

CALL FOR PROPOSALS

Information on grant possibilities and application guidelines
for the period 16 June to 31 December 2007

**THE DANISH RESEARCH COUNCIL
FOR TECHNOLOGY
AND PRODUCTION SCIENCES**

The Danish Councils for Independent Research



Contents

1.	Call for proposals	4
2.	How to read this call for proposal	6
3.	Who is eligible for funding?	7
4.	What type of research is eligible for funding?	8
4.1	Expressions of interest in Major research projects	9
4.2	Research projects	10
4.3	Postdoctoral grants	11
	Applicant /proposal requirements	11
4.4	Visiting researchers	12
4.5	Preparation of international project proposals (START)	12
4.6	Subsidies for hosting international scientific conferences	13
4.7	Research stays abroad of more than one month's duration (unpaid)	14
	Expenses for travel health insurance	15
5.	How and when to apply	16
5.1	General proposal requirements	16
5.2	How to apply to more than one council	16
5.3	Project description requirements	16
5.4	Information on applicants	17
5.5	Budget	17
	Scientific/academic salaries	18
	Technical/administrative salaries	19
	Operating expenses	19
	Equipment expenses of more than DKK 0.5 million	19
	Overhead/administrative contributions	19
6.	How is the proposal processed and assessed	20
6.1	The Council's evaluation	20
	Scientific quality	20
	Qualifications of applicant(s)	20
	Relevance in relation to FTP	20
	Feasibility	20
	Communication of results	20
	Other	20
6.2	Processing and procedures	20
	Grant types with an proposal deadline of 3 September 2007	21
	Grant types that can be applied for at any time	21
7.	Young Researchers Awards, Young Female Researchers in Science and Technology, Visionary areas and Internationalisation	22

7.1	Young Researchers Award	22
7.2	Young Female Researchers in Science and Technology	22
7.3	Structured materials with special properties – from science to engineering (Visionary areas)	23
7.4	Crossboundary Research Stays	24
7.5	Internationalisation	25
8.	Checklist and overview of requirements for each grant type	26
9.	Address and secretariat	29
10.	Guide to completion of Form 1	30
Appendix A	Standard amounts for salary budgets for Postdoctoral grants commencing 2008	32

1. Call for proposals

The Danish Research Council for Technology and Production Sciences (FTP) hereby invites project proposals for funding from the Council's grant types. The grant types described below may be applied for by the Council's **proposal deadline of 3:00 p.m. on 3 September 2007**, when the proposal must be submitted to the Danish Agency for Science, Technology and Innovation, or at any time – see the relevant deadline under each grant type (4.1-4.7). Proposals submitted by the proposal deadline of 3 September 2007 must cover research activities to commence in 2008.

This document is an English translation of the Danish call for proposals for funding from the Danish Research Council for Technology and Production Sciences. Should there be translation errors, the Danish version shall always take precedence. The call for proposals is valid for the period 16 June-31 December 2007.

For all proposals for the 3 September 2007 deadline, one printed copy (secured with one staple) and one complete PDF file on a CD-ROM must be submitted (i.e. Form 1, project description and all appendices gathered in one file).

The PDF file should be generated directly rather than by scanning printed documents. The printed copy must be provided with original signatures, while this is not a requirement in the PDF file. By signing the printed copy, the applicant confirms that the printed copy of the proposal is identical to the PDF file.

Note: electronic proposals as of 1 January 2008

As of the next call for proposals (from 1 January 2008), an electronic proposal procedure will be implemented as part of the Danish Agency for Science, Technology and Innovation's digitisation strategy. In the first instance, this means that applicants will be able to submit the required proposal details online at www.fist.dk.

An online proposal will need to be signed digitally by the applicant, the institution that will be administering the grant and the other institutions/businesses that are partners in the project. In order to sign the proposal, a Danish digital signature will need to be obtained. For both businesses and private individuals, digital signatures may be ordered via www.digitalsignatur.dk. Further information about digital signatures for businesses is also available from www.virk.dk.

For foreign applicants and others who have problems obtaining or using the Danish digital signature, a special security password is available on request from the system's login page. Note that the creation of a digital signature and special security password is subject to processing time.

NOTE: For applicants who find themselves unable to submit an online proposal with a digital signature, the Council will permit them to print out, manually sign and send in their completed form by ordinary post and by e-mail in PDF format.

Further information and instructions will be available over the autumn at www.fist.dk.

FTP has been granted additional funds in 2007 by the Board of the Danish Councils for Independent Research (DFF) for the purpose of funding Young Researchers Award projects, allocating UMTS funds (proceeds from central government's sale of telecom licences) for young female researchers in science and technology, as well as funding proposals for the Visionary area: "Structured materials with special properties – From science to engineering" and for giving priority to large long-term grants.

In addition, as regards proposals within the Council's own disciplines, FTP has autonomously decided to continue the Crossboundary Research Stays initiative which was a Visionary Area in 2005.

DDF wishes to give particularly high priority to internationalisation. Applicants are therefore advised that for 2007, the research councils have relaunched the grant type for preparation of international proposals. Furthermore, the Council has been allocated extra funds with a view to offering support to researchers from a foreign institution in order to complete postdoctoral studies at a Danish institution.

Following the allocation of additional funds for the Young Researchers Award, the Visionary Area: Structured materials with special properties – From science to engineering and Internationalisation, the Council has approx. DKK 290 million at its disposal to award in 2007. Young Researchers Awards will be awarded at the end of the year for proposals submitted in both spring and autumn 2007.

Proposals under Young Researchers Award; Young Female Researchers in Science and Technology; a Visionary area and/or Internationalisation should be marked "+Young Researchers Award; "+Women in Science and Technology"; +"Materials" and/or +"Internationalisation" in Form 1, item 8 (cf. section 10). The proposal requirements described under the relevant grant types and in the general section of this call for proposals shall apply.

The Danish Medical Research Council (FSS), the Danish Research Council for the Humanities (FKK), the Danish Natural Science Research Council (FNU) and the Danish Social Science Research Council (FSE) have likewise been allocated additional funds for Young Researchers Awards, Internationalisation and selected Visionary Areas. Please refer to the other councils' calls for proposals for descriptions of these areas.

Applicants are advised that a proposal within a Visionary Area may only be submitted to the council offering the Visionary Area in question. Proposals compete on an equal footing with all other proposals to the council concerned, and the council reserves the right to obtain specialist advice from one or more of the other research councils.

2. How to read this call for proposal

This call for proposals describes the funding opportunities and proposal requirements within FTP.

Proposals that fail to meet the requirements set out in this call for proposals will be rejected without prior substantive consideration, see section 4 (2) of Executive Order no. 274 of 20 April 2004 on the funding function of the Danish Councils for Independent Research, the Danish Council for Strategic Research and the Danish Research Coordination Committee.

Applicants should study the call for proposals thoroughly before preparing the proposal.

In December 2007, the Council will issue new calls for proposals for the first half of 2008, announcing the types of activities for which proposals may be submitted and the requirements the proposal and applicant must meet. Applicants should, therefore, keep themselves informed on the current funding opportunities at the Council's website: www.fist.dk.

3. Who is eligible for funding?

FTP can award funding to researchers carrying out basic research within technology and production science, focusing on application-oriented solutions to problems or new ways of meeting the needs of society. Pure research that is not application-oriented will not receive funding, nor will the Council fund pure development activities.

The Council covers the following main areas: biotechnology; building and construction technology; electronics; energy technology; environmental technology; IT and communications technology; chemical technology; mechanical engineering and production technology; micro and nanotechnology; materials technology; medical technology; plant and animal production; veterinary science; foods; exploitation of natural resources and environmental protection.

Researchers who have obtained a PhD or have achieved equivalent qualifications via their research may apply for funding from the Council. It is not a requirement that the applicant resides or has employment in Denmark. However, in the light of FTP's remit of promoting Danish research, proposals can only be met if the proposal is deemed to contribute to this purpose.

Special requirements for the private sector

Private-sector companies may, to a certain extent, receive support through grants from the councils as long as this is in accordance with EU State aid regulations. In any event, the company will be required to contribute substantial co-funding. Private-sector support can be given in accordance with:

Group relief schemes for small and medium-sized enterprises (SMEs).

Please see the entire set of rules at the following EU website:

http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/decision_sme_en.pdf

EU "de minimis" rule

Guidelines for companies can be found at the Danish Competition Authority's website:

<http://www.ks.dk/publikationer/statsstoette/2002/deminimisvi/>

4. What type of research is eligible for funding?

Funding may only be awarded for specific, delimited research activities. Thus, funding will not be awarded to permanent activities, such as operating expenses. It is not possible to award funding for already completed activities, and the funding can be awarded at the earliest from the time of the Council's decision on the proposal.

If the applicant receives funding from other sources for the Council-funded activities, the Council reserves the right to reduce its own funding amount.

Proposals are, hereby, invited for the following grant types:

Grant types:	Proposal deadline:
Expressions of interest for Major research projects	3 September 2007
Research projects	3 September 2007
Postdoctoral grants	3 September 2007
Visiting researchers	3 September 2007
Preparation of international project proposals (START)	Proposals may be submitted at any time
Subsidies for hosting international scientific conferences	Proposals may be submitted at any time
Research stay abroad of more than one month (unpaid)	Proposals may be submitted at any time
Young Researchers Award	Depends on grant type
Young Female Researchers in Science and Technology	Depends on grant type
Structured Materials with Special Properties	Depends on grant type
Crossboundary Research Stays	Depends on grant type
Internationalisation	Depends on grant type

Proposals submitted to FTP must be written in English.

Proposals must be written in English as the Council may choose to send them for external review. Proposals for more than DKK 10 million must always be sent for external review, as must proposals from Council members for more than DKK 1 million.

The Council wants to make the findings from Council-funded projects more visible to the general public.

Researchers who receive a grant for grant types with the proposal deadline of 3 September 2007 are therefore required to publicise the project and the achieved results beyond scientific/academic publication and to establish, among other things, a website for the project. This does not apply to visiting researchers.

4.1 Expressions of interest in Major research projects

– Proposal deadline: 3 September 2007. It is also possible to apply for this grant type under a Visionary Area (section 7.3).

Expressions of interest are invited with the deadline of 3 September 2007. The Council will process these with a view to issuing an actual call for proposals with the deadline of 1 March 2008.

The Council attaches great importance to the fact that the applicant is an internationally recognised researcher with management experience.

A Major research project must be innovative and of high international excellence. The project must be conducted with active participation by one or more research teams, preferably be part of an international collaboration and involve businesses. It must be a coherent and concentrated effort based on strong research environments, and synergies between the individual sub-projects/research teams must be accounted for. Furthermore, the expression of interest must describe why a large funding amount is necessary to carry out the project – in other words, would a Research project have sufficed? The participating institutions must be willing to co-fund the project.

The Council attaches great importance to researcher training (PhD studies), and proposals are invited for both postdoctoral and PhD grants. When applying for salary subsidies for positions not filled through open calls for proposals, CVs and publications lists must be attached for the candidates in question.

The proposal amount for a Major research project must total DKK 6-15 million, normally distributed over 3-5 years. The Council welcomes proposals that are in the upper end of the financial framework of DKK 6-15 million. It is possible to apply for funding for one or more of the following budget items:

- Scientific/academic salaries, including postdoctoral and PhD grants
- Technical/administrative salaries, to a limited extent
- Equipment
- Operating expenses for:
 - Laboratory expenses, IT equipment, travel, etc.
 - Educational grants (DKK 80,000 p.a.)
 - Research stays abroad of more than 1 month's duration, cf. section 4.7
 - Overhead or administration contributions

Expressions of interest for major research projects **must** include the following appendices:

- Project description of no more than 3 pages. It must briefly present the original research idea in general language that is easy to understand. The project description must also briefly account for how the research is state-of-the-art (in a national and international context) and contain a chart depicting the collaboration constellations. Finally, there must be an outline of the synergies and sharing of results among the participating parties as well as how the findings will be disseminated.
- CVs and publications lists for applicant and key team members, cf. section 5.4
- Stamped and signed statement of willingness to act as host from the participating institution(s)
- Preliminary budget stating the distribution among the participating parties/institutions, including major equipment investments and any co-funding. Each party must complete item 16 in Form 1, and enclose an overall summary of all parties' sub-budgets. The overall summary must be signed by the principal applicant's institution. The applicant should ensure that all signatures for co-funding are provided since this documentation is required for any future submission of an actual proposal.

4.2 Research projects

– Proposal deadline: 3 September 2007. It is also possible to apply for this grant type under Young Researchers Awards (section 7.1), Visionary Areas (sections 7.3 and 7.4) and Internationalisation (section 7.5).

FTP wants to promote new ideas that can contribute to the high scientific excellence of research in Denmark. Therefore, the Council also funds smaller, well-defined and innovative research projects.

The research will typically be conducted by individual researchers or as a collaboration between a small number of researchers, ideally with the involvement of businesses. The projects are targeted towards well-established, active researchers – young as well as experienced – and the applicant's previous result will be assessed in relation to the career of the person concerned, see section 5.4. Applicants with no supervisory qualifications, and who are applying for one or more PhD grants, must state how the supervision will be provided and how academic affiliation with the project will be ensured. In any instance where an applicant is on limited tenure, the institution vouches by its signature for the completion of the PhD project(s).

The Council puts great importance to researcher training (PhD studies), and proposals are invited for both Postdoctoral grants and PhD grants. When applying for salary subsidies for positions not filled through calls for proposals, CVs and publications lists must be attached for the candidates in question. When applying for positions to be filled through calls for proposals, a realistic schedule for filling the positions should be provided.

The budget for a Research project must be DKK 0.5-6 million, normally distributed over 1-3 years. The Council welcomes proposals that are in the upper end of the financial framework of DKK 0.5-6 million. It is possible to apply for funding for one or more of the following budget items:

- Scientific/academic salaries, including postdoctoral and PhD grants
- Technical/administrative salaries to a limited extent (the need should be justified in the proposal)
- Equipment
- Operating expenses for:
 - Laboratory expenses, IT equipment, transport, etc.
 - Educational grants (DKK 80,000 p.a.)
 - Research stays abroad of more than 1 month's duration, cf. section 4.7
 - Overhead or administration contributions

It is not possible to apply solely for equipment and/or operating expenses under this grant type. Proposals for research projects **must** include the following appendices:

- Project description, cf. section 5.3
- CV and publications list for applicant, cf. section 5.4
- Brief CVs and publications lists for employees to be salaried from funding applied for/key co-applicants, see section 5.4
- Detailed budget, cf. section 5.5
- Price quotation for equipment expenses in excess of DKK 500,000

With regard to the detailed budget, an appendix must be attached specifying both the amount of funding applied for and *any* co-funding. The composition of the funding of the proposed project must be clear. This means that budget items made up of more than one sub-item, e.g. salaries for more than one scientific/academic employee or operating expenses, must be specified. See also section 5.5.

4.3 Postdoctoral grants

– Proposal deadline: 3 September 2007. It is also possible to apply for this grant type under Young Researchers Awards (section 7.1) and/or Young Female Researchers in Science and Technology (section 7.2) as well as a Visionary Area (section 7.3) and Internationalisation (section 7.5).

Postdoctoral grants are aimed at maintaining and developing research competence. They also seek to promote national and international mobility among research environments and between research environments and the business community. The grants are awarded to researchers in connection with the completion of specific research projects at research institutions in Denmark and abroad.

In addition, funds have been earmarked in 2007 for Postdoctoral grants for researchers who have obtained qualifications at PhD level from a foreign institution and who now wish to carry out a postdoctoral course of study at a Danish institution.

Researchers with a PhD or equivalent qualifications (e.g. a positive assistant professor evaluation – *adjunktbedømmelse*) may apply for Postdoctoral grants. PhD students may apply if they attach a declaration from their supervisor stating that their thesis is expected to be submitted within 6 months from the proposal deadline. In such cases, the project period cannot begin until the PhD has been obtained.

Grants are primarily awarded to researchers in the initial phases of their careers. This means that only in very special cases will funding be awarded to postdoctoral projects extending beyond 6 years after the applicant has obtained a PhD degree or equivalent. However, the Council will take into account any periods of leave (such as maternity, parental or family care leave, military service, humanitarian aid work, etc.). It is possible to apply for Postdoctoral grants for 1-3 years. However, Postdoctoral grants may not be awarded for more than a total of three years. The applicant's host institution(s) may provide co-financing.

The Council recommends that grant-holders intending to complete an entire course of study abroad, ensure that they are affiliated with a Danish institution for scientific and administrative purposes.

Applicant /proposal requirements

Proposals for Postdoctoral grants must be submitted by the potential grant recipient. For Postdoctoral grants, funding may be applied for to cover the following budget items:

- Scientific/academic salaries for applicant (cf. section 5.5)
- Operating expenses subject to specific assessment
- Overhead/administrative expenses

Proposals for Postdoctoral grants must be submitted using Form 1 and must include the following appendices:

- Project description (see section 5.3)
- CV and publications list for applicant (see section 5.4).
- PhD diploma and PhD evaluation or secondary documentation of: a) acceptance of the thesis for defence, b) a positive assistant professor evaluation (*adjunktbedømmelse*), c) qualifications equivalent to PhD level achieved in another way, or d) a declaration from the supervisor stating the expected date of submission (PhD student).
- Detailed budget (see section 5.5)
- Documentation of the foreign institution's willingness to host the Postdoctoral grant recipient.

4.4 Visiting researchers

– *Proposal deadline: 3 September 2007. It is also possible to apply for this grant type under a Visionary Area (sections 7.3 and 7.4).*

The Council provides funding for international visiting researchers with special competencies within a specific field of research. The purpose is to strengthen Danish research teams by adding expertise which either does not exist or is poorly represented in Denmark. Funding is granted for stays of 1-12 months' duration.

This funding is offered to invite international visiting researchers to take part in a research project or perhaps be part of an institution's researcher training (PhD) programme by holding seminars, workshops, etc. It is possible to apply for the entire salary of the visiting researcher as well as for a contribution to an otherwise low salary which the guest researcher might receive from his or her home institution.

The applicant must be employed at the Danish host institution, and the visiting researcher may not submit the proposal on his or her own. The project description must contain an account of the visiting researcher's contribution to and interaction with the institution's research and educational activities.

For visiting researchers, it is possible to apply for one or more of the following budget items:

- Scientific/academic salaries (all or part of the salary for visiting researchers)
- Operating expenses (travel, accommodation and living expenses, see section 4.7)
- Overhead or administration contributions

Proposals for visiting researchers **must** include the following appendices:

- Project description, cf. section 5.3
- Programme for research stay
- CVs and publications lists for applicant and visiting researcher, cf. section 5.4
- Detailed budget, cf. section 5.5

4.5 Preparation of international project proposals (START)

Proposals may be submitted at any time. It is also possible to apply for this grant type under Internationalisation (section 7.5).

The Council wishes to support and strengthen the opportunities for Danish researchers to apply for international financing in order thereby to sustain and improve the international competitiveness of Danish research. It is possible to apply for grants for preparing proposals aimed at the EU's 7th Framework Programme and other international research funds offered in open competition by bodies other than the Council itself. This applies both to proposals for a programme for which a call for proposals has not yet been made and to proposals pertaining to a specific call for proposals/programme. The Council gives priority to proposals for projects where Danish applicants have coordinating functions.

If the programme(s) applied for entail(s) several proposal rounds (e.g. prequalification and final proposal) a proposal may be made for each of these. It is possible to apply for funding for one or more of the following expenditure items:

- Expenses for Danish participants' scientific/academic salary in connection with coordination and/or preparation of the proposal
- Travel and living expenses for the proposal's partners – Danish and foreign (if foreign – must be in relation to the collaboration with the Danish partners)

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- Expenses for meetings, seminars and the like and expenses for participation in international workshops, seminars and the like with direct relevance to the prospective proposal
 - Expenses for consulting and/or administrative services (technical/administrative salaries)
 - Overhead or administration expenses

An proposal for funding for preparation of international proposals (START) may be made for a period of up to 2 years, and the amount applied for may amount to between DKK 50,000 and 300,000 in total excl. overhead. The amount granted will depend on the applicant's role in preparation of the proposal.

The proposal must be enclosed with a statement as to the academic/scientific content, including a schedule of activities of max. 5 pages (12,000 keystrokes), as a brief summary of **a)** which (prospective) international calls for proposals, calls for tenders or programmes the proposal will be made for – and the size of the international grant for the Danish partners that will be applied for, **b)** the applicant/applicant group's academic/scientific qualifications in relation to the international proposal, **c)** the applicant's role in the overall project organisation of the international proposal, **d)** the applicant's role in preparation of the international proposal, **e)** hypotheses, methods, theory and the like, **f)** the anticipated academic/scientific benefits and relevance for Danish participation/research, **g)** documentation for qualification for the next round and justification for the scope of new activities (only for proposals that have passed prequalification).

The proposal must also include the following mandatory appendices: **1)** CV (1-2 pages) and publications list (last 5 years) for all the Danish participants and other key participants for which funds are being applied, **2)** detailed budget, **3)** confirmation of co-funding from the participants' institutions, as applicable, **4)** confirmation of participation from foreign participants (for major, coordinated projects) and **5)** copy of the specific tender documents, or, if this is not available, a description of the expected call for tenders.

4.6 Subsidies for hosting international scientific conferences

– *Proposals may be submitted at any time.*

Subject to at least 100 paying participants, FTP offers grants to cover the hosting of open international conferences, symposia and the like in Denmark as a subsidy of max. DKK 100,000, incl. overhead/administration contributions. The conference should have internationally recognised researchers as keynote speakers.

The amount of funding awarded will depend on the significance of the event for the Council's scientific domain and the scale of the event. Grant proposals must be made at the latest 2 months prior to the hosting of the event.

Proposals for subsidies in connection with hosting scientific conferences must have the following appendices:

- Programme for the event and description of its purpose
- CVs and publications lists for applicant and keynote speakers, cf. section 5.4
- Written confirmation of participation from keynote speakers
- Detailed overall budget for the event, including documentation for the probability of the 100 paying participants

The budget should state all income and expenditure, including the expected number of participants (at least 100 paying participants), participant fees, information about funding from other sources, etc.

Funding is not available to cover attendance at scientific conferences.

4.7 Research stays abroad of more than one month's duration (unpaid)

– *Proposals may be submitted at any time. It is also possible to apply for this grant type under Visionary Area (section 7.3).*

FTP provides funding for research stays abroad of more than 1 month's duration. The stay abroad must be for the purpose of carrying out specific research projects or as part of a course of study for young researchers (post docs). The Council does not fund travel in connection with current PhD projects.

If the applicant is employed at an international research institution, he or she is only eligible for funding to cover travel expenses, establishment, shipping expenses and health insurance. For research stays of more than 1 month's duration, it is possible to apply for one or more of the following budget items:

- Operating expenses for:
 - **Travel expenses** (total or partial coverage): Funding is only granted for travel for family members if the research stay is of more than 6 months' duration. Providers not accompanied by their families and undertaking a research stay of more than 6 months will qualify for coverage of expenses for an additional journey home. A provider is a person who lives with a spouse/partner and/or has children whom he or she has a duty to support.
 - **Health insurance.** The Council cannot cover expenses incurred due to illness. It is, therefore, recommended that applicants take out travel health insurance (cf. below).
 - **Transport** of household effects, text books and instruments within reason – though totalling no more than DKK 10,000.
 - Contributions for **living and housing expenses**, which are currently set according to the rates listed below.
 - Expenses for **enrolment** at institutions abroad (bench fees)
- Overhead or administration contributions

Proposals for funding for research stays **must** have the following appendices:

- Project description (stating why the activities must take place abroad), see section 5.3
- CV and publications list for applicant, cf. section 5.4
- Statement/confirmation from host institution
- Documentation of salary and employment terms for entire period
- Detailed budget, see section 5.5, that complies with the rates stated below

The following rates apply to living and accommodation expenses during research stays abroad:

Dollar regions (USA, Canada, Australia and New Zealand):

Establishment	DKK 11,700
Single	DKK 5,300 per month (no more than one year)
Provider	DKK 6,900 per month, reduced to DKK 4,900 per month after 1 year

Japan:

Establishment	DKK 11,700
Single	DKK 6,700 per month (no more than one year)
Provider	DKK 8,400 per month, reduced to DKK 6,700 per month after 1 year

Western Europe (excl. Greece and Portugal)

Establishment	DKK 11,700
Single	DKK 3,600 per month (no more than one year)
Provider	DKK 4,500 per month, reduced to DKK 2,700 per month after 1 year

Greece and Portugal:

Establishment	DKK 11,700
Single	DKK 2,700 per month (no more than one year)
Provider	DKK 3,700 per month, reduced to DKK 2,400 per month after 1 year

Other countries:

Calculated ad hoc. Applicants are requested to propose grant amount with justification.

If the applicant, on the date of departure, has more than 6 years of service, the rates will be increased by 20 per cent.

Expenses for travel health insurance

Because the Council cannot cover expenses in connection with illness abroad, it is recommended that applicants take out their own health insurance. During stays abroad, applicants who remain employed at a Danish state institution (this does not mean the Research Council) should find out whether they are covered by state self-insurance and, therefore, do not need to take out their own health insurance.

Applicants who are interested in funding from the Council for their insurance expenses may use the following recommended rate or obtain price quotations from insurance companies in Denmark and abroad to include in the proposal.

Recommended rate for health insurance (entire world with the exception of USA, Canada and the Bahamas): DKK 690 per month for stays of at least 3 months' duration.

5. How and when to apply

5.1 General proposal requirements

Proposals must be submitted to the Danish Agency for Science, Technology and Innovation no later than 3:00 p.m. on 3 September 2007. However, for some activities proposals may be submitted at any time, cf. the list in section 4.

Applicants are required to use the English version of Application Form 1. The form is available in printed and electronic form. It can be downloaded from the website of the Danish Agency for Science, Technology and Innovation (www.fist.dk) under the menu item "Apply for funding". It can also be procured from the secretariat via e-mail as an attached document or in print.

Proposals must be submitted in 1 printed copy (secured with one staple) and 1 complete PDF file on a CD-ROM (i.e. Form 1, project description and all appendices gathered in one file). The proposal form should be attached at the front, with the appendices behind. All information must be contained in the proposal form or be attached as appendices. Special editions or books may not be submitted as appendices.

The PDF file should be generated directly rather than by scanning printed documents. The printed copy must be provided with original signatures, while this is not a requirement in the PDF file. By signing the printed copy, the applicant confirms that the printed copy of the proposal is identical to the PDF file.

Proposals must be written in English as the Council may choose to send them for external assessment. Proposals for more than DKK 10 million must always be sent for external assessment, as must proposals from Council members for more than DKK 1 million.

5.2 How to apply to more than one council

The proposal must be clearly marked with the Council's name. If the proposal is to be addressed to more than one research council, the proposal must be submitted separately to each council in question. Every single council's calls for proposals, deadlines and requirements, etc. must be met (see each council's calls for proposals at www.fist.dk).

5.3 Project description requirements

The proposal must include a project description of **no more than 5 A4 pages** (12,000 keystrokes plus figures and diagrams) excluding the list of references.

The project description should contain:

- Information on the project's objective and hypotheses, including a description of its relevance
- Description of methodology and research plan
- Status of existing knowledge in the field (state-of-the-art)
- Details of the applicant's qualifications and previous contributions to the field
- Account of how the planned research project is related to previous or current studies in the field
- Detailed work schedule and timetable, incl. milestones
- Information on how the project's findings are to be made public and disseminated
- Assessment of the anticipated significance of the findings for future research and researcher training (PhD studies) in the area
- Description of any ethical aspects

In addition, a popular science description of the project must be provided under item 15 on Form 1. The text must be written in Danish and suitable for publication. The text must therefore be formulated so that the nature of the project is comprehensible to laypersons.

5.4 Information on applicants

All proposals must have CVs and publications lists for the applicant, key co-applicants and/or the scientific employees for whom the proposal for salary contributions is being submitted. Furthermore, there may be special requirements which the applicant must meet. These are found in the description of each grant type in sections 4.1 and 4.7.

The CV for the applicant must be **no longer than two pages** and must contain information on the following:

Personal data: Name, address, etc.

Education: B.Sc., M.Sc. and Ph.D. educations

Employment: All relevant employments including maternity leaves

Awards/Academic achievements: National and international awards and academic services, including honorary memberships

Managerial activities: Managerial track record

Key research topics: Description of research topics and their impact on science

Project management: Current and past performance as project leader

Supervision: Total numbers of graduated and current supervised Ph.D. students and Postdocs

Publications: Total number of articles in peer reviewed journals, total number of printed contributions to peer reviewed conference proceedings, total number of other publications (books, chapters, popular dissemination) and total number of patents.

CVs for key co-applicants and employees to be salaried from funding applied for/key co-applicants must be attached and may be **no longer than 1 page per person**. The CVs should contain a summary of the same information as for the principal applicant.

The Council's assessment of the applicant's research productivity will take into consideration the applicant's career within and outside of research enterprises as well as any periods of leave (such as maternity/parental or family care leave, military service, humanitarian aid work, etc.).

The publications list must only contain:

- A figure that indicates the total number of published articles in international, refereed scientific journals and the total number of other scientific contributions (monographs, proceedings, book chapters, etc.)
- Detailed references to publications **from the last five years**, divided up according to the above categories, listing the order of authors, year, title, type (journal/monograph), issue number and first and last page numbers. Works accepted for publication may be included, but submitted works may not be listed.
- Patent references should be included in the publications list on equal terms with references to scientific articles.

5.5 Budget

Read the Guide for Form 1 carefully. The guide can be found at the end of this call for proposals.

All proposals must, in accordance with the Ministry of Finance budgeting guidelines, include a budget which has been approved by the institution. This must be done by submitting a total budget (Form 1, item 16), which has been stamped and signed by the principal applicant's institution. If the applicant is not employed at an institution, the applicant must submit a budget with his or her own signature.

The printed copy must be provided with original signatures, while this is not a requirement in the PDF file. By signing the printed copy, the applicant confirms that the printed copy of the proposal is identical to the PDF file.

The budget may only include expenses that are directly attributable to the project, except overhead/administration contributions. It should state by how much the applicant's institution intends to support the project as well as whether funding from other sources has been applied for and possibly awarded. The co-funding from the applicant's institution and external sources must only cover salaries and operating expenses directly related to the project in question.

For proposals in which several institutions are participating, it is necessary to submit a completed and signed sub-budget (Form 1, item 16) for each institution that is either applying for funding or contributing with co-funding. The total of these sub-budgets must tally with the submitted total budget.

All proposals must include a detailed budget for the proposal amount for each year, see guidelines in section 10 of item 16 of the Application Form. The budget should be divided into the following principal items:

- Scientific/academic salaries (covering own salary including full pension contributions and holiday pay) – expected salary and price increases must be included in the budget
- Technical/administrative salaries – expected salary and price increases must be included in the budget
- Operating expenses (the various items must be specified)
- Equipment expenses in excess of DKK 40,000
- Overhead or administration contributions

With regard to the detailed budget, an appendix must be attached specifying both the amount of funding applied for and any co-funding. The Council attaches great importance to being able to see the composition of the financing of the project clearly. This means that budget items made up of more than one sub-item, e.g. salaries for more than one scientific/academic team member or operating expenses, must be specified. Appendix A lists the current rates for a Postdoctoral grant.

Scientific/academic salaries

The proposal must clearly state the persons who are to be salaried from the Council funding and the duration of the period in question. Funding for salaries for scientific/academic employees of research projects is awarded for specified periods, and the position categories for the individuals in question must be stated. Salaries for employees in positions with allocated research time must be justified such that their significance to the project will be clear.

Proposals for salaries for named researchers must include the CVs and publications lists of these researchers, see section 5.4. Proposals for salaries for unnamed researchers must list the positions in accordance with the institution's current rules. The proposal must clearly state if the positions are to be filled by open calls for proposals.

The salary amount applied for must contain the actual salary, i.e. all items of expenditure, including full pension contributions, holiday pay as well as anticipated salary and seniority pay increases, since FTP primarily awards framework grants, which do not permit subsequent adjustment of the salary component of the grant.

Applicants from Approved Technological Service Institutes should budget with actual salary costs per hour's work (i.e. excluding overhead/general costs). Thus, the number of effective hours should be stated rather than the number of person-months.

Technical/administrative salaries

Salary subsidies for technical assistants (lab technicians, student assistance, etc.) may only be applied for as long as the person in question is associated with the project(s) covered by the proposal. The tasks of the person in question must be specified in detail and justified in the proposal.

Operating expenses

Operating expenses cover expenses for transport, materials, chemicals, laboratory animals, computers and IT equipment, service agreements and minor equipment investments (less than DKK 40,000). Expenses for publishing and printing may not be applied for separately, but must be included in the proposal as an operating expense. Furthermore, Educational grants for PhD students must be stated as an operating expense (DKK 80,000 p.a.).

Equipment expenses of more than DKK 0.5 million

Proposals for equipment must include a price quotation. The Danish Research Council's Instrument Service (FRIT: www.frit.nu) offers to arrange the procurement. FRIT can be contacted at tel. +45 4677 4040. Funded equipment is the property of the grant-holder's institution.

Overhead/administrative contributions

Grants administered by government institutions and other institutions subject to the rules regarding grant-funded research activities in the Danish Ministry of Finance's *Budgetvejledning* (budget guidelines) are to include an overhead contribution of 20 per cent of the Research Council's share of the direct expenditure. Direct expenditure is defined as expenses directly attributable to the project. Overhead associated with any co-financing from the workplace must be entered in the same way. For other Danish public institutions, only 3.1 per cent may be calculated for administrative contributions for direct expenses. The budget for Authorised Technological Service Institutes (GTS institutes) must include an overhead contribution of 20 per cent of the direct costs.

6. How is the proposal processed and assessed

6.1 The Council's evaluation

The Council supports research that is basic in relation to potential proposals within the Council's scientific areas (see section 3). Pure research that is not application-oriented will not receive funding, nor will the Council fund development activities only.

Proposals will be assessed based on the following questions. It is considered important that the questions that are relevant to the project are accommodated to the greatest extent possible. For grant types which have special conditions pertaining to e.g. the applicant, special emphasis will be on these conditions being met.

Scientific quality

- Does the research project contain a clearly formulated objective?
- Are the hypotheses appropriate and consistent?
- Is the methodology plausible?
- Can the project produce significant scientific advances?
- Is the state-of-the-art status clearly described?
- Are there sufficient synergies between sub-projects/research teams?

Qualifications of applicant(s)

- Do(es) the applicant(s) have the necessary qualifications for carrying out the project? This applies, in particular, to scientific qualifications, but also includes project management and the like.
- Is there participation from or collaboration with relevant leading research teams in Denmark or abroad?
- Are there participants from business partners where relevant?

Relevance in relation to FTP

- Is it clear that the project will contribute to the basis for relevant applications within FTP's focus area?

Feasibility

- Have the necessary resources been allocated to the project, including staffing and access to the necessary facilities and equipment?
- Is there agreement between the budget and the research activities?
- Is there a suitable project plan without significant gaps or unnecessary parts and is there a realistic timetable with relevant milestones?

Communication of results

- Is it likely that there will be peer-reviewed publications?
- Does the project include communication to potential users of the results?
- Does the project include standard dissemination?

Other

- Does the project include researcher training (PhD studies) to the extent this is relevant?
- Does the proposal contribute, to the extent relevant, to mobility (international/national – research environments/business community)?
- Is there co-funding from institutions?
- Is there co-funding from the business community where relevant?
- Are any ethical aspects satisfactorily identified?

6.2 Processing and procedures

All applicants who meet the requirements for this call for proposals are thoroughly assessed by the Council. The Council may, at its discretion, request assessments from specialists in the area. The external assessment

will make up part of the decision-making basis of the Council's consideration. A final decision will be made on the basis of the Council's own assessment of the proposal and on a prioritisation in relation to the overall range of proposals.

No later than 3 weeks after submission of the proposal, applicants will receive an acknowledgement stating when the proposal will be processed.

Grant types with an proposal deadline of 3 September 2007

For proposals submitted by the Council's proposal deadline of 3 September 2007, the processing time is 3-4 months. Proposals received after this deadline will not be processed.

Applicants will be informed of the Council's decision no later than the end of December 2007. Rejections will contain a brief justification. A list of projects granted funding will be posted on the Council's website shortly after the Council's allocation meetings.

Urgent proposals for grants that can otherwise be applied for through the Council's annual proposal deadlines are only accepted in very special cases. Applicants must explain why the proposal should be processed as an urgent proposal, and why the proposal cannot be submitted by the proposal deadline. An proposal is considered urgent only if a postponement of the processing of the proposal would be severely detrimental to the research project. Item 13 on the application form MUST be checked off. The processing time will be one to two months.

Grant types that can be applied for at any time

A processing time of one to two months must be expected for proposals that may be submitted at any time. Please contact the secretariat by telephone for the time of processing. Rejections will contain a brief justification.

7. Young Researchers Awards, Young Female Researchers in Science and Technology, Visionary areas and Internationalisation

7.1 Young Researchers Award

Again in 2007, the Board of the Danish Councils for Independent Research (DFF) has given the councils the opportunity to award a small number of 'Young Researchers Awards'. The prizes will be awarded to highly talented young researchers who submit proposals to one of the scientific research councils under DFF. Normally awards are given to applicants who have not reached the age of 35 at the time of proposal. However, maternity/parental leave and military service will be taken into consideration. The award is given on the basis of a grant of at least DKK 1 million, and in addition to the normal expenses for the relevant proposal type, the applicant may apply for "special operating expenses" of up to DKK 200,000 + overhead as "special operating expenses". This part of any funding awarded may be used for travel, stays abroad, research equipment or other research-related expenses. In 2007, the awards can be granted to applicants under FTP's grant types: Research projects and Postdoctoral grants. Applicants can be considered for the DFF Young Researchers Award by adding "+Young Researchers Award" under Item 8 "Type of grant applied for" on the application form (Form 1). Proposals for the Young Researchers Award may be made in both spring and autumn 2007, although the prizes will not be awarded to applicants until the end of the year.

Proposals marked "+Young Researchers Award" must be submitted in accordance with the guidelines for the grant type applied for (see section 4) and the general requirements set out in this call for proposals.

Applicants selected for a 'Young Researchers Award' have an additional obligation as regards promotion of their project and must be available for interviews and press coverage.

7.2 Young Female Researchers in Science and Technology

Like the Danish Natural Science Research Council (FNU) and the Medical Research Council (FSS), FTP has in 2007 received DKK 5 million of the UMTS funds (proceeds from the central government's sale of telecom licences) to enhance the opportunities of the young generation of female researchers to realise research goals in science and technology. FTP wishes to allocate these additional funds within the Postdoctoral grant type. Applicants can be considered for these funds by adding '+Women in Science and Technology' under Item 8 'Type of grant applied for' on the Application Form (Form 1). Proposals marked "+Women in Science and Technology" should follow the guidelines for Postdoctoral grants, cf. section 4.3.

The full description of the allocation of UMTS funds by the Danish Councils for Independent Research for young female researchers in science and technology is as follows:

The conciliation parties have concluded an agreement concerning allocation of the UMTS funds for 2007.

For the years 2006-2008, an amount of DKK 45 million has been earmarked to enabling the young generation of female researchers to realise research goals in science and technology. With the consent of the conciliation parties, the Danish Ministry of Science, Technology and Innovation has asked the Danish Councils of Independent Research (DFF) to allocate the funds. The funding authority must be contacted again if no qualified candidates can be found in the disciplines in question.

The wish to allocate the funds primarily to young women in science and technology is motivated by the relative under-representation of young female researchers in these disciplines.

Naturally, the grants will be awarded to young female applicants with the best qualifications assessed on the basis of all specific relevant criteria except age and gender. This does not require exemption from the rules on equal opportunities for women and men and on discrimination. Where there are several applicants of both genders and of different ages, with equal qualifications assessed on the basis of the criteria mentioned above, exemption is not as such required to prefer equally qualified young female candidates if it is not known beforehand whether female or male candidates of different ages will be preferred in each case. On the other hand, exemption from the rules on equal opportunities and discrimination is required if it is known in advance that young female candidates will always be preferred in situations like the ones described above.

FTP practices affirmative action for young female candidates to the effect that they will always be preferred among equally qualified persons of both genders and different ages.

The Danish Councils for Independent Research have therefore been granted an exemption by the Ministry of Science, Technology and Innovation pursuant to section 13(2) of the Danish Act on Equal Treatment of Men and Women in Matters of Employment and Parental Leave, etc., from the Act's general provisions on this subject. The exemption has been granted on condition that all proposals shall be subject to a specific evaluation to ensure that female applicants are disregarded if there are male applicants with better qualifications based on a specific assessment of all relevant criteria except gender.

Furthermore, the Ministry of Employment has informed the Ministry of Science, Technology and Innovation that the initiative falls within the provisions of section 9(2) of the Danish Discrimination Act. 2. Thus, proposals can be legally invited from young researchers and it is also permissible to set out requirements for the period of time that has passed since the applicant obtained her PhD (age of PhD).

7.3 Structured materials with special properties – from science to engineering (Visionary areas)

In response to proposals from FTP, the DFF Board has increased FTP's funding allocation for 2007 with a view to funding proposals within this Visionary area in connection with the ordinary grants in 2007. Under Structured materials with special properties – From science to engineering, proposals are invited for funding of research in *design and optimisation of structured materials*.

Proposals within 'Structured Materials with Special Properties – From Science to Engineering' should be marked +'Materials' under item 8 on Form 1. The proposal requirements described under the relevant grant types and in the general section of this call for proposals apply.

It is a well-known fact that structuring of materials can result in unique structural and functional properties that cannot be achieved in any other way. Research within this area can thus provide the basis for innovative solutions in a whole range of areas, e.g. communications, optics, acoustics, intelligent clothing, filters, sensors and imaging, actuators, mechanical structures, buildings, food technology, medical technology, energy, corrosion and wear control, sports and transport.

The sky is the limit, and in principle, it is possible to achieve innovative combinations of properties in customised materials based on synthesis of composition, morphology and topology. It is also possible to design special *surface* properties by designing the surface topology and chemistry of materials.

There is already a high level of research activity in Denmark and internationally as regards structuring of materials. Most of the research takes place within relatively narrow fields and is primarily based on analysis and to a lesser extent on synthesis.

FTP, therefore, wishes to fund research aimed at *understanding and modelling general issues* in the structuring of materials and surfaces; *developing* systematic methods for *design and optimisation* of structures to result in specific, desired properties; *demonstrating solutions which could not have been obtained using classical methods*.

For example, the research could be related to structuring of materials to prevent deposits of proteins, bacteria or ice on surfaces; perfectly biocompatible materials with a strongly isotropic surface; development of cheaper alternatives to synthesis of costly and complex structures; or "left-handed" materials, i.e. materials with a negative refractive index. These structures might be e.g. customised on a nanoscale, but the Council wishes to include many different scales and types of interactions in this Visionary area.

FTP attaches importance to the establishment of interdisciplinary research environments in this field, preferably in close collaboration with industry, to ensure relevance and implementation of research findings. The Council envisages a combination of basic disciplines within physics, chemistry, mechanics, ICT and biology with a view to *engineering* in the sense of systematic design.

Proposals are invited for the Visionary area: Structured materials with special properties – From science to engineering within the grant types Expressions of interest for Major research projects (section 4.1), Research projects (section 4.2), Postdoctoral grants (section 4.3) and Visiting researchers (section 4.4). This means that the budget items which can be funded by each of these grant types can be accepted under Structured materials with special properties – From science to engineering.

The proposals should be prepared in accordance with the proposal requirements described under each grant type and in the general sections of the call for proposals.

Proposals compete with all other proposals within the same grant type.

7.4 Crossboundary Research Stays

In 2006, it was possible to apply for the Crossboundary Research Stays grant type in connection with Visionary areas.

FTP has decided to continue the availability of the Crossboundary Research Stays initiative in 2007 as regards proposals within the Council's own disciplines. Proposals within Crossboundary Research Stays should be marked "+Crossboundary" under item 8 on Form 1. The proposal requirements described under the relevant grant types and in the general section of this call for proposals apply.

With Crossboundary Research Stays, FTP wants to give researchers the opportunity to stimulate and enrich each other's research – and thereby hopefully create promising, new research findings across academic traditions and boundaries.

The initiative is to give a researcher from one discipline the opportunity to collaborate with a researcher (or several researchers) within an entirely different discipline in order to promote mutual inspiration and innovation. The duration of the research stay is expected to be several months, and may be distributed over several periods within a few years.

Through the project, the two researchers must establish a new collaboration, which did not previously exist between the two – a collaboration that, if considered successful, will be able to develop and inspire both disciplines. The project can, thus, be divided into several approaches to issues that the two researchers, with their own separate scientific approaches, can collaborate on. To improve the likelihood that the two researchers can inspire each other in ways not immediately foreseeable, they should complement each other professionally as well as be professional equals.

The researchers must convince the Council that promising new findings will evolve by combining the two disciplines that make up the project. It is, therefore, expected that the researchers have a clear vision and can formulate the project's potential, even though the exact scientific outcome cannot, of course, be known beforehand.

It is possible to apply for Crossboundary Research Stays under the following grant types: Research projects (section 4.2), Visiting researchers (section 4.4) and Research stays abroad (section 4.7). This means that the budget items which can be funded by each of these grant types can be accepted as a Crossboundary Research Stay.

The proposals should be prepared in accordance with the proposal requirements described under each grant type and in the general sections of the call for proposals.

The proposals compete openly with other proposals for the same grant type, but the processing differs in that the applicant can convince the Council that synergies will be created by combining the two disciplines proposed in the project.

7.5 Internationalisation

In this allocation, the Danish Councils for Independent Research seek to prioritise the internationalisation of Danish research.

Proposals within Internationalisation should be marked “+Internationalisation” under item 8 on Form 1. The proposal requirements described under the relevant grant types and in the general section of this call for proposals apply.

Under Internationalisation it is possible to apply for funding for stays abroad within the Research projects (section 4.2) and Postdoctoral (section 4.3) grant types as well as for budget items in connection with START (section 4.5).

In addition, the Board of the DFF has allocated to FTP an extra DKK 6 million for researchers who come from a foreign institution and who wish to carry out a postdoctoral course of study in Denmark (section 4.3).

The proposals should be prepared in accordance with the proposal requirements described under each grant type and in the general sections of the call for proposals. Proposals compete with all other proposals within the same grant type.

8. Checklist and overview of requirements for each grant type

In each proposal round, a number of proposals fail to meet the requirements set out in the call for proposals. This may entail a great deal of additional administrative work for both FIST staff and the applicant. Ultimately, it may mean that processing of the proposal is delayed or that the proposal is rejected without prior substantive consideration, cf. Article 4 (2) of Executive Order no. 274 of 20/04/2004 on the funding function of the Danish Councils for Independent Research, the Danish Council for Strategic Research and the Danish Research Coordination Committee.

The Council makes adjustments to grant types, proposal deadlines, requirements, etc. almost every year, and applicants are therefore recommended to read the entire document carefully before submitting their proposals. The following questions focus on areas in which the Agency typically finds errors in the material submitted:

- Has the English version of Form 1 been used?
- Has an English version of the project description been included?
- Has the overall budget in item 16 of Form 1 been stamped and signed by the institution?
- Has the applicant him/herself signed Form 1 and submitted the original copy?
- is the popular science description of the project in item 15 on Form 1 in Danish readily comprehensible and suitable for publication for laypersons?
- Has a detailed budget been included?
- have all the mandatory appendices been included? E.g. CV, PhD diploma, confirmation of cooperation or a statement of working hours (a list of the mandatory appendices for each grant type is provided in the table below)
- have the various requirements regarding the project description been met? (for the requirements, see the description of the various grant types in the call for proposals)
- Has the proposal been submitted on CD-Rom and as one hard-copy original?
- Has the proposal been submitted to the correct research council? (check under ‘Who is eligible for funding?’ in the call for proposals – in case of doubt, contact the Danish Agency for Science, Technology and Innovation)
- Has the proposal been submitted by the correct proposal deadline? (for deadlines, see the descriptions of the various grant types in the call for proposals)

Grant type	Deadline/Form	No. of copies	Budget items eligible for coverage	Mandatory appendices
Expressions of interest to Major research projects SEE 4.1	3 Sept. 2007 Form 1	1 + PDF file on CD-ROM	Scientific/academic and tech./admin. salaries Equipment expenses. Fixed operating expenses for: Laboratory expenses, IT equipment, travel, etc. Educational grants Research stays abroad, see section 4.8. Overhead/admin. contributions, see details in 4.1	Project description (max. 3 pages), see 4.1. CVs and publications lists for applicant and key team members, cf. section 5.4. Expressions of willingness to participate from institutions. Preliminary budget stating the distribution among the participating parties (see details in 4.1).

Research projects SEE 4.2	3 Sept. 2007 Form 1	1 + PDF file on CD-ROM	Scientific/academic and tech./admin. Salaries. Equipment expenses. Fixed operating expenses for: Laboratory expenses, IT equipment, transport, etc. Educational grants. Research stays abroad, see 4.9 4.8. Overhead/admin. contributions, See details in 4.2.	Project description, see 5.3 CV and publications list for applicant, see 5.4. Brief CVs and publications lists for employees to be salaried from funding applied for/key co-applicants, see 5.4. Detailed budget, see 5.5. Price quotation for equipment expenses in excess of DKK 500,000.
Postdoctoral grants SEE 4.3	3 Sept. 2007 Form 1	1 + PDF file on CD-ROM	Scientific/academic salary for the applicant. Operating expenses. Overhead/admin. contributions, see details in 4.3.	Project description, see 5.3. CV and publications list, see 5.4. PhD diploma and PhD assessment, alternatively other documentation, see 4.3. Detailed budget, see 5.5. Documentation of the foreign institution's willingness to host the Postdoctoral grant recipient. Statement of collaboration from any other employees in the project group.
Visiting researchers SEE 4.4	3 Sept. 2007 Form 1	1 + PDF file on CD-ROM	Scientific/academic salary (all or part of salary for visiting researcher). Operating expenses (travel, accommodation and living expenses, see section 4.8). Overhead/admin. contributions, see details in 4.5.	Project description, see 5.3 Programme for research stay. CVs and publications lists for applicant and visiting researcher, see 5.4. Detailed budget, see 5.5.
Preparation of international proposals (START) SEE 4.5	Proposals may be submitted at any time Form 1	1 + PDF file on CD-ROM	Scientific/academic and tech./admin. Salaries. Operating expenses (travel for participants from Danish institutions, external expert assistance, hosting meetings and seminars). Overhead/admin. contributions, see details in 4.7.	Statement as to academic/scientific content and schedule of activities. Applicant's role and scientific qualifications. Hypotheses, methodology, theory. Expected scientific results. Documentation of possible qualification for next round. CV and publications list. Detailed budget. Confirmation of any co-funding. Confirmation of participation from any foreign partners. Copy of specific tender documents or description of expected call for tenders.

<p>Subsidies for hosting international scientific conferences</p> <p>SEE 4.6</p>	<p>Proposals may be submitted at any time</p> <p>Form 1</p>	<p>1 + PDF file on CD-ROM</p>	<p>Grants of max. DKK 100,000. incl. overhead/admin. Contributions.</p> <p>At least 100 expected paying participants.</p> <p>Grants may be applied for at the latest 2 months prior to the event.</p>	<p>Programme for the event and description of its purpose. CV and publications list for applicant, see section 5.4. Written confirmation of participation from keynote speakers. Detailed overall budget for the event, including documentation for the probability of the 100 paying participants.</p>
<p>Research stays abroad of more than 1 month's duration</p> <p>SEE 4.7</p>	<p>Proposals may be submitted at any time</p> <p>Form 1</p>	<p>1 + PDF file on CD-ROM</p>	<p>Travel expenses. Health insurance Shipping (of household effects, textbooks and instruments). Grants for living and accommodation expenses. Expenses for enrolment at institutions abroad.</p> <p>Overhead/admin. Contributions, see details in 4.8.</p>	<p>Project description (indicating why the activities must take place abroad), see 5.3. CV and publications list for applicant, see 5.4. Statement/confirmation from host institution. Documentation of salary and employment terms for entire period. Detailed budget, see 5.5, that complies with the stated rates.</p>

9. Address and secretariat

Danish Agency for Science, Technology and Innovation
The Danish Research Council for Technology and Production Sciences
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DK-1260 Copenhagen K
Tel.: +45 3544 6200
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10. Guide to completion of Form 1

- 1** (Danish) civil registration number used to ensure unambiguous registration of the proposal.
- 2** The single individual responsible vis-à-vis the Research Council.
- 4-6** Check the postal address you want the Research Council to use. If the appointment or place of residence is for a limited time only, state cessation or relocation date.
- 7** The project's title is used, among other things, when announcing grants (max. 180 characters).
- 8** State the grant type you are applying for (e.g. postdoc), cf. section 4 + mark 'Young Researchers Award', 'Women in Science and Technology', the relevant Visionary area or 'Internationalisation' (see section 7 of the call for proposals).
- 9** State the keywords that best describe the research project you are applying for.
- 12** If the amount entered in item 10 is applied for entirely or in part from another Research Council or other sources, state which council, the amount and which budget items are covered.
- 13** If you want the proposal to be processed as an urgent proposal, please indicate by checking off the box. Justification must be attached, see section 6.2.
- 14** List the scientific/academic staff, incl. grant-holders and international researchers.
- 15** The text must be written in Danish and be suitable for publication and hence formulated so that the nature of the project is comprehensible to laypersons.
- 16** All proposals must include a detailed budget. The detailed budget must be laid out so that the accounts can ultimately be compared item-by-item with the budget. Detailed guidelines on layout of the detailed budget to be attached to the proposal are provided under section 5.5 of the present call for proposals. Summarised details should be entered in item 16 of the application form. The budget items must be broken down by calendar year (1/1-31/12). In the first column, state the amounts being applied for from the Research Council, see the detailed budget. In the second column, state the contributions from the workplace/institution. In the third column, state the total grant amounts awarded to the project from other sources.

For the number of months, enter the number of months applying to a full-time employee (e.g. for a half-time employee for 1 year, enter 6 months).

Grants administered by government institutions and other institutions,

which are subject to the rules regarding grant-funded research activities in the Danish Ministry of Finance's *Budgetvejledning* (budget guidelines), are to include an overhead contribution of 20 per cent of the Research Council's share of the direct expenditure. Direct expenditure is defined as expenses directly attributable to the project. Overhead associated with any co-financing from the workplace must be entered in the same way. For other Danish public institutions, only 3.1 per cent of direct expenses may be calculated for administrative contributions.

The Council's processing of the proposal requires that the summarised budgetary details (item 16) on the application form have been authorised, officially stamped and signed by the head of the administrating institution. The requirement regarding the stamp and signature does not apply to proposals solely to cover expenses for travel, accommodation and maintenance during a research stay abroad.

In connection with preparation of the budget, applicants are recommended to seek assistance from the institution that will be administering the funding.

19 See section 4.

Appendix A Standard amounts for salary budgets for Postdoctoral grants commencing 2008

The following table shows the standard amounts for salary budgets for Postdoctoral grants commencing 2008

	Salary budget for: 3-year grant	Lønbudget til 2-årigt stipendium	Lønbudget til 1-årigt stipendium
Grading at grade 6 on appointment, pay grade increase included	DKK 1,475,000	DKK 965,000	DKK 470,000
Grading at grade 8 on appointment	DKK 1,500,000	DKK 990,000	DKK 490,000

The salary budget covers salaries conforming to the collective agreement for State-employed academics (incl. pension, central supplements, any local supplements, special holiday pay, holiday pay in connection with resignation, ATP – supplementary pension) contributions).

Within the grant period, the institution shall cover statutory and collectively agreed expenses ensuing from the appointment. Supplementary operating expenses must be covered within the framework or must be applied for from other sources. Supplementary grants are awarded only in exceptional cases.