

2018

CALL FOR PROPOSALS

DFF – DANISH ERC-PROGRAMME



**DANMARKS FRIE
FORSKNINGSFOND**
INDEPENDENT RESEARCH
FUND DENMARK



INDHOLD

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1. DFF–Danish ERC-programme

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

Independent Research Fund Denmark's (IRFD) main task is to provide financial support to concrete and fixed-term research activities based on researchers' own ideas. IRFD considers its primary task to support growth layer and the continued development within independent, researcher-initiated research. IRFD crucially emphasises that the professional research quality is maintained in the projects it supports.

Moreover, the 2017 legislation introduced the possibility of IRFD being able to award grants to concrete research activities within politically-determined themes or instruments, when special funding has been provided for this purpose in the National Budget. This call for proposals is a consequence of this new opportunity.

As part of the political agreement of 31 October 2017 on the distribution of the research reserve in 2018, IRFD has been given the task of allocating funds to thematic research and for the establishment of a Danish ERC-programme.

Accordingly, this call concerns the funds that IRFD should allocate in 2018 for a Danish ERC-support programme as described in “The agreement between the Danish Government, the Danish Social Democrats, the Danish People's Party, the Social Liberal Party, and the Socialist People's Party about: Distribution of the research reserve (including proceeds from reform of the disability pension and flex-job of June 2012) in 2018.”

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

2. OBJECTIVE, GRANT SIZE AND PROJECT LENGTH

DFF–Danish ERC-programme aims to strengthen the opportunities for talented younger researchers to obtain grants from the ERC (European Research Council) for excellent and groundbreaking research based on researchers' own ideas within all areas of research. The intention is to give researchers the opportunity to improve their applications which the ERC has already assessed to be of high quality but not been able to finance.

You can apply for grants for up to 35.000 DKK per month excluding overhead. Grants can be awarded for the amount of months required to improve the application, but only for a maximum of 24 months. The earliest and latest start dates can be seen in section 6 of this call. The end date of a grant must, at the latest, be the ERC deadline date in which you plan to submit your revised application.

3. ABOUT THE APPLICANT

You must have received a rejection on an ERC application in 2016, 2017 or 2018 and at the same time have been rated at the top of the pool of applicants who did not receive a grant from the ERC. To apply you must have applied for either ERC-Starting Grant or ERC-Consolidator Grant and your most recent application must have reached Step 2 (A or B) without receiving a grant. At the time of reapplication, the age of your PhD must be within the ERC's restrictions for maximum PhD age for either ERC-Starting Grant or ERC-Consolidator Grant.

If your earlier application was for an ERC-Starting Grant but the age of your PhD now exceeds the restrictions for ERC-Starting Grant, you can apply for funding to improve your application for ERC-Consolidator Grant. You cannot apply for funding for applications to ERC-Advanced Grant.

4. APPLICATION REQUIREMENTS

Your application must explain which activities you will perform until you submit a revised application for ERC. You must also explain why you require funding for the requested amount of months. In addition, your application must make it probable that you will submit your application to the ERC within the specified time horizon.

It is a prerequisite that the ERC-grant will be carried out at a Danish research institution. This means that you are either already employed at a research institution in Denmark or have an agreement with a research institution in Denmark about future employment.

The following appendices are mandatory and must be attached to the application form in PDF-format:

- Project description at a maximum of 3 pages in English (in e-grant: "Statement")
- Employer institution's confirmation of budget and hosting in the DFF budget signatory template (in e-grant: "Budget confirmation")
- Your most recent ERC application – both Part B1 and Part B2
- ERC assessment of your most recent application
- If you are not already employed at a research institution in Denmark, but have an agreement of future employment, you must present documentary evidence for this.

Appendices which do not appear in the list above will not be considered in the assessment.

4.1 Project description

You should not draw up a proper scientific project description, as your project description to the ERC is to be attached. Your project description for the DFF-Danish ERC-programme ("Statement") should account for how you concretely

plan to improve your ERC application in relation to the points raised in the ERC's assessment of your prior application; what activities you will complete; and the scope of your effort until you submit a new application to the ERC. The project description should thus focus on making it probable that you will submit an improved application to the ERC. Moreover, you should render it probable that you will be able to submit the improved application within the specified timeframe.

If your last application was for ERC-Starting Grant but you now want to enhance this application in order to apply for ERC-Consolidator Grant, you should account for how you specifically will qualify your new application for ERC-Consolidator Grant.

The project description must be maximum 3 A4-pages (including figures, tables, etc.). References are not included, but you should refrain from including references already present in the attached ERC application. The project description must be written in English.

You do not have to apply for the ERC in 2018, but your project description for DFF-Danish ERC-programme must account for when you will apply for the ERC and that the application is feasible and possible vis-à-vis various ERC criteria. In the project description you must account for why you require funding in the requested amount of months.

5. ASSESSMENT CRITERIA

It is a prerequisite that you have applied for an ERC-Starting Grant or an ERC-Consolidator Grant and that your latest application reached Step 2 (A or B) without receiving a grant. If that is the case IRFD's scientific councils will assume that your envisioned project contains potential for scientific progress, innovation and originality.

Your application for DFF–Danish ERC-programme will therefore be assessed with regard to the degree that you make it probable that you will improve your application for ERC-Starting Grant or Consolidator Grant. This will be assessed based on the ERC's assessment of your application and the specific circumstances on which ERC decided not to finance your application.

In every case, IRFD will assess your application based on whether your ERC-project will benefit Danish research. In addition, the Council will place great weight on the following criteria:

- Is there a targeted and realistic plan for improving your application for the ERC?
- Has it been made probable that the planned activities will improve the application with regard to the specific circumstances that ERC rejected your latest application?
- If you have applied for and received a rejection on an application for ERC-Starting Grant and now want to expand your application in order to

apply for an ERC-Consolidator Grant, emphasis will be placed on how you aim to further qualify your application for ERC-Consolidator Grant

- Is it clear when and how you plan to apply for ERC and how you fulfil ERC's criteria including, among other things, restrictions related to the age of your PhD?
- Is there proportionality between the project's costs and the expected scientific output?
- Is there proportionality between the proposed activities and the proposed budget? Does this include a good correlation between what the requested funding will finance, how the funding will be used, as well as which tasks will be financed?

6. APPLICATION DEADLINES, TIME OF ASSESSMENT AND EXPECTED REPLY

Applications for DFF—Danish ERC-programme are received and assessed until 16 October 2018. IRFD's budget for DFF—Danish ERC-programme, as set out in the National Budget, is for a total of 10 million DKK. Therefore IRFD can only award grants within this limit. In the event that these resources are exhausted during the year (before 16 October 2018) this information will be made public on the Fund's website, www.dff.dk.

There are three application rounds in 2018. If you start an application for one round, say application round 1, but are unable to submit before the application deadline (1 May 2018), you must begin a new application.

| Application round | Application deadline | Assessment time | Expected reply | Earliest and latest start dates for project |
|-------------------|---------------------------|----------------------|----------------------|---------------------------------------------|
| First round | 1 May 2018 at 12.00 | 21-25 May 2018 | 28-31 May 2018 | 1 June 2018 1 August 2018 |
| Second round | 31 August 2018 at 12.00 | 17-21 September 2018 | 24-27 September 2018 | 1 October 2018 1 December 2018 |
| Third round | 16 October 2018 kl. 12.00 | 5-9 November 2018 | 12-16 November 2018 | 1 December 2018 1 February 2019 |

6.1 Shut down of e-grant during Spring and Summer of 2018

IRFD's digital application system e-grant will be shut down between **9 July – 1 August 2018** for system upgrades. During this period you will not be able to access e-grant.

During these dates you will be unable to access e-grant in order to be begin an application, continue work on an existing application, or submit an application. Nor will you be able to access any ongoing grant cases or similar in e-grant during these dates. During the shutdown you will, however, be able to download budget templates and an overview of the sections that make up the application form and which have to be completed for this call. This material will be made available on our website, www.dff.dk.

7. APPLICATION REQUIREMENTS

7.1 Applicant's qualifications

IRFD has the objective of advancing and strengthening Danish research, understood in a broad sense. Therefore, IRFD has no requirements as to applicants' citizenship, the location of research institutions or the specific geographic location where the research activities in question will be carried out. In every case, IRFD will assess an application based on whether the project in question benefits Danish research. IRFD sees diversity as a resource, and encourages all candidates – regardless of their gender, religion, ethnicity, or political persuasion – to apply.

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

7.2 Who can submit an application

The application must be submitted by the researcher responsible for the project and responsible to IRFD in relation to the submitted project.

7.3 Language

You are required to complete the application form in English and to submit your project description in English. Additional appendices can be attached in English or one of the Scandinavian languages, although English is preferable. Appendices attached in other languages will not be considered in the application process.

7.4 Application form

If you meet the requirements set out in this Call for Proposals, you can begin your application. Applications must be sent through the e-grant website www.e-grant.dk.

To submit an application to IRFD, you must first register as a user on e-grant at www.e-grant.dk. To access the application form, go to the “Search possibilities” tab. From here, you should find “DFE-Danish ERC-programme” and then choose the scientific research council that you want to submit your application to. For an overview of the fields of research covered by each council, please [see here](#).

It is important that you choose the option that corresponds with the scientific research council that you think your application belongs to. Owing to IRFD's

commitment to swift processing and assessment, IRFD will generally not be able to transfer applications to another council than you originally applied for.

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

In the application form under the section “Attach appendices” you must upload all the appendices which are mentioned in this call’s [section 4](#). All appendices must be in PDF-format.

Please be aware that under the section ”Resubmission of your ERC application” in the application form you will be asked to consider:

- Time: The application form will ask you to indicate which month and which year you intend to submit your improved application to the ERC
- Risk assessment: You will be asked to describe the risk factors which could lead to not resubmitting your ERC application. Finally you will be asked to assess the likelihood of improving the application compared to the assessment from ERC.

7.5 Template for project description

Your project description (in e-grant named ”Statement”) must use the IRFD project description template which can be found [here](#). The project description must not exceed 3 pages – this includes figures, tables, etc. The 3 page maximum does, however, exclude references but you should refrain from referencing literature already mentioned in your attached ERC application. You must use Times New Roman font, font size 12, at least 2 cm margin on the left, right, top and bottom, and line spacing of 1.5. IRFD’s project description template meets these requirements. The requirements regarding font size and margins also include any footnotes, endnotes, tables, figure text, etc.

In the “Confirmation” section of the application form, you must confirm that you have used the project description template, and have not exceeded the maximum number of allowed pages, before the application can be submitted. The council will not consider any part of the project description that exceeds the given size requirements.

When writing your project description, you must also bear in mind the project description should be understandable to all members of the council.

Requirements for the content of the project description are described in [section 4.1](#).

7.6 Budget

For your application to be considered by IRFD you must prepare a budget for the entire project period, which describes the activities to be funded. The applicant must fill in IRFD’s mandatory budget template (Excel format) for DFF–Danish ERC-programme. The correct budget template can be found by registering an application for the selected instrument in e-grant, and the template can be downloaded under the “Upload budget” option in the application form. There

you will find the correct template, which should be completed and uploaded with the application.

7.7 Entering budget information in the application form

Start by preparing a complete and comprehensive budget, using the budget template, which can be downloaded in the e-application form. The budget template is only available in English. Once the budget is complete, it must be uploaded (in Excel format) to the application form in e-grant under the “Upload budget” option.

7.7.1 Preparing the budget

When preparing your budget, IRFD recommends that you seek assistance from the institution responsible for administering the potential grant. You must complete the budget template with the relevant information.

Please pay attention to the following:

- A certain number of sections in the budget template can only be filled in by selecting a value from the drop-down menu
- All expenses must be listed excluding overhead/administrative costs. The overhead amount is automatically calculated from the selected “Overhead percentage”
- For each budget item you must meticulously explain the amount and relevance. It is especially important that you carefully state and explain the number of months and salary levels for scientific/academic as well as technical/administrative employees. This explanatory information should be entered into the “Description” field
- When the budget is complete, please ensure that the person who approves the budget on behalf of your institution/organisation indicates their approval by using the template “IRFD – Budget confirmation”, which should be attached as a separate appendix (see the listed attachments in [section 4](#)).

7.7.2 Co-financing and funding from other sources

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

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

Co-financing must be divided into 3 overall budget items: Scientific/academic salaries, technical/administrative salaries and operating expenses, as described in [section 7.7.3](#) below. Information about co-financing may also be listed, even if it stems from a participant who is not supported by the grant but is actively participating in the proposed project.

7.7.3 What research expenses can be covered?

You may apply for funding to cover all expenses directly attributable to the project, and which are relevant and necessary in order to carry out the project. Overhead/administration expenses should be added to this, see [section 7.7.4](#). You can apply for up to 35.000 DKK excluding overhead per month.

The budget must be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Operating expenses
- Overhead/administration expenses (calculation based on the overhead percentage).

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

Scientific/academic salaries

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

IRFD requires that salaries must be calculated according to the provisions, which apply to scientific staff in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance. Scientific/academic participants (VIP), whose salaries – all or part of – are applied for, 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 during the project period. The calculation of salaries, which can be attached if relevant, should be documented as precisely as possible, with reference to current salary levels for researchers in employment at the time of application, or a salary calculation for researchers who are going to be appointed on the basis of funding from IRFD.

IRFD therefore recommends that you contact the administrating institution in order to get a salary calculation, or if you are already employed, to enclose a copy of your most recent salary statement. You must use net salary expenses (salary, pension, ATP, holiday pay) for participants with permanent positions in the budget. Please note that you should not apply separately for vacation allowances for permanently employed scientific/academic participants. For employees on fixed-term employment contracts, IRFD requires holiday pay from previous employment positions to be deducted from the salary budget for the scientific participants.

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

Salary overhead, see [section 7.7.4](#), must be calculated on the basis of the type of institution which defrays and registers/pays the salary to a project participant.

Technical/administrative salaries

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

Salary overhead, see [section 7.7.4](#), must be calculated on the basis of the type of institution which defrays and registers/pays the salary to a project participant.

Operating expenses

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

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

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

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 associated circular on adjustment of rates ("Cirkulære om Statsregulering"), as well as the circular on bonus schemes ("Cirkulære om Bonusordninger"). You can find the relevant agreements and rates at www.modst.dk. If, during a stay abroad, you remain employed at a Danish state-owned research institution, IRFD recommends that you find out whether you are covered by state self-insurance and therefore do not need to take out your own personal insurance.

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

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

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

Open Access (not funded)

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

7.7.4 Overhead/administration expenses

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

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

| Institution type | Overhead |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Danish institutions (including Danish universities and sector research institutes) which are subject to the rules regarding grant-funded research activities in the Danish Ministry of Finance’s budget guidelines, and which are authorised to carry out grant-funded research activities. | 44 % |
| GTS - Advanced Technology Institutes (GTS institutes) | 20 % |
| Danish institutions that meet the following criteria: - 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 - are non-profit institutions which do not seek to generate profit, and where any profit may not be distributed among the owners - carrying out research must be a central purpose | 20 % |
| Public hospitals in Denmark, on Greenland and the Faroe Islands | 3.1 % |
| State-recognised museums (cf. the Danish Museum Act) and state-owned museums in Greenland and on the Faroe Islands | 3.1 % |
| All other Danish and foreign institutions and companies | 0 % |

The principle for calculating differentiated overhead/administration expenses

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

For salary expenses, overhead/administration expenses must be calculated on the basis of the institution or business that *defrays and registers the salary expenses*. As such, it is not crucial if the research activity is actually taking place at the institution or business in question. Nor is the principal place of employment of a person or where he/she typically works most hours a decisive factor.

If a person is employed by several institutions, these institutions must agree on how the project hours are to be distributed as working hours among them. Each institution will then have to include the salary expenses for its share of the project working hours in the budget. The same principle applies to the division of operating expenses. The overhead is awarded to the institution(s) *defraying and*

registering the expenses for an operating item, based on the applicable rate for the type of institution in question, cf. the above table.

7.7.5 Budget signatures

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

Stamps and signatures should be provided in the "IRFD budget confirmation" (cf. the list of appendices in [section 4](#) for which appendices must be uploaded to the application as a PDF file). You can find the template on the IRFD [website](#).

8. HOW IS APPLICATION PROCESSED AND ASSESSED?

8.1 Requirements for your application to be given active consideration

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

- The application must be submitted via e-grant t (www.e-grant.dk)
- The application must be written in English
- The application must include a project description (statement) written in the IRFD project description template
- The application include your most recent ERC application – both Part B1 and Part B2
- The application include the ERC assessment of your most recent application
- You must have applied for ERC-Starting Grant or ERC-Consolidator Grant in 2016, 2017 or 2018 and your most recent application must have been assessed to Step 2 (A or B), without being funded
- At the time of resubmission, your PhD age must comply with ERC's age restrictions for either ERC-Starting Grant or ERC-Consolidator Grant
- The application must include a budget, using the budget template relevant to the funding instrument (www.e-grant.dk)
- The total amount applied for must observe the limits that apply to this instrument.

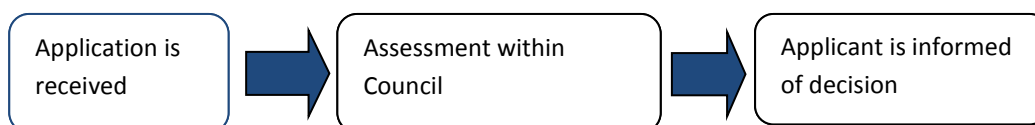
If your application fulfils the above requirements, it will be submitted for active consideration by IRFD, on the basis of the submitted material. This means that after the application deadline and during the processing of the application, IRFD will not request further information from you, irrespective of whether your application is incomplete in relation to the requirements listed in this Call for

Proposals. It also means that IRFD will **not** accept any supplementary application materials after the application deadline.

8.2 Independent Research Fund Denmark's processing procedures

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

Your application will be processed in the following way:



You can find an overview of the individual council members on the IRFD website www.dff.dk.

8.3 When and how will you be notified of IRFD's decision?

Applications will be processed at meetings throughout 2018. IRFD publishes a list of those applicants who have been awarded a grant approximately three weeks after the expert committees and council have reached a decision. Details about applicants who have not been awarded funding will only be published to the extent that someone requests a right of access to documents under the Danish Access to Public Administration Files Act, e.g. in the form of lists of applicants and the projects for which they have applied (i.e. names of applicants and project titles). Applicants should therefore ensure that the title of the application does not contain information about confidential research activities. Applicants will receive a letter from IRFD through the e-grant system following a decision by the relevant research council, informing if it has been a successful application or not. Rejection notices will contain a brief elaboration of the reasons for the decision.

9. YOUR RESPONSIBILITY AS AN APPLICANT

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

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

You are obliged to inform IRFD if significant prerequisites for carrying out the project can no longer be met, or if you are awarded funding for your project from other sources. If so, you are obliged to inform IRFD within 14 days.

9.1 Technical disclaimer

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

You should be mindful that e-grant will be inaccessible through 25-28 May and 9 July-1 August 2018. To read more, see [section 6.1](#).

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

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

9.2 The Danish Open Administration Act and the Danish Public Administration Act

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

9.3 Data Protection Act

Information in the application will be registered in e-grant. You have upon request right to be informed about changed and deleted personal data about you, which IRFD has registered and stored cf. The Danish Data Protection Act (Act no. 429 of 31 May 2000, with later amendments) and the coming EU Regulation on data protection. Information given to the IRFD secretariat will be transferred to Rigsarkivet, according to Danish Archive regulation (*arkivloven*) and regulation for Statens Arkiver. 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.

9.4 Authorities' right to request other information

IRFD reserves the right to obtain information on any previous and current applications you have submitted to Independent Research Fund Denmark, Innovation Fund Denmark and/or the Ministry of Higher Education and Science.

Such information may be used in connection with the processing of your application, to the extent it is deemed relevant to the assessment of the current application.

9.5 Publication

In the event that you are awarded funding, in full or in part, your name and any project participants' names, as well as details about the venue, title and duration of the project, any key figures for the grant and the size of the grant will be published in the Danish Research Database (www.forskningsdatabasen.dk) and appear on IRFD's [overview of projects](#).

10. SUPPORT FOR YOUR APPLICATION

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

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

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

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

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