

2020

# CALL FOR PROPOSALS

## DFF – DANISH ERC PROGRAMME

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**DANMARKS FRIE  
FORSKNINGSFOND**  
INDEPENDENT RESEARCH  
FUND DENMARK



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## **1. FRAMEWORK FOR INDEPENDENT RESEARCH FUND DENMARK'S SUPPORT FOR RESEARCH**

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

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

The 2017 legislation introduced the possibility of DFF 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 opportunity.

As part of the political agreement of 6 November 2019 on the distribution of the research reserve in 2020, DFF has been given the task of allocating funds to continue the national ERC programme.

This call concerns the funds that DFF should allocate in 2020 to continue the Danish ERC programme as described in the agreement on "Distribution of the research reserve (including proceeds from reform of the disability pension and flex-job of June 2012) in 2020".

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

## **2. OBJECTIVE, GRANT SIZE AND PROJECT LENGTH**

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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 ground-breaking 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 number 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**

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You must have received a rejection on an ERC application in 2017, 2018, 2019 or 2020 and at the same time have been rated at the top of the pool of applicants that 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 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 most recent 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**

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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-project will be carried out at a Danish research institution. This means that you should already be employed at a Danish research institution or have an agreement with a Danish research institution 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 currently employed at a Danish research institution but have an agreement of future employment, you must present documentary evidence for this.
- If you are applying for funding towards post-doctoral grants for named individuals, you must attach a PhD diploma for the candidate. Post-doctoral candidates must have obtained their PhD or achieved equivalent qualifications within the last four years at the time of the application deadline (see [section 7.6](#) for PhD diploma or secondary documentation and see [section 7.7](#) for calculation of PhD age).

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 2020, 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**

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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 without receiving a grant. If that is the case DFF’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, DFF will assess your application based on whether your ERC-project will benefit Danish research. In addition, great weight will be placed 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**

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Applications for DFF—Danish ERC programme are received and assessed until 15 October 2020. The budget for DFF—Danish ERC programme, as set out in the National Budget, is for up to 10 million DKK. DFF can only award grants within this limit. In the event that these resources are exhausted during the year (before 15 October 2020) this information will be made public on the Fund's website.

There are three application rounds in 2020. If you start an application for one round, say application round 1, but are unable to submit before the application deadline (4 May 2020), you must begin a new application.

<b>Application round</b>	<b>Application deadline</b>	<b>Assessment time</b>	<b>Expected reply</b>	<b>Earliest and latest start dates for project</b>
First round	4 May 2020 at 12.00	11-20 May 2020	27 May 2020	1 June 2020 1 August 2020
Second round	31 August 2020 at 12.00	14-23 September 2020	29 September 2020	1 October 2020 1 December 2020
Third round	15 October 2020 kl. 12.00	2-6 November 2020	13 November 2020	1 December 2020 1 February 2021

## **7. APPLICATION REQUIREMENTS**

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### **7.1 Applicant's qualifications**

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

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

### **7.2 Who can submit an application**

The application must be submitted by the researcher responsible for the project and responsible to DFF 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](http://www.e-grant.dk).

To submit an application to DFF, you must first register as a user on e-grant at [www.e-grant.dk](http://www.e-grant.dk). To access the application form, go to the "Search possibilities" tab. From here, you should find "DFF-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 DFF's commitment to swift processing and assessment, DFF 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:

- **Confirmation:** You will be asked to confirm that you are applying for DFF–Danish ERC programme on the basis of your most recent application to the ERC
- **Time:** In the application form you will be asked 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 you to not resubmitting your ERC application. Finally, you will be asked to assess the likelihood of improving the application compared to the assessment from the ERC.

Please note that if you fail to confirm that you are applying for DFF–Danish ERC programme on the basis of your most recent application to the ERC, your application will not be submitted for active consideration by DFF (see [section 8.1](#)).

## **7.5 Template for project description**

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

If you are applying for funding towards post-doctoral grants for named individuals, you must attach a PhD diploma for the candidate. Post-doctoral candidates must have obtained their PhD or achieved equivalent qualifications within the last four years at the time of the application deadline

In case you are not attaching a PhD diploma for the candidate, you must attach secondary documentation showing: a) thesis has been accepted for defence, b) positive assistant professorship evaluation (“adjunktbedømmelse”), c) qualifications corresponding to PhD level achieved in another manner or, d) declaration from supervisor on expected submission of PhD thesis within 6 months of the application deadline (PhD students).

## **7.7 Calculation of PhD age**

DFE does not wish to see young research talents retained in repeated postdoc positions without the prospect of permanent employment. DFE has therefore introduced fixed criteria regarding the age of PhD. The PhD age is calculated as the period of time between acquiring the PhD (the date as it appears on the PhD diploma), and up to the date for the application deadline (see [section 6](#)).

Consideration will be given to any leaves of absence such as maternity/parental, illness, family care, military service, humanitarian aid work, etc. For applicants who have been on maternity or paterental leave after obtaining their PhD, the age of their PhD degree will be extended by calculating the actual number of weeks of leave and multiplying that by 2. The exact period of the maternity/paterental leave must be given with start date and end date.

Moreover, consideration will be given in cases of significant career-relevant circumstances – such as clinical stays or similar – that can be considered a necessary step in a career path, but where there has been limited time for research.

Please state any information regarding extension of PhD age for the embedded postdoc in the application form under ‘supplementary information’.

## **7.8 Budget**

For your application to be considered by DFE you must prepare a budget for the entire project period, which describes the activities to be funded. The applicant must fill in DFE’s mandatory budget template (Excel format) for DFE–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.

## **7.9 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.

### **7.9.1 Preparing the budget**

When preparing your budget, DFF 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 “DFF – Budget confirmation”, which should be attached as a separate appendix (see the listed attachments in [section 4](#)).

### **7.9.2 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 7.8.3](#) 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.

### **7.9.3 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 7.8.4](#). 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***

DFF 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.

DFF requires that salaries must be calculated according to the provisions, which apply to scientific staff in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance. Scientific/academic participants (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. DFF therefore recommends that you contact the administrating institution in order to get a salary calculation.

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, DFF 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 7.8.4](#), 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 7.8.4](#), 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.

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

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](http://www.modst.dk). If, during a stay abroad, you remain employed at a Danish state-owned research institution, DFF recommends that you find out whether you are covered by state self-insurance and therefore do not need to take out your own personal insurance.

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

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

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)***

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

### **7.9.4 Overhead/administration expenses**

DFF grants overhead/administration expenses to cover indirect costs incurred in connection with carrying out the project, but which are not directly attributable

to the specific project. This could include e.g. joint expenses to cover rent, premises, administration, etc.

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

Institution type	Overhead
Danish institutions (including Danish universities and sector research institutes) which are subject to the rules regarding grant-funded research activities in the Danish Ministry of Finance's budget guidelines, and which are authorised to carry out grant-funded research activities.	44 %
GTS - Advanced Technology 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 DFF application concerns activities that involve funding of various institutions with different legal status, cf. the table above, it is necessary to calculate a differentiated overhead for each institution.

For salary expenses, overhead/administration expenses must be calculated on the basis of the institution or business that *defrays and registers the salary expenses*. As such, it is not crucial if the research activity is actually taking place at the institution or 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.

### **7.9.5 Budget signatures**

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

Stamps and signatures should be provided in the "DFF budget confirmation" (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 DFF [website](#).

## **8. HOW IS YOUR APPLICATION PROCESSED AND ASSESSED?**

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### **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](http://www.e-grant.dk))
- The application must be written in English
- The application must be received before the application deadline expires
- That you confirm that you are applying for DFF–Danish ERC programme on the basis of your most recent application to the ERC
- The application must include a project description (statement) written in the DFF project description template
- The application must include your most recent ERC application – both Part B1 and Part B2
- The application must include the ERC assessment of your most recent application
- You must have applied for ERC-Starting Grant or ERC-Consolidator Grant in 2017, 2018, 2019 or 2020 and your most recent application must have been assessed to Step 2 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](http://www.e-grant.dk))
- The total amount applied for must observe the limits that apply to this instrument.

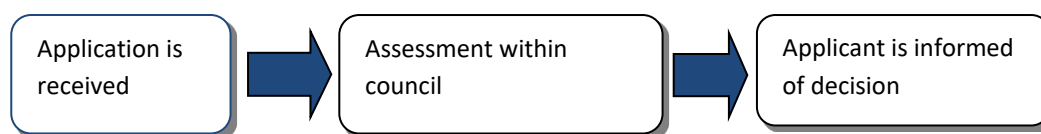
If your application fulfils the above requirements, it will be submitted for active consideration by DFF, on the basis of the submitted material. This means that after the application deadline and during the processing of the application, DFF will not request further information from you, irrespective of whether your application is incomplete in relation to the requirements listed in this Call for Proposals. It also means that **DFF 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 DFF website [www.dff.dk](http://www.dff.dk).

### **8.3 When and how will you be notified of DFF's decision?**

Applications will be processed at meetings throughout 2020. DFF publishes a list of those applicants who have been awarded a grant approximately three weeks after the expert committees and councils have reached a decision. Details about applicants who have not been awarded funding will only be published to the extent that someone requests a right of access to documents under the Danish Access to Public Administration Files Act, e.g. in the form of lists of applicants and the projects for which they have applied (i.e. names of applicants and project titles). Applicants should therefore ensure that the title of the application does not contain information about confidential research activities. Applicants will receive a letter from DFF through the e-grant system 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**

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

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 DFF 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 DFF 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>.

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 DFF has registered and stored cf. The Danish Data Protection Act (Act no. 429 of 31 May 2000, with later amendments) and the EU Regulation on data protection. Information given to the DFF 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**

DFF reserves the right to obtain information on any previous and current applications you have submitted to Independent Research Fund Denmark, Innovation Fund Denmark and/or the Ministry of Higher Education and Science. Such information may be used in connection with the processing of your application, to the extent it is deemed relevant to the assessment of the 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](http://www.forskningsdatabasen.dk)) and appear on DFF's [overview of projects](#).

## 10. SUPPORT FOR YOUR APPLICATION

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

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

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

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

If you have queries regarding an existing grant from DFF you should contact the Administration and Grants Unit in the Danish Agency for Institutions and Educational Grants which manages the administration of grants from DFF. You may contact the unit by telephone at +45 3392 9200 between 9am and 12 noon on weekdays or by email: [bevilling@ufm.dk](mailto:bevilling@ufm.dk). On the unit's [website](#), you can find answers to the most frequently asked questions regarding grants.