

2021

CALL FOR PROPOSALS - THEMATIC RESEARCH

GREEN TRANSITION



**DANMARKS FRIE
FORSKNINGSFOND**
INDEPENDENT RESEARCH
FUND DENMARK

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1

FRAMEWORK FOR INDEPENDENT RESEARCH FUND DENMARK'S 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 (Lov nr. 384 af 26. april 2017 om Danmarks Forsknings- og Innovationspolitiske Råd og Danmarks Frie Forskningsfond).

Independent Research Fund Denmark's (DFF's) main task is to provide financial support to concrete and fixed-term research activities based on researchers' own ideas. The fund considers its primary task to be one of supporting the continued development within independent, researcher-initiated research and working to build up capacity in developing Danish research environments. DFF puts decisive weight on the scientific research quality being maintained in the projects it supports.

The 2017 legislation introduced the possibility for DFF to award grants to concrete research activities within politically determined themes or instruments, when special funding has been provided for this purpose in the National Budget. The present call for proposals is a consequence of this opportunity.

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 applies.

1.1 INTERNATIONALISATION

DFF strives to strengthen and further develop the internationalisation of Danish research and therefore encourages applicants to submit applications encompassing international activities. The objective is to give the best researchers and research groups the opportunity to coordinate and develop their cross-border research collaboration, and to give talented researchers 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 relate to the international *state of the art* within their area.

1.2 GENDER BALANCE

DFF also strives to support a balanced development of management resources for both genders at Danish research institutions and would like to see this taken into consideration in applications to DFF. Therefore, DFF recommends that applications demonstrate, to the extent possible, 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 in the project application. Such a statement 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.

1.3 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 [DFF's website](#).

1.4 RESEARCH INTEGRITY

DFF expects that grant recipients will follow the [Danish Code of Conduct for Research Integrity](#).

1.5 POLITICALLY DETERMINED THEMES IN INDEPENDENT RESEARCH FUND DENMARK

As part of the political agreement of 30 October 2020 on the distribution of the research reserve in 2021, DFF has been given the task of allocating funds to thematic research.

The call at hand concerns the thematic research, which DFF will support in 2021 within the politically determined area as described in: “Agreement between the Danish Government and the Liberal Party, the Social Liberal Party, the Danish People’s Party, the Socialist People’s Party, the Red-Green Alliance, the Conservative Party, the Alternative, the New Right, the Independent Greens and Liberal Alliance on: The allocation of the research reserve, including funds from the reserve earmarked to reboot the Danish economy and address specific challenges related to COVID-19 in 2021, etc.”

2 THEMATIC RESEARCH - GREEN TRANSITION 2021

The following describes application deadlines, instruments, assessment criteria and general requirements as well as procedures, etc.

2.1 APPLICATION DEADLINES

All applications must be uploaded in the application system www.e-grant.dk no later than **Thursday June 3 2021 at 12:00 (noon)**.

2.2 GREEN TRANSITION

DKK 308.2 million has been allocated to Independent Research Fund Denmark, with the purpose of allowing the fund, based on proposals chosen by a competitive process, to distribute funds for green, independent, curiosity-driven research in Denmark.

To allocate the funds, DFF’s Board of Directors has established an expert committee:

DFF | Thematic research - Green Transition (2021)

The Board of Independent Research Fund Denmark may decide to allocate part of the announced funds to international research cooperation. The stated amount of DKK 308.2 million may therefore be reduced in connection with the committee’s final implementation of the funds.

The prioritisation of research on Green Transition will promote the researchers’ own original ideas, which may contribute to the green transition.

The prioritisation will simultaneously work to support the career development of the growth layer in Danish research environments, e.g. younger researchers, a number of which are expected to build their future careers in the private sector.

DFF emphasises that the call encompasses the possibility for research within and across all research disciplines that contribute to the green transition in various ways.

It is a requirement that the application accounts for the ways in which the project contributes to the green transition.

2.3 ONGOING PRESENTATION

With this call, there is an added expectation for recipients of a Green Transition 2021 grant that knowledge on preliminary research results and insights will be presented continuously during the project period.

Thus, grant recipients should be prepared for requests to present knowledge on the progress of their research or project during the project period.

3

STARTING DATE, INSTRUMENTS, AND GRANT AMOUNTS

3.1 STARTING DATE FOR 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 DFF makes its decision.

The earliest starting date is 1 January 2022 and the latest starting date is 1 December 2022.

3.2 INSTRUMENTS THAT CAN BE APPLIED FOR WITHIN GREEN TRANSITION 2021

3.2.1 DFF-Research Project1 (thematic)

3.2.1.1 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 (thematic) is characterised by being a clear and well-defined research question, where the research activities are expected to be of a high international quality. A DFF-Research Project1 (thematic) typically spans 3 years, but it is possible to apply for a 4-year project if a PhD student is involved in the project.

3.2.1.2 Applicant requirements

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

3.2.1.3 Application requirements

DFF places emphasis on the requirement that the application includes a clear account of the ways in which the project contributes to the green transition. Additionally, DFF attaches importance to the project description containing a description of the content 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 (see [section 5.3.3](#) for calculation of the PhD age in relation to maternity leave, etc.).

There must be a sufficiently balanced relationship between the roles of all listed participants in the project, and the concrete roles of each participant must be accounted for/justified.

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

The project description must not exceed 5 A4 pages (including figures, tables, etc.) and maximum 15,000 characters including spaces, figure captions, formulas, etc. (see also [section 5.3.1](#)). References/bibliography must be uploaded as a separate appendix. Please note that the overview of appendices ([section 5.3](#)) offers a complete list of the appendices that *must* be attached.

3.2.2 DFF-Research Project2 (thematic)

3.2.2.1 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 an economic framework of DKK 2 million to DKK 4.3 million, excluding overhead. A DFF-Research Project2 (thematic) 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, 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 (thematic). 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.

3.2.2.2 Applicant requirements

The applicant must be able to document considerable, independent research experience at a high international level typically corresponding to 5 years of research or more after having obtained a PhD (or similar qualifications). The applicant's previous results will be assessed in relation to his/her career, and in relation to the scientific challenges of the project applied for. If the applicant is not an associate professor and has not obtained 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.

3.2.2.3 Application requirements

DFF places emphasis on the requirement that the application includes a clear account of the ways in which the project contributes to the green transition. Furthermore, it is important that the project description accounts for the synergy between any sub-projects, the project management and organisational structure, as well as plans for the publication of results. All sub-projects, including PhD and postdoctoral projects, must be described in 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 (see [section 5.3.3](#) 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 hold a concrete role in the project work.

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

The project description must not exceed 7 A4 pages (including figures, tables, etc.) and maximum 21,000 characters including spaces, figure captions, formulas, etc. (see also [section 5.3.1](#)). References/

bibliography must be uploaded as a separate appendix. Please note that the overview of appendices ([section 5.3](#)) offers a complete list of the appendices that *must* be attached.

3.2.3 DFF-Research Project3 (thematic)

3.2.3.1 Objective

In order to strengthen the quality and to develop the level of research collaboration within Danish research, DFF offers funding for research projects to be carried out by groups of researchers (including PhDs and postdoctoral candidates) within a framework of DKK 4,300,000 to DKK 8,300,000, excl. overhead.

The activities of a DFF–Research Project3 (thematic) can be characterised as coherent and focused research initiatives, the purpose of which is to strengthen or develop research fields with specific Danish potential and competencies. Thus a DFF–Research Project3 (thematic) may be comprised of several subprojects, each with a clear and well-defined problem statement that is being investigated jointly by several researchers, e.g. as a research consortium, and preferably drawing on various research traditions and disciplines.

There must be synergy between the sub-projects, a level of international collaboration, and the activities must represent research of a high international quality.

3.2.3.2 Applicant requirements

As an applicant you must be an internationally recognised researcher, typically at professor level, and be able to document original research and experience with research management. Your previous results will be assessed in relation to your career and in relation to the scientific challenges of the project applied for.

3.2.3.3 Application requirements

DFF places emphasis on the requirement that the application includes a clear account of the ways in which the project contributes to the green transition. Furthermore, it is important that the project description accounts for the synergy between any sub-projects, the project management and organisational structure, as well as plans for the publication of results. All sub-projects, including PhD and postdoctoral projects, should be described within the project description. You 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 5.3.3](#) 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 hold a concrete role in the project work.

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

The project description must not exceed 7 A4 pages (including figures, tables, etc.) and maximum 21,000 characters including spaces, figure captions, formulas, etc. (see also [section 5.3.1](#)). References/bibliography must be uploaded as a separate appendix. Please note that the overview of appendices ([section 5.3](#)) offers a complete list of the appendices that *must* be attached.

4

DFF ASSESSMENT AND ASSESSMENT CRITERIA

In the assessment of the application, DFF will take the criteria below into account. Besides requiring the application to be within the framework of the thematic areas, the project's quality and the applicant's qualifications are the two most significant assessment criteria.

As part of the assessment, DFF emphasises that the individual criteria should be met to the greatest extent possible. For the individual expert committee there will always be a concrete, overall evaluation, where individual criteria can be fulfilled to a greater or lesser extent. Thus, not all criteria will be relevant to all applications. Because of the 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 thematic call, DFF is using the following criteria:

Achieving the objective of the instrument:

- Are the described objectives of the instrument, (see [section 3](#)) sufficiently met?
- Does the application sufficiently account for the ways in which the project contributes to the green transition?

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 well-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 contribution to this?
 - consistent and suitable hypotheses?
 - an account of the theoretical and/or methodical foundation, including an argumentation for the relevance of the 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?

Applicant's qualifications:

- Has the applicant documented
 - scientific qualifications to an extent that is necessary for the project's completion?
 - experience of scientific production 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 do they 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 plan and time schedule been presented for the project, which also takes the recruitment of any unnamed participants into account, as well as the dissemination of the project's 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 described where relevant?

Publishing and dissemination of results:

- Are the collective considerations for the 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?

5

GENERAL APPLICATION REQUIREMENTS

5.1 LANGUAGE AND APPLICANT REQUIREMENTS

5.1.1 Language

The application must be written in English. Attached appendices in other languages will not be considered in the application process.

5.1.2 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.

5.1.3 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.

DFF does not require a prior employment for the applicant to be able to apply and achieve grants.

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.

5.1.4 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).

5.2 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 which thematic area you wish to apply for. After you have chosen the appropriate thematic area, 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 as early as possible to get an overview of which information will be needed for the form.

It is possible to reopen and resubmit your application until the deadline. If you have already submitted your application, subsequently made corrections and not managed to submit these corrections before deadline, DFF will process the most recently submitted application received before the deadline for applications.

5.2.1 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 of fields that must be completed in the application form, which also includes fields for information about the applicant, place of work, etc. You are advised to register your application and read the detailed description of the fields in e-grant. The number of characters stated includes spacing.

Applicant

- Give an account of your most significant contributions to science (1000 characters)

Application

- Brief scientific summary in English (abstract) (max 1000 characters)
- Popularised description of the scientific content in Danish (max 1500 characters)
- Scientific keywords (max 5) and classification codes (OECD) (max 5)
- Brief outline on how the project will contribute to the green transition (max 1000 characters)

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) **If other:** Description of issue (max 200 characters)
- 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)

| |
|---|
| Gender composition |
| <ul style="list-style-type: none"> • Description of the gender composition in the project (max 1000 characters) |
| Other applications |
| <ul style="list-style-type: none"> • Is this application a resubmission? If yes: Title, year of application, case number, describe any changes made (1000 characters) • Have you applied for funding activities covered by this application from other sources? |
| Previous grants |
| <ul style="list-style-type: none"> • Have you as a PI within the last 5 years received any funding over 1 mil. DKK from DFF or other sources for the activities related to the present application? If yes: Specify grants over 1 mil. DKK (max 10). Describe the results of the grant and the grant's relation to the proposed project (max 1000 characters) • Have you as a PI within the last 5 years received any funding over 1 mil. DKK from DFF or other sources for the activities not related to the present application? If yes: Specify grant over 1 mil. DKK (max 10). Describe the results of the grant and the grant's relation to the proposed project (max 1000 characters) • Describe the professional and management aspects of the project, if you have received a grant from other sources |
| Excluding reviewers |
| <ul style="list-style-type: none"> • Explain why the named researcher should not review your application (max 500 characters) |
| Supplementary information |
| <ul style="list-style-type: none"> • Additional information regarding the application (max 1000 characters) |

5.2.1.1 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 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.

5.2.1.2 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 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 at [DFF's website](#). 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.

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

5.3 OVERVIEW OF APPENDICES TO THE APPLICATION

There are a number of mandatory appendices that *must* be attached to the application (X) and a number of appendices that must be attached if they are relevant (*). 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 3](#). In the section after the Appendix overview, you can read more about the individual appendices.

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 meet the PDF/A standard as a minimum.

| APPENDIX OVERVIEW | DFF- Research Project 1, 2 and 3 |
|---|--|
| B10: Project description written in the DFF project description template (see section 5.3.1) including figures, tables, etc. Excluding list of references/bibliography (must be uploaded as a separate appendix B11). | X |
| B11: List of references/bibliography for the project description. | X |
| Budget. Must be completed in the DFF mandatory budget template (see section 5.3.5), 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 |
| B20: Applicant's CV – max 2 pages (see section 5.3.2). | X |
| B21: List of publications for the applicant (see section 5.3.4). | X |
| B40: CV (max 1 page) and list of publications for other key research participants (see section 5.3.2 and section 5.3.4). | * |
| B41: Named PhDs: 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 scholarships for named individuals, the following appendices must be attached: CV, list of publications, 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). | * |
| B51: In cases where significant parts, or all, of the project is 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: Collaboration agreements/letters of recommendation: If the project involves collaboration with foreign partners or companies or other recipients of the results, a declaration of collaboration must be attached (max 1 page from each). | * |
| B60: Documentation for purchase of equipment 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, if the salary level is different from the collective agreement. | * |
| B62: Documentation for the sub-contractor costs . | * |
| B63: De minimis declarations (see section 5.3.5.9). | * |
| B90: Budget confirmation. Employer institution's confirmation of budget and hosting in the DFF budget signatory template (see section 5.3.6). | X |

5.3.1 Project description

Your application must always include a project description. You must use the DFF project description template, which is available at [DFF's website](#). 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. You 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.

List of references/bibliography must be uploaded as a separate appendix and only include bibliographic references and no further information in the form of endnotes.

An automatic validation of the length of the submitted project description will be performed. If the project description exceeds the specified limitations on the number of pages and characters, you will be informed that the length exceeds the given size requirements. If you choose, nevertheless, to submit

your application, it will be singled out for a manual check. The expert committee will not consider any part of the project description that exceeds the given size requirements.

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 and characters, before the application can be submitted. The expert committee will not consider any part of the project description that exceeds the given size requirements.

Your 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 researcher 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.
- A clear account of the ways in which the project contributes to the green transition.

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 committee and council.

5.3.2 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 ending date of the leave period.

- Other scientific qualifications.
- Academic awards and honours.
- Management experience, including experience with project management and leading research projects.
- Scientific focus areas.
- International relations.
- Supervision of students (PhD students and postdoctoral candidates).

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.

5.3.3 Extension of PhD age

DFF does not wish to see young research talents retained in repeated postdoctoral 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.

Consideration will be given to leaves of absence such as maternity/paternity or parental leave, illness, family care, military service, humanitarian aid work, etc.

For applicants who have been on maternity/paternity or parental 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 or parental leave, with starting date and ending date, must be stated in the 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.

5.3.4 List of publications

The list of publications must only include research that has been published or accepted for publication. It is optional whether to submit a full or a selective publication list. 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. Likewise, 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 in which 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):
 - articles
 - monographs
 - peer-reviewed articles published in conference proceedings
 - book chapters

- Non peer-reviewed publications such as monographs, book chapters, etc. (preferably list all authors – including the order in which 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.

As an applicant, you must state the BFI ([Danish Bibliometric Research Indicator](#)) level or JIF (Journal Impact Factor) of the channels (journals, book series or publishers) where your most important publications are published.

If you choose to include information on the BFI, you must indicate the BFI level (e.g. BFI: 1, BFI: 2 or BFI: 3) of the publisher or journal in which you have been published. This means that you should state the level of the journal or the publisher where the article/monograph/book is published (please note that there are only two levels for publishers). The level of the journal or publisher, in which your text has been published, can be found in the [BFI system](#) under the tab 'Forslag'. You need to register with a username in order to enter the system.

If you, in your list of publications, choose to indicate JIF, it is your own responsibility to find this information, which is often available on the journal's website. If the journal is indexed in Web of Science and/or Scopus, it may appear in these research databases. In Web of Science, the information on JIF is most easily accessible in the Journal Citation Reports. JIF should be provided for the journal in which the article is published.

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



5.3.5 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, which 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.

5.3.5.1 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 5.3.5](#). 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.

5.3.5.2 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 8](#)).
- 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 5.3.6](#).

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

5.3.5.3 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 in [section 5.3.5](#). Information about co-financing may also be listed, even if it stems from a participant, who is not funded by the grant, but is actively participating in the proposed project.

DFP 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, DFP may require co-financing from other types of institutions, to the extent the council deems appropriate. In connection with this call, DFP has decided not to make co-financing a requirement.

5.3.5.4 Which 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 5.3.5.10](#).

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)

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.

5.3.5.5 Scientific/academic salaries

DFF 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.

DFF 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 DFF, 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. If the salary level is different from the collective agreement, the calculation can be attached, and 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 DFF. DFF 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 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, DFF 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 postdoctoral level should normally be calculated based on the salary level for postdoctoral candidates/assistant professors, cf. the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance.

Salary overhead, see [section 5.3.5.10](#) must be calculated on the basis of the type of institution, which defrays and registers/pays the salary to a project participant.

5.3.5.6 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 5.3.5.10](#)) must be calculated on the basis of the type of institution, which defrays and registers/pays the salary to a project participant.

5.3.5.7 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 a single piece 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 documentation.

5.3.5.8 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.

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.

Expenses which are expected to be covered by overhead

DFE expects that expenses for books, normal work PCs, general software and other general work tools are covered by the institutions' overhead. Therefore, DFE does not offer support for these kinds of expenses. Moreover, DFE 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, DFE will not offer support for these kinds of expenses.

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 DFE. In accordance with an agreement between the research council system and Universities Denmark, DFE uses special education rates. These rates are lower than the guideline for annual education rates listed in the Finance Act in connection with funding to the Danish universities. However, the employing or host institution may in turn give PhD students funded by DFE, 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 Technical Sciences). This amount will be at the disposal of the host institution, and covers all salary expenses in relation to PhD supervision as well.

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"). You can find the relevant agreements and rates at <https://cirkulaere.medst.dk/>. If, during a stay abroad, you remain employed at a Danish state-owned research institution, DFE 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.

DFE 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.

Open Access (not funded)

DFE does not fund expenses associated with Open Access publishing. You can read more about Open Access at the [DFE website](#).

Overhead for operating expenses

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

5.3.5.9 Particular conditions for private enterprises

DFF funding to private enterprises must be allocated 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 block 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 the [European Commissions website](#), where the new *de minimis* regulation and below regulation no. 651/2014 of 17 June 2014 have been published.

5.3.5.10 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: <ul style="list-style-type: none">• 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% |

5.3.5.11 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 allocated 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.

5.3.6 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](#).

6 HOW IS THE APPLICATION PROCESSED AND ASSESSED?

6.1 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 the language specified (see [section 5.1.1](#)).
- The application must include a project description written in the DFF project description template (see [section 5.3.1](#)).
- The application must include the applicant's CV (see [section 5.3.2](#)).
- The application must include the applicant's list of publications (see [section 5.3.4](#)).
- The application must include a budget completed in 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 to the instrument in question.
- The applicant must have at least a PhD degree or equivalent qualifications.

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 **DDF will not accept any supplementary application material after the application deadline.**

6.2 HOW TO APPLY FOR MORE INSTRUMENTS

If you wish to apply for more funding instruments, you must submit a separate, complete application for each instrument.

6.3 INDEPENDENT RESEARCH FUND DENMARK'S PROCESSING PROCEDURES

All members of the expert committee will be involved in the assessment of all applications. A member 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](#).

Your application will be processed in the following way:



The research theme Green Transition will be processed in the following expert committee:

| Research theme | Expert committee |
|------------------|---|
| Green transition | DDF Thematic research - Green Transition (2021) |

When the expert committee for DDF | Thematic research – Green Transition (2021) has been appointed, you will be able to find an overview of the members on the fund's website www.dff.dk.

DDF always carries out an external review for all applications where:

- An expert committee member, who is going to evaluate the application, is an applicant or scientific participant in an application, whose budget exceeds DKK 1 million, excluding overhead or
- The expert committee is deemed disqualified, or for other reasons does not possess the necessary scientific expertise to consider the application.

Applications for external review will be submitted 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 comments (consultation procedure). DDF uses external reviews as an extension of the basis for the assessment of the expert committee and the reviewer's function is solely recommendatory. The final decision rests with the expert committee 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 not/are not involved in the external review of your application. In such cases, you must provide exact contact information for the researcher in question, so that it will be possible to identify the researcher, and briefly explain why they should not review your application.

6.4 WHEN AND HOW WILL YOU BE NOTIFIED OF DFF'S DECISION?

Applications will be processed at meetings in October 2021. Approximately one week after the expert committee has reached its decision, you will receive a short message, informing you whether your application was successful or not.

Independent Research Fund Denmark publishes a list of those applicants who have been awarded a grant, approximately three weeks after the expert committee has 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.

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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 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.

This call lists the specific types of formal shortcomings in [section 6](#) ‘How is the application processed and assessed?’, 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 expert committee or council.

You are obliged to inform DFF if significant prerequisites for carrying out the project are no longer met.

7.1 DUTY TO INFORM ABOUT OTHER FUNDING SOURCES

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

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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 have 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.

7.2 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 ufm.dk/en/research-and-innovation/funding-programmes-for-research-and-innovation/e-grant?set_language=en&cl=en.

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.

7.3 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. Please also see the Danish Public Administration Act (forvaltningsloven) ([Consolidating Act no. 433 of 22 April 2014](#)).

7.4 DATA PROTECTION ACT

The information submitted in your application will be registered in e-grant. Upon request you have a right of access and rectification of the data registered and stored by us, cf. the [Data Protection Act](#) (Act no. 502 of 23 May 2019) and the General Data Protection Regulation. The information you provide, is regularly transferred to the Danish National Archives, subject to the rules of the Archive Act, and the [National Archives](#)' provisions in this regard.

Read more about processing of personal data at www.ufm.dk.

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.

7.5 TRANSMISSION OF PERSONAL INFORMATION

Read more about the transmission of your personal data on the [DFF website](#).

7.6 AUTHORITIES' RIGHT TO REQUEST OTHER INFORMATION

DFF 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 application in question.

7.7 PUBLICATION

In the event that 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 can be published in [DFF's overview of projects](#) and as part of a larger overview of Danish research results. The popularised scientific description will typically be published on the same sites.

8

SUPPORT FOR YOUR APPLICATION

8.1 QUESTIONS ABOUT THE APPLICATION PROCEDURE

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 9 am and 12 pm (noon) on weekdays or by email: DFF-opslag@ufm.dk.

On [DFF's website](#), you can find answers to the most frequently asked questions.

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

8.2 TECHNICAL QUESTIONS (E-GRANT)

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

8.3 QUESTIONS ABOUT EXISTING GRANTS

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.