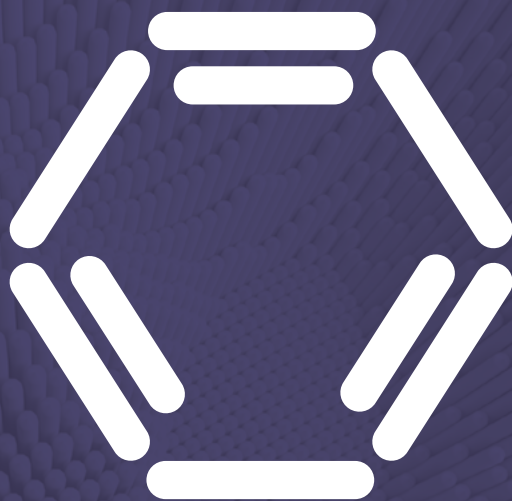


CALL FOR PROPOSALS FOR THE  
**INGE LEHMANN  
PROGRAMME**



**DANMARKS FRIE  
FORSKNINGSFOND**  
INDEPENDENT RESEARCH  
FUND DENMARK

**2026**

# 0

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# 1 INTRODUCTION

## 1.1 Call for proposals for the Inge Lehmann Programme 2026

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 for the Inge Lehmann Programme 2026.

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, as amended by Act No. 1646 of 16 December 2025. 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, Instrument and Criteria*. Here you will find information about the fund's research councils. 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 general guidelines for your application to the Inge Lehmann Programme 2026.

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 2026

In the call, there are several significant changes in regard to content:

- **Limitation on the number of applications and grants:**  
With this call, DFF introduces limitations on the number of applications that may be submitted and on the number of active grants an applicant may hold (see [section 2](#)).
- **Adjusted assessment criteria:**  
With this call, and as a result of the fund's action plan for the implementation of the Agreement on Reforming Research Assessment (CoARA), DFF introduces adjusted assessment criteria (see [section 8](#)).
- **New requirements for the applicant's CV and list of publications:**  
With this call, and as a result of the fund's action plan for the implementation of the Agreement on Reforming Research Assessment (CoARA), DFF introduces new requirements for applicants' CVs and list of publications, including new mandatory templates for the CV and list of publications (see [section 10.7](#)).
- **Overhead rates:**  
The applicable overhead rates for Danish non-governmental institutions have been clarified. (see [section 11.3](#))

# 2

## LIMITATION ON YOUR NUMBER OF APPLICATIONS AND GRANTS

DFF receives far more high-quality applications than can be granted, and in recent years the number of applications submitted to the fund has increased significantly. Therefore, the Ministry of Higher Education and Science has assessed that it is appropriate to allow for limitations on both the number of applications that an applicant may submit to the fund and the number of applications that a grant holder with two or more active grants may submit.

The legal basis for these limitations is set out in section § 32(1)(6), cf. section § 1(6) of [Act No. 1646 of 16 December 2025](#).

Pursuant to section § 9 of the [Executive Order no. 398 of 24 March 2026](#) on the Functioning of grants etc. under Independent Research Fund Denmark, the fund may impose the following limitations on the number of applications an applicant may submit:

1. That an applicant may submit no more than one application per year; and
2. That an applicant holding two or more active grants from the fund may not submit applications.

The application opportunities under this call are subject to the above limitations, which are further elaborated below.

### 2.1 Limitation on the number of applications per applicant

**As an applicant, you may submit a maximum of one application per year to DFF.** If you wish to apply to DFF for funding in 2026, you must therefore choose which funding instrument or thematic area you wish to apply for. You may submit one application per year across all funding instruments administered by the fund.

If you submit a new application before the end of the year after having already applied at an earlier application deadline in the same year, your new application will be rejected without prior active consideration (cf. [section 7](#)).

This limitation applies only to the applicant. If, during the current year, you have submitted an application to the fund as an applicant, you may still participate in other applications, for example as a project participant, provided that you have sufficient time available to contribute to other researchers' projects.

### 2.2 Limitation on applications from active grant holders

You may not apply to DFF for funding if, at the time of application, you hold two or more active grants from the fund. If you hold two or more active grants from DFF, you may only apply for funding for a new research project, once at least one of the grants has been completed, so that you hold no more than one active grant from the fund. A grant from the fund is considered completed when both the final scientific report and the final financial statement have been approved. You will receive a completion confirmation once your grant case has been formally closed.

If you submit an application to DFF while holding two or more active grants from the fund at the time of application, your application will be rejected without prior active consideration (cf. [section 7](#)).

This limitation applies only to the applicant. If you hold two or more active grants from DFF, you may still participate in other applications, for example as a project participant, provided that you have sufficient time available to contribute to other researchers' projects.

PART A

# **COUNCILS, INSTRUMENT AND CRITERIA**

# 3

## 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.

<b>DFF   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.
<b>DFF   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.
<b>DFF   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).
<b>DFF   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.
<b>DFF   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.
<b>DFF   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.

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 14.2](#).

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

# 4

## FUNDING INSTRUMENT AND DEADLINE

The funding instrument DFF-Research Project1 (Inge Lehmann) is offered by all research councils and the DFF | Cross-council Committee. Please note that the deadline is 12:00 PM (noon).

Funding instrument	Budget framework	Application deadline
DFF-Research Project1 (Inge Lehmann)	Up to DKK 2,550,000 kr. excl. overhead	17 June 2026 at 12:00 PM (noon)

As a general rule, 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.

### 4.1 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.

# 5

## THE POLITICAL AGREEMENT

As part of the political agreements of 6 November 2025 on research and innovation, DFF has, among other tasks, been assigned responsibility for allocating funds to politically determined thematic areas.

The funds are described in: *Agreements on Research and Innovation 2026–2029. Sub-agreement 2 on Research and Innovation 2026–2029 between the Government (the Social Democratic Party, the Liberal Party and the Moderates) and the Denmark Democrats, the Socialist People’s Party, the Conservative People’s Party, the Red–Green Alliance, the Danish People’s Party, the Social Liberal Party and the Alternative.*

In 2026, DFF will allocate funds to the Inge Lehmann Research Talent Programme: “The parties to the agreement have agreed to allocate DKK 81.8 million in 2026 to support a more balanced gender distribution in research environments, with a focus on the career stages where inequality emerges. The funds will be allocated by Independent Research Fund Denmark.”

In addition, DFF allocates funds to a number of other politically determined thematic areas that are not covered by this call.

Below, you can read about application deadlines, the general framework for your application, assessment criteria, general requirements, procedures, etc.

# 6

## THE INGE LEHMANN PROGRAMME

### 6.1 Objective

It follows from the political agreement that the purpose of the Inge Lehmann Programme is to support a more balanced gender distribution in research environments, with a focus on the career stages where inequality begins to emerge. The programme is open to all scientific areas and to men as well as women. Provided that DFF obtains an exemption pursuant to section 3 of the Equal Opportunities Act, DFF will, as a general rule, choose female applicants over male applicants in case of equal qualifications between two applicants. An objective assessment will, however, be made, taking into consideration all specific criteria regarding applicants, regardless of gender. Due to the calling of election, DFF has not obtained an exemption under section 3 of the Equal Opportunities Act prior to the publication of this call. If an exemption is obtained, DFF will publish a revised call for the Inge Lehmann Programme.

In 2026, a total of DKK 81.8 million has been allocated to the programme. An Inge Lehmann grant has a budgetary framework of up to DKK 2,550,000 excluding overhead, whereby DFF expects to award approx. 22-23 grants in 2026.

The Inge Lehmann Programme aims to provide talented younger researchers with the opportunity to develop their research ideas as well as their competencies as independent research leaders.

Based on the political agreement, DFF has decided to focus the Inge Lehmann Programme on the early stages of the research career, as documentation shows that this is where the imbalance in the gender ratio in research environments sets in. In order to support lasting talent development and capacity building, it is moreover a prerequisite for obtaining funding that the applicant has obtained employment as an assistant professor/ associate professor, researcher/senior researcher, fellow or similar, cf. the requirements below.

A DFF-Research Project1 (Inge Lehmann) is characterised by having a clear and well-defined research question, where the research activities are expected to be of a high, international quality. The duration of a DFF-Research Project1 (Inge Lehmann) is typically 3 years, but it is possible to apply for a project of up to 4 years' duration if the project includes one or more PhD student(s).

### 6.2 Framework

<b>Budget limitations</b> Up to DKK 2,550,000 excl. overhead	<b>Timeline</b> Application deadline: 17 June 2026 at 12:00 PM (noon) Decision: November 2026 Expected reply: December 2026
<b>Seniority</b> You must have obtained your PhD degree or equivalent qualifications at least 2-6 years before the expiration of the application deadline. Specific periods of leave must be deducted.  Read more under "About the applicant".	<b>Starting dates</b> Earliest: 1 February 2027 Latest: 1 November 2027
<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> <u>All research councils and DFF</u>   <u>Cross-council Committee</u>

## 6.3 About the applicant

### 6.3.1 About the applicant

An Inge Lehmann grant should contribute to a significant strengthening of your career opportunities at a Danish research institution. The target group consists of the most capable researchers in the beginning of their research career, who can develop their potential as independent research leaders through the management of a research project.

### 6.3.2 Applicant's PhD age

As an applicant, you must have obtained a PhD degree within the last minimum 2 and maximum 6 years at the time of the expiration of the application deadline. If you have not obtained a PhD degree, you must have obtained equivalent qualifications, e.g., a positive assistant professorship evaluation ("adjunktbedømmelse") within the last minimum 2 and maximum 6 years at the time of the expiration of the application deadline (see [section 12](#) concerning calculation of the PhD age.) You must possess substantial independent research experience corresponding to minimum 2 years after having obtained the PhD degree.

### 6.3.3 Applicant's employment category

As an applicant, you must be employed as an assistant professor/associate professor (adjunkt/lektor), researcher/senior researcher (forsker/seniorforsker), or fellow (docent) at a Danish research institution, which is covered by a job structure at the (Danish) Ministry of Higher Education and Science, the (Danish) Ministry of Culture, the Danish Ministry of Defence, or the Danish Ministry of Climate, Energy and Utilities. This requirement will support lasting talent development and capacity building at Danish research institutions, cf. [section 6.1](#).

If, at the time of application you are not employed in one of the abovementioned employment categories, you can apply if you have entered into an employment agreement within one of the abovementioned employment categories. In this case, you must attach the letter of appointment in your application (appendix B65). The employment must not be conditional on obtainment of the Inge Lehmann grant.

If, at the time of application, you are employed at a research institution, which is not covered by the job structures at one of the abovementioned ministries, e.g., as a clinical doctor, you may still fulfil the application criteria, if you are employed in a different job category which involves research and the opportunity for career progression. You will need to account for the ways in which the position fulfils these criteria. DFF will make a specific assessment of employments at research institutions that are not covered by the job structures mentioned above.

Employment as a postdoc does not meet the requirements for the applicant's employment category.

The administrating institution's management must sign a confirmation (appendix B64), which confirms that you are employed in the stated employment category.

You must uphold employment at a Danish research institution throughout the entire project period. It is possible to change your employment category during the grant period, e.g., from assistant professor to associate professor or from researcher to senior researcher. If your employment expires during the planned project period and the administrating institution will extend your employment on condition of the grant, the administrating institution's management must confirm the extension in the confirmation (appendix B64).

## 6.4 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 must write up an ambitious and realistic research plan, which clearly demonstrates how an Inge Lehmann grant will contribute to boosting your research leadership competencies and your research career with an independent international profile. The application must describe how you plan to strengthen your leadership abilities and which specific activities you have planned in relation to internationalisation, e.g., in the form of collaboration, development of networks, or research stays abroad.

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.

### 6.4.1 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 12](#).

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.

### 6.4.2 Budget

You can apply for up to DKK 2,550,000 excl. overhead. The budget must be completed in the mandatory budget template, which can be downloaded from e-grant.

### 6.4.3 Project description and appendices

Below is a list of the appendices that must be attached to your application. For some appendices, it is specified that they are only to be attached if relevant. You can read more about the general requirements for the content of the project description, CV, list of publications, etc. in [section 10](#), and about the budget in [section 11](#). The definition of roles in the project is described in [section 10.3](#).

Please note in particular that there are character and page limits for the project description and page limits for the applicant's CV and list of publications. 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 10.2](#).

- **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 template "Project description".

- **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**

Must be compiled using the mandatory DFF CV template and must comply with the specified formal requirements (see [section 10.7](#)). Your CV must not exceed 3 A4 pages.

- **B21: Applicant's list of publications (track record)**

Must be compiled using the mandatory DFF track record template and must comply with the specified formal requirements (see [section 10.7](#)). Your track record must not exceed 3 A4 pages.

- **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.

- **B40: Participant's CV and list of publications (if relevant)**

CVs and list of publications must be attached for all named project participants, including the principal supervisor (if relevant). Participants may choose either to submit a CV and list of publications without using the DFF template, with a combined maximum length of 2 pages, or to use DFF's templates for CV (B20) and track record (B21), combined into a single PDF.

- **B41: Named PhD's (if relevant)**

In the case of PhD positions for named individuals, the following appendices must be attached: CV, list of publications (if the candidate has already published scientific work), and a complete transcript of records/diploma. The candidate may choose either to submit a CV and list of publications without using the DFF template, with a combined maximum length of 2 pages, or to use DFF's templates for CV (B20) and track record (B21), compiled into a single PDF.

- **B42: Named postdocs (if relevant)**

In the case of postdoctoral positions for named individuals, the following appendices must be attached: CV, list of publications, and PhD diploma. The candidate may choose either to submit a CV and list of publications without using the DFF template, with a combined maximum length of 2 pages, or to use DFF's templates for CV (B20) and track record (B21), compiled into a single PDF.

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 the supervisor on submission of the PhD thesis within 6 months of the application deadline (PhD students).

- **B52: Collaboration/support letter (if relevant)**

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). There is no template.

- **B63: De minimis declaration (if relevant)**

If funding for private companies is included, a *de minimis* declaration must be attached in the mandatory DFF template.

- **B64: Documentation of employment status**

You must attach a confirmation from the institution in the mandatory DFF template stating that your employment fulfils the requirements outlined in [section 6.3.3](#).

- **B65: Documentation for potential future employment (if relevant)**

If you have entered into an employment agreement within one of the valid job categories, but have not yet started in the position, you must attach the letter of appointment. (See [section 6.3.3](#)). There is no template.

- **B90: Budget confirmation**

Administrator's confirmation of the budget, etc., in the mandatory DFF template "DFF - Budget Confirmation".

## 6.5 Processing of your application

If your application meets the requirements for active consideration, cf. [section 7](#), 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 8](#) and the specific requirements for DFF-Research Project1 (Inge Lehmann).

Applications for DFF-Research Project1 (Inge Lehmann) are not submitted for external review unless special circumstances apply.

Applications will be processed at a meeting in November 2026. 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.

You can read more about the assessment procedures in DFF, including cross-council and external review, in [section 14](#).

# 7

## 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, § 5, § 9 and § 10 of the [Executive Order no. 398 of 24 March 2026](#) 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 the funding instrument DFF-Research Project1 (Inge Lehmann).
- The applicant may submit only one application to DFF in 2026.
- The applicant may not have two or more active grants from DFF.
- The total amount applied for must not exceed DKK 2,550,000 excluding overhead.
- The application must be written in the specified language (cf. [section 10.4](#)).
- The application must include a project description (cf. [section 10.6](#)).
- The project description must not exceed 5 A4 pages, and the 5 A4 pages must not exceed 15,000 characters incl. spaces, figure captions, formulas, etc. (cf. [section 6](#) for the relevant funding instrument, and [section 10.2](#) 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 the applicant (cf. [section 10.7](#)).
- The applicant's CV must not exceed 3 A4 pages (cf. [section 10.7](#)).
- The application must include a list of publications for the applicant (cf. [section 10.7](#)).
- The applicant's list of publications must not exceed 3 A4 pages (cf. [section 10.7](#)).
- The application must include a budget, using the budget template corresponding to the funding instrument DFF-Research Project1 (Inge Lehmann) ([download from e-grant](#)).

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

# 8

## 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:

- As the applicant, you must have obtained a PhD degree, or equivalent qualifications, within the last minimum 2 and maximum 6 years at the time of the expiration of the application deadline (see [section 12](#) concerning calculation of the PhD age).
- As the applicant, you must be employed in a valid employment category (see [section 6.3.3](#)).
- As the applicant, you cannot be employed as a postdoc unless an unconditional agreement has been made about employment in one of the valid employment categories (see [section 6.3.3](#)).

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 7](#)), your application will be assessed based on the criteria listed below.

All applications are evaluated based on the same four overarching categories of criteria: *Potential for originality and breakthrough*, *Scientific quality and approach*, *Qualifications and organisation*, and *Research results and research outputs*. In addition, the project must adhere to the purpose and requirements specified for the relevant funding instrument.

When DFF assesses applications, emphasis is placed on the extent to which all criteria are fulfilled to the greatest possible degree. However, an overall assessment will always be made. This means that individual criteria may be met to a greater or lesser extent, that relevance to the specific application is considered, and that not all criteria will be equally relevant for every application. Due to the competitive nature of the evaluation process, fulfilment of the criteria does not guarantee that funding will be awarded.

The overall assessment will always take into account whether DFF considers the proposed project to be beneficial to Danish research.

### **Potential for originality and breakthrough**

- The extent to which the project is original and has the potential to advance the research frontier (e.g., theoretically, methodologically or empirically).

### **Scientific quality and approach**

- The extent to which the research questions and objectives of the project are well chosen.
- The extent to which the project engages with existing research.
- The extent to which the project's theory, any hypotheses, research design and methods are well chosen.
- The extent to which the project's work plan, activities and success criteria are well chosen.
- The extent to which the project sufficiently considers ethical issues.

### **Qualifications and organisation**

- The extent to which the applicant's competencies, prior contributions and experience make it plausible that the applicant can lead and carry out the project.
- The extent to which any participants and collaborators are appropriately selected in relation to the activities they will perform.
- The extent to which the strategy for organising and managing the project is appropriate and makes it plausible that the applicant will be able to conduct the proposed research while fulfilling other professional obligations.
- The extent to which the project is organised with a clear alignment between budget, timeline and work plan, and an appropriate plan for addressing potential risks that could hinder the execution of the project.
- The extent to which access to data, facilities, equipment etc. is secured.

### **Research results and research outputs**

- The extent to which the project is beneficial to Danish research and strengthens the research environment in Denmark.
- The extent to which the project is expected to result in scientific publications and other outputs, such as datasets, innovation and patents, dissemination or contributions to cultural development, legislation, practical applications, teaching, etc.
- The extent to which the project's results are made openly accessible in a manner that enables reproducibility and/or reuse of research results and data to the greatest possible extent, allowing other researchers to build on the outcomes where relevant.

### **Funding instrument-specific criteria**

- The extent to which the project and applicant meet the purpose and requirements specified for the Inge Lehmann Programme (cf. [section 6.](#))

PART B

# **GENERAL REQUIREMENTS AND GUIDELINES**

# 9

## GENERAL GUIDELINES FOR APPLICATIONS TO THE FUND

### 9.1 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.

### 9.2 Diversity

DFF aims to advance and strengthen the quality of 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. This requirement 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.

### 9.3 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 funds. 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](#).

## 9.4 Research Integrity

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

DFF does not award funding to applicants who, during the past 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.](#)

## 9.5 Research Security

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

In the application form, the applicant must account for the potential security-related risks that may be associated with the research project. Such security-related risks may, for example, relate to the criticality of a specific technology addressed by the project, as well as to the international collaborations involved, and in particular the combination of these.

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

# 10

## PROJECT DESCRIPTION AND APPENDICES

### 10.1 Which appendices should you attach?

In [section 6](#) 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.

### 10.2 Counting the number of characters

The appendix “Project description” must adhere to the requirements regarding maximum permitted number of pages and characters.

The appendices “Applicant’s CV” and “Applicant’s list of publications” must adhere to the requirements regarding maximum permitted number of pages.

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

As various text-editor programs use different methods for counting the number of characters DFF recommends that you use 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.

DFF recommends that you repeatedly generate a PDF-file of your project description and upload this document 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 PDF 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 the counting tool will not notify you if you exceed the set requirements.

### 10.3 Definitions of roles in the project

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

**The applicant** is the person who submits the application and is mainly 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.

## 10.4 Language

The project description, CVs and list of publications must be written in English. Additional appendices may be submitted in English or one of the Scandinavian languages; however, English is preferred. Appendices in other languages will not be considered in the application process.

## 10.5 Templates

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

- **B10:** DFF-Project description (recommended)
- **Budget** (mandatory)
- **B20:** Applicant's CV (mandatory for the applicant; participants may use it, see [section 10.7](#))
- **B21:** Applicant's list of publications (track record) (mandatory for the applicant; participants may use it, see [section 10.7](#))
- **B63:** *De minimis* declaration (mandatory if a private enterprise requests DFF funding)
- **B64:** Documentation of employment status (mandatory)
- **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](#).

## 10.6 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 that are not in a readable electronic format, you will receive a warning that the document does not meet the listed requirements.

The 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 10.2](#) 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 justification 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.

## 10.7 CV and list of publications (track record)

DFF's assessment of an application is always based on a concrete, qualitative overall assessment grounded in the fund's assessment criteria (see [section 8](#)).

DFF aims to take into account all relevant tasks, roles and outputs that are relevant and important to research in the assessment of applications. This is reflected in DFF's templates for CVs and list of publications (track record), which allow applicants to provide an account of their specific contributions to research and to highlight experiences and results that are particularly relevant to the application.

The templates are mandatory for applicants, and optional for project participants, including any named embedded PhD and postdoctoral fellows, unless otherwise stated in the description of the instrument. (See the definition of project roles in [section 10.3](#)).

### 10.7.1 Applicant's CV

As an **applicant**, you must use [DFF's mandatory CV template \(B20\)](#). In addition to background information about the applicant, it comprises the following categories: *Career breaks*; *Research statement*; *Personal context*; *Grants and awards*; *Supervision, teaching and leadership*; *Collaborations and teamwork*; *Contributions to the research community*; and *Contributions to the wider society*.

You must provide text under all categories unless it is explicitly stated that they are only to be completed if relevant. Provided that the formal requirements are met, you may decide how much to write under each heading. The applicant must upload the CV as a separate PDF document.

Formal requirements for the applicant's CV:

- As the applicant, you must use **DFF's mandatory CV template**.
- The CV must not exceed **3 A4 pages**. The length of the submitted CV will be automatically validated. Applications in which the applicant's CV exceeds the stated page limit **will receive an administrative rejection**.
- The CV **must** be written in Times New Roman, font size 12, with margins of at least 2 cm on all sides and line spacing of 1.5.
- **No** bibliometric indicators other than citations may be stated.
- **No** links to external material may be included.

### 10.7.2 Applicant's list of publications (track record)

As an **applicant**, you must use [DFF's mandatory Applicant's list of publications \(track record\)-template \(B21\)](#). It consists of three parts: *Selected outputs*; *Summary statistics* and *List of publications/research outputs from the past 10 years*. It must be completed in accordance with the guidance provided in the template. The applicant must upload the track record as a separate PDF document.

Formal requirements for the applicant's track record:

- As the applicant, you must use **DFF's mandatory Applicant's list of publications (track record)-template**.
- The track record must not exceed **3 A4 pages**. The length of the submitted track record will be automatically validated. Applications in which the applicant's track record exceeds the stated page limit **will receive an administrative rejection**.
- The track record **must** be written in Times New Roman, font size 12, with margins of at least 2 cm on all sides and line spacing of 1.5.

- **No** bibliometric indicators other than citations may be stated.
- **No** links to external material may be included.
- The categories *Summary statistics* and *List of publications/research outputs from the past 10 years* may only include works that have been published or accepted for publication.

### 10.7.3 Participants' CVs and list of publications

A combined CV and list of publications must be submitted for each project **participant**, including embedded PhD and postdoctoral fellows and academic hosts for long-term stays abroad. CVs are not required for collaboration partners. The definition of roles in DFF projects is described in [section 10.3](#).

Participants may choose between two formats for the CV and list of publications: They may either submit a combined CV and list of publications of a maximum of 2 pages without using DFF's templates, or use DFF's CV template (B20) (see the requirements in [Section 10.7.1](#)) and track record template (B21) (see the requirements in [section 10.7.2](#)), combined into a single PDF.

Formal requirements for participants' CVs and list of publications when DFF's templates are not used:

- The participant's combined CV and list of publications must not exceed **2 A4 pages**.
- **No** bibliometric indicators other than citations may be stated.
- **No** links to external material may be included.
- Only works that have been published or accepted for publication may be included.

Formal requirements for participants' CVs and list of publications when DFF's templates are used:

- The participant's CV must not exceed **3 A4 pages**.
- The participant's track record must not exceed **3 A4 pages**.
- The two documents must be combined into a single PDF.
- Times New Roman, font size 12, margins of at least 2 cm on all sides and line spacing of 1.5 **must** be used.
- **No** bibliometric indicators other than citations may be stated.
- **No** links to external material may be included.
- *Summary statistics* and *List of publications/research outputs from the past 10 years* may only include works that have been published or accepted for publication.

### 11.1 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 11.3](#)).

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 (calculated based on the overhead percentage).

You must prepare the budget according to the actual price level at the time the application is 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.

#### 11.1.1 Scientific/academic salaries

DFF may provide funding for salaries 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 applicable 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).

### **11.1.2 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.

### **11.1.3 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.

### **11.1.4 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 ("uddannelsestakster") in relation to any research education required in connection 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 (maximum 3 years). The rate will be at the host institution's disposal and will also cover 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, 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 expenses for overnights stays.
- 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 administering 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](#).

## 11.2 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.

DFF reports *de minimis* aid to the eAid Register (eAirRegisteret).

<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](#).

## 11.3 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.

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 universities, sector research institutes, university colleges, business academies, maritime educational institutions and higher educations within the Fine Arts, as well as other institutions 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, Special appropriation rules concerning research activities (" <i>Særlige disponeringsregler vedrørende forskningsaktiviteter</i> ").	44% of all expense types
Approved GTS institutes (Advanced Technology Group Institutes)	44% of all expense types
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 (" <i>rigsfællesskabet</i> "): The same rates for overhead 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 that the institution in question may have received previously in connection with a DFF grant or another grant will not be taken into account.

### 11.3.1 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 working hours related to the project 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.

## 11.4 Filling out the budget template

As the applicant, you must fill in a comprehensive and complete budget using the mandatory DFF budget template applicable to the relevant funding instrument. The budget template is only available in English. It includes a technical guide on how the budget should be completed.

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 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 your application](#)).
- All expenses must be stated excluding overhead/administration costs. 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” column for the relevant budget item.
- 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 11.5](#)).

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

### 11.4.1 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 that Danish state research institutions participating in the application 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.

## 11.5 Budget confirmation

DFF funding is granted under the condition that the project's budget information is approved and signed both by the administrating institution's management and by the applicant. The administrating institution is defined as the unit, that is responsible for the financial and personnel-related administration for the project's/applicant's expenses during the project period and which ensures administrative legality in 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 consortium agreements applies in cases where a project contains substantial academic collaboration with partners based at institutions outside the EU, EEA and UK. There are no requirements for consortium 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 on the [website of the Ministry of Higher Education and Science](#).

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 on the fund's website.

DFF does not wish to see young research talents retained in repeated postdoctoral positions without the prospect of permanent employment. For this reason DFF has fixed criteria concerning PhD age.

The PhD age is calculated as the period of time between acquiring the PhD degree and the expiration date 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. If you hold multiple PhD degrees, the calculation of your PhD age is based on your first 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. Any embedded, named postdocs must indicate the duration of leave in months. 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:

- leave in connection with birth/adoption (i.e., pregnancy, maternity, paternity or parental and adoption leave), up to a maximum of 52 weeks per birth/adoption.
- 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, including long-term illness related to pregnancy.
- military service.
- clinical employment, which has 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. Documentation must be submitted if DFF requests this.

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](#). However, please note the following.

### Calculation of PhD age during leave taken in connection with birth/adoption

Leave taken in connection with birth/adoption after obtaining your PhD degree will be multiplied by 2 and deducted from your PhD age. When the funding instrument applied for has a lower limit for the minimum PhD age, the calculation method with double deduction for leave taken in connection with birth/adoption must not disadvantage applicants. If your PhD age would fall below the minimum PhD age as a result of your leave being deducted with a factor of 2 instead of 1, you will therefore be considered within the PhD age limit. In this case, DFF will calculate your PhD age manually.

Please note that a maximum of 52 weeks per birth/adoption can be deducted in total. If you enter more than 52 weeks per birth/adoption, DFF will remove the excess weeks from the calculation and determine your PhD age manually.

# 13

## APPLICATION FORM IN E-GRANT

When you have determined 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).

It is important that the application is initiated and opened for the first time in e-grant by the applicant (i.e., the researcher who is mainly responsible for the project and responsible to the fund in relation to the submitted project). The application must also be submitted by 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.

When filling in the application form, you will go through a series of steps, where you must provide information about your application. **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. If you experience technical issues, you should contact e-grant support as soon as possible and well in advance of the application deadline (see [section 17.2](#)).

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.

### 13.1 Description of selected text fields

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

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

#### 13.1.1 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 (maximum 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.

#### 13.1.2 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 (including individual external assessors, where relevant), 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](#).

### **13.1.3 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 (maximum 250 character per council).

Read more about cross-council assessment in [section 14.2](#). You can find a description of delimitations between the research councils on the fund’s website.

### **13.1.4 Ethics**

In the section “Ethics, data and security” 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 (maximum 1,500 characters).

### **13.1.5 Research security**

In the section “Ethics, data and security” in the application form, you must address any potential security risks in your project, if the research involves collaboration with entities outside the EU, EEA, and the United Kingdom (maximum 1,000 characters).

### **13.1.6 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 (maximum 1,000 characters).

### **13.1.7 Time commitment and other grants**

In the application form section “Time commitment and other grants”, you must describe how much time you can allocate to the tasks in the proposed project in relation to your other responsibilities and projects. You must also indicate whether, within the past five years, you have received other grants exceeding DKK 1,000,000 as the principal investigator (PI), including both grants related and not related to this application (maximum 1,000 characters).

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

In the section “AI” 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](#). (maximum 1,500 characters).

# 14

## PROCESSING PROCEDURES

### 14.1 Processing in scientific 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 7](#), 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. 398 of 24 March 2026](#) 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. You can read more about the processing of the Inge Lehmann programme in [section 6](#) of this call.



### 14.2 Processing of cross-council applications

#### 14.2.1 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 if you are unsure about the terms, you may contact the DFF office.

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

## 14.2.2 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.

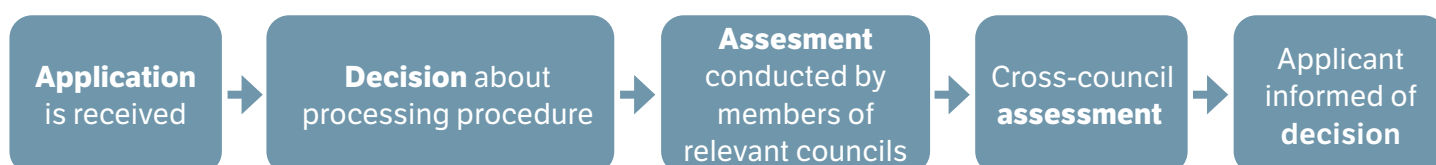
DFF | Cross-council Committee may make the following decisions about an application:

- 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 multiple 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.



### 14.3 External review

When DFF includes external evaluation, the applications are submitted for individual external peer review. 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 external 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 (consultation procedure). 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.



### 14.4 When and how will you be notified of the fund's decision?

Applications will be processed at a meeting in November 2026. 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.

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.

Section 7 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 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.

### 15.1 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.

Please note that applicants holding two or more active grants from DFF may not apply for funding.

# 16

## SPECIAL ATTENTION POINTS

### 16.1 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.

### 16.2 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](#)).

### 16.3 Data protection

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 [Agency for Higher Education and Science's 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.

### 16.4 Transmission of personal information

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

## 16.5 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.

## 16.6 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).

### 17.1 Questions about application procedures

On [DFF's website](#), you can find answers to the most frequently asked questions.

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 email: [DFF-opslag@ufm.dk](mailto:DFF-opslag@ufm.dk) or by phone at +45 7231 8200. The phone opening hours are available on [DFF's website](#).

The office does not offer guidance on scientific or academic matters. DFF recommends that you contact your local research support unit and make use of peer feedback.

### 17.2 Questions of a technical character (e-grant)

If you require help in using the e-grant system, please find more information on the Ministry of Higher Education and Science's [website](#).

If you have technical queries, you can contact e-grant support by email: [support.e-grant@ufm.dk](mailto:support.e-grant@ufm.dk) or by phone +45 3392 9190.

The phone opening hours are available on the [ministry's website](#).

### 17.3 Questions about ongoing grants

Further information on the guidelines you must follow when holding a grant is available on [DFF's website](#). 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 email: [bevilling@ufm.dk](mailto:bevilling@ufm.dk) or by phone at +45 3392 9200. The phone opening hours are available on the [ministry's website](#), where you can also find answers to the most frequently asked questions regarding grants.