will, where possible, be submitted for review by an external panel.

DFF | Technology and Production Sciences:

Applications for DFF–Research Project2 within the following four research areas will, where possible, be submitted for review by an external panel: (i) pharmaceutical science, vaccines & applied immunology, (ii) biomedical engineering, (iii) civil engineering & infrastructure, and (iv) energy, energy systems & resources. If this year’s number of applications is very low within one or more of these areas, the applications in question may instead be sent for individual external review.

DFF | Cross-council Committee: Applications to DFF–Research Project1 and 2, subject to a cross-council processing, will be sent to an external review panel after the processes in each of the relevant research councils (cf. [Section 5.4](#) and [5.5](#)).

In addition, DFF always carries out an external review for all applications where:

- A council member is an applicant or scientific participant in an application, whose budget exceeds DKK 1 million, excluding overhead or
- The research council is deemed disqualified, or for other reasons does not possess the necessary scientific expertise to consider the application in question.

Applications for external review will be submitted to an international review panel or to an individual external reviewer. If your application has been submitted for external review, you will always receive a copy of the review, to enable you to provide comment (consultation procedure). DFF uses external reviews as an extension of the basis for assessment of the research councils, and the reviewer’s function is solely to provide guidance. The final decision rest with the research councils and is based on the criteria described in the call and prioritisation of the overall field of applicants.

In the e-grant form you may state if there is one or more researchers you would rather is/are not involved in the external review of your application. In such cases, you must provide exact contact information for the researcher in question and briefly explain why they should not review your application.

5.7 WHEN AND HOW WILL YOU BE NOTIFIED OF DFF’S DECISION?

The time of processing for the individual instruments is listed in the table in [Section 2.2](#).

Independent Research Fund Denmark publishes a list of those applicants who have been awarded a grant, approximately 3-4 weeks after the research councils have reached a decision. Details about applicants who have not been awarded funding will only be published to the extent that someone requests a right of access to documents under the Danish Access to Public Administration Files Act, e.g. in the form of lists of applicants and the projects for which they have applied (i.e. names of applicants and project titles). Applicants should therefore ensure that the title of the application does not contain information about confidential research activities.

Applicants will receive a letter from DFF through the e-grant system 3 months following a decision by the relevant research council, informing if it has been a successful application or not. Rejection notices will contain a brief elaboration of the reasons for the decision.

6

YOUR RESPONSIBILITY AS AN APPLICANT

When using the DFF e-grant application portal, it is your responsibility to choose the correct application form and ensure that the information provided is correct. You are also responsible for ensuring that the contents of the mandatory appendices are correct, and that the appendices have been attached to the application. Moreover, it is your responsibility that the application has been submitted by the deadline specified for the relevant research council and funding instrument.

This call lists the specific types of formal shortcomings in [Section 5.1](#), which will result in an administrative rejection of applications. It is your responsibility to ensure that you fulfil all the formal requirements listed in the call, in order for your application to be submitted for consideration by the relevant research council.

You are obliged to inform DFF if significant prerequisites for carrying out the project cannot longer be met.

6.1 DUTY TO INFORM ABOUT OTHER FUNDING SOURCES

If you are awarded partial or full funding for your project from other sources, you are obliged to inform DFF within 14 days.

Funding may be in the form of financing from other sources.

Partial funding may include cases, where you have submitted an application to other funds, with a content not entirely the same as the project you applied for to DFF, but where there is an overlap in the work packages or operating expenses, and equipment, for which you applied.

DFF may require you to submit the grant letter from and the application to the fund from which you received a grant as documentation, in order for DFF to decide whether there is an overlap in the topics of the two projects, and to decide which budget items to cut.

6.2 TECHNICAL DISCLAIMER

The Ministry of Higher Education and Science has an obligation to inform of any errors that make the e-grant system inaccessible, affecting the applicant's possibility of submitting applications within a given deadline. Such technical issues will be announced on <https://ufm.dk/en/research-and-innovation/funding-programmes-for-research-and-innovation/e-grant>.

In particularly serious cases, the Ministry of Higher Education and Science may extend the application deadline for all relevant applicants. This will also be announced on the website.

The Ministry of Higher Education and Science is not liable for any incorrect information due to software errors, calculation errors, transmission errors and similar errors, just as the ministry will not be held liable for any claims for damages due to incorrect use of the e-grant system.

6.3 THE DANISH OPEN ADMINISTRATION ACT AND THE DANISH PUBLIC ADMINISTRATION ACT

The Danish Open Administration Act (Act No. 606 of 12 June 2013, which entered into force on 1 January 2014) also known as *offentlighedsloven*, provides you with certain rights, just as it secures citizens in Denmark various rights in relation to public authorities' duty of disclosure in connection with administrative procedures. Thus, the material you submit to the Ministry of Higher Education and Science is as a whole covered by the regulations of the Danish Open Administration Act e.g. in relation to the right of access to records. See also the Danish Public Administration Act (Consolidating Act no. 433 of 22 April 2014).

6.4 DATA PROTECTION

The information submitted in your application will be registered in e-grant. Under the Danish Data Protection Act (Act no. 429 of 31 May 2000, with subsequent amendments) and the general data protection regulations, you have certain rights when data relating to you is handled electronically. Upon request, you have right of access to and, if relevant, the right to amend personal information when we register such information about you. The information you provide is regularly transferred to the Danish National Archives, subject to the rules of the Archive Act, and National Archives' provisions in this regard.

See further at: <https://www.ufm.dk/behandling-af-personoplysninger> (Danish Ministry for Higher Education and Science, in Danish).

It is not possible to make corrections to the contents of your application after you have submitted it, other than corrections in relation to personal information.

6.5 AUTHORITIES' RIGHT TO REQUEST OTHER INFORMATION

DFE reserves the right to obtain information on any previous and current applications you have submitted to Independent Research Fund Denmark, Innovation Fund Denmark and/or the Ministry of Higher Education and Science. Such information may be used in connection with the processing of your application, to the extent it is deemed relevant to the assessment of the current application.

6.6 PUBLICATION

In the event you are awarded funding, in full or in part, your name and any project participants' names, as well as details about the venue, title and duration of the project, any key figures for the grant and the size of the grant will be published in the Danish Research Database (www.forskningsdatabasen.dk) and appear on DFE's overview of projects [Forskningsprojekter/projektgalleri](#). Furthermore, the popularised scientific description of the project will typically be published at these two sites.

7

SUPPORT FOR YOUR APPLICATION

Independent Research Fund Denmark's secretariat can provide telephone and written guidance on the administrative and formal issues regarding this call and the application procedures. You may contact the DFF secretariat by telephone at +45 7231 8200 between 10am and 2pm (from 9am to 2pm on days with deadline) on weekdays or by email: DFF-opslag@ufm.dk.

On DFF's website you can find answers to the most frequently asked questions: <https://dff.dk/en/application/questions-answers>

The secretariat can unfortunately not provide guidance on scientific issues. DFF recommends that you instead contact your local research support unit and avail of peer feedback.

If you require help in using the e-grant system, please find more information here: <https://ufm.dk/en/research-and-innovation/funding-programmes-for-research-and-innovation/e-grant>. If you have technical queries, you can contact e-grant support by telephone at +45 3392 9190 between 9am and 12 noon on weekdays or by email: support.e-grant@ufm.dk

If you have queries regarding an existing grant from DFF you should contact the Administration and Grants Unit in the Danish Agency for Institutions and Educational Grants which manages the administration of grants from DFF. You may contact the unit by telephone at +45 3392 9200 between 9am and 12 noon on weekdays or by email: bevilling@ufm.dk. On the unit's website, you can find answers to the most frequently asked questions regarding grants: <https://ufm.dk/forskning-og-innovation/tilskud-til-forskning-og-innovation/administration-af-bevilling/sporgsmal-og-svar>.