

2023

CALL FOR PROPOSALS - THEMATIC RESEARCH

# INDEPENDENT GREEN RESEARCH

---



**DANMARKS FRIE  
FORSKNINGSFOND**  
INDEPENDENT RESEARCH  
FUND DENMARK

# CONTENT

<b>1</b>	<b>FRAMEWORK FOR INDEPENDENT RESEARCH FUND DENMARK'S SUPPORT FOR RESEARCH</b>	<b>3</b>
1.1	Guide to this call	3
1.2	Internationalisation	3
1.3	Gender balance	3
1.4	Open Access	3
1.5	Research integrity, etc.	4
1.6	Politically determined theme in Independent Research Fund Denmark	4
<b>2</b>	<b>THEMATIC RESEARCH - INDEPENDENT GREEN RESEARCH 2023</b>	<b>5</b>
2.1	Application deadline	5
2.2	Independent green research	5
2.3	Ongoing dissemination	5
<b>3</b>	<b>STARTING DATE, FUNDING INSTRUMENT, AND GRANT AMOUNT</b>	<b>6</b>
3.1	Already started projects	6
3.2	Starting dates for projects	6
3.3	Funding instrument that can be applied for within Independent green research 2023	6
3.3.1	DFF-Research Project1 (thematic)	6
<b>4</b>	<b>DFF ASSESSMENT AND ASSESSMENT CRITERIA</b>	<b>8</b>
<b>5</b>	<b>GENERAL APPLICATION REQUIREMENTS</b>	<b>10</b>
<b>5.1</b>	<b>Language and applicant requirements</b>	<b>10</b>
5.1.1	Language	10
5.1.2	Applicant's qualifications	10
5.1.3	Other requirements for the applicant	10
5.1.4	Who should submit the application	10
<b>5.2</b>	<b>Application form</b>	<b>10</b>
5.2.1	Special fields that must be completed in the application form in e-grant	10
<b>5.3</b>	<b>Overview of appendices to the application</b>	<b>12</b>
5.3.1	Project description	13
5.3.2	Curriculum Vitae – CV	14
5.3.3	Calculation of PhD age	16
5.3.4	List of publications	16
5.3.5	Budget	17
5.3.6	Budget confirmation	22

<b>6</b>	<b>HOW IS THE APPLICATION PROCESSED AND ASSESSED?</b>	<b>23</b>
6.1	Requirements for your application to be given active consideration	23
6.2	Independent Research Fund Denmark's processing procedures	23
6.3	External review in DFF	24
6.4	When and how will you be notified of DFF's decision?	25
<b>7</b>	<b>YOUR RESPONSIBILITY AS AN APPLICANT</b>	<b>26</b>
7.1	Duty to inform about other funding sources	26
7.2	Technical disclaimer	26
7.3	The Danish Open Administration Act and the Danish Public Administration Act	26
7.4	Data protection	27
7.5	Transmission of personal information	27
7.6	Authorities' right to request other information	27
7.7	Publication	27
<b>8</b>	<b>SUPPORT FOR YOUR APPLICATION</b>	<b>28</b>
8.1	Questions about the application procedure	28
8.2	Technical questions (e-grant)	28
8.3	Questions about ongoing grants	28



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

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

The 2017 legislation introduced the possibility for DFF to award grants for concrete research activities within politically determined themes or funding instruments, when special funding has been provided for this purpose in the National Budget. The present call for proposals is a consequence of this opportunity.

## 1.1 GUIDE TO THIS CALL

In this call you can read about the application options available to you as an applicant as well as the requirements that apply to you and your application. As a rule, you should read the entire call.

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.

## 1.2 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.

## 1.3 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.

## 1.4 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](#).

## **1.5 RESEARCH INTEGRITY, ETC.**

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 administering institution's implementation of the recommendations by the *Committee on Guidelines for International Research and Innovation Collaboration* (URIS). The administering institution's management confirms this by signing the budget confirmation, which must be attached to the application (see [section 5.3.6](#) for further information).

## **1.6 POLITICALLY DETERMINED THEME IN INDEPENDENT RESEARCH FUND DENMARK**

As part of the political agreements of 28 February 2023 on the distribution of the research reserve in 2023, DFF has been given the task, among other things, of allocating funds for thematic research.

The present call concerns the funds, which DFF will allocate in 2023, within the politically determined area "Independent green research" as described in: "Agreement on the research reserve 2023 between the Danish Government (the Social Democrats, the Liberal Party, and the Moderates), the Green Left, the Denmark Democrats, the Liberal Alliance, the Conservative Party, the Red-Green Alliance, the Social Liberal Party, the Danish People's Party, and the New Right".

# 2

## THEMATIC RESEARCH - INDEPENDENT GREEN RESEARCH 2023

In the following, you can read about the application deadline, funding instrument assessment criteria, general requirements and procedures, etc.

### 2.1 APPLICATION DEADLINE

All applications must be uploaded in the application system [www.e-grant.dk](http://www.e-grant.dk) no later than **Tuesday 13 June 2023 at 12:00 (noon)**.

### 2.2 INDEPENDENT GREEN RESEARCH

DKK 102.5 million<sup>1</sup> has been allocated to Independent Research Fund Denmark (DFF) with the purpose of allowing the fund, based on proposals chosen by a competitive process, to distribute funds for green, independent and curiosity-driven research in Denmark. Efforts promoting researchers' own original ideas supporting the green transition may also be initiated.

To allocate these funds, DFF's Board of Directors has established an expert committee:

#### **DFF | Thematic research – Independent green research (2023)**

The Board of DFF may decide to allocate part of the announced funds to international research cooperation. The stated amount of DKK 102.5 million may therefore be reduced in connection with the committee's final implementation of the funds.

Furthermore, the initiative can work to support the career development of the growth layer in Danish research environments, e.g. early career researchers, a number of which are expected to build their future careers in the private sector.

DFF emphasises that the call encompasses the possibility for research within and across all main research disciplines.

It is a requirement that the application accounts for the ways in which the project addresses the call's theme of independent green research<sup>2</sup>, including how the project supports the career development of the growth layer in Danish research environments.

### 2.3 ONGOING DISSEMINATION

For recipients of an Independent green research 2023 grant, there is an expectation that knowledge on preliminary research results and insights will be disseminated continuously during the project period. Thus, grant recipients should be prepared for requests to present knowledge on the progress of their research or project during the project period.

---

<sup>1</sup> Please note that the amount is reduced with 1.5 percent (amounting to DKK 1.54 million), which as a rule is reserved for the administration of the funds, whereby the sum amounts to DKK 100.96 million.

<sup>2</sup> The fund emphasises that it is possible to apply for funds for research based on the researchers' own initiatives within the call's theme. The overall definition of green research, development and innovation within the framework of the Ministry of Higher Education and Science does not limit the theme of the present call.

# 3 STARTING DATE, FUNDING INSTRUMENT, AND GRANT AMOUNT

## 3.1 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.

## 3.2 STARTING DATES FOR PROJECTS

The earliest possible starting date is 1 February 2024 and the latest possible starting date is 1 December 2024.

## 3.3 FUNDING INSTRUMENT THAT CAN BE APPLIED FOR WITHIN INDEPENDENT GREEN RESEARCH 2023

### 3.3.1 DFF-Research Project1 (thematic)

#### 3.3.1.1 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 (thematic) 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 (thematic) 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).

#### 3.3.1.2 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 5.3.2](#) and [section 5.3.4](#)), 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.

#### 3.3.1.3 Application requirements

DFF underlines the requirement that the application includes a clear account of the ways in which the project addresses the call's theme of independent green research, including an account of how the project supports the career development of the growth layer in Danish research environments. Moreover, emphasis is placed on that the project description contains 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.

Postdoctoral candidates must have obtained their PhD or achieved equivalent qualifications, e.g., a positive assistant professorship evaluation ("adjunktbedømmelse"), within the last 4 years at the time of the application deadline (which for technical calculation purposes is fixed at 1 July 2023) (see [section 5.3.3](#) for calculation of the PhD age in relation to leave). 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.

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 5.3.1](#)). DFF will always use e-grant's character count as a basis for the decision of whether a document fulfils the requirements or not (see [section 5.3](#) for further information on how the number of characters is counted in e-grant). References/bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 5.3) offers a complete list of the appendices that *must* be attached.



# 4

## DFF ASSESSMENT AND ASSESSMENT CRITERIA

In the assessment of your application, DFF will take the below mentioned criteria into consideration. Besides requiring the application to be within the framework of the applied-for thematic area, the project's quality and the applicant's qualifications are the two most significant assessment criteria.

In the assessment, DFF emphasises that the individual criteria should be met to the greatest extent possible. The expert committee will, however, 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 instrument in this thematic call, DFF applies the following criteria:

### Achieving the objective of the instrument:

- Are the described objectives of the funding instrument (see [section 2.2](#) and [section 3.3](#)) sufficiently met?
- Does the application sufficiently account for the ways in which the project addresses the call's theme of independent green research?

### 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 contribution hereto?
  - consistent and suitable hypotheses?
  - an account of the theoretical and/or methodical foundation, including an argumentation for the relevance of the 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?

### **Applicant's qualifications:**

- Has the applicant documented
  - scientific qualifications to an extent that documents the competencies needed for the completion of the project?
  - scientific qualifications at a level corresponding to the target group of the applied-for funding instrument?
  - scientific production at a level corresponding to your career path and seniority?
  - qualifications as a research leader at a level corresponding to your career path and seniority?
- Have the other central project participants documented scientific qualifications at a level corresponding to their career path 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 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 timewise) 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 highlighted where relevant?

### **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?
- If relevant to the project: If the project is motivated by a desire to solve a specific problem or does it have a clear application-oriented perspective: Is this sufficiently clearly described, and is there a sufficient argument for the described solution or application?

# 5

## GENERAL APPLICATION REQUIREMENTS

### 5.1 LANGUAGE AND APPLICANT REQUIREMENTS

#### 5.1.1 Language

The application must be written in English. Attached appendices in other languages will not be considered in the application process.

#### 5.1.2 Applicant's qualifications

As a minimum, you must have obtained a PhD degree or equivalent qualifications in order to be able to apply for funds from DFF.

#### 5.1.3 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.

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 accept applications from 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.

#### 5.1.4 Who should submit the application

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

### 5.2 APPLICATION FORM

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

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 thematic area you wish to apply for in the "Search possibilities" tab.

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. 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.

#### 5.2.1 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 work,

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.

<b>Applicant</b>
<ul style="list-style-type: none"> <li>• Give an account of your most significant contributions to science (1,000 characters)</li> </ul>
<b>Application</b>
<ul style="list-style-type: none"> <li>• Brief scientific summary in English (abstract) (max 1,000 characters)</li> <li>• Popularised description of the scientific content in Danish (max 1,500 characters)</li> <li>• Scientific keywords (max 5) and classification codes (OECD) (max 5)</li> <li>• Short explanation of how the project addresses the theme of independent green research (max 1,000 characters)</li> <li>• Short explanation of how the project supports the career development of the growth layer in Danish research environments (max. 1,000 characters)</li> <li>• 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)</li> </ul>
<b>Ethical issues</b>
<ul style="list-style-type: none"> <li>• Does your research raise any ethical issues that should be dealt with (Animal testing, human participation or biological material, other)?</li> <li>• <b>If yes:</b> 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)</li> <li>• <b>If no:</b> If no ethical issues are identified in your project, please provide a brief account in which you justify this (max. 1,500 characters).</li> <li>• 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? <b>If yes:</b> Please provide a brief description of the data gathered or purchased (max 300 characters)</li> </ul>
<b>Gender composition</b>
<ul style="list-style-type: none"> <li>• Description of the gender composition in the project (max 1,000 characters)</li> </ul>
<b>Other applications</b>
<ul style="list-style-type: none"> <li>• Is this application a resubmission?</li> <li>• <b>If yes:</b> 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).</li> <li>• Have you applied for funding activities covered by this application from other sources?</li> <li>• <b>If yes:</b> Provide source, applied amount, submission date and expected decision date.</li> </ul>
<b>Previous grants</b>
<ul style="list-style-type: none"> <li>• Have you as a PI within the last 5 years received any funding over DKK 1 million from DFF or other sources for the activities <i>related</i> to the present application?</li> <li>• <b>If yes:</b> Specify grants over DKK 1 million (max 10 grants). Describe the results of the grant and the grant's relation to the proposed project (max 1,000 characters)</li> <li>• Have you as a PI within the last 5 years received any funding over DKK 1 million from DFF or other sources for the activities <i>not related</i> to the present application?</li> <li>• <b>If yes:</b> Specify grant over DKK 1 million (max 10 grants). Describe the results of the grant and the grant's relation to the proposed project (max 1,000 characters)</li> <li>• <b>If yes to previous grants:</b> 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.</li> </ul>
<b>Excluding reviewers</b>
<ul style="list-style-type: none"> <li>• Provide contact information and explain why each named researcher (external reviewer) should not review your application (max 500 characters).</li> </ul>
<b>Supplementary information</b>
<ul style="list-style-type: none"> <li>• Optional additional information regarding the application (max 1,000 characters)</li> </ul>

### 5.2.1.1 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.

### 5.2.1.2 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.

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.

## 5.3 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.

You can read more about the individual appendices in the section following the appendix overview.

Appendices which do not appear in the overview below 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 e-grant’s character count as a basis for the decision of whether a document fulfils the requirements or not. In this regard, DFF recommends that you, as the applicant, continuously generate a PDF-file of your CV and project description and upload these documents to the application. If the document exceeds the permitted length, you will receive a warning that the document does not meet the requirements and 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 6.1**. Hence, you will not be able to upload a revised document to DFF if the document exceeds the permitted requirements when the deadline expires.

APPENDIX OVERVIEW	DFF-Research Project1
<b>B10: Project description.</b> It is recommended to use the DFF project description template (see <a href="#">section 5.3.1</a> ). It must include any 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 the applied-for funding instrument, the application will not be given active consideration (see <a href="#">section 5.3</a> and <a href="#">section 6.1</a> ).	X
<b>B11: List of references/bibliography</b> for the project description.	X
<b>Budget:</b> Must be completed in the mandatory DFF budget template (see <a href="#">section 5.3.5</a> ) 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
<b>B20: Applicant's CV</b> – max 2 pages (see <a href="#">section 5.3.2</a> ). 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 <a href="#">section 5.3</a> and <a href="#">section 6.1</a> ).	X
<b>B21: List of publications</b> for the applicant (see <a href="#">section 5.3.4</a> ).	X
<b>B31:</b> CV and list of publications for <b>the main supervisor</b> (max 2 pages in total).	*
<b>B40:</b> CV and list of publications (max 2 pages in total per person) for all <b>named participants, collaborators and academic hosts during stays abroad (outside of Denmark)</b> (see <a href="#">section 5.3.2</a> and <a href="#">section 5.3.4</a> ). Note, however, individual requirements concerning embedded PhD students and postdocs (see B41 and B42).	*
<b>B41: Named PhD students.</b> 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.	*
<b>B42: Named postdocs:</b> 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. Or secondary 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 expected submission of PhD thesis within 6 months of the application deadline (PhD students).	*
<b>B51:</b> If significant parts, or all, of the project take place at <b>another host institution</b> than the administrating institution, a declaration from the host institution should 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.	*
<b>B52: Collaboration/support letters.</b> If the project involves users of the project results or collaboration with organisations, companies or others, who are not co-applicants in the project, collaborative statements/letters of support <b>must</b> be enclosed from the project's collaborators in the form of confirmation(s) of the collaboration and its form/content (max 1 page from each).	*
<b>B60:</b> Documentation for purchase of a single piece of <b>apparatus for more than DKK 500,000</b> excluding overhead/administration expenses, preferably in the form of a quote.	*
<b>B61: Salary level.</b> Documentation for the salary level of the applicant and any potential named participants, in case the salary level exceeds the normal level.	*
<b>B62:</b> B62: Documentation for expenses in connection with <b>sub-contracts</b> .	*
<b>B63: De minimis</b> declarations for enterprises (see <a href="#">section 5.3.5.9</a> ).	*
<b>B90: Budget confirmation.</b> Administrator's confirmation of budget and hosting (signature) in the "DFF - Budget Confirmation" template (see <a href="#">section 5.3.6</a> ).	X

### 5.3.1 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 the funding instrument includes spaces, figure captions, formulas, etc. You must 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. Tables and figure captions must be readable by using at least font size 10 and line spacing 1.0. **No** links to external material may be included.

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 number of pages and number of characters in the project description will be made when you submit your application, as stated in [section 5.3](#). If the project description exceeds the specified limitations on the number of pages or characters, 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 6.1](#)).

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: An argument for 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.
- A 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.
- A clear account of the ways in which the project addresses the call's theme of independent green research.

Please note that there may be specific requirements for the project description's content, which you will find under each funding instrument in [section 3](#). 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 4](#)).

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

### 5.3.2 Curriculum Vitae – CV

#### 5.3.2.1 CV for the applicant

All applications must include a CV and a separate list of publications for the applicant. The applicant's CV must not exceed 2 A4 pages (including figures, tables, etc.). For the applicant, it is also the case that the 2 A4 pages must not exceed 6,000 characters, including spaces, figure texts, formulas, etc. DFF will always use e-grant's character count as a basis for the decision of whether a document fulfils the



requirements or not (see [section 5.3](#) for further information on how the number of characters is counted in e-grant).

An automatic validation of the number of pages and number of characters in the submitted applicant CV will be made, as stated in [section 5.3](#). 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 specified size requirements will receive an administrative rejection (see [section 6.1](#)).

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

#### **5.3.2.2 CV for all named participants and collaborators as well as embedded PhD students and postdocs**

In addition, a CV and list of publications for all named participants and collaborators must be included. CV and list of publications for participants and collaborators must not exceed max 2 pages in total per person. However, this does not apply to embedded PhD students and postdocs, who may attach a full publication list in addition to a 1-page CV, see [section 5.3](#).

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

#### **5.3.2.3 Structure of the CV**

The required structure of the CV and list of publications applies to both the applicant, participants (including PhD students and postdocs) and collaborators.

The CV must include the following:

- Personal data: name, address, etc.
- 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.

In the assessment of applicants' research productivity, the applicants' individual career paths will be taken into consideration. This includes, e.g., any leaves of absence or employment in private research-driven businesses. Leaves of absence must be specified with exact dates in the application form in e-grant.

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.



### 5.3.3 Calculation of PhD age

DFF does not wish to see young research talents retained in repeated postdoctoral positions without the prospect of permanent employment. Consequently, DFF has introduced fixed criteria concerning PhD age. The PhD age is calculated as the period of time between acquiring the PhD (the date as it appears from the signature on the PhD diploma) and the date of the DFF application deadline (which for technical calculation purposes is fixed at 1 July 2023, see [section 3](#)).

In the calculation of the PhD age, it is possible to deduct certain types of verifiable leave that have been held in accordance with the relevant existing laws. These types of leave of absence must be specified with exact dates in the application form. E-grant will automatically calculate the length of the periods of leave, which will be deducted from your PhD age. Periods of leave that can be deducted are pregnancy, maternity, paternity or parental and adoption leave; sick leave, bereavement leave, or family care leave; and military service.

If you have been on pregnancy, maternity, paternity or parental and adoption leave after obtaining your PhD degree, the actual number of weeks of leave, multiplied by 2, 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.

You can request a deduction on account of periods of clinical employment, which have constituted a necessary part of the course of an education during which the time for research has been very limited, as well as periods of full-time humanitarian aid work outside of Denmark. Approval will be based on a concrete assessment made in connection with the application processing.

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

### 5.3.4 List of publications

The list of publications must only include research that has been published or accepted for publication. As an applicant, it is optional whether to submit a full or a selective publication list. In addition, the application must include a CV and list of publications (max 2 pages in total per person) for all named participants and collaborators. However, this does not apply to embedded PhD students and postdocs, who may attach a full publication list in addition to a 1-page CV, see [section 5.3.2.2](#).

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.

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

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

### 5.3.5 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.

#### 5.3.5.1 Entering budget information in the application form

As the applicant, you must fill in the mandatory DFF budget template that applies to the relevant funding instrument. 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. Thus, you will find the correct template, which should be completed and uploaded to the application.

Start by preparing a complete and comprehensive budget using the budget template, which can be downloaded in the e-application form as described in [section 5.2.1](#). The budget template is only available in English. When the budget is completed, it must be uploaded to the application form in e-grant under the “Upload Budget” step. Please see “Introduction” in the application form for more details on how to upload the template.

#### 5.3.5.2 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:

- A certain number of 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 8.2](#)).
- 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 number of months and salary levels for scientific/academic as well as technical/administrative employees. This explanatory information should be entered into the “Description” field.

- When the budget is complete, please ensure that the person who approves the budget on behalf of your institution/organisation/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 5.3.6](#).

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

#### 5.3.5.3 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 5.3.5.4](#). 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 fund deems appropriate. In connection with this call, DFF has decided not to make co-financing a requirement.

#### 5.3.5.4 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 5.3.5.10](#).

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.

#### 5.3.5.5 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 5.3.5.10](#).

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, 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.

#### **5.3.5.6 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. [section 5.3.5.10](#).

#### **5.3.5.7 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. In the organisation of the grant scheme, DFF has decided that funded equipment is assumed to be subsequently used, wherefore the equipment will not be subject to demands of repayment of any potential residual value.

#### **5.3.5.8 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. Funded equipment under DKK 500,000, which counts as operating expenses, is assumed to be subsequently used, wherefore the equipment will not be subject to demands of repayment of any potential residual value.

### **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. 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 ("uddannelsesstakster") 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 the 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 travel and subsistence expenses. The purpose is to cover additional costs for 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, for instance, apply for the following:

- Reimbursement of travel expenses, though not for local travels during the stay abroad.
- Reimbursement of expenses for overnight stays, meals, etc.

If you apply for funding of these types of expenses, you must account for what the costs would have been in Denmark, what the expected costs will amount to in connection with the stay abroad, and the difference you are thus applying for coverage of.

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

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

### **Overhead/administration expenses 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.

### 5.3.5.9 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<sup>3</sup>. An enterprise can receive no more than EUR 200,000 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.

### 5.3.5.10 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.

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.

Institution type	Overhead
Danish institutions (including Danish universities and sector research institutes) which are subject to the rules regarding grant-funded research activities in the Danish Ministry of Finance's budget guidelines, and which are authorised to carry out grant-funded research activities.	44 %
GTS - Advanced Technology Group Institutes (GTS institutes)	20 %
Danish institutions that meet all of the following criteria: <ul style="list-style-type: none"><li>• 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</li><li>• are non-profit institutions which do not seek to generate profit, and where any profit may not be distributed among the owners</li><li>• carrying out research must be a central purpose</li></ul>	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 %

<sup>3</sup> Cf., Consolidated text: Commission Regulation (EU) No [1407/2013](#) of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (Text with EEA relevance) Text with EEA relevance and Commission Regulation (EU) 2020/972 of 2 July 2020 amending Regulation (EU) No 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments (Text with EEA relevance).

#### 5.3.5.11 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 is 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 table above.

#### 5.3.6 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), including that the applicant is responsible for preparing a consortium agreement with any potential international collaborators and partners in case the application is granted. 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](#).



# 6 HOW IS THE APPLICATION PROCESSED AND ASSESSED?

## 6.1 REQUIREMENTS FOR YOUR APPLICATION TO BE GIVEN ACTIVE CONSIDERATION

If your 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.

- The application must be submitted via e-grant ([www.e-grant.dk](http://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 language (see [section 5.1.1](#)).
- The application must include a project description (see [section 5.3.1](#)).
- The project description must comply with both the specified maximum allowed number of characters and the maximum allowed number of pages – as outlined in the section on the funding instrument applied for. DFF will always use e-grant's character count as a basis for the decision of whether a document fulfils the requirements or not (see [section 3](#) for information on the relevant funding instrument and [section 5.3](#) regarding character count).
- The application must include the applicant's CV (see [section 5.3.2](#)).
- The applicant's CV must not exceed 2 A4 pages (including figures, tables, etc.). The 2 A4 pages must contain no more than 6,000 characters, including spaces, figure texts, formulas, etc. DFF will always use e-grant's character count as a basis for the decision of whether a document fulfils the requirements or not (see [section 5.3](#) regarding character count).
- The application must include the applicant's list of publications (see [section 5.3.4](#)).
- The application must include a budget, using the budget template relevant corresponding to the funding instrument ([www.e-grant.dk](http://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.

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 not accept any supplementary application materials after the application deadline.**

## 6.2 INDEPENDENT RESEARCH FUND DENMARK'S PROCESSING PROCEDURES

All members of the expert committee will take part in the assessment of all applications. However, committee 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 the following way:



The research theme of Independent green research will be assessed in the following expert committee:

Research theme	Research council
Independent green research	DFF   Thematic research – Independent green research (2023)

When the expert committee for DFF | Thematic research – Independent green research (2023) has been appointed, you will be able to find an overview of the members on the [DFF website](#).

### 6.3 EXTERNAL REVIEW IN DFF

DFF strives to find external reviewers who are accomplished researchers with a wide range of scientific competencies and who have previous experience as external reviewers. Potential reviewers are selected on the basis of an overall assessment of qualified reviewers and their availability within the time limits that apply. Certain reservations are made in cases where it proves impossible to find qualified external reviewers within the given time frames.

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

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

- A member of the committee, which is going to assess the application, is an applicant or scientific participant in an application, the budget of which exceeds DKK 1 million, excluding overhead, or
- The expert committee, on account of conflicts of interest or other reasons, does not possess the necessary scientific expertise to assess a given application.

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

In the application form, you may state if there is one or more researchers that you do not wish to see involved in the external review of your application. In such cases, you must provide exact contact information for the researcher in question and briefly explain why the person in question should not review your application.

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

Applications will be processed at a meeting in October 2023. Approximately two weeks after the expert committee has reached its decision, you will receive a short message, informing you whether your application was successful or not.

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

Applicants will receive a letter from DFF through the e-grant system 2-3 months after a decision by the expert committee has been reached. Rejection letters will contain a brief elaboration on the reasons for rejection.

# 7

## 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 the fund before the expiration of the deadline, which is specified in this call for proposals.

In [section 6.1](#) 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 expert committee.

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

### 7.1 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.

### 7.2 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 software errors, calculation errors, transmission errors, and similar errors, just as the ministry will not be held liable for any compensation claims due to incorrect use of the e-grant system.

### 7.3 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).

## 7.4 DATA PROTECTION

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

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.

## 7.5 TRANSMISSION OF PERSONAL INFORMATION

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

## 7.6 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.

## 7.7 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.

# 8

## SUPPORT FOR YOUR APPLICATION

### 8.1 QUESTIONS ABOUT THE APPLICATION PROCEDURE

The office of Independent Research Fund Denmark 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 9 am and 12 (noon) on weekdays or by email: [dff-opslag@ufm.dk](mailto:dff-opslag@ufm.dk).

On the [DFF 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.

### 8.2 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 9 am and 12 (noon) on weekdays or by email: [support.e-grant@ufm.dk](mailto:support.e-grant@ufm.dk).

### 8.3 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 9 am and 12 (noon) on weekdays or by email: [bevilling@ufm.dk](mailto:bevilling@ufm.dk). On the [UFM website](#), you can find answers to the most frequently asked questions regarding grants.