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1. APPLICATIONS TO DANISH COUNCIL FOR INDEPENDENT RESEARCH

DFF’s Call for Proposals – Autumn 2016 and Spring 2017
With this Call for Proposals, Danish Council for Independent Research (DFF) invites applications for grants towards research activities. The information in this call applies to applications that are submitted for the main application deadline in Autumn 2016 and for the Spring 2017 deadline as well as any urgent applications (see section 3.1) submitted during the period 1 October, 2016 – 30 September, 2017. The ability of the Council to offer the funding instruments mentioned in chapter 2, is dependent on the level of funding for 2017 being equivalent to that of 2016. As the national budget for 2017 has not yet been passed by Parliament, the Council is unable to guarantee that all funding instruments will be offered in 2017.

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.

Information meetings
DFF’s Secretariat arranges information meetings about the administrative procedures and processes in connection with the Autumn 2016 and Spring 2017 Call for Proposals. The meetings are open for anyone who is interested, and will be held at the end of August 2016. The meetings will be announced at the beginning of July 2016 at: http://ufm.dk/en/research-and-innovation/councils-and-commissions/the-danish-council-for-independent-research/calendar

Guide to this Call
In this Call you can read about the options available to you as applicant, and about the relevant applicant and application requirements. This call contains a large amount of information, but you do not necessarily have to read the entire Call. If you e.g. intend to apply for a DFF–International Postdoctoral Grant, you should as a minimum read the following sections:

<table>
<thead>
<tr>
<th>Question</th>
<th>Section</th>
<th>General instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I register as a user, and how do I use the E-grant system?</td>
<td></td>
<td>Appendix B</td>
</tr>
<tr>
<td>Where can I get help in relation to questions about my application?</td>
<td>6.1 and 6.2</td>
<td></td>
</tr>
<tr>
<td>Which research council(s) can/should I apply to?</td>
<td>1.2, 2 (possibly also 3.5 and 5.1)</td>
<td></td>
</tr>
<tr>
<td>Where do I find information about the relevant application deadlines?</td>
<td>2.1</td>
<td>2</td>
</tr>
<tr>
<td>Do I fulfil the applicant requirements?</td>
<td>2.1</td>
<td></td>
</tr>
<tr>
<td>What are the requirements in relation to the duration of my project?</td>
<td>2.1</td>
<td></td>
</tr>
<tr>
<td>In which language should my application be submitted?</td>
<td>2.1</td>
<td></td>
</tr>
<tr>
<td>What are the requirements for the project description?</td>
<td>2.1</td>
<td>3.3</td>
</tr>
<tr>
<td>What expenses may be covered and what are the budget requirements?</td>
<td>2.1</td>
<td>Appendix C</td>
</tr>
<tr>
<td>Which appendices should I enclose and what are the requirements?</td>
<td>2.1</td>
<td>3.3 and Appendix C</td>
</tr>
<tr>
<td>Where can I read about DFF’s assessment criteria?</td>
<td>2.1</td>
<td>5.2</td>
</tr>
<tr>
<td>Where can I read about DFF’s processing procedures?</td>
<td>2.1</td>
<td>3.2 and 5.1</td>
</tr>
<tr>
<td>When will I be notified of the Council’s decision?</td>
<td></td>
<td>2 and 5.1</td>
</tr>
</tbody>
</table>

1.1 Changes in the Autumn 2016 - Spring 2017 Call
The following changes have been implemented since the previous Call:
- The instrument DFF-International Postdoctoral Grant is now offered, please refer to section 2.1
- The instrument DFF-Individual Postdoctoral Grant has been discontinued
- The instrument Sapere Aude: DFF–Research Talent has been discontinued
- The instrument Sapere Aude: DFF-Advanced Grant has been discontinued
- The instrument DFF – MOBILEX mobility grants have been discontinued
• The instrument Scientific Conferences │ Humanities has been discontinued
• The maximum amount limit for Sapere Aude: DFF-Starting Grants and DFF-Research Project 2 has changed; a maximum of DKK 4,100,000 excl. overhead / administration expenses can be applied for
• A 4-year maximum age of PhD degrees concerning embedded postdocs has been introduced for the following instruments: Sapere Aude: DFF- Starting Grants, DFF- Research Project 1 and DFF- Research Project 2, except for applications to DFF │ Medical Sciences
• There are changes to the instruments Journals │ Humanities and Pregraduate Scholarships │ Medical Sciences
• Applications must be uploaded by 4:00 p.m. on the day of the application deadline cf. the table in Chapter 2.

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

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

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

1.3 Delimitations between the five research councils

DFF’s Board of Directors specify the scientific delimitations between the five research councils. The delimitations are described in the table below. There will, of course, be applicants and projects that do not follow these delimitations, and DFF also accepts cross-disciplinary applications. Some of these are handled within one scientific research council while others are handled by several councils. Section 3.5 provides information on how to apply to several research councils, while section 5.1 describes how cross-council applications are processed.
| **DFF | Natural Sciences** | **DFF | Social Sciences** | **DFF | Medical Sciences** | **DFF – Technology and Production Sciences** |
| --- | --- | --- | --- | --- |
| **DFF | Humanities** | In the delimitation between DFF | Humanities and DFF | Social Sciences, the decisive principle is that projects which predominantly concern human behaviour, organisational matters or managerial processes are covered by DFF | **In the delimitation between DFF | Humanities and DFF | Medical Sciences the decisive principle is that projects which predominantly concern human behaviour, institutions (groups, enterprises, organisations and society), and where the biological/medical content is limited, are covered by DFF | **In the delimitation between DFF | Humanities and DFF | Technology and Production Sciences, the decisive principle is that projects which predominantly concern human behaviour, institutions (groups, enterprises, organisations and society), are covered by DFF | **In the delimitation between DFF | Humanities and DFF | Technology and Production Sciences, the decisive principle is that projects which predominantly concern human behaviour, institutions (groups, enterprises, organisations and society), are covered by DFF** |
| **DFF | Natural Sciences** | In the delimitation between DFF | Natural Sciences and DFF | Social Sciences, the decisive principle is that projects which predominantly concern human behaviour, institutions (groups, enterprises, organisations and society) are covered by DFF | **In the delimitation between DFF | Natural Sciences and DFF | Medical Sciences, the decisive principle is that research projects which predominantly have a cognitive element will generally be assessed by DFF | **In the delimitation between DFF | Natural Sciences and DFF | Technology and Production Sciences, the decisive principle is that research projects which are covered by DFF** |
| **DFF | Social Sciences** | In the delimitation between DFF | Social Sciences, whereas projects which predominantly concern natural science activities are to be assessed by DFF | Natural Sciences. | **In the delimitation between DFF | Social Sciences and DFF | Medical Sciences the decisive principle is that projects which predominantly concern relations between human behaviour and institutions (groups, enterprises, organisations and society), and where the biological/medical content is limited, are covered by DFF | **In the delimitation between DFF | Social Sciences and DFF | Technology and Production Sciences, the decisive principle is that projects which predominantly concern relation between human culture and society, and where the technical/logistical solutions are to be assessed by DFF** |

DFF – Technology and Production Sciences, the decisive principle is that projects which predominantly concern the applications of medical science to society, and where the application-oriented perspective is not necessarily clear in advance, are to be assessed by DFF. Fundational research which is primarily concerned with solving a specific development-application-oriented problem, is covered by DFF.
In the delimitation between DFF | Medical Sciences and DFF | Technology and Production Sciences, the decisive principle is that projects which predominantly have a human biological aim and require the use of medical competencies and methods are covered by DFF | Medical Sciences. Projects that predominantly require the use of wider technology-oriented competencies, e.g. for the development and establishment of animal models, medico-technical products or medicine, are covered by DFF | Technology and Production Sciences.
2. WHAT 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 internationalisation 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 internationalisation 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 Open Access policy for public-sector research councils and foundations.

DFF expects that all research projects follow the Danish code of conduct for research integrity.

DFF’s instruments for Autumn 2016 and Spring 2017

The table on the following pages gives an overview of the specific funding instruments being offered by the various research councils in the Autumn 2016 (main application deadline) and the Spring 2017, as well as the relevant application deadlines. Please note that there may be minor differences in relation to the specific requirements that each council has for the various instruments. However, the requirements for “Sapere Aude: DFF – Starting Grant” and “Research Education outside the Universities (PhD)” are the same for all five research councils. Therefore, please read the description for each instrument carefully, before you prepare and submit your application.

Application deadlines and grant starting dates

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:

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Budget framework</th>
<th>Research council offering the instrument and application deadline</th>
<th>Time of processing</th>
<th>Earliest and latest starting date for the project</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFF—International Postdoctoral Grant</td>
<td>No maximum amount limit</td>
<td>DFF</td>
<td>Medical Sciences 29 March, 2017, at 4:00 p.m.</td>
<td>October 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Social Sciences: 30 March, 2017, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Technology and Production Sciences: 31 March, 2017, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Humanities: 4 April, 2017, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Natural Sciences: 5 April, 2017, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Sapere Aude: DFF—Starting Grant</td>
<td>max DKK 4,100,000 excl. overhead / administration expenses</td>
<td>DFF</td>
<td>Medical Sciences: 29 March, 2017, at 4:00 p.m.</td>
<td>November 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Social Sciences: 30 March, 2017, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Technology and Production Sciences: 31 March, 2017, at 4:00 p.m.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Humanities: 4 April, 2017, at 4:00 p.m.</td>
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<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Natural Sciences: 5 April, 2017, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>DFF—Research Project 1</td>
<td>max DKK 1,800,000 excl. overhead / administration expenses</td>
<td>DFF</td>
<td>Medical Sciences: 28 September, 2016, at 4:00 p.m.</td>
<td>April 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Social Sciences: 29 September, 2016, at 4:00 p.m.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Technology and Production Sciences: 30 September, 2016, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Humanities: 4 October, 2016, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Natural Sciences: 5 October, 2016, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>DFF—Research Project 2</td>
<td>DKK 1,800,000 – 4,100,000 excl. overhead / administration expenses</td>
<td>DFF</td>
<td>Medical Sciences: 28 September, 2016, at 4:00 p.m.</td>
<td>April 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Social Sciences: 29 September, 2016, at 4:00 p.m.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Technology and Production Sciences: 30 September, 2016, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Humanities: 4 October, 2016, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Natural Sciences: 5 October, 2016, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Research Education outside the Universities (PhD)</td>
<td>No maximum amount limit</td>
<td>DFF</td>
<td>Medical Sciences: 29 March, 2017, at 4:00 p.m.</td>
<td>September 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Social Sciences: 30 March, 2017, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Technology and Production Sciences: 31 March, 2017, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Humanities: 4 April, 2017, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFF</td>
<td>Natural Sciences: 5 April, 2016, at 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Instrument</td>
<td>Budget framework</td>
<td>Research council offering the instrument and application deadline</td>
<td>Scheduled time of processing</td>
<td>Earliest and latest possible starting date for the project</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Research Networks</td>
<td>Humanities</td>
<td>Max. DKK 700,000 excl. overhead / administration expenses</td>
<td>DFF</td>
<td>Humanities: 4 April, 2017, at 4:00 p.m.</td>
</tr>
<tr>
<td>Journals</td>
<td>Humanities</td>
<td>DKK 30,000 per. year</td>
<td>DFF</td>
<td>Humanities: 4 October, 2016, at 4:00 p.m.</td>
</tr>
<tr>
<td>Clinician Scientist Position</td>
<td>Medical Sciences</td>
<td>No maximum amount, but see section 2.9</td>
<td>DFF</td>
<td>Medical Sciences: 28 September, 2016, at 4:00 p.m.</td>
</tr>
<tr>
<td>DFF-GROW</td>
<td>DKK 24,300 / month excl. overhead / administration expenses</td>
<td>Expected NSF deadline: December 2016</td>
<td></td>
<td>March 2017</td>
</tr>
</tbody>
</table>
2.1 DFF–International Postdoctoral Grant

Application deadlines:

<table>
<thead>
<tr>
<th>DFF</th>
<th>Medical Sciences</th>
<th>DFF</th>
<th>Social Sciences</th>
<th>DFF</th>
<th>Technology and Production Sciences</th>
<th>DFF</th>
<th>Humanities</th>
<th>DFF</th>
<th>Natural Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 March, 2017 at 4:00 p.m.</td>
<td>30 March, 2017 at 4:00 p.m.</td>
<td>31 March, 2017 at 4:00 p.m.</td>
<td>4 April, 2017 at 4:00 p.m.</td>
<td>5 April, 2017 at 4:00 p.m.</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Objective**

The purpose of DFF-International Postdoctoral Grant is to strengthen the international mobility of young talented researchers, as well as to maintain and develop the competencies of researchers who are in the beginning of their research careers. The aim is to enable the grant recipient to consolidate his or her individual research profile by managing and carrying out a specific research project, in an independent manner, at a research institution abroad.

**Applicant requirements**

Researchers who have a PhD or are expected to obtain a PhD within 6 months after the application deadline, or have obtained equivalent qualifications (such as a positive assistant professorship evaluation “adjunktbedømmelse”), may apply for a DFF-International Postdoctoral Grant. Your PhD must have been awarded by a Danish research institution.

DFF emphasises that applicants are at the beginning of their research careers. Thus, calculated from the application deadline, no more than 3 years must have elapsed since you obtained your PhD.

Leaves of absence such as maternity/paternity leave, illness or family care leave, leave for military service, humanitarian aid work, etc. will be taken into account. In addition, specific scientific/academic circumstances may be taken into account. Examples include clinical stays or similar activities which can be considered a necessary step in a career path, but where the time for research has been very limited. 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 factor 2. The exact period of the maternity/paternity leave (start and end date), must be stated in the applicant’s CV.

The application must be submitted by the applicant, and the Council expects that the project description has been formulated personally by the applicant him-/herself.

As a PhD student you may apply, provided that you attach a declaration from your supervisor stating that your thesis will be submitted within 6 months of the application deadline. If you are awarded a postdoctoral grant, but subsequently fail to submit your PhD thesis within the given deadline, the grant will be annulled.

Please note that your PhD diploma must be submitted to the Danish Agency for Science, Technology and Innovation before the first instalment can take place.

**The application**

You can apply for a DFF-International Postdoctoral Grant for a period of 2 years. As part of these 2 years, a maximum of 6 consecutive months (either at the start or the end of the project period) can be spent at a Danish research institution.

**Council-specific criteria**

DFF | Natural Sciences requires that you spend the entire two-year grant period abroad.
Your application must clearly demonstrate how your project is affiliated with a specific and binding collaboration with researchers at the host institution. To facilitate possible external reviews of applications, the project description, CV and list of publications must be written in 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 section 3.3.

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

**Application form and appendices**
Your application must be submitted via the E-grant system (www.e-grant.dk) with the following appendices enclosed in PDF format:

- Project description, using the template DFF–Project Description (see section 3.3) must be maximum 5 A4-pages (including figures and tables) excluding references/bibliography
- Applicant’s CV (see section 3.3) – please note that the precise date and year for obtaining your PhD must be stated in the relevant field of the E-grant form
- List of publications for applicant (see section 3.3). If you have no publications yet, please include this information in the relevant appendix
- PhD diploma, or alternatively, documentation of: a) acceptance of the thesis for defence, b) a positive assistant professorship evaluation (“adjunktbedømmelse”), c) qualifications equivalent to a PhD, achieved in another way, or d) a declaration from your supervisor stating the expected date of submission within 6 months after the application deadline (PhD students). If you apply to DFF | Humanities, you must also enclose your PhD evaluation. If you have not yet received your PhD evaluation at the time of your application, or will not receive such an evaluation you must instead enclose a brief summary (1-2 pages) of your PhD thesis if you apply to DFF │ Humanities
- A written statement from the host institution in the country where the project will be carried out. The statement must confirm that the research project can take place at the host institution and must include a brief description of the nature of the collaboration and the main activities planned
- You, as applicant, must sign the template “DFF-budget confirmation”.

The budget must be completed using the Council’s mandatory budget template in Excel format. The budget should be uploaded to E-grant as an independent file (not merged with the application form). Any confirmed economic contribution(s) from other sources, must be included in the budget.

If relevant, you may also enclose the following additional appendices:
- CVs and lists for other scientific participants central to the project, e.g. main host (see section 3.3)
- 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 applicant’s salary level
- Letters of recommendation (maximum one page each)

Other appendices than those listed above will not be considered.

**Budget**
A DFF-International Postdoctoral Grant must be applied for without overhead. The grant will be administered by the Danish Agency for Science, Technology and Innovation with regards to your
personal income. The operational expenses in relation to the research project must be administered by you as grant recipient.

To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C. The special budget requirements for DFF-International Postdoctoral Grant are explained in Appendix C.4.1. You may apply for funding to cover your own income and operating expenses. You must prepare a detailed budget that covers all expenses, so that the financial statements can later be compared directly with the budget, item-by-item. The detailed budget must be accompanied by specific reasons stating why the individual budget items and their size are relevant and necessary in order to carry out the project.

Scientific/academic salary: When calculating the size of the fixed monthly payments towards your personal income, the principles that apply in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance shall be deployed. However, please note that you will not as such be covered by this, or other collective agreements. The salary will be offered as part of the grant and does not include tenure. It is not possible to apply for funding towards other scientific/academic salaries apart from that of the applicant’s.

Operating expenses: You may apply for funding to cover the following operating expenses:

1. Research expenses: You may apply for a maximum amount of DKK 100,000 a year to cover expenses for books, subscriptions, IT, bench-fees, lab expenses, participation in conferences, etc.

2. Expenses incurred in connection with carrying out the project at a foreign research institution: You may apply for funding to cover expenses in relation to one outward and return journey, insurances, including any necessary insurance of equipment as well as travel and health insurance. You may apply for funding towards rented accommodation in the host country and a maximum of DKK 10,000 can be applied for to cover the shipping of household effects.

3. If relevant, expenses incurred in connection with your accompanying spouse/partner and/or children’s travel and stay: You may apply for a maximum of DKK 100,000 to cover one outward and return journey, health insurance, etc. for your accompanying spouse/partner or a maximum of DKK 200,000 to cover one outward and return journey, health insurances, etc. for your accompanying spouse/partner and child/children.

Please note that if your actual operating expenses exceed the total amount you have been awarded for such expenses, the additional costs will not be reimbursed.

As grant recipient, you are fully responsible to take out the relevant insurances to cover yourself as well as any equipment (e.g. travel and health insurances, industrial injury insurance, insurance of research equipment, any social insurance needed in the host country, etc.). You will also be responsible for drawing up an agreement with the host institution concerning the research activities, intellectual rights and any equipment to be used in connection with the grant. The Danish Agency for Science, Technology and Innovation will be administering the grant with regards to your personal income. The operational expenses in relation to the research project must be administered by you as grant recipient.

Expected number of DFF-International Postdoctoral Grant in 2017

<table>
<thead>
<tr>
<th>DFF</th>
<th>Humanities</th>
<th>DFF</th>
<th>Natural Sciences</th>
<th>DFF</th>
<th>Social Sciences</th>
<th>DFF</th>
<th>Medical Sciences</th>
<th>DFF</th>
<th>Technology and Production Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-6</td>
<td>9</td>
<td>3-6</td>
<td>10</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Processing procedure
The processing of your application is described in chapter 5. Your project must start between 1 November 2017 and 1 October 2018.
The Danish Council for Independent Research’s Sapere Aude initiative

In order to promote the education of researchers and strengthen internationalisation, the Danish Council for Independent Research offers the instrument Sapere Aude (meaning "dare to know"). The objective of the initiative is to develop the qualifications and competencies of the best research talents, both nationally and internationally. Sapere Aude is aimed at Danish as well as non-Danish researchers. You can read more about the Sapere Aude programme at ufm.dk/en/sapereaude.

<table>
<thead>
<tr>
<th>Anticipated number of grants 2017</th>
<th>Sapere Aude: DFF–Starting Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Up to 25</td>
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</tbody>
</table>

If you are awarded a Sapere Aude grant, you have a heightened obligation to disseminate your project results.

2.2 Sapere Aude: DFF–Starting Grant

Application deadlines:

<table>
<thead>
<tr>
<th>DFF</th>
<th>Medical Sciences</th>
<th>DFF</th>
<th>Social Sciences</th>
<th>DFF</th>
<th>Technology and Production Sciences</th>
<th>DFF</th>
<th>Humanities</th>
<th>DFF</th>
<th>Natural Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29 March 2017, at 4:00 p.m.</td>
<td></td>
<td>30 March 2017, September, 2016, at 4:00 p.m.</td>
<td></td>
<td>31 March 2017, 2016, at 4:00 p.m.</td>
<td></td>
<td>4 April, 2017, at 4:00 p.m.</td>
<td></td>
<td>5 April, 2017, at 4:00 p.m.</td>
</tr>
</tbody>
</table>

Objective

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

Please note the GROW programme in section 2.11, if you already hold a Sapere Aude: DFF-Starting Grant.

Applicant requirements

Sapere Aude: DFF–Starting Grant is aimed at younger, very talented researchers who at the time of the application deadline and within the last eight years have obtained their PhD or achieved equivalent qualifications (e.g. a positive assistant professorship evaluation ("adjunktbedømmelse"), and who have demonstrated an ability to carry out original research at a high international level. It is the date on which you were awarded the degree of PhD, as stated on the PhD diploma that will be used to calculate the age of your degree. Alternatively, if this date is not stated, the date of issue of the diploma will be used.

Any leaves of absence, such as maternity/parental leave, illness or family care leave, leave for military service, humanitarian aid work, etc. will be taken into account. 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 factor 2. The exact period of the maternity/paternity leave, with start date and end date, must be stated in the applicant’s CV. In addition to this, special scientific/academic circumstances may be taken into account. Examples include clinical stays or similar activities which can be considered a necessary step in a career path, but where the time for research has been very limited.
DFF expects that a Sapere Aude: DFF–Starting Grant will help to enable the applicant to apply for an ERC Starting Grant/Consolidator Grant/Advanced Grant, or corresponding international programmes.

**The application**

You can apply for a DFF–Starting Grant for a duration of up to 4 years and a maximum amount of DKK 4,100,000, excl. overhead. In connection with your application, the Council considers it important that you have made plans for participating in international research activities, wherever this is deemed relevant. Please describe the international activities planned in your application. It can be in the form of research stays abroad, collaboration with foreign research groups, hosting or participating in international conferences, invitation of foreign visiting researchers, etc.

To facilitate external review of applications, the project description, CV and list of publications must be written in English.

Funding for PhD and postdoctoral scholarships may be included in the application, if they have a clear function within, and form an integral part of the research project. Postdoctoral candidates must have obtained their PhD or achieved equivalent qualifications (e.g. a positive assistant professorship evaluation (“adjunktbedømmelse”) within the last four years at the time of the application deadline.

<table>
<thead>
<tr>
<th>Council-specific criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>**DFF</td>
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</tbody>
</table>

When applying for PhD scholarships, the ratio between the respective work efforts of senior researcher(s) and student(s) in the project must be adequately balanced, so that all participants listed have a concrete role in the project work. You must account for the intended recruitment process, if you apply for support for unnamed postdocs. Funding towards the education of PhD candidates is granted under the provision that the PhD candidates in question are enrolled in a PhD programme.

**Project description**

The length of your project description must not exceed 7 A4 pages, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in section 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](http://www.e-grant.dk) and enclose the following appendices in PDF format:

- Project description, using the DFF–Project Description template (see section 3.3) + references/bibliography. The project description must be maximum 7 pages (including figures and tables) excluding references/bibliography.
- Applicant's CV (see section 3.3) - please note that the precise date and year for obtaining your PhD must be stated in the relevant field of the E-grant form
- List of publications for applicant (see section 3.3)
- PhD diploma of the applicant, or alternatively, documentation that qualifications equivalent to PhD level qualifications have been achieved in another way
- If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant, a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief discussion of the extent of the cooperation and the main activities planned
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget confirmation” (see Appendix C).
The budget must be completed using the Council’s mandatory budget template in Excel format. The budget should be uploaded to E-grant as an independent file (not merged with the application form). Any confirmed economic contribution(s) from other sources, must be included in the budget.

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

- CVs and lists of publications for other scientific participants central to the project (see section 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: CV, list of publications and PhD diploma. 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). If you apply to DFF │ Humanities, 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 summary of the candidate's PhD thesis, of a length of 1-2 pages if applying to DFF │ Humanities.
- 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-contracts
- De minimis declarations (see section 4.2).

Other appendices than those listed above will not be considered.

**Processing procedure**

The processing of applications for Sapere Aude: DFF–Starting Grants has 3 stages:

1. Shortly after the application deadline, the research councils will assess all applications, to determine which applications should proceed to the second round which includes external review. The assessment is based on the criteria listed in section 5.2. If your application is not selected for the second round, you will, as soon as possible after the Council’s decision (see section 5.1), receive a rejection letter.

2. In the second stage of evaluation, each application will, to the extent possible, be submitted for external review. Subsequently, the respective research councils will assess the applications, including the external reviews and any statements from applicants in response to such reviews in their deliberations. The best applications are then selected for final review by a cross-council board. You can read more about the Council’s practice concerning external reviews in section 5.1.

3. The final stage of the evaluation process is carried out in a cross-council board, consisting of one member from each of the five scientific research councils. As part of the board’s assessment procedure, the applicant will be invited for an interview in week 45 in 2017.

Your project must start between 1 January, 2018 and 1 December, 2018.
2.3 DFF–Research Project 1

Application deadlines:

<table>
<thead>
<tr>
<th>DFF</th>
<th>Medical Sciences</th>
<th>DFF</th>
<th>Social Sciences</th>
<th>DFF</th>
<th>Technology and Production Sciences</th>
<th>DFF</th>
<th>Humanities</th>
<th>DFF</th>
<th>Natural Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 September, 2016, at 4:00 p.m.</td>
<td>29 September, 2016, at 4:00 p.m.</td>
<td>30 September, 2016, at 4:00 p.m.</td>
<td>Not offered</td>
<td>5 October, 2016, at 4:00 p.m.</td>
<td></td>
<td></td>
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</tbody>
</table>

Objective
In order to strengthen the quality of Danish research, DFF offers funding for research projects within a framework of up to DKK 1,800,000, excl. overhead. What characterises a DFF–Research Project 1 is a clear and well defined problem statement, where the research activities must be at a high international level.

Please note the GROW programme in section 2.1, if you already hold a DFF-Research Project 1 grant.

Applicant requirements
The applicant must be able to document independent research experience typically corresponding to 3 years of research or more after having obtained a PhD (or similar qualifications). The applicant’s previous results will be assessed in relation to his/her career (see section 3.3), and in relation to the scientific challenges of the project applied for. If the applicant is not associate professor or has been awarded a positive associate lecturer assessment and the project involves the education of researchers, it must be stated in the application how the relevant supervision will be provided, and how the scientific connection with the project will be ensured.

The application
The Council awards DFF–Research Project 1 grants for a maximum duration of 3 years, with a budget of up to DKK 1,800,000, excl. overhead. To facilitate external review of applications, the project description, CV and list of publications must be written in English.

Council-specific criteria
Please note that if you apply to DFF | Social Sciences for a DFF–Research Project 1 which 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.

Funding towards the education of PhD candidates is granted under the provision that the PhD candidates in question are enrolled in a PhD programme.

Project description
The length of your project description must not exceed 5 A4 pages, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in section 3.3.

The contents of any sub-projects, including PhD and postdoctoral projects, must be described in the project description. Funding for PhD and postdoctoral scholarships may be included in the application, if they have a clear function within, and form an integral part of the research project. Postdoctoral candidates must have obtained their PhD or achieved equivalent qualifications (e.g. a positive assistant professorship evaluation ("adjunktbedømmelse") within the last four years at the time of the application deadline.

Council-specific criteria
DFF | Medical Sciences does not require that postdoctoral candidates have obtained their PhD or achieved equivalent qualifications within the last four years at the time of the application deadline.
You must account for the intended recruitment process, if you apply for support for unnamed postdocs.

**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 section 3.3) + references/bibliography. The project description must be maximum 5 pages (including figures and tables) excluding references/bibliography
- Applicant's CV (see section 3.3) - please note that the precise date and year for obtaining your PhD must be stated in the relevant field of the E-grant form
- List of publications for applicant (see section 3.3)
- If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant, a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief discussion of the extent of the cooperation and the main activities planned
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget confirmation” (see Appendix C).

The budget must be completed using the Council’s mandatory budget template in Excel format. The budget should be uploaded to E-grant as an independent file (not merged with the application form). Any confirmed economic contribution(s) from other sources, must be included in the budget.

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

- CVs and lists of publications for other scientific participants central to the project (see section 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: CV, list of publications and PhD diploma. 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).
- 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-contracts
- **De minimis** declarations (see section 4.2).

Other appendices than those listed above will not be considered.

**Processing procedure**

The processing of your application is described in section 5.1. Your project must start between 1 June, 2017 and 1 January, 2018.
2.4 DFF–Research Project 2

Application deadlines:

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<thead>
<tr>
<th>DFF</th>
<th>Medical Sciences</th>
<th>DFF</th>
<th>Social Sciences</th>
<th>DFF</th>
<th>Technology and Production Sciences</th>
<th>DFF</th>
<th>Humanities</th>
<th>DFF</th>
<th>Natural Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 September, 2016, at 4:00 p.m.</td>
<td>29 September, 2016, at 4:00 p.m.</td>
<td>30 September, 2016, at 4:00 p.m.</td>
<td>4 October, 2016, at 4:00 p.m.</td>
<td>5 October, 2016, at 4:00 p.m.</td>
<td></td>
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</tbody>
</table>

Objectives

In order to strengthen the quality of Danish research and develop the level of collaboration, DFF offers funding for research projects to be carried out by several researchers (including postdocs and PhD students) and within a framework of DKK 1,800,000 – 4,100,000, excl. overhead. A DFF–Research Project 2 is characterised by a coordinated and mutually binding collaboration that takes its point of departure in a well-defined, joint problem statement. However, it may also be a project formulated by a single researcher, but which is to be carried out in a research team, when it can be argued that the project is particularly ambitious and resource demanding, and that the research objective cannot be obtained through a DFF–Research Project 1. 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.

Council-specific criteria:

- **DFF | Humanities** prefers that projects are formulated across the normal delimitations between disciplines and institutions, also including sector research institutions, where relevant.
- **DFF | Medical Sciences** will only award DFF–Research Project 2 grants in exceptional cases, where it is sufficiently demonstrated that the research objectives cannot be fulfilled through a DFF–Research Project 1.

Please note the GROW programme in section 2.11, if you hold a DFF-Research Project 2 grant.

Applicant requirements

The applicant must have completed a postdoc or assistant professorship programme (or similar), or for physicians, an equivalent postgraduate research programme. The applicant’s previous results will be assessed in relation to his/her career (see section 3.3), and in relation to the scientific challenges of the project applied for. If the applicant isn’t associate professor or has been awarded a positive associate lecturer assessment and the project involves the education of researchers, it must be stated in the application how the relevant supervision will be provided, and how the scientific connection with the project will be ensured.

The application

The Council awards DFF–Research Project 2 grants for a duration of up to 4 years, and with a budget between DKK 1,800,000 - 4,100,000, excl. 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.

Council-specific criteria

- **If you apply to DFF | Humanities or DFF | Social Sciences** for a DFF–Research Project 2 which includes financing of specific PhD and/or postdoc projects, the names of the candidates for whom these scholarships are intended should as far as possible be listed.

Project description

The length of your project description must not exceed 7 A4 pages, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in section 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 of project findings. The contents of all sub-projects, including PhD and postdoctoral projects, must be described in the project description. Funding for PhD and postdoctoral scholarships may be included in the application, if they have a clear function within, and form an integral part of the research project.
Postdoctoral candidates must have obtained their PhD or achieved equivalent qualifications (e.g. a positive assistant professorship evaluation ("adjunktbedømmelse") within the last four years at the time of the application deadline.

**Council-specific criteria**  
DFF [Medical Sciences does not require that postdoctoral candidates have obtained their PhD or achieved equivalent qualifications within the last four years at the time of the application deadline.

You must account for the intended recruitment process, if you apply for support for unnamed 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.

**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 section 3.3) + references/bibliography. The project description must be maximum 7 pages (including figures and tables) excluding references/bibliography.
- Applicant’s CV (see section 3.3)
- List of publications for applicant (see section 3.3)
- If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant, a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief discussion of the extent of the cooperation and the main activities planned
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget confirmation” (see Appendix C).

The budget must be completed using the Council’s mandatory budget template in Excel format. The budget should be uploaded to E-grant as an independent file (not merged with the application form). Any confirmed economic contribution(s) from other sources, must be included in the budget.

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

- CVs and lists of publications for other scientific participants central to the project (see section 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: CV, list of publications and PhD diploma. 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 of the PhD thesis. If you apply to DFF │ Humanities, 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 summary of the candidate's PhD thesis, of a length of 1-2 pages if you apply to DFF │ Humanities.
- 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).
Other appendices than those listed above will not be considered.

**Processing procedure**
The processing of your application is described in section 5.1. Your project must start between 1 June, 2017 and 1 January, 2018.

### 2.5 Research Education outside the Universities (PhD)

**Application deadline:**

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<thead>
<tr>
<th>DFF</th>
<th>Medical Sciences</th>
<th>DFF</th>
<th>Social Sciences</th>
<th>DFF</th>
<th>Technology and Production Sciences</th>
<th>DFF</th>
<th>Humanities</th>
<th>DFF</th>
<th>Natural Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 March, 2017, at 4:00 p.m.</td>
<td>30 March, 2017, at 4:00 p.m.</td>
<td>31 March, 2017, at 4:00 p.m.</td>
<td>4 April, 2017, at 4:00 p.m.</td>
<td>5 April, 2017, at 4:00 p.m.</td>
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Under the Danish Finance Act a specific amount has been earmarked for the education of researchers at public research institutions outside the universities, and these funds will be distributed by DFF. In 2017, 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 to be carried out at a university.

**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 authorised to carry out subsidised research activities and subject to the rules concerning subsidised research activities in the Danish Ministry of Finance’s budget guidelines. 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 individual institution to decide which three candidates it wishes to give its consent to hosting.

If the hosting institution does not award PhD degrees independently, you must be enrolled at a Danish institution with an accredited PhD programme and be affiliated to such a PhD programme 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 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 section 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 ("kvalifikationstillegg")

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](http://www.e-grant.dk) and enclose the following appendices in PDF format:
- Project description, using the DFF–Project Description template (see section 3.3) + references/bibliography. The project description must be maximum 5 pages (including figures and tables) excluding references/bibliography.
- Applicant’s CV (see section 3.3).
- List of publications for applicant (see section 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 section 3.3).
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget confirmation” (see Appendix C).

The budget must be completed using the Council’s mandatory budget template in Excel format. The budget should be uploaded to E-grant as an independent file (not merged with the application form). Any confirmed economic contribution(s) from other sources, must be included in the budget.

If relevant, you may also enclose the following additional appendices:
- CVs and lists of publications for other scientific participants central to the project (see section 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 DFF | Natural Sciences or DFF | Medical Sciences 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 2017 will decide on which applications should be awarded a grant.
The processing of your application is described in section 5.1. Your project must start between 1 November, 2017 and 1 April, 2018.

2.6 Research Networks | Humanities

Application deadline:

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**Objective**
The purpose of Research Networks | Humanities is to strengthen research areas which are geographically and institutionally scattered. The council also supports networks which could lead to larger projects or larger interdisciplinary groups of researchers working across institutions, including cultural research institutions and universities. DFF | Humanities only supports broadly based research networks with participation from Danish and foreign research institutions.

**Applicant requirements**
The group of applicants must as a minimum consist of two researchers at associate professor/senior researcher level. One of the applicants must be appointed project leader in advance, and thus have the grant responsibility towards DFF | Humanities. Funding is only offered to the establishment of new research networks.

**The application**
The network is expected to have a broad range of participants. The application must account for the purpose and central ideas of the network, research and research education activities, as well as for the network’s participating research environments. The maximum amount that can be awarded to research networks is DKK 700,000 (excl. overhead), and grants cannot be awarded for more than 2 years. You can as a maximum apply for two months of scientific/academic salaries in total.

The application must be submitted in Danish or English.

**Project description**
The length of your project description must not exceed 5 A4 pages, (including figures and tables) excl. references/bibliography, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in section 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 for a Research Network | Humanities 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 section 3.3) + references/bibliography. The project description must be maximum 5 pages (including figures and tables) excluding references/bibliography
- Applicant’s CV (see section 3.3)
- List of publications for applicant (see section 3.3)
- CVs and lists of publications for other scientific participants central to the project (see section 3.3)
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget confirmation” (see Appendix C).
The budget must be completed using the Council’s mandatory budget template in Excel format. The budget should be uploaded as an independent file to E-grant (not merged with the application form).

Other appendices than those listed above will not be considered.

**Processing procedure**
The processing of your application is described in section 5.1. Your project must start between 1 July, 2017 and 1 January, 2018.

**2.7 Journals | Humanities**

Application deadline:

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<th>DFF</th>
<th>Medical Sciences</th>
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<th>Social Sciences</th>
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**Objective**
In order to support the dissemination of humanistic research through scientific e-journals, DFF | Humanities offers funding to established as well as new journals of a high scientific value which strive for an international level of circulation. However, the Council does take into account that certain areas of humanistic research will primarily be geared towards a Danish readership. Grants for journals are awarded as a deficit guarantee.

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

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

**Open Access**
E-journals must be free of charge and freely available on the internet. This means that the journal must have a website where articles can be accessed in electronic form, without limitations and free of charge, no later than one year after the volume was published, cf. the joint Open Access policy for public research councils and foundations in Denmark.

It is a requirement that the journal is indexed in an internationally recognised system. This means that it must be possible to search for and find the journal's articles through Google/Google Scholar and similar search engines. The Council would prefer that the journal seeks to be included in several indexes and that the articles are given a DOI. A DOI registration enhances visibility and increases the chances long-term of being included in various indexes as well as in relation to various citation analyses.

**The application**
Applications for the funding of journals should be for a period of 3 years at a time. If a grant is awarded, the earliest possible grant start will be the time of the application deadline. The application must be
submitted in Danish or English. Grant applications for new journals must account for similar, already existing journals, and explain how the new journal will differ from these.

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

**Application form and appendices**

You must submit your application via the e-grant system at [www.e-grant.dk](http://www.e-grant.dk) and enclose the following appendices in PDF format:

- A brief account of the journal’s academic profile and stated objectives (max. 300 words).
- A brief account of the journal’s strategy during the grant period (max. 300 words).
- A brief account of the organisation of the journal and review process (max 300 words).
- CVs for two leading members of the editorial committee - maximum 1 page per member (see section 3.3). The members must be employed at two different academic institutions.
- Documentation of meeting the requirement of digital accessibility (e.g. a reference to the URL of the journal’s website).
- Documentation of the number of downloads.
- A list of reviewers affiliated to the journal.
- If the journal has an advisory committee, a list of its members must be enclosed.

Other appendices than those listed above will not be considered.

**Processing procedure**

The processing of your application is described in section 5.1. Your project must start between 4 October, 2016 and 1 January, 2018.

### 2.8 International Research Stay | Social Sciences

**Application deadline:**

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<th>DFF</th>
<th>Medical Sciences</th>
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<th>Social Sciences</th>
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**Objective**

In order to promote the internationalisation of Danish research, DFF | Social Sciences 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 International Research Stay | Social Sciences, 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 DFF–Project Description template, in accordance with the guidelines in section 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](http://www.e-grant.dk) and enclose the following appendices in PDF format:

- Project description, using the DFF–Project Description template (see section 3.3) + references/bibliography. The project description must be maximum 3 pages (including figures and tables) excluding references/bibliography
- Applicant’s CV (see section 3.3)
- List of publications for applicant (see section 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
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget confirmation” (see Appendix C).

The budget must be completed using the Council’s mandatory budget template in Excel format. The budget should be uploaded to E-grant as an independent file (not merged with the application form).

Other appendices than those listed above will not be considered.

**Processing procedure**
Applications for this funding instrument will be processed by DFF | Social Sciences executive committee at its first coming meeting after receiving the application. If you apply to the Autumn 2016 deadline, the start date for your research stay must be between 29 September 2016 and 27 September 2017. If however, you apply to the Spring 2017 deadline, the start date for your research stay must be between 30 March 2017 and 29 March 2018.
2.9 Clinician Scientist Position | Medical Sciences

Application deadline:

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<th>DFF</th>
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Objective
Danish Council for Independent Research | Medical Sciences can fund workload reductions for clinician scientist positions, so that up to 6 months of the year are dedicated to carrying out a research project, while the remaining time is spent in a clinical position remunerated by the employing institution. In relation to non-state owned institutions, it is a requirement that 50% of the time spent on research is co-financed by the institution, and thus the council will finance a maximum of 3 months’ salaries per year.

Applicant requirements
Funding is primarily awarded to medical doctors, dentists and veterinarians who have obtained a PhD or equivalent qualifications through their research. At the time of employment, applicants must be employed in a clinical position with no possibility of carrying out research. It is not a requirement that the research activity is carried out in the employing clinical department. Please note that the council prioritises applications where the applicant’s clinical position involves patient treatment.

The application
The application must be submitted by the person who wishes to be awarded the clinician scientist position. You may apply for funding for a period of at least 1 year and maximum 3 years. The total funding period cannot exceed 3 years. Please note that DFF | Medical Sciences stipulates that 50% of the time for research is co-financed by non-governmental institutions. This means that for a clinician scientist position where research makes up 50% of the working hours, DFF | Medical Sciences will finance 25% of the total salary costs, corresponding to 3 months per year.

Correspondingly, for clinical positions at state-owned institutions, which are not subject to the requirement of co-financing, DFF | Medical Sciences will finance 50% of the total salary costs, equaling 6 months per year. You must have secured funding in advance for your clinical position, whether from the employing institutions or other sources. Your salary will be based on applicable collective agreements. The remuneration will be equivalent to the salary for the clinical position, with the exception of special supplements for clinical functions (e.g. on-call supplements).

As applications may be submitted for external review, the project description, CV and list of publications must be written in 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 section 3.3.

Budget
To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C. Please note that DFF | Medical Sciences requires that non-state owned institutions participating in the project co-finance 50% of the direct project expenses in relation to the research time (see Appendix C).

Application form and appendices
You must submit your application for a Clinician Scientist Position | Medical Sciences via the E-grant system at www.e-grant.dk enclosing the following appendices in PDF format:
• Project description, using the DFF–Project Description template (see section 3.3). The project description must be maximum 5 pages (including figures and tables) excluding references/bibliography
• Applicant’s CV (see section 3.3)
• List of publications for applicant (see section 3.3)
• CVs and lists of publications for other scientific participants central to the project (see section 3.3)
• Statement of support from the institution where the applicant will hold the research position
• Statement of support and confirmation of cover of expenses related to the clinical position
• Statement of support from participating non-state owned institutions, and confirmation that they will undertake to co-finance the position
• The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget confirmation” (see Appendix C).

The budget must be completed using the Council’s mandatory budget template in Excel format. The budget should be uploaded to E-grant as an independent file (not merged with the application form).

Other appendices than those listed above will not be considered.

Processing procedure
The processing of your application is described in section 5.1. Your project must start between 1 January, 2017 and 1 January, 2018.

2.10 Pregraduate Scholarship | Medical Sciences

Application deadline:

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Objective
The Danish Council for Independent Research | Medical Sciences funds pregraduate scholarships for a duration of maximum one term for the purpose of giving highly qualified students the opportunity to undertake pregraduate research and strengthening their interest in a further scientific career.

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 as well as an individual research profile.

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

The application
Students may be awarded a pregraduate scholarship for a duration of one term. It is a requirement that the chosen term is in continuation of another term with mainly research-based content, in order for the student to complete a research project within a combined period of two terms. 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. It is entirely optional at which point (within the two-term period) that the grant should be used. It is also optional when to place the two-term period as part of the student’s overall course framework. Students enrolled on courses which do not offer the option of research terms are still eligible to apply for a scholarship. In this case, it is expected that the student take leave from his/her studies during the one-term scholarship period, and that the research project takes place over two consecutive terms. If necessary, the Council can be willing to accept that the project stretches over a three-term period.

Students enrolled on a course that allows for more than 6 months for completing the master thesis (regardless of whether this option is utilised) are ineligible for pregraduate scholarships. The pregraduate scholar cannot simultaneously be actively engaged in his/her normal course of studies, as the Council stipulates that the scientific work is a full-time undertaking for the prospective pregraduate scholar. The Council will however accept that he/she has other paid work, corresponding to 100 hours within the period of the term funded by the Council. 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 100 hours. Please note that only a fixed amount of DKK 100,000 (excl. overhead/administration expenses) can be awarded. The grant covers the scholarship to the pregraduate scholar as well as other operating expenses. Please give a detailed account of the use of the amount in the budget. The grant can be applied to the entire two-term period and is not limited to the one term which is financed by the Council, but the grant cannot be used beyond the two-term period. For budgetary purposes, a pregraduate scholarship counts as a contribution to the supervisor’s research activities. Thus, the scholar is neither a scientific/academic employee nor a technical/administrative employee or project participant, but should be listed as an operating expense on the application form.

When considering the application, the Council will focus on the student's qualifications (especially his/her grades) as well as roles and work tasks in relation to the project. The tasks must form part of an innovative research project and not merely constitute practical routine tasks in relation to a major project. The intention is that a pregraduate scholarship project should count as an independent project under guidance from the supervisor. 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 pregraduate scholarship is tied to the specific pregraduate scholar listed 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 Pregraduate Scholarship | Medical Sciences 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 section 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 section 3.3) must be maximum 5 A4-pages (including figures and tables) excluding references/bibliography
- Account of the student’s role and work tasks in connection with the project
The budget must be completed using the Council’s mandatory budget template in Excel format. The budget should be uploaded to E-grant as an independent file (not merged with the application form).

Other appendices than those listed above will not be considered.

**Processing procedure**
The processing of your application is described in section 5.1. If you submit your application for the autumn 2016 deadline, the earliest possible starting date for your project is 1 February, 2017. The latest possible starting date will be 1 July, 2017. If you submit your application for the spring 2017 deadline, the earliest possible starting date for your project is 1 July 2017, while the latest possible starting date will be 1 February 2018.

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

**Objective**
Researchers who have been awarded DFF-Sapere Aude: Starting Grant, DFF-Sapere Aude: Advanced Grant or DFF- Research project 1, 2 or 3 grants, can receive supplementary funding from DFF to host a master’s or Ph.D. student for a duration of 2-12 months. The student candidate must be attached to the NSF Graduate Research Fellowship Program and the supplementary grant must add a clear international dimension to both the student candidate’s research and to Danish research.

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

DFF offers the GROW-fellow a grant of DKK 24,300 a month excluding overhead which is to cover operating and living expenses, while NSF covers travel and insurance expenses. Salary for the GROW-fellow is covered by the NSF Graduate Research Fellowship Program. DFF will fund GROW-fellows for a total maximum of 36 months in relation to this specific call.

**The applicant**
A DFF-GROW-fellowship can only be applied for by NSF scholarship recipients.

**The application**
The application should be submitted to NSF following agreement with a DFF grant holder (cf. Objective) and cannot be submitted directly through DFF. The NSF call for proposals ("Dear Colleague Letter"), listing specific requirements for the application and the deadline for submission,
will be published during the autumn of 2016. The call will be accessible from both the NSF and DFF homepages. The deadline is expected to be mid-December 2016.

The GROW-fellow’s research stay must start between 1 June 2017 and 1 May 2018.

Further information on the GROW programme can be found on the NSF homepage. On DFF’s homepage you will find information concerning the possibilities for applying for a DFF-GROW-scholarship.

**DFF’s processing procedure**

Applications considered eligible for funding according to the NSF criteria are forwarded to DFF by the NSF. NSF’s detailed assessments of the applications are not forwarded to DFF and does not form part of DFF’s assessment process. In addition to the more general assessment criteria (cf. section 5.2) DFF emphasises that the application must document the potential research collaboration in the shape of i) the possibilities for the GROW-fellow to participate in a specific research collaboration with the DFF-grant holder and ii) that the collaboration has sufficient resources allocated in the form of academic expertise and facilities available at the Danish host.
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 indicated in the table below and as listed for each instrument in the beginning of chapter 2:

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<thead>
<tr>
<th>Council</th>
<th>E2016 (Autumn 2016)</th>
<th>F2017 (Spring 2017)</th>
<th>Does the council accept urgent applications?</th>
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<tr>
<td>DFF</td>
<td>Medical Sciences</td>
<td>28 September, 2016, 4 p.m.</td>
<td>29 March, 2017, 4 p.m.</td>
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<tr>
<td>DFF</td>
<td>Social Sciences</td>
<td>29 September, 2016, 4 p.m.</td>
<td>30 March, 2017, 4 p.m.</td>
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<tr>
<td>DFF</td>
<td>Technology and Production Sciences</td>
<td>30 September, 2016, 4 p.m.</td>
<td>31 March, 2017, 4 p.m.</td>
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<tr>
<td>DFF</td>
<td>Humanities</td>
<td>4 October, 2016, 4 p.m.</td>
<td>4 April, 2017, 4 p.m.</td>
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<tr>
<td>DFF</td>
<td>Natural Sciences</td>
<td>5 October, 2016, 4 p.m.</td>
<td>5 April, 2017, 4 p.m.</td>
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Except for DFF | Natural Sciences and DFF | Social Sciences, DFF’s research councils will only accept applications for the deadlines listed in this Call for Proposals. DFF | Natural Sciences and DFF | Social Sciences will only accept urgent applications in relation to the funding instruments DFF–Research Project 1 and DFF–Research Project 2. Urgent applications can only be submitted after prior approval of the urgency grounds, which must be substantiated from a scientific perspective and on the basis of exceptional, external and unpredictable events. Such prior approval is given by the relevant research council and based on a concrete request submitted to DFF’s secretariat.

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 section 3.3)
- The application must include a project description, using the DFF–Project Description template (see section 3.3)
- The application must include a CV for the applicant, see section 3.3
- The application must include a list of publications for the applicant, see section 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
• As applicant, you must fulfill the requirements concerning the age of your PhD degree in relation to Sapere Aude: DFF–Starting Grant, section 2.2.
• For applications for Research Educations outside the Universities, the hosting institution must be authorised to carry out subsidised research activities and covered by the rules concerning subsidised research activities in the Danish Ministry of Finance’s budget guidelines, see section 2.5.

If your application fulfills 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.

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 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. 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 DFF | Humanities and DFF | Social Sciences, 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, human participation, the use of humans or human tissue in trials or experiments, use of personally identifiable data, etc.

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.

DFF 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 has been published or accepted for publication. The name of the applicant / other participants must be in bold letters in the list of publications. The order of authors must be indicated exactly as listed in the original publication i.e. do not change the order of first authorships, etc. Also, all co-authors must as far as possible, be mentioned.

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, indicate 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.

**Council-specific requirements**

When applying to DFF | Medical Sciences, you must state the journal’s impact factor for your 10 most important publications.

When applying to DFF | Natural Sciences or DFF | Medical Sciences you must state the total number of publications, as well as number of publications with peer review, and the number of first- and last authorships during the last five years.

When applying to DFF | Social Sciences you must specify the BFI-level (1 or 2) of the 10 most important publications stating the basis of the BFI-level BFI: http://ufm.dk/forskning-og-innovation/statistik-og-analys/der-bibliometriske-forskningsindikator/autoritetslister.

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

**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/form-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 section 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 section 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 (In Danish only)

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.


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 17 June 2014 on the compatibility of certain categories of aid with the common market, in application of Articles 107 and 108 of the Treaty.
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:**

1. Application is received
2. Assessment within research council
3. Applicant informed of decision

**Applications with external review:**

1. Application is received
2. External review
3. Hearing procedure
4. Assessment within research council
5. Applicant informed of decision

**Sapere Aude: DFF—Starting Grants:**

1. Application is received
2. Initial assessment within research council
3. External review
4. Hearing procedure
5. Assessment within research council
6. Cross-council assessment / interview
7. Applicant informed of decision

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") 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.

At DFF, the following types of applications will to the extent possible be submitted for external international review:

- Applications for Sapere Aude: DFF–Starting Grants which, following the initial assessment in the research council, are deemed to be qualified to proceed to the second round (see section 2.2)

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

**DFF | Humanities**: All applications for DFF–Research Project 2 will, to the extent possible, be submitted for review by an external panel. However, projects within smaller research areas and highly interdisciplinary applications will primarily be submitted for individual external review.

**DFF | Natural Sciences**: All applications for DFF–Research Project 2 will, to the extent possible, be submitted for review by an external panel.

**DFF | Social Sciences**: All applications for DFF–Research Project 2 will, to the extent possible, be submitted for review by an external panel.

**DFF | Medical Sciences**: Applications for DFF–Research Project 1 and DFF–Research Project 2 within the areas of i) psychiatry and neuro science and ii) metabolism will, to the extent possible, be submitted for review by an external panel.

**DFF | Technology and Production Sciences**: Applications for DFF–Research Project 2 within the following six research areas will, to the extent possible, be submitted for review by an external panel: i) microbiology, ii) environment and resources, iii) biotechnology and biotechnological production, iv) signals and systems, v) computer technology and informatics and vi) agriculture and plant science.

In addition to this, 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 rest with the Council and are based on the criteria described in the call and prioritisation of the overall field of applicants.

In the E-grant form you may state if there is 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.

As applicant you will also be notified of the Council’s decision 1-2 months after the decision has been made, in the form of an e-mail containing a grant letter or a rejection notice. Rejection notices will contain a brief elaboration of the Council’s decision.

**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, 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:
  o the scientific qualifications necessary for carrying out the project?
  o a level of scientific production within the field that is necessary for carrying out the project?
  o 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

On 1 November, 2016 the Secretariat of the Danish Council for Independent Research moves to the following address:

Secretariat of Danish Council for Independent Research
The Danish Agency for Science, Technology and Innovation
Asylgade 7-9
DK-5000 Odense C
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 10 a.m. and 2:00 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 4:00 p.m.

At http://ufm.dk/fi/e-grant you can find answers to some of the frequently asked questions regarding the use of e-grant.
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, all the application case data that you enter into the e-grant form will be saved.

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 section 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 Archives**

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 Archives (“Rigsarkivet”). The Danish National Archive (formerly known as “Dansk Data Arkiv”) collects, stores and makes research data accessible for other users. You can read more about the Danish National Archives: https://www.sa.dk/en/

**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/openaccess. DFF does not support “Golden” Open Access and 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 at http://www.e-grant.dk. You can either register using your NemID (a digital signature used as a common secure login in Denmark) or, if you do not have NemID, by setting up your user profile manually (select "Log in with username and password").

Once you are registered as user and have logged into e-grant, you can start filling in an application. Under “Application possibilities” please select the specific research council under Danish Council for Independent Research (see section 1.3) to which you wish to submit your application. If you wish to have your application processed by several research councils, you can indicate this when filling in the application, see section 3.5.

After you have selected the specific DFF research council to which you wish to submit your application, you must select the funding instrument that you wish to apply for (see chapter 2). Please complete the application form in relation to any language requirements that may apply to the specific instrument you wish to apply for (see chapter 2).

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

In relation to the step "Attach 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 step "Attach appendices" 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 specific 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 and accessing the application under “applications” and then under ”submitted”. The submitted application (before the expiry of the application deadline), must then be unlocked. This is done under the step "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.

On 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. The e-grant help desk also offers e-mail and telephone support (see section 6.1).
For your application to be considered by Danish Council for Independent Research (DFF), 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 applicant, you must provide your budget information in the application form and fill in DFF’s budget template “DFF Budget”.

C.1 Entering budget information in the application form

Start by drawing up a complete and comprehensive budget, using DFF’s budget template, see section C.2 below. The budget template is in English only. Once the budget template is complete, it must be uploaded to the application form in E-grant. Please see “Guidelines” in the application form for more detail on how to upload the template.

C.2 Completing the budget

When preparing your budget, you are advised to seek assistance from the institution responsible for administering the potential grant.

Complete in the budget template providing all the relevant information. Only fill in the template fields containing white as well as red (mandatory) shading. When completing the budget template (or any other template) please refer to “Guidelines” which can be found to the right of the templates which require completion.

Please be aware of the following:

- If there is a need to manually complete the field “Overhead percentage”, you must select a value from the drop-down menu.
- All expenses must be listed excl. overhead/administrative costs (e.g. total salary for a 24-month postdoc-salary or the price for the purchase of software/laboratory equipment). The overhead amount is automatically calculated from the selected “Overhead percentage”.
- For each item of expense you must meticulously explain for the extent and relevance. It is especially important that you carefully state and explain the number of months and salary levels for scientific/academic as well as technical/administrative employees. This explanatory information should be entered into the “Description” field.
- When the budget is complete, please ensure that the person who approves the budget (on behalf of your institution/organisation/enterprise), follows the instructions under section C.6.

C.3 Co-financing and funding from other sources

DFF 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, DFF 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 the budget template as listed under “Co-financing” (green header).

Co-financing must be divided into 4 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 listed, 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/enterprises/organisations that merely fund the project without participating actively in the project activities, must be listed in the budget template under “other sources” (orange header).

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 (calculated based on the overhead percentage)

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.

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.

Salary overhead (see section C.5) must be calculated based on the type of institution that defrays and books/pays the salary to a project participant.
PLEASE NOTE: The above section on scientific/academic salaries does not apply to DFF–International Postdoctoral Grant where the grant holder is affiliated to a foreign research institution receiving administrative assistance from the Danish Agency for Science, Technology and Innovation. In such instances, support is offered in the form of a grant and does not involve tenure. When calculating the size of the fixed monthly payments towards the grant holder’s personal income, the principles that apply in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance shall be used, although the grant holder will not be covered by this or other collective agreements. See section 2.1 and section C.4.1 below.

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.

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 (PhD), 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 argue for this in your budget. You cannot apply for technical/administrative salary when applying for a DFF-International Postdoctoral Grant.

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. If you are applying for a DFF-International Postdoctoral Grant you cannot apply for funding to equipment.

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 itemised, but merely listed as a total amount. In the budget template, 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 host 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 host 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 (“uddannelsesestakster”) 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 (DFF | Humanities and DFF | Social Sciences).
• DKK 80,000 (DFF | Natural Sciences, DFF | Medical Sciences and DFF | Technology and Production Sciences).

This amount will be at the disposal of the host 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.4.1 Special budget requirements for DFF–International Postdoctoral Grant at foreign research institutions, where the Danish Agency for Science, Technology and Innovation serves as administrator

You must prepare a detailed budget that covers all expenses, so that the financial statements can later be compared directly with the budget, item-by-item. The detailed budget must be accompanied by specific reasons stating why the individual budget items and their size are relevant and necessary to carry out the project.

Scientific/academic salaries: When calculating the size of the fixed monthly payments towards your personal income, the principles that apply in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance shall be deployed. However, please note that you will not be covered by this, or other collective agreements. The salary will be offered as part of the grant and does not include tenure.

It is not possible to apply for funding towards other scientific/academic salaries apart from that of the applicant’s.

Operating expenses: You may apply for funding to cover necessary operating expenses, understood as expenses which can be attributed directly to the implementation and realisation of the research project, and expenses in connection with a stay at a foreign research institution, cf. section 2.1 of the Call. The council 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 apply for funding to cover the following operating expenses:

1. Research expenses: You may apply for a maximum amount of DKK 100,000 a year to cover expenses for books, subscriptions, IT, bench-fees, lab expenses, participation in conferences, etc.
2. Expenses incurred in connection with carrying out the project at a foreign research institution: You may apply for funding to cover expenses in relation to one outward and return journey, insurances, including any necessary insurance of equipment as well as travel and health insurance. You may apply for funding towards rented accommodation in the host country and a maximum of DKK 10,000 can be applied for to cover the shipping of household effects.

3. If relevant, expenses incurred in connection with your accompanying spouse/partner and/or children’s travel and stay: You may apply for a maximum of DKK 100,000 to cover one outward and return journey, health insurance, etc. for your accompanying spouse/partner or a maximum of DKK 200,000 to cover one outward and return journey, health insurances, etc. for your accompanying spouse/partner and child/children.

Technical/administrative salary: If you apply for a DFF–International Postdoctoral Grant you cannot apply for funding towards technical/administrative salary.

Equipment: If you apply for a DFF–International Postdoctoral Grant you cannot apply for funding towards equipment.

Overhead: If you apply for a DFF–International Postdoctoral Grant, your budget should not include overhead/administration expenses.

Please note that if your actual operating expenses exceed the total amount you have been awarded for such expenses, the additional costs will not be reimbursed.

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:

<table>
<thead>
<tr>
<th>Institution type</th>
<th>Overhead</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>44 %</td>
</tr>
<tr>
<td>Authorised Danish Technological Service Institutes (GTS institutes)</td>
<td>20 %</td>
</tr>
<tr>
<td>Danish institutions which fulfil all of the following criteria:</td>
<td>20 %</td>
</tr>
<tr>
<td>- 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</td>
<td></td>
</tr>
<tr>
<td>- they must be non-profit institutions which do not seek to generate profit, and where any profit may not be distributed among the owners.</td>
<td></td>
</tr>
<tr>
<td>- carrying out research must be a central purpose of the institutions.</td>
<td></td>
</tr>
<tr>
<td>State-owned hospitals in Denmark, on Greenland and the Faroe Islands</td>
<td>3.1 %</td>
</tr>
<tr>
<td>State-recognised museums (cf. the Danish Museum Act) and state-owned museums on Greenland and the Faroe Islands</td>
<td>3.1 %</td>
</tr>
<tr>
<td>All other Danish and foreign institutions and enterprises</td>
<td>0 %</td>
</tr>
</tbody>
</table>

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 template DFF-budget confirmation. The template is also 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

If you apply for a DFF–International Postdoctoral Grant the budget only needs to be signed by you as the applicant.