



DET FRIE FORSKNINGSRÅD
DANISH COUNCIL FOR
INDEPENDENT RESEARCH

Call for proposals

Spring 2016

Revised
January
2016

DFF | **Humanities**

DFF | **Medical Sciences**

DFF | **Natural Sciences**

DFF | **Social Sciences**

DFF | **Technology and Production Sciences**

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1. APPLICATIONS TO DANISH COUNCIL FOR INDEPENDENT RESEARCH

DFF's Call for Proposals – Spring 2016

With this Call for Proposals, the Danish Council for Independent Research (DFF) invites applications for funding of research activities. This call is a revised version of the previously announced Call A2015 and S2016. The information in this call only applies to applications submitted for the Spring 2016 deadline. Due to the outcome of the Finance Act 2016 in which the budget for Council for Independent Research was reduced with DKK 280 mio. the Council has withdrawn the Spring 2016 Call for DFF Individual Postdoc and DFF Mobilex – Mobility grants. Therefore these instruments cannot be applied for.

There is a Danish as well as an English version of this Call for Proposals. In case of any inconsistencies between the two versions, the information in the Danish version shall apply.

1.1 Changes in the Spring 2016 Call

Since the A2015 and S2016 Call the following changes have been implemented:

- All instruments for the Autumn 2015 deadline have been removed
- DFF Individual Postdoc and DFF Mobilex - Mobility Grants cannot be applied for
- The deadline for all applications is April 28, 7 PM regardless of council or instrument
- The programme DFF-Reformation Anniversary is announced
- A new budget template and guide is included, see [Appendix C](#). The template is only accessible through the e-grant portal.
- As of Spring 2016 all forms are in English even in instances where a project description in Danish is allowed

Announcement of future changes

The estimated budget for The Independent Research Council for 2017 and 2018 is approx. DKK 800 mio. which is a reduction of approx. a third of previous budgets and therefore the framework for future calls is so far undetermined.

1.2 About Danish Council for Independent Research

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 and the following five research councils:

*Danish Council for Independent Research | **Humanities (FKK)** offers funding to researchers who work within the following disciplines: art history, architecture and design, media science, 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, 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.*

*Danish Council for Independent Research | **Natural Sciences (FNU)** 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. FNU covers the classical disciplines: Astronomy, physics, chemistry, mathematics, computer science, molecular biology, biochemistry and -physics, biology, geology as well as the natural science aspects of geography.*

*Danish Council for Independent Research | **Social Sciences (FSE)** offers funding to researchers who work within the social sciences. FSE 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).*

*Danish Council for Independent Research | **Medical Sciences (FSS)** offers funding to researchers who work with all aspects of basic, translational, clinical and socio-medical research in relation to human health and disease.*

*Danish Council for Independent Research | **Technology and Production Sciences (FTP)** offers funding to 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. Epistemological research without any application-oriented perspectives and development activities will not be supported by FTP.

1.3 Delimitations between the five research councils

DFF's Board of Directors specifies the scientific delimitations between the five research councils. The delimitations are described in the table below. Obviously, there will be applicants and projects that do not follow these delimitations. DFF gladly receives this kind of applications. Some are handled within one scientific research council while others are handled by two or more councils. [Chapter 3.5](#) provides information on how to apply to several research councils, while [chapter 5.1](#) describes how cross-council applications are processed.

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

FSS				In the delimitation between FSS and FTP, the decisive principle is that projects which predominantly have a human biological aim and requires the use of medical competencies and methods are covered by FSS. Projects that predominantly require the use of wider technologically orientated competencies, e.g. for the development and establishment of animal models, medico-technical products or medicine, are covered by FTP.
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2. WHAT CAN BE APPLIED FOR?

Danish Council for Independent Research (DFF) supports specific and time-limited research activities, and thus does not offer funding for permanent activities. DFF wishes to strengthen and develop the internationalization of Danish research and the Council therefore welcomes applications that involve international activities. The objective is to give the best researchers and research groups the opportunity to coordinate and develop their research collaborations across country borders, and to give talented researchers the opportunity to spend periods abroad as part of their research careers. Consequently, aspects of internationalization may form an element in applications for all of DFF's instruments.

Danish Council for Independent Research emphasises that the projects supported by the Council maintain a high level of scientific research. One of the Council's main tasks is to stimulate the growth layer and continued development of independent research, where the researchers' own ideas are the driving force. The Council also wishes to support a gender-balanced development among the managements in Danish research institutions, and welcomes applications that give due consideration to such a development. Therefore, DFF invites applications which strive to demonstrate a scientific practice that may contribute to scientific diversity and equal opportunities for male and female researchers. When applying for funding for research teams or similar collaborative projects, the applicant must account for his/her considerations in relation to the gender composition of the team or collaboration. Such considerations are required in relation to the application, although the Council does not look at the actual gender composition in connection with its assessment of the application. An account of the gender composition has been introduced as a requirement in order to strengthen the applicants' focus on contributing to equal opportunities among men and women in scientific research.

DFF aims to strengthen the societal effect of scientific research, by offering unhindered and cost-free digital access for all members of the public to the latest research results published in scientific articles. Consequently, Danish Council for Independent Research, the Danish National Research Foundation, the Danish Council for Strategic Research, the Danish National Advanced Technology Foundation and the Danish Council for Technology and Innovation (as of 1 April, 2014, the latter three institutions have become part of Danish National Innovation Foundation) have adopted a joint Open Access policy for public research councils and foundations, effective from 21 June, 2012. This policy requires parallel publication of scientific articles that publish results from research activities that have been fully or partially financed by the above councils and foundations. For further information about the Open Access policy, see ufm.dk/openaccess.

DFF expects projects to follow the Danish code for integrity in research.

DFF's instruments for Spring 2016

The table below gives an overview of which instruments are available in the Spring 2016 Call, as well as the application deadline. DFF does not grant funding retroactively. Therefore, you cannot apply for funding for activities already carried out at the time when the Council makes its decision. All funding is awarded with effect from the date of the Council's grant meeting or a later time, as specified by the Council. The earliest and latest possible starting dates for each instrument are listed in the table below:

Instrument	Budget framework	Research council offering the instrument and application deadline	Time of processing	Earliest and latest starting date
Research Educations outside the Universities (PhD)	No maximum amount	FKK: 28 April, 2016, at 7:00 p.m.	October 2016	Earliest: 1 November, 2016 Latest: 1 April, 2017
		FNU: 28 April, 2016, at 7:00 p.m.		
		FSE: 28 April, 2016, at 7:00 p.m.		
		FSS: 28 April, 2016, at 7:00 p.m.		
		FTP: 28 April, 2016, at 7:00 p.m.		
FSE–International Research Stays	DKK 300.000 excl. overhead/administration expenses	FSE: 28 April, 2016 at 7:00 p.m.	May/June 2016	Earliest: see chapter 2.2 Latest: 1 November 2016
FSS–Pregraduate Scholarships	DKK 50.000 – 150.000 excl. overhead/administration expenses	FSS: 28 April, 2016, at 7:00 p.m.	June 2016	Earliest: 1 July, 2016. Latest: 1 February, 2017
DFE- Reformation Anniversary	DKK 5.000.000 incl. overhead/administration expenses	DFE: 28 April 2016 at 7:00 p.m. DFE: 22 August 2016 at 7:00 p.m.	June/ September 2016	Earliest: 1 October 2016

2.1 Research Educations outside the Universities (PhD)

Application deadline:

FKK	FNU	FSE	FSS	FTP
28 April, 2016 at 7:00 p.m.	28 April, 2016, at 7:00 p.m.	28 April, 2016 at 7:00 p.m.	28 April, 2016, at 7:00 p.m.	28 April, 2016, at 7:00 p.m.

Under the Danish Finance Act an amount has been specifically earmarked for the education of researchers at public research institutions outside the universities, and these funds will be distributed by DFF. In 2016, approximately DKK 21 million will be distributed, corresponding to approximately 9 grants. Please note that DFF does not generally offer support for individual PhD scholarships. Therefore you cannot apply for an individual PhD grant for a university programme.

Objective

The purpose of the PhD grants under this Call is to strengthen the education of researchers at public research institutions in Denmark outside the universities. The instrument is relevant for institutions outside the universities which are subject to the rules concerning subsidised research activities in the Danish Ministry of Finance’s budget guidelines, and which are authorised to carry out subsidised research activities. Thus, the instrument covers e.g. state-owned research institutions, educational institutions under the Danish Ministry of Culture with accredited PhD programmes, sector research institutions, the University Colleges Denmark as well as state archives, libraries and museums. However, it does not cover state approved institutions, such as Advanced Technology Group (GTS) institutes, hospitals, etc.

Applicant requirements and agreement 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 can 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 project budget in the application (see [Appendix C](#) and [Appendix C, section 6](#)). It is up to the 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 or equivalent scheme at that institution. Grants are awarded on the condition that you become enrolled in a PhD

programme, and that a collaboration agreement is drawn up between applicant/the hosting institution and the degree-awarding institution, which must be approved by the Council. The collaboration agreement should not be included in the application but submitted if a grant is awarded. 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, the applicant must have facilitated a contact between the degree-awarding institution and the institution hosting the project.

The application must be submitted in Danish or English.

Project description

Your application for a PhD grant must be based on a concrete project proposal. The length of your project description must not exceed 5 A4 pages excl. references, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in [chapter 3.3](#).

Budget

To read about the requirements for your budget, and for a description of what you may apply for, see [Appendix C](#). Your salary level is to be determined in accordance with the collective agreement for PhDs employed in 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 that hiring a technical/administrative assistant will be crucial for carrying out the project, you must provide arguments for this in your budget.

Application form and appendices

You must submit your application via the e-grant system at www.e-grant.dk and enclose the following appendices in PDF format:

- Project description, using the DFF–Project Description template (see [chapter 3.3](#)) + references/bibliography. The project description must be maximum 5 pages (including figures and tables) excluding references/bibliography.
- Applicant’s CV (see [chapter 3.3](#))
- List of publications for applicant (see [chapter 3.3](#))
- Diploma and complete academic transcript, from your bachelor’s programme as well as graduate studies - or alternatively a written evaluation of your master's thesis.
- Confirmation from principal PhD supervisor
- Principal PhD supervisor's CV and list of publications (see [chapter 3.3](#))
- Budget, using the Council’s mandatory budget template (see [Appendix C](#)). Undertakings from other sources than the group of applicants named in the application regarding actual contributions to the completion of the project must be included in the budget
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see [Appendix C](#)).

If relevant, you may also enclose the following additional appendices:

- CVs and lists of publications for other scientific participants central to the project (see [chapter 3.3](#))
- Documentation for the purchase of equipment in excess of DKK 500,000, excl. overhead, e.g. in the form of a quote
- If you apply to FNU or FSS you may include a maximum of two letters of recommendation

Other appendices than those listed above will not be considered.

Processing procedure

Your application will initially be processed by the DFF research council to which it is submitted. Each of the five research councils selects and submits a number of applications to a cross-council board,

which in the course of October 2016 will decide on which applications should be awarded a grant. The processing of your application is described in [chapter 5.1](#). The earliest possible starting date for the project is 1 November, 2016, while the latest possible starting date is 1 April, 2017.

2.2 FSE–International Research Stays

Application deadline:

FKK	FNU	FSE	FSS	FTP
Not offered	Not offered	28 April, 2016, at 7:00 p.m.	Not offered	Not offered

Objective

In order to promote the internationalisation of Danish research, Danish Council for Independent Research | Social Sciences (FSE) provides funding for research stays at foreign institutions for continuous periods of at least 3 months. The research stay should be based on specific research activities and contribute to those activities through strengthened international collaboration and networks or collection of data.

Applicant requirements

The application must be submitted by the researcher going on the proposed research stay. You must have obtained a PhD or achieved equivalent qualifications through your research.

The application

The Council only provides funding for research stays of a duration of minimum 3 months, where the purpose is to carry out research activities at a foreign institution. 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 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. You may apply for an amount of up to DKK 300,000 excl. overhead, but you cannot apply to have scientific/academic salaries funded.

The Council recommends that researchers who apply for FSE–International Research Stays, to the extent possible establish an affiliation with a Danish institution, after which the Danish institution can administer the grant.

The application must be submitted in Danish or English.

Project description

The length of your project description must not exceed 3 A4 pages, excl. references, and it must be drawn up using the template_DFF–Project Description, in accordance with the guidelines in [chapter 3.3](#).

The applicant should describe the proposed research activities and expected output in great detail. 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 that will be facilitated by the stay.

Budget

To read about the requirements for your budget, and for a description of what you may apply for, see [Appendix C](#).

Application form and appendices

You must submit your application via the E-grant system at www.e-grant.dk and enclose the following appendices in PDF format:

- Project description, using the template DFF–Project Description (see [chapter 3.3](#)) + references/bibliography. The project description must be maximum 3 pages (including figures and tables) excluding references/bibliography
- Applicant’s CV (see [chapter 3.3](#))
- List of publications for applicant (see [chapter 3.3](#))
- Documentation of binding and specific research collaboration with foreign partners, or documentation of access to the archives, libraries, institutions, etc. which are the objective of the stay
- Budget, using the Council’s mandatory budget template (see [Appendix C](#))
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see [Appendix C](#)).

Other appendices than those listed above will not be considered.

Processing procedure

Applications for this funding instrument will be processed by FSE’s executive committee at its first coming meeting after receiving the application. The council may award funding for research stays abroad which are commenced between the time of application and the time of the council’s grant meeting, but not for research stays which have been commenced prior to the time of application.

2.3 FSS–Pregraduate Scholarships

Application deadline:

FKK	FNU	FSE	FSS	FTP
Not offered	Not offered	Not offered	28 April, 2016, at 7:00 p.m.	Not offered

Objective

Danish Council for Independent Research | Medical Sciences (FSS) funds pregraduate scholarships of a duration of maximum 1 year, for the purpose of giving qualified students to undertake pregraduate research.

Applicant requirements

Applications for pregraduate scholarships must be submitted by the student’s academic supervisor. As supervisor, you must have obtained a PhD or achieved equivalent qualifications through your research. The council emphasises that you have experience as a supervisor and an individual research profile.

The Council strives to distribute the scholarship awards among different research environments, so as to provide recruitment to a wide range of health sciences. Therefore, the council will only fund one pregraduate scholarship per supervisor at a time.

The application

Students may be awarded a pregraduate scholarship for a period of 6-12 months. Students enrolled at an education that allows more than 6 months for completing the master thesis are ineligible for pregraduate scholarships. Students enrolled at an education that allows up to 6 months for completing the master thesis may apply for up to 12 months of pregraduate scholarship, provided that the pregraduate scholarship project is not a part of the master thesis. If the thesis is part of the pregraduate scholarship project, the overall duration of the thesis work and the scholarship project cannot exceed 12 months. Please note that the student cannot receive pregraduate scholarship support during the project periods where the student is eligible for State Educational Grant (SU) for the master thesis.

The pregraduate scholar cannot simultaneously be actively engaged in his or her normal course of studies, except when the candidate is working on a master's thesis connected to the pregraduate scholarship project. The council expects the scholar to take leave from his/her studies during the

scholarship period, unless exceptional circumstances justify an exemption. Exceptional circumstances must be explained in the application.

FSS stipulates that the scientific work is a full-time undertaking for the prospective pregraduate scholar, but will accept that he/she has other paid work, corresponding to 200 hours per year, concurrently with the pregraduate scholarship project. The council may, in exceptional cases and on the basis of a specific application, permit a prospective pregraduate scholar to undertake other paid work in excess of 200 hours per year.

Please note that the application must be within the framework of DKK 50,000 – 150,000 (excl. overhead/administration expenses). Funding is not offered for more than 1 year. For budgetary purposes, a pregraduate scholarship counts as a contribution to the supervisor's research activities. Thus, the scholar is not a scientific/academic employee, and should be listed as an operating expense on the application form.

When considering the application, the council will focus on the candidate's qualifications (especially his/her grades), 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 major project. The intention is that a pregraduate scholarship project should count as an independent project. In addition to this, the council prioritises applications which include financing of operating expenses for pregraduate scholarships over applications which merely seek financing of other operating expenses.

A FSS-Pregraduate Scholarship is tied to the pregraduate scholar included in the application. Thus, transfer of the grant to another student requires permission from the Council prior to the transfer. The Council supports pregraduate scholarships through the DFF-Pregraduate Scholarship programme only.

The application must be written in Danish or English.

Project description

The length of your project description must not exceed 5 A4 pages, excl. references, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in [chapter 3.3](#).

Budget

To read about the requirements for your budget, and for a description of what you may apply for, see [Appendix C](#).

Application form and appendices

You must submit your application via the e-grant system at www.e-grant.dk and enclose the following appendices in PDF format:

- Project description, using the DFF–Project Description template (see [chapter 3.3](#)) + references/bibliography. The project description must be maximum 5 pages (including figures and tables) excluding references/bibliography
- Account of the scholarship holder's role and work tasks in connection with the project
- Applicant's CV (see [chapter 3.3](#))
- List of publications for applicant (see [chapter 3.3](#))
- CV and legible official academic transcript for the scholarship holder (see [chapter 3.3](#))
- Evidence that a maximum of 6 months/30 ECTS may be used for the master thesis. Please include a copy of the relevant paragraph from the curriculum of the course the student is enrolled on
- If the project activities are to be carried out entirely or partly at a foreign institution, a written confirmation from the institution must be enclosed, indicating that the project can be carried out as planned.
- Budget, using the Council's mandatory budget template (see [Appendix C](#))
- The employing institution's confirmation of the budget and acknowledgement that it will host the project, using the template "DFF–budget signatures" (see [Appendix C](#)).

Other appendices than those listed above will not be considered.

Processing procedure

The processing of your application is described in [chapter 5.1](#). If you submit your application for the Spring 2016 deadline, the earliest possible starting date for your project is 1 July, 2016, while the latest possible starting date will be 1 February, 2017.

2.4 DFF–Reformation Anniversary (special programme, only offered once)

Application deadlines:

FKK
Phase 1: 28 April 2016 at 7 p.m.
Phase 2: 22 August 2016 at 7 p.m.

Objective

Under the 2016 Danish Finance Act, Danish Council for Independent Research (DFF) has been allocated a grant of DKK 5 million that is specifically earmarked for research on the Reformation. The relevant passage in the Finance Act states:

“Of the allocated funds, DKK 5.0 million shall be used for academic research on the Reformation to mark its 500th anniversary, for the purpose of furthering public awareness of the significance that the Reformation has had for the Danish society, the Danish church, Danish identity and self-perception.” (Agreement on the Danish Finance Act for 2016, 19 November, 2015)

The DFF–Reformation Anniversary grant will be distributed as a DFF–Research Project 2 grant and is open to all areas of academic research. The programme will only be offered once, and only one grant will be awarded.

To strengthen the quality of and level of collaboration within Danish Reformation research, DFF offers funding to one research project to be carried out by several researchers (including postdocs and PhD students). The project must be characterised by a coordinated and binding research collaboration which centres around a well-defined joint research problem formulated by a single researcher. The work is to be carried out by the researcher's own research team or as a cross-institutional collaboration. The research activities must have the potential to achieve a synergy between sub-projects, involve an international level of collaboration (if relevant) and be of a high international standard.

Applicant requirements

The applicant must have completed a postdoc or assistant professorship programme (or the equivalent hereof). The applicant's previous results will be assessed in relation to his/her career (see [chapter 3.3](#)), and in relation to the scientific challenges of the project applied for. If the applicant has no formal supervisory qualifications and the project involves the education of researchers, it must be stated in the application how the relevant supervision will be carried out, and how the scientific connection with the project will be ensured.

The application

The Council expects to award one DFF–Reformation Anniversary grant, of a duration of up to 4 years and within a framework of DKK 5 million, incl. overhead. Funding towards the education of PhD candidates is granted under the provision that the PhD candidates in question are enrolled in a PhD programme.

Please note that if you apply for a DFF–Reformation Anniversary grant that includes funding of specific PhD and/or postdoctoral projects, the names of the candidates for whom these scholarships are intended should as far as possible be listed.

Application procedure – 2 phases

In order to make the application process easier for applicants to the DFF–Reformation Anniversary grant, DFF has decided on a two-phased application procedure. In round one, DFF invites applicants to

submit brief declarations of interest. DFF will select the 3-5 best qualified declarations of interest, and on that basis invite the selected applicants to submit a full application:

Procedure	Dates
First phase: Deadline for submitting declarations of interest	28 April 2016 at 7:00 p.m.
The Council's processing of declarations of interest	31 May - 2 June, 2016
Invitations for submitting full applications are sent out to select applicants	10 June, 2016
Second phase: Application deadline for full applications	22 August, 2016 at 7:00 p.m.
The Council makes its final decision	14 September, 2016
Earliest possible project start	1 October, 2016

Phase 1: Declaration of Interest

Your project description must not exceed 2 A4-pages (with figures, tables, etc.) excl. references/bibliography, and you must use the template DFF – Declaration of Interest, following the guidelines in [chapter 3.3](#). The project description should briefly outline the project's purpose and research question, its collaborations and include a dissemination plan as well as a project plan.

As applications may be submitted for external review, the project description, CV and list of publications must be written in English.

Phase 1: Submission of Declarations of Interest

Your declaration of interest must be submitted via e-grant (www.e-grant.dk), with the following appendices in PDF format:

- Project description, using the template DFF – Project Description (see [chapter 3.3](#)). As for the contents of the project description, they must fulfil the specific requirements listed below. Thus, please disregard the section "Your project description must account for:" in [chapter 3.3](#). The project description must not exceed 2 A4 page (with figures, tables, etc.), excl. references/bibliography. The project description should briefly outline the project's idea, including purpose, research question, sub-projects and collaborations, as well as include a dissemination plan and a project plan.
- Applicant's CV (see [chapter 3.3](#))
- List of publications for applicant (see [chapter 3.3](#))

Other appendices than those listed above will not be considered.

Phase 2: Full application following invitation from DFF

Your project description must not exceed 7 A4-pages, excl. references, and you must use the template DFF – Project Description, following the guidelines in [chapter 3.3](#).

DFF emphasises that the project description accounts for the synergy between any sub-projects and the management and organisational structure of the project, as well as contains a plan for the publication and dissemination of project findings. The contents of all sub-projects, including PhD and postdoctoral projects, must be described in the project description. The Council emphasises that any postdoc candidates participating in the project are at the beginning of their research careers, and that any PhD and postdoc grants are well integrated in the project and fulfil a clear, well defined function. You must account for the intended recruitment process, if you apply for support for unnamed PhD candidates or postdocs.

As applications may be submitted for external review, the project description, CV and list of publications must be written in English.

Budget

To read about the requirements for your budget, and for a description of what you may apply for, see [Appendix C](#).

Phase 2: Submission of full application

The application is to be submitted following an invitation from DFF. Your full application must be submitted via e-grant (www.e-grant.dk), with the following appendices in PDF format:

- Project description, using the template DFF – Project Description (see [chapter 3.3](#)) and not exceeding 7 A4-pages (with figures, tables, etc.), excl. references/bibliography.
- Applicant's CV (see [chapter 3.3](#))
- List of publications for applicant (see [chapter 3.3](#))
- In case the hosting institution for the entire project or significant parts of the project is different from the administrating institution, a written statement from the hosting institution must be enclosed, confirming that the project can be carried out as planned at the institution and including a short description of the nature of the collaboration and the central activities to be carried out
- Budget, using the Council's mandatory budget template (see [Appendix C](#)). Undertakings from other sources than the group of applicants named in the application regarding actual contributions to the completion of the project must be included in the budget
- The employing institution's confirmation of the budget and acknowledgement that it will host the project, using the template DFF – Budget Signatures (see [Appendix C](#))

If relevant, you may also enclose the following additional appendices:

- CVs and lists of publications for other scientific participants central to the project (see [chapter 3.3](#))
- If PhD scholarships are applied for with named candidates in mind, the following appendices must be enclosed: academic transcript/diploma, CV and, if relevant, a list of publications for the candidates
- If postdoctoral scholarships are applied for with named candidates in mind, the following appendices must be enclosed: CVs, lists of publications and PhD diplomas. Alternatively, the following documentation must be provided: a) acceptance of the thesis for defence, b) a positive assistant professorship evaluation ("adjunktbedømmelse"), c) qualifications equivalent to PhD level qualifications achieved in another way, or d) a declaration from the supervisor stating the expected date of submission (PhD students). You must also enclose a PhD evaluation for the intended candidate. If the candidate has not yet received a PhD evaluation or will not receive one (typically in connection with foreign PhDs), you must instead enclose a brief abstract of the candidate's PhD thesis, of a length of 1-2 pages.
- If deemed relevant to the project, and if the project involves collaboration with foreign partners, private enterprises or other beneficiaries of the research results, statements from such parties confirming the collaboration may be enclosed (maximum one page each).
- Documentation for the purchase of equipment in excess of DKK 500,000, excl. overhead, e.g. in the form of a quote
- Documentation for applicant's and any named participants' salary levels
- Documentation for expenses in connection with sub-constructs
- De minimis declarations (see [chapter 4.2](#)).

Other appendices than those listed above will not be considered.

Processing procedure

DFF's Board of Directors have delegated the task of processing applications for a DFF–Reformation Anniversary grant to DFF | Humanities, with the possible involvement of other relevant research councils. Grant decisions will be made by DFF | Humanities at a meeting in September 2016. The earliest possible starting date for the project is 1 October, 2016, while the latest possible starting date is 1 March, 2017.

The processing of your application is described in [chapter 5.1](#).

3. WHEN AND HOW TO APPLY

3.1 Application deadlines

Applications must be submitted to the Danish Agency for Science, Technology and Innovation via the E-grant system at www.e-grant.dk before the deadline 28. April, 2016 at 7:00 p.m.

3.2 Requirements to be met before your application can be submitted for substantive consideration

In order for your application to be submitted for substantive consideration by one or more of the scientific research councils, you must as applicant fulfil the following formal requirements:

- The application must be submitted via e-grant at www.e-grant.dk
- The application must be received by the Council before the expiry of the application deadline
- The application must be for one of the instruments offered by the Council
- The application must be written in the language specified for the relevant instrument (see [chapter 3.3](#))
- The application must include a project description, using the DFF–Project Description template (see [chapter 3.3](#))
- The application must include a CV for the applicant, see [chapter 3.3](#)
- The application must include a list of publications for the applicant, see [chapter 3.3](#)
- The application must include a budget, using the Council’s mandatory budget template (see [Appendix C](#))
- The total amount applied for, as entered in the mandatory budget template, must observe any upper and lower limits that apply to the instrument in question
- For applications for Research Educations outside the Universities, the hosting institution must be covered by the rules concerning subsidised research activities in the Danish Ministry of Finance’s budget guidelines. Thus, the institution must be authorised to carry out subsidised research activities, see [chapter 2.1](#).

If your application fulfils the above formal requirements, it will be submitted for substantive 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 instrument in this Call for Proposals. It also means that DFF does not accept any supplementary application materials after the application deadline. However, you must notify DFF in case circumstances that are significant to the practical feasibility of the project have changed or are no longer present.

If your application does not fulfil the formal requirements set out above, it will be rejected without prior substantive consideration, cf. Articles 4 & 5 of Executive Order no. 322 of 30 March 2014 on the funding function, etc., of Danish Council for Independent Research, available at <http://fivu.dk/lovstof/gaeldende-love-og-regler/forskning/det-frie-forskningsrad>. (in Danish only). In such cases you will receive an administrative rejection.

3.3 General application requirements

The application must be submitted by the researcher who is in charge of the project and who will be responsible to the Council in connection with the project.

Language

You must submit your application, CV and list of publications in the language that is specified for the relevant instrument in [chapter 2](#). Other appendices may be enclosed in English or one of the Scandinavian languages, although the Council generally prefers materials in English. Appendices submitted in other languages cannot be expected to be included in the assessment of the application. If

the material is to be submitted in English, you must use the English application form. The popularised science description provided in section of the application form entitled “Title and scientific content” should as far as possible be written in Danish.

Project description

Your application must always include a project description. You must use DFF’s Project Description template, available at <http://ufm.dk/en/research-and-innovation/councils-and-commissions/the-danish-council-for-independent-research/for-applicants/what-can-you-apply-for/forms-for-application>. The length of the project description must not exceed the number of pages indicated for the specific instrument, excl. the brief list of references, whether it includes figures/tables or not. You must use Times New Roman, 12 point font size, 1.5 line spacing and with a right, left, top and bottom margin of at least 2 cm. The Project Description template is formatted accordingly. The requirements for font size also apply to any footnotes, tables, figure texts etc.

In the “Confirmation” section of the application form, you must confirm that your project description observes the permitted maximum length, before you can submit your application. The Council will disregard any portions of the project description that exceed the permitted maximum length.

The popularised scientific description of the project, provided in the section of the application form entitled “Title and scientific content”, must be written with a view to publication, e.g. in the Danish media. Consequently, it must be written in a way that makes it possible for non-experts to understand what the project is about.

Your project description must account for:

- The purpose of the project, including problem statement and any hypotheses. The scientific and any societal perspectives and relevance of the project. In addition to this, it must include an assessment of the anticipated effect of the project findings 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, and an argumentation as to your qualifications and previous achievements in the field. For applications to FKK and FSE, the project description must contain a brief explanation of the key theoretical angles, concepts and arguments, and an assessment of the applicability of the theory in relation to the problem. You must also give an account of how the theoretical concepts and connections will be translated into empirical analyses and/or made the subject of theory development.
- 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.
- When applying for funding for research teams or similar collaborative projects, the applicant must account for his/her considerations in relation to the gender composition of the team or collaboration. Such considerations are required in relation to the application, although the Council does not look at the actual gender composition in connection with its assessment of the application. An account of the gender composition has been introduced as a requirement in order to strengthen the applicants' focus on contributing to equal opportunities among men and women in scientific research.
- 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 grant terms.
- The practical framework for the implementation of the project (e.g. experimental facilities, staff resources and access to software/databases).
- Considerations regarding the publication and dissemination of research results.
- If relevant to the application: The ethical aspects of the research, including considerations about clinical trials and the use of laboratory animals.

Please note that for each individual instrument, there may special requirements in relation to the contents of the project description, see [chapter 2](#). In such cases, your project description must fulfil both the general requirements listed above, and the specific requirements listed for the instrument in question.

When writing your project description, you must also bear in mind that all the members of the Council that 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.

Details about the applicant and other participants

All applications must as a minimum include a CV (maximum 2 pages) and a list of publications for the applicant. In addition a brief CV (maximum 1 page) and list of publications for co-applicants and other key participants can be included.

The required CV and publication list structure applies to the applicant, scientific/academic participants and other named participants who will play a central role in relation to the scientific activities and who are going to be salaried by the project.

CV

Your CV must not exceed 2 pages, and must include details about the following:

- Personal data: name, address, etc.
- Education (for academic degrees, list the date and year of obtaining the degree)
- Current and most recent positions held. In case of temporary employment, state the termination date of the employment contract
- Any periods of leave (e.g. maternity/parental, 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 heading research projects
- Scientific focus areas
- International relations
- Supervision of students (PhD students and postdocs)

When assessing applicants' research productivity, the Council will take the applicants' individual careers into account. Thus, due consideration will for instance be given to any periods of leave of absence or employment in private research-driven enterprises. However, for instruments where specific requirements apply in relation to the age of the applicant's PhD degree, exceptions will only be made 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 the time for research has been very limited. Normal periods of leave of absence, however, will still be taken into account when calculating the age of applicants' PhD degrees. For applicants who have been on maternity or paternity leave after obtaining their PhD, the council will allow for an extended period of time since the degree was obtained. The extended period is calculated by multiplying the actual number of leave months by 2. The exact period of the maternity/paternity leave, with start date and end date, must be stated in the applicant's CV.

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

DFE considers a high ranking in the international competitions of the European Research Council (ERC) to be important information in relation to the CV. The Council therefore encourages applicants who have qualified themselves for the second round in ERC's international competitions to state this in their CV.

List of publications

The list of publications must only include research that have been published or accepted for publication. The name of the applicant / other participants must be in bold letters in the list of publications. The list must be divided into the following categories, with research pieces listed chronologically and numbered:

- Peer-reviewed publications must be listed in the following order (preferably list all authors, indicate order of authorship, 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. refereed proceedings
 4. book chapters
- Non-peer reviewed publications, such as monographs, book chapters, etc., as well as articles (preferably list all authors, list order of authorship, year of publication, title, place of publication, volume number and *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. The patent references should be included in the list of publications on equal terms with references for scientific articles.

You must mark the most important works/patents/contributions in your list with an asterisk (*), marking a maximum of 10 references. If you list your H-index in your list of publications, you must state how you have calculated it.

When applying to FSE you must specify the BFI-level (1 or 2) of the 10 most important publications stating the basis of the BFI-level (<http://ufm.dk/forskning-og-innovation/statistik-og-analyser/den-bibliometriske-forskningsindikator/autoritetslister/list-of-series-2015.pdf>). When applying to FNU and FSS you must state the number of first- and last authorships during the last five years.

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

In the section of the application form entitled "Title and scientific content", you must list the relevant Fields of Science classification codes, with a maximum of 5 codes listed in order of priority, according to the scientific fields that are most relevant to your project. You must use the scientific codes on "Level 2" or "Level 3" from the subdivision provided in the overview of scientific codes at <http://ufm.dk/en/research-and-innovation/councils-and-commissions/the-danish-council-for-independent-research/for-applicants/what-can-you-apply-for/forms-for-application>.

However, DFF may find that your application belongs to another field of science than the one you have indicated. The codes in the overview are European standard codes, and their division of disciplines (Level 1) does not necessarily correspond to the delimitations between DFF's five research councils.

3.4 How to apply for more than one instrument within the same council

If you wish to apply for more than one instrument within the same deadline and at the same research council, you must submit a separate and complete application form for each instrument that you apply for.

3.5 How to apply to more than one council at DFF

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 research councils in chapter 1.

If you find that, on scientific grounds, your application should be considered jointly by several research councils, you must do the following:

- Submit only one application, including all mandatory appendices. When you begin working on your application, you must select the research council which 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 chapter 1.3 and Appendix B.
- In the section of the application form entitled "Submission to several councils", you must answer "Yes" to the question: "Do you wish to have your application processed in several of DFF's research councils?". Then tick the boxes of those research councils outside of the main council to which you wish to submit your application for consideration.

- For each research council (including the main council) you must state your reasons for applying to that particular council. Your written motivation must not exceed 300 characters for each council.
- In your project description you must explain how, as project leader, you will ensure that the different scientific fields which the project involves will be incorporated.
- 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 [chapter 2](#). If you are in doubt about the terms, you may seek advice from the relevant contact persons in the Secretariat of Danish Council for Independent Research (see [chapter 6](#)).

Whether your application will be processed by one or more research councils will be decided by DFF's Cross-Council Committee (see [chapter 5.1](#)).

4. WHO CAN APPLY FOR FUNDING?

4.1 Applicant's qualifications

Unless stated otherwise in the description of the instrument that you apply for, you must have obtained a PhD or achieved equivalent qualifications through your research in order to apply for support from Danish Council for Independent Research. If there are further requirements in relation to your qualifications, this will be stated in the description of the specific instrument in [chapter 2](#).

The Council's aim is to promote and strengthen Danish research, understood in a broad sense. Therefore, there are no requirements as to applicants' citizenship, the location of research institutions or the specific venue for carrying out the research activities applied for. In all cases, a general assessment criterion will be the extent to which the project will benefit Danish research. The Council sees diversity as a resource, and encourages all candidates – regardless of their gender, ethnic origin and religious or political persuasion – to apply.

4.2 Special requirements for private enterprises

Funding awarded by the research councils to private enterprises must be granted in accordance with the current EU rules for state support (for further information, see for instance *Statsstøttehåndbogen*, published by the Danish Ministry of Business and Growth: [Statsstøttehåndbogen](#). Funding by the councils is normally granted to private enterprises as so-called *de minimis* aid, cf. the 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 maximum amount that an enterprise may be awarded in *de minimis* aid over a 3-year period is €200,000 in total. If the applicant is a private enterprise, or if part of the support applied for is to be passed on to a co-applicant in the form of an enterprise, a *de minimis* aid declaration must be completed, signed and enclosed as an appendix to the application.

You can read more at http://ec.europa.eu/competition/state_aid/legislation/block.html, where the new *de minimis* regulation and Regulation (EC) No. 651/2014 dated 17th June 2014 have been published.

If the grant that is applied for will exceed the financial framework of the *de minimis* aid Regulation, it may be handled according to EU Commission Regulation (EC) No. 651/2014 dated 17th June 2014 on the compatibility of certain categories of aid with the common market, in application of Articles 107 and 108 of the Treaty. The ad hoc aid will be awarded within the thresholds laid out in Article 4, litra (i):

- Projects where more than 50 % concern fundamental research: EUR 40 million per enterprise per project
- Projects where more than 50 % concern industrial research: EUR 20 million per enterprise per project
- Projects where more than 50 % concern experimental development: EUR 15 million per enterprise per project

You will also be able to read more about *de minimis* aid at: <https://www.evm.dk/arbejdsomraader/regulering-og-konkurrence> (in Danish).

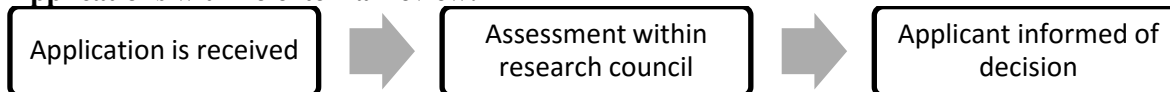
5. HOW IS THE APPLICATION PROCESSED AND ASSESSED?

5.1 Processing procedures of Danish Council for Independent Research

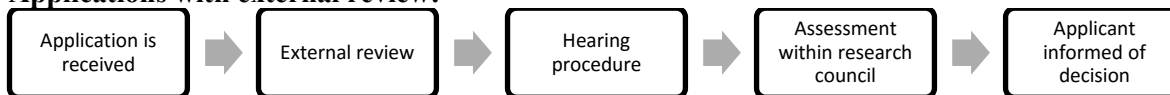
All research council members will be involved in the assessment of all applications. Council members who are deemed disqualified in relation to a particular application will not participate in the processing of that application. See DFF's [disqualification guidelines here](#) (in Danish only).

Depending on the type of instrument, your application will be processed in one of the following ways:

Applications with no external review:



Applications with external review:



The exact processing stages are described under each funding instrument in [chapter 2](#), as well as in the section below on [external review](#).

Processing of interdisciplinary applications: the Cross-Council Committee

It is important to the Council that interdisciplinary projects proposals have the same chances of getting funded as single-disciplinary projects. The Council supports interdisciplinary as well as single-disciplinary projects of high quality.

Each of the five scientific councils assesses interdisciplinary proposals involving disciplines that are within the specific scientific research council's area of research. Cross-council applications are processed in collaboration between the scientific research councils, and are coordinated by the Cross-Council Committee (T-udvalget in Danish) appointed by DFF's Board of Directors: The Cross-Council Committee comprises the chair persons from each of the five scientific research councils, selected council members with relevant scientific expertise.

The research council listed as the main council in an application will function as the coordinating council in the subsequent process. The coordinating council is responsible for coordinating and processing the individual application.

The Cross-Council Committee may make the following changes in relation to the applicant's wishes: (a) appoint another council as main council, or (b) refer the application for processing in other councils than the one(s) specified in the application, e.g. because the relations of the research project/activities to the specified council(s) are deemed to be peripheral. If the Cross-Council Committee finds that your application belongs—entirely or partly—to another council, it will be referred to the relevant council for assessment. Such referral will be made unless you specify in the section "Submission to several councils" on the E-grant form (under the heading "Referral to other council"), that you do not wish for your application to be referred.

For applications that need to be assessed by more councils than the main council specified in the application, the extent of such multi-disciplinary processing will be determined as either (i) consulting the other councils or (ii) cross-council processing. If cross-council processing is applied, the application will be assessed by both scientific councils, and both evaluations will be taken into consideration when the councils take the final decision.

For applications that have been assessed by the main council and only been referred to another council for consultation, the final processing lies with the main council. For applications that have been assessed

by the main council as well as several other councils, the final processing lies with the coordinating council. It is the coordinating council which, on behalf of all the involved councils, awards a grant or rejects the application. In connection with cross-council processing both councils will issue a rejection/award a grant.

External review at 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. Reviewers are selected 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 Council may choose not to submit such applications for international external review, if it proves impossible to find qualified reviewers within the given timeframe for finalising the assessment process.

When DFF approaches a researcher to enquire if he/she would serve as an external reviewer, the Council's incompetency rules are always specified to the person. 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.

DFF always uses external review in connection with applications where:

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

Applications for external review will either 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 comment (consultation procedure). The Council uses external reviews as an extension of its basis for assessment, and their function is solely recommendatory. The final decisions are always made based on the Council's own assessment of the individual applications and of the overall field of applicants.

In the E-grant form you may state if there is a researcher that you do not want to be involved in the external review of your application. In such case you must provide exact contact information for the researcher in question and briefly explain the reason.

When and how will you be notified of the Council's decision?

The time of processing for the individual instruments is listed in the table in [chapter 2](#). Danish Council for Independent Research publishes a list of those applicants who have been awarded a grant, approximately 1 week after reaching its decision. Details about applicants who have not been awarded funding will only be published to the extent that right of access is applied for 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). As applicant you should therefore ensure that the title of your application does not contain information about research activities that should not be disclosed to the public.

5.2 The Council's assessment and assessment criteria

In all cases, DFF will consider the extent to which the project you apply for will benefit Danish research.

In its assessment of applications, DFF emphasises that the relevant questions for the project are addressed to the widest possible extent. Therefore DFF will include the following criteria in its assessment, with the quality of the project and the applicant's qualifications being the most central assessment criteria. However, the individual research councils will always make an overall assessment of each application, where different criteria can be met to a greater or lesser extent. Thus, not all criteria will be relevant to all applications. Due to the level of competition between the applications, fulfilling all

criteria does not automatically mean that a grant will be awarded. DFF will apply the following assessment criteria in relation to the instruments in this Call:

Fulfilment of the instrument's objective:

- Is the objective of the instrument, as described in chapter 2, sufficiently met?

Scientific quality:

- Does the project description demonstrate that the project has a potential for scientific progress, innovation and originality (theoretically, methodologically and empirically)?
- Does the project represent innovative research rather than just being an expansion of current research?
- Does the project description make it clear that the project contributes to the internationalisation of Danish research?
- Does the project description contain:
 - a clear and well-defined problem statement and objective?
 - a description of the state of the art and/or the scientific challenges within the project's research area, as well as of the project's potential contributions in this regard?
 - consistent and appropriate hypotheses?
 - a description of the theoretical and/or methodological basis, including an argumentation that the proposed activities are relevant in relation to this theoretical/methodological basis?
- If relevant to the project: Does the project description provide argumentation for the connection between the project's hypothesis, theory and method?
- If relevant to the project: Is there an adequate description of the project's empirical material or data foundation, including any pilot projects and/or any preliminary data?
- If relevant: Is there an adequate level of synergy between the individual elements of the project?
- For applications to Danish Council for Independent Research | Technology and Production Sciences (FTP), the following special criterion also applies: Does the project set out to solve a concrete problem, or does it have a clear application-oriented perspective?

Applicants' qualifications:

- As applicant, have you documented:
 - the scientific qualifications necessary for carrying out the project?
 - a level of scientific production within the field that is necessary for carrying out the project?
 - sufficient research management qualifications for carrying out the project?
- Have the other key participants in the project documented the necessary scientific qualifications for carrying out the project?
- Does the project involve the participation of relevant researchers from Denmark and abroad, and if relevant, is there an adequate level of collaboration with business partners?
- Is there a strategy for the organisation and management of the project, including an account of the distribution of work between the involved researchers?
- Are any PhD and postdoc scholarships well integrated, and do they fulfil a clear function in the project?

Feasibility:

- Have sufficient resources been allocated to the project, including scientific resources, staffing and access to the necessary facilities and equipment?
- Is there a realistic work schedule and timetable which considers e.g. the recruitment of any unnamed participants and the dissemination of the project's findings?
- Does the project description account for project milestones and success criteria, and are they realistic?
- Are the project's expenses commensurate with the anticipated scientific results?
- Are the proposed activities commensurate with the proposed budget? In this connection, is there a proper coherence between what is to be financed by the grant, when the funds will be used and the tasks and persons to be financed by the grant?
- If relevant, are any ethical aspects adequately examined?

Publication and dissemination of results:

- Does the application provide an adequate account of the overall considerations with regard to the publication/dissemination/patenting of research results?
- If relevant: Does the application account for the probability of and plans for obtaining patents in connection with the proposed project?

Other:

- Will the activities benefit Danish research?
- Does the project/activity include research education to a relevant extent?
- Does the project/activity contribute to improving the mobility of researchers, nationally/internationally and – if relevant – between research institutions and the business community?

A few specific assessment criteria only apply to specific councils/instruments. Please consult the respective sections in chapter 2.

6. ADDRESS AND SECRETARIAT OF DANISH COUNCIL FOR INDEPENDENT RESEARCH

6.1 Address contact information

Danish Council for Independent Research
Secretariat of Danish Council for Independent Research
The Danish Agency for Science, Technology and Innovation
Bredgade 40
DK-1260 Copenhagen K
Tel.: (+45) 7231 8200
E-mail: DFF-opslag@fi.dk
Website: www.detfrieforskningsraad.dk/en

Relevant information in relation to applications is available at www.detfrieforskningsraad.dk/en/for-applicants.

You may contact DFF's secretariat by telephone or e-mail for advice on the formalities concerning the Call for Proposals and the application process. You can call DFF's secretariat on weekdays between 9 a.m. and 12 p.m. at telephone no. +45 7231 8200, or send an e-mail to: DFF-opslag@fi.dk.

6.2 Support for the e-grant system

If you have any questions about using the e-grant system, or technical questions on how to submit your application, you can contact e-grant's help desk at support.e-grant@fi.dk or call them at the following telephone number on weekdays between 9 a.m. and 12 noon: +45 3392 9190. On days with application deadlines—see [chapter 2](#)—the help desk will be open until 7:00 p.m.

In addition to this, at <http://ufm.dk/en/research-and-innovation/funding-programmes-for-research-and-innovation/e-grant/technical-guidance-for-the-use-of-e-grant/faq/faq-general> you can find answers to some of the frequently asked questions.

APPENDIX A: TERMS AND CONDITIONS

Please read the information below before using the e-grant system. When applying for support via the e-grant application system, it will save all the application case data that you enter into the e-grant form.

Applicant's responsibility

It is the responsibility of the applicant to ensure that the correct application form has been used, that it has been filled in correctly and that the information provided is correct. The applicant is also responsible for ensuring that the contents of the mandatory appendices are correct, and that the appendices have been attached to the application. In addition to this, it is the applicant's responsibility that the application has been submitted to the Danish Agency for Science, Technology and Innovation by the deadline that is specified for the relevant research council and funding instrument.

The Call lists the specific types of formal shortcomings that will result in an administrative rejection of applications prior to any assessment by the Council, see [chapter 3.2](#). It is your responsibility to ensure that you fulfil all the formal requirements listed in the Call, so that your application may be submitted for a substantial consideration by the Council.

Technical disclaimer

The Danish Agency for Science, Technology and Innovation 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 malfunctions will be announced on <http://ufm.dk/en/research-and-innovation/funding-programmes-for-research-and-innovation/e-grant>.

In particularly serious cases, the Danish Agency for Science, Technology and Innovation may extend the application deadline for all relevant applicants. This will also be announced on the website.

The Danish Agency for Science, Technology and Innovation is not liable for any incorrect information due to software errors, calculation errors, transmission errors and similar errors, just as the agency will not be held liable for any claims for damages due to incorrect use of the e-grant system.

The Danish Access to Public Administration Files Act

The Danish Access to Public Administrative Files Act (Act No. 606 of 12 June 2013, which entered into force on 1 January, 2014) provides you with certain rights, just as it secures Danish citizens various rights in relation to public authorities' duty of disclosure in connection with case processing. Thus, the material you submit to the Danish Agency for Science, Technology and Innovation is as a whole covered by the regulations of the Danish Access to Public Administrative Files 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).

Data Protection Act

Under the Danish Data Protection Act (Act no. 429 of 31 April 2000), you have certain rights when data relating to you is handled electronically. You should therefore note that, upon request, you have right of access to and, if relevant, the right to amend personal information when such information is handled electronically.

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.

Requesting of other information by the authorities

Danish Council for Independent Research (DFF) reserves the right to obtain information on any previous and current applications that you have submitted to the research councils under Danish Council for Independent Research, Danish National Innovation Foundation and/or the Danish Agency

for Science, Technology and Innovation. 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.

If applications for funding have been or will be submitted elsewhere, the DFF reserves the right to request information on whether such funding has been granted to the project.

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, key figures for the grant and the size of the grant will be published in the Danish Research Database (www.forskningsdatabasen.dk) and at <http://ufm.dk/en/research-and-innovation/funding-programmes-for-research-and-innovation/who-has-received-funding>. Furthermore, the popular science description of the project may also be published at these two sites. If you are awarded a grant, you will be required to establish a project website. Further details will be provided in the grant letter.

The Danish National Archive

If you are awarded a grant and your project involves the gathering or purchase of quantitative or qualitative data within the research areas of social science, medical science or the humanities, your collected material, with the proper documentation, must be handed over to the Danish National Archive. The Danish National Archive collects, stores and makes research data accessible for other users. You can read more about the Danish National Archive on their [website](#).

Open Access

In June 2012, Danish Council for Independent Research, the Danish National Research Foundation, the Danish Council for Strategic Research, the Danish National Advanced Technology Foundation and the Danish Council for Technology and Innovation (the latter three have now merged, comprising Danish National Innovation Foundation) adopted a joint Open Access policy. The purpose of this policy is to promote Open Access as a standard within scientific publication. The objective is that all scientific articles which have been quality-assured through peer review and accepted by a scientific journal will be distributed and made accessible without any financial, technical or legal restrictions.

It follows from the policy that published scientific articles which are based on research that has been fully or partially financed by research councils and foundations shall be made freely accessible for all users via Open Access, if the journal agrees to it.

Grant holders are required – provided the publishing journal permits it – to publish a parallel, digital version of any final peer-reviewed scientific article that has been accepted by a scientific journal. Parallel publication of articles which are the result of full or partial financing from research councils or foundations must occur in an institutional or subject-based repository, i.e. a digital archive.

Read more about Open Access at <http://ufm.dk/en/research-and-innovation/cooperation-between-research-and-innovation/open-access>. DFF doesn't support paid Open Access and hence costs in relation to this will not be accommodated.

APPENDIX B: GUIDE TO USING E-GRANT

The e-grant portal must be used for submitting applications to Danish Council for Independent Research. The purpose of e-grant is to make it easier for applicants to apply for a grant and subsequently to administer grants that have been awarded.

In order to submit an application, you must first register as user on e-grant. To register, follow the link "log into E-grant" at <http://www.e-grant.dk>. You can either register using your NemID (a digital signature used as a common login solution in Denmark) or, if you do not have NemID, by setting up your user profile manually (select "Persons with no NemID").

Once you are registered as user and have logged into e-grant, you can start filling in an application. You must select the specific research council under Danish Council for Independent Research (see [chapter 1.3](#)) to which you wish to submit your application. If you wish to have your application processed by several research councils, you can state this when filling in the application, see [chapter 3.5](#).

After you have selected the specific DFF research council to which you wish to submit your application, you will be directed back to e-grant, where you can begin to fill in your application. Here you must select the funding instrument that you wish to apply for (see [chapter 2](#)), and you can select the language setting for the application form. Please note that any language requirements that may apply in relation to the specific instrument you wish to apply for will be specified in [chapter 2](#).

To fill in the application form, you have to go through a series of sections, where you must provide various types of information in relation to your application. The specific steps depend on which instrument you apply for.

In the section entitled "Appendices", you must enclose all the mandatory appendices as well as any optional appendices that need to be included in your application. The descriptions of the respective instruments in [chapter 2](#) of this Call list the specific appendices that are required for each instrument. In addition, the "Appendices" section of the application form will also provide a list of the types of material that needs to be enclosed. For several of the mandatory appendices you need to use templates. These templates are available at <http://ufm.dk/en/research-and-innovation/councils-and-commissions/the-danish-council-for-independent-research/for-applicants/what-can-you-apply-for/forms-for-application/form-for-application>.

After you have filled in your application and attached your appendices, you can ask for a copy of the entire application as a PDF-file. The PDF will be identical to the file that is used by DFF in the processing of your application.

If you discover any errors in your application after submitting it, but before the application deadline has expired, you can correct such errors by logging into e-grant. Find the relevant application in the list "My Applications". In order to make corrections to an already submitted application (before the expiry of the application deadline), you need to unlock the application. This is done in the section "Administration". Once you have made the relevant corrections you may re-submit your application. Please note that Danish Council for Independent Research will only process the latest submitted application, and that the Council will not start processing your application until after the application deadline has expired.

At the e-grant website (www.e-grant.dk) you can find more information on how to use the portal, including answers to frequently asked questions and an overview of common problems. The e-grant help desk also offers e-mail and telephone support (see [chapter 6.1](#)).

APPENDIX C: HOW TO MAKE A BUDGET

For your application to be considered by Danish Council for Independent Research (DFR), you must draw up 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 other participants.

As an applicant you must fill in the mandatory budget template which corresponds with the relevant instrument. The correct template is found by creating an application to the desired instrument and then downloading the template under the section “Amount applied for and duration”. You will then have the correct template and after you have filled it in correctly, it must be uploaded again to the application. It is noted on the top of the template which instrument it corresponds with.

C.1 Filling in the budget template and upload to the e-grant portal

Start by creating a complete and comprehensive budget in the DFR budget template, see section C below. When the budget is complete it must be uploaded to the application in e-grant. It is important to note that this must be done in two steps in order to be read correctly in the portal:

1. The budget is attached to the page “Budget” and thereafter you click “Save and continue”
2. Then on the page “applied amount for and duration” you must click “Save and continue” in order to finally approve the budget.

C.2 Completing the budget

When preparing your budget, you are advised to seek assistance from the institution that is going to administer the grant.

You must fill in the budget template, providing all relevant information. Please note that all template cells with grey shading are write-protected. Fill in the budget by following the Guidelines in the budget template. You will find the “Guidelines” to the right.

Be aware of the following

- In “Overhead percentage” (cell C11) you must choose from the dropdown menu.
- In “Overhead percentage” (cells C23-C27) you must choose from the dropdown menu.
- In the cells C31-C61 you should enter the total price of expenses
ex. overhead/administration fee (e.g. total salary for 24 months or the price of software/laboratory equipment)
- In the cells D31-D61 you must detail the duration and relevance for each budget post, in particular you must argue for the number of months and level of payment for VIP- and TAP staff. Each cell has room for 300 signs. If you run out of room you must continue your explanation in the cell directly below.
- In cell B94 the total amount applied will be calculated based on the numbers filled in.
- When you are done with the budget make sure that the person at your institution/organisation/enterprise who approves the budget follows the guide in [section C.6](#)

C.3 Co-financing and funding from other sources

DFR may stipulate that Danish state institutions participating in the application co-finance the project with a total of up to 10% of the amount that is applied for from the Council. In addition to this, the Council may require co-financing from other types of institutions, to the extent that the Council deems appropriate. In connection with this Call, DFR has decided not to make co-financing a requirement in relation to Danish state-owned research institutions.

Any co-financing must be accounted for in cells B80-B83.

Such contributions must be divided into four overall budget items: Scientific/academic salaries, technical/administrative salaries, equipment expenses and operating expenses (see [section C.4](#)). Information on co-financing can also be entered, even if it stems from a participant who is not supported by the grant but is actively participating in the proposed project.

Funding from other sources, i.e. contributions from institutions/companies/organisations that merely fund the project without participating actively in the project activities, must be listed cells **B87-B90**.

When you are finished with the budget and have ensured that it tallies completely with the information entered in the e-grant form, please make sure that the person responsible for approving the budget at your institution/organisation/company follows the instructions outlined in [section C.6](#).

C.4 What expenses may be covered?

You may apply for funding to cover all expenses that are directly attributable to the project, and which are relevant and necessary in order to carry out the project. To this should be added overhead/administration expenses, see [section C.5](#).

As applicant, you must ensure that there is agreement between the project description and the budget applied for. The budget must be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment expenses (exceeding DKK 500,000 excl. overhead/administration expenses)
- Operating expenses (including equipment expenses up to DKK 500,000 excl. overhead/administration expenses)
- Overhead/administration expenses

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

Scientific/academic salaries

DFF may provide funding towards scientific/academic salaries for participants in the project. These participants may be researchers who are already employed during the project period applied for, 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.

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 staff whose salaries are paid for by the Council 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 that the employee currently has or will be entitled to at his/her place of employment, including any anticipated increments for the project period. The calculation of salaries must 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, enclose a copy of your most recent salary statement. In your budget you must operate with net salary expenses in relation to participants with permanent positions, and please note that you should not apply separately for vacation allowances for scientific/academic participants who have permanent employment.

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.

You must calculate salary overhead, see [section C.5](#), based on the institution type that defrays and books/pays the salary to a project participant. Salary overhead is calculated for the actual amount of working hours that the participant is going to spend on the project.

Technical/administrative salaries

You may apply for funding to cover salaries for non-scientific assistants, including student assistants. In accordance with national regulations, assistants' salary levels must be based on the actual tasks that they are hired to carry out.

It is not possible to apply for funding towards technical/administrative salaries, if you apply for a DFF–Individual Postdoctoral grant at FNU and FSS. As a general rule, you cannot apply for funding to cover technical/administrative salaries in connection with the instrument DFF–Research Education outside the Universities, as you will be expected to carry out the relevant tasks in relation to your PhD project on your own accord. If you find that hiring a technical/administrative assistant will be crucial for carrying out the project, you must provide arguments for this in your budget.

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, excl. 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. Funded equipment will become the property of the administrating institution, irrespective of the amount that has been granted towards it.

Operating expenses

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

The expenses should not be itemized, but merely listed as a total amount. In the template "DFF–Budget", you must however specify the actual single 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.

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

As part of your operating expenses, you may apply for annual education rates ("*uddannelseskoster*") in relation to any research education that is required in conjunction with PhD scholarships that will be financed by the Council. In accordance with an agreement between the research council system and Universities Denmark, DFF uses special annual education rates. These rates are lower than the standard 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 salaried by the Council tasks to an extent corresponding to 840 hours in a 3-year PhD course of study. For PhD students enrolled at Danish universities you may apply for the following education rates per full project year: DKK 50,000 (FKK and FSE) and DKK 80,000 FNU, FSS and FTP). This amount will be at the disposal of the hosting institution and also covers all salary expenses in relation to PhD supervision.

You may apply for funding to cover travel and living 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 appurtenant circular on adjustment of rates ("*Cirkulære om Statsregulering*"), as well as the circular on bonus schemes ("*Cirkulære om Bonusordninger*"). You can view the relevant agreements and rates at www.modst.dk If, during a stay abroad, you remain employed at a Danish state owned research institution, the Council

recommends that you find out whether you are covered by state self-insurance and therefore do not need to take out your own insurance.

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

- Reimbursement of transport expenses
- Reimbursement of overnight stay expenses
- Hourly and daily allowances to cover additional expenses for meals, etc., to the extent the hourly and daily allowances do not exceed the actual additional expenses.

It is the institution defraying and booking the expenses for an operating item which is awarded the overhead, based on the applicable rate for the institution in question.

C.5 Overhead/administration expenses

Overhead/administration expenses are granted by DFF to cover indirect costs incurred in connection with carrying out the project, but which are not directly attributable to the specific project. This could for instance include 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 %
Authorised Danish Technological Service Institutes (GTS institutes)	20 %
Danish institutions which fulfil all of the following criteria: - they receive and are expected to continue receiving a fixed state subsidy of minimum 25 % (measured in relation to the total annual turnover) for covering operating expenses - they must be 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 of the institutions.	20 %
State-owned hospitals in Denmark, on Greenland and the Faroe Islands	3.1 %
State-recognised museums (cf. the Danish Museum Act) and state-owned museums on Greenland and the Faroe Islands	3.1 %
All other Danish and foreign institutions and enterprises	0 %

Overhead for other research institutions than those mentioned above may be granted on the basis of a concrete assessment. In such cases the application must contain a motivated proposal.

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 will be 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 enterprise that *defrays and records the salary expenses*. Hence, it is not decisive whether the research activity is actually taking place at the institution or enterprise in question. Nor is it decisive where a person has his or her principal place of employment or typically works most hours. 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. Thus, it is the institution(s) *defraying and recording the expenses* relating to operations that will be awarded the overhead/administration expenses, based on the applicable rate for the type of institution, cf. the table above.

C.6 Budget signatures

Funding from the Council 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 institution or enterprise which pays for and books the project's/applicant's expenses during the project period.

Stamps and signatures should be provided in the separate template "DFF-budget confirmation". The template can be accessed at <http://ufm.dk/en/research-and-innovation/councils-and-commissions/the-danish-council-for-independent-research/for-applicants/what-can-you-apply-for/forms-for-application>.