

2025

CALL FOR PROPOSALS

# INDEPENDENT RESEARCH

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AUTUMN 2025 & SPRING 2026



**DANMARKS FRIE  
FORSKNINGSFOND**  
INDEPENDENT RESEARCH  
FUND DENMARK

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# 1

## INTRODUCTION

### 1.1 CALL FOR PROPOSALS A2025 AND S2026

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

With this call for proposals, DFF invites applications for funding of research activities. The call applies to applications submitted for the application deadlines in autumn 2025 (A2025) and spring 2026 (S2026). The fund's allocation of funding for the instruments offered in this call depends on the level of funding for 2026 being equivalent to that of 2025. As the national budget for 2026 will not be adopted until the end of 2025, the fund is unable to guarantee that all funding instruments will be offered in 2026.

In addition to funding for independent research, DFF also offers funding for thematic research, which is allocated through the annual, politically negotiated agreements on the research reserve. Funding for thematic research is *not* offered with this call.

The legislative basis for Independent Research Fund Denmark (DFF) is [Consolidation Act no. 152 of 13 February 2025 on the Danish Council for Research and Innovation Policy and Independent Research Fund Denmark](#). You can read more about the fund, including its organisation, strategy, policies, and more, on the fund's website: [dff.dk](https://dff.dk).

### 1.2 GUIDE TO THIS CALL

The call is divided into two parts: Part A and Part B.

Begin by reading **Part A** of the call: *Councils, Instruments, and Criteria*. Here you will find information about the fund's research councils and the funding instruments offered by DFF in autumn 2025 and spring 2026. The fund's assessment criteria are also outlined in part A.

Once you have determined which funding instrument you wish to apply for, proceed to **Part B** of the call: *General Requirements and Guidelines*. This section contains information about the requirements for the project description and appendices, e-grant, review procedures, etc.

This document is an English translation of the fund's Danish call for proposals. In case of any inconsistencies between the two versions, the Danish version applies.

### 1.3 SIGNIFICANT CHANGES

In addition to structural changes in the call, there are several significant changes in regards to content:

- The budget limits have been increased for the instruments Non-university Research Education (PhD), DFF-Research Project1, DFF-Research Project2, Sapere Aude: DFF-Research Leader and Pre-graduate Scholarships | Medical Sciences.
- The education rate for PhD students per full project year (maximum 3 years), enrolled at Danish universities, has been increased to DKK 75,000 (humanities and social sciences) and DKK 120,000 (natural sciences, medical sciences, and technical sciences), cf. [section 9.1.4](#).
- The rules for covering expenses related to travel and stays abroad have been adjusted, cf. [section 9.1.4](#).
- The overhead rates for selected types of institutions have been changed, cf. [section 9.3](#).

- **DFF-International Postdoctoral Grant:** The council-specific requirement for applications to DFF | Natural Sciences has been removed, so that all research councils have the same requirements for duration of stays abroad.
- **Sapere Aude: DFF-Research Leader:**
  - Applications are no longer submitted for external panel evaluation, but instead for individual external peer review.
  - It will be a requirement for funding that the Sapere Aude grant recipient participates in the fund's research management course
- **DFF-Research Project1:** A minimum PhD age limit of at least 3 years is introduced.
- **DFF-Research Project2:** Applications are no longer submitted for external panel evaluation.
- **International Research Stay | Social Sciences:** The instrument has only one annual application deadline instead of two.

In addition to the above-mentioned changes, there are a number of minor technical changes regarding appendix requirements, descriptions of funding instruments, etc., as outlined in Part A of the call.

## 1.4 GENERAL GUIDELINES FOR APPLICATIONS TO THE FUND

### 1.4.1 Internationalisation

DFF strives to strengthen and further develop the internationalisation of Danish research and therefore encourages applicants to submit applications encompassing international activities. The objective is to provide the best researchers and research groups with the opportunity to coordinate and develop their international research collaboration, and to offer talented researchers the opportunity to spend a period of their research career abroad. Aspects of internationalisation can therefore be included in applications to all of DFF's funding instruments. In all cases, the applications are required to relate to the international *state of the art* within their area.

### 1.4.2 Diversity

DFF aims to advance and strengthen Danish research. The fund sees diversity as a resource, and encourages all candidates to apply, regardless of their age, gender, religion, nationality, ethnicity, or political persuasion.

DFF strives to support gender balance at research institutions and would like to see this taken into consideration in applications to DFF. For this reason, DFF encourages applications that, to the extent possible, demonstrate an approach to scientific practice that can act as a driving force for professional diversity and equal opportunities for researchers regardless of gender. For applications seeking support for research groups or similar collaborative projects, the applicant must account for their considerations in relation to the gender composition of the research group or collaborative team in the application form. Such an account is a requirement, but the actual gender composition of the group will not factor into the assessment of the application. The required account has been introduced to ensure the applicant's focus on contributing to equal opportunities for everyone in research, regardless of gender.

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 (although stays abroad are required for some instruments). The fund does not require employment prior to applying for or obtaining a grant.

### 1.4.3 Open Access

DFF seeks to strengthen the societal effect of research by ensuring unrestricted and cost-free digital access to all the latest research results in scientific articles. For this reason, Independent Research Fund Denmark, the Danish National Research Foundation, and Innovation Fund Denmark adopted

the “Open Access Policy for public research funds and foundations” in April 2019, which requires parallel publishing of published scientific articles resulting from full or partial funding from these foundations. However, DFF does not provide financial support for open access publishing as the fund allows for a quarantine period of 6-12 months. For further information on DFF’s Open Access policy, see [DFF’s website](#).

#### **1.4.4 Research Integrity**

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

DFF does not grant applicants who, in the 2 years prior to the application deadline, 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.](#)

#### **1.4.5 Research Security**

DFF expects that applications to the fund comply with the administering institution’s implementation of the recommendations by the [Committee on Guidelines for International Research and Innovation Collaboration \(URIS\)](#). The administering institution’s management confirms this by signing the budget confirmation, which must be attached to the application.

Due to Russia’s invasion of Ukraine, DFF does not accept applications from applicants or with participants employed at Russian or Belarussian institutions, or applications encompassing research activities in Russia or Belarus as of 22 March 2022.

# PART A: COUNCILS, INSTRUMENTS AND CRITERIA

## 2 FIVE RESEARCH COUNCILS AND A CROSS-COUNCIL COMMITTEE

DFF's independent funds for research are allocated by five research councils and a cross-council committee, which supports research across all scientific fields. Some funding instruments are offered by all research councils and DFF | Cross-council Committee, while other instruments are only offered by specific research councils.

DFF   <b>Humanities</b>	The council offers funding for researchers who work within the following disciplines: art history, architecture and design research, media studies, film studies, musicology, humanities ICT, comparative literature studies, theatre studies, philology, linguistics, communications research, anthropology, ethnology, archaeology, history, philosophy, history of ideas and science, theology, comparative religious studies, pedagogics and educational studies, psychology, as well as other related research disciplines within the humanities, such as library research, museology, as well as humanistic research within sports science, audiology/logopedics, public health science, urban planning, and physical planning.
DFF   <b>Natural Sciences</b>	The council 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. The council covers research within the classical disciplines: astronomy, physics, chemistry, mathematics, computer science, molecular biology, biochemistry/ biophysics, biology, geology as well as the natural science aspects of geography.
DFF   <b>Social Sciences</b>	The council 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).
DFF   <b>Medical Sciences</b>	The council offers funding to researchers who work with all aspects of basic, translational, clinical and socio-medical research in relation to human health and diseases.
DFF   <b>Technology and Production Sciences</b>	The council offers funding to researchers carrying out basic research within technology and production sciences which a) is motivated by a specific problem or by a clear application-oriented perspective, and b) is aimed at solving a specific problem, developing new technologies and production systems or new ways of meeting the needs of society. Projects must contribute significantly to basic research; however, epistemological research with no application-oriented perspectives lies outside the scope of the council.
DFF   <b>Cross-council Committee</b>	The committee comprises representatives from all five research councils and coordinates the handling procedure for applications that fall in between the councils' delimitations. DFF   Cross-council Committee also funds applications that are considered to be truly cross-council as well as applications for the funding instruments Sapere Aude: DFF-Research Leader and Non-university Research Education (PhD).

The DFF board determines the research delimitations between the five research councils. Some applicants and projects will naturally cross the delimitations as described. These will be handled in collaboration between councils. DFF welcomes cross-council applications, which are coordinated by DFF | Cross-council Committee, cf. [section 12.2](#).

You can read more about delimitations between the five research councils on [DFF's website](#).

# 3

## OVERVIEW OF FUNDING INSTRUMENTS AND DEADLINES

Below you will find an overview of all funding instruments and application deadlines for this call for proposals. Please note that the deadline is 12:00 PM (noon) on all application deadline dates.

*Funding instruments offered by all research councils and DFF | Cross-council Committee*

Funding instrument	Budget framework excluding overhead	Application deadline
Non-university Research Education (PhD)	Up to DKK 2,100,000	17 September 2025 at 12:00 PM (noon)
Sapere Aude: DFF-Research Leader	Up to DKK 4,400,000	7 October 2025 at 12:00 PM (noon)
DFF-Research Project2	Between DKK 2,500,000 and 4,400,000	7 October 2025 at 12:00 PM (noon)
DFF-International Postdoctoral Grant	Up to DKK 1,500,000	6 November 2025 at 12:00 PM (noon)
DFF-Research Project1	Up to DKK 2,500,000	29 April 2026 at 12:00 PM (noon)

*Funding instruments offered by individual research councils*

Funding instrument   Research Council	Budget framework excluding overhead	Application deadline
Eksplorative Network   Humanities	Up to DKK 550,000	10 September 2025 at 12:00 PM (noon)
Journals   Humanities	Up to DKK 130,000 with an equal distribution over 3 years	10 September 2025 at 12:00 PM (noon)
Pre-graduate Scholarships   Medical Sciences	Up to DKK 150,000	10 September 2025 at 12:00 PM (noon) 30 April 2026 at 12:00 PM (noon)
Clinician Scientist Positions   Medical Sciences	20-50% of the salary for a period of 1-3 years	4 November 2025 at 12:00 PM (noon)
International Research Stay   Social Sciences	Up to DKK 200,000	4 November 2025 at 12:00 PM (noon)

Descriptions of the funding instruments offered by all research councils and DFF | Cross-council Committee can be found in [section 4](#). The funding instruments that are only offered by specific individual research councils can be found in [section 5](#).

You can begin your application in e-grant approximately 3 months before the application deadline. DFF recommends that you start your application as early as possible.

### 3.1 URGENT APPLICATIONS

DFF | Social Sciences is the only council that receives urgent applications. Urgent applications can only be applied for within the framework of the funding instrument DFF-Research Project1 or DFF-Research Project2. Urgent applications can only be submitted on the basis of a pre-authorisation of the urgency factor, which must be scientifically grounded in exceptional, external and unpredictable events. The pre-authorisation is handled by DFF | Social Sciences and will be initiated on the basis of an enquiry to the office of DFF.

### 3.2 ALREADY STARTED PROJECTS

DFF does not provide retroactive funding. You can therefore not apply for research funding for activities that have already begun by the time the fund makes its decision.



# 4 FUNDING INSTRUMENTS OFFERED BY ALL RESEARCH COUNCILS



## 4.1 NON-UNIVERSITY RESEARCH EDUCATION (PhD)

### 4.1.1 Objective

DFF receives funds under the Danish National Budget, which are earmarked for the education of researchers at public non-university research institutions. In 2025, these funds amount to approx. DKK 22 million.

The purpose of the PhD grants under this call is to strengthen the education of researchers at public, Danish, non-university research institutions. The funding instrument covers national non-university research institutions, sector research institutions, university colleges, business academies as well as state archives, libraries, museums, etc. However, the funding instrument does not cover state approved museums, Advanced Technology Group (GTS) institutes, hospitals, and others.

The funding instrument only covers the national research institutions which are authorised to carry out grant-funded research activities. Authorisation to carry out grant-funded research activities is specifically obtained by budgeting on a separate subsidiary account according to the guidelines of The Ministry of Finance, Section 2.6.10.1. As an example, the authorisation may appear from the fact that subsidiary account 95 grant-funded research activity is mentioned in the section of the research institution in the Danish Finance Act.

The fund expects to be able to grant approximately 7-8 projects in 2025.

Please note that the fund does not provide support for individual PhD scholarships to be carried out at the universities.

### 4.1.2 Framework

<b>Budget limitations</b> Up to DKK 2,100,000 excl. overhead.	<b>Timeline</b> Application deadline: 17 September 2025 at 12:00 PM (noon) Decision: November 2025 Expected reply: December 2025
<b>Seniority</b> You must have a Master's degree or equivalent qualifications.	<b>Starting dates</b> Earliest: 1 February 2026 Latest: 1 November 2026
<b>Project duration</b> 3 years.	<b>Offered by</b> <a href="#">All research councils and DFF   Cross-council Committee</a>

### 4.1.3 About the applicant and host institution

You can apply for a PhD grant if you have a Master's degree or equivalent qualifications as well as confirmation from an institution covered by this funding instrument, stating that it is willing to host your project if you are awarded a grant. Each institution may issue a maximum of three letters of confirmation to applicants applying for this funding instrument. The institution's acceptance to host a project is provided by signing the budget confirmation. It is up to the individual institution to decide which three candidates it consents 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 at the institution in question. Grants are awarded on the condition that you become enrolled in a PhD programme, and that a collaboration agreement is drawn up between you as applicant, the hosting

institution and the degree-awarding institution. The application must include a signed letter of intent for collaboration between the three parties in the case of a grant.

Your main PhD supervisor must be a recognised researcher employed at the degree-awarding institution at which you will be enrolled, cf. the Ministerial Order on the PhD Programme (PhD Order) ([Executive Order no. 1039 of 27 August 2013](#) with changes in [Executive Order no. 1403 of 24 June 2021](#)). Only the hosting institution can function as grant administrator – including if the PhD education takes place at a university or another accredited degree-awarding institution.

#### 4.1.4 About the application

When writing an application to the fund, you must pay special attention to ensuring that the application fulfils the objective of the funding instrument and that it meets the fund's assessment criteria.

The application must be written in Danish or in English.

#### **Budget**

You may apply for up to DKK 2,100,000 excl. overhead. The budget must be completed in the mandatory budget template, which can be downloaded from e-grant.

You can apply for a salary level corresponding to the collective agreement for PhDs employed by Danish state institutions. In addition to the regular vacation allowance, a supplementary allowance calculated as 2.5 % of your salary may be earmarked for paid extra days off. It is not possible to apply for funding to cover any form of merit pay ("kvalifikationstillæg"). 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 the hiring of a technical/administrative assistant essential for carrying out the project, you must argue for this. You can apply for education rates, cf. [section 9.1.4](#).

#### **Project description and appendices**

There are a number of mandatory appendices that must *always* be attached, as well as additional appendices that must be included *if* relevant. You can read more about the general requirements for the contents of the project description and appendices in [section 8](#) and the budget in [section 9](#).

Please pay special attention to the fact that there are character and page limits for both the project description and the applicant's CV. Exceeding these limits will result in an administrative rejection. It is always the character count generated by e-grant that applies. You can find more information in [section 8.2](#).

#### Appendices that must *always* be attached:

- **B10: Project description**  
The project description must not exceed 5 A4 pages (incl. figures, tables, etc.). The 5 A4 pages must not exceed 15,000 characters incl. spaces, figure captions, formulas, etc. It is recommended to use the "DFF-Project description" template.
- **B11: List of references/bibliography**  
List of references/bibliography for the project description.
- **Budget**  
Must be completed in the mandatory DFF budget template downloaded from and uploaded to e-grant.
- **B20: Applicant's CV**  
As the applicant, your CV must not exceed 2 A4 pages (incl. figures, tables, etc.). The 2 A4 pages must not exceed 6,000 characters incl. spaces, figure captions, formulas, etc.

- **B24: Applicant's exam results and complete grade transcripts**  
Must be attached, both from the Bachelor's (undergraduate) and Master's (postgraduate) education programmes, or equivalent documentation from Master's programme (adult/continuing higher education).
- **B30: Main supervisor's confirmation**  
Confirmation of supervision from the main supervisor.
- **B40: Participant's CV and list of publications**  
CV and list of publications (max 2 pages in total per person) for all named participants. Note that it must be included from the main supervisor.
- **B59: Letter of intent for collaboration**  
Letter of intent signed by you as the applicant, the host institution, and the PhD degree-awarding institution.
- **B90: Budget confirmation**  
Administrator's confirmation of the budget, etc., in the template "DFF-Budget Confirmation".

Appendices that must be attached if they are relevant:

- **B21: Applicant's list of publications**  
Must be attached in case you, as the applicant, have already published scientific work.

#### 4.1.5 Processing of your application

If your application meets the requirements for active consideration, cf. [section 6](#), it will be submitted for scientific assessment. The assessment is completed on the basis of the assessment criteria outlined in [section 7](#) and the specific requirements for Non-university Research Education (PhD).

All applications will initially be processed by the relevant research council or DFF | Cross-council Committee. If the council/committee finds that your application is among the very best, it will be forwarded for final assessment by DFF | Cross-council Committee. Applications that are not forwarded will receive a rejection.

DFF | Cross-council Committee evaluates all the applications that have been forwarded from the research councils/committee in one single pool and makes the final funding decisions.

Applications for Non-university Research Education (PhD) are not submitted for external review unless special circumstances apply.

You can read more about the assessment procedures in DFF, including cross-council and external review, in [section 12](#).



## 4.2 DFF-INTERNATIONAL POSTDOCTORAL GRANT

### 4.2.1 Objective

DFF-International Postdoctoral Grant aims to strengthen the international mobility of younger talented researchers, and to develop the competencies of researchers in the beginning of their research career. The intention is to enable the grant recipient to consolidate their individual research profile by independently managing a concrete research project at a research institution abroad.

### 4.2.2 Framework

#### Budget limitations

Up to DKK 1,500,000 excl. overhead.

Additional funding may be requested for accompanying partner/children, cf. the "Budget" section.

#### Timeline

Application deadline: 6 November 2025 at 12:00 PM (noon)

Decision: February 2026

Expected reply: February 2026

<p><b>Seniority</b></p> <p>You must have obtained your PhD degree or equivalent qualifications within maximum 3 years before the expiration of the application deadline. Specific periods of leave <i>must</i> be deducted.</p> <p>You may also apply if your PhD thesis is submitted within 12 months after the application deadline. In that case, you must attach a statement from your supervisor.</p> <p>You must have obtained our PhD degree from a Danish institution.</p> <p>Read more under “About the applicant”.</p>	<p><b>Starting dates</b></p> <p>Earliest: 1 April 2026 Latest: 1 November 2026</p>
<p><b>Project duration</b></p> <p>2 years. Note, that it is a requirement that you spend at least 12 consecutive months abroad. You may spend up to 6 months at the beginning and/or up to 12 months at the end of the project period at a Danish research institution.</p>	<p><b>Offered by</b></p> <p><a href="#">All research councils and DFF</a>   <a href="#">Cross-council Committee</a></p>

### 4.2.3 About the applicant

You must have obtained a PhD degree, expect to submit your thesis for defence within 12 months after the application deadline, or have obtained equivalent qualifications, e.g., a positive assistant professor assessment (“adjunktbedømmelse”), in order to apply for a DFF-International Postdoctoral Grant. Your PhD degree must have been obtained from a Danish institution.

DFF finds it important that you, as an applicant, are in the beginning of your research career, and therefore your PhD age must not exceed 3 years at the expiration of the application deadline. If you do not have a PhD degree, you must have obtained equivalent qualifications, e.g., a positive assistant professor assessment (“adjunktbedømmelse”) maximum 3 years before the expiration of the application deadline. Specific periods of leave must be deducted in the calculations of PhD age, cf. [section 10](#).

As a PhD student, you are able to apply if you attach a declaration from your supervisor stating that your PhD thesis will be submitted for defence within 12 months after the application deadline. If you are awarded a DFF-International 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 DFF before the first instalment of the grant can be made.

You must complete and submit the application yourself.

As an applicant, you cannot apply for funding for a stay at a research institution outside of Denmark where you have stayed for a total of 12 months or more within the last 3 years at the time of the application deadline.

As an applicant, you are expected to take up residence in the country where the research institution outside of Denmark is located during your stay abroad.

### 4.2.4 About the application

When writing an application to the fund, you must pay special attention to ensuring that the application fulfils the objective of the funding instrument and that it meets the fund’s assessment criteria. Please note that the project must benefit Danish research.

The project description must illustrate the project’s scientific novelty in relation to your PhD project as well as how the project contributes to your continued competency development. Moreover, the project

description must include a description of the scientific environment in which the project will be carried out, including an account of why the chosen environment is well suited for the proposed activities, and how the concrete, binding collaboration with researchers at the foreign host institution will take place.

It is a requirement that the application includes a declaration from the foreign host institution (outside of Denmark), stating that the project can be carried out at the location in question, including a short comment on the scientific/academic content of the cooperation and the most important activities. The declaration must be signed by someone who has the managerial authorisation to do so.

You are responsible for drawing up an agreement with the foreign institution (outside of Denmark) concerning the research activities as well as potential questions concerning intellectual property rights and any equipment that will be used in connection with the grant.

The application must be written in English.

### **Budget**

You may apply for up to DKK 1,500,000 excl. overhead. The budget must be completed in the mandatory budget template, which can be downloaded from e-grant.

You can apply for funds to cover one outbound and one inbound journey for yourself as the applicant within the margin of expenditure. In addition, you may apply for the coverage of bench fees within the margin of expenditure.

As a general rule, it is not possible to apply for funding for salaries for technical/administrative staff as you are expected to carry out your postdoctoral project independently. If you believe that a technical/administrative staff is essential for the completion of the project, you must argue for this.

DFF-International Postdoctoral Grants must be administered by a Danish research institution during the entire project period.

### ***Specially concerning accompanying partner/child***

You can apply for an increase of your grant of DKK 55,000 for each accompanying child as well as your partner per year during the period in which they stay with you abroad. This grant increase is expected to cover the outbound and inbound journey for accompanying children/partner.

Please note that this grant payment must be administrated separately by you as the applicant. Therefore, no overhead costs will be added. You are advised to consult with the tax authorities (SKAT) regarding any tax obligations related to this payment.

### **Project description and appendices**

There are a number of mandatory appendices that must *always* be attached, as well as additional appendices that must be included *if* relevant. You can read more about the general requirements for the contents of the project description and appendices in [section 8](#) and the budget in [section 9](#).

Please pay special attention to the fact that there are character and page limits for both the project description and the applicant's CV. Exceeding these limits will result in an administrative rejection. It is always the character count generated by e-grant that applies. You can find more information in [section 8.2](#).

Appendices that must *always* be attached:

- **B10: Project description**

The project description must not exceed 5 A4 pages (incl. figures, tables, etc.). The 5 A4 pages must not exceed 15,000 characters incl. spaces, figure captions, formulas, etc. It is recommended to use the “DFF-Project description” template.

- **B11: List of references/bibliography**  
List of references/bibliography for the project description.
- **Budget**  
Must be completed in the mandatory DFF budget template downloaded from and uploaded to e-grant.
- **B20: Applicant's CV**  
As the applicant, your CV must not exceed 2 A4 pages (incl. figures, tables, etc.). The 2 A4 pages must not exceed 6,000 characters incl. spaces, figure captions, formulas, etc.
- **B21: Applicant's list of publications**  
As the applicant, it is optional whether you submit a full or a selective publication list.
- **B22: Applicant's PhD diploma**  
PhD diploma must be attached. If you do not have a PhD degree, you must include documentation showing either: a) positive assistant professorship evaluation ("adjunktbedømmelse") or b) qualifications corresponding to PhD level achieved in another manner, or c) declaration from supervisor on expected submission of PhD thesis within 12 months of the application deadline (PhD students). Please note that if you apply to DFF | Humanities, you must provide your PhD evaluation in addition to your PhD diploma (or a declaration from supervisor on expected submission within 12 months of the application deadline). If you have not received a PhD evaluation, you can provide a summary of the dissertation (1-2 A4-pages).
- **B40: Participant's CV and list of publications**  
CV and list of publications (max 2 pages in total per person) for all named participants must be attached. Note that the academic host during the stay abroad is considered a participant.
- **B51: Letter of intent from host institution**  
Letter of intent from the host institution stating, that the project can be carried out at the location in question, including a short comment on the content of the cooperation and the most important activities. The declaration must be signed by a person who has the managerial authority to do so.
- **B90: Budget confirmation**  
Administrator's confirmation of the budget, etc., in the template "DFF-Budget Confirmation".

Appendices that must be attached *if* they are relevant:

- **B50: Letters of recommendation**  
You may attach letters of recommendation (max 1 page per recommendation).
- **B52: Collaboration/support letter**  
If a collaborator is significant for the project's completion, a collaborative statement/letter of support must be enclosed. It must be specified how the collaborator contributes to the project (max 1 page from each).

#### 4.2.5 Processing of your application

If your application meets the requirements for active consideration, cf. [section 6](#), it will be submitted for scientific assessment in the relevant research council or DFF | Cross-council Committee. The assessment is completed on the basis of the assessment criteria outlined in [section 7](#) and the specific requirements for DFF-International Postdoctoral Grant.

Applications for DFF-International Postdoctoral Grant are not submitted for external review unless special circumstances apply.

You can read more about the assessment procedures in DFF, including cross-council and external review, in [section 12](#).



## 4.3 SAPERE AUDE: DFF-RESEARCH LEADER

### 4.3.1 Objective

In order to promote the education of researchers and strengthen internationalisation, DFF offers the funding instrument Sapere Aude (i.e., “dare to know”). The objective of this initiative is to develop the qualifications and competencies of the best research talents, both nationally and internationally.

Sapere Aude: DFF-Research Leader is aimed at providing excellent younger researchers, i.e., researchers who have carried out top class research in their field, with the opportunity to develop and strengthen their research ideas as well as their competencies as independent research leaders of other researchers. The funding instrument also aims at promoting careers, international as well as national mobility among research environments, and to strengthen networks. Sapere Aude: DFF-Research Leader are targeted at top researchers who intend to gather a group of researchers and/or research students to carry out a research project at a high, international level. Sapere Aude: DFF-Research Leader furthermore strengthens the possibility for excellent younger researchers to return to a Danish research institution after a research stay abroad.

DFF expects that a Sapere Aude: DFF-Research Leader project prepares the grant recipient to apply for an ERC funding instrument, or a similar international programme.

DFF expects to award approx. 36 grants in 2026.

### 4.3.2 Framework

<b>Budget limitations</b> Up to DKK 4,400,000 excl. overhead.	<b>Timeline</b> Application deadline: 7 October 2025 at 12:00 PM (noon) Decision: May 2026 Expected reply: June 2026  Applicants who do not proceed to interview are expected to receive a response in April 2026.
<b>Seniority</b> You must have obtained your PhD degree or equivalent qualifications within 3-8 years before the expiration of the application deadline. Specific periods of leave <i>must</i> be deducted.  Read more under “About the applicant”.	<b>Starting dates</b> Earliest: 1 August 2026 Latest: 1 August 2027
<b>Project duration</b> Up to 4 years.	<b>Offered by</b> <a href="#">All research councils and DFF</a>   <a href="#">Cross-council Committee</a>

### 4.3.3 About the applicant

Sapere Aude: DFF-Research Leader is aimed at younger, very talented researchers, who have demonstrated the ability to carry out original research at a high, international level. You must have obtained the PhD degree within 3-8 years before the application deadline (after the deduction of relevant leave of absence). If you do not have a PhD degree, you must have obtained equivalent qualifications, e.g., a positive assistant professor assessment (“adjunktbedømmelse”) within 3-8 years before the application deadline. Specific periods of leave must be deducted in the calculations of PhD-age, cf. [section 10](#).

Previous management experience and mobility will be viewed positively in the assessment of your application.

If DFF finds your application to be among the very best, the final evaluation will consist of an interview with you as the applicant wherein you will be asked to present your project. In addition to DFF’s



assessment criteria, you will be assessed based on your ability to present your project in a clear and comprehensible way during the interview, including to researchers who are not experts in your scientific field. You are also expected to be able to reflect upon how you will develop your competencies as a research leader and how you will handle concrete challenges as a leader.

It will be a requirement for funding that the Sapere Aude grant recipient participates in the fund's research management course.

#### **4.3.4 About the application**

When writing an application to the fund, you must pay special attention to ensuring that the application fulfils the objective of the funding instrument and that it meets the fund's assessment criteria.

You need to draw up an ambitious and realistic research plan in which you clearly describe how a Sapere Aude grant will contribute to boosting your research leadership competencies and your research career with an excellent international profile. Thus, it will be included in the assessment of your application how you will work with and develop the various aspects of research leadership.

It is considered very important that you, as the applicant, plan to participate in international research activities, where relevant. You must describe the planned international activities in your application. These may include e.g., research stays abroad, collaboration with foreign research groups, hosting of or participation in international conferences, invitation of foreign visiting researchers, etc.

There must be a sufficiently balanced relationship between the roles of all listed project participants (scientific/academic staff, technical/administrative staff, and whether DFF-funding or not), and the concrete role of the participants must be accounted for and justified.

The application must be written in English.

#### ***PhD and postdoctoral scholarships***

You can apply for funding for embedded PhD and postdoctoral scholarships, if these are well integrated into the project and fulfil a clear, independent function within the research project.

Embedded postdoctoral candidates must have obtained their PhD within the last 4 years at the time of the application deadline. If an embedded postdoctoral candidate does not have a PhD degree, they must have achieved equivalent qualifications, e.g., a positive assistant professorship evaluation ("adjunktbedømmelse"), within the last 4 years at the time of the DFF application deadline. Specific periods of leave must be deducted in the calculation of PhD age, cf. [section 10](#). Note that the PhD age requirements does not apply to application for DFF | Medical Sciences.

If you, as the applicant, are not an associate professor and have not been awarded a positive associate professor assessment ("lektorbedømmelse") and the project involves the education of researchers, you must account for how the relevant supervision will be provided, and how the research student's scientific association to the project will be ensured.

If the application includes requests for funding for unnamed PhD students and/or unnamed postdoctoral participants, the application must include an account of the proposed recruitment process. If a named postdoctoral candidate is a PhD student at the time of application, the application must include a declaration from the student's supervisor, stating that the student is expected to submit the PhD thesis within 6 months after the application deadline.

#### ***Budget***

You may apply for up to DKK 4,400,000 excl. overhead. The budget must be completed in the mandatory budget template, which can be downloaded from e-grant.



### ***Project description and appendices***

There are a number of mandatory appendices that must *always* be attached, as well as additional appendices that must be included *if* relevant. You can read more about the general requirements for the contents of the project description and appendices in [section 8](#) and the budget in [section 9](#).

Please pay special attention to the fact that there are character and page limits for both the project description and the applicant's CV. Exceeding these limits will result in an administrative rejection. It is always the character count generated by e-grant that applies. You can find more information in [section 8.2](#).

#### Appendices that must *always* be attached:

- **B10: Project description**  
The project description must not exceed 7 A4 pages (incl. figures, tables, etc.). The 7 A4 pages must not exceed 21,000 characters incl. spaces, figure captions, formulas, etc. It is recommended to use the “DFF-Project description” template.
- **B11: List of references/bibliography**  
List of references/bibliography for the project description.
- **Budget**  
Must be completed in the mandatory DFF budget template downloaded from and uploaded to e-grant.
- **B20: Applicant's CV**  
As the applicant, your CV must not exceed 2 A4 pages (incl. figures, tables, etc.). The 2 A4 pages must not exceed 6,000 characters incl. spaces, figure captions, formulas, etc.
- **B21: Applicant's list of publications**  
As the applicant, it is optional whether you submit a full or a selective publication list.
- **B22: Applicant's PhD diploma**  
PhD diploma must be attached. If you do not have a PhD degree, you must include documentation showing either: a) positive assistant professorship evaluation (“adjunktbedømmelse”) or b) qualifications corresponding to PhD level achieved in another manner. Please note that if you apply to DFF | Humanities, you must provide your PhD evaluation in addition to your PhD diploma (or a declaration from supervisor on expected submission within 12 months of the application deadline). If you have not received a PhD evaluation, you can provide a summary of the dissertation (1-2 A4-pages).
- **B90: Budget confirmation**  
Administrator's confirmation of the budget etc. in the template “DFF-Budget Confirmation”.

#### Appendices that must be attached *if* they are relevant:

Please note that it is expected that the project will involve other participants in addition to you, as the applicant.

- **B40: Participant's CV and list of publications**  
CV and list of publications (max 2 pages in total per person) for all named participants must be attached. This also applies for main supervisors in the event that there are embedded PhD students and you have not been awarded a positive associate professor assessment (“lektorbedømmelse”). Note the individual requirements concerning embedded PhD students and postdocs (see B41 and B42).
- **B41: PhD student's CV and list of publications**  
In the case of PhD scholarships for named individuals, the following appendices must be attached: complete transcripts/exam certificate, CV (max 1 page), and list of publications in case the candidate has already published scientific work.

- **B42: Postdoc's CV and list of publications**

In the case of postdoctoral grants for named individuals, the following appendices must be attached: CV (max 1 page), list of publications, and PhD diploma. If the candidate does not have a PhD diploma you must submit documentation showing either: a) that the 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 submission of PhD thesis within 6 months of the application deadline (PhD students) must be submitted.

- **B52: Collaboration/support letter**

If a collaborator is significant for the project's completion, a collaborative statement/letter of support must be enclosed. It must be specified how the collaborator contributes to the project (max 1 page from each). Statements of support from the department where the applicant is employed/will be employed can be attached.

- **B63: De minimis declaration**

If funding for private companies is included, a *de minimis* declaration must be attached.

### 4.3.5 Processing of your application

If your application meets the requirements for active consideration, cf. [section 6](#), it will be submitted for scientific assessment in the relevant research council or DFF | Cross-council Committee. The assessment is completed on the basis of the assessment criteria outlined in [section 7](#) and the specific requirements for Sapere Aude: DFF-Research Leader.

All applications for Sapere Aude: DFF-Research Leader are submitted for individual external peer review. Once your application has been sent for external evaluation, you will always have the right to reply (partshøring). External reviews serve solely as an extension of the council's/committee's basis for decision and are simply indicative.

If the council/committee finds that your application is among the very best, it will proceed to review (interview) by the Sapere Aude committee, which consists of the chair and vice chair from each of the research councils. Applications that do not proceed to this stage will receive a rejection.

During the interview, you will be asked to present your project to the Sapere Aude committee and answer specific questions from the committee. The DFF | Cross-Council Committee will make the final decision regarding the applications that have proceeded to the interview.

You can read more about the assessment procedures in DFF, including cross-council and external review, in [section 12](#).



## 4.4 DFF-RESEARCH PROJECT1

### 4.4.1 Objective

To advance the quality of Danish research, DFF offers funding for DFF-Research Project1, which is characterised by having a clear and well-defined research question, where the research activities are expected to be of a high, international level of quality.

### 4.4.2 Framework

<b>Budget limitations</b> Up to DKK 2,500,000 excl. overhead.	<b>Timeline</b> Application deadline: 29 April 2026 at 12:00 PM (noon) Decision: September 2026 Expected reply: October 2026
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<b>Seniority</b> You must have obtained your PhD degree or equivalent qualifications at least 3 years before the expiration of the application deadline. Specific periods of leave <i>must</i> be deducted.  Read more under “About the applicant”.	<b>Starting dates</b> Earliest: 1 January 2027 Latest: 1 January 2028
<b>Project duration</b> Typically 3 years, but up to 4 years if the project includes one or more PhD student(s).	<b>Offered by</b> <a href="#">All research councils and DFF   Cross-council Committee</a>

#### 4.4.3 About the applicant

As an applicant, you must have obtained your PhD at least 3 years before the expiration of the application deadline. If you do not have a PhD degree, you must have obtained equivalent qualifications, e.g., a positive assistant professor assessment (“adjunktbedømmelse”), at least 3 years before the expiration of the application deadline. Specific periods of leave must be deducted in the calculations of PhD age, cf. [section 10](#).

Your previous results will be assessed in relation to your career path and in relation to the scientific challenges of the project applied for.

#### 4.4.4 About the application

When writing an application to the fund, you must pay special attention to ensuring that the application fulfils the objective of the funding instrument and that it meets the fund’s assessment criteria.

DFF emphasises that the project description must include an account of the proposed content of all sub-projects, including any PhD and postdoctoral projects.

There must be a sufficiently balanced relationship between the roles of all listed project participants (scientific/academic staff, technical/administrative staff, and whether DFF-funding or not), and the concrete role of the participants must be accounted for and justified.

The application must be written in English.

#### PhD and postdoctoral scholarships

You can apply for funding for embedded PhD and postdoctoral scholarships, if these are well integrated into the project and fulfil a clear, independent function within the research project.

Embedded postdoctoral candidates must have obtained their PhD within the last 4 years at the time of the application deadline. If an embedded postdoctoral candidate does not have a PhD degree, they must have achieved equivalent qualifications, e.g., a positive assistant professorship evaluation (“adjunktbedømmelse”), within the last 4 years at the time of the DFF application deadline. Specific periods of leave must be deducted in the calculation of PhD age, cf. [section 10](#). Note that the PhD age requirements does not apply to application for DFF | Medical Sciences.

If you, as the applicant, are not an associate professor and have not been awarded a positive associate professor assessment (“lektorbedømmelse”) and the project involves the education of researchers, you must account for how the relevant supervision will be provided, and how the research student’s scientific association to the project will be ensured.

If the application includes requests for funding for unnamed PhD students and/or unnamed postdoctoral participants, the application must include an account of the proposed recruitment process. If a named postdoctoral candidate is a PhD student at the time of application, the application

must include a declaration from the student's supervisor, stating that the student is expected to submit the PhD thesis within 6 months after the application deadline.

### **Budget**

You can apply for up to DKK 2,500,000 excl. overhead. The budget must be completed in the mandatory budget template, which can be downloaded from e-grant.

### **Project description and appendices**

There are a number of mandatory appendices that must *always* be attached, as well as additional appendices that must be included *if* relevant. You can read more about the general requirements for the contents of the project description and appendices in [section 8](#) and the budget in [section 9](#).

Please pay special attention to the fact that there are character and page limits for both the project description and the applicant's CV. Exceeding these limits will result in an administrative rejection. It is always the character count generated by e-grant that applies. You can find more information in [section 8.2](#).

#### Appendices that must *always* be attached:

- **B10: Project description**  
The project description must not exceed 5 A4 pages (incl. figures, tables, etc.). The 5 A4 pages must not exceed 15,000 characters incl. spaces, figure captions, formulas, etc. It is recommended to use the "DFF-Project description" template.
- **B11: List of references/bibliography**  
List of references/bibliography for the project description.
- **Budget**  
Must be completed in the mandatory DFF budget template downloaded from and uploaded to e-grant.
- **B20: Applicant's CV**  
As the applicant, your CV must not exceed 2 A4 pages (incl. figures, tables, etc.). The 2 A4 pages must not exceed 6,000 characters incl. spaces, figure captions, formulas, etc.
- **B21: Applicant's list of publications**  
As the applicant, it is optional whether you submit a full or a selective publication list.
- **B90: Budget confirmation**  
Administrator's confirmation of the budget, etc., in the template "DFF-Budget Confirmation".

#### Appendices that must be attached *if* they are relevant:

- **B40: Participant's CV and list of publications**  
CV and list of publications (max 2 pages in total per person) for all named participants must be attached. This also applies for main supervisors in the event that there are embedded PhD students and you have not been awarded a positive associate professor assessment ("lektorbedømmelse"). Note the individual requirements concerning embedded PhD students and postdocs (see B41 and B42).
- **B41: PhD student's CV and list of publications**  
In the case of PhD scholarships for named individuals, the following appendices must be attached: complete transcripts/exam certificate, CV (max 1 page), and list of publications in case the candidate has already published scientific work.
- **B42: Postdoc's CV and list of publications**  
In the case of postdoctoral grants for named individuals, the following appendices must be attached: CV (max 1 page), list of publications, and PhD diploma. If the candidate does not have

a PhD diploma you must submit documentation showing either: a) that the 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 submission of PhD thesis within 6 months of the application deadline (PhD students) must be submitted.

- **B52: Collaboration/support letter**

If a collaborator is significant for the project’s completion, a collaborative statement/letter of support must be enclosed. It must be specified how the collaborator contributes to the project (max 1 page from each).

- **B63: De minimis declaration**

If funding for private companies is included, a *de minimis* declaration must be attached.

#### 4.4.5 Processing of your application

If your application meets the requirements for active consideration, cf. [section 6](#), it will be submitted for scientific assessment in the relevant research council or DFF | Cross-council Committee. The assessment is completed on the basis of the assessment criteria outlined in [section 7](#) and the specific requirements for DFF-Research Project 1.

Applications for DFF-Research Project 1 are not submitted for external review unless special circumstances apply.

You can read more about the assessment procedures in DFF, including cross-council and external review, in [section 12](#).



## 4.5 DFF-RESEARCH PROJECT2

### 4.5.1 Objective

To advance the quality of, and develop collaboration within Danish research, DFF offers funding for research projects carried out by multiple researchers (e.g. postdoctoral candidates and PhD students). A DFF-Research Project2 is often characterised by a coordinated and mutually binding collaboration on a well-defined, joint research question; however, it may also be a project formulated by a single researcher, which is to be carried out in their research team, when it can be argued that the project is particularly ambitious and resource demanding, and that the research objective cannot be obtained through a DFF-Research Project1. The research activities must establish synergy among any sub-projects, involve international collaboration (if relevant), and be of a high, international standard.

### 4.5.2 Framework

<b>Budget limitations</b> Between DKK 2,500,000 and DKK 4,400,000 excl. overhead.	<b>Timeline</b> Application deadline: 7 October 2025 at 12:00 PM (noon) Decision: April 2026 Expected reply: May 2026
<b>Seniority</b> You must have obtained your PhD degree or equivalent qualifications at least 8 years before the expiration of the application deadline. Specific periods of leave <i>must</i> be deducted.  Read more under “About the applicant”.	<b>Starting dates</b> Earliest: 1 August 2026 Latest: 1 August 2027
<b>Project duration</b> Up to 4.5 years.	<b>Offered by</b> <a href="#">All research councils and DFF   Cross-council Committee</a>

### 4.5.3 About the applicant

You must possess considerable, independent research experience at a high, international level. Furthermore, you must have obtained your PhD at least 8 years before the expiration of the application deadline. If you do not have a PhD degree, you must have obtained equivalent qualifications, e.g., a positive assistant professor assessment ("adjunktbedømmelse"), at least 8 years before the application deadline. Specific periods of leave must be deducted in the calculations of PhD-age, cf. [section 10](#).

Your previous results will be assessed in relation to your career path and in relation to the scientific challenges of the project applied for.

### 4.5.4 About the application

When writing an application to the fund, you must pay special attention to ensuring that the application fulfils the purpose of the funding instrument and that it meets the fund's assessment criteria.

DFF emphasises that the project description should account for the synergy between any sub-projects, the project management and organisational structure, as well as plans for publishing results. The project description must include an account of the proposed content of all sub-projects, including any PhD and postdoctoral projects.

There must be a sufficiently balanced relationship between the roles of all listed project participants (scientific/academic staff, technical/administrative staff, and whether DFF-funding or not), and the concrete role of the participants must be accounted for and justified.

The application must be written in English.

#### **Council-specific conditions**

*DFF | Medical Sciences and DFF | Natural Sciences only funds DFF-Research Project2 in special instances where it has been persuasively argued that the objective cannot be reached through a DFF-Research Project1.*

### **PhD and postdoctoral scholarships**

You can apply for funding for embedded PhD and postdoctoral scholarships, if these are well integrated into the project and fulfil a clear, independent function within the research project.

Embedded postdoctoral candidates must have obtained their PhD within the last 4 years at the time of the application deadline. If an embedded postdoctoral candidate does not have a PhD degree, they must have achieved equivalent qualifications, e.g., a positive assistant professorship evaluation ("adjunktbedømmelse"), within the last 4 years at the time of the DFF application deadline. Specific periods of leave must be deducted in the calculation of PhD age, cf. [section 10](#). Note that the PhD age requirements does not apply to application for DFF | Medical Sciences.

If you, as the applicant, are not an associate professor and have not been awarded a positive associate professor assessment ("lektorbedømmelse") and the project involves the education of researchers, you must account for how the relevant supervision will be provided, and how the research student's scientific association to the project will be ensured.

If the application includes requests for funding for unnamed PhD students and/or unnamed postdoctoral participants, the application must include an account of the proposed recruitment process. If a named postdoctoral candidate is a PhD student at the time of application, the application must include a declaration from the student's supervisor, stating that the student is expected to submit the PhD thesis within 6 months after the application deadline.

## **Budget**

You can apply for between DKK 2,500,000 and DKK 4,400,000 excl. overhead. The budget must be completed in the mandatory budget template, which can be downloaded from e-grant.

## **Project description and appendices**

There are a number of mandatory appendices that must *always* be attached, as well as additional appendices that must be included *if* relevant. You can read more about the general requirements for the contents of the project description and appendices in [section 8](#) and the budget in [section 9](#).

Please pay special attention to the fact that there are character and page limits for both the project description and the applicant's CV. Exceeding these limits will result in an administrative rejection. It is always the character count generated by e-grant that applies. You can find more information in [section 8.2](#).

### Appendices that must *always* be attached:

- **B10: Project description**  
The project description must not exceed 7 A4 pages (incl. figures, tables, etc.). The 7 A4 pages must not exceed 21,000 characters incl. spaces, figure captions, formulas, etc. It is recommended to use the “DFF-Project description” template.
- **B11: List of references/bibliography**  
List of references/bibliography for the project description.
- **Budget**  
Must be completed in the mandatory DFF budget template downloaded from and uploaded to e-grant.
- **B20: Applicant's CV**  
As the applicant, your CV must not exceed 2 A4 pages (incl. figures, tables, etc.). The 2 A4 pages must not exceed 6,000 characters incl. spaces, figure captions, formulas, etc.
- **B21: Applicant's list of publications**  
As the applicant, it is optional whether you submit a full or a selective publication list.
- **B90: Budget confirmation**  
Administrator's confirmation of the budget, etc., in the template “DFF-Budget Confirmation”.

### Appendices that must be attached *if* they are relevant:

Please note that it is expected that the project will involve other participants in addition to you, as the applicant.

- **B40: Participant's CV and list of publications**  
CV and list of publications (max 2 pages in total per person) for all named participants must be attached. This also applies for main supervisors in the event that there are embedded PhD students and you have not been awarded a positive associate professor assessment (“lektorbedømmelse”). Note the individual requirements concerning embedded PhD students and postdocs (see B41 and B42).
- **B41: PhD student's CV and list of publications**  
In the case of PhD scholarships for named individuals, the following appendices must be attached: complete transcripts/exam certificate, CV (max 1 page), and list of publications in case the candidate has already published scientific work.
- **B42: Postdoc's CV and list of publications**  
In the case of postdoctoral grants for named individuals, the following appendices must be attached: CV (max 1 page), list of publications, and PhD diploma. If the candidate does not have a PhD diploma you must submit documentation showing either: a) that the 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 submission of PhD thesis within 6 months of the application deadline (PhD students) must be submitted.

- **B52: Collaboration/support letter**

If a collaborator is significant for the project's completion, a collaborative statement/letter of support must be enclosed. It must be specified how the collaborator contributes to the project (max 1 page from each).

- **B63: *De minimis* declaration**

If funding for private companies is included, a *de minimis* declaration must be attached.

#### **4.5.5 Processing of your application**

If your application meets the requirements for active consideration, cf. [section 6](#), it will be submitted for scientific assessment in the relevant research council or DFF | Cross-council Committee. The assessment is completed on the basis of the assessment criteria outlined in [section 7](#) and the specific requirements for DFF-Research Project 2.

Applications for DFF-Research Project 2 are not submitted for external review unless special circumstances apply.

You can read more about the assessment procedures in DFF, including cross-council and external review, in [section 12](#).



# 5

## FUNDING INSTRUMENTS OFFERED BY INDIVIDUEL RESEARCH COUNCILS



### 5.1 EXPLORATIVE NETWORK | HUMANITIES

#### 5.1.1 Objective

This funding instrument is offered only by **DFF | Humanities**. The objective of this funding instrument is to strengthen cooperation between different Danish research environments and preferably also international collaborators. In the assessment, emphasis is placed on the originality of the conceptual idea, the network's potential for scientific innovation, and the course of the planned activities. The network is expected to facilitate the exploration of new opportunities across institutions, research traditions and scientific fields, though with the main emphasis on fields within the scope of DFF | Humanities.

Funding will not be provided for actual research projects. Funding will only be provided for the establishment of new networks.

#### 5.1.2 Framework

<b>Budget limitations</b> Up to DKK 550,000 excl. overhead.	<b>Timeline</b> Application deadline: 10 September 2025 at 12:00 PM (noon) Decision: November 2025 Expected reply: November 2025
<b>Seniority</b> You must as a minimum be a researcher at associate professor/senior researcher level.	<b>Starting dates</b> Earliest: 1 February 2026 Latest: 1 February 2027
<b>Project duration</b> Up to 3 years.	<b>Offered by</b> <a href="#">DFF   Humanities</a>

#### 5.1.3 About the applicant

The applicant must as a minimum be a researcher at associate professor/senior researcher level. The management of the network may be divided between several parties. However, the members of the network must appoint one project manager in advance, who will function as the applicant and thus as the person responsible to the council for the grant.

#### 5.1.4 About the application

When writing an application to the fund, you must pay special attention to ensuring that the application fulfils the objective of the funding instrument and that it meets the fund's assessment criteria.

The network is expected to include a broad and diverse circle of participants, potentially encompassing open activities. The application must account for the network's conceptual foundation, scientific ambition and concrete activities. Furthermore, the application must account and argue for the network's choice of participating research environments.

The application must account for the concrete organisation of the network, including the organisation of academic tasks within the network.

The application must be written in English.

#### Budget

You may apply for up to DKK 550,000 excl. overhead. The budget must be completed in the mandatory budget template, which can be downloaded from e-grant.

It is possible to apply for funding for the organisation of workshops, conferences, shorter research network stays, etc. You may apply for a combined maximum of 3 months of scientific/academic salaries for the purpose of network management and scientific assistance.

### **Project description and appendices**

There are a number of mandatory appendices that must *always* be attached. You can read more about the general requirements for the contents of the project description and appendices in [section 8](#) and the budget in [section 9](#).

Please pay special attention to the fact that there are character and page limits for both the project description and the applicant's CV. Exceeding these limits will result in an administrative rejection. It is always the character count generated by e-grant that applies. You can find more information in [section 8.2](#).

#### Appendices that must *always* be attached:

- **B10: Project description**  
The project description must not exceed 3 A4 pages (incl. figures, tables, etc.). The 3 A4 pages must not exceed 9,000 characters incl. spaces, figure captions, formulas, etc. It is recommended to use the “DFF-Project description” template.
- **B11: List of references/bibliography**  
List of references/bibliography for the project description.
- **Budget**  
Must be completed in the mandatory DFF budget template downloaded from and uploaded to e-grant.
- **B20: Applicant's CV**  
As the applicant, your CV must not exceed 2 A4 pages (incl. figures, tables, etc.). The 2 A4 pages must not exceed 6,000 characters incl. spaces, figure captions, formulas, etc.
- **B21: Applicant's list of publications**  
As the applicant, it is optional whether you submit a full or a selective publication list.
- **B45: Motivated list from the network**  
The application must include a list of names of the researchers/research environments that have committed to participate in the network.
- **B53: Collaboration letters and CV's**  
The application must provide an account for the participating Danish research environments and must include a motivated collaboration letter and CV (maximum 2 pages in total per person) from at least one network participant from each of the environments.
- **B90: Budget confirmation**  
Administrator's confirmation of the budget etc. in the template “DFF-Budget Confirmation”.

### **5.1.5 Processing of your application**

If your application meets the requirements for active consideration, cf. [section 6](#), it will be submitted for scientific assessment in DFF | Humanities. The assessment is completed on the basis of the assessment criteria outlined in [section 7](#) and the specific requirements for Explorative Network | Humanities.

Applications for Explorative Network | Humanities are not submitted for external review unless special circumstances apply.

You can read more about the assessment procedures in DFF, including external review, in [section 12](#).



## 5.2 JOURNALS | HUMANITIES

### 5.2.1 Objective

This funding instrument is offered only by **DFF | Humanities**. In order to support the dissemination of humanities research through scientific journals published digitally and Open Access, DFF | Humanities offers funding to established and new journals of high scientific value that strive for, or are distinguished by international reach. The council takes into consideration that certain areas of humanities research are primarily targeted at a Danish readership, and that this might influence how internationalisation is realised. Internationalisation may, for example, be achieved through international peer review processes, contributors, or by including editorial and advisory board members who are employed outside Denmark.

### 5.2.2 Framework

<b>Budget limitations</b> Up to DKK 130,000 with an equal distribution over 3 years.	<b>Timeline</b> Application deadline: 10 September 2025 at 12:00 PM (noon) Decision: November 2025 Expected reply: November 2025
<b>Seniority</b> You must be editor-in-chief and have associate professor/senior researcher level qualifications as a minimum.	<b>Starting dates</b> Earliest: 1 February 2026 Latest: 1 February 2027
<b>Project duration</b> 3 years.	<b>Offered by</b> <a href="#">DFF   Humanities</a>

### 5.2.3 About the applicant

As the applicant, you must be editor-in-chief and have associate professor/senior researcher level qualifications as a minimum. 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.

### 5.2.4 About the journal

It is a prerequisite for funding that the journal makes use of external peer review to assess the scientific quality of articles submitted to the journal, preferably in the form of double-blind assessment.

The journal's academic strength within its field, documented through reach, usage, acceptance rate, impact, and scope, is the most important criterion for the allocation of funds. DFF views publication of individual articles in an online early format as one of several ways to increase impact. It is expected that the application includes a description of specific initiatives aimed at strengthening the relevant journal's position and standing, and that these are motivated on the basis of the journal's subject area and age. Only journals that supply all their articles with an abstract written in an international language (English, German, French or Spanish) will be considered. Furthermore, funding can only be offered to journals that do not offer author fees. The council does not support popularised science journals.

The journal must be free of charge and freely available on the internet. This means that the journal must have a website from which articles are available free of charge and in electronic format in connection with publication. Exceptionally, funding may be granted for journals that maintain an embargo period of up to 12 months after an article's publication, cf. the [Open Access policy](#) for public sector research funds and foundations. It is a requirement that the journal is indexed in an internationally recognised system. This means that it must be possible, as a minimum, to search for and find the journal's articles through Google/Google Scholar and similar search engines. The council prefers that the journal seeks to be included in several indexes and that the articles are given a [DOI](#).

### 5.2.5 About the application

When writing an application to the fund, you must pay special attention to ensuring that the application fulfils the objective of the funding instrument and that it meets the fund's assessment criteria.

Grant applications for new journals must account for related, pre-existing journals, and explain how the new journal differs from these.

The application must be written in Danish or English.

#### **Budget**

You may apply for up to DKK 130,000 with an equal distribution over the three budget years to fund operating expenses for digital journals. You may apply for funding to cover editorial and production expenses. You cannot apply for funding to cover printing and shipping expenses.

Grants for journals are awarded for a 3-year period as a deficit guarantee. Funding for Journals | Humanities must be applied for without overhead.

Only the applicant may have the role as administrator.

#### **Description of the journal and appendices**

There are a number of mandatory appendices that must *always* be attached, as well as an additional appendix that must be included *if* relevant. You can read more about the general requirements for the contents of the appendices in [section 8](#) and the budget in [section 9](#).

Please note that the application form must account for the journal's scientific profile, current status in regard to impact, and objective (max 2,400 characters), the journal's strategy for the grant period (max 2,400 characters including spaces), and the journal's organisation and review process (max 2,400 characters including spaces).

Please pay special attention to the fact that there are character and page limits for the applicant's CV. Exceeding these limits will result in an administrative rejection. It is always the character count generated by e-grant that applies. You can find more information in [section 8.2](#).

Appendices that must *always* be attached:

- **B17: DFF | Humanities – Economy template**  
Special budget template for journals.
- **B20: Applicant's CV**  
The applicant's CV must not exceed 2 A4 pages (incl. figures, tables, etc.). The 2 A4 pages must not exceed 6,000 characters incl. spaces, figure captions, formulas, etc.
- **B40: Participant's CV and list of publications**  
CV and list of publications (max 2 pages in total per person) for all named participants must be attached.
- **B82: Digital accessibility**  
Documentation for meeting the requirement of digital accessibility (e.g., providing the URL of the journal's website).
- **B83: Number of downloads**  
Documentation for the number of downloads in a clear format stating if the data is per year, per quarter or per month.
- **B84: Reviewers**  
List of reviewers associated with the journal.

Appendix that must be attached if it is relevant:

- **B85: Advisory board**

If the journal has an advisory board, please attach a list of the members.

### 5.2.6 Processing of your application

If your application meets the requirements for active consideration, cf. [section 6](#), it will be submitted for scientific assessment in DFF | Humanities. The assessment is completed on the basis of the assessment criteria outlined in [section 7](#) and the specific requirements for Journals | Humanities.

Applications for Journals | Humanities are not submitted for external review unless special circumstances apply.

You can read more about the assessment procedures in DFF, including external review, in [section 12](#).



## 5.3 PRE-GRADUATE SCHOLARSHIPS | MEDICAL SCIENCES

### 5.3.1 Objective

This funding instrument is offered only by **DFF | Medical Sciences**. The council funds pre-graduate scholarships of 6-12 months' duration with the purpose of providing the most talented BA and MA students, who have completed at least 2 years of education (finalised with an evaluation) from educations that allow no more than 6 months for the completion of their master's thesis, with the opportunity to undertake scientific work and strengthen their interest in pursuing a scientific career.

### 5.3.2 Framework

<b>Budget limitations</b> Up to DKK 150,000 excl. overhead.	<b>Timeline</b> <i>Autumn 2025:</i> Application deadline: 10 September 2025 at 12:00 PM (noon) Decision: November 2025 Expected reply: November 2025  <i>Spring 2026:</i> Application deadline: 30 April 2026 at 12:00 PM (noon) Decision: June 2026 Expected reply: June 2026
<b>Seniority</b> As the applicant (main supervisor), you must normally have obtained a PhD degree or equivalent qualifications.  Note that the scholar student must be a BA or MA student, who have completed at least 2 years of education (finalised with an evaluation) from an education that allows no more than 6 months for the completion of the master's thesis.	<b>Starting dates</b> <i>Autumn 2025:</i> Earliest: 1 February 2026 Latest: 1 February 2027  <i>Spring 2026:</i> Earliest: 1 August 2026 Latest: 1 August 2027
<b>Project duration</b> 6-12 months.	<b>Offered by</b> <a href="#">DFF   Medical Sciences</a>

### 5.3.3 About the applicant

Applications for Pre-graduate Scholarships | Medical Sciences must be submitted by the student's academic supervisor. As a supervisor, you must normally have obtained a PhD degree or achieved equivalent qualifications through your research. The council places emphasis on the fact that you have an independent research profile and that you have the time required to undertake the supervision.

### 5.3.4 About the scholar student

The student completes a research project of 2 consecutive semesters' duration. It is expected that one of the 2 semesters is teaching-free, or that the student takes leave during the semester. The second semester must have research as its main focus. If exceptional circumstances prevent the student from taking leave for a semester, this must be accounted for in the application. There is no requirement as to when this consecutive period is placed during the student's overall education, other than the fact that the period must be completed before the student finishes their education.

Students enrolled in programmes that do not offer the possibility of a research semester are still eligible to apply for a scholarship. In this case, it is likewise expected that the student takes leave for a one-semester period. It is also a requirement that the research project takes place over a total period of two semesters. The council is willing to accept that the project, if necessary, extends over a three-semester period.

Students enrolled in an education that allows more than 6 months for the completion of the master's thesis (regardless of whether this option is utilised or not) are not eligible to receive a Pre-graduate Scholarship.

As a pre-graduate scholarship is tied to the specific student listed in the application, it is not possible for grant recipients to subsequently transfer the grant to another student.

### 5.3.5 About the application

When writing an application to the fund, you must pay special attention to ensuring that the application fulfils the objective of the funding instrument and that it meets the fund's assessment criteria.

In its assessment of the application, the council places emphasis on the student's qualifications (especially their grades) as well as the student's role 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 support of a larger project. The intention of the scholarship is that the student completes an independent project under the guidance of the supervisor/applicant, and with the aim of the student publishing their contribution. The council does not offer support for pre-graduate scholarships that have already received full or partial funding for the student's salary from other sources.

You cannot apply for funding for pre-graduate scholarships within the framework of the council's other funding instruments.

The application must be written in English.

### **Budget**

You can apply for up to DKK 150,000 excl. overhead. The budget must be completed in the mandatory budget template, which can be downloaded from e-grant.

The grant covers 6-12 months scholarship for the pre-graduate scholar as well as other operating expenses, and the budget must account for the use of these. The funds can be used throughout the entire approved period.

The funds for a pre-graduate scholarship count as operating grant support ("driftstilskud") to the supervisor's research activities in regard to the budget. Thus, the scholar is neither a scientific/academic employee, nor a technical/administrative employee, and the funds for the scholarship should therefore not be listed as salary, but as an operating expense in the budget template. It should be noted in the free text field for the relevant budget item how the funding is distributed between the student's scholarship and other operating expenses.

The council prioritises applications that include financing of operating expenses, or operating grant support (“driftstilskud”), for the student/pre-graduate scholar over applications that only include financing of other operating expenses.

### ***Project description and appendices***

There are a number of mandatory appendices that must *always* be attached, as well as additional appendices that must be included *if* relevant. You can read more about the general requirements for the contents of the project description and appendices in [section 8](#) and the budget in [section 9](#).

Please pay special attention to the fact that there are character and page limits for both the project description and the applicant's CV. Exceeding these limits will result in an administrative rejection. It is always the character count generated by e-grant that applies. You can find more information in [section 8.2](#).

#### Appendices that must *always* be attached:

- **B10: Project description**  
The project description must not exceed 3 A4 pages (incl. figures, tables, etc.). The 3 A4 pages must not exceed 9,000 characters incl. spaces, figure captions, formulas, etc. It is recommended to use the “DFF-Project description” template.
- **B11: List of references/bibliography**  
List of references/bibliography for the project description.
- **B12: Description of the student's role**  
A statement of the student’s role and work tasks in relation to the project.
- **Budget**  
Must be completed in the mandatory DFF budget template downloaded from and uploaded to e-grant.
- **B20: Applicant’s CV**  
As the applicant (supervisor), your CV must not exceed 2 A4 pages (incl. figures, tables, etc.). The 2 A4 pages must not exceed 6,000 characters incl. spaces, figure captions, formulas, etc.
- **B21: Applicant’s list of publications**  
As the applicant, it is optional whether you submit a full or a selective publication list.
- **B35: Student’s transcript of records**  
Clear, official, complete transcripts for the student.
- **B40: Scholar student’s and participants’ CV and list of publications**  
CV and list of publications (max 2 pages in total per person) for the scholar student and all named participants must be attached. At a minimum, a CV for the scholar student must be attached. A list of publications should be included in case the student has already published scientific work.
- **B90: Budget confirmation**  
Administrator’s confirmation of the budget, etc., in the template “DFF-Budget Confirmation”.

#### Appendices that must be attached *if* they are relevant:

- **B37: Clipping from the study programme**  
For students from other education programmes than Master of Science (MSc) in Medicine (cand. med.): A clipping from the study programme for the education programme that the student is registered at, documenting that the person in question does not have the opportunity to use more than 6 months/30 ECTS for the completion of their master’s thesis.
- **B57: Letter of acceptance from foreign institution**  
If activities take place partly or completely at a foreign institution, a written acceptance from the institution must be included, stating that the project can take place at the location in question.



### 5.3.6 Processing of your application

If your application meets the requirements for active consideration, cf. [section 6](#), it will be submitted for scientific assessment in DFF | Medical Sciences. The assessment is completed on the basis of the assessment criteria outlined in [section 7](#) and the specific requirements for Pre-graduate Scholarships | Medical Sciences.

Applications for Pre-graduate Scholarships | Medical Sciences are not submitted for external review unless special circumstances apply.

You can read more about the assessment procedures in DFF, including external review, in [section 12](#).



## 5.4 CLINICIAN SCIENTIST POSITIONS | MEDICAL SCIENCES

### 5.4.1 Objective

This funding instrument is offered only by **DFF | Medical Sciences**. With this grant, you can carry out specific research for 1-3 years so that you dedicate 20-50% of your total working time annually to research remunerated by DFF, and spend the remaining time in your clinical position, remunerated by the institution where the clinical employment takes place.

### 5.4.2 Framework

<b>Budget limitations</b> Salary for yourself covering 20-50% of your working time over a period of 1-3 years.	<b>Timeline</b> Application deadline: 4 November 2025 at 12:00 PM (noon) Decision: February 2026 Expected reply: February 2026
<b>Seniority</b> You must hold a PhD degree or equivalent qualifications.  Read more under "About the applicant".	<b>Starting dates</b> Earliest: 1 April 2026 Latest: 1 April 2027
<b>Project duration</b> Between 1-3 years.	<b>Offered by</b> <a href="#">DFF   Medical Sciences</a>

### 5.4.3 About the applicant

The application must be submitted by the person who wishes to be awarded the clinician scientist position.

It is a requirement that you hold a PhD degree or equivalent qualifications at the time of application. Funding is primarily awarded to medical doctors, dentists and veterinarians.

At the time of employment, applicants must be employed in a clinical position (including specialist training positions) that offers no possibility of carrying out research during working hours. Please note that the council prioritises applications where the applicant's clinical position involves patient treatment.

It is a prerequisite that you maintain clinical employment for 50-80% of the time throughout the entire grant period, and that no time is allocated to research during these working hours. During the grant period, you are thus employed part-time by your own institution as both a researcher remunerated by DFF funds and as a clinician remunerated by the institution.

Grants may be awarded to both established clinical researchers and promising early-career clinical researchers, who wish to maintain a research focus alongside their clinical work.

### 5.4.4 About the application

When writing an application to the fund, you must pay special attention to ensuring that the application fulfils the objective of the funding instrument and that it meets the fund's assessment criteria.



The council places emphasis on supporting innovative research, especially by contributing to increasing our knowledge of clinical subjects.

In the application, you must explain how a clinician scientist position that includes clinical work and research, would function in practice and how a clinician scientist position would enable synergies between clinic practice and research.

The application must be written in English.

### **Budget**

Your application can only cover funding of your personal salary during 20–50% of your annual working hours while dedicated to the research project. This means that the council covers all salary expenses during the time spent on research. You cannot apply for funding for equipment and operating expenses. Please note that it is still mandatory to attach a complete budget.

You must have secured funding for your clinical position in advance. The part of your salary which is financed by the council is based on applicable collective agreements. The remuneration will correspond to the salary for the clinical position, with the exception of special supplements for clinical functions (e.g. on-call supplements) and special academic functions (PhD supplement, supervisor supplement, etc.).

Please note that you can only apply for funding of expenses to the administrating institution, i.e. the place of employment in the clinical position. The research activity does not necessarily have to be carried out in the employing clinical department, but the council requires the grant to be administered by the institution where the clinical work takes place.

The budget must be completed in the mandatory budget template, which can be downloaded from e-grant.

### **Project description and appendices**

There are a number of mandatory appendices that must *always* be attached, as well as additional appendices that must be included *if* relevant. You can read more about the general requirements for the contents of the project description and appendices in [section 8](#) and the budget in [section 9](#).

Please pay special attention to the fact that there are character and page limits for both the project description and the applicant's CV. Exceeding these limits will result in an administrative rejection. It is always the character count generated by e-grant that applies. You can find more information in [section 8.2](#).

#### Appendices that must *always* be attached:

- **B10: Project description**  
The project description must not exceed 5 A4 pages (incl. figures, tables, etc.). The 5 A4 pages must not exceed 15,000 characters incl. spaces, figure captions, formulas, etc. It is recommended to use the “DFF-Project description” template.
- **B11: List of references/bibliography**  
List of references/bibliography for the project description.
- **Budget**  
Must be completed in the mandatory DFF budget template downloaded from and uploaded to e-grant.
- **B20: Applicant's CV**  
As the applicant, your CV must not exceed 2 A4 pages (incl. figures, tables, etc.). The 2 A4 pages must not exceed 6,000 characters incl. spaces, figure captions, formulas, etc.

- **B21: Applicant's list of publications**  
As the applicant, it is optional whether you submit a full or a selective publication list.
- **B70: Statement of commitment from management**  
Approval from management at the clinical department where you are employed releasing you from work duties, corresponding to the percentage per year that you have received salary funding from the council for research.
- **B90: Budget confirmation**  
The institution where the clinical position will take place confirms with its signature in the "DFF - Budget Confirmation" template that costs associated with the clinical position are covered.

Appendices that must be attached if they are relevant:

- **B40: Participant's CV and list of publications**  
CV and list of publications (max 2 pages in total per person) for all named participants must be attached.
- **B56: Declaration of support**  
A declaration of support from the institution where the research will be carried out, if the institution is different from the institution where you are employed (the administrating institution).

#### 5.4.5 Processing of your application

If your application meets the requirements for active consideration, cf. [section 6](#), it will be submitted for scientific assessment in DFF | Medical Sciences. The assessment is completed on the basis of the assessment criteria outlined in [section 7](#) and the specific requirements for Clinician Scientist Positions | Medical Sciences.

Applications for Clinician Scientist Positions | Medical Sciences are not submitted for external review unless special circumstances apply.

You can read more about the assessment procedures in DFF, including external review, in [section 12](#).



## 5.5 INTERNATIONAL RESEARCH STAY | SOCIAL SCIENCES

### 5.5.1 Objective

This funding instrument is offered only by **DFF | Social Sciences**. In order to promote the internationalisation of social science research, DFF | Social Sciences provides funding for research stays at a research institution outside of Denmark for consecutive periods of at least 3 months. The research stay should be based on new and specific research activities within the field of *social sciences* and contribute to those activities through strengthened international collaboration or networks and collection of data.

### 5.5.2 Framework

<b>Budget limitations</b> Up to DKK 200,000 excl. overhead.	<b>Timeline</b> Application deadline: 4 November 2025 at 12:00 PM (noon) Decision: January 2026 Expected reply: February 2026
<b>Seniority</b> You must hold a PhD degree or equivalent qualifications.  Read more under "About the applicant".	<b>Starting dates</b> Earliest: 1 March 2026 Latest: 1 March 2027
<b>Project duration</b> Minimum 3 months.	<b>Offered by</b> <a href="#">DFF   Social Sciences</a>

### 5.5.3 About the applicant

The application must be submitted by the researcher who will complete the proposed research stay. You must have obtained a PhD degree or achieved equivalent qualifications through your research. You must be employed at a research institution in Denmark.

### 5.5.4 About the application

When writing an application to the fund, you must pay special attention to ensuring that the application fulfils the objective of the funding instrument and that it meets the fund's assessment criteria.

The council only provides funding for research stays lasting minimum 3 months to carry out research activities at a research institution outside of Denmark. The research stay should be uninterrupted unless exceptional family-related or institutional circumstances apply.

You may apply for funding if the purpose of your research stay is to enter into a binding and concrete research collaboration with foreign partners, or to gain access to archives, libraries, institutions, etc. The application must account for the significance of the research stay for the formation of collaborations and networks, as well as how these collaborations will contribute to the advancement of Danish research.

In its assessment of the application, the council will first and foremost place emphasis on the application presenting relevant internationalisation of well-founded research activities.

The stay, its contents, and output must be thoroughly described in the application. The project description must include an account of the academic grounds for a research stay at the institution in question as well as a description of the concrete and binding research collaboration, access to archives and libraries or data collection facilitated by the stay.

The application must be written in English.

### Budget

You may apply for up to DKK 200,000 excl. overhead. The budget must be completed in the mandatory budget template, which can be downloaded from e-grant.

You cannot apply for funding for scientific/academic salaries, or non-research related expenses such as traveling and housing expenses for accompanying spouse and children, child care expenses, schooling expenses, etc.

### Project description and appendices

There are a number of mandatory appendices that must *always* be attached, as well as an additional appendix that must be included *if* relevant. You can read more about the general requirements for the contents of the project description and appendices in [section 8](#) and the budget in [section 9](#).

Please pay special attention to the fact that there are character and page limits for both the project description and the applicant's CV. Exceeding these limits will result in an administrative rejection. It is always the character count generated by e-grant that applies. You can find more information in [section 8.2](#).

Appendices that must *always* be attached:

- **B10: Project description**  
The project description must not exceed 3 A4 pages (incl. figures, tables, etc.). The 3 A4 pages must not exceed 9,000 characters incl. spaces, figure captions, formulas, etc. It is recommended to use the "DFF-Project description" template.
- **B11: List of references/bibliography**  
List of references/bibliography for the project description.

- **Budget**  
Must be completed in the mandatory DFF budget template downloaded from and uploaded to e-grant.
- **B20: Applicant's CV**  
As the applicant, your CV must not exceed 2 A4 pages (incl. figures, tables, etc.). The 2 A4 pages must not exceed 6,000 characters incl. spaces, figure captions, formulas, etc.
- **B21: Applicant's list of publications**  
As the applicant, it is optional whether you submit a full or a selective publication list.
- **B54: Documentation of collaboration or archival access, etc.**  
Documentation of the binding and specific research collaboration with foreign partners or documentation for access to the archives, libraries, institutes, etc., which are the purpose of the stay.
- **B90: Budget confirmation**  
Administrator's confirmation of the budget, etc., in the template "DFF-Budget Confirmation".

Appendix that must be attached *if* it is relevant:

- **B40: Participant's CV and list of publications**  
CV and list of publications (max 2 pages in total per person) for all named participants must be attached.

### 5.5.5 Processing of your application

If your application meets the requirements for active consideration, cf. [section 6](#), it will be submitted for scientific assessment in DFF | Social Sciences. The assessment is completed on the basis of the assessment criteria outlined in [section 7](#) and the specific requirements for International Research Stay | Social Sciences.

Applications for International Research Stay | Social Sciences are not submitted for external review unless special circumstances apply.

You can read more about the assessment procedures in DFF, including external review, in [section 12](#).

# 6 REQUIREMENTS FOR YOUR APPLICATION TO BE GIVEN ACTIVE CONSIDERATION

When you submit an application, it is first evaluated whether your application meets the requirements listed below. If the application does not meet the requirements, 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 case, you will receive an administrative rejection. This means that your application will not be forwarded for assessment by the research councils/committees.

## *General requirements*

- The application must be submitted via [e-grant](#).
- The application must be received before the expiration of the application deadline.
- The application must be submitted to one of DFF's funding instruments.
- The application must be written in the specified language (cf. [section 8.4](#))
- The application must include a project description (cf. [section 8.6](#))
- The project description must comply both with the maximum allowed number of characters and the maximum allowed number of pages as outlined in the section on the funding instrument applied for (cf. [section 4](#) or [section 5](#) for the relevant funding instrument, and [section 8.2](#) for information on how the number of characters is counted. It is the character count stemming from e-grant that applies).
- The application must include a CV for you as the applicant (cf. [section 8.7](#)).
- As the applicant, your CV must not exceed 2 A4 pages (including figures, tables, etc.) and the 2 A4 pages must contain no more than 6,000 characters, including spaces, figure texts, formulas, etc. (cf. [section 8.2](#) regarding information on how the number of characters is counted. It is the character count stemming from e-grant that applies).
- The application must include a publication list for you as the applicant (cf. [section 8.8](#)).
- The application must include a budget, using the budget template corresponding to the funding instrument (download from [e-grant](#)).

## *Instrument-specific requirements*

- For applications for **Non-university Research Education (PhD)**, the host institution must be a national research institution (cf. [section 4.1](#)).
- For applications for **DFF-International Postdoctoral Grant**, you, as the applicant, must have received your PhD from a Danish institution (cf. [section 4.2](#)).
- Applications for **DFF-International Postdoctoral Grant** must include a host declaration from the foreign host institution (outside of Denmark) (cf. [section 4.2](#)).
- Applications for **Pre-graduate Scholarship | Medical Sciences** must be submitted by the main supervisor (cf. [section 5.3](#)).
- For applications for **Pre-graduate Scholarship | Medical Sciences**, the application may not include students enrolled in an education that allows more than 6 months for the completion of the master's thesis (regardless of whether this option is utilised or not) (cf. [section 5.3](#)).
- For applications for **Pre-graduate Scholarship | Medical Sciences**, the student must complete a research project of minimum two semesters' duration (see [section 5.3](#)).

If your application fulfils the above requirements, it will be submitted for active consideration by DFF on the basis of the submitted material.

# 7

## THE FUND'S ASSESSMENT CRITERIA

In its assessment of your application, the research council/committee will make a concrete scientific assessment of whether you, as the applicant, meet the following requirements. If the council/committee finds that you do not meet these requirements, your application will be rejected:

- The total amount applied for must observe the specified upper and lower limits that apply to the funding instrument in question.
- As the applicant, you must as a minimum have a PhD degree or equivalent qualifications (not applicable to Non-university Research Education (PhD)).
- As the applicant, you must meet the specified PhD age requirements for the applied-for instrument.
- For applications for **Non-university Research Education (PhD)**, you, as the applicant, must have a Master's degree or equivalent qualifications at the time of application submission (cf. [section 4.1](#)).

If your application meets the abovementioned evaluation criteria as well as the requirements, which must be fulfilled, for your application to be given active consideration (cf. [section 6](#)), your application will be assessed based on the criteria listed below.

The two most significant assessment criteria are the project's scientific quality and the applicant's qualifications.

In the assessment, DFF emphasises that the individual criteria should be met to the greatest extent possible. The individual research council will always assess the individual application based on a concrete, overall evaluation, where the various criteria can be met to a greater or lesser extent. As such, not all criteria will be relevant to all applications. Due to the competition between applications, it is not a given that meeting the criteria will result in a grant.

In every case, DFF will assess your application based on whether the project in question benefits Danish research.

For the funding instruments in this call, DFF applies the following criteria:

### ***Achieving the objective of the funding instrument:***

- Are the specified funding instrument-specific conditions and requirements (cf. [section 4](#) and [section 5](#)) sufficiently met?

### ***Scientific quality:***

- Does the project description render it probable that the project contains potential for scientific progress, innovation and originality (theoretical, methodical and empirical)?
- Does the project display innovative research as opposed to an expansion of already ongoing research?
- Does the project description render it probable that the project contributes to internationalisation of Danish research?
- Does the project description contain:
  - a clear and well-defined research question and objective?
  - a description of *state of the art* and/or the scientific challenges within the project's research area, and the project's potential related contribution hereto?
  - consistent and suitable hypotheses?
  - an account of the theoretical and/or methodological foundation, including an argumentation for the relevance of proposed activities in relation to this foundation?
- If relevant to the project: Is there an argument for the correlation between the project's hypothesis, theory and method?

- If relevant to the project: Is there a sufficient description of the project's empirical material or data foundation, including any pilot projects and/or any preliminary data?
- If relevant to the project: Is there sufficient synergy between the individual parts of the project?

#### **Council-specific conditions**

For applications to *DFF | Technical and Production Sciences*, a further special criterion is applicable: Is the project motivated by a desire to solve a specific problem, or does the project have a clear application-oriented perspective?

#### **Applicant qualifications:**

- Has the applicant documented
  - scientific qualifications to an extent that is necessary for the project's completion?
  - scientific qualifications at a level corresponding to the target group for the funding instrument applied to?
  - scientific production at a level corresponding to the applicant's career path and seniority?
  - qualifications as a research leader at a level corresponding to the applicant's career path and seniority?
- Have the other project participants documented scientific qualifications at a level corresponding to their career paths and seniority, and do they possess the qualifications that are necessary for the project's completion?
- Are relevant local and international researchers contributing, and if relevant, is there a sufficient degree of contribution from public institutions or business partners?
- Is there a strategy for the organisation and management of the project, including an account of the division of labour between the researchers involved and a plausibility of the applicant being able to handle the project applied for (scientifically/academically and time-wise) at the same time as the applicant's other research and management tasks?

#### **Feasibility:**

- Have sufficient resources been allocated to the project, including the research framework, personnel, and access to necessary facilities and equipment?
- Is there a realistic work plan and time-frame for the project that, among other things, takes the recruitment of any unnamed participants and the dissemination of project results into account?
- Does the project description account for the project's milestones and success criteria, and are these realistic?
- Is there proportionality between the project's costs and the expected scientific output?
- Is there proportionality between the proposed activities and the proposed budget? Does this include a good correlation between what the requested funding will finance, how the funding will be used, as well as which tasks and people will be financed?
- Are ethical aspects satisfactorily clarified where relevant?
- If relevant to the project: Is there a plan for the management of risks which can hinder the project's completion?

#### **Publishing and dissemination of results:**

- Are the collective considerations for publishing/disseminating/patenting of the project's results realistic and described in a satisfactory manner?
- If relevant to the project: Have the likelihood and plans for patents in the proposed project been accounted for?

***Other assessment criteria:***

- Do the activities benefit Danish research?
- Does the project include education of researchers in a relevant manner, and, furthermore, are potential PhD students or postdoctoral candidates well integrated into the project, and do they fulfil a clear function in it?
- Does the project/activity contribute to improving researcher mobility nationally/internationally and – if relevant – between research institutions/companies?

In addition to the general assessment criteria, which are common to all the research councils in DFF, there are some assessment criteria that only apply to specific councils/funding instruments. Please see the respective instruments in [section 4](#) and [section 5](#).



# PART B: GENERAL REQUIREMENTS AND GUIDELINES

## 8

## PROJECT DESCRIPTION AND APPENDICES

### 8.1 WHICH APPENDICES SHOULD YOU ATTACH?

For each funding instrument in [section 4](#) and [section 5](#), the relevant list of appendices specifies which documents must be attached. Any appendices that are not listed under the specific instrument will not be included in the assessment.

DFF recommends that you redact any CPR numbers in the appendices.

**Please note:** In order for the application to be archived by the Danish National Archives, all submitted appendices must, at a minimum, comply with the PDF/A standard.

### 8.2 COUNTING THE NUMBER OF CHARACTERS

The appendices “Project description” and “Applicant’s CV” must adhere to the requirements regarding maximum permitted number of pages and characters. As various text-editor programs use different methods for counting the number of characters, DFF urges the use of the e-grant system to verify that the number of characters in your application is within the permitted number.

DFF will always use e-grant’s character count as a basis for the decision of whether a document fulfils the requirements or not. In this regard, DFF recommends that you, as the applicant, continuously generate a PDF-file of your CV, project description and appendix and upload these documents to the application.

If the document exceeds the permitted length, or if the document’s number of characters cannot be counted by the system, you will, as a rule, receive a warning that the document does not meet the requirements and have the opportunity to upload a new document. This warning is solely intended as a service message and it does not exempt you from the need to ensure that your application complies with all the requirements in the call for proposals. Alternatively, you can make use of [e-grant’s counting tool](#) without needing to create and navigate through an application. The counting tool will inform you how many characters e-grant has detected in the uploaded PDF file. Please note that this component only functions as a PDF counting tool and that you will not be notified if you exceed the set requirements.

DFF will reject applications that exceed the permitted number of pages or characters in the project description and the applicant’s CV. Hence, you will not be able to upload a revised document to DFF if the document exceeds the permitted requirements when the deadline expires.

### 8.3 DEFINITIONS OF ROLES IN THE PROJECT

DFF distinguishes between three overall project roles; applicant, participant, and collaborator, which has an influence on the appendices that must be attached.

**The applicant** is the person who submits the application and is main responsible for the project in the event of a grant.

**Participants** have a *significant* role in the project and contribute with working hours. Participants must appear in the budget, regardless of whether DFF funding is applied for or not. Examples of participants: Scientific/academic project participants, including embedded PhD students and postdocs, supervisors, technical/administrative project participants, etc.

**Collaborators** are more peripheral actors in the project. Examples of collaborators: Advisory board member, organisations who are users of project results, e.g. companies or public actors, sparring partners, etc.

Please note that academic hosts for long-term stays abroad are considered participants. However, it is not necessary for the academic host to be included in the budget like the other participants, as it can be difficult to estimate the amount of time and co-financing the academic host will contribute to the project.

## 8.4 LANGUAGE

The project description, relevant CV's and publication lists must be written in English, unless otherwise stated in the description of the funding instrument you are applying for. Additional appendices may be submitted in English or one of the Scandinavian languages; however, English is preferred. Attached appendices in other languages will not be considered in the application process.

## 8.5 TEMPLATES

For some of the appendices, DFF provides fixed templates, including:

- B10: DFF-Project description (recommended)
- Budget (mandatory)
- B17: DFF | Humanities – Economy templates (mandatory for the instrument Journals| Humanities)
- B63: *De minimis* declaration (mandatory, if private companies request DFF funding)
- B90: DFF-Budget confirmation (mandatory)

The templates can be downloaded from the [website](#). You can also access the templates that are relevant for each funding instrument on the instrument-specific pages on the [website](#). Please note, however, that you must download the budget template from e-grant.

## 8.6 PROJECT DESCRIPTION

Your application must always include a project description. It is recommended that you use the template "DFF-Project description", which can be found on [DFF's website](#). The project description must not exceed the maximum number of pages and characters (excluding references/bibliography) which is outlined under each funding instrument – regardless of whether the description includes figures/ tables, etc., or not. The number of characters stated under each of the funding instruments includes spaces, figure captions, formulas, etc.

It is important that all of the text is readable. In the main text, you **must** therefore use the font Times New Roman, font size 12, minimum 2 cm margin on the left, right, top and bottom, and line spacing of 1.5. You must use minimum font size 10 and line spacing 1.0 if you insert e.g. tables, diagrams, figure captions, footnotes, etc.

**No** links to external material may be included in the project description.

It is important that the document is not scanned and that it is in an electronic format that is readable by e-grant. If you submit files, which are not in a readable electronic format, you will receive a warning that the document does not meet the listed requirements.

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

An automatic validation of the length of the project description will be made when you submit your application, as described. Note that DFF will always use e-grant's character count as a basis for the

decision of whether a document exceeds the maximum allowed number of pages and/ or characters (see [section 8.2](#) for further information on how the number of characters is counted in e-grant). If the project description exceeds the specified limitations on the number of pages or characters for the funding instrument applied for, it will be singled out for a manual check. Applications where the project description exceeds the specified size requirements will receive an administrative rejection.

The project description must account for:

- The project's objective, including research question and potential hypotheses.
- The project's scientific and potential societal perspectives and relevance. In addition, it must include an assessment of the anticipated significance of the project results in relation to future research and researcher education in the field.
- The theoretical foundation of the project, its central concepts and the current knowledge/state of the art within the area. This must include an account of how your project relates to national and international research, its clear delimitations in relation to current activities in the area, as well as an argumentation for your qualifications and previous achievements in the field.
- If relevant to the project: A substantiation of the choice of method, including how theory and concepts will be applied in the analysis.
- If relevant to the project: An account of the project's empirical material.
- Research plan, including an assessment of the feasibility of the project, a work plan and time schedule. It is important that the overall time schedule takes any recruitment of unnamed participants into consideration, as a project extension cannot normally be expected under the terms of the grant.
- The practical framework for the completion of the project (e.g., experimental facilities, staff resources and access to software/databases, etc.).
- Realistic considerations for publishing and dissemination of research results.
- If relevant to the project: A plan for the management of risks which can hinder the project's completion.

Please note that there may be specific requirements for the project description's content, which you will find under each funding instrument. In these cases, your project description must respect both the general requirements as outlined above and the specific requirements of the funding instrument. Please pay attention to the fund's assessment criteria in general.

When writing your project description, you must also bear in mind that all the members of the council/committee to which you apply will participate in the final assessment and prioritisation of the individual applications. For this reason, the project description should be understandable to all members of the council/committee.

## 8.7 CV

### 8.7.1 Extent of CV

As the **applicant**, you must submit a CV and a separate list of publications. Your CV must not exceed 2 A4 pages (including figures, tables, etc.). The 2 A4 pages must not exceed 6,000 characters, including spaces, figure texts, formulas, etc.

It is important that the document is not scanned and that it is in an electronic format that is readable by e-grant. If you submit files, which are not in a readable electronic format, you will receive a warning that the document does not meet the listed requirements.

An automatic validation of the length of the submitted applicant CV will be made. Note that DFF will always use e-grant's character count as a basis for the decision of whether a document exceeds the

maximum allowed number of pages and/or characters (see [section 8.2](#) for further information on how the number of characters is counted in e-grant). If the CV exceeds the specified limitations on the number of pages or characters, it will be singled out for a manual check. Applications where the applicant's CV exceeds the size requirements will receive an administrative rejection.

**Participants** must include a CV and list of publications. Participant's CV and list of publication must not exceed maximum 2 pages in total per person. However, for embedded PhD students and postdocs, the limit is a CV of 1 page, and a full list of publications.

You can find the definitions of the roles in DFF projects in [section 8.3](#).

**No** links to external materials may be included.

### 8.7.2 Content of the CV

The required content of the CV and list of publications applies to both the applicant and participants (including PhD students and postdocs). The CV should contain all information, which is relevant for the project you apply for. The CV can include the following:

- Education (for academic degrees, list the date and year of obtaining the degree)
- Current and most recent employment. In case of temporary employment, state the termination date of the employment contract
- Academic awards and honours
- Management experience, including experience with project management and leading research projects
- Scientific focus areas
- International relations
- Supervision of students (PhD students and postdocs)
- Other scientific qualifications

The CV should not contain information such as email address, phone number, address, and periods of illness, etc.

In the assessment of applicants' research productivity, individual career paths will be taken into consideration. This includes, e.g., any leaves of absence or employment in private research-driven businesses. Applicants, who have been employed in private companies and the like, are encouraged to describe the qualifications and results they have achieved through their employment.

DFF considers a high ranking in the European Research Council (ERC) as important information on the CV. DFF therefore encourages applicants, who have qualified for the second round in ERC, to state this in their CV.

## 8.8 LIST OF PUBLICATIONS

The list of publications must only include research that has been published or accepted for publication.

For you as the applicant, it is optional whether to submit a full or a selective publication list. For any embedded PhD students and postdocs, a full publication list must be submitted. For other named participants, a combined CV and list of publications of maximum 2 pages in total per person must be submitted. If you submit selective publication lists, you must state this.

The name of the applicant/other (research/academic) participants must be in bold font in the list of publications. The order of authors must be indicated exactly as listed in the original publication, meaning that, for example, the order of shared first authorships must not be revised. Likewise, all co-authors should be mentioned to the extent possible.

The list of publications must be systematically organised, e.g., chronologically, and divided into the following categories:

- Peer-reviewed publications. State all authors to the extent possible (indicate in which order they are mentioned, e.g., alphabetically or first-to-last author), year of publication, title, place of publication, volume number as well as first and last page number, or article number and number of pages:
  - articles
  - monographs
  - peer-reviewed articles published in conference proceedings
  - book chapters
- Non-peer-reviewed publications such as monographs, book chapters, articles, etc. State all authors to the extent possible (indicate in which order they are mentioned, e.g., alphabetically or first-to-last author), year of publication, title, place of publication, volume number as well as first and last page number, or article number and number of pages.
- Patent references for patents obtained or applied for, which are relevant to your research. Patent references are included in the list of publications on equal terms with references for scientific articles.

Links to external materials may **not** be included.

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

# 9

## BUDGET

### 9.1 WHICH EXPENSES CAN YOU APPLY FOR FUNDING FOR?

In order for DFF to assess your application, you must devise 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 participants at other institutions. It is important that the budget includes information about all participants in the project. This also includes participants, who will not receive DFF funding, thus providing an overview of the entire group of participants and the economy of the project.

You may apply for funding to cover all expenses that are directly attributable to the project, and which are relevant and necessary for the completion of the project. Overhead should be added to this (see [section 9.3](#)).

As a general rule, the budget must be divided into the following overall budget items:

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

You must prepare the budget according to the actual cost level at the time of the application being completed and take into account expected salary and price increases during the project period. Documentation for expenses, including salary levels, equipment, subcontracts, etc., must be made available upon request from DFF.

DFF can only fund project activities that are not funded from other sources.

DFF recommends that you seek assistance from the institution responsible for administering the potential grant, when preparing your budget.

#### 9.1.1 Scientific/academic salaries

DFF may provide funding for salary for scientific/academic participants in the project applied for. This applies to researchers who are already employed during the project period as well as researchers who are not already employed during the project period in question.

DFF requires salaries for public employees to be set according to the provisions which apply to scientific staff in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance. Scientific/academic participants, whose salaries are paid for by DFF, in full or in part, are covered by the job structure for scientific/academic staff at institutions of higher education, or by the job structure for scientific/academic staff performing research at sector research institutions.

When you apply for funding for salary expenses for named scientific participants, you must use the expected actual salary expenses as a basis, which is defined as direct salary that can be attributed to the employee and that is documentable via payslips. Please note that you should not apply separately for vacation allowances for permanently employed scientific/academic participants.

Salary expenses for unnamed scientific/academic employees participating at postdoctoral level should, as a rule, be calculated according to the salary level for postdoctoral/assistant professors, cf. the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance. You must budget with gross salary expenses (salary, pension, ATP, holiday pay).

### **9.1.2 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 scientific level that is necessary for carrying out the tasks required.

### **9.1.3 Equipment (purchase or construction)**

You may apply for funding to cover the purchase or construction of equipment and apparatuses which are deemed necessary for the completion of the specific project. After completion of the grant, purchased equipment, etc., will become the property of the administrator or the institution/business that purchased the equipment according to the grant documentation.

Funded equipment is assumed to be subsequently used, and therefore the equipment will not be subject to demands of repayment of any potential residual value.

### **9.1.4 Operating expenses**

You may apply for funding to cover all operating expenses that can be directly attributed to the applied for project, and which are deemed relevant and necessary for the completion of the project. In the budget template, you must specify which specific operating expenses make up the total operating budget. Please provide detailed argumentation in connection with significant operating expenses, accounting for the extent, price level, and relevance.

Operating expenses characterised as permanent acquisitions, e.g. purchased books, special software licenses, and the like, do not become the property of the grant recipient, but of the administrator or the institution/business that purchased the acquisitions according to the grant documentation.

#### ***Remuneration for professionals, etc.***

If you apply for funding for, e.g., involvement of professionals in practice-oriented projects, or other persons, who are not categorised as scientific or technical/administrative participants, these funds must be stated as operating expenses, e.g. as remuneration. It is possible to apply for funding for compensation of the working hours during which they contribute to the project, so that they can be relieved from their regular work tasks and participate in the project. The stated expenses must be described in the budget, including the number of working hours for which compensation is sought as well as the relevance of these expenses to the project.

#### ***Expenses which are expected to be covered by overhead***

DFF expects expenses for normal work computers, general software, and other general work tools to be covered by the institutions' granted overhead. Likewise, it is expected that general secretarial assistance, general expenses in connection with recruitment, and similar items of expenditure are covered by the institution. Consequently, DFF does not offer support for these types of expenses. Moreover, DFF expects that access to and use of equipment, apparatuses, facilities, books, databases, etc., already available at the host institutions, will be made available for a given research project at no extra cost by the host institution. Unless you can document that special circumstances apply, DFF does not offer support for these types of expenses.

#### ***Education rates***

As part of your operating expenses, you may apply for annual education rates ("uddannelseskter") in relation to any research education required in conjunction with PhD scholarships financed by the fund. In accordance with an agreement between the research council system and Universities Denmark, DFF employs special education rates. The education rates for PhD students enrolled at Danish universities correspond to DKK 75,000 (Humanities and Social Sciences) or DKK 120,000 (Natural Sciences, Medical Sciences and Technical Sciences) per full project year (max 3 years).



The rate will be at host institution's disposal and also covers all salary expenses in relation to PhD supervision, PhD defence, etc. For PhD students funded by DFF, the employing or host institution may impose work tasks corresponding to 840 hours within a 3-year PhD programme.

### **Travel and subsistence expenses**

You may apply for funding to cover travel and subsistence expenses. The purpose is to cover actual additional costs related to official journeys. The maximum rates are listed in the Government circular on the official journey agreement ("Statens Cirkulære om Tjenesterejseaftalen") and the associated circular on adjustment of rates ("Cirkulære om Satsregulering"). You can find the relevant agreements and rates on the Danish Employee and Competence Agency's [website](#). 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 actual costs of the stay and that you are able to justify the items of expenditure, e.g. for transport, expected price of rental accommodation, and other living expenses. You may, for example, apply for the following within the budget framework of the funding instrument:

- Reimbursement of expenses for travel and transport, though not for local travels/transportation during the stay abroad
- 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.

DFF expects that applications to the fund meet the administrating institution's possible guidelines for reduction of the climate footprint. This also includes the choice of modes of transportation in connection with any travel activities, which will take place as part of the research projects funded by DFF.

### **Open Access (not funded)**

DFF does *not* fund expenses associated with Open Access publishing. You can read more about Open Access on the [fund's website](#).

## **9.2 SPECIAL CONDITIONS FOR PRIVATE ENTERPRISES**

DFF funding to enterprises must be awarded in accordance with EU regulations for state support. For further information, please see the [State Support Handbook](#).

As a general rule, DFF awards grants to enterprises in the form of so-called *de minimis* aid in accordance with the *de minimis* regulation.<sup>1</sup> An enterprise can receive no more than EUR 300,000 in total *de minimis* aid from public grantors over a period of 3 financial years. If the applicant is an enterprise or part of the funding is to be passed on by the applicant to a participant in the form of an enterprise, a declaration of *de minimis* aid must be completed, signed and attached as an appendix to the application.

## **9.3 OVERHEAD**

DFF grants overhead to cover indirect costs incurred in connection with completion of the project, which cannot be directly attributed to the specific project. This includes, e.g., joint expenses for rent, premises, administration, etc.

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<sup>1</sup> Cf. [Commission Regulation \(EU\) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid](#). Please note that there is separate *de minimis* regulation in regard to [fishery and aquaculture](#) as well as the [agriculture sector](#).

Overhead is calculated as a fixed percentage of the grant for the project's direct expenses. Please note that for some institutions, overhead is calculated on the basis of all direct expenses, while for others, it is calculated on the basis of salary expenses alone.

The overhead is awarded to the institution that defrays and registers the relevant expense, based on the applicable rate for that type of institution.

DFF grants overhead according to the table below.

Institution type	Overhead
Danish institutions (including universities, sector research institutes, university colleges, business academies, maritime educational institutions and higher educations within the Fine Arts) which are subject to the rules regarding grant-funded research activities in the Danish Ministry of Finance's Budget Guidelines, cf. section 2.6.10.3 of the Budget Guidelines, <i>Special appropriation rules concerning research activities</i> ("Særlige disponeringsregler vedrørende forskningsaktiviteter").	44% of all expense types
Public knowledge institutions and non-profit private organisations, e.g. approved GTS institutes (Advanced Technology Group Institutes), that conduct independent research and development activities for the benefit of the public and which can be equated with universities, etc., cf. section 2.6.10.3 of the Budget Guidelines, <i>Special appropriation rules concerning research activities</i> ("Særlige disponeringsregler vedrørende forskningsaktiviteter").	44% of all expense types + 20% hourly supplement
All other Danish institution types (including hospitals and other public institutions, state-subsidised (approved) museums, private institutions, etc.)	18% of salary expenses
Foreign institutions	0%
Institutions in the Danish Realm ("Rigsfællesskabet"): The same rates for overhead are granted to equivalent institutions (cf. the above-mentioned Danish institutions) in Greenland and the Faroe Islands	See above

Please note that if you are awarded a grant, and DFF is in doubt about which overhead rate your institution is entitled to, DFF will obtain documentation from you. The overhead rate the institution in question may have received previously in connection with a DFF grant or another grant will not be taken into account.

### 9.3.1 The principle for calculating differentiated overhead

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

For salary expenses, overhead is calculated on the basis of which institution or enterprise defrays and registers the salary expenses. It is therefore not decisive whether the research activity actually takes place at the institution or enterprise in question. Nor is a person's principal place of employment, or where they typically work the most hours, a decisive factor. If a person is employed by several institutions, it must be agreed between these institutions how the project hours are to be distributed as working hours at each of the institutions. 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. This means that the overhead is awarded to the institution, or institutions that defray and register the expenses for an operating item, based on the applicable rate for the type of institution in question.

## 9.4 FILLING OUT THE BUDGET TEMPLATE

As the applicant, you must fill in a comprehensive and complete budget in the mandatory DFF budget template applicable to the relevant funding instrument. The budget template is only available in English.

You will find the correct budget template by creating an application for the selected funding instrument in e-grant and downloading the budget template under the “Upload Budget” step in the application form. When the budget is filled out, it must be uploaded to the application form in e-grant.

You must fill out the budget template with all of the relevant information. Please pay attention to the following:

- Some sections in the budget template can only be filled in by selecting a value from the drop-down menu in the relevant cells
  - If your institution does not appear in the dropdown menu, please enter it yourself
  - If there is a need to add more applicant institutions than there is room for in the budget, please contact the e-grant support unit, who can help you (see the section: Support for my application).
- All expenses must be stated excluding overhead. Overhead is automatically calculated based on the selected “Overhead percentage”
- For each budget item you must meticulously account for the amount and relevance. It is especially important that you carefully state and explain the operating expenses as well as the number of months and salary levels for scientific/ academic and technical/administrative employees. This information should be entered into the “Description” field
- You must enter an overhead percentage for all participating institutions in the budget, including for institutions that receive 0% overhead
- When the budget is complete, you must make sure that the person, who approves the budget on behalf of your institution/organisation/business, indicates their approval in the template “DFF – Budget Confirmation” (see [section 9.5](#)).

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

### 9.4.1 Co-financing and funding from other sources

Any co-financing from your own or other participating institutions must be included in the budget under “co-financing” (green cells).

Any co-financing to the project from sources not actively participating in the project (e.g. other funds) must be included in the budget under “funding from other sources” (orange cells).

As a general rule, co-financing is divided into four overall budget items: Scientific/academic salaries, technical/administrative salaries, equipment expenses, and operating expenses. Information about co-financing must also be listed if it stems from a participant who will not receive funds from a potential grant, but who participates actively in the proposed project.

DFF can require Danish state research institutions participating in the application to co-finance the project with a total of up to 10% of the amount applied for from the fund. In addition, DFF can require co-financing from other types of institutions to the extent that the council deems appropriate. DFF has decided not to make co-financing a requirement in connection with this call.

## 9.5 BUDGET CONFIRMATION AND SIGNATURES

DFF funding is granted under the condition that the project’s budget information is approved, stamped and signed by both by administrating institution’s management and by the applicant themselves. The administrating institution is defined as the unit, which is responsible for the finance and personnel

administration for the applied for project's/applicant's expenses during the project period and which ensures administrative legality in with regard to terms of employment, accounts, etc.

By signing the budget confirmation, the administrating institution's management also confirms that the management guarantees that the application and its content complies with the institution's implementation of the recommendations by the Committee on Guidelines for International Research and Innovation Collaboration (URIS). This entails, among other things, that the applicant is responsible for preparing a consortium agreement with any potential international collaborators and partners in case the application is granted, if the project encompasses institutions from countries outside of the European Union, the European Economic Area, and the United Kingdom. The requirement regarding consortia agreements applies in cases where a project contains substantial academic collaboration with partners based at institutions outside the EU, EAA and UK. There are no requirements for consortia agreements for collaborations that only encompass stays abroad, including stays abroad for PhD students and postdocs. The consortium agreement must account for intellectual property rights (IPR) as well as the scope of science and ownership. The consortium agreement should not be attached to the application, but the applicant must be able to submit it upon request.

The guidelines by the Committee on Guidelines for International Research and Innovation Collaboration (URIS) were published on 25 May 2022 and can be found (in Danish) on the [website of the Ministry of Higher Education and Science](#).

Stamp and signatures must be provided in the "DFF - Budget Confirmation" template (the appendix must be uploaded to the application as a PDF file). You can find the template under the relevant funding instrument on the fund's website.

# 10

## CALCULATION OF PHD AGE

DFF does not wish to see young research talents retained in repeated postdoctoral positions without the prospect of permanent employment. DFF has fixed criteria concerning PhD age for the instrument DFF-International Postdoctoral Grant and for embedded postdocs under the fund's other instruments. For the instruments Sapere Aude: DFF-Research Leader, DFF-Research Project<sup>1</sup> and DFF-Research Project<sup>2</sup>, there are fixed PhD age criteria in order to establish a career profile for the funding instruments' target groups.

The PhD age is calculated as the period of time between acquiring the PhD and the expiration date of the of the relevant funding instrument's application deadline. It is the most recent date, which appears on the PhD diploma, that is applicable.

If you have both a PhD degree and equivalent qualifications, the PhD age is calculated on the basis of the PhD degree. DFF can request documentation of the applicant's PhD age.

In the calculation of the PhD age, specific types of documentable leave, which have been held after obtaining the PhD degree and in accordance with the relevant existing laws, must be deducted. For instruments with fixed PhD age criteria, leave of absence must be specified with exact dates in the application form. This also applies to any embedded, named postdocs. E-grant will automatically calculate the length of the periods of leave, which will be deducted from your PhD age. For funding instruments, where there is no PhD age limit for the applicant, leave of absence must be noted in a free text field.

Periods of leave that must be deducted are:

- pregnancy, maternity, paternity or parental and adoption leave
- bereavement leave, and formal leave to care for a close relative who is seriously ill or dying (carer's leave)
- long-term sick leave of a minimum of 21 consecutive days
- military service
- clinical employment, which have constituted a necessary part of the course of an education during which the time for research has been very limited
- full-time humanitarian aid work in a foreign country.

Approval of deduction of periods of clinical employment and humanitarian aid work will be based on a concrete assessment made in connection with the application processing.

All deducted periods of leave must be documentable, and documentation must be submitted if DFF requests this.

If you have been on pregnancy, maternity, paternity or parental and adoption leave after obtaining your PhD degree, the actual number of weeks of leave, multiplied by 2, will be deducted from your PhD age. However, the maximum number of weeks that can be deducted is 52 weeks times 2 per period of leave on this basis. When the applied for instrument has a lower PhD age limit, the calculation method with double deduction for pregnancy, maternity, paternity or parental and adoption leave should not be to the applicant's disadvantage. If your PhD age falls below the specified lower PhD age limit because the period of leave in connection is deducted by a factor of 2 instead of 1, you will therefore be considered as being within the allowed PhD age.

It should be noted that employment in private companies, etc., cannot be deducted from the PhD age. Applicants, who have been employed in private companies, are encouraged to describe the qualifications and results they have achieved through their employment in the CV.

If you wish to calculate your PhD age before starting an application in e-grant, you can use the fund's [tool for calculation of PhD age](#).

# 11

## APPLICATION FORM IN E-GRANT

When you have determined the most appropriate funding instrument for your research idea and whether you meet the requirements in the call for proposals, you can begin preparing your application to DFF. Applications must be submitted through the e-grant system at [www.e-grant.dk](http://www.e-grant.dk).

The application must be initiated and submitted in e-grant by the researcher who is main responsible for the project and responsible to the fund in relation to the submitted project (i.e. the applicant).

To submit an application to DFF, you must first register as a user in e-grant. In order to access the application form, you must choose which specific research council under DFF you wish to submit an application to in the “Search possibilities” tab. If you wish for the application to be assessed by several research councils, you can indicate this when filling out your application. Once you have chosen the relevant council, you can choose the funding instrument you wish to apply for.

When filling in the application form, you will go through a series of steps, where you must provide information about your application. These steps vary depending on which funding instrument you are applying for. For this reason, we strongly urge you to open the application form in good time to get an overview of the information that must be included.

It is possible to find an overview of the special fields, which must be filled out for each of the fund’s instruments, at [dff.dk](http://dff.dk). Please note, however, that this is not an exhaustive list of the fields that must be completed in the application form, which also includes fields concerning information about the applicant, place of employment, etc. You are therefore advised to initiate your application and read the detailed description of the fields in e-grant.

It is possible to re-open and re-submit your application up until the deadline. If you have already submitted your application, subsequently made corrections and not managed to submit these corrections before the deadline, DFF will assess the most recently submitted application received before the expiration of the application deadline.

### 11.1 DESCRIPTION OF SELECTED FIELDS

Below you can find supplementary guidance for a number of the fields that must be completed in e-grant.

**Please note** that this is only a selection of the fields that must be completed in e-grant, and that it varies across funding instruments which fields are required. You should therefore always refer to the application form well in advance of the application deadline.

#### 11.1.1 Contribution to science

In the section “Applicant” in the application form, you must write a narrative description of your most important contributions to science in the field “Contribution to science”. (Max. 1,000 characters).

#### 11.1.2 Popularised scientific description

In the section “Title and scientific content” in the application form, you must write a popularised scientific description of your project in Danish and English. (Max. 1,500 characters).

The popularised scientific description should be written for the purpose of public release, e.g., on the DFF website and in the Danish media. It should therefore be written in a way that makes it possible for a non-research audience to understand what the project is about.

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

In the section “Title and scientific content” of the application form, you must choose which scientific fields your application falls under as well as up to 5 Fields of Science classification codes (OECD codes)

and up to 5 keywords of your choosing that reflect your project's scientific contents/discipline(s). The fund uses this information, among other things, for identifying relevant assessors for your application, to assess whether the application is placed in the correct research council/s, and for statistical purposes, so it is important that you select the codes carefully.

The OECD Classification codes must be listed in prioritised order corresponding to the scientific field/s that are most relevant to the project applied for. You must use the scientific codes at "Level 2" or "Level 3" from the subdivision provided in "DFF - Scientific field codes", which you will find on [the DFF website](#).

#### **11.1.4 If you want cross-council assessment**

When you create an application in e-grant, you choose which research council you want to submit your application to. If you want cross-council assessment of your application, i.e. that you would like more than one council to assess your application, you must answer "Yes" to the question "Do you want to request an assessment of your application by another research council?" in the application form's section "Submission to multiple councils". You can then tick the boxes next to the research councils that you wish to be involved in the assessment of your application.

For each research council applied to (including the main council), you must state your reasons for applying to this particular council. (Max. 250 characters per council).

Read more about cross-council assessment in [section 12.2](#). You can find a description of delimitations between the research councils on the fund's website.

#### **11.1.5 Ethics**

In the section "Ethical issues and gathering data" in the application form, you must address the ethical questions raised by your project, and how you plan to handle them. If you do not think that your application raises any ethical issues, you must provide a brief account in which you justify this. (Max. 1,500 characters).

#### **11.1.6 Research security**

In the section "Ethical issues and gathering data" in the application form, you must address any potential security risks in your project, if the research involves collaboration with organisations outside the EU, EEA, and the United Kingdom. (Max. 1,000 characters).

#### **11.1.7 Gender composition**

In the section "Gender composition" in the application form, you must account for the gender composition in your project. This field is meant to ensure that applicants reflect on the gender balance within the research group (Max. 1,000 characters).

#### **11.1.8 Project management in case of other grants over DKK 1,000,000**

In the section "Previous grants" in the application form, you must declare whether you have received other grants of over DKK 1,000,000 as principal investigator (PI) within the past five years. If you have other active grants as PI over DKK 1,000,000, you must explain how you will be able to handle the tasks in the applied for project, timewise in case of funding. (Max. 1,000 characters.)

#### **11.1.9 Use of generative artificial intelligence (AI)**

In the section "Supplementary information" in the application form, you must declare if you have used generative artificial intelligence tools to a substantial extent. If applicants use artificial intelligence (AI), DFF expects this to happen in a responsible manner and the text field is aimed at ensuring transparency about this. The information is not available to the assessors. Furthermore, DFF refers to relevant guidelines within the area, e.g. [the European Commission's guidelines on the responsible use of generative AI in research](#). (Max. 1,500 characters).



# 12 PROCESSING PROCEDURES

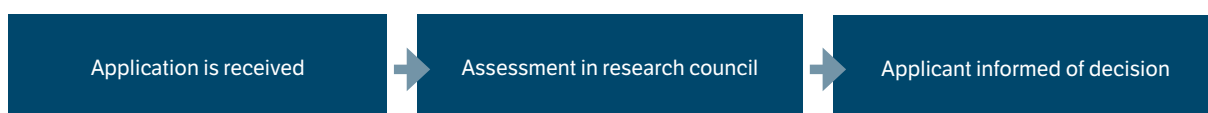
## 12.1 PROCESSING IN RESEARCH COUNCILS

When you have submitted an application to DFF, it will be subject to initial administrative processing. If your application fulfils the requirements for active consideration, cf. [section 6](#), it will be processed by one of the fund's five research councils or by DFF | Cross-council Committee.

Each application is assigned to assessors from the fund's councils/committees, who will conduct a preliminary pre-assessment of the application. The final assessment and decisions are made by all members of the relevant research council/committee at a grant meeting.

If a member is deemed partial due to a conflict of interest in relation to a particular application, that member will not participate in the assessment of the relevant application. Regulations concerning conflicts of interest 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](#).

Applications that are not cross-council or submitted for external peer review, are processed according to the general procedure outlined below. Please note, however, that applications for Sapere Aude: DFF-Research Leader and Non-university Research Education (PhD) go through additional steps. You can read more about the processing of individual funding instruments in part A of this call.



## 12.2 PROCESSING OF CROSS-COUNCIL APPLICATIONS

### 12.2.1 How do you apply to more than one research council?

If you judge that your application, on scientific grounds, should undergo cross-council assessment (in more than one research council), you must do the following:

- You should submit only one application, including all the mandatory appendices. When you create your application, you must select the research council that you deem to be the most central to your application (main council)
- In the application form, you must select which additional councils you wish for your application to be assessed by, and state your reasons for applying to these particular councils
- In your project description, you must render it probable how you, as project leader, will ensure involvement of the different scientific fields necessary for the completion of the project.

Please note that in a few instances the requirements for appendices may vary from council to council. You should therefore carefully look at the requirements for appendices in the appendix overviews and in the description of each funding instrument

DFF | Cross-council Committee decides how your application will be processed.

### 12.2.2 Interdisciplinary and cross-council applications

DFF finds it important that interdisciplinary applications have the same opportunities for funding as single-disciplinary projects. The council supports interdisciplinary as well as single-disciplinary projects of high quality. DFF has allocated a special pool for applications deemed to be truly suitable for cross-council processing.

Each of the five research councils handles the interdisciplinarity that falls within the scope of the council's area of research. Applications that cross the boundaries of the research councils are handled in collaboration between the research councils and coordinated by DFF | Cross-council Committee,

which comprises the chairs of the five research councils. The committee's work is supported by selected council members with relevant scientific expertise.

If you have requested that your application is assessed by more than one council, it will be presented to DFF | Cross-council Committee, which will decide on the processing of the application.

In the same way, applications submitted to only one council will be presented to DFF | Cross-council Committee, if the council applied for assesses the research project to fully or partially fall within the scientific field of another research council.

DFF | Cross-council Committee may make the following decisions about an application:

- The application is assessed by one council only. The application may be referred to another council than the one(s) you applied to, if, for instance, the research project has only a minor scientific relation to one or more of the councils that you applied to.
- The assessment in one council will include a scientific statement from one or more of the other councils.
- The application is assessed as a cross-council application, i.e., the application is initially assessed by members from more than one council. Based on the scientific assessments from the involved council members and potential supplementary external reviews, the DFF | Cross-council Committee makes the final assessment and decides whether the applicant receives a grant.

DFF | Cross-council Committee is not obliged to follow your requests concerning which council(s) will assess your application. However, your application will never be referred to another council than the one(s) decided by you, if you choose "No" in the section "Submission to other councils" in the application form (under the headline "Referral to other research councils"). If you have chosen that your application cannot be referred to another council, the DFF | Cross-council Committee may still decide to ask for a scientific opinion from one or more of the other councils not chosen by you.

In case DFF judges that your application should be transferred to a different council, DFF may initiate a consultation procedure to ensure that you fulfil any possible council-specific requirements that apply to the council, which your application is transferred to.

The figure below illustrates the procedure for a (truly) cross-council application.



### 12.3 EXTERNAL REVIEW

When DFF includes external evaluation, the applications are submitted for individual external peer review. All applications for Sapere Aude: DFF-Research Leader are submitted for individual external peer review.

Furthermore, DFF always carries out an external review for all applications where:

- A council member is an applicant or scientific participant in an application, submitted to the member's own council, the budget of which exceeds DKK 1 million (excluding overhead), or
- The council, on account of conflicts of interest or other reasons, does not possess the necessary scientific expertise to assess a given application.

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. The research councils select

potential reviewers on the basis of an overall assessment of qualified reviewers and their availability within the applicable time limits. Certain reservations are made in cases where it proves impossible to find qualified external reviewers within the given time frames.

When DFF approaches a researcher to enquire if the person will serve as an external reviewer, the fund's rules concerning conflicts of interest are clarified to the person in question. At the same time, it is emphasised that the application material is confidential and that the applicant will be presented with the review and the reviewer's identity as well as the offer to comment on any factual errors or misconceptions in the review. This is done to ensure that the external review process complies with the administrative rules ("forvaltningsregler") that apply to DFF.

If your application has been submitted for external review, you will always receive a copy of the review for potential comment (consultation procedure). DFF will make a decision about your application without waiting for your comments, if the deadline for submitting your reply has passed. External reviews serve solely as an extension of the thematic committee's or research council's basis for decision and are simply indicative. The thematic committee or the research council makes its final decision based on the assessment criteria listed in the call for proposals as well as a prioritisation of the pool of applications as a whole.

The figure below illustrates the procedure for an application, which has been submitted for external review.



## 12.4 WHEN AND HOW WILL YOU BE NOTIFIED OF THE FUND'S DECISION?

The time of processing for the individual funding instruments is listed under the description of "Framework" for each funding instrument in part A of this call.

Approximately 2 weeks after the fund's decision you will be informed via e-grant whether your application has resulted in a grant or a rejection.

DFF publishes a list of the applicants who have been awarded a grant approximately 3 to 4 weeks after the decision. Details about applicants who have not been awarded funding will only be made public to the extent that a request for right to access to documents is made 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 will receive a letter from the fund via the e-grant system 1 to 3 months after the research council has made its decision regarding granting or rejection. Rejection notices will contain a brief and concise elaboration of the reasons for the decision.

# 13

## YOUR RESPONSIBILITY AS AN APPLICANT

When you use DFF's application system e-grant, it is your responsibility to choose the correct application form, to fill it out correctly, and to ensure that the provided information is correct. Furthermore, you are responsible for ensuring that the contents of the required appendices are correct, and that the appendices have been attached to the application. Finally, it is your responsibility that the application has been submitted to DFF before the expiration of the deadline, which is specified for the relevant research council and funding instrument in this call for proposals.

[Section 6](#) of the call specifies the formal shortcomings in an application that may result in an administrative rejection. It is your responsibility to fulfil all the formal requirements listed in the call in order for your application to be given active consideration by a research council.

Your application is processed based on the submitted material. This means that DFF will not obtain any additional information from you in the form of supplementary application materials after the application deadline and during the evaluation process, even if your application is incomplete according to the requirements listed under each funding instrument in this call for proposals.

It also means that **DFF does not accept any supplementary application materials after the application deadline**, unless DFF specifically requests this. You are obliged to inform DFF if significant prerequisites for the completion of the project can no longer be met.

**If you receive full or partial funding for your project from another source, you are obliged to notify DFF within 14 days.**

Funding may be in the form of financing from other sources. Partial funding may include cases, where you have submitted an application to other funds, the contents of which are not entirely the same as the project submitted to DFF, but where there is an overlap between the work packages or operating expenses and equipment applied for.

DFF may require documentation from you in the form of the grant letter from, and the application to the fund from which you have been granted funding, in order to determine whether there is an overlap in the topics or activities of the two projects, and as documentation of which budget items to cut.

As the applicant, you must ensure that the title of the application and popularised scientific description do not contain information about confidential research activities.

### 13.1 IF YOU ARE AWARDED A GRANT

If you receive a grant from the fund, the fund will expect you to fulfill a number of obligations. You can read about general requirements on [the fund's website](#). The specific requirements for your grant will be stated in your grant letter.

Please note that grant holders have an obligation to comply with the conditions outlined in the current version of [Terms and Conditions for Grants](#) (currently only available in Danish) and any addendums thereto.

In the case of non-performance, i.e. a failure to comply with the terms and conditions that apply to the grant, DFF may, based on a specific assessment, make any processing of new applications conditional upon compliance with the grant conditions of the previous grant.

# 14 SPECIAL ATTENTION POINTS

## 14.1 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 the [ministry's website](#).

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

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

## 14.2 THE DANISH OPEN ADMINISTRATION ACT AND THE DANISH PUBLIC ADMINISTRATION ACT

The Danish Open Administration Act ([Act no. 145 of 24 February 2020](#)) ('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 which 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 ([Act no. 433 of 22 April 2014](#)).

## 14.3 DATAPROTECTION

The information submitted in your application will be registered in e-grant. Upon request, you have the right of access and rectification of the data registered and stored by us, cf. the Data Protection Act ([Consolidation Act no. 289 of 8 March 2024](#)) and the General Data Protection Regulation. The information that you provide, is regularly transferred to the Danish National Archives, in subject to the rules of the Archive Act and National Archives' provisions.

Read more about the general processing of personal data on the [UFM website](#).

It is not possible to rectify the contents of your application after the expiry of the application deadline, apart from the rectification of personal information.

## 14.4 TRANSMISSION OF PERSONAL INFORMATION

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

## 14.5 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. This information may be used in connection with the processing of your application to the extent to which it is deemed relevant to the assessment of the current application.

## 14.6 PUBLICATION

In the event that your application is fully or partially granted, information about your name and the names of any project participants, the location for the completion of the project, project title and duration, any key figures for the grant and the size of the grant will be published as part of a larger overview of Danish research results and DFF's [overview of supported research](#). The popularised scientific description will typically be published on these same sites.

Your description of the completed research project will be displayed on DFF's website. Information about your project, including publications that are a result of the project, will also be published on [Research Portal Denmark](#) (Danmarks Forskningsportal).

# 15

## SUPPORT FOR MY APPLICATION

### 15.1 QUESTIONS ABOUT APPLICATION PROCEDURES

The office of DFF can provide telephone and written guidance on the administrative and formal issues regarding this call and the application procedures. You may contact the DFF office by phone at +45 7231 8200 between 9am and 12 (noon) 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.

Unfortunately, the office is unable to provide guidance on scientific/academic issues. DFF recommends that you contact your local research support unit instead and make use of peer feedback.

### 15.2 QUESTIONS OF A TECHNICAL CHARACTER (E-GRANT)

If you require help in using the e-grant system, please find more information on the [ministry's website](#). If you have technical queries, you can contact e-grant support by phone 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).

### 15.3 QUESTIONS ABOUT ONGOING GRANTS

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