2021

CALL FOR PROPOSALS - THEMATIC RESEARCH

THE INGE LEHMANN PROGRAMME

DANMARKS FRIE FORSKNINGSFOND
INDEPENDENT RESEARCH
FUND DENMARK

CONTENT

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

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 (Lov nr. 384 af 26. april 2017 om Danmarks Forsknings- og Innovationspolitiske Råd og Danmarks Frie Forskningsfond).

Independent Research Fund Denmark's (DFF'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 continued development within independent, researcher-initiated research and working to build up capacity in developing Danish research environments. DFF puts decisive weight on the scientific research quality being maintained in the projects it supports.

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

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.

1.1 INTERNATIONALISATION

DFF strives to strengthen and further develop the internationalisation of Danish research and therefore encourages applicants to submit applications encompassing international activities. The objective is to give the best researchers and research groups the opportunity to coordinate and develop their cross-border research collaboration, and to give talented researchers the opportunity to spend a period of their research career abroad. Aspects of internationalisation can therefore figure in applications to all of DFF's instruments. In any case, the applications are required to relate to the international *state of the art* within their area.

1.2 OPEN ACCESS

DFF finds it important to strengthen the societal effect of research by ensuring unrestricted and cost-free digital access to all the latest research results in scientific articles. Therefore, 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. DFF does not, however, 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.

1.3 RESEARCH INTEGRITY

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

1.4 POLITICALLY DETERMINED THEMES IN INDEPENDENT RESEARCH FUND DENMARK

As part of the political agreement of 30 October 2020 on the distribution of the research reserve in 2021, DFF has been given the task of allocating funds to thematic research.

The call at hand concerns the thematic research, which DFF will support in 2021 within the politically determined area as described in: "Agreement between the Danish Government and the Liberal Party,

the Social Liberal Party, the Socialist People's Party, the Red-Green Alliance, the Conservative Party, the Alternative, and the Independent Greens on: Independent research, talent development and research into climate change (distribution of the cross-sectoral reserve in 2021)".

1.5 ABOUT INDEPENDENT RESEARCH FUND DENMARK

DFF is comprised of a Board of Directors, five research councils, and one cross-council committee:

*DFF | **Humanities** offers funding to 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 disease.*

*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 having 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. Please note that neither epistemological research without any application-oriented perspectives nor development activities will be supported.*

*DFF | **Cross-council committee** comprises representatives from all five research councils and coordinates the handling procedure for applications that fall within the boundaries between the councils. The cross-council committee also funds applications that are considered to be truly cross-council (see Section 5.4, as well as applications to Sapere Aude: DFF-Starting Grant and Research educations outside the universities (PhD).*

1.6 DELIMINATIONS BETWEEN THE RESEARCH COUNCILS

The DFF board determines the research delimitations between the five research councils. The delimitations are described in the table below. It is natural to find applicants and projects that cross the delimitations as described. Some will be viewed within a single council while others, in collaboration with several councils. DFF welcomes applications of an interdisciplinary nature, in which case they will be coordinated by the cross-council committee.

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 that 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 which predominantly 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 applied 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 which 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 which 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 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 cognitive-forming perspective, and where the application-oriented perspective is not necessarily clear in advance, are assessed by DFF | Natural Sciences. Fundamental research which is primarily concerned with solving a specific development- and application-oriented problem, is covered by 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.

Council	DFF | Natural Sciences	DFF | Social Sciences	DFF | Medical Sciences	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 THE INGE LEHMANN PROGRAMME 2021

As part of the political agreement of 30 October 2020 on the distribution of the research reserve in 2021, DKK 110 million has been allocated to the research talent programme Inge Lehmann.

According to the agreement, the objective of this specific programme is to strengthen the talent development within Danish research by promoting a more even gender ratio in research environments in Denmark.

The Inge Lehmann programme is offered by all councils in Independent Research Fund Denmark and can only be applied for within the framework of DFF-Research Project1 (Inge Lehmann).

2.1 APPLICATION DEADLINES AND STARTING DATES FOR PROJECTS

All applications must be uploaded in the application system www.e-grant.dk no later than **Thursday June 17 2021 at 12:00 (noon).**

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

Instrument	Budget framework for DFF grant	Research council offering the instrument and application deadline	Time of processing	Earliest and latest starting dates for the project
DFF-Research Project1 (Inge Lehmann)	Up to DKK 2 million excluding overhead / administration expenses.	All councils: 17 June 2021 at 12:00 (noon)	November 2021	Earliest: 1 January 2022. Latest: 1 December 2022.

2.2 OBJECTIVE

The Inge Lehmann programme is part of the political agreement of 30 October 2020 on the distribution of the research reserve in 2021. According to the agreement, the objective of this special programme is to strengthen the talent development within Danish research by promoting a more even gender ratio in research environments in Denmark.

The programme is open to all scientific areas and to men as well as women, but through exemption pursuant to section 3 of the Equal Opportunities Act, DFF will, as a general rule, choose female applicants over male in case of equal qualifications between two applicants. An objective assessment will, however, be made, taking into consideration all specific criteria regarding applicants, regardless of gender.

In 2021, a total of DKK 110 million including overhead has been allocated to the programme. An Inge Lehmann grant has a budget framework of up to DKK 2 million excluding overhead, and DFF thus expects to award 30 – 40 grants in 2021.

An Inge Lehmann grant is awarded to younger researchers, who show potential for research and project management at the highest international level.

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

2.3 APPLICANT REQUIREMENTS

An Inge Lehmann grant should contribute to a significant strengthening of your career opportunities at a Danish research institution.

The target group consists of the most capable younger researchers, who can develop their potential as excellent research leaders through the management of a research project. As an applicant, you must be employed as an assistant professor/associate professor, researcher/senior researcher or fellow at a Danish research institution, which is covered by a job structure at the (Danish) Ministry of Higher Education and Science, the (Danish) Ministry of Culture, the Danish Ministry of Defence or the Danish Ministry of Climate, Energy and Utilities. If you have entered into an employment agreement within one of the job categories mentioned above, but have not yet started the appointment, you must attach the letter of appointment in your application.

If, at the time of application, you are employed at a research institution, which is not covered by the job structures at one of these ministries, you can hold employment in a different job category that must involve research and the opportunity for career progression. You will need to account for the ways in which your position fulfils these criteria. DFF will make a concrete assessment of employments at research institutions that are not covered by the job structures mentioned above.

As an applicant, you must have obtained a PhD or equivalent qualifications, e.g. a positive assistant professorship evaluation ("adjunktbedømmelse"), within the last minimum 3 and maximum 6 years at the time of the application deadline. You must be able to document extensive independent research experience after having obtained a PhD corresponding to minimum 3 years. The exact date on which you were awarded your PhD degree, as stated on your PhD diploma, or the date on which you achieved equivalent qualifications, e.g. a positive assistant professorship evaluation ("adjunktbedømmelse"), must be stated in the application form in e-grant.

You must uphold an employment agreement with a Danish research institution throughout the entire project period. It is possible to change your employment category during the grant period, e.g. from assistant professor to associate professor or from researcher to senior researcher.

2.4 APPLICATION REQUIREMENTS

An Inge Lehmann grant is applied for as a DFF-Research Project1 (Inge Lehmann) with a budget framework of up to DKK 2 million excluding overhead. Inge Lehmann grants should strengthen the talent development in Danish research.

DFF attaches importance to the project description containing a description of the content of any sub-projects, including PhD and postdoctoral projects.

You need to draw up an ambitious and realistic research plan, which clearly shows how an Inge Lehmann grant will contribute to boosting your research leadership competencies and your research career with an excellent international profile. It is a requirement that you, as an applicant, plan to participate in international research activities, either through a research stay at a foreign research institution, collaboration or the development of networks, and it is of great importance that you focus on strengthening your leadership abilities, e.g. through management courses. You must describe the specific activities you have planned, including the initiatives you wish to prioritise in relation to internationalisation and research management.

You can apply for funding for PhD and postdoctoral scholarships if they have a clear independent function within, and form an integral part of, the research project. Post-doctoral candidates must have obtained their PhD or achieved equivalent qualifications, e.g. a positive assistant professorship evaluation ("adjunktbedømmelse"), within the last four years at the time of the application deadline (see section 4.3.3).

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

An account of the proposed recruitment process must be provided, if the application includes requests for funding of unnamed PhD students and/or unnamed postdoctoral candidates.

The project description must not exceed 5 A4 pages (including figures, tables, etc.) and maximum 15,000 characters including spaces, figure captions, formulas, etc. References/bibliography must be uploaded as a separate appendix. Please note that the overview of appendices offers a complete list of the appendices that must be attached.

3 DFF ASSESSMENT AND ASSESSMENT CRITERIA

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

As part of the assessment, DFF emphasises that the individual criteria should be met to the greatest extent possible. For the individual councils there will always be a concrete, overall evaluation, where individual criteria can be fulfilled to a greater or lesser extent. Because of the competition between applications, it is not a given that meeting the criteria will result in a grant.

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

For the Inge Lehmann-programme 2021, DFF is using the following criteria:

Achieving the objective of the insturment:
- Are the described objectives of the instrument, (see section 2.2-2.4) sufficiently met?

Scientific quality:
- Does the project description document that the project contains potential for scientific progress, innovation and originality (theoretical, methodical and empirical)?
- Does it display innovative research as opposed to expanding on already ongoing research?
- Does the project description document 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 to this?
  - 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?

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

Applicant's qualifications:
- Has the applicant documented:
  - scientific qualifications to an extent that is necessary for the project's completion?
  - experience of scientific production to an extent that is necessary for the project's completion?
  - qualifications as a research leader to an extent that is necessary for the project's completion?
- Have the other central project participants documented scientific qualifications to an extent that is necessary for the project's completion?
- Are relevant local and international researchers contributing, and if relevant, is there sufficient 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 at the same time as the applicant's other research and management tasks?
- Are potential PhD students or postdoctoral candidates an integral part of the project, and do they have 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?
- Has a realistic work plan and time schedule been presented for the project, which also takes the recruitment of any unnamed participants into account, as well as the dissemination of the project's results?
- 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 described where relevant?

Publishing and dissemination of results:
- Are the collective considerations for the 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?

4 GENERAL APPLICATION REQUIREMENTS

4.1 LANGUAGE AND APPLICANT REQUIREMENTS

4.1.1 Language
The project description, your CV and the publication list must be in *English*. Additional appendices can be attached in English or one of the Scandinavian languages, although English is preferable. Appendices attached in other languages will not be considered in the application process.

4.1.2 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. See section 2.3 for further applicant requirements.

4.1.3 Other requirements for applicants
DFF has the objective of advancing and strengthening Danish research, understood in a broad sense. Therefore, DFF has no requirements as to applicants' citizenship, the location of research institutions or the specific geographic location where the research activities in question will be carried out.

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

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

4.1.4 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 (main applicant).

4.2 APPLICATION FORM
Your application must be sent through the e-grant website www.e-grant.dk.

To submit an application to DFF, you must first register as a user on e-grant. To access the application form, choose the appropriate council under Independent Research Fund Denmark that you wish to submit an application to in the "Search possibilities" tab (see section 1.6). If you wish the application to be assessed by several research councils, you can highlight this when filling in your application, cf. section 5.2. After you have chosen the appropriate council, you can select the funding instrument DFF-Research Project1 (Inge Lehmann).

To fill in your application form, you have to go through a series of steps/sections, where you must provide various types of information in relation to your application. You should therefore open the application form in plenty of time to get an overview of which information will be needed for the form.

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

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

In the table below an overview is given of major fields that must be completed in the application form in e-grant. The table is not an exhaustive list over fields that must be completed in the application form, which also includes fields for information about the applicant, place of work, etc. You are advised to register your application and read the detailed description of the fields in e-grant. The number of characters stated includes spaces.

Applicant
- Give an account of your most significant contributions to science (1000 characters)
- Give an account of how you fulfil the employment criterion (max 1000 characters). If you are employed at a research institution, which is not covered by the job structure at the (Danish) Ministry of Higher Education and Science, the (Danish) Ministry of Culture, the Danish Ministry of Defence or the Danish Ministry of Climate, Energy and Utilities, you must give an account for that your position involves research and the opportunity for career progression.

Application
- Brief scientific summary in English (abstract) (max 1000 characters)
- Popularised description of the scientific content in Danish (max 1500 characters)
- Scientific keywords (max 5) and classification codes (OECD) (max 5)

Ethical issues
- Ethical issues: Does your research include animal testing, human participation or human biological material, other?
  If yes: Provide a brief explanation of the ethical issues involved and how they will be dealt with appropriately (max 600 characters). **If other**: Description of issue (max 200 characters)
- Does your project involve gathering or purchase of quantitative data within the research areas of social sciences, medical sciences or the humanities? **If yes:** Brief description of the data gathered or purchased (max 300 characters)

Gender composition
- Description of the gender composition in the project (max 1000 characters). The gender makeup of the group will not factor into the assessment of the application.

Submission to several councils
- State for each research council, the reason for applying to that particular council (max 250 characters)

Other applications
- Is this application a resubmission? **If yes**: Title, year of application, case number, describe any changes made (1000 characters)
- Have you applied for funding activities covered by this application from other sources?

Previous grants
- Have you as a PI within the last 5 years received any funding over 1 million DKK from DFF or other sources for the activities related to the present application? **If yes**: Specify grants over 1 million DKK (max 10). Describe the results of the grant and the grant's relation to the proposed project (max 1000 characters)
- Have you as a PI within the last 5 years received any funding over 1 million DKK from DFF or other sources for the activities not related to the present application? **If yes:** Specify grants over 1 million DKK (max 10). Describe the scientific content and the results of the grant (max 1000 characters)
- Please 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.

Excluding reviewers
- Explain why the named researcher should not review your application (max 500 characters)

Supplementary information
- Additional information regarding the application (max 1000 characters)

4.2.1.1 Popularised scientific description and abstract

In the application form you must write a popularised description in Danish and a scientific abstract in English.

The popularised scientific description in the "Title and scientific content" section of the application form should be written with a view to publication, e.g. in the Danish media. It should therefore be written in a way that makes the project accessible and understandable to a non-research audience. This description must be written in Danish.

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

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

In the "Title and scientific content" section of the application form, you must list up to 5 Fields of Science classification codes (OECD Classification Codes) in order of priority, according to the scientific fields, which 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 at DFF's website. The codes are used for e.g. identifying relevant reviewers for your application, so it is important that you exercise caution when selecting the codes.

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 five research councils in section 1.6. Thus DFF may transfer your application to another scientific area than the one selected by you.

You also have the opportunity to list up to 5 keywords of your choosing, that describe the scientific content of your project.

4.2.1.3 If you want assessment in several councils

In the section of the application form "Submission to several councils", you must answer "Yes" to the question: "Do you request your application also to be assessed initially by another of DFF 's research councils?". You must place a tick beside the research councils, in addition to the main council, that you wish to submit your application to. For each research council (including the main council) you must state your reasons for applying to that particular council, see more in section 5.2

4.3 OVERVIEW OF APPENDICES TO THE APPLICATION

There are a number of mandatory appendices that must be attached to the application (X) and mandatory appendices that must be attached, if they are relevant (*). The overview below includes the relevant 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 meet the PDF/A standard as a minimum.

APPENDIX	DFF-Research Project1 (Inge Lehmann)
B10: Project description. Must be written in the DFF project description template (see section 4.3.1) including figures, tables, etc. Excluding list of references/bibliography (must be uploaded as a separate appendix B11).	X
B11: List of references/bibliography for the project description.	X

APPENDIX	DFF-Research Project1 (Inge Lehmann)
Budget: Must be completed in the DFF mandatory budget template (see section 4.3.5) and uploaded to e-grant as an individual file. Undertaking of actual financial support from other sources for the project's completion must be included in the budget.	X
B20: Applicant's CV – max 2 pages (see section 4.3.2)	X
B21: List of publications for the applicant (see section 4.3.4).	X
B40: CV (max 1 page) and **list of publications** for other key research participants (see section 4.3.2 and section 4.3.4).	*
B41: 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.	*
B42: 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: a) thesis has been accepted for defence, b) positive assistant professorship evaluation ("adjunktbedømmelse"), c) qualifications corresponding to PhD level achieved in another manner or, d) declaration from supervisor on expected submission of PhD thesis within 6 months of the application deadline (PhD students).	*
B51: In cases where significant parts, or all, of the project are taking place at **another host institution** 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.	*
B52: Cooperation/support letters. If the project involves collaboration with organizations, companies and other users of the results or foreign partners, cooperation statements/letters of support from the project's central partners **must** be enclosed in the form of confirmation of cooperation and its form/content (max 1 page from each).	*
B60: Documentation for purchase of a **single piece of equipment** for more than **DKK 500,000** excluding overhead, preferably in the form of a quote.	*
B61: Documentation for the **salary level** of the applicant and any named participants, if the salary level is different from the collective agreement.	*
B62: Documentation for the **sub-contractor** costs.	*
B63: *De minimis* declarations (see section 4.3.5.9).	*
B90: Budget confirmation. Employer institution's confirmation of budget and hosting in the DFF budget signatory template (see section 4.3.6).	X
B64: **Documentation of employment.** You must attach a solemn declaration from the institution stating that your employment fulfils the requirements as outlined in section 2.3.	X
B65: If you have entered into an employment agreement within one of the job categories mentioned above, but have not yet started the appointment, you must attach the **letter of appointment.**	*

4.3.1   Project description

Your application must always include a project description. You must use the DFF project description template which can be found at DFF's website. The project description must not exceed 5 A4 pages (including figures, tables, etc.) and maximum 15,000 characters including spaces, figure captions, formulas, etc. – regardless of whether it includes figures or not. You must use the font Times New Roman, font size 12, at least 2 cm margin on the left, right, top and bottom, and line spacing of 1.5. DFF's project description template meets these requirements. In tables and figure texts, font size 10 and line spacing 1.0 may be used.

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

In the "Confirmation" section of the application form, you must confirm that you have used the project description template, and that you have not exceeded the maximum number of allowed pages and characters, before the application can be submitted. The councils will not consider any part of the project description that exceeds the given size requirements.

Your 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 effect 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 used for 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.

Your project description must respect *both* the general requirements as outlined above, *as well as* the specific requirements of the Inge Lehmann programme.

You need to draw up an ambitious and realistic research plan, which clearly shows how an Inge Lehmann grant will contribute to boosting your research leader competencies and your research career with an excellent international profile.

It is a requirement that you, as an applicant, plan to participate in international research activities, either through a research stay at a foreign research institution, collaboration or the development of networks, and it is of great importance that you focus on strengthening your leadership abilities, e.g. through management courses. You must describe the specific activities you have planned, including the initiatives you wish to prioritise in relation to internationalisation and research management.

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

4.3.2   Curriculum Vitae – CV

All applications must, as a minimum, include a CV (maximum 2 A4 pages) and a list of publications for the applicant. In addition, a brief CV (maximum 1 A4 page) and list of publications for other key participants may be included.

The required structure of the CV and publication list is applicable to the applicant, researchers/academics, and other named scientific participants.

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.

- Any periods of leave (e.g. maternity/parental, illness, family care leave, military service, humanitarian aid work, etc.) For periods of leave, indicate the cause and state precisely the starting date and end date of the leave period.

- Other scientific qualifications.

- 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).

When assessing applicants' research productivity, the applicants' individual careers will be taken into account. This includes any leaves of absence or employment in private research-driven businesses.

DFF considers a high ranking in the international competitions of the European Research Council (ERC) to be important information in relation to the CV. Applicants who have qualified for the second round in ERC's international competitions are therefore encouraged to state this in their CV.

4.3.3 Extension of PhD age

DFF has decided to focus the Inge Lehmann programme on younger researchers who have gained significant research experience, equaling a minimum of 3 years, after obtaining their PhD degree.

DFF does not wish to see young research talents retained in repeated postdoctoral positions without the prospect of permanent employment. DFF has therefore introduced fixed criteria as concerns PhD age, meaning that applicants for the Inge Lehmann programme must have obtained a PhD degree or equivalent qualifications within minimum 3 years and maximum 6 years at the time of the application deadline. The PhD age is calculated as the period of time between acquiring the PhD (the date as it appears on the PhD diploma) and the date for the application deadline.

Consideration will be given to leaves of absence such as maternity/parental, illness, family care leave, military service, humanitarian aid work, etc.

For applicants who have been on maternity or paternity/parental leave after obtaining their PhD, the age of their PhD degree will be extended by calculating the actual number of weeks of leave and multiplying that by 2. The method of calculation which deducts periods of maternity/parental leave by a multiplication factor of 2 should not become a disadvantage to applicants when calculating the minimum PhD age of 3 years, which applies to the Inge Lehmann programme. Consequently, applicants who reach a PhD age below 3 years, on the grounds that maternity/parental leave is deducted by a factor of 2 instead of 1, will be considered as being within the PhD age limit.

The exact period of the maternity/paternity/paternity leave, with starting date and ending date, must be stated in the applicant's CV. Moreover, consideration will be given in cases of significant career-relevant circumstances – such as clinical stays or similar – that can be considered a necessary step in a career path, but where there has been limited time for research.

4.3.4 List of publications

The list of publications must only include research that has been published or accepted for publication. It is optional whether to submit a full or a selective publication list. 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, i.e. for example that the order of shared first authorships should not be revised from the original. Also all co-authors must, as far as possible, be mentioned.

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

- Peer-reviewed publications (preferably list all authors – including the 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, etc. (preferably list all authors – including the 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. Any patent references should be included in the list of publications on equal terms with references for scientific articles.

As an applicant, you must state the BFI (Danish Bibliometric Research Indicator) level or JIF (Journal Impact Factor) of the channels (journals, book series or publishers) where your most important publications are published.

If you choose to include information on the BFI, you must indicate the BFI level (e.g. BFI: 1, BFI: 2 or BFI: 3) of the publisher or journal in which you have been published. This means that you should state the level of the journal or the publisher where the article/monograph/book is published (please note that there are only two levels for publishers). The level of the journal or publisher, in which your text has been published, can be found in the BFI system under the tab 'Forslag'. You need to register with a username in order to enter the system.

If you, in your list of publications, choose to indicate JIF, it is your own responsibility to find this information, which is often available on the journal's website. If the journal is indexed in Web of Science and/or Scopus, it may appear in these research databases. In Web of Science, the information on JIF is most easily accessible in the Journal Citation Reports. JIF should be provided for the journal in which the article is published.

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

4.3.5   Budget
For your application to be considered by DFF, you must prepare 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, which 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.

4.3.5.1 Entering budget information in the application form
You as the applicant must fill in DFF's mandatory budget template for DFF-Research Project1 (Inge Lehmann). The correct budget template can be found by registering an application for the selected instrument in e-grant, after which the budget template can be downloaded under the "Upload Budget" step in the application form. There 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 4.2. 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" option. Please see "Introduction" in the application form for more details on how to upload the template.

4.3.5.2 Preparing the budget

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

You must complete the budget template with the relevant information.

Please pay attention to the following:
- A certain number of sections in the budget template can only be filled in by selecting a value from the drop-down menu.
  - 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).
- All expenses must be provided, excluding overhead/administrative costs. The overhead amount is automatically calculated from the selected "Overhead percentage".
- For each budget item, you must meticulously explain the amount and relevance. It is especially important that you carefully state and explain the number of months and salary levels for scientific/ academic as well as technical/administrative employees. This explanatory information should be entered into the "Description" field.
- When the budget is complete, please ensure that the person who approves the budget on behalf of your institution/organisation/business indicates their approval by using the template "Independent Research Fund Denmark – Budget confirmation", which should be attached as a separate appendix. Please follow the guidelines in section 4.3.6

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

4.3.5.3 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).

Co-financing in the main must be divided into 4 overall budget items: Scientific/academic salaries, technical/administrative salaries, equipment expenses, and operating expenses as described in section 4.3.5.4. Information about co-financing may also be listed, even if it stems from a participant, who is not funded by the grant, but is actively participating in the proposed project.

DFF may 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 may require co-financing from other types of institutions, to the extent the council deems appropriate. In connection with this call, DFF has decided not to make co-financing a requirement.

4.3.5.4 What research expenses can you apply for?

You may apply for funding to cover all expenses directly attributable to the project, and which are relevant and necessary in order to carry out the project. Overhead/administration expenses should be added to this, see section 4.3.5.10

The budget must, as a general rule, 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, and take into account expected salary and price increases during the project period.

4.3.5.5 Scientific/academic salaries
DFF may provide funding for salary for scientific/academic participants in the project. These participants may be researchers who are already employed during the project period, whether it is on a temporary or a permanent basis, as well as researchers who are not already employed for the project period in question.

DFF requires that salaries must be calculated according to the provisions, which apply to scientific staff in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance. Scientific/academic participants, whose salaries are paid for, fully or partially, by DFF, 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.

Thus, salary expenses for named scientific participants can be calculated on the basis of the actual salary level the employee currently has or will be entitled to at his/her place of employment, including any anticipated increments during the project period. If the salary level is different from the collective agreement, the calculation can be attached, and should be documented as precisely as possible, with reference to current salary levels for researchers in employment at the time of application, or a salary calculation for researchers who are going to be appointed on the basis of funding from DFF. DFF therefore recommends that you contact the administrating institution in order to get a salary calculation, or if you are already employed, to enclose a copy of your most recent salary statement. You must use gross salary expenses (salary, pension, ATP, holiday pay) for participants with permanent positions in the budget. Please note that you should not apply separately for vacation allowances for permanently employed scientific/academic participants. For employees on fixed-term employment contracts, DFF requires holiday pay from previous employments to be deducted from the salary budget for the scientific/academic participants.

Salary expenses for unnamed scientific/academic employees participating at postdoctoral level should normally be calculated based on 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.

Salary overhead (see section 4.3.5.10) must be calculated on the basis of the type of institution, which defrays and registers/pays the salary to a project participant.

4.3.5.6 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 professional level that is necessary for carrying out the tasks required

Salary overhead (see section 4.3.5.10) must be calculated on the basis of the type of institution, which defrays and registers/pays the salary to a project participant.

4.3.5.7 Equipment (purchase or construction)

You may apply for funding to cover the purchase or construction of equipment which is necessary in order to carry out the specific project. If you apply for funding to cover the purchase of equipment in excess of DKK 500,000, excluding overhead/administration expenses, you must be able to document the expenses, e.g. in the form of a quote, which must be attached as an appendix. After completion of the grant, funded equipment will become the property of the administrator or the institution/business that purchased the equipment per the grant application.

4.3.5.8 Operating expenses

You may apply for funding to cover all operating expenses directly attributable to the project, and which are relevant and necessary in order to carry out the project.

In the budget template you must specify the individual operating expenses, which add up to the total operating budget. Please provide detailed argumentation in connection with considerable operating expenses, accounting among other things for extent, price level and relevance.

Expenses which are expected to be covered by overhead

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

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 DFF. In accordance with an agreement between the research council system and Universities Denmark, DFF uses special education rates. These rates are lower than the guideline for annual education rates listed in the Finance Act in connection with funding to the Danish universities. However, the employing or host institution may in turn give PhD students funded by DFF, tasks corresponding to 840 hours in a 3-year PhD course of study. For PhD students enrolled at Danish universities you may apply for education rates per full project year (max 3 years) corresponding to DKK 50,000 (Humanities and Social Sciences) or DKK 80,000 (Natural Sciences, Medical Sciences and Technical Sciences). This amount will be at the disposal of the host institution, and covers all salary expenses in relation to PhD supervision as well.

Travel and subsistence expenses

You may apply for funding to cover travel and subsistence expenses. The purpose is to cover actual additional costs related to official journeys. The maximum rates are listed in the Government circular on the official journey agreement ("Statens Cirkulære om Tjenesterejseaftalen") and the associated circular on adjustment of rates ("Cirkulære om Satsregulering"). You can find the relevant agreements and rates at https://cirkulaere.medst.dk/. If, during a stay abroad, you remain employed at a Danish state-owned research institution, DFF recommends that you find out whether you are covered by state self-insurance and therefore do not need to take out your own personal insurance.

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

- Reimbursement of transport expenses. However, expenses for local transportation during the stay abroad will not be reimbursed.
- Reimbursement of overnight stay expenses.

- Hourly and daily allowances to cover additional expenses for meals, etc., to the extent that the hourly and daily allowances do not exceed the actual additional expenses.

Open Access (not funded)
DFF does not fund expenses associated with Open Access publishing. You can read more about Open Access at the DFF website.

Overhead for operating expenses
The overhead is awarded to the institution defraying and registering the expenses for an operating item, based on the applicable rate for the type of institution in question.

4.3.5.9 Particular conditions for private enterprises

DFF funding to private enterprises must be allocated 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 private enterprises as so-called *de minimis* aid, cf. European 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 as published in the Official Journal of the European Union on 24 December 2013. The recipient enterprise may receive a maximum of EUR 200,000 in *de minimis* aid in a 3-year period. 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.

If the grant you have applied for, is going to exceed the financial framework of the *de minimis* aid Regulation, it may be handled according to Chapter 1 (definitions in Article 1-12) and Article 25 of the EU's general block exemption regulation (EU Commission Regulation (EC) No. 651/2014 dated 17 June 2014 on the compatibility of certain categories of aid with the common market, in application of Articles 107 and 108 of the Treaty).

More details can be found at the European Commissions website, where the new *de minimis* regulation and below regulation no. 651/2014 of 17 June 2014 have been published.

4.3.5.10 Overhead/administration expenses

DFF grants overhead/administration expenses to cover indirect costs incurred in connection with carrying out the project, but which are not directly attributable to the specific project. This could include e.g. joint expenses to cover rent, premises, administration, etc.

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

Institution type	Overhead
Danish institutions (including Danish universities and sector research institutes) which are subject to the rules regarding grant-funded research activities in the Danish Ministry of Finance's budget guidelines, and which are authorised to carry out grant-funded research activities.	44%
GTS - Advanced Technology Group Institutes (GTS institutes)	20%
Danish institutions that meet 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, on Greenland and 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%

4.3.5.11 The principle for calculating differentiated overhead/administration expenses
If your DFF application concerns activities that involve funding of various institutions with different legal status, cf. the table above, it is necessary to calculate a differentiated overhead for each institution.

For salary expenses, overhead/administration expenses must be calculated on the basis of the institution or business that *defrays and registers the salary expenses.* As such, it is not crucial if the research activity is actually taking place at the institution or enterprise in question. Nor is the principal place of employment of a person, or where he/she typically works most hours a decisive factor. If a person is employed by several institutions, these institutions must agree on how the project hours are to be distributed as working hours among them. Each institution will then have to include the salary expenses for its share of the project working hours in the budget. The same principle applies to the division of equipment and operating expenses. The overhead is allocated to the institution(s) *defraying and registering* the expenses for an operating item, based on the applicable rate for the type of institution in question, cf. the above table.

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

Stamps and signatures should be provided in the "DFF budget confirmation" 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 FOR YOUR APPLICATION TO BE GIVEN ACTIVE CONSIDERATION
If the application does not meet the requirements listed below, it can be rejected without prior active consideration, cf. § 4 and § 5 of the Executive Order no. 1154 of 16 October 2017 on the Functioning of grants under Independent Research Fund Denmark. In this instance, you will receive an administrative rejection.

- The application must be submitted via e-grant (www.e-grant.dk).
- The application must be received before the application deadline expires.
- The application must be submitted for one of DFF's funding instruments.
- The application must be written in English.
- The application must include a project description written in the DFF project description template (see section 4.3.1).
- The application must include the applicant's CV (see section 4.3.2).
- The application must include the applicant's list of publications (see section 4.3.4).
- The application must include a budget completed in the budget template relevant to the funding instrument (www.e-grant.dk).
- The total amount applied for must observe any upper and lower limits that apply to DFF-Research Project 1 (Inge Lehmann).
- The applicant must have at least 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 after the application deadline and during the processing of the application, DFF will not request further information from you, irrespective of whether your application is incomplete in relation to the requirements listed under each funding instrument in this Call for Proposals. It also means that DFF will not accept any supplementary application material after the application deadline.

5.2 HOW TO APPLY TO MORE DFF RESEARCH COUNCILS?

You may apply for funding of your project from several research councils if you find that your project cannot be delimited to one council, cf. the description of the delimitations between the various research councils in section 1.6. If you find that, on scientific grounds, your application should be considered jointly by several research councils, you must do the following:

- You must only submit 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 central or main council for your application, based on the call's description of the councils' different fields and delimitations, see section 1.6.
- In the application form, you must state your reasons for applying to these particular councils, see section 4.2.1.3.
- In your project description you must explain how you, as the project leader, will ensure involvement of the different scientific fields included in the project.

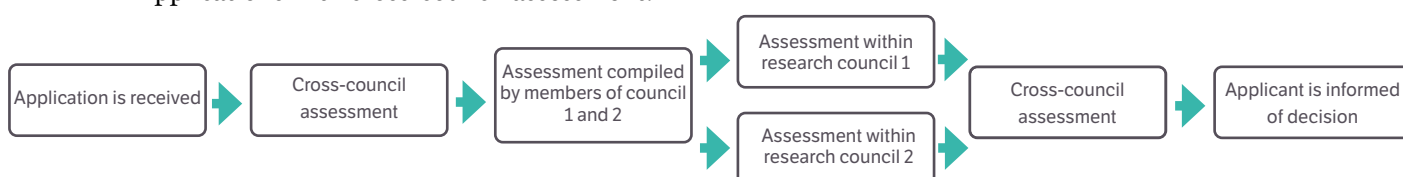DFF's cross-council committee will decide how your application will be processed (see section 5.4).

5.3 INDEPENDENT RESEARCH FUND DENMARK'S PROCESSING PROCEDURES

All members of research councils will be involved in the assessment of all applications. Council members who are deemed disqualified in relation to a particular application, will not participate in the processing of that application. Regulations for disqualifications can be found in §2 of the Executive Order no. 1154 of 16 October 2017 on the Functioning of grants under Independent Research Fund Denmark.

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

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

Applications with cross-council assessment:

| Application is received | → | Cross-council assessment | → | Assessment compiled by members of council 1 and 2 | → | Assessment within research council 1 / Assessment within research council 2 | → | Cross-council assessment | → | Applicant is informed of decision |

5.4 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.

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 the cross-council committee, if the first mentioned council estimates the research project to fully or partially fall within the scientific field of another research council.

The 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 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 more than one council. Based on the scientific assessments from the involved research council(s), the cross-council committee makes the final assessment and decides whether the applicant receives a grant.

The 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 chose "No" in the section "Submission to other councils" in the e-grant template (under the headline "Referral to other councils). If you have chosen that your application cannot be referred to another council, the cross-council committee may still decide to ask for a scientific opinion from one or more of the other councils not chosen by you.

5.5 WHEN AND HOW WILL YOU BE NOTIFIED OF DFF'S DECISION?
Applications for the Inge Lehmann programme 2021 will be processed at meetings in November 2021. Approximately two weeks after the cross-council committee has reached its decision, you will receive a short message via e-grant, informing you whether your application was successful or not.

DFF will publish a list of those applicants who have been awarded a grant, approximately three to four weeks after the cross-council 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 the fund through the e-grant system 1-3 months after a decision by the cross-council committee has been reached. Rejection notices will contain a brief elaboration on the reasons for the decision.

6 YOUR RESPONSIBILITY AS AN APPLICANT

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

This call lists the specific types of formal shortcomings in <u>section 5.1</u>, which will result in an administrative rejection of applications. It is your responsibility to ensure that you fulfil all the formal requirements listed in the call, in order for your application to be submitted for consideration by the relevant research council.

You are obliged to inform DFF if significant prerequisites for carrying out the project cannot longer be met.

14 DAYS

6.1 DUTY TO INFORM ABOUT OTHER FUNDING SOURCES
If you are awarded full or partial funding for your project from other sources, you are obliged to inform DFF within 14 days.

Funding may be in the form of financing from other sources.

Partial funding may include cases, where you have submitted an application to other funds, with a content not entirely the same as the project you applied for to DFF, but where there is an overlap in the work packages or operating expenses and equipment for which you have applied.

DFF may require you to submit the grant letter from and the application to the fund from which you received a grant as documentation, in order for DFF to decide whether there is an overlap in the topics of the two projects, and to decide 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 <u>https://ufm.dk/en/research-and-innovation/ funding-programmes-for-research-and-innovation/e-grant?set_language=en&cl=en</u>.

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

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

6.3 THE DANISH OPEN ADMINISTRATION ACT AND THE DANISH PUBLIC ADMINISTRATION ACT
The Danish Open Administration Act (Act No. 606 of 12 June 2013, which entered into force on 1 January 2014) also known as *offentlighedsloven*, provides you with certain rights, just as it secures citizens in Denmark various rights in relation to public authorities' duty of disclosure in connection with administrative procedures. Thus, the material you submit to the Ministry of Higher Education and Science is as a whole covered by the regulations of the Danish Open Administration Act, e.g. in relation to the right of access to records. Please also see the Danish Public Administration Act (forvaltningsloven) (Consolidating Act no. 433 of 22 April 2014).

6.4 DATA PROTECTION ACT
The information submitted in your application will be registered in e-grant. Upon request you have a right of access and rectification of the data registered and stored by us, cf. the <u>Data Protection Act</u> (Act no. 502 of 23 May 2019) 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 the <u>National Archives'</u> provisions in this regard.

Read more about processing of personal data at www.ufm.dk.

It is not possible to make corrections to the contents of your application after you have submitted it, other than corrections in relation to personal information.

6.5 TRANSMISSION OF PERSONAL INFORMATION
Your personal information will be shared with the Danish Agency for Higher Education and Science for statistical purposes.

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. Such information may be used in connection with the processing of your application, to the extent it is deemed relevant to the assessment of the application in question.

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

7 SUPPORT FOR YOUR APPLICATION

7.1 QUESTIONS ABOUT THE APPLICATION PROCEDURE
Independent Research Fund Denmark's secretariat can provide telephone and written guidance on the administrative and formal issues regarding this call and the application procedures. You may contact the DFF secretariat by telephone at +45 7231 8200 between 9 am and 12 pm (noon) on weekdays or by email: DFF-opslag@ufm.dk.

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

The secretariat unfortunately cannot provide guidance on scientific issues. DFF recommends that you instead contact your local research support unit 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 at https://ufm.dk/en/research-and-innovation/funding-programmes-for-research-and-innovation/e-grant?set_language=en&cl=en. If you have technical queries, you can contact e-grant support by telephone at +45 3392 9190 between 9 am and 12 (noon) on weekdays or by email: support.e-grant@ufm.dk

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