Call for proposals
Autumn 2014 and Spring 2015

2. version, corrections made 22th September 2014 (cf. page 2)
CALL FOR PROPOSALS - AUTUMN 2014 AND SPRING 2015

Danish Council for Independent Research

2. VERSION OF THE FINAL EDITION

On the 22nd of September 2014, a correction was made to

DFF-Individual Postdoctoral grants
DFF-MOBILEX mobility grants
Sapere Aude: DFF-Research Talent
Sapere Aude: DFF-Starting Grants
Sapere Aude: DFF-Advanced Grants
DFF-Research Project 1
DFF-Research Project 2
DFF-Research Project 3

The part of the list of mandatory application appendices where it states that:
“A written statement from the hosting institution in the country where the project will take place, confirming that the project can be carried out as planned, including a short description of the nature of the collaboration and the central activities to be carried out during the stay. If the project activities will take place outside of Denmark, a CV for the scientific host must also be enclosed” has been replaced with

“If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant, a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief discussion of the extent of the cooperation and the main activities planned”

In the E-grant application system the appendix “Confirmation - hosting institution“ (b40) under the section Attach Appendices must be attached to be able to submit the application.

If the place of the research activities differs from the institution administering the grant you must complete and attach the abovementioned appendix.

However, if the place of the research activities and the institution administering the grant are one and the same you merely need to upload the appendix stating “appendix not relevant”.
1. APPLICATIONS TO THE DANISH COUNCIL FOR INDEPENDENT RESEARCH
   Information meetings 5
   Guide to this Call 5
1.1 Significant changes in Autumn 2014 - Spring 2015 6
1.2 About Danish Council for Independent Research 6
1.3 Delimitations between the five research councils 7

2. WHAT CAN BE APPLIED FOR?
   2.1 DFF–Individual Postdoctoral grants 10
   2.2 DFF–MOBILEX mobility grants 14
   2.3 Sapere Aude: DFF–Research Talent 17
   2.4 Sapere Aude: DFF–Starting Grants 18
   2.5 Sapere Aude: DFF–Advanced Grants 20
   2.6 DFF–Research Project 1 23
   2.7 DFF–Research Project 2 24
   2.8 DFF–Research Project 3 27
   2.9 Research Educations outside the Universities (PhD) 29
   2.10 FKK–Research Networks 31
   2.11 FKK–Scientific Conferences 32
   2.12 FKK–Journals 33
   2.13 FSE–Research Stays Abroad 35
   2.14 FSS–Clinician Scientist Positions 36
   2.15 FSS–Pregraduate Scholarships 37
   2.16 DFF–LUDOMANIA Programme (special programme) 39

3. WHEN AND HOW TO APPLY
   3.1 Application deadlines 41
   3.2 Requirements to be met before your application can be submitted for substantive consideration 41
   3.3 General application requirements
      CV 44
      List of publications 44
   3.4 How to apply for more than one instrument within the same council 45
   3.5 How to apply to more than one council at DFF 45

4. WHO CAN APPLY FOR FUNDING?
   4.1 Applicant's qualifications 46
   4.2 Special requirements for private enterprises 46

5. HOW IS THE APPLICATION PROCESSED AND ASSESSED?
   5.1 Processing procedures of Danish Council for Independent Research
      Processing of cross-council applications: the Matrix Committee 47
      External review at DFF 48
      When and how will you be notified of the Council’s decision? 49
   5.2 The Council’s assessment and assessment criteria 49
6. ADDRESS AND SECRETARIAT OF DANISH COUNCIL FOR INDEPENDENT RESEARCH 52
6.1 Address contact information 52
6.2 Support for the E-grant system 52

APPENDIX A: TERMS AND CONDITIONS 53

APPENDIX B: GUIDE TO USING E-GRANT 55

APPENDIX C: HOW TO MAKE A BUDGET 56
C.1 Entering budget information in the application form 56
C.2 Completing the budget 56
C.3 Co-financing and funding from other sources 57
C.4 What expenses may be covered?
   Scientific/academic salaries 58
   Technical/administrative salaries 59
   Equipment (purchase or construction) 59
   Operating expenses 59
C.4.1 Special budget requirements for DFF–Individual Postdocs at foreign research institutions, where the Danish Agency for Science, Technology and Innovation serves as administrator 60
C.5 Overhead/administration expenses 61
C.6 Budget signatures 62
1. APPLICATIONS TO DANISH COUNCIL FOR INDEPENDENT RESEARCH

DFF’s Call for Proposals – Autumn 2014 and Spring 2015
With this Call for Proposals, Danish Council for Independent Research (DFF) invites applications for grants towards research activities. The information in this call applies to applications that are submitted for the main application deadline in the Autumn 2014 and for the Spring 2015 deadline as well as any urgent applications (see chapter 3.1) submitted during the period 1 October, 2014 – 31 October, 2015. Provided that the Danish Finance Act for 2015 allocates sufficient research funds to the DFF, the Council offers the instruments described in chapter 2.

There is a Danish as well as an English version of this Call for Proposals. In case of any inconsistencies between the two versions, the information in the Danish version shall apply.

Information meetings
DFF’s Secretariat arranges information meetings about the administrative procedures and processes in connection with the Autumn 2014 and Spring 2015 Call for Proposals. The meetings are open for anyone who is interested, and will be held in September 2014 according to the following schedule:
• The University of Aalborg, 2 September, 2014, 9:30 – 11:30 a.m., the Auditorium, Niels Jernes vej 10
• The University of Aarhus, 2 September, 2014, 2:00 – 4:00 p.m., AU Conference Centre, Room 2, Fredrik Nielsens Vej 2-4
• The University of Southern Denmark, 3 September, 2014, 10:00-11:30 a.m., BMB's Seminar Room, Campusvej 55
• The Technical University of Denmark, 4 September, 2014, 9:30 – 11:30 a.m., Conference Room 1, 1st floor, Building 101A, Anker Engelundsvej 1
• The University of Copenhagen, 4 September, 2014, 2:00 – 4:00 p.m., Festauditoriet at Bülowsvej 17

You can find more details about the information meetings under ”Events” at ufm.dk/dff. In addition to this, some of the research councils continually arrange separate information meetings. These will be also be announced under”Events” at www.ufm.dk/dff.

Guide to this Call
In this Call you can read about the options available to you as applicant, and about the relevant applicant and application requirements. There is a lot of information, but you do not necessarily have to read the entire Call. If you e.g. intend to apply for a DFF–MOBILEX mobility grant, you should as a minimum read the following sections:

<table>
<thead>
<tr>
<th>Questions</th>
<th>Specific</th>
<th>General instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I register as user, and how do I use the E-grant system?</td>
<td></td>
<td>Appendix B</td>
</tr>
<tr>
<td>Where can I get help in relation to questions about my application?</td>
<td></td>
<td>6.1 and 6.2</td>
</tr>
<tr>
<td>Which research council(s) can/should I apply to?</td>
<td></td>
<td>1.2, 2 (possibly also 3.5 and 5.1)</td>
</tr>
<tr>
<td>Where do I find information about the relevant application deadlines?</td>
<td>2.2</td>
<td>2</td>
</tr>
<tr>
<td>Does my project meet the objectives of a MOBILEX mobility grant?</td>
<td>2.2</td>
<td></td>
</tr>
<tr>
<td>Do I fulfil the applicant requirements?</td>
<td>2.2</td>
<td></td>
</tr>
<tr>
<td>What should the duration of my project be?</td>
<td>2.2</td>
<td></td>
</tr>
<tr>
<td>What language should my application be submitted in?</td>
<td>2.2</td>
<td></td>
</tr>
<tr>
<td>What are the requirements for the project description?</td>
<td>2.2</td>
<td>3.3</td>
</tr>
<tr>
<td>What expenses may be covered and what are the budget requirements?</td>
<td>2.2</td>
<td>Appendix C</td>
</tr>
<tr>
<td>Which appendices should I enclose and what are the requirements?</td>
<td>2.2</td>
<td>3.3 and Appendix C</td>
</tr>
<tr>
<td>Where can I read about DFF’s assessment criteria?</td>
<td></td>
<td>5.2</td>
</tr>
<tr>
<td>Where can I read about DFF’s processing procedures?</td>
<td>2.2</td>
<td>3.2 and 5.1</td>
</tr>
</tbody>
</table>
When will I be notified of the Council’s decision?

### 1.1 Significant changes in Autumn 2014 - Spring 2015

The following changes have been implemented since the previous Call:

- The funding instrument DFF–YDUN has been discontinued
- The DFF–LUDOMANIA programme has been incorporated (see chapter 2.16).
- A mandatory DFF–Project Description template has been introduced (see chapter 3.3)
- The objective of the funding instrument DFF–Research Project 2 has been revised
- The open application deadline for FSE–Research Stays Abroad has been replaced by two annual deadlines
- Minor clarifications have been made in FKK's, FSE's and FSS' council-specific instruments
- DFF has defined earliest and latest starting dates for each instrument. The dates are listed in the overview on pages 8 and 9 (chapter 2 as well as under each instrument)
- The on-line application system E-grant has now been fully implemented. You will find the E-grant portal at [http://fivu.dk/fi/e-grant](http://fivu.dk/fi/e-grant), which also contains guides to using the system. E-grant was implemented in connection with the Spring 2014 deadline, and since then the on-line application forms have been updated and adjusted

DFF expects that expenses for books, normal work PCs, general software and other general work tools will be covered by the hosting institutions' overhead. Therefore DFF does not offer support for that type of expenses. Moreover, DFF expects that access to and use of equipment, facilities, databases etc. which are already available at the hosting institutions, will be made available at no extra cost for research projects that the institutions agree to host. Thus, unless you can document that special circumstances apply, DFF will not offer support for such types of expenses. See section on operating expenses in Appendix C.

### 1.2 About Danish Council for Independent Research

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 and the following five research councils:

**Danish Council for Independent Research | Humanities (FKK)** offers funding to researchers who work within the following disciplines: art history, architecture and design, media science, musicology, ICT 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, 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.

**Danish Council for Independent Research | Natural Sciences (FNU)** 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. FNU covers the classical disciplines: Astronomy, physics, chemistry, mathematics, computer science, molecular biology, biochemistry and -physics, biology, geology as well as the natural science aspects of geography.

**Danish Council for Independent Research | Social Sciences (FSE)** offers funding to researchers who work within the social sciences. FSE 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).

**Danish Council for Independent Research | Medical Sciences (FSS)** offers funding to researchers who work with all aspects of basic, translational, clinical and socio-medical research in relation to human health and disease.

**Danish Council for Independent Research | Technology and Production Sciences (FTP)** funds researchers carrying out basic research within technology and production sciences which is: a) motivated by a specific problem or having a clear application-oriented perspective; and b) aimed at solving a specific problem, developing new technologies and production systems or new ways of meeting the needs of society. Epistemological research without any application-oriented perspectives and development activities will not be supported by FTP.
## 1.3 Delimitations between the five research councils

DFF’s Board of Directors specify the scientific delimitations between the five research councils. The delimitations are described in the table below. Obviously, there will be applicants and projects that do not follow these delimitations. DFF gladly receives this kind of applications. Some are handled within one scientific research council while others are handled by two or more councils. Chapter 3.5 provides information on how to apply to several research councils, while chapter 5.1 describes how cross-council applications are processed.

<table>
<thead>
<tr>
<th></th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FKK</strong></td>
<td>In the delimitation between FKK and FNU, 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 FKK, whereas research projects primarily concerned with cognitive-forming activities which fall within the natural sciences, should be assessed by FNU.</td>
<td>In the delimitation between FKK and FSE, the decisive principle is that projects which predominantly concern relations between human behaviour and institutions (groups, enterprises, organisations and society) are covered by FSE, whereas projects which predominantly concern culture-analytical and historical aspects, or involve special language and other communicative qualifications are to be assessed by FKK.</td>
<td>In the delimitation between FKK and FSS, the decisive principle is that projects which predominantly concern psychology are covered by FKK, whereas projects mostly involving psychiatry should be assessed by FSS. There is a certain overlap between these disciplines, but generally speaking, the applications considered by FSS are characterised by a biological research theme. Thus, medical history is usually covered by FKK, but if a medical history project involves an element of biological research, it may in some cases belong to FSS. Projects investigating humanistic aspects of medical science will be covered by FKK. Generally, for a project to belong to FSS it is not sufficient that the object of study is medicine – the applied methodology must also originate in medical science.</td>
<td>In the delimitation between FKK and FTP, the decisive principle is that projects which predominantly concern humans’ culture-forming and culture-disseminating phenomena and activities are covered by FKK. This applies e.g. to media research, design research and linguistics. Projects which primarily involve a technical research element will generally be assessed by FTP.</td>
</tr>
<tr>
<td><strong>FNU</strong></td>
<td>In the delimitation between FNU and FSE, the decisive principle is that projects which predominantly concern human behaviour, organisational matters or managerial processes are covered by FSE, whereas projects which predominantly concern natural science activities are to be assessed by FNU.</td>
<td>In the delimitation between FNU and FSS, the decisive principle is that research projects which predominantly have fundamental scientific, epistemological aim are covered by FNU. In the event the primary objective of the project is of a medical nature, the project will be assessed by FSS. Both FSS and FNU cover areas such as biology, biochemistry and genetics.</td>
<td>In the delimitation between FNU and FTP, 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 to be assessed by FNU. Fundamental research which is primarily concerned with solving a specific development- and application-oriented problem, is covered by FTP.</td>
<td></td>
</tr>
<tr>
<td><strong>FSE</strong></td>
<td>In the delimitation between FSE and FSS, 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 FSE, whereas projects in which the research element is predominantly of a medical nature are to be assessed by FSS.</td>
<td>In the delimitation between FSE and FTP, the decisive principle is that projects which predominantly concern human behaviour, institutions (groups, enterprises, organisations and society) are covered by FSE, whereas projects in which the research element predominantly concern technical/logistical solutions are to be assessed by FTP.</td>
<td>In the delimitation between FSE and FTP, the decisive principle is that projects which predominantly concern human behaviour, institutions (groups, enterprises, organisations and society) are covered by FSE, whereas projects in which the research element predominantly concern technical/logistical solutions are to be assessed by FTP.</td>
<td></td>
</tr>
<tr>
<td><strong>FSS</strong></td>
<td>In the delimitation between FSS and FTP, the decisive principle is that projects which predominantly have a human biological aim and requires the use of medical competencies and methods are covered by FSS. Projects that predominantly require the use of wider technologically orientated competencies, e.g. for the development and establishment of animal models, medico-technical products or medicine, are covered by FTP.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. WHAT CAN BE APPLIED FOR?

Danish Council for Independent Research (DFF) supports specific and time-limited research activities, and thus does not offer funding for permanent activities.

DFF wishes to strengthen and develop the internationalisation of Danish research and the Council therefore welcomes applications that involve international activities. The objective is to give the best researchers and research groups the opportunity to coordinate and develop their research collaborations across country borders, and to give talented researchers the opportunity to spend periods abroad as part of their research careers. Consequently, aspects of internationalisation may form an element in applications for all of DFF’s instruments.

Danish Council for Independent Research emphasises that the projects supported by the Council maintain a high level of scientific research. One of the Council’s main tasks is to stimulate the growth layer and continued development of independent research, where the researchers’ own ideas are the driving force. The Council also wishes to support a gender-balanced development among the managements in Danish research institutions, and welcomes applications that give due consideration to such a development. Therefore, DFF invites applications which strive to demonstrate a scientific practice that may contribute to scientific diversity and equal opportunities for male and female researchers. When applying for funding for research teams or similar collaborative projects, the applicant must account for his/her considerations in relation to the gender composition of the team or collaboration. Such considerations are required in relation to the application, although the Council does not look at the actual gender composition in connection with its assessment of the application. An account of the gender composition has been introduced as a requirement in order to strengthen the applicants’ focus on contributing to equal opportunities among men and women in scientific research.

DFF aims to strengthen the societal effect of scientific research, by offering unhindered and cost-free digital access for all members of the public to the latest research results published in scientific articles. Consequently, Danish Council for Independent Research, the Danish National Research Foundation, the Danish Council for Strategic Research, the Danish National Advanced Technology Foundation and the Danish Council for Technology and Innovation (as of 1 April, 2014, the latter three institutions have become part of Danish National Innovation Foundation) have adopted a joint Open Access policy for public research councils and foundations, effective from 21 June, 2012. This policy requires parallel publication of scientific articles that publish results from research activities that have been fully or partially financed by the above councils and foundations. For further information about the Open Access policy, see ufm.dk/openscience.

DFF’s instruments for Autumn 2014 and Spring 2015
The table on the following pages gives an overview of the specific funding instruments being offered by the various research councils in the Autumn 2014 (main application deadline) and the Spring 2015, as well as the relevant application deadlines. Please note that there may be minor differences in relation to the specific requirements that each council has for the various instruments. However, the requirements for the Sapere Aude programme as well as for the instruments “DFF–MOBILEX mobility grants” and “Research Educations outside the Universities (PhD)” are the same for all five research councils. Therefore, read the description for each instrument carefully, before you prepare and submit your application.

Application deadlines and grant start
DFF does not grant funding retroactively. Therefore, you cannot apply for funding for activities already carried out at the time when the Council makes its decision. All funding is awarded with effect from the
date of the Council’s grant meeting or a later time, as specified by the Council. The earliest and latest possible starting dates for each instrument are listed in the table below:

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Budget framework</th>
<th>Research council offering the instrument and application deadline</th>
<th>Time of processing</th>
<th>Earliest and latest starting date for the project</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFF–Individual Postdoctoral grant</td>
<td>No maximum amount limit</td>
<td>FKK: 29 October, 2014, at 10:00 p.m. and 29 April, 2015, at 10:00 p.m.</td>
<td>February 2015</td>
<td>For Autumn 2014 applications – Earliest: 1 March, 2015 Latest: 1 October, 2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FNU: 28 October, 2014, at 10:00 p.m. and 28 April, 2015, at 10:00 p.m.</td>
<td></td>
<td>For Spring 2015 applications – Earliest: 1 October, 2015 Latest: 1 March, 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSE: 30 October, 2014, at 10:00 p.m. and 29 April, 2015, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSS: 23 October, 2014, at 10:00 p.m. and 23 April, 2015, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FTP: 27 October, 2014, at 10:00 p.m. and 27 April, 2015, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DFF–MOBILEX mobility grants</td>
<td>max. DKK 2,500,000 incl. overhead</td>
<td>FKK: 29 April, 2015, at 10:00 p.m.</td>
<td>September 2015</td>
<td>Earliest: 1 January, 2016 Latest: 1 January, 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FNU: 28 April, 2015, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSE: 29 April, 2015, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSS: 23 April, 2015, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FTP: 27 April, 2015, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sapere Aude: DFF–Research Talent</td>
<td>max. DKK 500,000 incl. overhead</td>
<td>None, the research councils selects candidates among awarded DFF–Individual Postdoctoral grants</td>
<td>End of 2015</td>
<td>Depends on the awarded DFF–Individual Postdoctoral grant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FNU: 28 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSE: 30 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSS: 23 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FTP: 27 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FNU: 28 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSE: 30 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSS: 23 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FTP: 27 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSE: 30 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSS: 23 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FTP: 27 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DFF–Research Project 2</td>
<td>DKK 1,800,000 – 4,500,000 excl. overhead / administration expenses</td>
<td>FKK: 29 October, 2014, at 10:00 p.m.</td>
<td>June 2015</td>
<td>Earliest: 1 July, 2015 Latest: 31 December, 2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FNU: 28 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSE: 30 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSS: 23 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FTP: 27 October, 2014, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instrument</td>
<td>Budget framework</td>
<td>Research council offering the instrument and application deadline</td>
<td>Scheduled time of processing</td>
<td>Earliest and latest possible starting date for the project</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>DFF–Research Project 3</td>
<td>DKK 4,500,000 – 8,500,000 excl. overhead/administration expenses</td>
<td>FSE: 30 October, 2014, at 10:00 p.m.</td>
<td>June 2015</td>
<td>Earliest: 1 July, 2015 Latest: 31 December, 2015</td>
</tr>
<tr>
<td>Research Educations outside the Universities (PhD)</td>
<td>No maximum amount limit</td>
<td>FKK: 29 April, 2015, at 10:00 p.m.</td>
<td>October 2015</td>
<td>Earliest: 1 November, 2015 Latest: 1 April, 2016</td>
</tr>
<tr>
<td>FSE–Research Stays Abroad</td>
<td>See chapter 2.13</td>
<td>FSE: 30 October, 2014, at 10:00 p.m., FSE: 29 April, 2015 at 10:00 p.m.</td>
<td>November 2014 and May/June 2015</td>
<td>Earliest: see chapter 2.13 Latest: 1 May, 2015, and 1 November, 2015</td>
</tr>
<tr>
<td>FSS–Clinician Scientist Positions</td>
<td>No maximum amount, but see chapter 2.14</td>
<td>FSS: 23 October, 2014, at 10:00 p.m.</td>
<td>February 2015</td>
<td>Earliest: 1 April, 2015 Latest: 31 December, 2015</td>
</tr>
<tr>
<td>DFF–Ludomania programme</td>
<td>Depends on chosen instrument, see 2.16</td>
<td>30 October, 2014, at 10 p.m.</td>
<td>December 2014</td>
<td>Depends on chosen instrument</td>
</tr>
</tbody>
</table>

### 2.1 DFF–Individual Postdoctoral grants

**Application deadlines:**

<table>
<thead>
<tr>
<th>FKK</th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 October, 2014, at 10:00 p.m.</td>
<td>28 October, 2014, at 10:00 p.m.</td>
<td>30 October, 2014, at 10:00 p.m.</td>
<td>23 October, 2014, at 10:00 p.m.</td>
<td>27 October, 2014, at 10:00 p.m.</td>
</tr>
<tr>
<td>29 April, 2015, at 10:00 p.m.</td>
<td>28 April, 2015, at 10:00 p.m.</td>
<td>29 April, 2015, at 10:00 p.m.</td>
<td>23 April, 2015, at 10:00 p.m.</td>
<td>27 April, 2015, at 10:00 p.m.</td>
</tr>
</tbody>
</table>

**Objective**

The purpose of DFF–Individual Postdoctoral grants is to maintain and develop the research competencies of researchers who are in the beginning of their research careers. The aim is to enable the
grant recipient to consolidate his or her individual research profile through the project, and develop his or her scientific network. In its assessment of applications, the Council emphasises that a DFF–Individual Postdoctoral grant will contribute – to the widest possible extent – to promoting the national and international mobility among research environments and, where relevant, between research environments and the business community.

The grants are awarded to researchers who in an independent manner carry out specific research projects at research institutions in Denmark or abroad.

For postdocs from other countries who apply for funding to carry out research projects in Denmark, it is DFF’s expectation that they will bring considerable new expertise to the Danish host environment.

**Council-specific criteria**

For applicants to FNU, mobility between Denmark and foreign research environments during the entire grant period is a decisive criterion for being awarded a DFF–Individual Postdoctoral grant.

For applicants to FSS, the council will emphasise a level of mobility, so that PhD and postdoctoral projects will not be carried in one research environment only.

FTP emphasises that for postdocs who apply from Denmark, longer research stays abroad will form part of their project.

**Applicant requirements**

Researchers who have obtained a PhD or equivalent qualifications, such as a positive assistant professorship evaluation (“adjunktbedømmelse”), may apply for DFF–Individual Postdoctoral grants.

DFF emphasises that applicants are at the beginning of their research careers. Thus, applicants must fulfil the following requirements concerning the age of their PhD degree, as calculated from the application deadline:

<table>
<thead>
<tr>
<th>Council applied to</th>
<th>Requirements concerning the age of the applicant’s PhD degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>FKK, FSE and FSS</td>
<td>At the time of application, it is normally expected that no more than 4 years have elapsed since the applicant obtained his or her PhD</td>
</tr>
<tr>
<td>FNU and FTP</td>
<td>Applicants must have obtained their PhD within the last 4 years</td>
</tr>
</tbody>
</table>

In both cases, any leaves of absence, such as maternity/parental leave, illness or family care leave, leave for military service, humanitarian aid work, etc. will be taken into account. In addition to this, special scientific/academic circumstances may be taken into account. Examples include clinical stays or similar activities which can be considered a necessary step in a career path, but where the time for research has been very limited. For applicants who have been on maternity or paternity leave after obtaining their PhD, the Council will allow for an extended period of time since the degree was obtained. The extended period is calculated by multiplying the actual number of leave months by factor 2. The exact period of the maternity/paternity leave, with start date and end date, must be stated in the applicant’s CV.

The application must be submitted by the applicant him-/herself. As applicant, you are expected to manage and carry out the project yourself in an independent manner, just as DFF expects that the project description has been formulated by you personally. Thus, support to other researchers can only be granted to a very limited extent under this instrument. If you apply for funding for other scientific / academic participants than yourself, you must state in your project description what role these participants play in your project and why their participation is necessary.

If you are a PhD student you may apply, provided that you attach a declaration from your supervisor stating that your thesis is expected to be submitted within six months of the application deadline. If you are awarded a postdoctoral grant, but fail to submit your PhD thesis within the given deadline, the grant will be annulled.
You may commence your project once you have obtained a positive PhD evaluation. But please note that your PhD diploma must be submitted to the Danish Agency for Science, Technology and Innovation before the first payment of such a grant can take place. In the event the issue of your PhD diploma is delayed, your institution must therefore be willing to cover your expenses temporarily.

The application
You can apply for a DFF–Individual Postdoctoral grant for a period of up to 2 years. However, provided there are special scientific/academic grounds, which must be stated in the application, the period may be extended to a maximum of 3 years. Danish Council for Independent Research | Medical Sciences (FSS) and Danish Council for Independent Research | Technology and Production Sciences (FTP) welcome applications for 3-year projects. However, DFF–Individual Postdoctoral grants cannot be awarded for more than a total of 3 years to the same person.

To facilitate external review of applications, the project description, CV and list of publications must be written in English.

You can apply for a DFF–Individual Postdoctoral grant with one of the following forms of affiliation to a research institution and project administration:

- The project will be carried out in affiliation to a Danish research institution
- The project will be affiliated to a foreign research institution, but administered by a Danish research institution.
- The project will be affiliated to a foreign research institution, with the Danish Agency for Science, Technology and Innovation administering the grant in relation to the monthly payment of personal salaries, vacation, sick leave, etc. All other operational tasks in relation to the project must be administered by the grant recipient.

If you apply for a DFF–Individual Postdoctoral grant in relation to a project that is going to be affiliated to a foreign research institution during the entire project period, with the administrative assistance of the Danish Agency for Science, Technology and Innovation, please be aware of the following:

- Support will offered in the form of a grant that does not involve tenure. When calculating the size of the fixed monthly payments towards the grant holder’s personal income, the principles that apply in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance shall be deployed, although the grant holder will not as such be covered by this or other collective agreements.
- There are special budget requirements in relation to the application, see the section on the budget below and Appendix C, especially section C.4.1.

Project description
The length of your project description must not exceed 5 A4 pages, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in chapter 3.3. The project description must indicate how your project will cover new scientific ground in relation your PhD project. You must also state how the project will contribute to the further development of your competencies. In addition, 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 environment will be beneficial to the activities applied for.

Budget
To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C. You may apply for funding to cover your own income, equipment, operating expenses and, to a limited extent, scientific/academic and technical/administrative salaries, see Appendix C, section 4. However, if you apply to FNU and FSS, funding towards technical/administrative salaries cannot be applied for, as FNU and FSS expect you to perform the relevant tasks involved in the project yourself.
For DFF–Individual Postdoctoral grants that are going to be administered by a Danish research institution, the relevant overhead must be included in the budget, see Appendix C, section 5. If you apply for a DFF–Individual Postdoctoral grant in relation to a project that is going to be carried out at a foreign research institution with the administrative assistance of the Danish Agency for Science, Technology and Innovation, you must apply excl. overhead. In such cases, it will be your own responsibility as applicant to take out the relevant insurances to cover yourself as well as any equipment (e.g. travel and health insurances, industrial injury insurance, insurance of research equipment, any social insurance needed in the country you travel to, etc.). You will also be responsible for drawing up an agreement with the foreign institution concerning the research activities, intellectual rights and any equipment to be used or acquired in connection with the grant.

In both cases, the application must include a detailed description of operating expenses, with an indication of the anticipated actual costs, see Appendix C, sections 4 and 4.1.

Application form and appendices
You must submit your application for a DFF–Individual Postdoctoral grant via the E-grant system at ufm.dk/fi/e-grant, and enclose the following appendices in PDF format:

- Project description, using the template DFF–Project Description (see chapter 3.3) + references/bibliography.
- CV for applicant (see chapter 3.3) - please note that the precise date and year for obtaining your PhD must be stated in the relevant field of the E-grant form
- List of publications for applicant (see chapter 3.3)
- PhD diploma, or alternatively, documentation of: a) acceptance of the thesis for defence, b) a positive assistant professorship evaluation (“adjunktbedømmelse”), c) qualifications equivalent to a PhD, achieved in another way, or d) a declaration from the supervisor stating the expected date of submission (PhD students). If you apply to FKK, you must also enclose your PhD evaluation. If you have not yet received your PhD evaluation at the time of your application, or will not receive such an evaluation (typically in connection with foreign PhDs), you must instead enclose a brief summary of your PhD thesis, of a length of 1-2 pages. The deadline for submitting PhD evaluations is no later than 30 days after FKK’s application deadline.
- If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant, a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief discussion of the extent of the cooperation and the main activities planned
- Budget, using the Council’s mandatory budget template (see Appendix C). Undertakings from other sources than the group of applicants named in the application regarding actual contributions to the completion of the project must be included in the budget
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see Appendix C and ‘Forms’ under ufm.dk/dff-midler). If the project is going to be affiliated to a foreign research institution, with administrative assistance from the Danish Agency for Science, Technology and Innovation, you, as applicant, must sign the template “DFF-budget signatures”

If relevant, you may also enclose the following additional appendices:

- CVs and lists of publications for other scientific participants central to the project (see chapter 3.3)
- If deemed relevant to the project, and if the project involves collaboration with foreign partners, private enterprises or other beneficiaries of the research results, statements from such parties confirming the collaboration may be enclosed (maximum one page each)
- Documentation for the purchase of equipment in excess of DKK 500,000, excl. overhead, e.g. in the form of a quote
- Documentation for applicant's and any named participants' salary levels
- Documentation for expenses in connection with sub-contracts
• *De minimis* declarations (see chapter 4.2)
• If you apply to FNU, you may enclose letters of recommendation. The deadline for submitting letters of recommendation for FNU’s consideration is no later than 14 days after FNU’s application deadline. The letters of recommendation must be sent to: fnu-recommendations@fi.dk.

Other appendices than those listed above will not be considered.

**Processing procedure**
The processing of your application is described in chapter 5. If you submit your application for the Autumn 2014 deadline, the earliest possible starting date for your project is 1 March, 2015. The latest possible starting date will be 1 October, 2015. If you submit your application for the Spring 2015 deadline, the earliest possible starting date for your project is 1 October, 2015, while the latest possible starting date will be 1 March, 2016.

### 2.2 DFF–MOBILEX mobility grants

**Application deadlines:**

<table>
<thead>
<tr>
<th>FKK</th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 April, 2015 at 10:00 p.m.</td>
<td>28 April, 2015 at 10:00 p.m.</td>
<td>29 April, 2015 at 10:00 p.m.</td>
<td>23 April, 2015 at 10:00 p.m.</td>
<td>27 April, 2015 at 10:00 p.m.</td>
</tr>
</tbody>
</table>

**Objective**
In order to facilitate more career paths in Danish research and increase the mobility in Danish research environments, DFF funds – in collaboration with the special EU programme COFUND – mobility grants to enable researchers who are in the beginning of their research careers to carry out research projects based on their own scientific interests, at research institutions in Denmark as well as abroad. DFF–MOBILEX mobility grants are awarded for a period of 24 months, within a financial framework of DKK 2,500,000/approx. € 335,000, including overhead for the hosting institution. Up to 26 grants may be awarded in 2015.

**Applicant requirements**
At the expiry of the application deadline, the applicant must have obtained a PhD degree or acquired equivalent qualifications through a minimum of 4 years’ experience as a researcher. As applicants are expected to be at the beginning of their research careers, previous research results will be assessed with consideration given to the applicant’s career path and the scientific challenges of the project applied for. To be considered for a mobility grant, the applicant must not, within the last 3 years before the application deadline, have stayed (i.e. studied or worked) for more than a total of 12 months in the country where the project will be carried out.

The objective of the DFF–MOBILEX mobility grant is to promote and strengthen Danish as well as European research, understood in a broad sense. Therefore, there are no specific requirements concerning the applicants’ citizenship.

**The application**
As a basis for the application, the applicant must be affiliated to a Danish university, which will serve as the applicant’s place of employment in connection with a grant. The following combinations may form the basis for applying for a MOBILEX mobility grant:

1. A researcher employed at a Danish research institution may apply for support for a project to be carried out at a research institution outside of Denmark. If a grant is awarded, the applicant may be stationed abroad in accordance with the provisions in the Danish Government circular on the official journey agreement, *Cirkulære om Tjenesterejse aftalen*
2. A researcher employed at a research institution outside of Denmark may apply for support for a project to be carried out at a Danish research institution. If a grant is awarded, the applicant will be employed at the Danish institution for the project period, having obtained leave or entered a similar arrangement with the foreign institution. DFF will not grant funding to cover workload reductions in relation to assignments from which the researcher wishes to be exempt at his/her foreign institution.

3. Researchers in Denmark with no permanent tenure may apply for funding for a project at a research institution outside of Denmark, and be employed at a Danish research institution if a grant is awarded.

4. Foreign researchers with no permanent tenure may apply for funding for a project at a Danish institution, and be employed at that institution in the case of a grant.

To facilitate external review of the applications, the following appendices must be submitted in English: project description, CV and list of publications.

**Project description**

The length of your project description must not exceed 7 A4 pages, excl. references. The project description must be drawn up using the DFF–Project Description template and in accordance with the guidelines in chapter 3.3. You must state how the project will contribute to the further development of your competencies. In addition, 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 environment will be beneficial to the activities applied for.

For projects that will be carried out at hosting institutions outside of Denmark, the project description must include your account of how the project's results and the competencies you gain can be applied in a Danish or European research environment after the project has been completed.

**Budget**

A DFF–MOBILEX mobility grant may cover the following expenses in relation to the project:

- Salary expenses for the applicant
- Operating expenses, including transportation and living expenses as well as any expenses for equipment
- Overhead for the employing institution

You cannot apply for overhead for foreign institutions under this instrument. Any funding of bench fees and similar administrative expenses in connection with projects that are carried out at foreign institutions may be applied for as operating expenses.

To read about other requirements for your budget, and for a description of what you may apply for, see Appendix C.

**Application form and appendices**

Applications for DFF–MOBILIX mobility grants must be submitted via the E-grant system at ufm.dk/fi/e-grant, with the following appendices enclosed in PDF format:

- Project description, using the DFF–Project Description template (see chapter 3.3) + references/bibliography.
- CV for applicant (see chapter 3.3) - please note that the precise date and year for obtaining your PhD must be stated in the relevant field of the E-grant form
- List of publications for applicant (see chapter 3.3)
- PhD diploma, or alternatively, documentation of: a) acceptance of the thesis for defence, b) a positive assistant professorship evaluation ("adjunktbedømmelse"), c) qualifications equivalent to a PhD, achieved in another way, or d) a declaration from the supervisor stating the expected date of submission (PhD students). If you apply to FKK, you must also enclose your PhD evaluation. If you have not yet received your PhD evaluation at the time of your application, or
will not receive such an evaluation (typically in connection with foreign PhDs), you must instead enclose a brief summary of your PhD thesis, of a length of 1-2 pages. The deadline for submitting PhD evaluations is no later than 30 days after FKK’s application deadline.

- If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant, a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief discussion of the extent of the cooperation and the main activities planned.

- Budget, using the Council’s mandatory budget template (see Appendix C). Undertakings from other sources than the group of applicants named in the application regarding actual contributions to the completion of the project must be included in the budget.

- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see Appendix C and 'Forms' under ufm.dk/dff-midler).

If relevant, you may also enclose the following additional appendices:

- CVs and lists of publications for other scientific participants central to the project (see chapter 3.3).
- If deemed relevant to the project, and if the project involves collaboration with foreign partners, private enterprises or other beneficiaries of the research results, statements from such parties confirming the collaboration may be enclosed (maximum one page each).
- Documentation for the purchase of equipment in excess of DKK 500,000, excl. overhead, e.g. in the form of a quote.
- Documentation for applicant's and any named participants' salary levels.
- Documentation for expenses in connection with sub-contracts.
- De minimis declarations (see chapter 4.2).
- If you apply to FNU, you may enclose letters of recommendation. The deadline for submitting letters of recommendation for FNU’s consideration is no later than 14 days after FNU’s application deadline. The letters of recommendation must be sent to: fnu-recommendations@fi.dk.

Other appendices than those listed above will not be considered.

**Processing procedure**

The final consideration of applications will be take place in the relevant research councils in September 2015. For DFF–MOBILIX mobility grants awarded in 2015, the projects must commence on 1 January, 2016.

**DFF's Sapere Aude research career programme**

In order to promote the education of researchers and strengthen internationalisation, Danish Council for Independent Research as launched the research career programme Sapere Aude (meaning "dare to know"). The objective of the programme is to develop the qualifications and competencies of the best research talents, both nationally and internationally. Sapere Aude is aimed at Danish as well as non-Danish researchers. You can read more about the Sapere Aude programme at ufm.dk/sapereaude.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Up to 40</td>
<td>Up to 20</td>
<td>Up to 7</td>
</tr>
</tbody>
</table>

If you are awarded a Sapere Aude grant, you have a heightened obligation to disseminate your project results.
2.3 Sapere Aude: DFF–Research Talent
To be considered for a Sapere Aude: DFF–Research Talent grant, you must first have applied for and
been awarded an Individual Postdoctoral grant, as described in chapter 2.1. On the basis of your
Individual Postdoctoral grant application, the relevant research council may decide to include your
application in the competition for a Sapere Aude: DFF–Research Talent grant, which consists of
additional funding of up to DKK 500,000, incl. overhead.

Objective
Sapere Aude: DFF–Research Talent is an extended Individual Postdoctoral grant, which makes it
possible to realise particularly ambitious research objectives. The aim is to provide the best possible
conditions for becoming part of the international elite.

Thus, DFF–Research Talents are given the opportunity to develop and strengthen their scientific
competencies. A central objective is also to promote the mobility, internationally as well as nationally,
between research environments, and thereby to strengthen the researchers’ networks. This may for
instance be achieved through research stays abroad (as a shorter extension of a DFF–Individual
Postdoctoral scholarship), hosting or participating in international conferences, inviting foreign visiting
researchers, etc. Sapere Aude: DFF–Research Talent grants strengthen the possibility for excellent
researchers to return to a Danish research institution after their research stay abroad.

Applicant requirements
Sapere Aude: DFF–Research Talent grants are awarded to the most talented candidates among the
recipients of a DFF–Individual Postdoctoral grant.

The application
If you are selected by the Council to compete for a Sapere Aude: DFF–Research Talent grant, you will,
in the second half of 2015 and at a short notice, be asked to submit a brief application. The application
can be submitted in Danish or English.

Application form and appendices
If you are asked by the Council to submit an application for a Sapere Aude: DFF–Research Talent grant,
you must do so via the e-application system at ufm.dk/fi/e-grant, enclosing the following appendices in
PDF format:
• A brief supplementary project description, the length of which must not exceed 1 A4 page
  (including figures, tables, etc.), excl. references/bibliography
• An updated list of publications, which covers the period from the submission of your DFF–
  Individual Postdoctoral grant application to the submission of your Sapere Aude: DFF–
  Research Talent application
• If the entire project, or significant parts of it, has a host institution (actual place where the
  research activities will be carried out) which differs from the institution administering the
  grant, a written statement from the host institution must be included. The statement must
  confirm that the activities can take place at the host institution and include a brief discussion
  of the extent of the cooperation and the main activities planned
• Budget, using the Council’s mandatory budget template (see Appendix C). Undertakings from
  other sources than the group of applicants named in the application regarding actual
  contributions to the completion of the project must be included in the budget
• The employing institution’s confirmation of the budget and acknowledgement that it will host
  the project, using the template “DFF–budget signatures” (see Appendix C and ‘Forms’ under
  ufm.dk/dff-midler). If the project is going to be affiliated to a foreign research institution, with
  administrative assistance from the Danish Agency for Science, Technology and Innovation,
  you, as applicant, must sign the template “DFF-budget signatures”.
Processing procedure
First, the relevant research council decides whether you should be awarded a DFF–Individual Postdoctoral grant on the basis of your application. If you are awarded an Individual postdoctoral grant, the relevant council will then determine whether your application should be included in the competition for Sapere Aude: DFF–Research Talent grants, along with applications from the other research councils. The final stage of the evaluation process is carried out in a cross-council board, consisting of members from each of the five scientific research councils.

2.4 Sapere Aude: DFF–Starting Grants
Application deadlines:

<table>
<thead>
<tr>
<th>Council</th>
<th>Deadline, at</th>
<th>M</th>
<th>p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FKK</td>
<td>29 October, 2014,</td>
<td>10:00</td>
<td>p.m.</td>
</tr>
<tr>
<td>FNU</td>
<td>28 October, 2014,</td>
<td>10:00</td>
<td>p.m.</td>
</tr>
<tr>
<td>FSE</td>
<td>30 October, 2014,</td>
<td>10:00</td>
<td>p.m.</td>
</tr>
<tr>
<td>FSS</td>
<td>23 October, 2014,</td>
<td>10:00</td>
<td>p.m.</td>
</tr>
<tr>
<td>FTP</td>
<td>27 October, 2014,</td>
<td>10:00</td>
<td>p.m.</td>
</tr>
</tbody>
</table>

Objective
The objective of the Sapere Aude: DFF–Starting Grant is to give excellent researchers, i.e. researchers who have achieved outstanding research results in their field, an opportunity to develop and strengthen their research ideas. The instrument also aims at promoting the mobility internationally as well as nationally between research environments, and thereby to strengthen the researchers’ networks and careers. Starting Grants are targeted at top researchers who intend to gather a group of researchers and/or research students, in order to carry out a research project at a high international level. The 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.

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 an ability to carry out original research at a high international level. It is the date on which you were awarded the degree of PhD, as stated on the PhD diploma, that will be used to calculate the age of your degree. Alternatively, if this date is not stated, the date of issue of the diploma will be used.

Any leaves of absence, such as maternity/parental leave, illness or family care leave, leave for military service, humanitarian aid work, etc. will be taken into account. For applicants who have been on maternity or paternity leave after obtaining their PhD, the Council will allow for an extended period of time since the degree was obtained. The extended period is calculated by multiplying the actual number of leave months by factor 2. The exact period of the maternity/paternity leave, with start date and end date, must be stated in the applicant’s CV. In addition to this, special scientific/academic circumstances may be taken into account. Examples include clinical stays or similar activities which can be considered a necessary step in a career path, but where the time for research has been very limited.

DFF expects that a Sapere Aude: DFF–Starting Grant will help to enable the applicant to apply for an ERC Starting Grant/Consolidator Grant/Advanced Grant, or corresponding international programmes.

The application
You can apply for a DFF–Starting Grant for a duration of up to 4 years and a maximum amount of DKK 4,900,000, excl. overhead. In connection with your application, the Council considers it important that you have made plans for participating in international research activities, wherever this is deemed relevant. Please indicate in your application which international activities might be relevant. It can 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.
To facilitate external review of applications, the project description, CV and list of publications must be written in English.

Funding for PhD and postdoctoral scholarships may be included in the application, if they have a clear function within, and form an integral part of the research project. When applying for PhD scholarships, the ratio between the respective work efforts of senior researcher(s) and student(s) in the project must be adequately balanced, so that all participants listed have a concrete role in the project work. You must account for the intended recruitment process, if you apply for support for unnamed postdocs. Funding towards the education of PhD candidates is granted under the provision that the PhD candidates in question are enrolled in a PhD programme.

**Project description**
The length of your project description must not exceed 10 A4 pages, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in chapter 3.3.

**Budget**
To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C.

**Application form and appendices**
You must submit your application for a DFF–Starting Grant via the E-grant system at ufm.dk/fi/e-grant, and enclose the following appendices in PDF format:

- Project description, using the DFF–Project Description template (see chapter 3.3) + references/bibliography.
- Applicant's CV (see chapter 3.3) - please note that the precise date and year for obtaining your PhD must be stated in the relevant field of the E-grant form
- List of publications for applicant (see chapter 3.3)
- PhD diploma of the applicant, or alternatively, documentation that qualifications equivalent to PhD level qualifications have been achieved in another way
- If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant, a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief discussion of the extent of the cooperation and the main activities planned
- Budget, using the Council’s mandatory budget template (see Appendix C). Undertakings from other sources than the group of applicants named in the application regarding actual contributions to the completion of the project must be included in the budget
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see Appendix C and 'Forms' under ufm.dk/dff-midler).

If relevant, you may also enclose the following additional appendices:

- CVs and lists of publications for other scientific participants central to the project (see chapter 3.3)
- If PhD scholarships are applied for with named candidates in mind, the following appendices must be enclosed: academic transcript/diploma, CV and, if relevant, a list of publications for the candidates
- If postdoctoral scholarships are applied for with named candidates in mind, the following appendices must be enclosed: CV, list of publications, PhD diploma and PhD evaluation. Alternatively, the following documentation must be provided: a) acceptance of the thesis for defence, b) a positive assistant professorship evaluation (“adjunktbedømmelse”), c) qualifications equivalent to PhD level qualifications achieved in another way, or d) a declaration from the supervisor stating the expected date of submission (PhD students). If you apply to FKK, you must also enclose a PhD evaluation for the intended candidate. If the candidate has not yet received a PhD evaluation or will not receive one (typically in connection
with foreign PhDs), you must instead enclose a brief summary of the candidate's PhD thesis, of a length of 1-2 pages. The deadline for submitting PhD evaluations is no later than 30 days after FKK’s application deadline

- If deemed relevant to the project, and if the project involves collaboration with foreign partners, private enterprises or other beneficiaries of the research results, statements from such parties confirming the collaboration may be enclosed (maximum one page each).
- Documentation for the purchase of equipment in excess of DKK 500,000, excl. overhead, e.g. in the form of a quote
- Documentation for applicant's and any named participants' salary levels
- Documentation for expenses in connection with sub-contracts
- De minimis declarations (see chapter 4.2).

Other appendices than those listed above will not be considered.

**Processing procedure**

The processing of applications for Sapere Aude: DFF–Starting Grants has 3 stages:

1. Shortly after the application deadline, the research councils will assess all applications, to determine which applications should proceed to the second round which includes external review. The assessment is based on the criteria listed in chapter 5.2. If your application is not selected for the second round, you will, as soon as possible after the Council’s decision (see chapter 5.1) receive a rejection letter.

2. In the second stage of evaluation, each application will be submitted for external review. Subsequently, the respective research councils will assess the applications, including the external reviews and any statements from applicants in response to such reviews in their deliberations. The best applications are then selected for final review by a cross-council board. You can read more about the Council’s practice concerning external reviews in chapter 5.1.

3. The final stage of the evaluation process is carried out in a cross-council board, consisting of two members from each of the five scientific research councils. As part of the board’s assessment procedure, the applicant will be invited for an interview in week 19 in 2015.

The earliest possible starting date for the project is 1 July, 2015, while the latest possible starting date is 31 December, 2015.

### 2.5 Sapere Aude: DFF–Advanced Grants

**Application deadlines:**

<table>
<thead>
<tr>
<th>FKK</th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 October, 2014, at 10:00 p.m.</td>
<td>28 October, 2014, at 10:00 p.m.</td>
<td>30 October, 2014, at 10:00 p.m.</td>
<td>23 October, 2014, at 10:00 p.m.</td>
<td>27 October, 2014, at 10:00 p.m.</td>
</tr>
</tbody>
</table>

**Objective**

Sapere Aude: DFF–Advanced Grants are aimed at researchers at professor level, who have ambitious research goals which require a longer period dedicated to research. The instrument makes it possible to pursue inventive and ambitious goals by carrying out and leading a research project for a period of up to 5 years.

**Applicant requirements**

Sapere Aude: DFF–Advanced Grants are geared towards excellent researchers who, at the time of the application deadline and within the last 20 years, have obtained a PhD or achieved equivalent qualifications. Typically, they also possess professor-level qualifications. It is the date on which you were awarded the degree of PhD, as stated on the PhD diploma, that will be used to calculate the age of your degree. Alternatively, if this date is not stated, the date of issue of the diploma will be used.
Any leaves of absence, such as maternity/parental leave, illness or family care leave, leave for military service, humanitarian aid work, etc. will be taken into account. For applicants who have been on maternity or paternity leave after obtaining their PhD, the Council will allow for an extended period of time since the degree was obtained. The extended period is calculated by multiplying the actual number of leave months by factor 2. The exact period of the maternity/paternity leave, with start date and end date, must be stated in the applicant’s CV. In addition to this, special scientific/academic circumstances may be taken into account. Examples include clinical stays or similar activities which can be considered a necessary step in a career path, but where the time for research has been very limited.

Involvement in international research activities and, to the extent it is relevant within the individual research environment, experience from different research environments are a requirement. Applicants must have carried out independent research activities of an exceptionally high standard, documented by an outstanding list of publications and qualifications as heads of research. The instrument is aimed at top researchers who have demonstrated a talent for original research and for supervising younger researchers.

DFF expects that, towards the end of or after a DFF–Advanced Grant, researchers will apply for an ERC Advanced Grant or a corresponding programme.

The application
You can apply for a DFF–Advanced Grant for a duration of up to 5 years and a maximum amount of DKK 8,300,000, excl. overhead. The Council will emphasise that the application includes a description of which international research activities the project involves.

To facilitate external review of applications, the project description, CV and list of publications must be written in English.

Funding for PhD and postdoctoral scholarships may be included in the application, if they have a clear function within, and form an integral part of the research project. Funding towards the education of PhD candidates is granted under the provision that the PhD candidates in question are enrolled in a PhD programme. You must account for the intended recruitment process, if you apply for support for unnamed postdocs.

Project description
The length of the project description must not exceed 10 A4 pages (excl. references but including figures, tables, etc.) The description must be drawn up using the DFF–Project Description template, in accordance with the guidelines in chapter 3.3.

Budget
To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C.

Application form and appendices
You must submit your application for a DFF–Advanced Grant via the E-grant system at ufm.dk/fi/e-grant, enclosing the following appendices in PDF format:
- Project description, using the DFF–Project Description template (see chapter 3.3) + references/bibliography.
- Applicant's CV (see chapter 3.3) - please note that the precise date and year for obtaining your PhD must be stated in the relevant field of the E-grant form
- List of publications for applicant (see chapter 3.3)
- PhD diploma of the applicant, or alternatively, documentation that qualifications equivalent to PhD level qualifications have been achieved in another way
- If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant,
a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief discussion of the extent of the cooperation and the main activities planned.

- Budget, using the Council’s mandatory budget template (see Appendix C). Undertakings from other sources than the group of applicants named in the application regarding actual contributions to the completion of the project must be included in the budget.
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see Appendix C and 'Forms' under ufm.dk/dff-midler).

If relevant, you may also enclose the following additional appendices:

- CVs and lists of publications for other scientific participants central to the project (see chapter 3.3)
- If PhD scholarships are applied for with named candidates in mind, the following appendices must be enclosed: academic transcript/diploma, CV and, if relevant, a list of publications for the candidates
- If postdoctoral scholarships are applied for with named candidates in mind, the following appendices must be enclosed: CV, list of publications, PhD diploma and PhD evaluation. Alternatively, the following documentation must be provided: a) acceptance of the thesis for defence, b) a positive assistant professorship evaluation (“adjunktbedømmelse”), c) qualifications equivalent to PhD level qualifications achieved in another way, or d) a declaration from the supervisor stating the expected date of submission (PhD students). If you apply to FKK, you must also enclose a PhD evaluation for the intended candidate. If the candidate has not yet received a PhD evaluation or will not receive one (typically in connection with foreign PhDs), you must instead enclose a brief summary of the candidate's PhD thesis, of a length of 1-2 pages. The deadline for submitting PhD evaluations is no later than 30 days after FKK’s application deadline
- If deemed relevant to the project, and if the project involves collaboration with foreign partners, private enterprises or other beneficiaries of the research results, statements from such parties confirming the collaboration may be enclosed (maximum one page each).
- Documentation for the purchase of equipment in excess of DKK 500,000, excl. overhead, e.g. in the form of a quote
- Documentation for applicant's and any named participants' salary levels
- Documentation for expenses in connection with sub-contracts
- De minimis declarations (see chapter 4.2).

Other appendices than those listed above will not be considered.

Processing procedure
The processing of applications for Sapere Aude: DFF–Advanced Grants has two stages:

1. Shortly after the application deadline, the Council will submit each application for external review. Subsequently, the research councils assess the applications, including external reviews and any statements from the applicants in response to such reviews in their deliberations, before submitting selected applications for final assessment in a cross-council board. You can read more about the Council’s practice concerning external reviews in chapter 5.1.

2. Carrying out the final assessment, the cross-council board consists of two members from each of the five scientific research councils. As part of the board’s assessment procedure, the applicant will be invited for an interview in week 19 in 2015.

The earliest possible starting date for the project is 1 July, 2015, while the latest possible starting date is 31 December, 2015.
### 2.6 DFF–Research Project 1

**Application deadlines:**

<table>
<thead>
<tr>
<th></th>
<th>FKK</th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not offered</td>
<td>28 October, 2014, at 10:00 p.m.</td>
<td>30 October, 2014, at 10:00 p.m.</td>
<td>23 October, 2014, at 10:00 p.m.</td>
<td>27 October, 2014, at 10:00 p.m.</td>
</tr>
</tbody>
</table>

**Objective**

In order to strengthen the quality of Danish research, DFF offers funding for research projects within a framework of up to DKK 1,800,000, excl. overhead. What characterises a DFF–Research Project 1 is a clear and well defined problem statement, where the research activities must be at a high international level.

**Applicant requirements**

The applicant must be able to document independent research experience typically corresponding to 3 years of research or more after having obtained a PhD (or similar qualifications). The applicant’s previous results will be assessed in relation to his/her career (see chapter 3.3), and in relation to the scientific challenges of the project applied for. If the applicant has no formal supervisory qualifications 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 with the project will be ensured.

**The application**

The Council awards DFF–Research Project 1 grants for a maximum duration of 3 years, with a budget of up to DKK 1,800,000, excl. overhead. To facilitate external review of applications, the project description, CV and list of publications must be written in English.

**Council-specific criteria**

Please note that if you apply to FSE for a DFF–Research Project 1 which includes funding of specific PhD and/or postdoctoral projects, the names of the candidates for whom these scholarships are intended should as far as possible be listed.

Funding towards the education of PhD candidates is granted under the provision that the PhD candidates in question are enrolled in a PhD programme.

**Project description**

The length of your project description must not exceed 7 A4 pages, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in chapter 3.3.

The contents of any sub-projects, including PhD and postdoctoral projects, must be described in the project description. The Council emphasises that any postdoc candidates participating in the project are at the beginning of the research careers, and that any PhD and postdoc grants are well integrated in the project and fulfil a clear, well defined function. You must account for the intended recruitment process, if you apply for support for unnamed postdocs.

**Budget**

To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C.

**Application form and appendices**

You must submit your application for a DFF–Research Project 1 via the E-grant system at [ufm.dk/fi/e-grant](http://ufm.dk/fi/e-grant), and enclose the following appendices in PDF format:

- Project description, using the DFF–Project Description template (see chapter 3.3) + references/bibliography.
Applicant's CV (see chapter 3.3) - please note that the precise date and year for obtaining your PhD must be stated in the relevant field of the E-grant form

List of publications for applicant (see chapter 3.3)

If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant, a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief discussion of the extent of the cooperation and the main activities planned.

Budget, using the Council’s mandatory budget template (see Appendix C). Undertakings from other sources than the group of applicants named in the application regarding actual contributions to the completion of the project must be included in the budget.

The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see Appendix C and 'Forms' under ufm.dk/dff-midler).

If relevant, you may also enclose the following additional appendices:

- CVs and lists of publications for other scientific participants central to the project (see chapter 3.3)
- If PhD scholarships are applied for with named candidates in mind, the following appendices must be enclosed: academic transcript/diploma, CV and, if relevant, a list of publications for the candidates
- If postdoctoral scholarships are applied for with named candidates in mind, the following appendices must be enclosed: CV, list of publications, PhD diploma and PhD evaluation. Alternatively, the following documentation must be provided: a) acceptance of the thesis for defence, b) a positive assistant professorship evaluation (“adjunktbedømmelse”), c) qualifications equivalent to PhD level qualifications achieved in another way, or d) a declaration from the supervisor stating the expected date of submission (PhD students).
- If deemed relevant to the project, and if the project involves collaboration with foreign partners, private enterprises or other beneficiaries of the research results, statements from such parties confirming the collaboration may be enclosed (maximum one page each).
- Documentation for the purchase of equipment in excess of DKK 500,000, excl. overhead, e.g. in the form of a quote.
- Documentation for applicant's and any named participants' salary levels.
- Documentation for expenses in connection with sub-contracts.
- De minimis declarations (see chapter 4.2).

Other appendices than those listed above will not be considered.

Processing procedure
The processing of your application is described in chapter 5.1. The earliest possible starting date for the project is 1 July, 2015, while the latest possible starting date is 31 December, 2015.

2.7 DFF–Research Project 2
Application deadlines:

<table>
<thead>
<tr>
<th>FKK</th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>at 10:00 p.m.</td>
<td>at 10:00 p.m.</td>
<td>at 10:00 p.m.</td>
<td>at 10:00 p.m.</td>
<td>at 10:00 p.m.</td>
</tr>
</tbody>
</table>

Objective
In order to strengthen the quality of Danish research and develop the level of collaboration, DFF offers funding for research projects to be carried out by several researchers (including postdocs and PhD students) and within a framework of DKK 1,800,000 – 4,500,000, excl. overhead. A DFF–Research
Project 2 is characterised by a coordinated and mutually binding collaboration that takes its point of
departure in a well-defined, joint problem statement. However, it may also be a project formulated by a
single researcher, but 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 Project 1. The research activities must have the potential to achieve a synergy
between sub-projects, involve an international level of collaboration (if relevant) and be of a high
international standard.

Council-specific criteria:
- **FKK** prefers that projects are formulated across the normal delimitations between disciplines and institutions,
also including sector research institutions, where relevant.
- **FSS** will only award DFF–Research Project 2 grants in exceptional cases, where it is sufficiently demonstrated
that the research objectives cannot be fulfilled through a DFF–Research Project 1.

Applicant requirements
The applicant must have completed a postdoc or assistant professorship programme (or similar), or for
physicians, an equivalent postgraduate research programme. The applicant’s previous results will be
assessed in relation to his/her career (see chapter 3.3), and in relation to the scientific challenges of the
project applied for. If the applicant has no formal supervisory qualifications 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 with the project will be ensured.

The application
The Council awards DFF–Research Project 2 grants for a duration of up to 4 years, and with a budget
between DKK 1,800,000 - 4,500,000, excl. overhead. Funding towards the education of PhD candidates
is granted under the provison that the PhD candidates in question are enrolled in a PhD programme.

Council-specific criteria
- If you apply to FKK or FSE for a DFF–Research Project 2 which includes financing of specific
  PhD and/or postdoc projects, the names of the candidates for whom these scholarships are intended should as far
  as possible be listed.

Project description
The length of your project description must not exceed 10 A4 pages, and it must be drawn up using the
DFF–Project Description template, in accordance with the guidelines in chapter 3.3.

DFF emphasises that the project description accounts for the synergy between any sub-projects and the
management and organisational structure of the project, as well as contains a plan for the publication of
project findings. The contents of all sub-projects, including PhD and postdoctoral projects, must be
described in the project description. The Council emphasises that any postdoc candidates participating in
the project are at the beginning of the research careers, and that any PhD and postdoc grants are well
integrated in the project and fulfil a clear, well defined function. You must account for the intended
recruitment process, if you apply for support for unnamed postdocs.

As applications may be submitted for external review, the project description, CV and list of
publications must be written in English.

Budget
To read about the requirements for your budget, and for a description of what you may apply for, see
Appendix C.

Application form and appendices
You must submit your application for a DFF–Research Project 2 via the E-grant system at ufm.dk/fi/e-
grant, with the following appendices enclosed in PDF format:
- Project description, using the DFF–Project Description template (see chapter 3.3) + references/bibliography.
- Applicant’s CV (see chapter 3.3)
- List of publications for applicant (see chapter 3.3)
- If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant, a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief discussion of the extent of the cooperation and the main activities planned.
- Budget, using the Council’s mandatory budget template (see Appendix C). Undertakings from other sources than the group of applicants named in the application regarding actual contributions to the completion of the project must be included in the budget.
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see Appendix C and 'Forms’ under ufm.dk/dff-midler).

If relevant, you may also enclose the following additional appendices:
- CVs and lists of publications for other scientific participants central to the project (see chapter 3.3)
- If PhD scholarships are applied for with named candidates in mind, the following appendices must be enclosed: academic transcript/diploma, CV and, if relevant, a list of publications for the candidates.
- If postdoctoral scholarships are applied for with named candidates in mind, the following appendices must be enclosed: CV, list of publications, PhD diploma and PhD evaluation. Alternatively, the following documentation must be provided: a) acceptance of the thesis for defence, b) a positive assistant professorship evaluation (“adjunktbedømmelse”), c) qualifications equivalent to PhD level qualifications achieved in another way, or d) a declaration from the supervisor stating the expected date of submission (PhD students). If you apply to FKK, you must also enclose a PhD evaluation for the intended candidate. If the candidate has not yet received a PhD evaluation or will not receive one (typically in connection with foreign PhDs), you must instead enclose a brief summary of the candidate's PhD thesis, of a length of 1-2 pages. The deadline for submitting PhD evaluations is no later than 30 days after FKK’s application deadline.
- If deemed relevant to the project, and if the project involves collaboration with foreign partners, private enterprises or other beneficiaries of the research results, statements from such parties confirming the collaboration may be enclosed (maximum one page each).
- Documentation for the purchase of equipment in excess of DKK 500,000, excl. overhead, e.g. in the form of a quote.
- Documentation for applicant's and any named participants' salary levels.
- Documentation for expenses in connection with sub-contracts.
- De minimis declarations (see chapter 4.2).

Other appendices than those listed above will not be considered.

Processing procedure
The processing of your application is described in chapter 5.1. The earliest possible starting date for the project is 1 July, 2015, while the latest possible starting date is 31 December, 2015.
2.8 DFF–Research Project 3

Application deadlines:

<table>
<thead>
<tr>
<th>FKK</th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not offered</td>
<td>Not offered</td>
<td>30 October, 2014, at 10:00 p.m.</td>
<td>Not offered</td>
<td>27 October, 2014, at 10:00 p.m.</td>
</tr>
</tbody>
</table>

Please note that applications for DFF–Research Project 3 grants will be considered in competition with other instruments. This means that it depends on the overall field of applicants whether any DFF–Research Project 3 grants will be awarded. FTP will award a maximum of 3 DFF–Research Project 3 grants in 2015.

Objective
In order to strengthen the quality of Danish research and develop the level of collaboration, DFF offers funding for research projects to be carried out by groups of researchers and within a framework of DKK 4,500,000 – 8,300,000, excl. overhead. The activities of a DFF–Research Project 3 can be characterised as coherent and focused research initiatives whose purpose is to strengthen or develop research fields with specific Danish potential and competencies. Thus a DFF–Research Project 3 may be comprised of several projects, each with a clear and well-defined problem formulation that is being investigated jointly by several researchers, e.g. as a research consortium, and preferably drawing on various research traditions and disciplines.

There must be synergy between the sub-projects, a level of international collaboration, and the activities must represent research of a high international standard. In addition, the research activities must be well-defined and innovative. DFF expects that a DFF–Research Project 3 involves training and education of researchers.

Applicant requirements
The researcher who has the principal responsibility for carrying out the proposed research project must submit the application. The applicant must be an internationally recognised researcher, typically at professor level, with documented original research and experience with research management. The applicant’s previous results will be assessed in relation to his/her career (see chapter 3.3), and in relation to the scientific challenges of the project applied for.

The application
The Council awards DFF–Research Project 3 grants for a duration of up to 5 years, and with a budget between DKK 4,500,000 - 8,300,000, excl. overhead. Funding towards the education of PhD candidates is granted under the provision that the PhD candidates in question are enrolled in a PhD programme.

To facilitate external review of applications, the project description, CV and list of publications must be written in English.

Council-specific criteria
If you apply to FSE for a DFF–Research project 3 which includes financing of specific PhD and/or postdoctoral projects, the names of the candidates for whom these scholarships are intended should as far as possible be listed.

Project description
The length of your project description must not exceed 10 A4 pages (including figures, tables, etc., but excl. references). You must use the DFF–Project Description template, in accordance with the guidelines in chapter 3.3.

The Council emphasises that the project description accounts for the synergy between the various sub-projects and the management and organisational structure of the project, as well as contains a plan for the publication of project findings. The contents of all sub-projects, including PhD and postdoctoral
projects, must be described in the project description. The Council emphasises that any postdoc candidates participating in the project are at the beginning of the research careers, and that any PhD and postdoc grants are well integrated in the project and fulfill a clear, well defined function. You must account for the intended recruitment process, if you apply for support for unnamed postdocs.

**Budget**
To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C.

**Application form and appendices**
You must submit your application for a DFF–Research Project 3 via the E-grant system at [ufm.dk/fi/e-grant](http://ufm.dk/fi/e-grant), and enclose the following appendices in PDF format:

- Project description, using the DFF–Project Description template (see [chapter 3.3](#)) + references/bibliography.
- Applicant’s CV (see [chapter 3.3](#))
- List of publications for applicant (see [chapter 3.3](#))
- If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant, a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief discussion of the extent of the cooperation and the main activities planned.
- Budget, using the Council’s mandatory budget template (see Appendix C). Undertakings from other sources than the group of applicants named in the application regarding actual contributions to the completion of the project must be included in the budget.
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see Appendix C and ‘Forms’ under ufm.dk/dff-midler).

If relevant, you may also enclose the following additional appendices:

- CVs and lists of publications for other scientific participants central to the project (see [chapter 3.3](#))
- If PhD scholarships are applied for with named candidates in mind, the following appendices must be enclosed: academic transcript/diploma, CV and, if relevant, a list of publications for the candidates.
- If postdoctoral scholarships are applied for with named candidates in mind, the following appendices must be enclosed: CV, list of publications, PhD diploma and PhD evaluation. Alternatively, the following documentation must be provided: a) acceptance of the thesis for defence, b) a positive assistant professorship evaluation (“adjunktbedømmelse”), c) qualifications equivalent to PhD level qualifications achieved in another way, or d) a declaration from the supervisor stating the expected date of submission (PhD students).
- If deemed relevant to the project, and if the project involves collaboration with foreign partners, private enterprises or other beneficiaries of the research results, statements from such parties confirming the collaboration may be enclosed (maximum one page each).
- Documentation for the purchase of equipment in excess of DKK 500,000, excl. overhead, e.g. in the form of a quote.
- Documentation for applicant's and any named participants' salary levels.
- Documentation for expenses in connection with sub-contracts.
- De minimis declarations (see [chapter 4.2](#)).

Other appendices than those listed above will not be considered.

**Processing procedure**
All DFF–Research Project 3 applications submitted to FTP will, to the extent possible, be submitted for individual international review. All DFF–Research Project 3 grants submitted to FSE will be submitted for review by an international panel. The processing of your application is described in [chapter 5.1](#). The
earliest possible starting date for the project is 1 July, 2015, while the latest possible starting date is 31 December, 2015.

### 2.9 Research Educations outside the Universities (PhD)

**Application deadline:**

<table>
<thead>
<tr>
<th>FKK</th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 April, 2015, at 10:00 p.m.</td>
<td>28 April, 2015, at 10:00 p.m.</td>
<td>29 April, 2015, at 10:00 p.m.</td>
<td>23 April, 2015, at 10:00 p.m.</td>
<td>27 April, 2015, at 10:00 p.m.</td>
</tr>
</tbody>
</table>

Under the Danish Finance Act an amount has been specifically earmarked for the education of researchers at public research institutions outside the universities, and these funds will be distributed by DFF. In 2015, approximately DKK 21 million will be distributed, corresponding to approximately 9 grants. Please note that DFF does not generally offer support for individual PhD scholarships. Therefore you cannot apply for an individual PhD grant for a university programme.

**Objective**

The purpose of the PhD grants under this Call is to strengthen the education of researchers at public research institutions in Denmark outside the universities. The instrument is relevant for institutions outside the universities which are subject to the rules concerning subsidised research activities in the Danish Ministry of Finance’s budget guidelines, and which are authorised to carry out subsidised research activities. Thus, the instrument covers e.g. state-owned research institutions, educational institutions under the Danish Ministry of Culture with accredited PhD programmes, sector research institutions, the University Colleges Denmark as well as state archives, libraries and museums. However, it does not cover state approved institutions, such as Advanced Technology Group (GTS) institutes, hospitals, etc. Examples of institutions covered by this instrument can be seen under ‘Forms’ at ufin.dk/dff-midler.

**Applicant requirements and agreement from hosting institution concerning supervision (max. 3 per institution)**

You may apply for a PhD grant if you have a Master’s degree 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 can issue a maximum of 3 letters of confirmation to applicants applying for this instrument. The institution’s acceptance to host a project is given by signing the project budget in the application (see Appendix C and Appendix C, section 6). 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 or equivalent scheme at that institution. Grants are awarded on the condition that you become enrolled in a PhD programme, and that a collaboration agreement is drawn up between applicant/the hosting institution and the degree-awarding institution, which must be approved by Council. The collaboration agreement should not be included in the application but submitted if a grant is awarded. Your principal 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. Prior to submitting the application, the applicant must have facilitated a contact between the degree-awarding institution and the institution hosting the project.

The application must be submitted in Danish or English.
**Project description**

Your application for a PhD grant must be based on a concrete project proposal. The length of your project description must not exceed 5 A4 pages, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in chapter 3.3.

**Budget**

To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C. Your salary level is to be determined in accordance with the collective agreement for PhDs employed in Danish State institutions. In addition to the regular vacation allowance, a supplementary allowance calculated as 2.5% of your salary may be earmarked for paid extra days off. It is not possible to apply for funding to cover any form of merit pay (“kvalifikationstillæg”).

If relevant, you may apply for salary expenses for a secondary supervisor, but as a general rule you cannot apply for funding to cover technical/administrative salaries, as you will be expected to carry out your PhD project on your own accord. If you find that hiring a technical/administrative assistant will be crucial for carrying out the project, you must provide arguments for this in your budget.

**Application form and appendices**

You must submit your application for a DFF–Research education outside the universities (PhD) via the E-grant system at ufm.dk/fi/e-grant, with the following appendices enclosed in PDF format:

- Project description, using the DFF–Project Description template (see chapter 3.3) + references/bibliography.
- Applicant’s CV (see chapter 3.3)
- List of publications for applicant (see chapter 3.3)
- Diploma and complete academic transcript, from your bachelor’s programme as well as graduate studies - or alternatively a written evaluation of your master's thesis.
- Confirmation from principal PhD supervisor
- Principal PhD supervisor's CV and list of publications (see chapter 3.3)
- Budget, using the Council’s mandatory budget template (see Appendix C). Undertakings from other sources than the group of applicants named in the application regarding actual contributions to the completion of the project must be included in the budget
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see Appendix C and ‘Forms’ under ufm.dk/dff-midler)

If relevant, you may also enclose the following additional appendices:

- CVs and lists of publications for other scientific participants central to the project (see chapter 3.3)
- Documentation for the purchase of equipment in excess of DKK 500,000, excl. overhead, e.g. in the form of a quote
- If you apply to FNU, you may enclose letters of recommendation. The deadline for submitting letters of recommendation for FNU’s consideration is no later than 14 days after FNU’s application deadline. The letters of recommendation must be sent to: fnu-recommendations@fi.dk.

Other appendices than those listed above will not be considered.

**Processing procedure**

Your application will initially be processed by the DFF research council to which it is submitted. Each of the five research councils selects and submits a number of applications to a cross-council board, which in the course October 2015 will decide on which applications should be awarded a grant. The processing of your application is described in chapter 5.1. The earliest possible starting date for the project is 1 November, 2015, while the latest possible starting date is 1 April, 2016.
2.10 FKK–Research Networks

Application deadline:

<table>
<thead>
<tr>
<th></th>
<th>FKK</th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29 October, 2014, at 10:00 p.m.</td>
<td>Not offered</td>
<td>Not offered</td>
<td>Not offered</td>
<td>Not offered</td>
</tr>
</tbody>
</table>

Objective

The purpose of FKK-Research Networks is to help strengthening research areas which are geographically and institutionally scattered, and where the development of international relations are high on the agenda of Danish Council for Independent Research | FKK. The council also supports networks which could lead to larger projects or larger interdisciplinary groups of researchers working across institutions, including cultural research institutions and universities. FKK only supports research networks with a wide range of participants.

Applicant requirements

The group of applicants must as a minimum consist of two researchers at associate professor/senior researcher level. One of the applicants must be appointed project leader in advance, and thus have the grant responsibility towards FKK. Funding is only offered to the establishment of new research networks.

The application

The application must account for the significance of the network in relation to research and research education, as well as for the network’s future development. The maximum amount that can be awarded to research networks is DKK 700,000 (excl. overhead), and grants cannot be awarded for more than 2 years. You can as a maximum apply for two months of scientific/academic salaries in total.

The application must be submitted in Danish or English.

Project description

The length of your project description must not exceed 5 A4 pages, excl. references, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in chapter 3.3.

Budget

To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C.

Application form and appendices

You must submit your application for a FKK–Research Network via the E-grant system at ufm.dk/fi/e-grant, and enclose the following appendices in PDF format:

- Project description, using the DFF–Project Description template (see chapter 3.3) + references/bibliography.
- Applicant’s CV (see chapter 3.3)
- List of publications for applicant (see chapter 3.3)
- CVs and lists of publications for other scientific participants who are to be salaried by the grant (see chapter 3.3)
- Budget, using the Council’s mandatory budget template (see Appendix C).
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see Appendix C and ‘Forms’ under ufm.dk/dff-midler)

Other appendices than those listed above will not be considered.

Processing procedure

The processing of your application is described in chapter 5.1. The earliest possible starting date for the project is 1 July, 2015, while the latest possible starting date is 31 December, 2015.
2.11 FKK–Scientific Conferences

Application deadline:

<table>
<thead>
<tr>
<th>FKK</th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 October, 2014, at 10:00 p.m.</td>
<td>Not offered</td>
<td>Not offered</td>
<td>Not offered</td>
<td>Not offered</td>
</tr>
<tr>
<td>29 April, 2015, at 10:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Objective
Danish Council for Independent Research | FKK offers funding for holding scientific conferences in Denmark on research areas covered by the council. Priority will be given to conferences that contribute to the internationalisation of Danish research. The research council exclusively supports conferences with open calls for papers that are quality assessed, and conferences that are announced publicly. At least 50% of the papers given at the conference must be based on proposals that have been submitted in response to the call for papers.

Applicant requirements
You may apply for this instrument if you have obtained a PhD or achieved equivalent qualifications through your research.

The application
The application must account for the scientific objective and contents of the conference, how it will be announced and its preliminary programme, including the possibility of submitting proposals for papers. The application must be submitted in Danish or English.

Budget
A total budget must be enclosed, with an indication of the expected proceeds from any participants’ fees, the support received from other sources as well as own financing. The council only wishes to cover expenses in relation to planning and carrying out the scientific activities of the conference. Thus, the council supports travel and living expenses for invited speakers, expenses in relation to preparing and holding the conference, including technical/administrative assistance and expenses for materials, as well as reasonable subsistence expenses. The Council does not cover fees to introductory speakers, expenses towards scientific/academic salaries or expenses for social types of activities.

The maximum amount you can apply for is DKK 55,000 excl. overhead. To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C.

Application form and appendices
You must submit your application for a FKK–Scientific Conference grant via the E-grant system at ufm.dk/ri/e-grant, and enclose the following appendices in PDF format:

- Description of the purpose and contents of the conference, as well as of its form and the way it will be announced (minimum 2.5 pages or 8,000 keystrokes)
- Preliminary/final programme
- Description of the participants expected to attend the conference
- Applicant’s CV (see chapter 3.3)
- List of publications for applicant (see chapter 3.3)
- CV not exceeding 1 page for each key speaker (see chapter 3.3)
- A budget, using the Council’s mandatory budget template (see Appendix C), with a clear indication of which budget items are to be covered by FKK
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see Appendix C and ‘Forms’ under ufm.dk/dff-midler)

Other appendices than those listed above will not be considered.
Processing procedure
The processing of your application is described in chapter 5.1. If you submit your application for the Autumn 2014 deadline, the earliest possible starting date for your project is 1 March, 2015, and the latest possible starting date will be 1 October, 2015. If you submit your application for the Spring 2015 deadline, the earliest possible starting date for your project is 1 October, 2015, while the latest possible starting date will be 1 March, 2016.

2.12 FKK–Journals
Application deadline:

<table>
<thead>
<tr>
<th></th>
<th>FKK</th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline</td>
<td>29 October, 2014, at 10:00 p.m.</td>
<td>Not offered</td>
<td>Not offered</td>
<td>Not offered</td>
<td>Not offered</td>
</tr>
</tbody>
</table>

Objective
In order to support the dissemination of humanistic research through scientific journals, printed as well as e-journals, Danish Council for Independent Research | FKK offers funding to established as well as new journals of a high scientific value which strive for an international level of circulation. However, the Council does take into account that certain areas of humanistic research will primarily be geared towards a Danish readership. Grants for journals are awarded as a deficit guarantee.

Applicant requirements
As applicant you must be the chief editor of the journal and have associate professor/senior researcher level qualifications as a minimum. The editorial board or committee must furthermore be comprised of active researchers from at least two different scientific institutions in Denmark.

The journal
In order to be eligible for support from FKK, the journal must use external peer reviews to assess the scientific quality of the articles. In order to be awarded funding for an established journal, the journal must have a reasonable circulation within the relevant field of science. For e-journals, this is determined through a concrete assessment of the extent and scientific weight of the journal. For printed journals, a minimum of 200 subscribers is required. 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. FKK does not support popularised science journals.

Open access
E-journals must be free of charge and freely available on the internet. Printed journals 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 they appeared in was published. The council may grant an exemption from this rule, if the application includes a concrete plan for when the journal will be able to fulfil this requirement. This must, however, be before the grant period ends. In addition to this, it is possible to apply for extraordinary funding for a transitional period to set up a digital platform. You may also apply for separate funding for retro-digitising old issues, preferably in collaboration with other journals. In the application, you must state a concrete plan for the construction of digital platforms and for retro-digitisation.

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 would prefer that the journal seeks to be included in several indexes.

The application
Applications for the funding of journals should be for a period of 3 years at a time. If a grant is awarded, the earliest possible grant start will be the time of the application deadline. All applications for the
funding of journals must account for their principles for using e-communication. 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. Furthermore, new journals must document the contents of the first two issues (whether planned or already published).

You may apply for funding of one or more of the following budget items:

- Operating expenses in the form of a fixed amount.
- For e-journals, funding is awarded according to rates of DKK 30,000 and DKK 50,000 per year, respectively. The amount is determined based on an assessment of the size of the journal and its scientific weight. Newly established journals may be awarded a maximum of DKK 30,000 per year.
- Journals which are published both in a printed and electronic format. Grants are awarded at rates of DKK 30,000, DKK 45,000 and DKK 65,000 per year, respectively. The amount is determined based on the journal's number of pages and documented number of readers.
  o DKK 65,000 is usually only awarded to journals with a very considerable readership (over 1,500 documented readers or a high number of downloads) and more than 500 pages (of at least 2,500 type units) per year
  o DKK 45,000 is usually only awarded to journals with a very considerable readership (over 500 documented readers or a high number of downloads) and more than 300 pages (of at least 2,500 type units) per year
  o DKK 30,000 may be awarded to journals with at least 200 documented subscribers
  There are no requirements as to the number of pages.
- Funding to set up a digital platform: You may apply for an amount of up to DKK 10,000.
- Grants for the digitisation of older issues: You may apply for an amount of up to DKK 25,000.

Application form and appendices
You must submit your application for support through FKK–Journals via the E-grant system at ufmb.dk/fi/e-grant, enclosing the following appendices in PDF format:

When applying for new journals:
- FKK - Financial template (accessed under 'Forms' at www.ufmb.dk/dff-midler)
- CVs for members of the editorial committee (max. 1 page per member) (see chapter 3.3)
- Account of the journal's scientific profile and, if the journal is published in paper format, the motivation for this choice.
- Detailed plan for the contents of the first two issues
- A brief account of the journal’s strategy concerning e-publishing, including documentation that the requirement concerning digital accessibility is fulfilled, (e.g. by indicating the address (URL) for the journal’s website)
- A list of reviewers affiliated with the journal who have accepted to participate in the review process
- If the journal has an advisory committee, a list of its members must be enclosed.

When applying for an extension of funding or funding for existing journals:
- FKK - Financial template (accessed under 'Forms' at www.ufmb.dk/dff-midler)
- CVs for members of the editorial committee - maximum 1 page per member (see chapter 3.3)
- Accounts for the last 3 years
- For printed journals: Documentation of the number of subscribers. For subscriptions that form part of a membership subscription, whether entirely or partly, the contribution from the association of which the subscribers are members must be stated in the application. The association’s other financial circumstances are irrelevant to the Council.
- For e-journals: Documentation of the number of downloads
• A brief statement on the journal’s strategy in connection with e-publishing, including a statement of the address (URL) for the journal’s website and the annual number of visitors to the website, for digitised journals
• List of the reviewers used for the review process in the past year, and lists of reviewers attached to the journal
• If the journal has an advisory committee, a list of its members must be enclosed
• Documentation of extraordinary expenses in connection with digitisation, possibly in collaboration with other journals.

Other appendices than those listed above will not be considered.

Processing procedure
The processing of your application is described in chapter 5.1. The earliest possible starting date for the project is 1 July, 2015, while the latest possible starting date is 31 December, 2015.

2.13 FSE–Research Stays Abroad
Application deadline:

<table>
<thead>
<tr>
<th>FKK</th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not offered</td>
<td>Not offered</td>
<td>30 October, 2014, at 10:00 p.m.</td>
<td>Not offered</td>
<td>Not offered</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29 April, 2015, at 10:00 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

So far, this instrument has had no fixed deadlines. Until Friday 15 August, 2014, the council will still accept applications on a continual basis. After this date, however, the council will operate with two annual application deadlines for this instrument.

Objective
In order to promote the internationalisation of Danish research, Danish Council for Independent Research | Social Sciences (FSE) provides funding for research stays at foreign institutions for continuous periods of at least 3 months.

Applicant requirements
The application must be submitted by the researcher going on the proposed research stay. You must have obtained a PhD or achieved equivalent qualifications through your research.

The application
The Council only provides funding for research stays of a duration of minimum 3 months, where the purpose is to carry out a research project at a foreign institution. You may apply for funding, if the purpose of your research stay is to enter into a binding and specific research collaboration with foreign partners, or to gain access to archives, libraries, institutions, etc.

You may apply for an amount of up to DKK 300,000 excl. overhead, but funding towards scientific/academic salaries cannot be applied for.

The Council recommends that researchers who apply for FSE–Research Stays Abroad, to the extent possible establish an affiliation with a Danish institution, after which the Danish institution can administer the grant.

The application must be submitted in Danish or English.

Project description
The length of your project description must not exceed 5 A4 pages, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in chapter 3.3. The project description must state the academic reasons as to why the research project stands to benefit from a
research stay at the institution in question, and give a description of the specific and binding research collaboration, access to archives and libraries or the data collection that will be facilitated by the stay.

**Budget**

To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C.

**Application form and appendices**

You must submit your application for a DFF–Individual Postdoctoral grant via the E-grant system at [ufm.dk/fi/e-grant](http://ufm.dk/fi/e-grant), and enclose the following appendices in PDF format:

- Project description, using the DFF–Project Description template (see chapter 3.3) + references/bibliography
- Applicant’s CV (see chapter 3.3)
- List of publications for applicant (see chapter 3.3)
- Documentation of binding and specific research collaboration with foreign partners, or documentation of access to the archives, libraries, institutions, etc. which are the objective of the stay
- Budget, using the Council’s mandatory budget template (see Appendix C)
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see Appendix C and ’Forms’ under [ufm.dk/dff-midler](http://ufm.dk/dff-midler)).

Other appendices than those listed above will not be considered.

**Processing procedure**

Applications for this funding instrument will be processed by FSE’s executive committee at its first coming meeting after receiving the application. The council may award funding for research stays abroad which are commenced between the time of application and the time of the council’s grant meeting, but not for research stays which have been commenced prior to the time of application.

### 2.14 FSS–Clinician Scientist Positions

**Application deadline:**

<table>
<thead>
<tr>
<th>FKK</th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not offered</td>
<td>Not offered</td>
<td>Not offered</td>
<td>23 October, 2014, at 10:00 p.m.</td>
<td>Not offered</td>
</tr>
</tbody>
</table>

Danish Council for Independent Research | FSS can fund workload reductions for clinician scientist positions, so that up to 6 months of the year are dedicated to carrying out a research project, while the remaining time is spent in a clinical position remunerated by the employing institution. In relation to non-state owned institutions, it is a requirement that 50% of the time spent on research is co-financed by the institution, and thus the council will finance a maximum of 3 months’ salaries per year.

**Applicant requirements**

Funding is primarily awarded to medical doctors, dentists and veterinarians who have obtained a PhD or equivalent qualifications through their research. At the time of application, applicants must be employed full-time in a clinical position where there is no possibility of carrying out research. It is not a requirement that the research activity is carried out in the employing clinical department. Please note that the council prioritises applications where the applicant’s clinical position involves patient treatment.

**The application**

The application must be submitted by the person who wishes to be awarded the clinician scientist position. You may apply for funding for a period of at least 1 year and maximum 3 years. The total funding period cannot exceed 3 years. Please note that FSS stipulates that 50% of the time for research is co-financed by non-governmental institutions. This means that for a clinician scientist position where
research makes up 50% of the working hours, FSS will finance 25% of the total salary costs, corresponding to 3 months per year.

Correspondingly, for clinical positions at state-owned institutions, which are not subject to the requirement of co-financing, FSS will finance 50% of the total salary costs, equalling 6 months per year. You must have secured funding in advance for your clinical position, whether from the employing institutions or other sources. Your salary will be 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).

As applications may be submitted for external review, the project description, CV and list of publications must be written in English.

**Project description**
The length of your project description must not exceed 5 A4 pages, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in chapter 3.3.

**Budget**
To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C. Please note that FSS requires that non-state owned institutions participating in the project co-finance 50% of the direct project expenses in relation to the research time (see Appendix C).

**Application form and appendices**
You must submit your application for a FSS–Clinician Scientist Position via the E-grant system at ufm.dk/fi/e-grant, enclosing the following appendices in PDF format:

- Project description, using the DFF–Project Description template (see chapter 3.3) + references/bibliography.
- Applicant’s CV (see chapter 3.3)
- List of publications for applicant (see chapter 3.3)
- CVs and lists of publications for other scientific/academic participants who are to be salaried by the grant (see chapter 3.3)
- Statement of support from the institution where the applicant holds the research position
- Statement of support and confirmation of cover of expenses related to the clinical position
- Statement of support from participating non-state owned institutions, and confirmation that they will undertake to co-finance the position.
- Budget, using the Council’s mandatory budget template (see Appendix C)
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see Appendix C and ’Forms’ under ufm.dk/dff-midler)

Other appendices than those listed above will not be considered.

**Processing procedure**
The processing of your application is described in chapter 5.1. The earliest possible starting date for the project is 1 April, 2015, while the latest possible starting date is 31 December, 2015.

### 2.15 FSS–Pregraduate Scholarships

<table>
<thead>
<tr>
<th>FKK</th>
<th>FNU</th>
<th>FSE</th>
<th>FSS</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not offered</td>
<td>Not offered</td>
<td>Not offered</td>
<td>23 October, 2014, at 10:00 p.m.</td>
<td>Not offered</td>
</tr>
<tr>
<td>Not offered</td>
<td>Not offered</td>
<td>Not offered</td>
<td>23 April, 2015, at 10:00 p.m.</td>
<td>Not offered</td>
</tr>
</tbody>
</table>
**Objective**
Danish Council for Independent Research | Medical Sciences (FSS) funds pregraduate scholarships of a duration of maximum 1 year, for the purpose of giving qualified students to undertake pregraduate research.

**Applicant requirements**
Applications for pregraduate scholarships must be submitted by the student’s academic supervisor. As supervisor, you must have obtained a PhD or achieved equivalent qualifications through your research. The council emphasises that you have experience as a supervisor and an individual research profile. Funding is not offered to students enrolled in study programmes where the final thesis counts as 1 year of study. The pregraduate scholarship holder cannot simultaneously be actively engaged in his or her normal course of studies, except when the candidate is working on a master's thesis which is connected with the pregraduate scholarship project. As for your enrolment status and possibilities of receiving Danish state education grant instalments (SU), please consult your university’s study administration and the website of Danish State Educational Grant and Loan Scheme Agency: fivu.dk/uddannelse/stoette/su.

FSS stipulates that the scientific work is a full-time undertaking for the prospective pregraduate scholarship holder, but will accept that he/she has other paid work, corresponding to 200 hours per year, concurrently with the pregraduate scholarship project. The council may, in exceptional cases and on the basis of a concrete application, permit prospective pregraduate scholarship holders to undertake other paid work in excess of 200 hours per year.

The council strives to distribute the scholarship awards among different research environments, so as to provide recruitment to a wide range of health sciences. Therefore, the council will only fund one pregraduate scholarship per supervisor at a time.

**The application**
Research year students may be awarded a 1-year pregraduate scholarship. If writing a master's thesis is part of the pregraduate scholarship project, the overall duration of the thesis work and the scholarship project cannot exceed 1 year. Thus, for students whose thesis workload counts as 1 semester, the maximum pregraduate scholarship period which can be applied for is 6 months.

Please note that the application must be within the framework of DKK 50,000 – 150,000 (excl. overhead/administration expenses). Funding is not offered for more than 1 year. Budget-wise, a pregraduate scholarship counts as a contribution to the supervisor’s research activities. Thus, the scholarship holder is not a scientific/academic employee, and should not be listed in the application form as a project participant.

In considering the application, the council will focus on the candidate's qualifications, 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 relation to a major project. The intention is that a pregraduate scholarship project should count as an independent project. In addition to this, the council prioritises applications which include financing of operating expenses for pregraduate scholarships over applications which merely seek financing of other operating expenses.

The application must be written in Danish or English.

**Project description**
The length of your project description must not exceed 5 A4 pages, and it must be drawn up using the DFF–Project Description template, in accordance with the guidelines in chapter 3.3.

**Budget**
To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C.
Application form and appendices
You must submit your application for a DFF–Pregraduate Scholarship via the E-grant system at ufm.dk/fi/e-grant, enclosing the following appendices in PDF format:

- Project description, using the DFF–Project Description template (see chapter 3.3) + references/bibliography.
- Account of the scholarship holder’s role and work tasks in connection with the project
- Applicant’s CV (see chapter 3.3)
- List of publications for applicant (see chapter 3.3)
- CV and easy-to-read academic transcript for the scholarship holder (see chapter 3.3)
- If the project activities are going to be carried out entirely or partly at a foreign institution, a written confirmation from the institution must be enclosed, indicating that the project can be carried out as planned.
- Budget, using the Council’s mandatory budget template (see Appendix C)
- The employing institution’s confirmation of the budget and acknowledgement that it will host the project, using the template “DFF–budget signatures” (see Appendix C and ‘Forms’ under ufm.dk/dff-midler).

Other appendices than those listed above will not be considered.

Processing procedure
The processing of your application is described in chapter 5.1.

If you submit your application for the Autumn 2014 deadline, the earliest possible starting date for your project is 1 February, 2015. The latest possible starting date will be 1 July, 2015. If you submit your application for the Spring 2015 deadline, the earliest possible starting date for your project is 1 July, 2015, while the latest possible starting date will be 1 July, 2016.

2.16 DFF–LUDOMANIA Programme (special programme)
Application deadlines:

<table>
<thead>
<tr>
<th>DFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 October, 2014, at 10 p.m.</td>
</tr>
</tbody>
</table>

You must submit your application to the DFF–LUDOMANIA programme via the E-grant system at ufm.dk/fi/e-grant. You should not select a scientific research council when accessing E-grant but instead select DFF-LUDOMANIA from the list of available calls where you normally select a scientific council.

You may apply for support for relevant research activities within the framework of the funding instruments "DFF–Individual Postdoctoral grants” (see chapter 2.1) and "DFF–Research Project 1” (see chapter 2.6).

Objective
The DFF–LUDOMANIA programme is implemented on behalf of Danish National Innovation Foundation, with an overall financial framework of DKK 4.2 million.

Ludomania can be defined as an excessive and obsessive gambling urge, and eligible research projects could e.g. be concerned with:

- The societal ramifications of ludomania
- The political ramifications of ludomania
- Ludomania as an historically and culturally conditioned phenomenon
- The nature, extent and consequences of ludomania
• The connection between ludomania and other social and health-related problems
• Ludomania as an individual and/or sub-cultural phenomenon
• Biological, psychological and social factors in connection with developing ludomania and other forms of addiction
• Types of treatment in relation to ludomania and other forms of addiction, as well as other interventions and their effects
• Ludomania in relation to the regulation and organisation of gambling in general
• Economical and technological aspects relating to ludomania
• Ludomania in an international and/or cross-cultural perspective

Investigations of other forms of behavioural excesses and compulsion that are relevant to ludomania may also fit the intended objective and contents of this programme. Projects covering social, psychological and physiological factors in conjunction with ludomania and other forms of addiction will also fall within the framework of the programme's objective and contents.

**Applicant requirements**
As applicant you need to fulfil the requirements listed in the "Applicant requirements" section for the relevant instrument (either DFF–Individual Postdoctoral Grant or DFF–Research Project 1) that you select as framework for your activities. Your previous research results will be assessed in relation to your career and in relation to the scientific challenges of the project that you apply for (see chapter 3.3).

**The application**
As noted, the DFF–LUDOMANIA programme can be applied for within the framework of the funding instruments DFF–Individual Postdoctoral Grant (see chapter 2.1) or DFF–Research Project 1 (see chapter 2.6). Therefore, as applicant you must fulfil the requirements and conditions listed in the description of the specific instrument that you select, as well as those requirements in the general sections of the Call which are referred to in the description of the instrument.

**Project description**
Your project description must fulfil the requirements and conditions listed under the description of the specific instrument that you select, as well as those overall requirements in the general sections of the Call which are referred to in the description of the instrument.

**Budget**
To see the budget requirements and what you may apply for, see Appendix C. The specific requirements and what you may apply for depend on the chosen instrument.

**Application form and appendices**
You must submit your application to the DFF–LUDOMANIA programme via the E-grant system at ufm.dk/fi/e-grant, enclosing the relevant appendices for the instrument you have selected for your application.

**Processing procedure**
Applications for the DFF–LUDOMANIA programme will be processed collectively in a cross-council DFF–LUDOMANIA board, and subsequently by FSE, which has the final decision-making competence. Applications for the DFF–LUDOMANIA programme will not be submitted for external review.

FSE will make its final assessment of the applications and a decision at a meeting scheduled for 4 December, 2014. The earliest possible starting date for successful projects will be 1 January, 2015, and the latest possible starting date is 31 December, 2015.
3. WHEN AND HOW TO APPLY

3.1 Application deadlines
Applications must be submitted to the Danish Agency for Science, Technology and Innovation via the E-grant system (/ufm.dk/fi/e-grant) before the deadline indicated in the table below and as listed for each instrument in the first part of chapter 2:

<table>
<thead>
<tr>
<th>Council</th>
<th>Autumn 2014</th>
<th>Spring 2015</th>
<th>Does the council accept urgent applications?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish Council for Independent Research</td>
<td>29 October 2014 10 p.m.</td>
<td>29 April 2015 10 p.m.</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>2015 10 p.m.</td>
<td>2015 10 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2015 10 p.m.</td>
<td>2015 10 p.m.</td>
<td>Yes. Concrete grounds for the urgency of the application must be given.</td>
</tr>
<tr>
<td></td>
<td>2015 10 p.m.</td>
<td>2015 10 p.m.</td>
<td>Yes. Concrete grounds for the urgency of the application must be given.</td>
</tr>
<tr>
<td></td>
<td>2015 10 p.m.</td>
<td>2015 10 p.m.</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>2015 10 p.m.</td>
<td>2015 10 p.m.</td>
<td>No</td>
</tr>
</tbody>
</table>

Except for FNU and FSE, DFF’s research councils will only accept applications for the deadlines listed in this Call for Proposals. FNU and FSE will only accept urgent applications in relation to the funding instruments DFF–Research Project 1 and DFF–Research Project 2. Urgent applications can only be submitted after prior approval of the urgency grounds, which must be substantiated from a scientific perspective and on the basis of exceptional, external and unpredictable events. Such prior approval is given by the relevant research council and based on a concrete request submitted to DFF’s secretariat.

3.2 Requirements to be met before your application can be submitted for substantive consideration
In order for your application to be submitted for substantive consideration by one or more of the scientific research councils, you must as applicant fulfil the following formal requirements:
- The application must be received by the Council before the expiry of the application deadline
- The application must be for one of the instruments offered by the Council
- The application must be submitted via E-grant at ufm.dk/fi/e-grant
- The application must be written in the language specified for the relevant instrument (see chapter 3.3)
- The application must include a project description, using the DFF–Project Description template (see chapter 3.3)
- The application must include a CV for the applicant, see chapter 3.3
- The application must include a list of publications for the applicant, see chapter 3.3
- The application must include a budget, using the Council’s mandatory budget template (see Appendix C)
- The total amount applied for, as entered in the mandatory budget template, must observe any upper and lower limits that apply to the instrument in question
• When applying for a DFF–MOBILEX mobility grant, you must document that you have obtained a PhD degree or acquired equivalent qualifications by the time of the expiry of the application deadline.

• When applying for a DFF–MOBILEX mobility grant, it must be documented in your CV that you have not stayed for more than a total of 12 months in the country where the project will carried out, within the last 3 years before the application deadline, see chapter 2.2.

• As applicant, you must fulfil the requirements concerning the age of your PhD degree in relation to Sapere Aude: DFF–Starting Grants, chapter 2.4, and Sapere Aude: DFF–Advanced Grants, chapter 2.5.

• For applications for Research Educations outside the Universities, the hosting institution must be covered by the rules concerning subsidised research activities in the Danish Ministry of Finance’s budget guidelines. Thus, the institution must be authorised to carry out subsidised research activities, see chapter 2.9.

If your application fulfils the above formal requirements, it will be submitted for substantive consideration by DFF, on the basis of the submitted material. This means that after the application deadline and during the processing of the application, DFF will not request further information from you, irrespective of whether your application is incomplete in relation to the requirements listed under each instrument in this Call for Proposals. It also means that DFF does not accept any supplementary application materials after the application deadline, unless otherwise stated in the description of the instrument you are applying for. However, you must notify DFF in case circumstances that are significant to the practical feasibility of the project have changed or are no longer present.

If your application does not fulfil the formal requirements set out above, it will be rejected without prior substantive consideration, cf. Articles 4 & 5 of Executive Order no. 322 of 30 March 2014 on the funding function, etc., of Danish Council for Independent Research, available at http://fivu.dk/lovstof/gaeldende-love-og-regler/forskning/det-frie-forskningsrad. In such cases you will receive an administrative rejection.

### 3.3 General application requirements

The application must be submitted by the researcher who is in charge of the project and who will be responsible to the Council in connection with the project.

**Language**

You must submit your application, CV and list of publications in the language that is specified for the relevant instrument in chapter 2. Other appendices may be enclosed in English or one of the Scandinavian languages, although the Council generally prefers materials in English. Appendices submitted in other languages cannot be expected to be included in the assessment of the application. If the material is to be submitted in English, you are advised to use the English application form. The popularised science description provided in section of the application form entitled “Title and scientific content” should as far as possible be written in Danish.

**Project description**

Your application must always include a project description. You must use DFF’s Project Description template, available at http://ufm.dk/en/research-and-innovation/funding-programmes-for-research-and-innovation/forms-for-application. The length of the project description must not exceed the number of pages indicated for the specific instrument, excl. the brief list of references, whether it includes figures/tables or not. You must use Times New Roman, 12 point font size, 1.5 line spacing and with a right, left, top and bottom margin of at least 2 cm. The Project Description template is formatted accordingly. In the “Confirmation” section of the application form, you must confirm that your project description observes the permitted maximum length, before you can submit your application. The Council will disregard any portions of the project description that exceed the permitted maximum length.
The popularised scientific description of the project, provided in the section of the application form entitled “Title and scientific content”, must be written with a view to publication, e.g. in the Danish media. Consequently, it must be written in a way that makes it possible for non-experts to understand what the project is about.

Your project description must account for:

- The purpose of the project, including problem statement and any hypotheses. The scientific and any societal perspectives and relevance of the project. In addition to this, it must include an assessment of the anticipated effect of the project findings in relation to future research and research 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, and an argumentation as to your qualifications and previous achievements in the field. For applications to FKK and FSE, the project description must contain a brief introduction to the key theoretical angles, concepts and arguments, and an assessment of the applicability of the theory in relation to the problem. You must also give an account of how the theoretical concepts and connections will be translated into empirical analyses and/or made the subject of theory development.
- 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.
- When applying for funding for research teams or similar collaborative projects, the applicant must account for his/her considerations in relation to the gender composition of the team or collaboration. Such considerations are required in relation to the application, although the Council does not look at the actual gender composition in connection with its assessment of the application. An account of the gender composition has been introduced as a requirement in order to strengthen the applicants’ focus on contributing to equal opportunities among men and women in scientific research.
- 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 grant terms.
- The practical framework for the implementation of the project (e.g. experimental facilities, staff resources and access to software/databases).
- Considerations regarding the publication and dissemination of research results.
- If relevant to the application: The ethical aspects of the research, including considerations about clinical trials and the use of laboratory animals.

Please note that for each individual instrument, there may special requirements in relation to the contents of the project description, see chapter 2. In such cases, your project description must fulfil both the general requirements listed above, and the specific requirements listed for the instrument in question.

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

**Details about the applicant and other participants**

All applications must as a minimum include a CV (maximum 2 pages) and a brief list of publications for the applicant. For other scientific/academic participants who are going to be salaried, as well as any other named scientific assistants who will play a central role in relation to the scientific activities, a brief CV (maximum 1 page) and a list of publications must be enclosed.

The required CV and publication list structure applies to the applicant, scientific/academic participants and other named participants who will play a central role in relation to the scientific activities and who are going to be salaried by the project.
CV
Your CV must not exceed 2 pages, and must include details about the following:

- Personal data: name, address, etc.
- Education (for academic degrees, list the date and year of obtaining the degree)
- Current and most recent positions held. In case of temporary employment, state the termination date of the employment contract
- Any periods of leave (e.g. maternity/parental, 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 heading research projects
- Scientific focus areas
- International relations
- Supervision of students (PhD students and postdocs)

When assessing applicants’ research productivity, the Council will take the applicants’ individual careers into account. Thus, due consideration will for instance be given to any periods of leave of absence or employment in private research-driven enterprises. However, for instruments where specific requirements apply in relation to the age of the applicant’s PhD degree, exceptions will only be made in cases of significant career-relevant circumstances – such as clinical stays or similar that can be considered a necessary step in a career path, but where the time for research has been very limited. Normal periods of leave of absence, however, will still be taken into account when calculating the age of applicants’ PhD degrees. For applicants who have been on maternity or paternity leave after obtaining their PhD, the council will allow for an extended period of time since the degree was obtained. The extended period is calculated by multiplying the actual number of leave months by 2. The exact period of the maternity/paternity leave, with start date and end date, must be stated in the applicant’s CV.

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

DFF considers a high ranking in the international competitions of the European Research Council (ERC) to be important information in relation to the CV. The Council therefore encourages applicants who have qualified themselves for the second round in ERC’s international competitions to state this in their CV.

List of publications
The list of publications must only include works that have been published or accepted for publication. You must mark the most important works/patents/contributions in your list with an asterisk (*), marking a maximum of 10 references.

The list of publications must be divided into the following categories, with works listed chronologically:

- Peer-reviewed publications must be listed in the following order (indicate order of authorship, year of publication, title, place of publication, volume number as well as first and last page number, or article number and number of pages):
  1. articles
  2. monographs
  3. refereed proceedings
  4. book chapters
- Non-peer reviewed publications, such as monographs, book chapters, etc., as well as articles (list order of authorship, year of publication, title, place of publication, volume number and 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. The patent references should be included in the list of publications on equal terms with references for scientific articles.

Listing the relevant Fields of Science classification code(s) for the project applied for
In the section of the application form entitled "Title and scientific content", you must list the relevant Fields of Science classification codes, with a maximum of 5 codes listed in order of priority, according to the scientific fields that are most relevant to your project. You must use the scientific codes on "Level 2" or "Level 3" from the subdivision provided in the overview of scientific codes under 'Forms' at ufin.dk/dff-midler.

However, DFF may find that your application belongs to another field of science than the one you have indicated. The codes in the overview are European standard codes, and their division of disciplines (Level 1) does not necessarily correspond to the delimitations between DFF’s five research councils.

3.4 How to apply for more than one instrument within the same council
If you wish to apply for more than one instrument within the same deadline and at the same research council, you must submit a separate and complete application form for each instrument that you apply for.

3.5 How to apply to more than one council at DFF
You may apply for funding of your project from several research councils if you find that your project cannot be delimited to one council, cf. the description of the delimitations between the various research councils in chapter 1.

If you find that, on scientific grounds, your application should be considered jointly by several research councils, you must do the following:

• Submit only one application, including all mandatory appendices. When you begin working on your application, you must select the research council which 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 chapter 1.3 and Appendix B.

• In the section of the application form entitled "Submission to several councils", you must answer "Yes" to the question: "Do you wish to have your application processed in several of DFF's research councils?". Then tick the boxes of those research councils outside of the main council to which you wish to submit your application for consideration.

• For each research council (including the main council) you must state your reasons for applying to that particular council. Your written motivation must not exceed 50 words for each council.

• In your project description you must explain how, as project leader, you will ensure that the different scientific fields which the project involves will be incorporated.

• Please note that, in a few cases, the requirements with regard to appendices may vary from council to council. Therefore, carefully study the requirements concerning appendices, listed in the description of each instrument in chapter 2. If you are in doubt about the terms, you may seek advice from the relevant contact persons in the Secretariat of Danish Council for Independent Research (see chapter 6).

Whether your application will be processed by one or more research councils will be decided by DFF’s Matrix Committee (see chapter 5.1).
4. WHO CAN APPLY FOR FUNDING?

4.1 Applicant's qualifications
Unless stated otherwise in the description of the instrument that you apply for, you must have obtained a PhD or achieved equivalent qualifications through your research in order to apply for support from Danish Council for Independent Research. If there are further requirements in relation to your qualifications, this will be stated in the description of the specific instrument in chapter 2.

The Council’s aim is to promote and strengthen Danish research, understood in a broad sense. Therefore, there are no requirements as to applicants’ citizenship, the location of research institutions or the specific venue for carrying out the research activities applied for. In all cases, a general assessment criterion will be the extent to which the project will benefit Danish research. The Council sees diversity as a resource, and encourages all candidates – regardless of their gender, ethnic origin and religious or political persuasion – to apply.

4.2 Special requirements for private enterprises
Funding awarded by the research councils to private enterprises must be granted in accordance with the current EU rules for state support (for further information, see for instance Statstottehåndbogen, published by the Danish Ministry of Business and Growth: Statstottehåndbogen). Funding by the councils is normally granted to private enterprises as so-called de minimis aid, cf. the 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 maximum amount that an enterprise may be awarded in de minimis aid over a 3-year period is €200,000 in total. If the applicant is a private enterprise, or if part of the support applied for is to be passed on to a co-applicant in the form of an enterprise, a de minimis aid declaration must be completed, signed and enclosed as an appendix to the application.

You can read more at http://ec.europa.eu/competition/state_aid/legislation/block.html, where the new de minimis regulation and Regulation (EC) No. 651/2014 dated 17th June 2014 have been published.

If the grant that is applied for will exceed the financial framework of the de minimis aid Regulation, it may be handled according to EU Commission Regulation (EC) No. 651/2014 dated 17th June 2014 on the compatibility of certain categories of aid with the common market, in application of Articles 107 and 108 of the Treaty. The ad hoc aid will be awarded within the thresholds laid out in Article 4, litra (i):

- Projects where more than 50 % concern fundamental research: max EUR 40 million per enterprise per project
- Projects where more than 50 % concern industrial research: max EUR 20 million per enterprise per project
- Projects where more than 50 % concern experimental development: max EUR 7.5 million per enterprise per project

You will also be able to read more about de minimis aid at the website of the Danish Ministry of Business and Growth, http://www.evm.dk/, which is about to be updated with information about the new EU Commission Regulation on de minimis aid.
5. HOW IS THE APPLICATION PROCESSED AND ASSESSED?

5.1 Processing procedures of Danish Council for Independent Research

Once you have logged into the E-grant application portal, you can see the status of all applications that you are currently working on or have submitted.

All research council members 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. See DFF’s disqualification guidelines here.

Depending on the type of instrument, your application will be processed in one of the following ways:

**Applications with no external review:**

![Application flowchart](chart.png)

**Applications with external review:**

![Application flowchart](chart.png)

**Sapere Aude: DFF–Advanced Grants:**

![Application flowchart](chart.png)

**Sapere Aude: DFF–Starting Grants:**

![Application flowchart](chart.png)

The exact processing stages are described under each funding instrument in chapter 2, as well as in the section below on external review.

**Processing of cross-council applications: the Matrix Committee**

Cross-council applications are processed in collaboration between the research councils, and are coordinated by a cross-council committee appointed by DFF’s Board of Directors. The committee is called DFF’s Matrix Committee for Cross-Council Applications, and comprises the chair persons from each of the five scientific research councils, with the possible addition of select council members with relevant scientific expertise. The additional members are brought in on an ad-hoc basis, to ensure that the committee is qualified to review the submitted applications.

The research council listed as the main council in an application will function as the coordinating council in the subsequent process. The coordinating council is responsible for coordinating and processing the individual application.

The Matrix Committee may make the following changes in relation to the applicant’s wishes: (a) appointing another council as main council, or (b) referring the application for processing in other councils than the one(s) specified in the application, e.g. because the relations of the research project/activities to the specified council(s) are deemed to be peripheral. If the Matrix Committee finds
that your application belongs—entirely or partly—to another council, it will automatically be referred to the relevant council for assessment. Such referral which be made unless, in the section "Submission to several councils" of the E-grant form (under the heading "Referral to other council"), you specify that you do not wish for your application to be referred.

For applications that need to be assessed by more councils than the main council specified in the application, the extent of such multi-disciplinary processing will be determined as either (i) consulting the other councils or (ii) cross-council processing.

For applications that have been assessed by the main council and only been referred to another council for consultation, the final processing lies with the main council. For applications that have been assessed by the main council as well as several other councils, the final processing lies with the coordinating council. It is the coordinating council which, on behalf of all the involved councils, awards a grant or rejects the application. In connection with cross-council processing both councils will issue a rejection/award a grant.

**External review at 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. Reviewers are selected 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 Council may choose not to submit such applications for international external review, if it proves impossible to find qualified reviewers within the given timeframe for finalising the assessment process.

When DFF approaches a researcher to enquire if he/she would serve as an external reviewer, the Council’s incompetency rules are always specified to the person. 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.

At DFF, the following types of applications will to the extent possible be submitted for external international review:

- Applications for the instrument DFF–MOBILEX mobility grants (see chapter 2.2).
- Applications for Sapere Aude: DFF–Starting Grants which, following the initial assessment in the research council, are deemed to be qualified to proceed to the second round (see chapter 2.4)
- Applications for Sapere Aude: DFF–Advanced Grants (see chapter 2.5)

Moreover, in connection with this Call for Proposals, the following types of applications will be submitted for external review:

**FKK**: All applications for DFF–Research Project 2 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.

**FNU**: All applications for DFF–Research Project 2 will, to the extent possible, be submitted for review by an external panel.

**FSE**: Applications for DFF–Research Project 1, DFF–Research Project 2 and DFF–Research Project 3 will, to the extent possible, be submitted for review by an external panel.

**FSS**: Applications for DFF–Research Project 1 and DFF–Research Project 2 within the areas of immunology/infection as well as stem cells/cancer/cell biology/pharmacology will, to the extent possible, be submitted for review by an external panel.

**FTP**: Applications for DFF–Research Project 1 and DFF–Research Project 2 within the following four research areas will, to the extent possible, be submitted for review by an external panel: i) nanotechnology, ii) veterinary and livestock sciences, iii) medical drugs, pharmacology, vaccines and...
immunology, and iv) optics, photonics and electronics. All applications for DFF-Research Project 3 will, to the extent possible, be submitted for individual external review.

In addition to this, DFF always uses external review in connection with applications where:
- A council member is applicant or a scientific participant in an application whose budget exceeds DKK 1 million, excl. overhead or
- The council is deemed disqualified, or for other reasons does not possess the necessary scientific expertise to consider the application.

Applications for external review will either 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 comment (consultation procedure). The Council uses external reviews as an extension of its basis for assessment, and their function is solely recommendatory. The final decisions are always made based on the Council’s own assessment of the individual applications and of the overall field of applicants.

In the section of the E-grant form entitled "Supplementary information", you may state if there is a researcher that you do not want to be involved in the external review of your application. In such case you must provide exact contact information for the researcher in question.

**When and how will you be notified of the Council’s decision?**

The time of processing for the individual instruments is listed in the table in chapter 2.

Danish Council for Independent Research publishes a list of those applicants who have been awarded a grant, approximately 1 week after reaching its decision. Details about applicants who have not been awarded funding will only be published to the extent that right of access is applied for 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). As applicant you should therefore ensure that the title of your application does not contain information about research activities that should not be disclosed to the public.

As applicant you will also be notified of the Council’s decision 1-2 months after the decision has been made, in the form of an e-mail containing a grant letter or a rejection notice. Rejection notices will contain a brief elaboration of the Council’s decision.

**5.2 The Council’s assessment and assessment criteria**

In all cases, DFF will consider the extent to which the project you apply for will benefit Danish research.

In its assessment of applications, DFF emphasises that the relevant questions for the project/activity are addressed to the widest possible extent. Therefore DFF will include the following criteria in its assessment, with the quality of the project and the applicant's qualifications being the most central assessment criteria. However, the individual research councils will always make an overall assessment of each application, where different criteria can be met to a greater or lesser extent. Thus, not all criteria will be relevant to all applications. Due to the level of competition between the applications, fulfilling all criteria does not automatically mean that a grant will be awarded. DFF will apply the following assessment criteria in relation to the instruments in this Call:

**Fulfilment of the instrument’s objective:**
- Is objective of the instrument, as described in chapter 2, sufficiently met?

**Scientific quality:**
- Does the project description demonstrate that the project has a potential for scientific progress, innovation and originality (theoretically, methodologically and empirically)?
• Does the project represent innovative research rather than just being an expansion of current research?
• Does the project description make it clear that the project contributes to the internationalisation of Danish research?
• Does the project description contain:
  o a clear and well-defined problem statement and objective?
  o a description of the state of the art and/or the scientific challenges within the project’s research area, as well as of the project’s potential contributions in this regard?
  o consistent and appropriate hypotheses?
  o a description of the theoretical and/or methodological basis, including an argumentation that the proposed activities are relevant in relation to this theoretical/methodological basis?
• If relevant to the project: Does the project description provide argumentation for the connection between the project’s hypothesis, theory and method?
• If relevant to the project: Is there an adequate description of the project’s empirical material or data foundation, including any pilot projects and/or any preliminary data?
• If relevant: Is there an adequate level of synergy between the individual elements of the project?
• For applications to Danish Council for Independent Research | Technology and Production Sciences (FTP), the following special criterion also applies: Does the project set out to solve a concrete problem, or does it have a clear application-oriented perspective?

Applicants’ qualifications:
• As applicant, have you documented:
  o the scientific qualifications necessary for carrying out the project?
  o a level of scientific production within the field that is necessary for carrying out the project?
  o sufficient research management qualifications for carrying out the project?
• Have the other key participants in the project documented the necessary scientific qualifications for carrying out the project?
• Does the project involve the participation of relevant researchers from Denmark and abroad, and if relevant, is there an adequate level of collaboration with business partners?
• Is there a strategy for the organisation and management of the project, including an account of the distribution of work between the involved researchers?
• Are any PhD and postdoc scholarships well integrated, and do they fulfil a clear function in the project?

Feasibility:
• Have sufficient resources been allocated to the project, including scientific resources, staffing and access to the necessary facilities and equipment?
• Is there a realistic work schedule and timetable which considers e.g. the recruitment of any unnamed participants and the dissemination of the project’s findings?
• Does the project description account for project milestones and success criteria, and are they realistic?
• Are the project’s expenses commensurate with the anticipated scientific results?
• Are the proposed activities commensurate with the proposed budget? In this connection, is there a proper coherence between what is to be financed by the grant, when the funds will be used and the tasks and persons to be financed by the grant?
• If relevant, are any ethical aspects adequately examined?

Publication and dissemination of results:
• Does the application provide an adequate account of the overall considerations with regard to the publication/dissemination/patenting of research results?
• If relevant: Does the application account for the probability of and plans for obtaining patents in connection with the proposed project?
Other:
- Will the activities benefit Danish research?
- Does the project/activity include research education to a relevant extent?
- Does the project/activity contribute to improving the mobility of researchers, nationally/internationally and – if relevant – between research institutions and the business community?

**Council-specific criteria**

In addition to the general assessment criteria, which are common to all 5 research councils within DFF, there are a few specific assessment criteria that only apply to specific councils/instruments. Please consult the respective sections in chapter 2.
6. ADDRESS AND SECRETARIAT OF DANISH COUNCIL FOR
INDEPENDENT RESEARCH

6.1 Address contact information
Danish Council for Independent Research
Secretariat of Danish Council for Independent Research
The Danish Agency for Science, Technology and Innovation
Bredgade 40
DK-1260 Copenhagen K
Tel.: (+45) 7231 8200
E-mail: DFF-opslag@fi.dk
Website: www.ufm.dk/dff

Relevant information in relation to applications is available at ufm.dk/dff-midler.

You may contact DFF's secretariat by telephone or e-mail for advice on the formalities concerning the
Call for Proposals and the application process. You can call DFF's secretariat on weekdays between 9
a.m. and 4 p.m. at telephone no. +45 7231 8200, or send an e-mail to: DFF-opslag@fi.dk.

6.2 Support for the E-grant system
If you have any questions about using the E-grant system, or technical questions on how to submit your
application, you can contact E-grant's help desk at support.e-grant@fi.dk or call them at the following
telephone number on weekdays between 9 a.m. and 12 noon: +45 3392 9190. On days with application
deadlines—see chapter 2—the help desk will be open until 10:00 p.m.

In addition to this, at http://ufm.dk/forskning-og-innovation/tilskud-til-forskning-og-innovation/e-
ansoegningssystemer/e-grant/teknisk-vejledning-faq you can find answers to some of the frequently
asked questions.
APPENDIX A: TERMS AND CONDITIONS

Please read the information below before using the E-grant system.

When applying for support via the E-grant application system, it will save all the application case data that you enter into the E-grant form.

**Applicant’s responsibility**

It is the responsibility of the applicant to ensure that the correct application form has been used, that it has been filled in correctly and that the information provided is correct. The applicant is also responsible for ensuring that the contents of the mandatory appendices are correct, and that the appendices have been attached to the application. In addition to this, it is the applicant's responsibility that the application has been submitted to the Danish Agency for Science, Technology and Innovation by the deadline that is specified for the relevant research council and funding instrument.

The Call lists the specific types of formal shortcomings that will result in an administrative rejection of applications prior to any assessment by the Council, see chapter 3.2. It is your responsibility to ensure that you fulfil all the formal requirements listed in the Call, so that your application may be submitted for a substantial consideration by the Council.

**Technical disclaimer**

The Danish Agency for Science, Technology and Innovation 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 malfunctions will be announced on the website of the Danish Agency for Science, Technology and Innovation.

In particularly serious cases, the Danish Agency for Science, Technology and Innovation may extend the application deadline for all relevant applicants. This will also be announced on the website.

The Danish Agency for Science, Technology and Innovation is not liable for any incorrect information due to software errors, calculation errors, transmission errors and similar errors, just as the agency will not be held liable for any claims for damages due to incorrect use of the E-grant system.

**The Danish Access to Public Administration Files Act**

The Danish Access to Public Administrative Files Act (Act No. 606 of 12 June 2013, which entered into force on 1 January, 2014) provides you with certain rights, just as it secures Danish citizens various rights in relation to public authorities’ duty of disclosure in connection with case processing. Thus, the material you submit to the Danish Agency for Science, Technology and Innovation is as a whole covered by the regulations of the Danish Access to Public Administrative Files Act, e.g. in relation to the right of access to records. See also the Danish Public Administration Act (Consolidating Act no. 988 of 9 October 2012).

**Data Protection Act**

Under the Danish Data Protection Act (Act no. 429 of 31 April 2000), you have certain rights when data relating to you is handled electronically. You should therefore note that, upon request, you have right of access to and, if relevant, the right to amend personal information when such information is handled electronically.

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

Danish Council for Independent Research (DFF) reserves the right to obtain information on any previous and current applications that you have submitted to the research councils under Danish Council for Independent Research, Danish National Innovation Foundation and/or the Danish Agency for Science, Technology and Innovation. Such information may be used in connection with the processing of your application, to the extent it is deemed relevant to the assessment of the application.

If applications for funding have been or will be submitted elsewhere, the DFF reserves the right to request information on whether such funding has been granted to the project.

**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, key figures for the grant and the size of the grant will be published in the Danish Research Database (www.forskningsdatabasen.dk) and at the website of the Danish Agency for Science, Technology and Innovation (www.ufm.dk). Furthermore, the popular science description of the project may also be published at these two sites. If you are awarded a grant, you will be required to establish a project website. Further details will be provided in the grant letter.

**The Danish Data Archive**

If you are awarded a grant and your project involves the gathering or purchase of quantitative or qualitative data within the research areas of social science, medical science or history, your collected material, with the proper documentation, must be handed over to the Danish Data Archive. The Danish Data Archive collects, stores and makes research data accessible for other users. You can read more about the Danish Data Archive at the website of the Danish State Archives: http://www.sa.dk/dda/.

**Open Access**

In June 2012, Danish Council for Independent Research, the Danish National Research Foundation, the Danish Council for Strategic Research, the Danish National Advanced Technology Foundation and the Danish Council for Technology and Innovation (the latter three have now merged, comprising Danish National Innovation Foundation) adopted a joint Open Access policy. The purpose of this policy is to promote Open Access as a standard within scientific publication. The objective is that all scientific articles which have been quality-assured through peer review and accepted by a scientific journal will be distributed and made accessible without any financial, technical or legal restrictions.

It follows from the policy that published scientific articles which are based on research that has been fully or partially financed by research councils and foundations shall be made freely accessible for all users via Open Access, if the journal agrees to it.

Grant holders are required – provided the publishing journal permits it – to publish a parallel, digital version of any final peer-reviewed scientific article that has been accepted by a scientific journal. Parallel publication of articles which are the result of full or partial financing from research councils or foundations must occur in an institutional or subject-based repository, i.e. a digital archive.

Read more about Open Access at ufm.dk/openscience.
APPENDIX B: GUIDE TO USING E-GRANT

In March 2014 the Danish Agency for Science, Technology and Innovation launched a new application portal, called E-grant. This on-line portal must be used for submitting applications to Danish Council for Independent Research. The purpose of E-grant is to make it easier for applicants to apply for a grant and subsequently to administer grants that have been awarded.

In order to submit an application, you must first register as user on E-grant. To register, follow the link "log into E-grant" at http://ufm.dk/fi/e-grant. You can either register using your NemID (a digital signature used as a common login solution in Denmark) or, if you do not have NemID, by setting up your user profile manually (select "Persons with no NemID").

Once you are registered as user and have logged into E-grant, you can start filling in an application. You do this by following the link Create new application, which will take you to an overview page, where you must select the specific research council under Danish Council for Independent Research (see chapter 1.3) to which you wish to submit your application. If you wish to have your application processed by several research councils, you can state this when filling in the application, see chapter 3.5.

After you have selected the specific DFF research council to which you wish to submit your application, you will be directed back to E-grant, where you can begin to fill in your application. Here you must select the funding instrument that you wish to apply for (see chapter 2), and you can select the language setting for the application form. Please note that any language requirements that may apply in relation to the specific instrument you wish to apply for will be specified in chapter 2.

To fill in the application form, you have to go through a series of sections, where you must provide various types of information in relation to your application. The specific steps depend on which instrument you apply for.

In the section entitled "Appendices", you must enclose all the mandatory appendices as well as any optional appendices that need to be included in your application. The descriptions of the respective instruments in chapter 2 of this Call list the specific appendices that are required for each instrument. In addition, the "Appendices" section of the application form will also provide a list of the types of material that needs to be enclosed. For several of the mandatory appendices you need to use templates. These templates are available at www.ufm.dk/dff-midler/skemaer.

After you have filled in your application and attached your appendices, you can ask for a copy of the entire application as a PDF-file. The PDF will be identical to the file that is used by DFF in the processing of your application.

If you discover any errors in your application after submitting it, but before the application deadline has expired, you can correct such errors by logging into E-grant. Find the relevant application in the list "My Applications". In order to make corrections to an already submitted application (before the expiry of the application deadline), you need to unlock the application. This is done in the section "Administration". Once you have made the relevant corrections you may re-submit your application. Please note that Danish Council for Independent Research will only process the latest submitted application, and that the Council will not start processing your application until after the application deadline has expired.

At the E-grant website you can find more information on how to use the portal, including answers to frequently asked questions and an overview of common problems. E-grant's help desk also offers e-mail and telephone support (see chapter 6.1).
For your application to be considered by Danish Council for Independent Research (DFF), you must draw up 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 other participants.

As applicant, you must provide your budget information in the application form and fill in DFF’s budget template “DFF Budget”.

**C.1 Entering budget information in the application form**

The budget information that you provide in the section of the application form entitled “Amount applied for and duration” must tally completely with the details in your completed “DFF Budget”. Therefore you should not enter the information in the application form until after you have drawn up a complete and comprehensive budget, using DFF’s budget template, cf. section C.2 below.

The template page ”Amount applied for and duration” will help you to fill in the template correctly, through help texts and by validating some of the figures and information that you enter.

**C.2 Completing the budget**

You must fill in DFF’s mandatory budget template. The template is available in two versions, ”DFF–Budget” and ”DFF–Budget extended version”, and the version you must use depends on how many different participant types are involved in the project you apply for. A participant type does not refer to a person, but different institutions, organisations, hospitals, enterprises, etc. On the overall level, it must include all expenses and reflect the anticipated distribution of funds among the participants as well as the anticipated annual expenditure within the project period. When preparing your budget, you are advised to seek assistance from the institution that is going to administer the grant. You can access the budget template under 'Forms' at www.ufm.dk/dff-midler.

Fill in the budget template, providing all the relevant information. Please note that all template cells with grey shading are write-protected. In the following, all references to row numbers are to the ”DFF–Budget” version of the template.

You should start by filling in “Project title”, ”Name of main applicant” and ”Main applicant's institution/company/organisation” in rows 3, 4 and 5. Do not fill in rows 7–36. These rows contain overall budget information, and will automatically sum up the figures entered further down in the template. Cell C39 should contain the total amount that you applied for at DFF. This figure must also appear in the E-grant form.

In rows 44–63, under “DESCRIPTION OF EXPENSES (please list only items to be funded by DFF)”, you must in the first column state which institution/enterprise/organisation is going to record the expense in question. In the second column you must enter the total amount of the expense, excl. overhead/administration costs (e.g. total salary for a 24-month postdoc-salary or the price for the purchase of software/laboratory equipment). Finally, in the third column you must explain what specific expenses each of the 4 overall budget items consists of (e.g. which 3 scientific participants make up the “scientific/academic salaries”), in the budget for which you apply for funding at DFF. In relation to each item, you must meticulously explain/argue for the extent 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. Each row may contain up to three lines of explanatory text, and if
In rows 70–116 you must fill in one block (B1 to B5) for each institution/enterprise/organisation participating in the project. The expenses applied for must be divided into 4 overall budget items: Scientific/academic salaries, technical/administrative salaries, equipment expenses and operating expenses (see section C.4), to be entered in the white cells and broken down by calendar year, i.e. 1 January to 31 December. Remember to state the name of the relevant institution/enterprise/organisation in the relevant cells (A69, A79, A89, A99 and A109), and to enter the correct overhead rate (see section C.5) in cells C75, C85, C95, C105 and C115.

### C.3 Co-financing and funding from other sources

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

Any co-financing must be accounted for in rows 118–157. You must complete one block (C1 to C5) for each institution/company/organisation participating in the project, indicating the respective amounts of co-financing. Such contributions must be divided into 4 overall budget items: Scientific/academic salaries, technical/administrative salaries, equipment expenses and operating expenses (see section C.4). The budget items must be broken down by calendar year, i.e. 1 January to 31 December. Remember to provide the name of the relevant institution/company/organisation in the appropriate cell of each C block (A120, A128, A136, A144 and A152). Information on co-financing can also be entered, even if it stems from a participant who is not supported by the grant but is actively participating in the proposed project.

Funding from other sources, i.e. contributions from institutions/companies/organisations that merely fund the project without participating actively in the project activities, must be listed in rows 159–198. Such funding must be divided into 4 overall budget items: Scientific/academic salaries, technical/administrative salaries, equipment expenses and operating expenses (see section C.4). The budget items must be broken down by calendar year, i.e. 1 January to 31 December. Remember to provide the name of the relevant institution/company/organisation in the appropriate cell of each C block (A161, A169, A177, A85 and A193).

Finally, if applicable, in the explanatory block "EXPENSES RELATED TO CO-FINANCING AND FUNDING FROM OTHER SOURCES " you must account for budget items that are co-financed and/or funded from other sources. In the first column, specify the institution/company/organisation providing the financing. In the second column please indicate the total cost of funding (e.g. total salary for 24 months’ postdoctoral wages or prices for the purchase of software/laboratory equipment). Finally, in the third column you must explain which items in the budget are financed either through co-financing or from other sources. Each row may contain up to three lines of explanatory text, and if this is not sufficient you may continue with the text in the cell directly below. Note that it is your own responsibility to check that all the text is included in the cell and that it is readable in the PDF version of the template.

When you are finished with the budget and have ensured that it tallies completely with the information entered in the E-grant form, please make sure that the person responsible for approving the budget at your institution/organisation/company follows the instructions outlined in section C.6. As a final step you must convert the completed budget template into a PDF file by selecting “Save as PDF” in Excel/another spreadsheet program. To ensure the readability, please avoid printing and scanning your budget.
C.4 What expenses may be covered?
You may apply for funding to cover all expenses that are directly attributable to the project, and which are relevant and necessary in order to carry out the project. To this should be added overhead/administration expenses, see section C.5.

As applicant, you must ensure that there is agreement between the project description and the budget applied for. The budget must be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment expenses (exceeding DKK 500,000 excl. overhead/administration expenses)
- Operating expenses (including equipment expenses up to DKK 500,000 excl. overhead/administration expenses)
- Overhead/administration expenses

You must prepare the budget according to the actual price level at the time of the application, and take into account expected salary and price increases during the project period. This applies to all budget items. The budget items must be broken down by calendar year (1 January – 31 December) and not by project year.

Scientific/academic salaries
DFF may provide funding towards scientific/academic salaries for participants in the project. These participants may be researchers who are already employed during the project period applied for, 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.

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 staff whose salaries are paid for by the Council are covered by the employment structure for scientific/academic staff at institutions of higher education or by the employment 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 that the employee currently has or will be entitled to at his/her place of employment, including any anticipated increments for the project period. The calculation of salaries must 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, enclose a copy of your most recent salary statement.

In your budget you must operate with net salary expenses in relation to participants with permanent positions, and please note that you should not apply separately for vacation allowances for scientific/academic participants who have permanent employment.

Salary expenses for unnamed scientific/academic employees participating at postdoc level should normally be calculated based on the salary level for postdocs/assistant professors, cf. the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance.

You must calculate salary overhead, see section C.5, based on the institution type that defrays and books/pays the salary to a project participant. Salary overhead is calculated for the actual amount of working hours that the participant is going to spend on the project.

PLEASE NOTE: The above section on scientific/academic salaries does not apply to DFF–Individual Postdoctoral grants where the grant holder is affiliated to a foreign research institution for the entire project period, receiving administrative assistance from the Danish Agency for Science, Technology and
Innovation. In such instances, support is offered in the form of a grant and does not involve a tenure. When calculating the size of the fixed monthly payments towards the grant holder’s personal income, the principles that apply in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance shall be used, although the grant holder will not be covered by this or other collective agreements. See chapter 2.1 and section C.4.1 below.

**Technical/administrative salaries**

You may apply for funding to cover salaries for non-scientific assistants, including student assistants. In accordance with national regulations, assistants’ salary levels must be based on the actual tasks that they are hired to carry out.

It is not possible to apply for funding towards technical/administrative salaries, if you apply for a DFF–Individual Postdoctoral grant at FNU and FSS. As a general rule, you cannot apply for funding to cover technical/administrative salaries in connection with the instrument DFF–Research Education outside the Universities, as you will be expected to carry out the relevant tasks in relation to your PhD project on your own accord. If you find that hiring a technical/administrative assistant will be crucial for carrying out the project, you must provide arguments for this in your budget, as from row 44.

**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, excl. 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. Funded equipment will become the property of the administrating institution, irrespective of the amount that has been granted towards it.

**Operating expenses**

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

The expenses should not be itemised, but merely listed as a total amount per year. As from row 44 in the "DFF–Budget" template, you must however specify the actual single 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.

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

As part of your operating expenses, you may apply for annual education rates ("uddannelsesstakster") in relation to any research education that is required in conjunction with PhD scholarships that will be financed by the Council. In accordance with an agreement between the research council system and Universities Denmark, DFF uses special annual education rates. These rates are lower than the standard 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 salaried by the Council tasks to an extent corresponding to 840 hours in a 3-year PhD course of study. For PhD students enrolled at Danish universities you may apply for the following education rates per full project year:

- DKK 50,000 (FKK and FSE).
- DKK 80,000 (FNU, FSS and FTP).
This amount will be at the disposal of the hosting institution and also covers all salary expenses in relation to PhD supervision.

You may apply for funding to cover travel and living 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 appurtenant circular on adjustment of rates ("Cirkulære om Statsregulering"), as well as the circular on bonus schemes ("Cirkulære om Bonusordninger"). You can view the relevant agreements and rates at www.modst.dk. If, during a stay abroad, you remain employed at a Danish state owned research institution, the Council recommends that you find out whether you are covered by state self-insurance and therefore do not need to take out your own insurance.

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

- Reimbursement of transport expenses
- Reimbursement of overnight stay expenses
- Hourly and daily allowances to cover additional expenses for meals, etc., to the extent the hourly and daily allowances do not exceed the actual additional expenses.

It is the institution defraying and booking the expenses for an operating item which is awarded the overhead, based on the applicable rate for the institution in question.

C.4.1 Special budget requirements for DFF–Individual Postdocs at foreign research institutions, where the Danish Agency for Science, Technology and Innovation serves as administrator

You must prepare a detailed budget that covers all expenses, so that the financial statements can later be compared directly with the budget, item-by-item. The detailed budget must be accompanied by specific reasons stating why the individual budget items and their size are relevant and necessary to carry out the project.

Scientific/academic salaries: As noted in section C.4, support is offered in the form of a grant and does not involve a tenure. When calculating the size of the fixed monthly payments towards your personal income, the principles that apply in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance must be used, although you will not be covered by this or other collective agreements.

Equipment: 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, excl. 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. Funded equipment will become the property of the administrating institution, irrespective of the amount that has been granted towards it.

Operating expenses: You may apply for funding to cover necessary operating expenses, understood as expenses which can be attributed directly to the implementation and realisation of the research project, and expenses in connection with a stay at a foreign research institution, cf. chapter 2.1 of the Call. Operating expenses must be itemised as:

1. Research expenses: You may apply for funding to cover expenses for books, subscriptions, IT, lab expenses, conference participation, etc. When the grant holder participates in conferences, conference fees, travel- and living expenses may be covered via the operating budget. In relation to travel activities during stays at foreign research institutions, the provisions in the official journey agreement between the Danish Ministry of Finance and the Association of Danish State Employees’ Organisations ("Tjenesterejseaftalen") apply. Hourly and daily allowances may be
awarded in accordance with the rates of the Danish State, unless the calculated amount exceeds the actual additional costs incurred as a result of the travel, see section C.4 concerning official journeys.

2. Expenses incurred in connection with carrying out the project at a foreign research institution: You may apply for funding to cover expenses in relation to your outward and return journey, insurances, including any necessary insurance of equipment, social insurance, etc. The council expects that you have checked the real costs of the stay and are able to justify the items of expenditure applied for, e.g. for transport and accommodation. You may apply for funding towards travel expenses as well as travel and health insurances for you and – if relevant – your spouse/partner and/or children. Normally, a maximum of DKK 10,000 can be awarded to cover the shipping of household effect.

3. Technical/administrative salaries — If you apply to FNU and FSS, funding of technical/administrative salaries cannot be applied for, as FNU and FSS expect you to perform the relevant tasks involved in the project yourself.

Overhead: If you apply for a DFF–Individual Postdoctoral grant in relation to a project that is going to be hosted by a foreign research institution with administrative assistance from the Danish Agency for Science, Technology and Innovation, your budget should not include overhead/administration expenses.

Please note that if your actual operating expenses exceed the total amount you have been awarded for such expenses, the additional expenses will not be reimbursed.

C.5 Overhead/administration expenses
Overhead/administration expenses are granted by DFF to cover indirect costs incurred in connection with carrying out the project, but which are not directly attributable to the specific project. This could for instance include joint expenses to cover rent, premises, administration, etc.

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

<table>
<thead>
<tr>
<th>Institution type</th>
<th>Overhead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish institutions (including Danish universities and sector research institutes)</td>
<td>44 %</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Authorised Danish Technological Service Institutes (GTS institutes)</td>
<td>20 %</td>
</tr>
<tr>
<td>Danish institutions which fulfil all of the following criteria:</td>
<td>20 %</td>
</tr>
<tr>
<td>- they receive and are expected to continue receiving a fixed state subsidy of minimum 25 % (measured in relation to the total annual turnover) for covering operating expenses</td>
<td></td>
</tr>
<tr>
<td>- they must be non-profit institutions which do not seek to generate profit, and where any profit may not be distributed among the owners.</td>
<td></td>
</tr>
<tr>
<td>- carrying out research must be a central purpose of the institutions.</td>
<td></td>
</tr>
<tr>
<td>State-owned hospitals in Denmark, on Greenland and the Faroe Islands</td>
<td>3.1 %</td>
</tr>
<tr>
<td>State-recognised museums (cf. the Danish Museum Act) and state-owned museums on Greenland and the Faroe Islands</td>
<td>3.1 %</td>
</tr>
<tr>
<td>All other Danish and foreign institutions and enterprises</td>
<td>0 %</td>
</tr>
</tbody>
</table>

Overhead for other research institutions than those mentioned above may be granted on the basis of a concrete assessment. In such cases the application must contain a motivated proposal.
The principle for calculating differentiated overhead/administration expenses
If your DFF application concerns activities that involve funding of various institutions with different legal status, cf. the table above, it will be 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 enterprise that defrays and records the salary expenses. Hence, it is not decisive whether the research activity is actually taking place at the institution or enterprise in question. Nor is it decisive where a person has his or her principal place of employment or typically works most hours. 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. Thus, it is the institution(s) defraying and recording the expenses relating to operations that will be awarded the overhead/administration expenses, based on the applicable rate for the type of institution, cf. the table above.

C.6 Budget signatures
Funding from the Council 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 institution or enterprise which pays for and books the project’s/applicant’s expenses during the project period.

Stamps and signatures should be provided in the template “DFF-budget confirmation”. The template can be accessed under 'Forms' at www.ufm.dk/dff-midler/skemaer.

If you apply for support in connection with a DFF–Individual postdoctoral grant and want to administer the grant yourself, or wish the Danish Agency for Science, Technology and Innovation to administer the grant (see Appendix C, section 4.1), the budget only needs to be signed by you as the applicant.