2024

CALL FOR PROPOSALS

INDEPENDENT RESEARCH

AUTUMN 2024 AND SPRING 2025

**DANMARKS FRIE
FORSKNINGSFOND**
INDEPENDENT RESEARCH
FUND DENMARK

CONTENT

1 CONDITIONS FOR INDEPENDENT RESEARCH FUND DENMARK'S SUPPORT FOR RESEARCH

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

The DFF strategy and policies can be found on the fund's website dff.dk.

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

1.1 GUIDE TO THIS CALL

In this call you can read about the options available to you as an applicant as well as the requirements that apply to applicants and applications. As a rule, you should read the entire call. In section 2, however, you only need to read section 2.1 and section 2.2 in addition to the section on the specific funding instrument you wish to apply for.

1.2 DFF'S CALL FOR PROPOSALS AUTUMN 2024 AND SPRING 2025

With this call for proposals, Independent Research Fund Denmark invites applications for funding for research activities. The information in this call applies to applications submitted for the application deadlines in autumn 2024 and spring 2025. Consult section 2.2 for the precise application deadlines.

The fund's ability to offer the funding instruments described in section 2 is dependent on the level of funding for 2025 being equivalent to that of 2024. As the national budget for 2025 will not be confirmed until the end of 2024, the fund is unable to guarantee that all funding instruments will be offered in 2025.

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

1.3 INTERNATIONALISATION

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

1.4 GENDER BALANCE

DFF strives to support gender balance at Danish research institutions and would like to see this taken into consideration in applications to DFF. For this reason, DFF encourages applications that, to the extent possible, demonstrate an approach to scientific practice that can act as a driving force for professional diversity and equal opportunities for researchers regardless of gender. For applications seeking support for research groups or similar collaborative projects, the applicant must account for their considerations in relation to the gender composition of the research group or collaborative team in the application form. Such an account is a requirement, but the actual gender composition of the

group will not factor into the assessment of the application. The required account has been introduced to ensure the applicant's focus on contributing to equal opportunities for everyone in research, regardless of gender.

1.5 OPEN ACCESS

DFF seeks to strengthen the societal effect of research by ensuring unrestricted and cost-free digital access to all the latest research results in scientific articles. For this reason, Independent Research Fund Denmark, the Danish National Research Foundation, and Innovation Fund Denmark adopted the "Open Access Policy for public research funds and foundations" in April 2019, which requires parallel publishing of published scientific articles resulting from full or partial funding from these foundations. However, DFF does not provide financial support for open access publishing as the fund allows for a quarantine period of 6-12 months. For further information on DFF's Open Access policy, see DFF's website.

1.6 RESEARCH INTEGRITY AND RESEARCH SECURITY

DFF expects grant recipients to follow the Danish Code of Conduct for Research Integrity.

Furthermore, 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 (see section 4.3.9 for further information). Due to Russia's invasion of Ukraine, DFF does not accept applications from applicants or with participants employed at Russian or Belarussian institutions, or applications encompassing research activities in Russia or Belarus as of 22 March 2022.

In the event of a grant being awarded, you will receive an appendix to the grant letter, where these and similar expectations are described further.

1.7 SIGNIFICANT CHANGES TO CALL FOR PROPOSALS AUTUMN 2024 AND SPRING 2025

- **Non-university Research Education (PhD):** Included again in this call for proposals. Due to changes in the time of assessment, it was not included in the previous call.
- **DFF-Research Project2:** The requirement of documentation of PhD diploma no longer applies. However, DFF can still request documentation in special instances.
- **Pre-graduate Scholarships | Medical Sciences:** a) New requirement for application to be given active consideration: The student must complete a research project of minimum 2 semesters' duration; b) The threshold of the student's paid work alongside the scholarship no longer applies.
- **New assessment criterion:** If relevant to the project: Is there a plan for the management of risks which can hinder the project's completion?
- **Documentation requirements for collaborators:** It is no longer a requirement that CV and list of publications for collaborators is included. If a collaborative partner is significant for the project's completion, a collaborative statement/letter of support **must** be attached. Please note that the definitions of the three main role categories in DFF applications (applicant, participant and collaborator) have been clarified.
- **Use of generative AI to a substantial extent in the writing of the application:** Requirement that applicants declare where and how it has been used.

1.8 ABOUT INDEPENDENT RESEARCH FUND DENMARK

DFF supports independent research based on researchers' own ideas within and across all the main fields of science. DFF is comprised of a Board of Directors, five research councils and a cross-council committee:

*DFF | **Humanities** offers funding for researchers who work within the following disciplines: art history, architecture and design, media studies, film studies, musicology, IT and technology studies in the humanities, comparative literature, dramaturgy, philology, linguistics, communication research, anthropology, ethnology, archaeology, history, philosophy, history of ideas and science, theology, comparative religion, educational theory, pedagogy, psychology and other related research disciplines within the humanities, such as library research, museology, as well as humanistic research within sports science, public health, urban and physical planning.*

*DFF | **Natural Sciences** offers funding to researchers who investigate fundamental scientific issues within the natural sciences, computer science and mathematics, with an epistemological but not necessarily an applied scientific objective. The council covers research within the classical disciplines: astronomy, physics, chemistry, mathematics, computer science, molecular biology, biochemistry/ biophysics, biology, geology as well as the natural science aspects of geography.*

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

*DFF | **Medical Sciences** offers funding to researchers who work with all aspects of basic, translational, clinical and socio-medical research in relation to human health and diseases.*

*DFF | **Technology and Production Sciences** funds researchers carrying out basic research within technology and production sciences which is a) motivated by a specific problem or by a clear application-oriented perspective, and b) aimed at solving a specific problem, developing new technologies and production systems or new ways of meeting the needs of society. Projects must contribute significantly to basic research; however, epistemological research with no application-oriented perspectives lies outside the scope of the council.*

*DFF | **Cross-council Committee** comprises representatives from all five research councils and coordinates the handling procedure for applications that fall in between the councils' delimitations. The cross-council committee also funds applications that are considered to be truly cross-council (see* section 5.5*), as well as applications to Sapere Aude: DFF-Starting Grant and Non-university Research Education (PhD).*

1.9 DELIMITATIONS BETWEEN THE RESEARCH COUNCILS

The DFF board determines the research delimitations between the five research councils. The delimitations are described in the table below. Some applicants and projects will naturally cross the delimitations as described. These are assessed in collaboration between members of several councils. DFF welcomes applications of an interdisciplinary nature, which are assessed by the DFF | Cross-council Committee. In section 5.3 you can read more about how to apply to several research councils, while in section 5.5 you can read about how cross-council applications are processed.

Council	DFF | Natural Sciences	DFF | Social Sciences	DFF | Medical Sciences	DFF | Technology and Production Sciences
DFF | Humanities	In the delimitation between DFF | Humanities and DFF | Natural Sciences, the decisive principle is that projects which predominantly concern humans' culture-forming and culture-disseminating phenomena and activities (e.g. didactics, sports and archaeology) are covered by DFF | Humanities, whereas research projects primarily concerned with cognitive-forming activities which fall within the natural sciences, should be assessed by DFF | Natural Sciences.	In the delimitation between DFF | Humanities and DFF | Social Sciences, the decisive principle is that projects whichpredominantly concern relations between human behaviour and institutions (groups, enterprises, organisations and society) are covered by DFF | Social Sciences, whereas projects which predominantly concern culture-analytical and historical aspects, or involve special language and other communicative qualifications are assessed by DFF | Humanities.	In the delimitation between DFF | Humanities and DFF | Medical Sciences, the decisive principle is that projects which predominantly concern psychology are covered by DFF | Humanities, whereas projects mostly involving psychiatry should be assessed by DFF | Medical Sciences. There is a certain overlap between these disciplines, but generally speaking, the applications considered by DFF | Medical Sciences are characterised by a biological research theme. For example, medical history is usually covered by DFF | Humanities, but if a medical history project involves an element of biological research, it may in some cases belong to DFF | Medical Sciences. Projects investigating humanistic aspects of medical science will be covered by DFF |Humanities. Generally, for a project to belong to DFF | Medical Sciences, it is not sufficient that the object of study is medicine – the ap-plied methodology must also originate in medical science.	In the delimitation between DFF | Humanities and DFF | Technology and Production Sciences, the decisive principle is that projects which predominantly concern humans' culture-forming and culture-disseminating phenomena and activities are covered by DFF | Humanities. This applies e.g. to media research, design research and linguistics. Projects that primarily involve a technical research element will generally be assessed by DFF | Technology and Production Sciences.
DFF | Natural Sciences		In the delimitation between DFF | Natural Sciences and DFF | Social Sciences, the decisive principle is that projects which predominantly concern human behaviour, organisational matters or managerial processes are covered by DFF | Social Sciences, whereas projects that predominantly concern natural science activities are assessed by DFF | Natural Sciences.	In the delimitation between DFF | Natural Sciences and DFF | Medical Sciences, the decisive principle is that research projects which predominantly have fundamental scientific, epistemological aim are covered by DFF | Natural Sciences. In the event that the primary objective of the project is of a medical nature, the project will be assessed by DFF | Medical Sciences. Both DFF | Medical Sciences and DFF | Natural Sciences cover areas such as biology, biochemistry and genetics.	In the delimitation between DFF | Natural Sciences and DFF | Technology and Production Sciences, the decisive principle is that research projects which predominantly have a cog-nitive forming perspective, and where the application-oriented perspective is not necessarily clear in advance, are assessed by DFF | Natural Sciences. Fundamental research that is primarily concerned with solving a specific development- and application-oriented problem, is covered by DFF | Technology and Production Sciences.

Council	DFF | Natural Sciences	DFF | Social Sciences	DFF | Medical Sciences	DFF | Technology and Production Sciences
DFF | Social Sciences			In the delimitation between DFF | Social Sciences and DFF | Medical Sciences, the decisive principle is that projects which predominantly concern relations between human behaviour and institutions (groups, enterprises, organisations and society), and where the biological/medical content is limited, are covered by DFF | Social Sciences, while projects in which the research element is predominantly of a medical nature are assessed by DFF | Medical Sciences.	In the delimitation between DFF | Social Sciences and DFF | Technology and Production Sciences, the decisive principle is that projects which predominantly concern human behaviour, institutions (groups, enterprises, organisations and society) are covered by DFF | Social Sciences, whereas projects in which the research element predominantly concern technical/logistical solutions are assessed by DFF | Technology and Production Sciences.
DFF | Medical Sciences				In the delimitation between DFF | Medical Sciences and DFF | Technology and Production Sciences, the decisive principle is that projects which predominantly have a human biological aim and require the use of medical competencies and methods are covered by DFF | Medical Sciences. Projects that predominantly require the use of wider technologically oriented competencies, e.g. for the development and establishment of animal models, medico-technical products or medicine, are covered by DFF | Technology and Production Sciences.

2 WHAT FUNDING INSTRUMENTS CAN YOU APPLY FOR?

In the following section, you can see the funding instruments that are offered in the autumn 2024 and spring 2025, the research councils that offer them, and the application deadlines that apply. Please note that there may be minor differences in the specific requirements for the various funding instruments offered by each council. You should therefore read the entire call document meticulously before you complete and submit your application. Please pay special attention to the description of the funding instrument you wish to apply for in section 2. You can begin your application in e-grant approximately 3 months before the application deadline.

2.1 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.

2.2 APPLICATION DEADLINES AND STARTING DATES FOR PROJECTS

The earliest and latest possible starting dates for each funding instrument are listed in the table below. **Please note that the deadline is 12:00 noon for all application deadline dates**.

Funding instruments offered by all councils:

Funding instrument	Budget framework for DFF grant	Research council offering the funding instrument and application deadline	Time of processing	Earliest and latest starting dates for the project
Non-university Research Education (PhD)	Up to DKK 2,000,000 excluding overhead / administration expenses	All councils: 17 September 2024 at 12:00 noon	November 2024	Earliest: 1 January 2025 Latest: 1 January 2026
DFF-Research Project2	Between DKK 2,200,000 and DKK 4,300,000 excluding overhead / administration expenses	All councils: 8 October 2024 at 12:00 noon	April 2025	Earliest: 1 August 2025 Latest: 1 August 2026
Sapere Aude: DFF- Starting Grant	Up to DKK 4,300,000 excluding overhead / administration expenses	All councils: 10 October 2024 at 12:00 noon	May 2025	Earliest: 1 August 2025 Latest: 1 August 2026
DFF-International Postdoctoral Grant	Up to DKK 1,500,000 excluding overhead/ administration expenses	All councils: 30 October 2024 at 12:00 noon	February 2025	Earliest: 1 April 2025 Latest: 1 November 2025
DFF-Research Project1	Up to DKK 2,200,000 excluding overhead / administration expense	All councils: 29 April 2025 at 12:00 noon	September 2025	Earliest: 1 December 2025 Latest: 1 December 2026

Funding instruments offered by individual research councils:

Funding instrument	Budget framework for DFF grant	Research council offering the funding instrument and application deadline	Time of processing	Earliest and latest starting dates for the project
Explorative Network | Humanities	Up to DKK 550,000 excluding overhead / administration expenses	DFF | Humanities: 11 September 2024 at 12:00 noon	November 2024	Earliest: 1 February 2025 Latest: 1 February 2026
Journals | Humanities	Up to DKK 130,000 with an equal distribution over the three budget years	DFF | Humanities: 11 September 2024 at 12:00 noon	November 2024	Earliest: 1 February 2025 Latest: 1 February 2026
International research stay | Social Sciences	Up to DKK 200,000 excluding overhead / administration expenses	DFF | Social Sciences: 11 September 2024 at 12:00 noon and 30 April 2025 at 12:00 noon	November 2024 and June 2025	Applied autumn 2024 Earliest: 1 February 2025 Latest: 1 February 2026

Applied spring 2025 Earliest: 1 August 2025 Latest: 1 August 2026 |
| Clinician scientist positions \| Medical Sciences | Funding for 20-50% of salary for a period of 1-3 years – see description under the funding instrument | DFF \| Medical Sciences: 11 September 2024 at 12:00 noon | November 2024 | Earliest: 1 February 2025 Latest: 1. February 2026 |
| Pre-graduate scholarships \| Medical Sciences | Up to DKK 144,000 excluding overhead / administration expenses | DFF \| Medical Sciences: 11 September 2024 at 12:00 noon and 30 April 2025 at 12:00 noon | November 2024 and June 2025 | Applied autumn 2024: Earliest: 1 February 2025 Latest: 1 February 2025

Applied spring 2025 Earliest: 1 August 2025 Latest: 1 August 2026 |

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

2.3 FUNDING INSTRUMENTS OFFERED BY ALL COUNCILS

2.3.1 Non-university Research Education (PhD)

2.3.1.1 Objective
DFF receives funds under the Danish National Budget, which are earmarked for the education of researchers at public non-university research institutions. In 2024, these funds amount to approx. DKK 22 million, corresponding to approx. 7-8 grants. The maximum amount per grant will be DKK 2,000,000, excluding overhead/administration expenses. Please note that DFF does not generally offer support for individual PhD scholarships. For this reason, you cannot apply for an individual PhD grant to be carried out at a university.

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

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

2.3.1.2 Applicant requirements and confirmation from hosting institution concerning supervision (max 3 per institution)

You can apply for a PhD grant if you have a Master's degree or equivalent qualifications as well as confirmation from an institution covered by this funding instrument, stating that it is willing to host your project if you are awarded a grant. Each institution may issue a maximum of three letters of confirmation to applicants applying for this funding instrument. The institution's acceptance to host a project is provided by signing the budget confirmation (see section 4.3.9). It is up to the individual institution to decide which three candidates it consents to hosting.

If the hosting institution does not award PhD degrees independently, you must be enrolled at a Danish institution with an accredited PhD programme and be affiliated to such a PhD programme at the institution in question. Grants are awarded on the condition that you become enrolled in a PhD programme, and that a collaboration agreement is drawn up between you as applicant, the hosting institution and the degree-awarding institution. The application must include a signed letter of intent for collaboration between the three parties. Your main PhD supervisor must be a recognised researcher employed at the degree-awarding institution at which you will be enrolled (cf. 'Ministerial Order on the PhD Programme at the Universities and Certain Higher Artistic Educational Institutions (PhD Order)'). Only the hosting institution can function as grant administrator – including if the PhD education takes place at a university or another accredited degree-awarding institution.

2.3.1.3 Application requirements

You can apply for a salary level corresponding to the collective agreement for PhDs employed by Danish state institutions. In addition to the regular vacation allowance, a supplementary allowance calculated as 2.5 % of your salary may be earmarked for paid extra days off. It is not possible to apply for funding to cover any form of merit pay ("kvalifikationstillæg"). If relevant, you may apply for salary expenses for a secondary supervisor, but as a general rule, you cannot apply for funding to cover technical/administrative salaries, as you will be expected to carry out your PhD project on your own accord. If you find the hiring of a technical/administrative assistant essential for carrying out the project, you must argue for this. You can apply for bench fee (see section 4.3.8.8).

The project description must not exceed 5 A4 pages (including figures, tables, etc.). The 5 A4 pages must not exceed 15,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.4). References/ bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.2) offers a complete list of the appendices that *must* be attached. Also, note that it is stated in section 4.3 how the number of characters is counted in e-grant. The application must be written in Danish or English.

2.3.2 DFF-International Postdoctoral Grant

2.3.2.1 Objective

DFF-International Postdoctoral Grant aims to strengthen the international mobility of younger talented researchers, and to develop the competencies of researchers in the beginning of their research career. The intention is to enable the grant recipient to consolidate their individual research profile by independently managing a concrete research project at a research institution outside of Denmark. The grant amounts to a total of up to DKK 1,500,000, excluding overhead/administration expenses, distributed over a 2-year period.

2.3.2.2 Applicant requirements

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

DFF places emphasis on the fact that you, as an applicant, are in the beginning of your research career, and therefore your PhD age must not exceed 3 years at the expiration of the application deadline. Periods of leave must be deducted (see section 4.3.6 concerning calculation of the PhD age). If you do not have a PhD degree, you must have obtained equivalent qualifications, e.g., a positive assistant professor assessment ("adjunktbedømmelse") maximum 3 years before the expiration of the application deadline.

As a PhD student, you are able to apply if you attach a declaration from your supervisor stating that your PhD thesis will be submitted for defence within 12 months after the application deadline. If you are awarded a DFF-International Postdoctoral Grant, but subsequently fail to submit your PhD thesis within the given deadline (within 12 months after the application deadline), the grant will be annulled. Please note that your PhD diploma must be submitted to DFF before the first instalment of the grant can be made.

You must complete and submit the application yourself.

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

2.3.2.3 The application

A DFF-International Postdoctoral Grant must be of 2 years' duration.

> **Council-specific conditions**
> If you apply to **DFF | Natural Sciences,** it is a requirement that you spend the entire 2-year project period abroad at one specific research institution.
>
> If you apply to **DFF | Social Sciences, DFF | Technology and Production Sciences, DFF | Medical Sciences and DFF | Humanities**, it is a requirement that you spend at least 12 consecutive months abroad. You may spend up to 6 months at the beginning and/or up to 12 months at the end of the project period at a Danish research institution.

Your application must clearly demonstrate how your project forms a concrete, binding collaboration with researchers at the host institution outside of Denmark. It is a requirement that the application includes a declaration from the foreign host institution (outside of Denmark), stating that the project

can be carried out at the location in question, including a short comment on the scientific/academic content of the cooperation and the most important activities. The declaration must be signed by someone who has the managerial authorisation to do so.

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

DFF-International Postdoctoral Grants are paid out to and administered by a Danish research institution.

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

2.3.2.4 Project description

The project description must illustrate the project's scientifically innovative quality in relation to your PhD project as well as how the project contributes to your continued competency development. Moreover, the project description must include a description of the scientific environment in which the project will be carried out, including an account of why the chosen environment is well suited to the proposed activities as well as the nature of the concrete, binding collaboration.

The project description must not exceed 5 A4 pages (including figures, tables, etc.). The 5 A4 pages must not exceed 15,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.4). References/ bibliography must be uploaded as a separate appendix.

Please note that the overview of appendices (section 4.3.2) offers a complete list of the appendices that *must* be attached. Also, note that it is stated in section 4.3 how the number of characters is counted, as it is the character count stemming from e-grant that applies.

2.3.2.5 Budget

In order for your application to be evaluated by DFF, you must prepare a budget (see section 4.3.8).

You can apply for up to DKK 1,500,000, excluding overhead/administration expenses. As part of your budget, you can apply for funds to cover one outbound and one inbound journey for yourself as the applicant within the margin of expenditure. In addition, you may apply for the coverage of bench fees within the margin of expenditure. You may apply for an increase of your grant for each accompanying family member (partners and minor children) of DKK 55,000 per year for the period during which they stay with you abroad. This grant increase is expected to cover the outbound and inbound journey for accompanying children/partner.

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

2.3.3 Sapere Aude: DFF-Starting Grant

2.3.3.1 Objective

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

Sapere Aude: DFF-Starting Grant is aimed at Danish as well as non-Danish researchers. You can apply for a maximum amount of DKK 4,300,000, excluding overhead/administration expenses, for a Sapere Aude: DFF-Starting Grant of up to 4 years' duration.

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

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

DFF expects to award approx. 37 grants in 2025.

2.3.3.2 Applicant requirements

Sapere Aude: DFF-Starting Grant is aimed at younger, very talented researchers, who have demonstrated the ability to carry out original research at a high, international level. You must have obtained the PhD degree within 3-8 years before the application deadline (after the deduction of relevant leave). If you do not have a PhD degree, you must have obtained equivalent qualifications, e.g., a positive assistant professor assessment ("adjunktbedømmelse") within 3-8 years before the application deadline. Periods of leave *must* be deducted (see section 4.3.6 concerning calculation of the PhD age).

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

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 DFF finds your application to be among the very best, the final evaluation will consist of an interview with you as the applicant wherein you will be asked to present your project. In addition to DFF's assessment criteria (see section 3), you will be assessed based on your ability to present your project in a clear and comprehensible way during the interview, including to researchers who are not experts in your scientific field. You are also expected to be able to reflect upon how you will develop your competencies as a research leader and how you will handle concrete challenges as a leader.

2.3.3.3 Application requirements

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

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

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 DFF 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. Periods of leave *must* be deducted from the PhD age (see section 4.3.6 concerning calculation of the PhD age). 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.

When applying for research funding for PhD scholarships, there must be a sufficiently balanced relationship between the contribution of senior researchers and PhD students to the project, so that all registered participants fulfil a concrete role in the project work. 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.

Council-specific conditions
DFF | Medical Sciences does not require that postdoctoral candidates have obtained their PhD within the last 4 years at the time of the application deadline.

The project description must not exceed 7 A4 pages (including figures, tables, etc.). The 7 A4 pages must not exceed 21,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.4). References/bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.2) offers a complete list of the appendices that *must* be attached. Also, note that it is stated in section 4.3 how the number of characters is counted in e-grant, as it is the character count stemming from e-grant that applies.

2.3.4 DFF-Research Project1

2.3.4.1 Objective
To advance the quality of Danish research, DFF offers funding for research projects within a budgetary framework of up to DKK 2,200,000, excluding overhead/administration expenses. A DFF-Research Project1 is characterised by having a clear and well-defined research question, where the research activities are expected to be of a high, international level of quality. The duration of a DFF-Research Project1 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).

2.3.4.2 Applicant requirements
You must possess independent research experience typically corresponding to 3 years or more after having obtained a PhD degree (or similar qualifications). Your previous results will be assessed in relation to your career path (see section 4.3.5 and section 4.3.7, and in relation to the scientific challenges of the applied-for project. 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.

2.3.4.3 Application requirements
DFF attaches importance to the requirement that the project description containing a description of any sub-projects, including PhD and postdoctoral projects.

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 DFF 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. Periods of leave *must* be deducted from the PhD age (see section 4.3.6 concerning calculation of the PhD age). 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.

Council-specific conditions
If you apply for **DFF | Medical Sciences** it is not a requirement that postdoctoral candidates have obtained their PhD within the last 4 years at the time of the application deadline.

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

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.

The project description must not exceed 5 A4 pages (including figures, tables, etc.). The 5 A4 pages must not exceed 15,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.4). References/ bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.2) offers a complete list of the appendices that *must* be attached. Also, note that it is stated in section 4.3 how the number of characters is counted in e-grant, as it is the character count stemming from e-grant that applies.

2.3.5   DFF-Research Project2

2.3.5.1 Objective
To advance the quality of, and develop collaboration within Danish research, DFF offers funding for research projects carried out by multiple researchers (e.g. postdoctoral candidates and PhD students) of up to 4.5 years in duration within a budgetary framework of between DKK 2,200,000 to DKK 4,300,000, excluding overhead/administration expenses. A DFF-Research Project2 is often characterised by a coordinated and mutually binding collaboration on a well-defined, joint research question; however, it may also be a project formulated by a single researcher, which is to be carried out in their research team, when it can be argued that the project is particularly ambitious and resource demanding, and that the research objective cannot be obtained through a DFF-Research Project1. The research activities must establish synergy among any sub-projects, involve international collaboration (if relevant), and be of a high, international standard.

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

2.3.5.2 Applicant requirements

You must possess considerable, independent research experience at a high, international level. Furthermore, you must have obtained your PhD at least 8 years before the expiration of the application deadline (after the deduction of relevant leave). If you do not have a PhD degree, you must have obtained equivalent qualifications, e.g., a positive assistant professor assessment ("adjunktbedømmelse"), at least 8 years before the application deadline. Periods of leave *must* be deducted (see section 4.3.6 concerning calculation of the PhD age).

Your previous results will be assessed in relation to your career path (see section 4.3.5 and section 4.3.7) and in relation to the scientific challenges of the project applied for. 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.

2.3.5.3 Application requirements

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

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 DFF 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. Periods of leave *must* be deducted from the PhD age (see section 4.3.6 concerning calculation of the PhD age). 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.

> **Council-specific conditions**
> If you apply for **DFF | Medical Sciences**, it is not a requirement that postdoctoral candidates have obtained their PhD within the last 4 years at the time of the application deadline.

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

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.

The project description must not exceed 7 A4 pages (including figures, tables, etc.). The 7 A4 pages must not exceed 21,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.4). References/ bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.2) offers a complete list of the appendices that *must* be attached. Also, note that it is stated in section 4.3 how the number of characters is counted in e-grant, as it is the character count stemming from e-grant that applies.

2.4 FUNDING INSTRUMENTS OFFERED BY INDIVIDUAL RESEARCH COUNCILS

2.4.1 Explorative Network | Humanities

2.4.1.1 Objective

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

Funding will not be provided for actual research projects.

2.4.1.2 Applicant requirements

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

2.4.1.3 Application Requirements

The network is expected to include a broad and diverse circle of participants, potentially encompassing open activities. The application must account for the network's conceptual foundation, scientific ambition and concrete activities. Furthermore, the application must account and argue for the network's choice of participating research environments. An Explorative Network | Humanities grant can be of maximum DKK 550,000 (excluding overhead/administration expenses) and of maximum 3 years' duration. It is possible to apply for funding for the organisation of workshops, conferences, shorter research network stays, etc. It is possible to apply for a combined maximum of 3 months of scientific/ academic salaries for the purpose of network management and scientific assistance. The application must account for the concrete organisation of the network, including the organisation of academic tasks within the network.

The project description must not exceed 3 A4 pages (including figures, tables, etc.). The 3 A4 pages must not exceed 9,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.4). References/ bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.3) offers a complete list of the appendices that *must* be attached. Also, note that it is stated in section 4.3 how the number of characters is counted in e-grant, as it is the character count stemming from e-grant that applies.

2.4.2 Journals | Humanities

2.4.2.1 Objective

This funding instrument is offered only by **DFF | Humanities**. In order to support the dissemination of humanistic research through digital scientific journals, DFF | Humanities offers funding to established as well as new journals of a high scientific value that strive for an international level of circulation. The council takes into consideration that certain areas of humanistic research are primarily targeted at a Danish readership, and that this might influence how the internalisation is realised. Grants for journals are awarded as a deficit guarantee. Funding for Journals | Humanities must be applied for without overhead/administration expenses.

2.4.2.2 Applicant requirements

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

2.4.2.3 Journal requirements

In order to be eligible for support, the journal must use external peer review to assess the scientific quality of articles submitted to the journal. In order for an established journal to be awarded funding, the journal must have a reasonable circulation within the relevant field of science. The dissemination, extent and scientific weight of the journal are the most important assessment criteria. Only journals that accompany all their articles with an abstract written in an international language (English, German, French or Spanish) will be considered. Furthermore, funding can only be offered to journals that do not offer author fees. The council does not support popularised science journals.

2.4.2.4 Open Access

The journal must be free of charge and freely available on the internet. This means that the journal must have a website where articles can be accessed in electronic form, freely available and free of charge, no later than 1 year after the volume was published, cf. the joint Open Access policy for public research funds and foundations in Denmark. It is a requirement that the journal is indexed in an internationally recognised system. This means that it must be possible, as a minimum, to search for and find the journal's articles through Google/Google Scholar and similar search engines. The council prefers that the journal seeks to be included in several indexes and that the articles are given a DOI.

2.4.2.5 Application requirements

Applications for Journals | Humanities cover a period of 3 years at a time. The application must be submitted in Danish or English. Grant applications for new journals must account for related, pre-existing journals, and explain how the new journal differs from these.

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

Only the applicant may have the role as administrator.

Please note that the application form must account for the journal's scientific profile and objectives (max 2,400 characters), the journal's strategy for the grant period (max 2,400 characters including spaces), and the journal's organisation and review process (max 2,400 characters including spaces).

Please note that the overview of appendices (section 4.3.3) offers a list of the appendices that *must* be attached. Also, note that it is stated in section 4.3 how the number of characters is counted in e-grant, as it is the character count stemming from e-grant that applies.

2.4.3 International Research Stay | Social Sciences

2.4.3.1 Objective

This funding instrument is offered only by **DFF | Social Sciences**. In order to promote the internationalisation of social science research, DFF | Social Sciences provides funding for research stays at a research institution outside of Denmark for consecutive periods of at least 3 months. The research stay should be based on new and specific research activities within the field of social sciences and contribute to those activities through strengthened international collaboration or networks and collection of data. You may apply for an amount of up to DKK 200,000, excluding overhead/administration expenses, but you cannot apply for funding for scientific/academic salaries, or

non-research related expenses such as traveling and housing expenses for accompanying spouse and children, child care expenses, schooling expenses, etc.

2.4.3.2 Applicant requirements

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

2.4.3.3 Application requirements

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

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

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

2.4.3.4 Project description

The project description must not exceed 3 A4 pages (including figures, tables, etc.). The 3 A4 pages must not exceed 9,000 characters including spaces, figure captions, formulas, etc. (see section 4.3.4) and should thoroughly describe the stay, its content, and output. The project description must include an account of the academic grounds for a research stay at the institution in question as well as a description of the concrete and binding research collaboration, access to archives and libraries or data collection facilitated by the stay.

The reference list/bibliography must be uploaded as a separate appendix.

Please note that the overview of appendices (section 4.3.3) offers a list of the appendices that *must* be attached. Also, note that it is stated in section 4.3 how the number of characters is counted, as it is the character count stemming from e-grant that applies.

2.4.4 Clinician Scientist Positions | Medical Sciences

2.4.4.1 Objective

This funding instrument is offered only by **DFF | Medical Sciences**. The funding instrument ensures buy-out from a clinical position (including from residency positions) so that 20 – 50 % of the annual working hours are dedicated to research for a period of up to 3 years, while the remaining time is spent in a clinical position remunerated by the employing institution. It is a requirement that the grant recipient is employed in a clinical position at least 50 % of the time during the entire span of the grant period.

2.4.4.2 Applicant requirements

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

Funding is primarily awarded to medical doctors, dentists and veterinarians who, at the time of the application deadline, have obtained a PhD degree or equivalent qualifications through their research. At the time of employment, applicants must be employed in a clinical position that offers no possibility

of carrying out research during working hours. Please note that the council prioritises applications where the applicant's clinical position involves patient treatment.

The research activity does not necessarily have to be carried out in the employing clinical department, but the council requires the grant to be administered by the institution where the clinical work takes place.

2.4.4.3 Application requirements

You may apply for funding for a total period of at least 1 year and maximum 3 years. The total grant period cannot exceed 3 years. Your application can only cover funding of your personal salary during 20 – 50 % of your annual working hours while dedicated to the research project. This means that the council covers all salary expenses during the time spent on research. You cannot apply for funding for equipment and operating expenses. Please note that it is still mandatory to attach a complete budget.

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

Please note that you can only apply for overhead/administration expenses to the administrating institution, i.e. the place of employment in the clinical position.

2.4.4.4 Project description

The project description must not exceed 5 A4 pages (including figures, tables, etc.). The 5 A4 pages must not exceed 15,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.4). References/bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.3) offers a list of the appendices that *must* be attached. Also, note that it is stated in section 4.3 how the number of characters is counted, as it is the character count stemming from e-grant that applies.

2.4.5 Pre-graduate Scholarships | Medical Sciences

2.4.5.1 Objective

This funding instrument is offered only by **DFF | Medical Sciences**. The council funds pre-graduate scholarships of 6-12 months' duration with the purpose of providing the most talented BA and MA students, who have completed at least 2 years of education (finalised with an evaluation) from educations that allow no more than 6 months for the completion of their master's thesis, with the opportunity to undertake scientific work and strengthen their interest in pursuing a scientific career. A maximum amount of up to DKK 144,000 (excluding overhead/administration expenses) can be awarded.

2.4.5.2 Applicant requirements

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

The council strives to distribute the pre-graduate scholarship grants among different research environments in order to achieve a broad recruitment to health science research. Consequently, the council will only fund one pre-graduate scholarship student per supervisor at a time, ensuring that there is no temporal overlap between multiple students under the same supervisor during the part of the grant period funded by the council.

2.4.5.3 Application requirements

It is possible to apply for funding for a pre-graduate scholarship of 6-12 months' duration incl. any operating expenses.

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

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

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

The grant covers the scholarship for the pre-graduate scholar as well as other operating expenses, and the budget must account for the use of these. The funds can be used throughout the entire approved period. Due to technical reasons, the funds for a pre-graduate scholarship count as operating grant support ("driftstilskud") to the supervisor's research activities in regard to the budget. Thus, the scholar is neither a scientific/academic employee, nor a technical/administrative employee or project participant, and the funds for the scholarship should therefore not be listed as salary, but as an operating expense in the budget template. It should be noted in the free text field for the relevant budget item how the funding is distributed between the student's scholarship and other operating expenses. The council prioritises applications that include financing of operating expenses, or operating grant support ("driftstilskud"), for the student/pre-graduate scholar over applications that only include financing of other operating expenses.

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

The project description must not exceed 3 A4 pages (including figures, tables, etc.) and maximum 9,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.4). References/bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.3) offers a list of the appendices that *must* be attached. Also, note that it is stated in section 4.3 how the number of characters is counted, as it is the character count stemming from e-grant that applies.

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

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

3 DFF ASSESSMENT AND ASSESSMENT CRITERIA

In the assessment of your application, DFF will take the below mentioned criteria into consideration. The two most significant assessment criteria are the project's quality and the applicant's qualifications.

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

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

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

Achieving the objective of the funding instrument:
- Are the described objectives of the funding instrument (see section 2) sufficiently met?

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

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

Applicant qualifications:
- Has the applicant documented
  - scientific qualifications to an extent that is necessary for the project's completion?

- scientific qualifications at a level corresponding to the target group for the funding instrument applied to?
- scientific production at a level corresponding to the applicant's career path and seniority?
- qualifications as a research leader at a level corresponding to the applicant's career path and seniority?

- Have the other project participants documented scientific qualifications at a level corresponding to their career paths and seniority, and do they possess the qualifications that are necessary for the project's completion?
- Are relevant local and international researchers contributing, and if relevant, is there a sufficient degree of contribution from public institutions or business partners?
- Is there a strategy for the organisation and management of the project, including an account of the division of labour between the researchers involved and a plausibility of the applicant being able to handle the project applied for (scientifically/academically and time-wise) at the same time as the applicant's other research and management tasks?
- Are potential PhD students or postdoctoral candidates well integrated into the project, and do they fulfil a clear function in it?

Feasibility:

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

Publishing and dissemination of results:

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

Other:

- Do the activities benefit Danish research?
- Does the project/activity include education of researchers in a relevant manner?
- Does the project/activity contribute to improving researcher mobility nationally/internationally and – if relevant – between research institutions/companies?

In addition to the general assessment criteria, which are common to all the research councils in DFF, there are some assessment criteria that only apply to specific/individual councils/funding instruments. Please see the respective section in section 2.

4 GENERAL APPLICATION REQUIREMENTS

4.1 LANGUAGE AND APPLICANT REQUIREMENTS

4.1.1 Language

The project description, relevant CV's and publication lists must be written in English, unless otherwise stated in the description of the specific funding instrument. Additional appendices can be attached in English or one of the Scandinavian languages, although English is preferable. Appendices attached in other languages will not be considered in the application process.

4.1.2 Applicant's qualifications

As a minimum, you must have obtained a PhD degree or equivalent qualifications in order to be eligible to apply for funds from DFF. However, if you apply for Non-university Research Education (PhD), only a completed Master's degree is required, and if you apply for DFF-International Postdoctoral grant, you must have obtained a PhD degree or expect to submit your PhD thesis for defence within 12 months after the application deadline.

4.1.3 Other requirements for the applicant

DFF aims to advance and strengthen Danish research, understood in a broad sense. Therefore, DFF has no requirements as to applicants' citizenship, the location of research institutions, or the specific geographic location where the research activities in question will be carried out, (although it is a condition that DFF-International Postdoctoral Grant and International Research Stay | Social Sciences are carried out at a research institution outside of Denmark, see section 2.3.2 and section 2.4.3).

The fund does not require employment prior to applying for or obtaining a grant.

DFF sees diversity as a resource, and encourages all candidates to apply, regardless of their age, gender, religion, nationality, ethnicity, or political persuasion.

DFF does not grant applicants who, in the 2 years prior to the application deadline, have been found guilty of research misconduct by the Danish Committee on Research Misconduct, cf. Act 383 of 26 April 2017 on research misconduct, etc.

4.1.4 Who should submit the application?

The application must be initiated and submitted in e-grant by the researcher responsible for the project and responsible to DFF in relation to the submitted project (applicant).

4.2 APPLICATION FORM

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

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 (see section 1.8 and section 1.9). If you wish for the application to be assessed by several research councils, you can indicate this when filling out your application, see section 5.3. Once you have chosen the relevant council, you can choose the funding instrument you wish to apply for.

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

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 application deadline.

4.2.1 Special fields that must be completed in the application form in e-grant

The table below offers an overview of the major fields that must be completed in the application form in e-grant. The table does not show an exhaustive list of the fields that must be completed in the application form, which also includes fields concerning information about the applicant, place of employment, etc. You are advised to create your application and read the detailed description of the fields in e-grant. The stated number of characters includes spaces.

	Description	Read more in section	Non-university Research Education (PhD)	DFF-International Postdoctoral Grant	DFF-Research Project1	Sapere Aude: DFF-Starting Grant / DFF-Research Project2	Explorative Network | Humanities	Journals | Humanities	International research stay | Social Sciences / Clinician Scientist Positions | Medical Sciences / Pre-graduate Scholarships | Medical Sciences
Applicant	Give an account of your most significant contributions to science (max 1,000 characters).				X	X			
PhD degree	Have you had any periods of leave since obtaining your PhD degree, if yes: State your period(s) of leave.	4.3.6		X	X	X			
Application	Brief scientific summary in English (abstract) (max 1,000 characters).	4.2.1.1	X	X	X	X	X	X	X
	Popularised description of the scientific content in Danish (max 1,500 characters).	4.2.1.1	X	X	X	X	X	X	X
	Scientific keywords (max 5) and classification codes (OECD) (max 5).	4.2.1.2	X	X	X	X	X	X	X
	For statistical purposes only: If relevant, indicate an estimate in percentages of the extent to which the project falls within the following set of politically defined themes (this information will not be visible to the committee members when they assess your application).		X	X	X	X	X	X	X
Ethical issues	Ethical issues: Does your research raise any ethical issues that should be dealt with (Animal testing, human participation or biological material, other)? **If yes:** Provide a brief description of the ethical issues raised by your project and how you plan to address the ethical dilemmas that may arise. (max 1,500 characters). **If no:** If no ethical issues are identified in your project, please provide a brief account in which you justify this (max. 1,500 characters).		X	X	X	X	X		X
	Does your project involve gathering or purchase of quantitative or qualitative data – or a combination of these - within the research areas social sciences, medical sciences, the humanities, natural sciences, or technology and production sciences?: **If yes:** Please provide a brief description of the data gathered or purchased (max 300 characters).		X	X	X	X	X		X

	Description	Read more in section	Non-university Research Education (PhD)	DFF-International Postdoctoral Grant	DFF-Research Project1	Sapere Aude: DFF-Starting Grant DFF-Research Project2	Explorative Network | Humanities	Journals | Humanities	International research stay | Social Sciences / Clinician Scientist Positions | Medical Sciences / Pre-graduate Scholarships | Medical Sciences
Gender composition	Description of the gender composition in the project (max 1,000 characters).	1.4			X	X	X		
Submission to several councils	State for each research council applied to, the reason for applying to that particular council (max 250 characters).	4.2.1.3	X	X	X	X			
Panel	Please select your preferred scientific panel among the panels offered by the main scientific council to which you have applied.	5.6				X			
Other applications	Is this application a resubmission? **If yes:** Provide title, year of application and case number of the previous version of the submission. Moreover, describe any changes made in the resubmission (max 1,000 characters).		X	X	X	X	X	X	X
	Have you applied for funding activities covered by this application from other sources? **If yes:** Provide source, applied amount, submission date and expected decision date.		X	X	X	X	X	X	X
Previous grants	Have you as a PI within the last 5 years received any funding over DKK 1 mil. from DFF or other sources for activities *related* to the present application? **If yes:** Specify grants over 1 mil. (max 10 grants). Describe the results of the grant and the grant's relation to the proposed project (max 1000 characters).			X	X	X	X		X
	Have you as a PI within the last 5 years received any funding over DKK 1 mil. from DFF or other sources for activities *not related* to the present application? **If yes:** Specify grants over 1 mil. (max 10 grants). Describe the results of the grants and the grant's relation to the proposed project (max 1,000 characters).			X	X	X	X		X
	If yes to previous grants: Account for your strategy for managing the project in relation to your current projects by explaining how you will manage the DFF project in relation to time and your other research management tasks.			X	X	X	X		X
Supplementary information	Optional additional information regarding the application (max 1,000 characters).		X	X	X	X	X	X	X
	Have you used generative artificial intelligence (AI) tools in the writing of your application? **If yes:** Explain how you have used generative AI and for which parts of the application (max. 1,500 characters).	4.2.1.4	X	X	X	X	X	X	X

4.2.1.1 Popularised scientific description and abstract

You must write a scientific abstract and a popularised description in the "Title and scientific content" section of the application form.

The scientific abstract must be written in English, and written with the research peers, who will assess the application, in mind. It should therefore be written in a way that makes it possible for research peers to judge whether they are qualified to assess the project.

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. The description must be written in Danish.

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

In the "Title and scientific content" section of the application form, you must list up to five Fields of Science classification codes (OECD Classification codes) in order of priority, according to the scientific field or fields that are most relevant to your project. The OECD-codes must reflect the project's scientific discipline(s). You must use the scientific codes on "Level 2" or "Level 3" from the subdivision provided in the DFF overview of scientific codes, which you will find on the DFF website. The codes are used for, e.g., identifying relevant reviewers for your application, so it is important that you select the codes carefully.

The codes in the overview are standard codes and their division into disciplines (Level 1) does not necessarily correspond to the delimitations between DFF's research councils in section 1.9.

In this section, you also have the opportunity to list up to five keywords of your choosing that describe the scientific content of your project in a prioritised order corresponding to the scientific keywords most relevant to the project applied for.

4.2.1.3 If you want cross-council assessment

If you want a cross-council assessment of your application, you must answer "Yes" to the question "Would you like to request a cross-council assessment of your application?" in the "Submission to several councils" section of the application form. Here, you are able to tick the boxes next to the research councils that you wish to be involved in the assessment of your application.

For each research council (including the main council) applied to, you must state your reasons for applying to this particular council (see section 5.3).

4.2.1.4 Use of generative artificial intelligence (AI)

If applicants use artificial intelligence, DFF expects this to happen in a responsible manner. To ensure transparency in regard to the use of artificial intelligence, all applicants must declare in the application form if they have used generative AI tools to a substantial extent. 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.

4.3 OVERVIEW OF APPENDICES TO THE APPLICATION

There are a number of mandatory appendices that *must* be attached to the application (X) and a number of appendices that must be attached *if* they are relevant (*). The overview below shows the appendices in question.

DFF recommends that you cross out CPR/social security numbers in appendices.

Appendices which do not appear in the overview will not be considered in the assessment process.

Please note: In order for the applications to be subsequently filed by the Danish National Archives, the submitted appendices must as a minimum meet the PDF/A standard.

Counting the number of characters

The appendices "Project description" and "Applicant's CV" must adhere to the requirements regarding maximum permitted number of pages and characters. As various text-editor programs use different methods for counting the number of characters, DFF recommends using the e-grant system to verify that the number of characters in your application is within the permitted number. DFF will always use the number of characters stemming from the e-grant system in the decision of whether a document fulfils the requirements or not. In this regard, DFF recommends that you, as the applicant, continuously generate a PDF-file of your CV and project description and upload these documents to the application. If the document exceeds the permitted length, or if the document's number of characters cannot be counted by the system, you will receive a warning that the document does not meet the requirements and you will have the opportunity to upload a new document. Alternatively, you can make use of e-grant's **counting tool** without needing to create and navigate through an application. The counting tool will inform you how many characters e-grant has detected in the uploaded PDF file. Please note that this component only functions as a PDF counting tool and that you will not be notified if you exceed the set requirements.

DFF will reject applications that exceed the permitted number of pages or characters in the project description and the applicant's CV in accordance with **section 5.1**. Hence, you will not be able to upload a revised document to DFF if the document exceeds the permitted requirements when the deadline expires.

4.3.1   Definition of roles in the project

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

The applicant is the person who submits the application and is 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, academic hosts during stays abroad, technical/administrative project participants, etc.

Collaborators are more peripheral actors in the project, who do not appear in the budget. Examples of collaborators: Advisory board member, organisations who are users of project results, e.g. companies or public actors, sparring partners, etc.

4.3.2 Appendix overview: Funding instruments offered by all councils

Appendix	Non-university Research Education (PhD)	DFF-International Postdoctoral Grant	Sapere Aude: DFF-Starting Grant	DFF-Research Project1	DFF-Research Project2
B10: Project description. It is recommended to use the DFF project description template (see section 4.3.4). It must include any figures, tables, etc., excluding list of references/bibliography (which must be uploaded as a separate appendix B11). If the project description exceeds the maximum number of characters or pages, as outlined under each funding instrument, the application will not be given active consideration (see section 4.3 and section 5.1).	X	X	X	X	X
B11: List of references/bibliography for the project description.	X	X	X	X	X
Budget: Must be completed in the mandatory DFF budget template (see section 4.3.8) and uploaded to e-grant as a separate file. Pledges of actual financial support from other sources for the project's completion must be included in the budget.	X	X	X	X	X
B20: Applicant's CV – max 2 pages (see section 4.3.5). If the applicant CV exceeds 2 A4 pages and/or the allowed 6,000 characters, including spaces, figure texts, formulas, etc., the application will not be given active consideration (see section 4.3 and section 5.1).	X	X	X	X	X
B21: : List of publications for the applicant (see section 4.3.7).	★	X	X	X	X
B22: PhD diploma for the applicant or, if the applicant does not have a PhD degree, documentation showing either: a) positive assistant professorship evaluation ("adjunkt- bedømmelse") or b) qualifications corresponding to PhD level achieved in another manner. For DFF-International Postdoctoral Grant also c) declaration from supervisor on expected submission of PhD thesis within 12 months of the application deadline (PhD students). *Please note that if you apply to DFF | Humanities, you must provide your PhD evaluation in addition to your PhD diploma (or a declaration from supervisor on expected submission within 12 months of the application deadline). If you have not received a PhD evaluation, you can provide a summary of the dissertation.		X	X		
B24: Exam results and complete transcripts for the entire period of studies from both Bachelor's and Master's education programmes.	X				
B30: Confirmation from **main supervisor**.	X				
B31: CV and list of publications for **the main supervisor** (max 2 pages in total). This always applies to the instrument Non-university Research Education (PhD), as well as to other instruments with embedded PhD scholarships, where the main applicant is not an associate professor and has not been awarded a positive associate professor assessment ("lektorbedømmelse").	X	★	★	★	★
B40: CV and list of publications (max 2 pages in total per person) for all named **participants** that appear in the budget with or without DFF funding, (see section 4.3.5 and section 4.3.7). Note, however, individual requirements concerning embedded PhD students and postdocs (see B41 and B42).	X	X	X	X	X
B41: Named PhD students. In the case of PhD scholarships for named individuals, the following appendices must be attached: transcripts/exam certificate, CV (max 1 page), and any list of publications.			★	★	★

Appendix	Non-university Research Education (PhD)	DFF-International Postdoctoral Grant	Sapere Aude: DFF-Starting Grant	DFF-Research Project1	DFF-Research Project2
B42: Named postdocs: In the case of postdoctoral grants for named individuals, the following appendices must be attached: CV (max 1 page), list of publications, and PhD diploma. If the candidate does not have a PhD diploma documentation showing either: a) that the thesis has been accepted for defence, b) positive assistant professorship evaluation ("adjunktbedømmelse"), c) qualifications corresponding to PhD level achieved in another manner or, d) declaration from supervisor on submission of PhD thesis within 6 months of the application deadline (PhD students) must be submitted.			★	★	★
B50: You may attach **recommendations** (max 1 page per recommendation).		★			
B51: If significant parts, or all, of the project take place at **another host institution** than the administrating institution, a declaration from the host institution **must** be attached, stating that the project can be carried out at the location in question, including a short comment on the content of the cooperation and the most important activities. The declaration must be signed by a person who has the managerial authority to do so.		X	★	★	★
B52: Collaboration/support letters. 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). Re: **DFF-Sapere Aude**: Statements of support from the department where the applicant is employed/will be employed can be attached.		★	★	★	★
B59: Signed **letter of intent for collaboration** between you as an applicant, the host institution, and the PhD degree-awarding institution.	X				
B60: Documentation for purchase of a single piece of **apparatus** for more than DKK 500,000 excluding overhead/administration expenses, preferably in the form of a quote.	★		★	★	★
B61: Documentation for the **salary level** of the applicant and any potential named participants, in case personal pay supplements exceed the normal level (see section 4.3.8.5).	★		★	★	★
B62: Documentation for expenses in connection with **sub-contracts**.			★	★	★
B63: De minimis declarations for companies (see section 4.3.8.9).			★	★	★
B90: Budget confirmation. Administrator's confirmation of budget and hosting (signature) in the "DFF - Budget Confirmation" template (see section 4.3.9).	X	X	X	X	X

4.3.3 Appendix overview: Funding instruments offered by individual research councils

Appendix	Explorative Network | Humanities	Journals | Humanities	International Research Stay | Social Sciences	Clinician Scientist Positions | Medical Sciences	Pre-graduate Scholarships | Medical Sciences
B10: Project description. It is recommended that this is written in the DFF project description template (see section 4.3.4) including figures, tables, etc., excluding list of references/bibliography (must be uploaded as a separate appendix B11). If the project description exceeds the maximum number of characters or pages, as outlined under each funding instrument, the application will not be given active consideration (see section 4.3 and section 5.1).	X		X	X	X
B11: List of references/bibliography for the project description.	X		X	X	X
B12: A statement of the **student's roles** and work tasks in relation to the project.					X
B17: DFF | Humanities Economy template. Can be downloaded from the DFF website.		X			
Budget: Prepared in the mandatory DFF budget template (see section 4.3.8) and uploaded to e-grant as a separate file. Pledge of actual financial support from other sources for the project's completion must be included in the budget.	X		X	X	X
B20: Applicant's CV. Max 2 pages (see section 4.3.5). If the 2 A4 pages exceed the allowed 6,000 characters, including spaces, figure texts, formulas, etc., the application will not be given active consideration (see section 4.3 and section 5.1).	X	X	X	X	X
B21: List of publications for the applicant (see section 4.3.7).	X		X	X	X
B35: Clear, official, complete **transcripts for the student**.					X
B37: For students on **other education programmes than Master of Science (MSc) in Medicine (cand.med.):** A clipping from the study programme for the education programme that the student is registered at, documenting that the person in question does not have the opportunity to use more than 6 months/30 ECTS for the completion of their master's thesis.					X
B40: CV and list of publications (max 2 pages in total per person) for all **named participants** (that appear in the budget with or without DFF funding) (section 4.3.5 and section 4.3.7). *Please note* that this also applies to Pre-graduate Scholarship students.	X	X	★	★	X
B45: The application must include a list of names of **the researchers/research environments** that have committed to participate in the network.	X				
B54: Documentation of the **binding and specific research collaboration** with foreign partners or documentation for **access** to the archives, libraries, institutes, etc., which are the purpose of the stay.			X		
B56: A declaration of support from the institution where the research will be carried out, if the institution is different from the institution where you are employed (the administrating institution).				★	

Appendix	Explorative Network | Humanities	Journals | Humanities	International Research Stay | Social Sciences	Clinician Scientist Positions| Medical Sciences	Pre-graduate Scholarships | Medical Sciences
B57: If activities take place partly or completely at a **foreign institution**, a **written acceptance** from the institution must be included, stating that the project can take place at the location in question.					X
B70: Approval from management at the clinical department where you are employed releasing you from work duties, corresponding to the percentage per year that you have received salary funding from the council for research.				X	
B82: Documentation for meeting the requirement of **digital accessibility** (e.g., providing the URL of the journal's website).		X			
B83: Documentation for the **number of downloads** in a clear format stating if the data is per year, per quarter or per month.		X			
B84: List of **reviewers** associated with the journal.		X			
B85: If the journal has an **advisory board**, please attach a list of the members.		X			
B90: Budget signature. Administrator's confirmation of budget and hosting in the "DFF budget signatory template" (see section 4.3.9).	X		X		X
B92: Budget signature. The institution where the **clinical position** will take place confirms with its signature in the "DFF - Budget Confirmation" template (section 4.3.9) that costs associated with the clinical position are covered.				X	

4.3.4   Project description

Your application must always include a project description. It is recommended that you use the DFF project description template, which can be found on DFF's website. The project description must not exceed the maximum number of pages and characters (excluding references/bibliography) which is outlined under each funding instrument – regardless of whether the description includes figures/ tables, etc., or not. The number of characters stated under each of the funding instruments includes spaces, figure captions, formulas, etc. It is important that all of the text is readable. In the main text, you **must** therefore use the font Times New Roman, font size 12, minimum 2 cm margin on the left, right, top and bottom, and line spacing of 1.5. You **must** use minimum font size 10 and line spacing 1.0 if you insert e.g. tables, diagrams, figure captions, footnotes, etc. **No** links to external material may be included in the project description.

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

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

An automatic validation of the length of the project description will be made when you submit your application, as stated in section 4.3. 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 4.3 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 (see section 5.1).

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 application: A substantiation of the choice of method, including how theory and concepts will be applied in the analysis.
- If relevant to the application: 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.).
- 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 section 2. 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 (see section 3).

When writing your project description, you must also bear in mind that all the members of the council 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 this council.

4.3.5 Curriculum Vitae - CV

4.3.5.1 Extent of CV
The applicant must submit a CV and a separate list of publications. The applicant's CV must not exceed 2 A4 pages (including figures, tables, etc.). For the applicant CV, it is also the case that the 2 A4 pages must not exceed 6,000 characters, including spaces, figure texts, formulas, etc.

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

An automatic validation of the length of the submitted applicant CV will be made, as stated in section 4.3. 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 4.3 for further information on how the number of characters is counted in e-grant). If the CV exceeds the specified limitations on the number of pages or characters, it will be singled out for a manual check. Applications where the applicant's CV exceeds the size requirements will receive an administrative rejection (see section 5.1).

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

You can find the definitions of the roles in DFF projects in section 4.3.1.

No links to external materials may be included.

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

The CV can include the following:

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

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

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

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

4.3.6 Calculation of PhD age

DFF does not wish to see young research talents retained in repeated postdoctoral positions without the prospect of permanent employment. DFF has introduced fixed criteria concerning PhD age for the instrument DFF-International Postdoctoral Grant and for embedded postdocs in the fund's other instruments. For the instruments Sapere Aude: DFF-Starting Grand and DFF-Research Project2, the fixed PhD age criteria establish a career profile for the funding instruments' target groups.

The PhD age is calculated as the period of time between acquiring the PhD and the date of the DFF application deadline for the relevant instrument. It is the date as it appears from the signature on the PhD diploma, which is used for calculation.

In the calculation of the PhD age, certain types of documentable leave that have been held in accordance with the relevant existing laws must be deducted. For instruments with fixed PhD age criteria, leave of absence must be specified with exact dates in the application form. This also applies to any embedded, named postdocs. E-grant will automatically calculate the length of the periods of leave, which will be deducted from your PhD age. For DFF-Research Project1, which does not have fixed PhD age criteria, leave is specified in e-grant in a text field.

Periods of leave that must be deducted are:

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

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

Applicants must be able to submit documentation for all of the leave(s) of absence in case DFF requests this.

If you have been on maternity/paternity/parental leave or adoption leave after obtaining your PhD degree, the actual number of weeks of leave, multiplied by 2, can be deducted from your PhD age. However, the maximum number of weeks that can be deducted is 52 weeks times two per period of leave in connection with childbirth/adoption.

In the calculation of the lower PhD age, the calculation method with double deduction for pregnancy, maternity, paternity or parental and adoption leave should not be to the disadvantage of the applicant. If your PhD age falls below the specified lower PhD age limit because the period of leave in connection is deducted by a factor of 2 instead of 1, you will therefore be considered as being within the allowed PhD age.

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

4.3.7 List of publications

The list of publications must only include research that has been published or accepted for publication. For applicants as well as for any embedded PhD students and postdocs, it is optional whether

to submit a full or a selective publication list. For other named participants and collaborators, a combined CV and list of publications of maximum 2 pages in total per person must be submitted (see section 4.3.5). If you submit selective publication lists, you must state this.

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

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

- Peer-reviewed publications. State all authors to the extent possible (indicate in which order they are mentioned, e.g., alphabetically or first-to-last author), year of publication, title, place of publication, volume number as well as first and last page number, or article number and number of pages:
  - articles
  - monographs
  - peer-reviewed articles published in conference proceedings
  - book chapters

- Non-peer-reviewed publications such as monographs, book chapters, articles, etc. State all authors to the extent possible (indicate in which order they are mentioned, e.g., alphabetically or first-to-last author), year of publication, title, place of publication, volume number as well as first and last page number, or article number and number of pages.

- Patent references for patents obtained or applied for, which are relevant to your research. Patent references are included in the list of publications on equal terms with references for scientific articles.

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

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

4.3.8   Budget
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.

4.3.8.1 Entering budget information in the application form
As the applicant, you must fill in a comprehensive and complete budget in the mandatory DFF budget template that applies to the relevant funding instrument. The budget template is only available in English. The correct budget template can be found by creating an application for the selected funding instrument in e-grant, after which the budget template can be downloaded under the "Upload Budget" step in the application form. When the budget is completed, it must be uploaded to the application form in e-grant. You can find a description of how this is done in the application form under "Introduction".

4.3.8.2 Preparing the budget

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

You must include all relevant information when completing the budget template. 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.
  - If your institution does not appear in the dropdown menu, please enter it yourself.
  - If there is a need to add more applicant institutions to the budget than there is room for, please contact the e-grant unit, who can help you (see section 7.2).

- All expenses must be stated excluding overhead/administration costs. The overhead amount 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 explanatory information should be entered into the "Description" field.

- You must enter an overhead percentage for all participating institutions in the budget. This also applies to institutions that receive 0 % overhead.

- When the budget is complete, please ensure that the person who approves the budget on behalf of your institution/organisation/business indicates their approval by using the template "DFF – Budget Confirmation", which should be attached as a separate appendix. Please follow the guidelines in section 4.3.9.

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

4.3.8.3 Co-financing and funding from other sources

Any co-financing from your own or other participating institutions must be accounted for in the budget under "co-financing" (green cells).

Any co-financing to the project from sources not actively participating in the project (e.g. other funds) must be accounted for 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 as described in section 4.3.8.4. Information about co-financing must also be listed, even if it stems from a participant who is not funded by the grant but who participates actively in the proposed project.

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

4.3.8.4 What research expenses can you apply for?

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/administration expenses should be added to this (see section 4.3.8.10).

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

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment expenses (exceeding DKK 500,000 excluding overhead/administration expenses)
- Operating expenses (including equipment expenses up to DKK 500,000 excluding overhead/ administration expenses)
- Overhead/administration expenses (calculation based on the overhead percentage)

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

4.3.8.5 Scientific/academic salaries

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

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

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

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

Salary overhead/administration expenses must be calculated based on the type of institution that defrays and registers/pays the salary to a project participant. See section 4.3.8.10.

If salary is requested for a participant, who receives personal pay supplement exceeding the expected level, the salary expense must be documented. If the person is already employed, the salary level must be documented in the form of a payslip. For the researcher who is newly appointed or employed in a new employment category, the salary must be documented in the form of a salary calculation made by the employing/administrating institution.

Applicants must be able to submit documentation for the salary level in case DFF requests this.

4.3.8.6 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.

Salary overhead/administration expenses must be calculated based on the type of institution that defrays and registers/pays the salary to a project participant See section 4.3.8.10.

4.3.8.7 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. If you apply for funding to cover the purchase of a single piece of equipment in excess of DKK 500,000, excluding overhead/administration expenses, you must document the expenses – preferably in the form of a quote attached as an appendix. 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.

Equipment expenses exceeding DKK 500,000 must be entered as "equipment expenses" in the budget, whereas equipment expenses below DKK 500,000 DKK must be entered as "operating expenses".

4.3.8.8 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.

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/administration expenses

DFF expects expenses for normal work computers, general software, and other general work tools to be covered by the institutions' overhead/administration expenses. 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 conjunction with PhD scholarships financed by the fund. In accordance with an agreement between the research council system and Universities Denmark, DFF employs special education rates. The education rates for PhD students enrolled at Danish universities correspond to DKK 50,000 (Humanities and Social Sciences) or DKK 80,000 (Natural Sciences, Medical Sciences and Technical Sciences) per full project year (max 3 years).

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

Travel and subsistence expenses

You may apply for reimbursement of reasonable additional travel and subsistence expenses. The purpose is to cover necessary additional costs which follow from project-related journeys abroad. If, during a stay abroad, you remain employed at a Danish state research institution, DFF recommends that you find out whether you are covered by state self-insurance and thus do not need to take out your own personal insurance.

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

- Reimbursement of reasonable additional travel expenses. However, expenses for local travelling during the stay abroad will not be reimbursed.
- Reimbursement of reasonable additional expenses for overnight stays, meals, etc.

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

Open Access expenses (not funded)

DFF does not fund expenses associated with Open Access publishing. You can read more about Open Access on the DFF website.

Overhead for operating expenses

The overhead/administration expenses are awarded to the institution that defrays and registers the expenses for an operating item, based on the applicable rate for the type of institution in question.

4.3.8.9 Particular 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.[1] 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.

4.3.8.10 Overhead/administration expenses

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

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

Overhead/administration expenses are calculated as a fixed percentage of the grant for the project's direct expenses. DFF grants overhead/administration expenses according to the table below.

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. It will not be taken into account which overhead rate the institution in question has previously received in connection with a DFF grant or other grants.

You must enter an overhead percentage for all participating institutions in the budget. This also applies to institutions that receive 0 % overhead.

Institution type	Overhead/administration expenses
Danish institutions (including Danish universities and sector research institutes) which are subject to the rules regarding grant-funded research activities in the Danish Ministry of Finance's budget guidelines, and which are authorised to carry out grant-funded research activities	44 %
GTS – Advanced Technology Group Institutes (GTS institutes)	20 %
Danish institutions that meet all of the following criteria: • receive and are expected to continue to receive a fixed state subsidy of minimum 25 % (measured in relation to the total annual turnover) for covering operating expenses • are non-profit institutions which do not seek to generate profit, and where any profit may not be distributed among the owners • carrying out research must be a central purpose	20 %
Public hospitals in Denmark, Greenland and on the Faroe Islands	3,1 %
State-recognised Danish museums (cf. the Danish Museum Act) and public museums in Greenland and on the Faroe Islands	3,1 %
All other Danish and foreign institutions and companies	0 %

4.3.8.11 The principle for calculating differentiated overhead/administration expenses

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

In regard to salary expenses, overhead/administration expenses are calculated on the basis of the institution or business that defrays and registers the salary expenses. It is thus not decisive whether the research activity actually takes place at the institution or enterprise in question. Nor is a person's principal place of employment, or where they typically work the most hours, a decisive factor. If a person is employed by several institutions, it must be agreed between these institutions how the project hours are to be distributed as working hours at each of the institutions. Each institution will then have to include the salary expenses for its share of the project working hours in the budget. The same principle applies to the division of equipment and operating expenses. This means that the overhead is awarded to the institution, or institutions that defray and register the expenses for an operating item, based on the applicable rate for the type of institution in question, see the above table.

4.3.9   Budget confirmation

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

By signing the budget confirmation, the administrating institution's management also confirms that the management guarantees that the application and its content complies with the institution's implementation of the recommendations by the [Committee on Guidelines for International Research and Innovation Collaboration (URIS)](). This entails that the applicant is responsible for preparing a consortium agreement with any potential international collaborators and partners in case the application is granted, if the project encompasses institutions from countries outside of the European Union, the European Economic Area and the United Kingdom. The requirement regarding consortia agreements applies in cases where a project contains substantial academic collaboration with partners based at institutions outside the EU, EAA and UK. Consortia agreements are not required when the collaboration merely takes the form of 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 (Danish) Ministry of Higher Education and Science]().

Stamp and signatures must be provided in the "DFF - Budget Confirmation" template (the appendix must be uploaded to the application as a PDF file). You can find the template on the [DFF website]().

5 HOW IS THE APPLICATION PROCESSED AND ASSESSED?

5.1 REQUIREMENTS THAT MUST BE MET IN ORDER FOR YOUR APPLICATION TO BE GIVEN ACTIVE CONSIDERATION

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

General requirements

- The application must be submitted via e-grant (www.e-grant.dk).
- The application must be received before the expiration of the application deadline.
- The application must be submitted to one of DFF's funding instruments.
- The application must be written in the specified languages (see section 4.1.1).
- The application must include a project description (see section 4.3.4).
- The project description must comply both with the maximum allowed number of characters *and* the maximum allowed number of pages as outlined in the section on the funding instrument applied for (see section 2 for information on the relevant funding instrument. See section 4.3 regarding information on how the number of characters is counted, as it is the character count stemming from e-grant that applies).
- The application must include the applicant's CV (see section 4.3.5).
- The applicant's CV must not exceed 2 A4 pages (including figures, tables, etc.) and the 2 A4 pages must contain no more than 6,000 characters, including spaces, figure texts, formulas, etc. (see section 4.3 regarding information on how the number of characters is counted. It is the character count stemming from e-grant that applies).
- The application must include the applicant's list of publications (see section 4.3.7).
- The application must include a budget, using the budget template corresponding to the funding instrument (www.e-grant.dk).
- The total amount applied for must observe the specified upper and lower limits that apply to the funding instrument in question.
- The applicant must as a minimum have a PhD degree or equivalent qualifications (does not apply to Non-university Research Education (PhD)).

Instrument-specific rquirements

- You, as the applicant, must meet the given PhD age requirements for **DFF-International Postdoctoral Grant** (see section 2.3.2.2), **Sapere Aude: DFF-Starting Grant** (see section 2.3.3.2 and **DFF-Research Project2** (see section 2.3.5.2).
- For applications for **DFF-International Postdoctoral Grant**, you, as the applicant, must have received your PhD from a Danish institution (see section 2.3.2.2).
- Applications for **DFF-International Postdoctoral Grant** must include a host declaration from the foreign host institution (outside of Denmark) (see section 2.3.2.3).
- For applications for **Non-university Research Education (PhD)**, you, as the applicant, must have a Master's degree or equivalent qualifications at the time of application submission (see section 2.3.1.2).
- For applications for **Non-university Research Education (PhD)**, the host institution must be a Danish state research institution (see section 2.3.1.1).

- Applications for **Pre-graduate scholarship | Medical Sciences** must be submitted by the main supervisor (see section 2.4.5.2).
- For applications for **Pre-graduate scholarship | Medical Sciences**, there must be no overlap between two pre-graduate grants. The applicant cannot already be in charge of a pre-graduate grant, which overlaps with the project period of a new grant (see section 2.4.5.2).
- For applications for **Pre-graduate scholarship | Medical Sciences**, the application may not include students enrolled in an education that allows more than 6 months for the completion of the master's thesis (regardless of whether this option is utilised or not) (see section 2.4.5.3).
- For applications for **Pre-graduate scholarship | Medical Sciences**, the student must complete a research project of minimum two semesters' duration (see section 2.4.5.3)

If your application fulfils the above requirements, it will be submitted for active consideration by DFF on the basis of the submitted material. This means that DFF will not obtain further information, in the form of supplementary application materials, from you after the application deadline and during the processing of the application, irrespective of whether your application is incomplete in relation to the requirements listed under each funding instrument in this call for proposals. It also means that **DFF will <u>not</u> accept any supplementary application materials after the application deadline,** unless DFF specifically requests this, e.g. in connection with the transferral of applications between research councils (see section 5.5).

5.2 HOW TO APPLY FOR MORE THAN ONE FUNDING INSTRUMENT IN THE SAME COUNCIL?

If you wish to apply for more than one funding instrument for the same application deadline in the same research council, you must submit a separate, completed application for each instrument. It is possible to submit more than one application for the same funding instrument.

5.3 HOW TO APPLY TO MORE DFF RESEARCH COUNCILS?

You may apply for funding for your project from several research councils if you find that your project cannot be delimited to one council. See the description of the delimitations between the various research councils in section 1.9. If you find that, on scientific grounds, your application should be assessed jointly by several research councils, you must do the following:

- You must submit only one application, including all mandatory appendices. When you begin working on your application, you must select the research council that you deem to be the most central or the main council for your application, based on this call's description of the councils' different scientific fields and delimitations (see section 1.8 and section 1.9).
- 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 (see section 4.2.1.3).
- 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 cases, the requirements with regard to appendices may vary from council to council. For this reason, you should carefully study the requirements concerning appendices listed in the description of each funding instrument in section 2. If you are in doubt about the terms, you may contact the office of Independent Research Fund Denmark (see section 7.1).
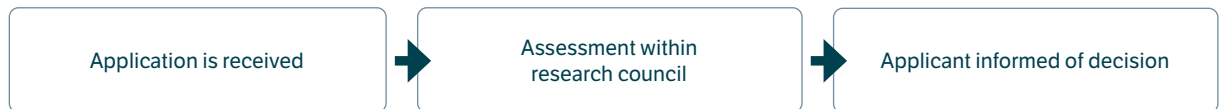
The DFF | Cross-council Committee decides how your application will be processed (see section 5.5).

5.4 PROCESSING PROCEDURES

All members of the relevant research councils take part in the assessment of all applications. However, council members who are deemed partial due to a conflict of interest in relation to a particular application will not participate in the assessment of the application in question. Regulations concerning conflicts of interest can be found in §2 of the Executive Order no. 1154 of 16 October 2017 on the Functioning of Grants under Independent Research Fund Denmark.

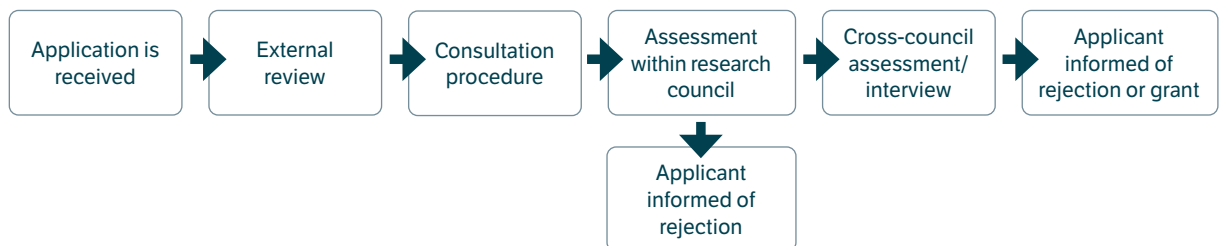Your application will be processed in one of the following ways:

Application without external review:

| Application is received | → | Assessment within research council | → | Applicant informed of decision |

Applications with external review:

| Application is received | → | External review | → | Consultation procedure | → | Assessment within research council | → | Applicant informed of decision |

Sapere Aude: DFF-Starting Grant:

| Application is received | → | External review | → | Consultation procedure | → | Assessment within research council | → | Cross-council assessment/ interview | → | Applicant informed of rejection or grant |

(from "Assessment within research council") → Applicant informed of rejection

Applications with cross-council review:

| Application is received | → | Decision about processing procedure | → | Assessment compiled by members of relevant councils | → | Cross-council assessment | → | Applicant informed of decision |

5.5 PROCESSING OF 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 assesses interdisciplinary proposals involving disciplines within the specific council's area of research. Interdisciplinary applications are processed in collaboration between the research councils, and are coordinated by DFF | Cross-council Committee, composed of the chair persons from each of the five research councils. The committee's work is assisted 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 the 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, for example, if the research project has only a minor scientific relation to one or more of the council(s) 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 assessed by members from more than one council. Based on the scientific assessments from the involved council members(s) and potential supplementary external reviews, the DFF | Cross-council Committee makes the final assessment and decides whether the applicant receives a grant.

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

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

5.6 EXTERNAL REVIEW

When the fund utilises external review, the applications are assessed by either an international assessment panel or individual external peer reviewers.

All applications for the instruments **Sapere Aude: DFF-Starting Grant** and **DFF-Research Project2** will, to the extent possible, be submitted for assessment in external panels.

When applying to the instruments **Sapere Aude: DFF-Starting Grant** and **DFF-Research Project2**, you must select the relevant scientific panel among the panels, which are offered by the research council to which you have applied. In case the panel that you have chosen does not have the required scientific competency to assess your application, the application will be assessed by another relevant scientific panel, or submitted for individual external peer review. DFF always carries out an external review for all applications where:

- A member of the council, which is going to assess the application, is an applicant or participant in an application, 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 peer reviewers who are competent researchers, and who have broad scientific research qualifications and experience with external peer review. Potential reviewers are selected on the basis of an overall assessment of qualified reviewers and their availability within the

deadlines. Certain reservations are made in cases where it proves impossible to find qualified external reviewers within the assessment deadlines.

When DFF makes an enquiry to a researcher about being 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 made aware of the review as well as the reviewer's identity, and that the applicant will be offered the right to comment on potential mistakes or misconceptions in the external review. This is done to ensure that the external review process complies with the administrative rules ("forvaltningsregler") that apply to DFF.

If your application has been submitted for external review, you will always receive a copy of the review, enabling you to comment and respond (consultation procedure). DFF will be entitled to make a decision about your application without waiting for your comments, if the deadline for submitting your reply has passed. DFF uses external reviews as an extension of the basis for the research councils' assessments, and the reviews' function is solely to provide guidance. The final decision rests with the research councils and is based on the criteria described in the call and the prioritisation of the overall field of applicants.

5.7 WHEN AND HOW WILL YOU BE NOTIFIED OF DFF'S DECISION?

The time of processing for the individual funding instruments is listed in the table in section 2.2. Approximately 2 weeks after the council's decision you will be informed via e-grant whether your application has resulted in a grant or a rejection.

For the funding instrument Clinician Scientist Positions | Medical Sciences, it is a special circumstance that the council will assess the pool of applications in November 2024, whereas the grants will be allocated from funds out of DFF's budget for 2025. This means that applicants will not be notified of the results until mid-January 2025

DFF publishes a list of those applicants who have been awarded a grant, approximately 3 to 4 weeks after the research councils have reached a decision. Details about applicants who have not been awarded funding will only be published to the extent that someone requests a right of access to documents under the Danish Access to Public Administration Files Act, e.g., in the form of lists of applicants and the projects for which they have applied (i.e., names of applicants and project titles). Applicants should therefore ensure that the title of the application does not contain information about confidential research activities.

Applicants will receive a letter from 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.

6 YOUR RESPONSIBILITY AS AN APPLICANT

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

In section 5.1 of this call, the specific types of formal shortcomings, which may result in an administrative rejection of an application, are listed. It is your responsibility to ensure that you fulfil all the formal requirements listed in the call, in order for your application to be given active consideration by the relevant research council.

You are obliged to inform DFF if significant prerequisites for the completion of the project can no longer be met.

6.1 DUTY TO INFORM ABOUT OTHER FUNDING SOURCES
If you receive full or partial funding for your project from another source, you are obliged to notify DFF within 14 days.

Funding may consist 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 of the two projects, and as documentation of which budget items to cut.

6.2 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 UFM website.

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

The Ministry of Higher Education and Science is not liable for any incorrect information supplied as a result of soft- ware 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.

6.3 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).

6.4 DATAPROTECTION

The information submitted in your application will be registered in e-grant. Upon request, you have the right of access and rectification of the data registered and stored by us, cf. the Data Protection Act (Act no. 502 of 23 May 2018) and the General Data Protection Regulation. The information that you provide, is regularly transferred to the Danish National Archives, in subject to the rules of the Archive Act and National Archives' provisions.

Read more about the general processing of personal data on the UFM website.

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

6.5 TRANSMISSION OF PERSONAL INFORMATION

You can read more about the transmission of your personal data on the DFF website.

6.6 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.

6.7 PUBLICATION

In the event that you are awarded funding, in full or in part, your name and the names of any project participants, as well as details about the location, title, and duration of the project, any key figures for the grant and the size of the grant will be published for use in a larger overview of Danish research results and DFF´s project overview. The popularised scientific description will typically be published on these same sites.

7 SUPPORT FOR YOUR APPLICATION

7.1 QUESTIONS ABOUT THE APPLICATION PROCEDURE

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

On DFF's website you can find answers to the most frequently asked questions.

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

7.2 TECHNICAL QUESTIONS (E-GRANT)

If you require help in using the e-grant system, please find more information on the UFM website. If you have technical queries, you can contact e-grant support by phone at +45 3392 9190 between 9am and 12 (noon) on weekdays or by email: support.e-grant@ufm.dk.

7.3 QUESTIONS ABOUT ONGOING GRANTS

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