CALL FOR PROPOSALS

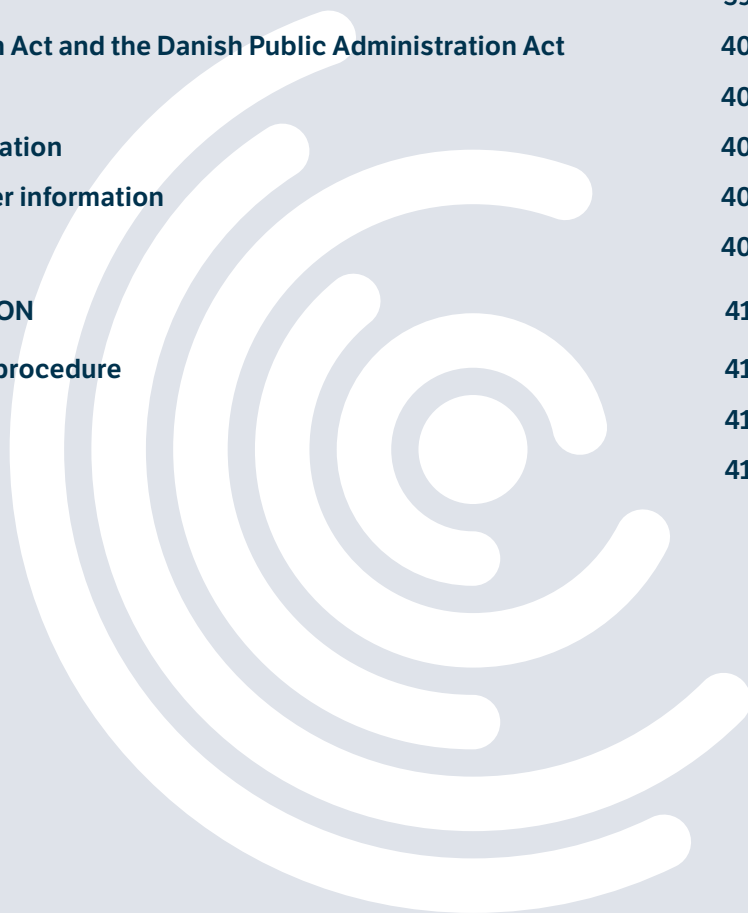# INDEUPENDENT RESEARCH

AUTUMN 2021 & SPRING 2022

DANMARKS FRIE FORSKNINGSFOND
INDEPENDENT RESEARCH
FUND DENMARK

CONTENT

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

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

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

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

1.1 GUIDE TO THIS CALL

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

1.2 DFF'S CALL FOR PROPOSALS AUTUMN 2021 AND SPRING 2022

With this call for proposals, Independent Research Fund Denmark invites applications for funding for research activities. The information in this call applies to applications submitted for the application deadlines in autumn 2021 and in spring 2022 - see the precise application deadlines in section 2.2. The ability of the fund to offer the funding instruments mentioned in section 2 is dependent on the level of funding for 2022 being equivalent to that of 2021. As the national budget for 2022 will not be confirmed until the end of 2021, the fund is unable to guarantee that all funding instruments will be offered in 2022.

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

1.3 INTERNATIONALISATION

DFF strives to strengthen and further develop the internationalisation of Danish research and therefore wishes to see applications encompassing international activities submitted to the fund. 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.

1.4 GENDER BALANCE

DFF also strives to support a balanced development of management resources for both genders at Danish research institutions and would like to see this taken into consideration in applications to DFF. Therefore, DFF recommends that applications demonstrate, to the extent possible, an approach to scientific practice that can act as an incubator for professional diversity and equal opportunities for male and female researchers. For applications seeking support for research groups or similar collaborative projects, the applicant should account for his/her considerations for the gender make-up of the research group or collaborative team. Such a statement is a requirement, but the actual gender make-up of the group will not factor into the assessment of the application. The required statement has been introduced to ensure the applicant's focus on contributing to equal opportunities for men and women in research.

1.5 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, however, does not provide financial support for open access publishing as the fund allows for a quarantine period of 6-12 months. For further information on DFF's Open Access policy, see [DFF's website](#).

1.6 RESEARCH INTEGRITY

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

1.7 SIGNIFICANT CHANGES TO AUTUMN 2021-SPRING 2022 CALL

The instrument DFF-International Postdoctoral Grant must be administered by a Danish research institution. The budget amount limit and the funding for accompanying children/partner have been adjusted. Moreover, there will be only one annual application round.

The instrument Explorative Network | Humanities will be offered.

A new budget amount limit has been set for the instrument Journals | Humanities.

The instrument Clinician Scientist Positions | Medical Sciences: Requirement of employment in a clinical position has been changed from the time of application to the time of employment.

The instrument DFF-GROW will no longer be offered.

1.8 ABOUT INDEPENDENT RESEARCH FUND DENMARK

DFF supports independent research based on the researchers' own ideas within and across all the main fields of science. 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 by a clear application-oriented perspective; and b) aimed at solving a specific problem, developing new technologies and production systems or new ways of meeting the needs of society. 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 in between the councils' boundaries. The cross-council committee also funds applications that are considered to be truly cross-council (see* [section 5.5](#)*), as well as applications to Sapere Aude: DFF-Starting Grant and Non-university Research Education (PhD).*

1.9 DELIMITATIONS BETWEEN THE RESEARCH COUNCILS

The DFF board determines the research delimitations between the five research councils. The delimitations are described in the table below. It is natural to find applicants and projects that cross the delimitations as described. Some will be processed within a single council while others are processed in collaboration between several councils. DFF welcomes applications of an interdisciplinary nature, in which case they will be coordinated by the cross-council committee. In [section 5.3](#) you can learn more about how to apply to several research councils, while in [section 5.5](#) you can learn how cross-council applications are handled.

Council	DFF | Natural Sciences	DFF | Social Sciences	DFF | Medical Sciences	DFF | Technology and Production Sciences
DFF | Humanities	In the delimitation between DFF | Humanities and DFF | Natural Sciences the decisive principle is that projects which predominantly concern humans' culture-forming and culture-disseminating phenomena and activities (e.g. didactics, sports and archaeology) are covered by DFF | Humanities, whereas research projects primarily concerned with cognitive-forming activities which fall within the natural sciences, should be assessed by DFF | Natural Sciences.	In the delimitation between DFF | Humanities and DFF | Social Sciences, the decisive principle is that projects 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 that primarily involve a technical research element will generally be assessed by DFF | Technology and Production Sciences.

Council	DFF | Natural Sciences	DFF | Social Sciences	DFF | Medical Sciences	DFF | Technology and Production Sciences
DFF | Natural Sciences		In the delimitation between DFF | Natural Sciences and DFF | Social Sciences, the decisive principle is that projects which predominantly concern human behaviour, organisational matters or managerial processes are covered by DFF | Social Sciences, whereas projects that predominantly concern natural science activities are assessed by DFF | Natural Sciences.	In the delimitation between DFF | Natural Sciences and DFF | Medical Sciences, the decisive principle is that research projects which predominantly have fundamental scientific, epistemological aim are covered by DFF | Natural Sciences. In the event 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 that 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.
DFF | Medical Sciences				In the delimitation between DFF | Medical Sciences and DFF | Technology and Production Sciences, the decisive principle is that projects which predominantly have a human biological aim and require the use of medical competencies and methods are covered by DFF | Medical Sciences. Projects that predominantly require the use of wider technologically oriented competencies, e.g. for the development and establishment of animal models, medico-technical products or medicine, are covered by DFF | Technology and Production Sciences.

2 WHAT RESEARCH EXPENSES CAN BE COVERED?

On the next two pages you can see the funding instruments that are offered in autumn 2021 and spring 2022 by which research councils, and which deadlines apply. Please note that there may be minor differences in relation to the specific requirements each council has for the various instruments. You should therefore read all of section 1 and section 3-section 6 as well as the description of the instrument you wish to apply for in section 2 very thoroughly before you complete and submit your application. You can begin your application in e-grant approx. three months before the application deadline.

2.1 ALREADY STARTED PROJECTS

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

2.2 APPLICATION DEADLINE AND STARTING DATE FOR PROJECTS

The earliest and latest possible starting dates for each instrument are listed in the table below: **Note, the deadline is 12:00 noon for every application deadline date.**

Instruments offered by all councils:

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-International Post-doctoral Grant	Up to DKK 1.350.000 excluding overhead/ administration expenses	All councils: 21 September 2021 at 12:00 noon	November 2021	Earliest: 1 March 2022 Latest: 1 September 2022
Sapere Aude: DFF- Starting Grant	Up to DKK 4.300.000 excluding overhead / administration expenses	All councils: 23 March 2022 at 12:00 noon	November 2022	Earliest: 1 January 2023 Latest: 1 December 2023
DFF-Research Project1	Up to DKK 2.000.000 excluding overhead / administration expenses	DFF | Medical Sciences: 22 September 2021 at 12:00 noon DFF | Technology and Production Sciences: 24 September 2021 at 12:00 noon DFF | Natural Sciences: 28 September 2021 at 12:00 noon DFF | Social Sciences: 29 September 2021 at 12:00 noon DFF | Humanities: 1 October 2021 at 12:00 noon	April 2022	Earliest: 1 July 2022 Latest: 1 January 2023
DFF-Research Project2	Between DKK 2.000.000 and DKK 4.300.000 excluding overhead / administration expenses	DFF | Medical Sciences: 22 September 2021 at 12:00 noon DFF | Technology and Production Sciences: 24 September 2021 at 12:00 noon DFF | Natural Sciences: 28 September 2021 at 12:00 noon DFF | Social Sciences: 29 September 2021 at 12:00 noon DFF | Humanities: 1 October 2021 at 12:00 noon	April 2022	Earliest: 1 July 2022 Latest: 1 January 2023
Non-university Research Education (PhD)	Up to DKK 1.800.000 excluding overhead / administration expenses	All councils: 25 March 2022 at 12:00 noon	June 2022	Earliest: 1 July 2022 Latest: 1 June 2023

Instruments offered by individual research councils:

Instrument	Budget framework	Research council offering the instrment and application dealine	Time of processing	Earliest and latest starting dates for the project
Explorative Network | Humanities	Up to DKK 500,000 excluding overhead / administration expenses	DFF | Humanities: 21 September 2021 at 12:00 noon	November 2021	Earliest: 1 January 2022 Latest: 1 January 2023
Journals | Humanities	DKK 40,000 per year	DFF | Humanities: 1 October 2021 at 12:00 noon	November 2021	Earliest: 1 January 2022 Latest: 1 January 2023

Instrument	Budget framework	Research council offering the instrment and application dealine	Time of processing	Earliest and latest starting dates for the project
International research stay | Social Sciences	Up to DKK 200,000 excluding overhead / administration expenses	DFF | Social Sciences: 29 September 2021 at 12:00 noon and 25 March 2022 at 12:00 noon	November 2021 and May 2022	Applied autumn 2021 Earliest: 1 December 2021 Latest: 1 October 2022 Applied spring 2022 Earliest: 1 June 2022 Latest: 1 April 2023
Clinician scientist position | Medical Sciences	Funding for 20-50% of salary for a period of 1-3 years - see description under the instrument	DFF | Medical Sciences: 21 September 2021 at 12:00 noon	November 2021	Earliest: 1 February 2022 Latest: 1 January 2023
Pre-graduate scholarship | Medical Sciences	DKK 100,000 excluding overhead / administration expenses	DFF | Medical Sciences: 21 September 2021 at 12:00 noon and 24 March 2022 at 12:00 noon	November 2021 and May 2022	Applied autumn 2021 Earliest: 1 February 2022 Latest: 1 July 2022 Applied spring 2022 Earliest: 1 July 2022 Latest: 1 February 2023

Council-specific conditions

DFF | Social Sciences is the only council to receive urgent applications.
Urgent applications for **DFF | Social Sciences** can only be applied for within the framework of DFF-Research Project1 or DFF-Research Project2. Urgent applications can only be drawn up on the basis of a pre-authorisation of the urgency factor, which must be scientifically backed up by extremely special, external and unpredictable events. The pre-authorisation is determined by DFF | Social Sciences and takes place following an application to the secretariat.

2.3 INSTRUMENTS OFFERED BY ALL COUNCILS

2.3.1 DFF-International Postdoctoral Grant

2.3.1.1 Objective

DFF-International Postdoctoral Grant aims to strengthen the international mobility of younger talented researchers, as well as to develop the competencies of researchers in the beginning of their research career. The intention is to enable the grant recipient to consolidate their individual research profile by independently managing a concrete research project at a research institution outside of Denmark. The grant amounts to a total of up to DKK 1,350,000 over a 2-year period.

2.3.1.2 Applicant requirements

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

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

DFF places emphasis on the fact that you, as an applicant, are in the beginning of your research career, and therefore your PhD age must not exceed three years at the expiration of the application deadline. The exact date of obtaining the PhD degree, as it appears on the PhD diploma, must be stated in the application form in e-grant (see section 4.3.5 concerning calculation of the PhD age with regard to maternity leave, etc.).

You must complete and submit the application yourself.

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

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

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

Your application must clearly demonstrate how your project forms a concrete, binding collaboration with researchers at the host institution.

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

DFF-International Postdoctoral Grants are paid out to, and administered by a Danish research institution. The institution that administers the grant may receive overhead/administrative expenses, see section section 4.3.7.10 .

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

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

The project description must not exceed 5 A4 pages (including figures, tables, etc.). The 5 A4 pages must not exceed 15,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.3). References/ bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.1) offers a complete list of the appendices that must be attached.

2.3.1.5 Budget
In order for your application to be considered by DFF, you must prepare a budget, see section 4.3.7.

You can apply for up to DKK 1,350,000 excluding overhead. As a part of your budget, you can apply for funds to cover one outbound and one inbound journey for yourself as an applicant within the margin og expenditure. You may apply for an increase of your grant of DKK 55,000 per child/partner per year for the period during which they stay with you abroad. Outbound and inbound journey for accompanying children/partner is expected covered by this grant increase.

As a rule, it is not possible to apply for funding for salaries for technical/administrative staff as it is expected that you will carry out your postdoctoral project independently. If you believe that a technical/administrative staff is essential for the completion of the project, you must argue for this. It is not possible to apply for funding for transport of household effects or coverage of the cost of housing.

2.3.2 Sapere Aude: DFF-Starting Grant

2.3.2.1 Objective

In order to promote the education of researchers and strengthen internationalisation, DFF offers the instrument Sapere Aude (i.e. "dare to know"). The objective of the initiative is to develop the qualifications and competencies of the best research talents, both nationally and internationally. Sapere Aude: DFF-Starting Grant is aimed at Danish as well as non-Danish researchers. You can apply for a Sapere Aude: DFF-Starting Grant of up to 4 years' duration and a maximum amount of DKK 4.300.000, excluding overhead.

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

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

It is expected that DFF will award approx. 32 grants in 2022.

2.3.2.2 Applicant requirements

Sapere Aude: DFF-Starting Grant is aimed at younger, very talented researchers, who at the time of the application deadline and within the last eight years have obtained their PhD or achieved equivalent qualifications (e.g. a positive assistant professorship evaluation ("adjunktbedømmelse"), and who have demonstrated the ability to carry out original research at a high, international level. The date on which you were awarded your PhD degree, as stated on your PhD diploma, must be stated in the application form in e-grant (see section 4.3.5 for calculation of PhD age in relation to maternity/paternity leave, etc.). Previous management experience and mobility will be counted positively in the assessment of your application.

If the applicant is not an associate professor and has not been awarded a positive associate professor assessment ("lektorbedømmelse") and the project involves the education of researchers, it must be stated in the application how the relevant supervision will be provided, and how the scientific connection of the research students to the project will be ensured.

2.3.2.3 Application requirements

In connection with your application, the fund considers it important that you have made plans for participating in international research activities, where relevant. Please describe the international activities planned in your application. It may be in the form of research stays abroad, collaboration with foreign research groups, hosting or participating in international conferences, invitation of foreign visiting researchers, etc.

The applicant 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. Postdoctoral 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 4.3.5 for calculation of the PhD age in relation to maternity/paternity leave, etc.). If a named postdoctoral candidate is a PhD student at the time of application, a declaration from the student's supervisor must be enclosed, stating that the student is expected to submit the PhD thesis within 6 months after the application deadline.

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

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

The project description must not exceed 7 A4 pages (including figures, tables, etc.). The 7 A4 pages must not exceed 21,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.3). References/ bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.1) offers a complete list of the appendices that must be attached.

2.3.3 DFF-Research Project1

2.3.3.1 Objective
To advance the quality of Danish research, DFF offers funding for research projects within an economic framework of up to DKK 2.000.000, excluding overhead. A DFF-Research Project1 is characterised by having a clear and well-defined research question, where the research activities are expected to be of a high, international level of quality. The duration of a DFF-Research Project1 is typically 3 years, but it is possible to apply for a 4-year project if a PhD student is involved in the project.

2.3.3.2 Applicant requirements
The applicant must be able to document independent research experience typically corresponding to three years or more after having obtained a PhD degree (or similar qualifications). Your previous results will be assessed in relation to your career path (see section 4.3.4 and section 4.3.6), and in relation to the scientific challenges of the project applied for. If the applicant is not an associate professor and has not been awarded a positive associate professor assessment ("lektorbedømmelse") and the project involves the education of researchers, it must be stated in the application how the relevant supervision will be provided, and how the scientific connection of the research students to the project will be ensured.

2.3.3.3 Application requirements
DFF emphasises that the project description should contain a description of any sub-projects, including PhD and postdoctoral projects. The applicant 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. Postdoctoral 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 (which for technical calculation purposes is fixed at 1 October 2021) (see section 4.3.5 for calculation of the PhD age in relation to maternity leave, etc.). If a named postdoctoral candidate is a PhD student at the time of application, a declaration from the student's supervisor must be enclosed, stating that the student is expected to submit the PhD thesis within 6 months after the application deadline.

The role of all listed project participants (scientific/academic staff, technical/administrative staff, and whether funded or not) must be sufficiently balanced and the concrete role of the participants must be described/justified.

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

The project description must not exceed 5 A4 pages (including figures, tables, etc.). The 5 A4 pages must not exceed 15,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.3). References/ bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.1) offers a complete list of the appendices that must be attached.

2.3.4   DFF-Research Project2

2.3.4.1 Objective
To advance the quality of, and develop collaboration within Danish research, DFF offers funding for research projects carried out by multiple researchers (including postdoctoral candidates and PhD students) of up to 4.5 years in duration within a budget framework of DKK 2.000.000 to DKK 4.300.000, excluding overhead. A DFF-Research Project2 is often characterised by a coordinated and mutually binding collaboration featuring a well-defined, joint research question. However, it may also be a project formulated by a single researcher, which is to be carried out in a research team, when it can be argued that the project is particularly ambitious and resource demanding, and that the research objective cannot be obtained through a DFF-Research Project1. The research activities must have the potential to create synergy among any sub-projects, involve an international level of collaboration (if relevant) and be of a high, international standard.

2.3.4.2 Applicant requirements
You must be able to document independent research experience at a high, international level typically corresponding to five years or more after having obtained a PhD degree (or similar qualifications). Your previous results will be assessed in relation to your career path (see section 4.3.4 and section 4.3.6) and in relation to the scientific challenges of the project applied for. If the applicant is not an associate professor and has not been awarded a positive associate professor assessment ("lektorbedømmelse") and the project involves the education of researchers, it must be stated in the application how the relevant supervision will be provided, and how the scientific connection of the research students to the project will be ensured.

2.3.4.3 Application requirements
DFF emphasises that the project description should account for the synergy between any sub-projects, the project management and organisational structure, as well as plans for publishing results. All sub-projects, including PhD and postdoctoral projects, should be described within the project description. The applicant 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.

Postdoctoral 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 (which for technical calculation is fixed at 1 October 2021) (see section 4.3.5 for calculation of the PhD age in relation to maternity leave, etc.). If a named postdoctoral candidate is a PhD student at the time of application, a declaration from the student's supervisor must be enclosed, stating that the student is expected to submit the PhD thesis within six months after the application deadline.

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

The role of all listed project participants (scientific/academic staff, technical/administrative staff, and whether funded or not) must be sufficiently balanced and the concrete role of the participants must be described/justified.

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

The project description must not exceed 7 A4 pages (including figures, tables, etc.). The 7 A4 pages must not exceed 21,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.3). References/ bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.1) offers a complete list of the appendices that must be attached.

2.3.5   Non-university Research Education (PhD)

2.3.5.1 Objective

DFF receives funds under the Danish National Budget, which are earmarked for the education of researchers at public non-university research institutions. In 2022, these funds are expected to amount to approximately DKK 21 million, corresponding to approximately 8 grants. The maximum amount per grant will be DKK 1.800.000 million, excluding overhead. Please note that DFF does not generally offer support for individual PhD scholarships. Therefore, you cannot apply for an individual PhD grant to be carried out at a university.

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

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

You can apply for a PhD grant if you have a Master's degree or equivalent qualifications as well as confirmation from an institution covered by this instrument, stating that it will be willing to host your project if you are awarded a grant. Each institution may issue a maximum of three letters of confirmation to applicants applying for this instrument. The institution's acceptance to host a project is given by signing the budget confirmation, which should be attached to the application as an appendix (see section 4.3.8). It is up to the individual institution to decide which three candidates it wishes to give its consent to hosting.

If the hosting institution does not award PhD degrees independently, you must be enrolled at a Danish institution with an accredited PhD programme and be affiliated to such a PhD programme at the institution in question. Grants are awarded on the condition that you become enrolled in a PhD programme, and that a collaboration agreement is drawn up between you as applicant, the hosting institution and the degree-awarding institution. The application must include a signed letter of intent for collaboration between the three parties.

Your main PhD supervisor must be a recognised researcher employed at the degree-awarding institution at which you will be enrolled. Only the hosting institution can function as grant administrator – also when the PhD course will take place at a university or another accredited degree-awarding institution.

2.3.5.3 Application requirements

You can apply for a salary level corresponding to the collective agreement for PhDs employed by Danish state institutions. In addition to the regular vacation allowance, a supplementary allowance calcu-

lated as 2.5 % of your salary may be earmarked for paid extra days off. It is not possible to apply for funding to cover any form of merit pay ("kvalifikationstillæg"). If relevant, you may apply for salary expenses for a secondary supervisor, but as a general rule, you cannot apply for funding to cover technical/administrative salaries, as you will be expected to carry out your PhD project on your own accord. If you find the hiring of a technical/administrative assistant essential for carrying out the project, you must argue for this. You can apply for bench fee (see section section 4.3.7.8).

The project description must not exceed 5 A4 pages (including figures, tables, etc.). The 5 A4 pages must not exceed 15,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.3). References/ bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.1) offers a complete list of the appendices that must be attached. The application must be written in Danish or English.

2.4 INSTRUMENTS OFFERED BY INDIVIDUAL RESEARCH COUNCILS

2.4.1 Explorative Network | Humanities

2.4.1.1 Objective

This instrument is only offered by **DFF | Humanities**. The objective of Explorative Network | Humanities is to strengthen a broadly based collaboration between different Danish and, ideally, international research environments. The network is expected to facilitate the exploration of new opportunities across institutions, research traditions and scientific fields, though with the main emphasis on the fields that fall within the scope of DFF | Humanities. In the assessment of applications, emphasis is placed on the originality of the conceptual idea and the network's potential for scientific innovation.

Funding will not be provided for actual research projects.

2.4.1.2 Applicant requirements

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

2.4.1.3 Application

The network is expected to include a broad and diverse circle of participants, potentially encompassing open activities. The application must account for the network's conceptual foundation, scientific ambition and concrete activities. Furthermore, it must account and argue for the network's choice of participating research environments. An Explorative Network | Humanities grant can be of maximum DKK 500,000 total (excluding overhead) and of maximum three years' duration. It is possible to apply for funding for the organisation of workshops, conferences, shorter research network stays, etc. It is possible to apply for maximum three months of scientific/academic salaries for the purpose of network management and scientific assistance. The application must account for the concrete organisation of the network, including the organisation of academic tasks within the network.

The project description must not exceed 3 A4 pages (including figures, tables, etc.). The 3 A4 pages must not exceed 9,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.3). References/ bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.1) offers a complete list of the appendices that must be attached.

2.4.2 Journals | Humanities

2.4.2.1 Objective

This instrument is offered only by **DFF | Humanities**. In order to support the dissemination of humanistic research through digital scientific journals, DFF | Humanities offers funding to established as well as new journals of a high scientific value that strive for an international level of circulation. However, the council does take into account that certain areas of humanistic research will primarily be targeted at a Danish readership. Grants for journals are awarded as a deficit guarantee. Funding for Journals | Humanities must be applied for without overhead/administrative expenses.

2.4.2.2 Applicant requirements

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

2.4.2.3 Journal requirements

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

2.4.2.4 Open Access

The journal must be free of charge and freely available on the internet. This means that the journal must have a website where articles can be accessed in electronic form, without limitations and free of charge, no later than one year after the volume was published, see the joint Open Access policy for public research funds and foundations in Denmark. It is a requirement that the journal is indexed in an internationally recognised system. This means that it must be possible to search for and find the journal's articles through Google/Google Scholar and similar search engines. The council prefers that the journal seeks to be included in several indexes and that the articles are given a DOI.

2.4.2.5 Application requirements

Applications for Journals | Humanities should be for a period of 3 years at a time. The application must be submitted in Danish or English. Grant applications for new journals must account for similar, already existing journals, and explain how the new journal will differ from these.

You may apply for an amount of up to DKK 40,000 per year to fund operating expenses for digital journals. You may apply for funding to cover editorial and production expenses. You cannot apply for funding to cover printing and shipping expenses.

Only the applicant may have the role of administrator.

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

Please note that the overview of appendices (section 4.3.2) offers a list of the appendices that must be attached.

2.4.3 International Research Stays | Social Sciences

2.4.3.1 Objective

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

2.4.3.2 Applicant requirements

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

2.4.3.3 Application requirements

The council only provides funding for research stays at a foreign research institution for a consecutive period of minimum three months to carry out research activities at a foreign research institution. The research stay should be uninterrupted unless exceptional family or institutional circumstances prevent this.

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

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

2.4.3.4 Project description

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

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

Please note that the overview of appendices (section 4.3.2) offers a list of the appendices that must be attached.

2.4.4 Clinician Scientist Positions | Medical Sciences

2.4.4.1 Objective

This instrument, which is offered only by **DFF | Medical Sciences**, ensures buyout from a clinician scientist position (including from the main studies) so that 20 – 50 % of the yearly duty hours are dedicated to research for a period of up to three years, while the remaining time is spent in a clinical position remunerated by the employing institution.

2.4.4.2 Applicant requirements

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

Funding is primarily awarded to medical doctors, dentists and veterinarians who, at the time of the application deadline, have obtained a PhD degree or equivalent qualifications through their research. At the time of employment, applicants must be employed in a clinical position with no possibility of carrying out research during working hours. Please note that the council prioritises applications where the applicant's clinical position involves patient treatment.

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

2.4.4.3 Application requirements

You may apply for funding for a total period of at least one year and maximum three years. The total funding period cannot exceed three years. Your application can only cover funding of your personal salary during 20 – 50 % of your annual hours of duty during which you work on the research project. This means that the council covers all salary expenses during the time of research. You cannot apply for funding for equipment and operating expenses.

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

Please note that you can only apply for overhead to the administrating institution, which is the place of employment in the clinical position.

The project description must not exceed 5 A4 pages (including figures, tables, etc.). The 5 A4 pages must not exceed 15,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.3). References/ bibliography must be uploaded as a separate appendix.

Please note that the overview of appendices (section 4.3.2) offers a list of the appendices that must be attached.

2.4.5   Pre-graduate Scholarships | Medical Sciences

2.4.5.1 Objective

This instrument is offered only by **DFF | Medical Sciences**. DFF | Medical Sciences funds pre-graduate scholarships for a duration of 6-12 months for the purpose of giving the most talented students the opportunity to undertake scientific work and strengthening their interest in a further scientific career. A fixed amount of DKK 100,000 (excluding overhead/administration expenses) will be awarded.

2.4.5.2 Applicant requirements

Applications for Pre-graduate Scholarships | Medical Sciences must be submitted by the student's academic supervisor. As a supervisor, you must have obtained a PhD degree or achieved equivalent qualifications through your research. The council places emphasis on you having experience as a supervisor as well as an individual research profile.

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

2.4.5.3 Application requirements

Students may be awarded a Pre-graduate Scholarship of 6-12 months' duration. It is a requirement that the student completes a research project of two semesters' duration, during which it is expected that the student is on leave or in an education-free semester, where research is the main content. If exceptional circumstances do not allow for the student to take leave for a semester, this must be explained in the application. There is no requirement as to when the two-semester period is placed as part of the student's overall course framework. Students enrolled in courses that do not offer the option of research semesters are still eligible to apply for a scholarship. In this case, it is likewise expected that the student takes leave from his/her studies during the one-semester scholarship period, and that the research project takes place over a total of two semesters. If necessary, the council is willing to accept that the project stretches over a three-semester period.

Students enrolled in a course that allows more than six months for the completion of the master thesis (regardless of whether this option is utilised) are not eligible for Pre-graduate Scholarships.

The pre-graduate scholar cannot simultaneously be actively engaged in his/her normal course of studies, as the council stipulates that the scientific work is a full-time undertaking for the prospective pre-graduate scholar. The council will, however, accept that the student has other paid work, corresponding to a total of 100 hours per year during the period funded by the council. The council may, in exceptional cases and on the basis of a specific application, permit a prospective pre-graduate scholar to undertake other paid work in excess of 100 hours.

The grant covers the scholarship for the pre-graduate scholar as well as other operating expenses, and these must be accounted for in the budget. The grant can be used in the entire approved period. For budgetary purposes, a pre-graduate scholarship counts as a contribution to the supervisor's research activities. Thus, the scholar is neither a scientific/academic employee nor a technical/administrative employee or project participant, but should be listed as an operating expense in the application form.

In its assessment of the application, the council will place emphasis on the student's qualifications (especially his/her grades) as well as role and work tasks in relation to the project. The tasks must form part of an innovative research project and not merely constitute practical routine tasks in support of a larger project. The intention is that a Pre-graduate Scholarship project should count as an independent project under guidance from the supervisor. Additionally, the council prioritises applications which include financing of operating expenses for Pre-graduate Scholarships over applications that merely seek financing of other operating expenses.

The project description must not exceed 3 A4 pages (including figures, tables, etc.) and maximum 9,000 characters including spaces, figure captions, formulas, etc. (see also section 4.3.3). References/bibliography must be uploaded as a separate appendix. Please note that the overview of appendices (section 4.3.2) offers a list of the appendices that must be attached.

As a Pre-graduate Scholarship is tied to the specific pre-graduate scholar listed in the application, it is not possible for grant recipients to transfer the grant to another student without permission from the council prior to the transfer.

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

3 DFF ASSESSMENT AND ASSESSMENT CRITERIA

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

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 met to a greater or lesser extent. Thus, not all criteria will be relevant to all applications. Because of 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 instruments in this call, DFF is using the following criteria:

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

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

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

Applicant's qualifications:
- Has the applicant documented
  - scientific qualifications to an extent that is necessary for the project's completion?
  - 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- and time-frame been presented for the project, which also takes the recruitment of any unnamed participants into account, as well as disseminating project 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 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?

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

4 GENERAL APPLICATION REQUIREMENTS

4.1 LANGUAGE AND APPLICANT REQUIREMENTS

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

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

4.1.3 Other requirements for applicant

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, (although it is a condition that the DFF-International Postdoctoral Grant and International Research Stay | Social Sciences are carried out at a foreign research institution, see section 2.3.1 and section 2.4.3).

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

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

DFF does not 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

When you have determined the most appropriate instrument for your research idea and whether you meet the requirements in the call for proposals, you may begin preparing your application to DFF. Applications 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 specific council under DFF that you wish to submit an application to in the "Search possibilities" tab (see section 1.8 and section 1.9). If you wish the application to be assessed by several research councils, you can highlight this when filling in your application, see section 5.3. After you have chosen the appropriate council, you can choose the funding instrument you wish to apply for.

When filling in the application form, you have to go through a series of steps, where you must provide various types of information in relation to your application. These steps vary depending on which instrument you are applying for. Therefore, 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 process the most recently submitted application received before the application deadline.

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

The table below offers an overview of the major fields that must be completed in the application form in e-grant. The table is not an exhaustive list of 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 stated number of characters includes spaces.

	Description	Read more in section	DFF-International Postdoctoral grant	Sapere Aude: DFF-Starting grant / DFF-Research Project1 / DFF-Research Project2	Non-university Research Education (PhD)	Journals | Humanities	International research stay | Social Sciences / Clinician Scientist Positions | Medical Sciences / Pre-graduate Scholarships | Medical sciences	Explorative Network | Humanities
Applicant	Give an account of your most significant contributions to science (max 1000 characters).			X				
Application	Brief scientific summary in English (abstract) (max 1000 characters).	4.2.1.1	X	X	X	X	X	X
	Popularised description of the scientific content in Danish (max 1500 characters).	4.2.1.1	X	X	X	X	X	X
	Scientific keywords (max 5) and classification codes (OECD) (max 5).	4.2.1.2	X	X	X	X	X	X
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).		X	X	X			X
	Does your project involve gathering or purchase of quantitative or qualitative data – or a combination of these - within the research areas social sciences, medical sciences, the humanities, natural sciences, or technology and production sciences?: **If yes:** Please provide a brief description of the data gathered or purchased (max 300 characters)		X	X	X			X
Gender composition	Description of the gender composition in the project (max 1000 characters).	1.4		X				X
Submission to several councils	State for each research council, the reason for applying to that particular council (max 250 characters).	4.2.1.3	X	X	X			
Other applications	Is this application a resubmission? **If yes:** Title, year of application, case number, describe any changes made (1000 characters).		X	X	X	X	X	X
	Have you applied for funding activities covered by this application from other sources?		X	X	X	X	X	X
Previous grants	Have you as a PI within the last 5 years received any funding over DKK 1 mil. from DFF or other sources for the activities related to the present application? **If yes:** specify grants over DKK 1 mil. (max 10). Describe the results of the grant and the grant's relation to the proposed project (max 1000 characters).		X	X			X	X
	Have you as a PI within the last 5 years received any funding over DKK 1 mil. from DFF or other sources for the activities not related to the present application? **If yes:** specify grants over DKK 1 mil. (max 10). Describe the results of the grant and the grant's relation to the proposed project (max 1000 characters).		X	X			X	X
	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.		X	X	X		X	X
Excluding reviewers	Explain why the named researcher should not review your application (max 500 characters)	5.6		X				
Supplementary information	Additional information regarding the application (max 1000 characters)		X	X	X	X	X	X

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.

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 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 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 at the [DFF 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 1.9]. 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 five 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*?". Please note that you must tick the box next to the research councils, other than the main council, that you wish your application to be processed by. For each research council (including the main council), you must state your reasons for applying to that particular council, see [section 5.3].

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

You should also pay attention to special conditions as listed in the descriptions of individual instruments in [section 2]. In the section after the appendix overview, you can read more about the individual 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.

4.3.1 Appendix overview: Instruments offered by all councils

Appendix	DFF-International Postdoctoral Grant	Sapere Aude: DFF-Starting Grant	DFF-Research Project1	DFF-Research Project2	Non-university Research Education (PhD)
B10: Project description. It is recommended that this is written in the DFF project description template (see section 4.3.3) including figures, tables, etc. Excluding list of references/bibliography (must be uploaded as a separate appendix B11).	X	X	X	X	X
B11: List of references/bibliography for the project description.	X	X	X	X	X
Budget: Must be completed in the DFF mandatory budget template (see section 4.3.7) and uploaded to e-grant as an individual file. Pledge of actual financial support from other sources for the project's completion must be included in the budget.	X	X	X	X	X
B20: Applicant's **CV** – max 2 pages (see section 4.3.4).	X	X	X	X	X
B21: List of publications for the applicant (see section 4.3.6).	X	X	X	X	★
B22: 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 12 months of the application deadline (PhD students). *Please note council-specific requirements for DFF | Humanities.	X				
B23: PhD diploma for the applicant or secondary documentation showing qualifications corresponding to PhD level achieved in a different manner.		X			
B24: Exam results and complete transcripts for the entire period of studies from Bachelor and Master's education programmes.					X
B30: Confirmation from **main supervisor.**					X
B31: CV (max 1 page) and **list of publications** for the main supervisor.					X
B40: CV (max 1 page) and **list of publications** for other key research participants (see section 4.3.4 and section 4.3.6).	★	★	★	★	★
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).		★	★	★	
B50: You may attach **recommendations** (max one page per recommendation).	★				
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: Collaboration/support letters. If the project involves collaboration with cooperation, organisations, companies or other users, or foreign partners of the results, collaborative statements/letters of support **must** be enclosed from the project's key partners in the form of confirmation of collaboration and its form/content (max one page from each). Re. **DFF-Sapere Aude:** Statements of support from the department, where the applicant is employed/will be employed may be attached.	★	★	★	★	

Appendix	DFF-International Postdoctoral Grant	Sapere Aude: DFF-Starting Grant	DFF-Research Project1	DFF-Research Project2	Non-university Research Education (PhD)
B53: Declaration from a **Danish host institution,** stating that the project can be carried out at the location in question, in case you are attached to a Danish institution for part of the project period.	X				
B55: Declaration from the **foreign host institution**, stating that the project can be carried out at the location in question, including a short comment on the content of the cooperation and the most important activities.	X				
B59: Signed letter of intent for collaboration between you as an applicant, the host institution, and the PhD degree-awarding institution.					X
B60: Documentation for purchase of a single piece of apparatus for more than **DKK 500,000** excluding overhead, 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 4.3.7.9).		★	★	★	
B90: Budget confirmation. Employer institution's confirmation of budget and hosting in the DFF budget signatory template (see section 4.3.8).	X	X	X	X	X

Council-specific conditions
DFF-International Postdoctoral Grant:
If you are applying to **DFF | Humanities**, you must attach your PhD diploma (or declaration from your supervisor on expected submission of PhD thesis within 12 months of the application deadline) as well as your PhD assessment. If you have not received a PhD assessment, attach a résumé of your thesis (1-2 A4 pages) (appendix B22).

4.3.2 Appendix overview: Instruments offered by individual research councils

Appendix	Explorative Network | Humanities	Journals | Humanities	International Research Stays | Social Sciences	Clinician Scientist Positions | Medical Sciences	Pre-graduate Scholarships | Medical Sciences
B10: Project description. It is recommended that this is written in the DFF project description template (see section 4.3.3) including figures, tables, etc. Excluding list of references/bibliography (must be uploaded as a separate appendix B11).	X		X	X	X
B11: List of references/bibliography for the project description.	X		X	X	X
B12: A statement of the **student's roles** and work tasks in relation to the project.					X
B17: F DFF | Humanities Economy template. Can be downloaded from the DFF website.		X			
Budget: Prepared in the DFF mandatory budget template (see section 4.3.7) and uploaded to e-grant as an individual file. Pledge of actual financial support from other sources for the project's completion must be included in the budget.	X		X	X	X
B20: Applicant's **CV** – max 2 pages (see section 4.3.4)	X		X	X	X
B21: List of publications for the applicant (see section 4.3.6)	X		X	X	X
B35: Clear, official, complete **transcripts for the student.**					X

Appendix	Explorative Network | Humanities	Journals | Humanities	International Research Stays | Social Sciences	Clinician Scientist Positions | Medical Sciences	Pre-graduate Scholarships | Medical Sciences
B36: Pre-graduate scholar's CV – max 1 page					X
B37: For students on **other education programmes than Master of Medicine**: A clipping from the study programme for the education programme that the student is registered on, to document that the person in question does not have the opportunity to use more than 6 months/30 ECTS on their dissertation.					X
B40: CV (max 1 page) and **list of publications** for other key research participants (see section 4.3.4 and section 4.3.6).	X			★	
B45: The application must include a list of names of **the researchers/research environments** that have committed to participate in the **network.**	X				
B54: Documentation for the binding and specific research collaboration with foreign partners or documentation for access to the archives, libraries, institutes, etc., which are the purpose of the stay.			X		
B56: A **declaration of support** from the institution where the research will be carried out, if the institution is different from the institution where you are employed (the administrating institution).				★	
B57: If activities take place partly or completely at **a foreign institution**, a **written acceptance** from the institution must be included, stating that the project can take place at the location in question.					X
B58: If there are key **collaborative partners** in addition to the network participants, the application must include a statement that confirms the collaboration and its form/content.	X				
B70: Approval from management at the clinical department where you are employed releasing you from work duties, corresponding to the percentage per year that you have received salary funding from the council for research.				X	
B81: CV for PI and another senior editorial member – max 1 page per person. These two members must not be employed at the same academic institution.		X			
B82: Documentation for meeting the requirement of **digital accessibility** (e.g. providing the URL of the journal's website).		X			
B83: Documentation for the number of downloads in a clear format stating if the data is per year, per quarter or per month		X			
B84: List over **reviewers** associated with **the journal**.		X			
B85: If the journal has an **advisory board**, please attach a list of the members.		X			
B90: Employer institution's confirmation of budget and hosting in the "DFF budget signatory template" (see section 4.3.8)	X		X		X
B92: The signature on the "DFF budget signatory template" from the institution where the **clinical position** will take place confirms that costs associated with the clinical position are covered.				X	

4.3.3 Project description

Your application must always include a project description. The secretariat recommends that you use the DFF project description template, which can be found at DFF's website. The project description must not exceed the maximum number of pages and characters (excluding references/bibliography) as outlined under each funding instrument - no matter whether the description includes figures or not. The number of characters stated under each of the instruments includes spaces, figure texts, formulas, etc. 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. The DFF 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.

An automatic validation of the length of the submitted project description will be performed. If the project description exceeds the specified limitations on the number of pages and characters, you will be informed that the length exceeds the given size requirements. If you choose, nevertheless, to submit your application, it will be singled out for a manual check. The councils will not consider any part of the project description that exceeds the given size requirements.

The applicant's 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.

Please note that there may be specific requirements for the project description's content, which you will find under each instrument in section 2. In these cases, your project description must respect *both* the general requirements as outlined above *and* the specific requirements of the instrument.

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.

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

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 career paths 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.

4.3.5   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 on the PhD diploma) and the date for the application deadline (for DFF-Research Project1 and DFF-Research Project2, the applicable date is listed under the description of the individual instruments).

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

For applicants who have been on maternity/paternity leave after obtaining their PhD, the actual number of weeks of leave, multiplied by 2, will be deducted from the applicant's PhD age. The period of maternity/paternity leave, including exact starting and ending dates, must be stated in the candidate'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 during which the time for research has been very limited.

4.3.6   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.

4.3.7 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 that will go towards participants at other institutions. It is important that the budget includes information about all participants in the project. This also includes participants, who will not receive DFF funding, thus providing an overview of the entire group of participants and the economy of the project.

4.3.7.1 Entering budget information in the application form
You as the applicant must fill in DFF's mandatory budget template for the relevant funding instrument. 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.

4.3.7.2 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 4.3.8.

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

4.3.7.3 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 below. Information about co-financing may also be listed, even if it stems from a participant who is not supported 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.

4.3.7.4 What research expenses can you apply for?

You may apply for funding to cover all expenses which are 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 4.3.7.10.

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.

4.3.7.5 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 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 that holiday pay from previous employments is 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 4.3.7.10, must be calculated on the basis of the type of institution, which defrays and registers/pays the salary to a project participant.

4.3.7.6 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 4.3.7.10 must be calculated on the basis of the type of institution, which defrays and registers/pays the salary to a project participant.

4.3.7.7 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.

4.3.7.8 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 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, books, 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 grants to the Danish universities. However, the employing or host institution may, in turn, give PhD students, being funded by DFF, tasks corresponding to 840 hours in a three-year PhD course of study. For PhD students enrolled at Danish universities, you may apply for education rates per full project year (max three 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 also covers all salary expenses in relation to PhD supervision, PhD defence etc.

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.

4.3.7.9 Particular conditions for private enterprises

DFF funding to private 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 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 group 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 [EU Commission website](#), where the new *de minimis* regulation and regulation no. 651/2014 of 17 June 2014 have been published.

4.3.7.10 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 table below.

In case you are awarded a grant and DFF is uncertain about which overhead rate your institution is entitled to, DFF will obtain documentation. 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 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%

4.3.7.11   The principle for calculating differentiated overhead/administration expenses

If your DFF application concerns activities that involve funding of various institutions with different legal status, see 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 actually takes 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 awarded 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, see the above table.

4.3.8   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 case, 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 one of the languages specified (see section 4.1.1).
- The application must include a project description (see section 4.3.3).
- The application must include the applicant's CV (see section 4.3.4).
- The application must include the applicant's list of publications (see section 4.3.6).
- The application must include a budget, using 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 the instrument in question.
- The applicant must as a minimum have a PhD degree or equivalent qualifications (does not apply to Non-university Research Education (PhD)).
- For applications to **DFF-International Postdoctoral Grant**, you, as the applicant, must have received you PhD from a Danish institution.
- You, as the applicant, must meet the given PhD age requirements for the **DFF-International Postdoctoral Grant** (see section 2.3.1) and **Sapere Aude: DFF-Starting Grant** (see section 2.3.2).
- For applications to **Non-university Research Education (PhD)**, you, as the applicant, must have received a Master's degree at the time of application (see section 2.3.5).
- For applications to **Non-university Research Education (PhD)**, the host institution must be a public research institution, see section 2.3.5.
- Applications for **Pre-graduate scholarship | Medical Sciences** must be submitted by the principal supervisor.
- For applications to **Pre-graduate scholarship | Medical Sciences**, there must be no overlap between two pre-graduate grants. The applicant cannot already be in charge of a pre-graduate grant overlapping a new grant.

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 request further information from you after the application deadline and during the processing of the application, irrespective of whether your application is incomplete in relation to the requirements listed under each funding instrument in this call for proposals. **It also means that DFF will <u>not</u> accept any supplementary application materials after the application deadline.**

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

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

5.3 HOW TO APPLY TO MORE DFF RESEARCH COUNCILS?

You may apply for funding for your project from several research councils if you find that your project cannot be delimited to one council, see the description of the delimitations between the various research councils in section 1. 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 1.8 and section 1.9.

- In the application form, you must state your reasons for applying to that particular council, see section 4.2.1.3.
- In your project description you must explain how you, as project leader, will ensure involvement of the different scientific fields included in the project.
- Please note that, in a few cases, the requirements with regard to appendices may vary from council to council. Therefore, you should carefully study the requirements concerning appendices listed in the description of each instrument in section 2. If you are in doubt about the terms, you may contact the secretariat of Independent Research Fund Denmark (see section 7).

DFF's cross-council committee decides how your application will be processed (see section 5.5).

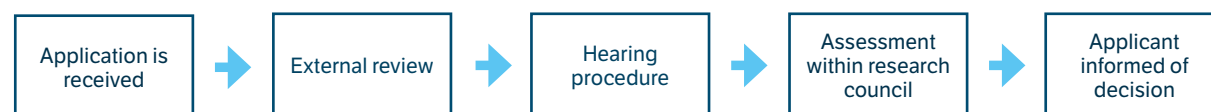## 5.4 INDEPENDENT RESEARCH FUND DENMARK'S PROCESSING PROCEDURES

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.

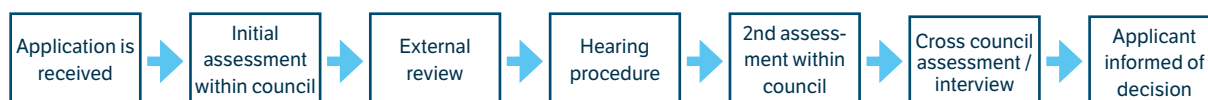You application will be processed in one of the following ways:

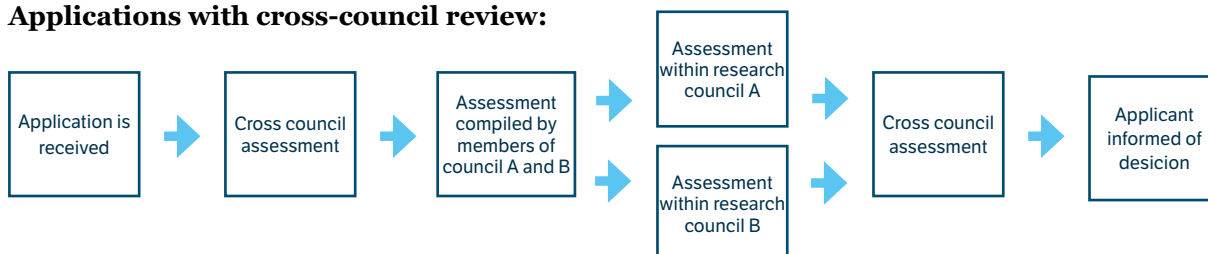**Applications without external review:**

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

Applications with external review:

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

Sapere Aude: DFF-Starting Grant:

| Application is received | → | Initial assessment within council | → | External review | → | Hearing procedure | → | 2nd assessment within council | → | Cross council assessment / interview | → | Applicant informed of decision |

Non-university Research Education (PhD):

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

Applications with cross-council review:

| Application is received | → | Cross council assessment | → | Assessment compiled by members of council A and B | → | Assessment within research council A / Assessment within research council B | → | Cross council assessment | → | Applicant informed of desicion |

5.5 PROCESSING OF CROSS-COUNCIL APPLICATIONS

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

Each of the five research councils assesses interdisciplinary proposals involving disciplines within the specific council's area of research. Interdisciplinary applications are processed in collaboration between the research councils, and are coordinated by a 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 choose "No" in the section "Submission to other councils" in the application form (under the headline "Referral to other research councils"). If you have chosen that your application cannot be referred to another council, the cross-council committee may still decide to ask for a scientific opinion from one or more of the other councils not chosen by you.

5.6 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. The research councils' choice of reviewers is based on an overall assessment of the suitable candidates, their availability within the time limits that apply, and whether the review is going to be carried out individually or in a review panel. The research councils may choose not to submit such applications for external review, if it proves impossible to find qualified reviewers within the given time frames.

When DFF approaches a researcher to enquire if he/she will serve as an external reviewer, the fund's rules of impartiality will be pinpointed to the potential reviewer. Reviewers are also informed that the application material is confidential, and that the reviewer's assessment and identity will be disclosed to the applicant, who will be given the opportunity to comment on any factual errors and misunderstandings in the review. This is done to ensure that the external review process is carried out in accordance with the rules for administration which apply to DFF's work.

Applications to **Sapere Aude: DFF-Starting Grant**, which have been through the first assessment in the research council and have been selected to proceed to the second round (see section 2.3.2), will be sent for external international review to the extent possible.

Moreover, in connection with this call for proposals, the following types of applications will be submitted for international external review:

DFF | Humanities: All applications for DFF–Research Project2 will, to the extent possible, be submitted for review by an external panel. However, projects within smaller research areas and highly interdisciplinary applications will primarily be submitted for individual external review.

DFF | Natural Sciences: All applications for DFF–Research Project2 will, to the extent possible, be submitted for review by an external panel.

DFF | Social Sciences: All applications for DFF–Research Project2 will, to the extent possible, be submitted for review by an external panel.

DFF | Medical Sciences: All applications for DFF–Research Project1 and DFF-Research Project2 within the areas of (i) stem cells/cell biology, (ii) cancer, (iii) pharmacology and (iv) psychiatry/neuroscience will, to the extent possible, be submitted for review by an external panel.

DFF | Technology and Production Sciences: Applications for DFF–Research Project2 within the following four research areas: (i) signals and systems, (ii) optics, photonics, electronics & power electronics, (iii) veterinary & animal sciences & related food science, as well as (iv) pharmaceutical science, vaccines & applied immunology, will, to the extent possible, be submitted for review by an external panel. If this year's number of applications is very low within one or more of these areas, the applications in question may instead be sent for individual external review.

DFF| Cross-council Committee: Applications to DFF-Research Project1 and 2, subject to a cross-council processing, will be sent to an external review panel after the processes in each of the relevant research councils (see section 5.4 and section 5.5).

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

- A council member is an applicant or scientific participant in an application, whose budget exceeds DKK 1 million (excluding overhead), submitted to the council of which the applicant is a member, or
- The research council is deemed disqualified, or for other reasons does not possess the necessary scientific expertise to consider the application in question.

Applications for external review will be submitted to an international review panel or to an individual external reviewer. If your application has been submitted for external review, you will always receive a copy of the review, to enable you to provide 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 been passed. DFF uses external reviews as an extension of the basis for assessment of the research councils, and the reviewer's function is solely to provide guidance. The final decision rest with the research councils and is based on the criteria described in the call and prioritisation of the overall field of applicants.

In the application form you may state if there is one or more researchers you would rather is/are not 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 they should not review your application.

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

The time of processing for the individual instruments is listed in the table in <u>section 2.2</u>. Approximately two weeks after council decisions the applicant will be informed via e-grant, whether the application has resulted in a grant or a rejection.

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

Applicants will receive a letter from the fund via the e-grant system one to three months after the research council has made its decision regarding granting or rejection. Rejection notices will contain a brief and concise elaboration of the reasons for the decision.

6 YOUR RESPONSIBILITY AS AN APPLICANT

When using the DFF e-grant 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 can no longer be met.

6.1 DUTY TO INFORM ABOUT OTHER FUNDING SOURCES
If you are awarded partial or full 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, the contents of which are not entirely the same as the project with which you applied to DFF, but where there is an overlap in the work packages or operating expenses and equipment applied for.

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 the <u>UFM website</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. See also the Danish Public Administration Act (Consolidating Act no. 433 of 22 April 2014).

6.4 DATA PROTECTION

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 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 at the UFM website.

It is not possible to rectify the contents of your application after it has been submitted, other than rectification of personal information.

6.5 TRANSMISSION OF PERSONAL INFORMATION

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 current application.

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 publiced on the same sites.

7 SUPPORT FOR YOUR APPLICATION

7.1 QUESTION 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 9am and 12 (noon) on weekdays or by email: DFF-opslag@ufm.dk.

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

The secretariat can unfortunately not provide guidance on scientific issues. DFF recommends that you instead contact your local research support unit and avail of peer feedback.

7.2 TECHNICAL QUESTIONS (E-GRANT)

If you require help in using the e-grant system, please find more information at UFM's website. If you have technical queries, you can contact e-grant support by telephone at +45 3392 9190 between 9am 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 Higher Education and Science, 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.