

Call for proposals autumn 2009

Information on grant possibilities and application guidelines
for the period 1 July 2009 to 31 December 2009



THE DANISH COUNCIL FOR INDEPENDENT RESEARCH

| Humanities



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1. Proposals to the Danish Council for Independent Research

In this call for proposals, the Danish Council for Independent Research | Humanities (FKK) invites proposals for grants covering research activities due to commence in 2010. In 2009, The Danish Council for Independent Research (DFF) has a financial framework totalling DKK 1.3 billion from the Danish Finance Act. FKK's share of these funds total approximately DKK 167 million in 2009.

DFF supports research based on the researchers' own initiatives within and across all scientific fields. DFF comprises a Board and five research councils, one of these being FKK. DFF has two annual calls for proposals, each comprising five parallel calls for proposals from the individual scientific research councils. For detailed information on DFF, please see the website of the Danish Agency for Science, Technology and Innovation (FI): www.fi.dk.

Please note that in certain cases, special initiatives are covered by all five research councils under DFF.

1.1 Changes as compared to the most recent call for proposals

This call for proposals comprises significant changes as compared to the Council's most recent call for proposals and applicants should be aware of such changes which include:

Practice for substantive consideration of the obtaining non submitted proposal material

With this call for proposals, the Council clarifies its practice for rejecting proposals without prior substantive consideration and tightens its practice for when to obtain non submitted proposal material.

Proposals that comply with the formal requirements stated below will be subjected to substantive consideration by the Council based on submitted material. This means that after the proposal deadline and during the consideration of the application, the Council will not obtain further information from you, irrespective of whether or not your proposal is incomplete in relation to the requirements listed in this call for proposals. It also means that the Council does not accept supplementary proposal material after the proposal deadline with the exception of PhD opinions and MA thesis statements formed after the proposal deadline.

Proposals that fail to meet the formal requirements set out below when submitted will be rejected without prior substantive consideration, cf. Article 4 (2) of Executive Order no. 864 of 27 August 2008 on the delegation of power, the funding function, etc. of the Danish Council for Independent Research and the Danish Council for Strategic Research available on www.fi.dk:

- Proposals must be received before the proposal deadline with the exception of proposals that may be submitted at any time and urgent proposals
- Proposals must be submitted for one of the grant types offered by the Council
- Proposals must be submitted using the required application form
- Proposals must include a project description
- Proposals must include a CV for the principal investigator
- Proposals must include a detailed budget
- The amounts applied for must respect any lower and upper limits for amounts applied for

Furthermore, the applicant must respect the requirements stated for the length of the project description under each grant type in Chapter 4. In its assessment of the project, the Council will disregard any part of the project description that exceeds the length requirements stated.

Differentiation of overhead/administration expenses

From now and onwards, the Council will grant overhead/administration expenses differentiated in accordance with the participating institutions' legal status. According to the practice, overhead/administration expenses have until now been granted on the basis of the principal investigator's institution, irrespective of whether the proposal includes institutions that receive other overhead rates or administration expenses.

Applicants must now comply with the new requirements as the detailed budget must now state the share of the grant activities that are to be carried out by project employees from various institution types so that the Council can grant overhead/administration expenses based on each institution type's share of the activities.

Grant types offered by the Council

As notified in the Council's call for proposals in the spring of 2009, the Council's portfolio of grant types has been changed due to the new rules governing co-financing, cf. Chapter 5.5. The currently offered grant types are stated in Chapter 4.

1.2 Proposal deadlines

This autumn, the deadline for submission of proposals to FKK is 3 p.m. on 1 September 2009. In addition, the Council has open-ended deadlines (submission at any time) for certain grant types. All autumn deadlines can be seen in Chapter 4.

1.3 Special initiatives in 2009

In addition to the main objectives for 2009 specified above, DFF has prioritised the following special initiatives which must all be applied for through the relevant research council:

- Research growth layer
- Young researchers
- Internationalisation

Research growth layer

DFF wants to make an effort to enhance the research growth layer and applicants may therefore apply for postdoctoral grants. For detailed possibilities, see Chapter 4.

Young researchers

With the Young Researchers Award, DFF wishes to give out a number of awards for particularly talented young researchers. The Young Researchers Award is DKK 200,000, excl. overhead, which amount may be used freely for travels, stays abroad, research equipment or other research-related expenses. The Young Researchers Award is applied for in connection with a proposal to one of the research councils under DFF. For a full description of the award, see Chapter 4.9.

Internationalisation

DFF wishes to promote the internationalisation of Danish research and therefore prioritises supporting proposals that strengthen the collaboration between Danish and international research.

DFF and National Science Foundation (NSF) mutually wish to promote the international mobility of Danish and American postdoctoral students. For that purpose, DFF and NFS have agreed to make a special effort to inform of postdoctoral students' opportunities to apply for funding to carry out a postdoctoral stay in Denmark or the USA. Danish researchers who wish to carry out a full or partial stay at an American university can therefore apply for funding from the relevant research council. It is possible to apply for stays of 1-3 years. American researchers who wish to carry out a full or partial stay at a Danish university are similarly encouraged to apply for funding from NSF. It is possible to apply for stays of 9-24 months through NSF's International Research Fellowship Program (IRFP).

2. How to read the call for proposals

This call for proposals provides information on funding opportunities from the Danish Council for Independent Research | Humanities (FKK) and on the Council's requirements for you as an applicant and your proposal.

The Council recommends that you read the call for proposals thoroughly before submitting your proposal, including the description of the individual grant types in Chapter 4 and the general sections on proposal requirements in Chapters 5 and 6.

This document is an English translation of the Danish call for proposals. In the event of any inconsistency between the two language versions of the call for proposals, the Danish version shall prevail.

Proposals that comply with the formal requirements stated below will be subjected to substantive consideration by the Council on the existing basis. This means that after the proposal deadline and during the consideration of the case, the Council will not obtain further information from you, irrespective of whether your proposal is incomplete in relation to the requirements listed in this call for proposals. This also means that the Council does not receive supplementary proposal material after the proposal deadline with the exception of PhD opinions obtained after the proposal deadline.

Proposals that fail to meet the formal requirements set out below when submitted will be rejected without prior substantive consideration, cf. Article 4 (2) of Executive Order no. 864 of 27 August 2008 on the delegation of powers, the funding function, etc. of the Danish Council for Independent Research and the Danish Council for Strategic Research available on www.fi.dk:

- Proposals must be received before the proposal deadline with the exception of proposals that may be submitted at any time and urgent proposals
- Proposals must be submitted for one of the grant types offered by the Council
- Proposals must be submitted using the required application form
- Proposals must include a project description
- Proposals must include a CV for the principal investigator
- Proposals must include a detailed budget
- The amounts applied for must respect any lower and upper limits for amounts applied for

If you want your proposal to be subjected to substantive consideration, it is therefore not sufficient that you refer to previously submitted proposals or appendices. You must submit all the required material, each time you apply.

The FKK secretariat offers to provide assistance over the telephone with formal conditions pertaining to the call for proposal and the application procedure. For Secretariat contact information, see the end of this call for proposals.

DFF updates the present call for proposals twice a year, typically in December and June, and the current version is available on the website of the Danish Agency for Science, Technology and Innovation (FI): www.fi.dk. You may keep informed of the latest developments by taking out a free electronic subscription from the website. The Council will always consider proposals on the basis of the version of the call for proposals applicable at the time when the proposal was submitted.

3. Who can apply for funding?

The Danish Council for Independent Research | Humanities can award funding to all researchers, who are engaged in academic studies within the following disciplines: musicology; art history; architecture; media science; ICT in the humanities; comparative literature; dramaturgy; linguistics; philology; history; archaeology; anthropology; ethnography; ethnology; folkloristics; eskimology; philosophy; history of ideas and science; theology; comparative religion; educational theory and practice; psychology and other related humanities disciplines.

If you are a foreign citizen or a Danish citizen employed outside Denmark, you may also apply for funding, but in all cases, the assessment of your proposal will be based on the extent to which the project applied for promotes/strengthens Danish research.

The Council regards diversity as a resource and encourages everyone to apply, irrespective of gender, race, religion and ethnic background.

3.1 Qualifications of applicant

With the exception of the grant type Individual postdoctoral grants, cf. Chapter 4.3, you must have obtained a PhD or achieved equivalent qualifications through your research to be eligible for funding from FKK. If you must comply with certain further requirements to be eligible for funding, this is stated in the description of the specific grant type in Chapter 4.

3.2 Special requirements for the private sector

Researchers employed in private-sector enterprises 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 enterprise will be required to contribute substantial co-financing. Private-sector support can be given in accordance with:

- The general block exemption regulation:
www.ks.dk/konkurrenceomraadet/statsstoette/regler
- EU "de minimis" rule:
www.retsinformation.dk/Forms/R0710.aspx?id=31140

4. What can be applied for?

The Danish Council for Independent Research | Humanities (FKK) supports specific research activities that are limited in time and therefore does not provide funding for permanent activities.

In the present call for proposals, FKK is offering funding for:

Grant types	Proposal deadline
Collective research projects	1 September 2009
Individual research projects at senior researcher level	1 September 2009
Individual postdoctoral grants	1 September 2009
PhD and MA grants in association with research training programmes in Denmark	1 September 2009
Scientific conferences	1 September 2009
Research stays abroad	1 September 2009
Funding for journals	1 September 2009
The Danish Council for Independent Research Young Researchers Award 2009	1 September 2009
Publishing of doctoral theses	Proposals may be submitted at any time
Preparation of international proposals (START)	Proposals may be submitted at any time

The Council no longer supports FKK centres, equipment and technology in humanities research and translation and language revision.

4.1 Collective research projects

(Proposal deadline: 1 September 2009)

Form 1, incl. appendices, submitted as 1 original and 15 copies.

Objective

FKK provides funding for research projects with a well-defined and well-substantiated overall theme for which scientific/academic salary is applied for for several project participants with a view to strengthening humanities researchers' participation in coordinated and binding collaboration.

Applicant requirements

Only the head of the project may submit proposals and must as a minimum be employed at the level of a senior researcher/associate professor and have experience within management and guidance. You must have specific research qualifications within the project's scientific area.

The proposal

Grants for collective research projects may typically total DKK 3.5-5.5 million, exclusive of overhead, over a period of maximum 3 years. However, the project period may be longer for particular academic reasons.

The Council places emphasis on your project description comprising a statement of the synergy between the individual sub-projects as well as a detailed management and organisational structure and promotion schedule.

You must describe the content of all sub-projects, including PhD and postdoctoral projects, in the project description. You can only apply for funding for named PhD students. For PhD students, you must state with which PhD school the students are planned to be enrolled. Your proposal will benefit from comprising elements of researcher training in the project.

With a view to supporting the use of female management resources in Danish research institutions, the overall assessment of proposals for collective research projects will include an assessment of the distribution of men and women in the project management and with the other participating senior researchers. You are expected to account for this.

Project description

The project description must not exceed 10 A4 pages (max. 24,000 keystrokes). You must prepare the description in accordance with the guide in [Chapter 5.3](#). The number of keystrokes must be stated at the end of the project description.

Budget

For proposals for collective research projects, the Council requires that the institutions/enterprises participating in your proposal must co-finance a total of 10 per cent of the project amount applied for from the Council. The share is calculated on the basis of the direct project expenses, i.e. before the addition of overhead. Applicants shall be free to contribute more than 10 per cent in co-financing. A co-financing degree of more than 10 per cent from Danish state research institutions will, however, not be included in the Council's assessment of your proposal and will not be used as an assessment criterion in the Council's consideration of your proposal.

You may apply for funding to cover expenses that are directly attributable to the suggested project and which are relevant and necessary in order to carry out the project, cf. also Chapter 5.5 on budget. The budget should be divided into the following overall budget items:

- Scientific/academic salaries (incl. PhD and postdoctoral grants)
- Technical/administrative salaries
- Equipment
- Operating expenses (e.g. publication expenses)
- Overhead or administration expenses

The detailed budget must state the share of the grant activities to be carried out by project employees from various institution types so that the Council, against this background, can grant overhead/administration expenses separately for each institution type's share of the activities, cf. [Chapter 1.1](#).

The detailed budget, cf. below, should be accompanied by specific reasons stating why the individual budget items and the extent of such items are relevant and necessary to carry out the project.

Form and appendices

Your proposal for a collective research project must be submitted using Application Form 1 and you must enclose the following appendices in the order below:

- Project description (see [Chapter 5.3](#))
- Detailed budget (see [Chapter 5.5](#))
- CV for principal investigator of no more than 3 pages (see [Chapter 5.4](#))

- CVs of no more than 1 page for project participants to be salaried from funding applied for (see Chapter 5.4)
- Publications list for the applicant and all salaried project participants

For each PhD/Master's student the following must be enclosed in the order mentioned:

- CV of no more than 1 page (see Chapter 5.4)
- MA thesis statement or similar
- Diploma or complete academic transcript for the entire programme – for both bachelor and graduate studies.
- Confirmation from principal supervisor
- Publications list, if any

For each named postdoctoral student, the following must also be enclosed:

- CV of no more than 1 page (see Chapter 5.4)
- The PhD selection committee's preliminary/final recommendation, positive assistant professor evaluation or statement from supervisor on expected delivery. Any PhD opinion available at the time of submitting the proposal must be enclosed.
- Publications list, if any

Any other appendices cannot be expected to be considered in the assessment of the proposal.

Guidelines for completing Form 1 can be found in Appendix A

4.2 Individual research projects at senior researcher level

(Proposal deadline: 1 September 2009)

Form 1, incl. appendices, submitted as 1 original and 15 copies.

Objective

FKK provides individual financial funding for researchers at associate professor/senior researcher level with a view to making it possible to carry out a limited research task.

Applicant requirements

You may apply if you are, as a minimum, associate professor/senior researcher. However, you cannot expect to receive additional funding for personal salary immediately after an FKK grant comprising salary subsidies. If you are a researcher holding a permanent position, you must state in your proposal any special circumstances justifying that you cannot carry out the project in your ordinary research time.

The proposal

You may apply for a maximum of DKK 750,000, exclusive of overhead.

Project description

The project description must not exceed 5 A4 pages (max. 12,000 keystrokes). You must prepare the description in accordance with the guide in Chapter 5.3. The number of keystrokes must be stated at the end of the project description.

Budget

You may apply for funding to cover expenses that are directly attributable to the suggested project and which are relevant and necessary in order to carry out the project, cf. also Chapter 5.5 on budget. The budget should be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment
- Operating expenses (e.g. publication expenses)
- Overhead or administration expenses

The detailed budget, cf. below, should be accompanied by specific reasons stating why the individual budget items and the extent of such items are relevant and necessary to carry out the project.

Form and appendices

Your proposal for an Individual research project at senior researcher level must be submitted using Application Form 1 and the following appendices must be enclosed in the order below:

- Project description ([see Chapter 5.3](#))
- Detailed budget ([see Chapter 5.5](#))
- CV of no more than 3 pages ([see Chapter 5.4](#))
- Publications list ([see Chapter 5.4](#))

Any other appendices cannot be expected to be considered in the assessment of the proposal.
Guidelines for completing Form 1 can be found in Appendix A

4.3 Individual postdoctoral grants

(Proposal deadline: 1 September 2009)

Form 1, incl. appendices, submitted as 1 original and 15 copies.

Objective

Postdoctoral grants are aimed at maintaining and developing research competence. They 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 their individual completion of specific research projects at research institutions in Denmark or abroad.

Applicant requirements

Grants are primarily awarded to researchers in the initial phases of their careers. Researchers with a PhD or equivalent qualifications (e.g. a positive assistant professor evaluation – "*adjunktbedømmelse*") may apply for postdoctoral grants.

If you are a PhD student, you may apply if you attach a declaration from your supervisor stating that your thesis is expected to be submitted within 6 months of the proposal deadline. You cannot initiate the project for which funding has been received until you have obtained your PhD degree and have submitted the relevant documentation to the Council.

The proposal

You may apply for Individual postdoctoral grants for 1-3 years. Postdoctoral grants may be awarded for a total maximum of three years.

Project description

The project description must not exceed 5 A4 pages (max. 12,000 keystrokes). You must prepare the description in accordance with the guide in Chapter 5.3. The number of keystrokes must be stated at the end of the project description.

Budget

You may apply for funding to cover expenses that are directly attributable to the suggested project and which are relevant and necessary in order to carry out the project, cf. also Chapter 5.5 on budget. The budget should be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment
- Operating expenses (e.g. publication expenses)
- Overhead or administration expenses

The detailed budget, cf. below, should be accompanied by specific reasons stating why the individual budget items and the extent of such items are relevant and necessary to carry out the project.

Form and appendices

Your proposal for an Individual postdoctoral grant must be submitted using Application Form 1 and you must enclose the following appendices in the order below:

- Project description (see Chapter 5.3)
- CV and publications list (see Chapter 5.4)
- PhD diploma and PhD evaluation or secondary documentation showing: 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)
- Confirmation of willingness to host the grant recipient from a foreign institution if relevant
- Detailed budget (see Chapter 5.5)

Specifically for FKK

- Postdoctoral grants are granted primarily to applicants enclosing a PhD opinion or corresponding academic documentation
- Any other appendices cannot be expected to be considered in the consideration of the proposal.

4.4 PhD and Master's grants in relation to research training programmes in Denmark

(Proposal deadline: 1 September 2009)

Form 1, incl. appendices, submitted as 1 original and 15 copies.

Objective

With a view to contributing to research training in major, scientifically relevant research environments, FKK provides funding for research training in relation to research training programmes.

In this context, a research training programme is collaboration with a scientific focus which normally includes several university institutes/research institutions and any other public or private partners, including international ones. Accordingly, research schools established and run in accordance with the applicable rules of the Danish Research Training Committee (FUU) will typically be seen as research training programmes.

Applicant requirements

Only the head of the research training programme will be accepted as principal investigator. As an applicant, you must be employed at a university at the level of, as a minimum, associate professor/senior researcher. Your proposal must be accompanied by an expression of interest from the PhD school or schools at which the individual student is planned to be enrolled, i.e. for each of the grants (signed by the head or dean of the PhD school or equivalent).

Future PhD students must contact the relevant research training programmes and/or PhD schools to learn about the procedure for any prequalification.

The proposal:

- Each research training programme can submit 1 principal proposal with a maximum of 4 grants for local or minor national programmes and a maximum of 8 grants for major national programmes. For the purposes of this call for proposals, major national researcher training programmes 1) include all or a majority of the relevant researcher training environments within the relevant research area and 2) include a minimum of 40 enrolled PhD students within the programme area. Both conditions must be met.
- You can only apply for funding for named students.
- The Council's prioritisation is made on the basis of the quality of the individual PhD projects and, accordingly, no prioritisation must be made in respect of the PhD projects submitted in the proposal.
- The students in the proposal must, as a minimum, have received a preliminary approval of a completed Master's degree at the time of submitting the proposal to be included in the proposal. The applicant must subsequently submit an MA thesis statement (if this is practiced by the institution) and complete academic transcripts for these students before 12 October 2009.
- The qualification requirements for Master's students, in addition to having a Master's degree, are at least 2 years' occupational experience and professional qualifications that amount to at least 0.5 year's credit towards a PhD.

Budget

You may apply for funding to cover expenses that are directly attributable to the suggested project and which are relevant and necessary in order to carry out the project, cf. also Chapter 5.5 on budget. The budget should be divided into the following overall budget items:

- PhD students
- Master's students
- Operating expenses, including training rates
- Overhead

The detailed budget, cf. below, should be accompanied by specific reasons stating why the individual budget items and the extent of such items are relevant and necessary to carry out the project.

FKK generally assumes that PhD students have not earned any seniority and therefore start at salary grade 4. See standard rates for PhD students in [see Section 5.5](#).

PhD and Master's grants in relation to research training programmes are provided as framework grants. 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.

In the principal investigator's Form 1, the institution for the research training programme must confirm with its signature and stamp that the budget stated for the PhD and/or Master's grants is accepted so that FKK has a guarantee that the budget is deemed to be sufficient to cover the total expenses of the projects. In practice, this confirmation is given by the head or dean of the institution.

It should be noted that proposals for PhD grants under research training programmes only require the institution's signature and stamp on the principal investigator's (head of the research training programme) Form 1, whereas signature and stamp are not required for Form 1 of the individual PhD applicants.

Form and appendices

Your proposal for researcher training must be submitted using Application Form 1 and you must enclose the following appendices in the order below:

- CV for applicant of no more than 3 pages (see Chapter 5.4)

For each PhD and Master's student applied for, the following must be enclosed:

- Form 1 (completed by each student for whom funding is being applied)
- The project description must not exceed 5 A4 pages (max. 12,000 keystrokes). You must prepare the description in accordance with the guide in Chapter 5.3. The number of keystrokes must be stated at the end of the project description.
- CV of no more than 1 page (see Chapter 5.4)
- Publications list, where applicable
- Diploma or complete academic transcript for the entire programme – for both bachelor and graduate studies.
- MA thesis statement or similar
- Confirmation from principal supervisor

All appendices for each PhD project must be stapled.

Any other appendices cannot be expected to be considered in the assessment of the proposal.
Guidelines for completing Form 1 can be found in Appendix A

4.5 Scientific conferences

(Proposal deadline: 1 September 2009)

Form 1, incl. appendices, submitted as 1 original and 15 copies.

Objective

FKK provides funding for the hosting of international conferences in Denmark with a view to strengthening the internationalisation of Danish research. FKK only provides funding for openly advertised conferences with open possibility of submitting presentations for quality appraisal.

Applicant requirements

You may apply if you have obtained a PhD or achieved equivalent qualifications through your research.

The proposal

The proposal must account for the objective, contents, form and advertising of the conference, including the possibility of registering presentations. It is possible to submit proposals for framework amounts to cover expenses in connection with the event. The size of the framework grant depends on the nature of the event.

A grant of no more than DKK 55,000 excl. overhead can be awarded

Budget

You may apply for funding to cover expenses that are directly attributable to the suggested project and which are relevant and necessary in order to carry out the project, cf. also [Chapter 5.5](#) on budget. The budget should be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment
- Operating expenses
- Overhead or administration expenses

The detailed budget, cf. below, should be accompanied by specific reasons stating why the individual budget items and the extent of such items are relevant and necessary to carry out the project.

Form and appendices

Your proposal for a scientific conference must be submitted using Application Form 1 and you must enclose the following appendices in the order below:

- Statement of the purpose of the conference and overall theme
- Detailed budget ([see Chapter 5.5](#))
- CV for applicant ([see Chapter 5.4](#))
- CV for each keynote speaker of no more than 1 page ([see Chapter 5.4](#))
- Preliminary/final programme
- List of expected participant group

Any other appendices cannot be expected to be considered in the Council's assessment of the proposal. [Guidelines for completing Form 1 can be found in Appendix A](#)

4.6 Research stays abroad

(Proposal deadline: 1 September 2009)

Form 1, incl. appendices, submitted as 1 original and 15 copies.

Objective

FKK provides funding for research stays abroad with a view to strengthening the internationalisation of Danish research.

Applicant requirements

You may apply if you are, as a minimum, associate professor/senior researcher.

The proposal

You may apply for funding to cover research stays of at least 1 month's and no more than 6 months' duration. In your proposal, you must state the following:

- The research project made possible by the stay
- Why the stay is necessary to carry out the project
- The archives, libraries, institutions, etc. that are the objective of the trip.

Project description

The project description must not exceed 5 A4 pages (max. 12,000 keystrokes). You must prepare the description in accordance with the guide in [Chapter 5.3](#). The number of keystrokes must be stated at the end of the project description.

Budget

You may apply for funding to cover expenses that are directly attributable to the suggested project and which are relevant and necessary in order to carry out the project, cf. also Chapter 5.5 on budget. The budget should be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment
- Operating expenses
- Overhead or administration expenses

The detailed budget, cf. below, should be accompanied by specific reasons stating why the individual budget items and the extent of such items are relevant and necessary to carry out the project.

Form and appendices

Your proposal for research stays abroad must be submitted using Application Form 1 and you must enclose the following appendices in the order below:

- Detailed budget ([see Chapter 5.5](#))
- CV and publications list for applicant ([see Chapter 5.4](#))
- Documentation of access to the archives, libraries, museums, universities, etc. that are the objective of the trip

Any other appendices cannot be expected to be considered in the assessment of the proposal.

Guidelines for completing Form 1 can be found in Appendix A

4.7 Journals

(Proposal deadline: 1 September 2009)

When applying for funding for new journals: Form 2, incl. appendices, submitted as 1 original and 15 copies.
When applying for the extension of funding or funding for already existing journals: Form 3, incl. appendices, submitted as 1 original and 4 copies.

Objective

With a view to supporting the dissemination of humanities research through scientific journals, printed as well as electronic, FKK provides funding for journals of high scientific standard that seek international readership. However, it will be taken into account that certain areas within humanities research are chiefly aimed at Danish readers.

Applicant requirements

As principal investigator, you must be the editor responsible under press law and at the level of as a minimum associate professor/senior researcher. It is also a requirement that the editorial board or the editorial committee is composed of active researchers from at least two different scientific institutions in Denmark.

The journal

A precondition for receiving funding is that the journal utilises external academics to assess the scientific quality of the articles. To be eligible for support, an established journal must have a reasonable readership considering its academic field. For electronic journals, the assessment is made through a specific assessment of extent and scientific weight. For printed journals, the requirement is usually at least 200 subscribers. Funding is only awarded to journals that provide abstracts in an internationally accessible language for every article. Funding is furthermore only awarded to journals that do not pay author's fees. FKK does not provide funding for popular science journals.

Open access

Electronic journals must be free and openly accessible on the Internet. Printed journals must have a website from which the articles are free and openly accessible as e-journals no later than one year after the publication of a volume. FKK may grant an exemption from this requirement for a transitional period, provided that a specific plan exists specifying at which time the journal will be able to meet such requirement. The requirement must be met within the funding period. For a transitional period, it will also be possible to apply for extraordinary funding to set up a digital platform. And finally, it is possible to apply for separate funding to cover retro-digitalisation of older issues, preferably as collaboration between journals. The proposal must indicate a specific plan for setting up a digital platform and for retro-digitalisation.

The proposal

Funding proposals for journals should be for a period of 3 years. All proposals for funding for journals must account for their principles in respect of the use of e-communication.

The applicant must, therefore, provide a list of any similar journals that exist and explain how the new journal differs from them. Furthermore, new journals must document the contents of the first two issues.

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

- Operating expenses in the form of a fixed amount
- *For electronic journals*, funding is awarded according to rates of DKK 30,000 and DKK 50,000. The amount is determined on the basis of an assessment of the extent of the journals and its scientific weight. Newly established journals may be awarded a maximum of DKK 30,000.
- *For printed journals*, funding is awarded according to rates of DKK 30,000, DKK 45,000 and DKK 65,000 per year. The size of the amount is determined considering the number of pages in the journal and the documented number of readers.
 - DKK 65,000 is usually only awarded to journals with a very considerable readership (over 1,500 documented readers) and more than 500 pages of at least 2,500 units per year.
 - DKK 45,000 is usually only awarded to journals with a considerable readership (over 500 documented readers) and more than 300 pages of at least 2,500 units per year.
 - DKK 30,000 may be awarded to journals with at least 200 documented subscribers. No requirements apply as to the number of pages.
- Funding to set up a digital platform. You may apply for amounts of up to DKK 10,000.
- Funding for the digitalisation of older issues. You may apply for amounts of up to DKK 25,000.

Form and appendices

Your proposal for a journal must be submitted using the relevant application form and you must enclose the following appendices in the order below:

When applying for funding for new journals

- CVs for the members of the editorial committee (max. 1 page per member)
- Statement on the journal's academic profile, editorial content and differences from existing

similar journals

- Detailed plans for the contents of the first two issues
- 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
- A list of reviewers attached to the journal who have accepted to participate in the review process.
- In the event that the journal has an advisory committee, a list must be appended documenting its members

Any other appendices cannot be expected to be considered in the assessment of the proposal.

When applying for the extension of funding or funding for already existing journals

- CVs for the members of the editorial committee (max. 1 page per member)
- Financial statements for the last three years
- *For printed journals:* Documentation for the number of subscribers. If the subscription is part, in full or in part, of a membership subscription, the association's contribution must be stated in the proposal whereas the association's other financial affairs are not relevant to the Council.
- A list of the reviewers utilised in the review process in the past year and lists of reviewers attached to the journal. In the event that the journal has an advisory committee, a list must be appended documenting its members
- Documentation for extraordinary expenses in connection with digitalisation, possibly in collaboration with other journals.

4.8 Publishing of doctoral theses (disputats)

(Proposals may be submitted at any time)

Form 2, incl. appendices, submitted as 1 original and 4 copies.

Objective

FKK provides funding to ensure the publication of doctoral theses as books accepted for defence in Denmark.

Applicant requirements

A condition for obtaining support is that the research on which the thesis is based is not financed by funding received from a state research institution. You may submit a proposal if you have had your thesis accepted for the defence of your doctoral degree by a humanities or theological faculty in Denmark.

The proposal

Funding is only available for publication in 1 language. If funding has been awarded for publication in Danish, it is not possible to obtain funding for publication in a foreign language.

It must be stated in the book that FKK has provided funding for publishing. No funding is provided for author's fees.

You may apply for funding to cover the following:

- Operating expenses of up to DKK 80,000.

The size of the amount is set according to extent and necessary equipment, including e.g. illustrations and any necessity of procuring copies for copyright deposit.

Form and appendices

Your proposal for the publication of a doctoral thesis must be submitted using Application Form 2 and you must enclose the following appendices in the order below:

- Documentation or a statement showing that the research was not performed in a state research institution.
- Evaluation committee's evaluation (vote)
- Publisher's acceptance of manuscript for publication with information on any requirements as regards final revision
- Information on number of pages and number of print units
- Information on expected number of copies

The manuscript is not to be submitted.

4.9 The Danish Council for Independent Research's Young Researchers Award 2009

(Proposal deadline: 1 September 2009)

Objective

Again in 2009, the Danish Council for Independent Research (DFF) wishes to give out a number of the DFF Young Researchers Awards. The Young Researchers Award will be awarded on the basis of proposals submitted to the Council throughout 2009. The award decision will be made in the autumn, irrespective of the time of submitting the proposal, and the awards will be presented in the beginning of 2010. Please note that you may only apply for the award together with one of the Council's other grant types.

Applicant requirements

The awards will be given to highly talented young researchers who submit proposals to one of the scientific research councils in DFF. Awards may be given to applicants who have not reached the age of 35 at the time of application. However, breaks owing to maternity/parental leave, sick or family care leave, military service, humanitarian aid work, etc. will be taken into account. If you are selected for a Young Researchers Award, you have an additional obligation with regard to dissemination of your project and must be available for interviews and press coverage.

The proposal

You should not submit a separate proposal to be considered for the award, as it is awarded on the basis of a grant of a minimum of DKK 1 million, excl. overhead, within all the Council's grant types. You can be considered for DFF's award by adding "+Young Researchers Award" under Item 8 in the proposal's budget. You must prepare your actual proposal in accordance with the guidelines for the grant type applied for (see Chapter 4) and the general requirements set out in this call for proposals.

Project description

You must meet the project description requirements stated under the grant type applied for.

Budget (cf. Chapter 5.5)

If you are awarded DFF's Young Researchers Award, you will subsequently receive a grant of DKK 200,000 excl. overhead for special operating expenses. The funding awarded may be used for travel, stays abroad, research equipment or other research-related expenses. Accordingly, you must not include such expenses in the proposal budget.

4.10 Preparation of international proposals (START)

(Proposals may be submitted at any time)

Form 1, incl. appendices, submitted as 1 original and 4 copies.

Objective

With a view to sustaining and improving the international competitiveness of Danish research and strengthening Danish researchers' possibilities of successfully applying for international financing sources, FKK provides funding for the preparation of international research proposals.

Applicant requirements

If relevant, the Council will give priority to proposals where you have coordinating functions. The amount granted will depend on your role in preparing the proposal.

The proposal

You can apply for grants for preparing proposals aimed at the European Research Council (ERC) and other international research funds offered in open competition by bodies other than the Council itself. This applies both to proposals for which a call for proposals has not yet been made and to proposals pertaining to a specific call for proposals/programme. If the programme applied for entails several proposal rounds (e.g. prequalification and final proposal) a proposal may be submitted for each of these. You can apply for funding to prepare international proposals (START) for a period of up to 2 years and for an amount of between DKK 50,000 and DKK 200,000 excl. overhead.

Project description

The project description must not exceed 5 A4 pages (max. 12,000 keystrokes). You must prepare the description in accordance with the guide in [Chapter 5.3](#). The number of keystrokes must be stated at the end of the project description.

The project description for Preparation of international proposals (START) must furthermore include a description of:

- Which (prospective) international call for proposals, call for tenders or programme the proposal pertains to – and the size of the international grant for the Danish partners that is being applied for
- Your scientific/academic qualifications in relation to the international proposal
- Your role in the overall project organisation of the international proposal
- Your role in the preparation of the international proposal
- Hypotheses, methodology, theory and the like
- The anticipated academic benefits and relevance for Danish participation/research
- Documentation of qualification for the next round and justification for the scope of new activities (only for proposals that have passed prequalification)

Budget

You may apply for funding to cover expenses that are directly attributable to the suggested project and which are relevant and necessary in order to carry out the project, cf. also Chapter 5.5 on budget. The budget should be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment
- Operating expenses (e.g. travels and conferences)
- Overhead or administration expenses

The budget must be accompanied by specific reasons stating why the individual budget items and the extent of such items are relevant and necessary to carry out the project.

Form and appendices

Your proposal for Preparation of international proposals (START) must be submitted using Application Form 1 and you must enclose the following appendices in the order below:

- Project description
- CVs and lists of publications for all Danish participants and other key participants for whom funding is being applied (see Chapter 5.4)
- Copy of the specific tender documents or, if not available, description of the expected call for tenders
- Detailed budget (see Chapter 5.5)

5. How and when to apply

Proposal deadlines and calls for proposals

Each grant type in Chapter 4 states the applicable proposal deadlines. Proposals must be submitted to the Danish Agency for Science, Technology and Innovation no later than at 3 p.m. on 1 September 2009 with the exception of open-ended grant types (submission at any time).

Urgent proposals

The Danish Council for Independent Research | Humanities will only in exceptional cases process urgent proposals for grants with fixed deadlines outside the set deadlines. The proposal must be well-substantiated and contain an explanation as to why the proposal was not submitted by the previous ordinary deadline for proposals, and why postponement of the proposal until the Council's next ordinary deadline for proposals would have an adverse impact on the research project. In such case, you must mark Item 13 on the front page of Application Form 1.

5.1 General proposal requirements

Form

When submitting a proposal, you must generally use Application Form 1 (guidelines are provided in Appendix A). The application form is a standard form which is used by all five research councils. It is available from the Danish Agency for Science, Technology and Innovation's website: www.fi.dk.

For the grant type Publishing of doctoral theses, use Form 2, and for Journals, use Form 2 or 3.

It is not sufficient to refer to previously submitted proposals or forms. You must submit all the material, each time you apply.

Please note that you must submit your proposal in the number of printed copies stated for the individual grant type in Chapter 4. Each set of copies must be secured with one staple. Furthermore, you must enclose the full proposal as one complete PDF file on a CD-ROM, i.e. Form 1, project description and all appendices gathered in one file. The Council prefers that you create the PDF file directly, not through scanning.

The printed copy must include original signatures but these may be left out in the PDF file. By signing the printed copy, you confirm that the printed copy of the proposal is identical to the PDF file.

Language

You must write your proposal in Danish, English, Norwegian or Swedish. However, the popular science description in Item 15 in Form 1 should as far as possible be written in Danish.

5.2 How to apply to more than one council or for more than one grant type

If you want your proposal to be considered by more than one scientific research council, you must submit the proposal separately to each of the research councils in question. At the same time, you must remember to state, under Item 12 of the application form, any other councils to which you have submitted proposals for funding. The proposal must adhere to the individual research councils' deadlines, formal requirements,

practice, etc. and you must therefore be aware of any differences in the calls for proposals of the various councils. In case of doubt, you may contact the individual council secretariats.

If you apply for more than one grant type with the same deadline, you must submit a separate proposal with its own compulsory appendices for each grant type.

5.3 Project description requirements

When you use Form 1 for your proposal, you must enclose a detailed project description that complies with the instructions in the call for proposals. Please note that the individual grant types may have special requirements for the contents of the project description, including requirements for the length of the project description.

You must respect the requirements stated for the length of the project description under each grant type in Chapter 4. In its assessment of the project, the Council will disregard any part of the project description that exceeds the length requirements stated.

When preparing the project description, you must also bear in mind that all Council members will participate in the final assessment and prioritisation of the individual proposals. Consequently, the project description should be aimed at active researchers within all branches of the humanities, not only specialists within the relevant field.

The project description must be stated in number of keystrokes (normally 5 pages of 2,400 keystrokes per page), incl. spaces, notes and references, but excl. bibliography. The number of keystrokes must be stated at the end of the project description.

5.4 Information about the applicant(s)

The proposal must be submitted by the researcher who is responsible for the project. The applicant is also responsible in relation to the Council.

All proposals must include a CV and publications list for the applicant and any named scientific staff for whom the applicant is seeking salary funding.

CVs must not exceed 1-2 pages and must include information on:

- Education (academic degrees listed with year obtained)
- Present and recent positions held. In case of temporary employment, state the date of the termination of the employment contract.
- Any periods of leave (maternity/parental or family care leave, military service, humanitarian aid work, etc.)
- Other scientific qualifications
- Academic awards and honours
- Management experience
- Scientific focus areas
- Student guidance (PhD students and postdoctoral students)

The Danish Council for Independent Research (DFF) considers a high position obtained in the international competitions under the European Research Council (ERC) to be important information on a CV. The Council therefore invites applicants who have qualified to participate in the second round in ERC's international competitions to state this on their CV.

The Council's assessment of the applicants' research productivity will take into account the applicants' careers within and outside research enterprises, as well as any periods of leave.

The publications list must only contain:

- The total number of reviews and original articles published in scientific journals with a refereeing system, i.e. not abstracts.
- Detailed references to publications from the current year and the preceding 4 years and any earlier publications of particular relevance to the project. The references must list the order of authors, title, type (journal/monograph), first and last pages and year. You may not include works not finally accepted for publication.

5.5 Budget

You may apply for funding to cover expenses that are directly attributable to the project applied for and which are relevant and necessary in order to carry out the project. To this should be added overhead/administration expenses. As an applicant, you should ensure that there is consistency between the project applied for and the budget applied for.

As an applicant, you should note that any funding awarded is subject to the *Generelle bestemmelser for bevillingen januar 2008* (General regulations regarding funding of January 2008). Among other things, this means that the applicant must be economical when managing funds and appointing e.g. external consultancy assistance for specific tasks in connection with the project. Already when applying, you are invited to look into the possibility of subjecting such tasks to competitive tender to obtain the best possible quality and price when assigning the task.

The Council does not grant funding retroactively and, therefore, you cannot apply for funding for activities already carried out at the time when the Council makes its decision, cf. Chapter 6.2. All funding is awarded with effect from the date of the Council's meeting or a later time specified by the Council. As an exception from this rule, funding may be awarded for research stays abroad initiated after the application date but before the Council meeting.

All proposals must include a realistic budget covering the entire project period. As an applicant you must prepare the budget for costs covered by the Research Council as well as costs covered by other sources, if any. Supplementary grants are awarded only in exceptional cases.

As a consequence of the political agreement on the distribution of a share of the globalisation funds and the *Finansloven 2009* (Danish Finance Act for 2009), the Council must make it possible to cover the full costs of projects administered by Danish state research institutions. Applicants' institutions may always choose to co-finance the activities applied for, but the Council may not use the co-financing degree as an assessment criterion when considering the proposal.

However, the Council may require that the Danish state research institutions participating in the proposal must co-finance a total of 10 per cent of the project amount applied for from the Council. The share is calculated on the basis of the direct project expenses, i.e. before the addition of overhead. Applicants' institutions may still choose to co-finance the activities applied for by more than the 10 per cent, but the Council may not use the co-financing degree from Danish state research institutions as an assessment criterion when considering the proposal. The Council has chosen to make such requirement in connection with the grant type Collective research projects, cf. Chapter 4.1.

Furthermore, the Council may freely request co-financing from other institutions. The Council has chosen not to make such requirement in connection with the autumn call for proposals. However, the co-financing may be included as an assessment criterion when deemed relevant.

Completion of budget information in Form 1

You must fill in budget information in Item 16 in Form 1. In the first column, state the amounts you apply for from the Research Council, cf. the detailed budget. In the second column, state contributions from the workplace/institution, if any. In the third column, state the total amount of external funding that has been awarded to the project. Where no funding is provided from other sources, state DKK 0.

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

For the number of months, enter the number of months you and any co-applicants spend on the project. The statement applies to one full-time employee (one person working half-time on the project for one calendar year is e.g. stated as 6 months).

The summary information for expenses to be financed by the grant and expenses to be financed from other sources in the detailed budget, if any, must be disclosed in Form 1, Item 16.

You may apply for funding to cover the following overall budget items in Form 1, Item 16:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment expenses in excess of DKK 40,000
- Operating expenses
- Overhead/administration expenses

The Research Council's processing of the proposal requires that the summarised budgetary details in Form 1 have been authorised and officially stamped and signed by the head of the institution's administration.

The requirement regarding stamp and signature does not apply to proposals that are not to be administered by a Danish institution.

In the event that you also apply for project funding from other sources, such sources must be stated in Item 12 in Form 1. The Council recommends that applicants obtain assistance from the institution which will administer the grant.

Detailed budget

You must prepare a detailed budget so that the financial statements can be compared item-by-item with the budget. The detailed budget must clarify the budget details stated in Form 1, Item 16, which are based on the five budget items stated above: Scientific/academic salaries, technical/administrative salaries, equipment, operating expenses and overhead/administration expenses. The budget items must be broken down by calendar year (1 January – 31 December), not project year.

For example, the scientific/academic salary category must be specified by individuals to clearly state the intended recipients of grants to cover scientific/academic salaries and the extent thereof. Operating expenses must also be specified so that the Research Council can see the specific operating expenses covered by any grant applied for. The detailed budget should be accompanied by specific reasons stating why the individual budget items and the extent of such items are relevant and necessary to carry out the project.

For proposals in which applicants from several institutions are participating, you must supplement the total detailed budget by submitting a sub-budget with differentiated overhead/administration expenses for each institution for which you are applying for funding, cf. also below on overhead/administration expenses.

The detailed budget must be accompanied by specific reasons stating why the individual budget items and the extent of such items are relevant and necessary to carry out the project.

Scientific/academic salaries

The Council provides funding for scientific/academic salaries for participants in the project applied for. These participants comprise both researchers already employed in an institution during the project period applied for, irrespective of whether or not such employment is limited in time. This also applies to researchers who are not already employed in an institution in the project period applied for.

The proposal and budget must clearly state the intended funding recipient and the funding period. Unnamed employees should be indicated by NN. The statement applies to one full-time employee (one person working half-time on the project for one calendar year is e.g. stated as 6 months).

When applying for scientific/academic salaries, you must state the salary amount already granted to you and your co-applicants for the project period applied for from the Research Council or other external sources of financing.

The collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance applies to scientific employees salaried by the Council. Scientific/academic staff salaried by the Research Council is 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.

Within the grant, the institution shall cover all salary expenses and the statutory and collectively agreed expenses ensuing from the appointment.

Standard rates

The Council has specified standard amounts and rates for expenses covering scientific/academic salary conforming to the collective agreement for state-employed academics (incl. pension, central supplements, special holiday pay, holiday pay in connection with resignation, ATP – supplementary pension contributions and expected salary adjustments) and conforming to the occupational categories at universities and sector research institutions. For all years, the amount comprises holiday allowance to be used as paid holiday or holiday pay in connection with resignation.

You may use the recommended standard rates when you prepare the project's salary budget. If you want to give a higher salary than the standard rates, you must justify or document this, e.g. using salary information from the employing institution. The rates stated in this chapter are recommended standard rates. You are responsible for applying for the correct salary.

Standard rates (salary excl. *training rates*) for PhD grants commencing 2010:

	Salary budget for 1 st year of grant/2010	Salary budget for 2 nd year of grant/2011	Salary budget for 3 rd year of grant/2012
Salary level 4, 1 st year of appointment, salary level increase included	370,000	385,000	425,000
Salary level 4, 2 nd year on appointment, salary level	370,000	410,000	450,000

increase included			
Salary level 5 on appointment, salary level increase included	400,000	440,000	480,000
Salary level 6 on appointment, salary level increase included	425,000	465,000	480,000
Salary level 8 on appointment, salary level increase included	455,000	465,000	480,000

Unnamed PhD students in the proposal will be graded at salary level 4, 1st year.

Standard rates for postdoctoral grants commencing 2010

	Salary budget for 1 st year of grant/2010	Salary budget for 2 nd year of grant/2011	Salary budget for 3 rd year of grant/2012
Salary level 6 on appointment, salary level increase included	490,000	530,000	545,000
Salary level 8 on appointment, salary level increase included	515,000	530,000	545,000

Unnamed postdoctoral students in the proposal will be graded at salary level 6.

Standards rates for assistant professor level

2010	2011	2012	2013	2014
515,000	530,000	545,000	560,000	575,000

Standards rates for associate professor level

2010	2011	2012	2013	2014
560,000	570,000	585,000	600,000	615,000

Standards rates for professor level

2010	2011	2012	2013	2014
680,000	700,000	720,000	740,000	765,000

Technical/administrative salaries

You may apply for funding to cover salaries for non-scientific assistance, including student assistance.

You must specify the precise work task of the person in question and why it is necessary and relevant in order to carry out the project. Please state the number of hours per week and staff category for the person in question.

In accordance with the state's provisions, you may not give assistants pay that is beyond the professional level necessary to perform the tasks.

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. When you apply for funding to cover the purchase of equipment in excess of DKK 100,000, you must enclose a purchase price quotation. Funded equipment will be the property of the administrative institution.

The Council would like to point out that the Danish Agency for Science, Technology and Innovation's user service, Brugertjenesten, offers free administrative and business assistance when grant-holders purchase equipment etc. For information on the user service and the services offered, see www.brugertjenesten.dk.

Operating expenses

The Council provides funding for operating expenses and you may e.g. apply for funding to cover conferences and the publication of research findings. However, you may apply for funding only to cover expenses that are directly attributable to the project applied for and which are relevant and necessary in order to carry out the project. Below you will find a number of budget guidelines for the typical operating expenses for which you can submit proposals to the Research Council:

Rates relating to research training

You may apply for *Uddannelsesstakster* (training rates) in relation to the PhD grants financed by the Council.

In accordance with an agreement made between the research council system and Universities Denmark, the Council uses special training rates that are lower than the standard training rates stated in the Finance Act in connection with grants to universities. 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.

You may apply to the Council for training rates corresponding to DKK 50,000 (humanities/social sciences)/DKK 80,000 (science/technology/health sciences) for each full project year.

This amount is at the host institution's disposal and also covers all PhD supervisor salary expenses.

Travel and living expenses

You may apply for funding to cover travel and living expenses. The Council expects you to have checked the real costs of the stay and to be able to justify the items of expenditure applied for, e.g. for transport and expected flat rent.

You may e.g. apply for the following:

- Reimbursement of transport
- Repayment of overnight stay expenses
- Hourly and daily allowance to pay for additional expenses to cover meals, etc.

The purpose is to cover additional costs related to official journeys and the maximum rates are stated in the *Statens Cirkulære om Tjenesterejseaftalen* (Government circular on the official journey agreement) and the appurtenant *Cirkulære om Satsregulering* (circular on adjustment of rates) and *Cirkulære om Bonusordninger* (the circular on bonus schemes). For the agreements and rates, see www.perst.dk.

If, during stays abroad, you remain employed at a Danish state 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.

Overhead/administration expenses

Overhead/administration expenses are a separate part of an external grant for a research project in a state research institution. Overhead/administration expenses are granted to cover indirect costs related to carrying out the project which are not directly attributable to the specific project such as joint expenses to cover rent, premises, administration etc. Overhead/administration expenses are computed as a fixed percentage of the grant for the project's direct expenses. Direct expenses are expenses directly attributable to the project.

The Council grants overhead/administration expenses differentiated in accordance with the participating institutions' legal status. The detailed budget must therefore state the share of the grant activities to be carried out by project employees from various institution types so that the Council can grant overhead/administration expenses based on each institution type's share of the activities.

For proposals in which applicants from several institutions are participating, you must supplement the total detailed budget by submitting a sub-budget for each institution in which overhead/administration expenses are differentiated. The total of the various sub-budgets must tally with the total detailed budget and the amounts stated in Item 16 in Form 1.

The budget's division into activities with the corresponding rate for overhead/administration expenses is defined according to the principal place of employment during the project period for applicants financed by the grant.

Grants administered by Danish state 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 44 per cent of the Research Council's share of the direct expenses.

For other Danish public institutions, only 3.1 per cent of the direct expenses may, as previously, be calculated for administration expenses.

In the budget for Authorised Technological Service Institutes (GTS institutes) and certain other institutions and organisations, it is common practice to add a contribution margin of 20 per cent of the direct expenses. Contribution margins for other research institutions may be granted on the basis of a specific assessment. To be considered, the proposal must include a justification.

6. How is the proposal processed and assessed

6.1 The Council's assessment

When assessing the contents of proposals, the Danish Council for Independent Research | XXX emphasises the questions below. The Council emphasises that the questions that are relevant to the project/activity are accommodated to the greatest extent possible. The Council will always make an overall assessment of your specific proposal where different criteria may be more or less met. Hence, not all criteria will be relevant for all proposals and due to the competition between proposals, it should not be taken for granted that meeting the criteria will lead to a grant.

The Council furthermore refers to the specific assessment criteria described under the specific grant types in Chapter 4. For grant types involving special conditions pertaining to e.g. the applicant's qualifications, special emphasis will be on these conditions being met.

The purpose of the Council is to promote and strengthen Danish research. Pursuant to the Danish act on research consultancy etc., this has been defined in a wide sense. Therefore, the Council makes no requirements as to the applicant's citizenship, the registered office of the research institution or to a specific geographical location in order to carry out the relevant research activities, cf. Chapter 3.

Scientific quality

- Does the project description make it clear that the project/activity has potential for scientific progress, i.e. innovation and originality theoretically as well as methodologically or empirically?
- Does the project/activity have a clear and well-formulated research question and a clearly formulated objective?
- Does the project description include appropriate and consistent theses?
- Does the project description describe the "state-of-the-art" status of existing research and is the research question defined in relation to this description?
- Does the research question have a clear theoretical basis and is there a clear connection between this basis and the suggested research plan?
- Does the suggested project/activity include a clearly superior research design, i.e. is there a clear connection between the theoretical basis and the methodological choices?
- Is the practical research design for obtaining the empirical material well-described in the project description, i.e. is the empirical material relevant and is it practically available within the project's time horizon?
- Is the project description of the synergy between sub-projects/research teams sufficient?
- Does the project description make it clear that the project/activity contributes to the internationalisation of Danish research?
- Does the project description describe any society perspectives of the project/activity?
- Are any ethical aspects satisfactorily identified?

Qualifications of applicant(s)

- Does the applicant/principal investigator have the required qualifications to carry out the project, particularly the scientific qualifications, but also in relation to project management and research management?
- Do the other project/activity participants have sufficient research competencies?

- Is there participation from or collaboration with relevant leading research teams in Denmark or abroad?
- Are there participants from business partners where relevant?

Feasibility

- Have the sufficient resources been allocated to the project/activity, including staffing and access to the necessary facilities and equipment?
- Does the host institution provide the required scientific framework for the project/activity?
- Is there coherence between what is to be financed by the grant applied for, when to use the grant and the tasks and persons to be financed by the grants?
- Is there agreement between the budget and the research activities?
- Does the project description include clear/relevant milestones and success criteria?
- Is there a well thought-out/appropriate work, time and dissemination schedule?
- Is there a clear strategy for the organisation and management of the project/activity, including a statement of the distribution of work between the involved researchers?
- Is there a reasonable distribution of work between PhD, post doc and senior researchers?

Communication of findings

- Is there a clear plan for peer-reviewed publication?
- Does the project/activity have a strategy for the communication of findings to any users and the public in general?

Other

- Does the project/activity include researcher training to the extent this is relevant?
- Does the project/activity contribute to improving researcher mobility (nationally/internationally – research institution/business community)?
- Has collaboration with Danish and foreign partners, academic as well as non-academic (enterprises, authorities, organisations, etc.) been planned where relevant?
- Is there co-financing from the business community where relevant?

6.2 Processing and procedures

After the proposal deadline, the Council secretariat will register and review the proposals received. During the 3 weeks following the deadline you may as an applicant expect to receive an acknowledgement of the proposal specifying when your proposal will be processed and when you may expect to be informed of the Council's decision. The proposals will then be submitted to the Council members.

The Council will send your proposal for external assessment if a Council member is an applicant or a co-applicant in a proposal exceeding a total of DKK 1 million, exclusive of overhead. Finally, the Council may submit your proposal for external assessment if the Council due to conflict of interest does not have the adequate experience to assess the proposal. If your proposal has been submitted for external assessment, such external assessments will always be submitted to you for your comments (consultation). External assessments serve to enhance the Council's decision-making basis and are purely advisory in nature. The Council makes its final decision on the basis of its own assessment of your proposal and on a prioritisation in relation to the overall range of proposals.

The Council expects to make its final decision at its meeting on 11-13 November 2009, which concludes the processing of the proposal.

On 20 November 2009, the Council will publish a list of the funded projects on the Danish Agency for Science, Innovation and Technology's website: www.fi.dk. As an applicant, you will receive a written reply within one month of the Council's decision, either in the form of a notice of funding or a rejection. Rejections contain a brief justification for the Council's decision.

If you have submitted a proposal for a grant type that may be applied for at any time or an urgent proposal, the procedure is generally the same as stated above but you may expect a reply within 1-2 months. For urgent proposals, it is assumed that the request for urgent processing is met by the Council. Further details of meeting dates and the deadlines for submission of proposals to be processed at the individual meetings are available from the secretariat on request. You will be informed in writing of the outcome of the assessment as soon as possible after the meeting.

7. FKK's address and secretariat

FKK's address:

The Danish Agency for Science, Technology and Innovation
The Danish Council for Independent Research | Humanities
Bredgade 40
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FKK's secretariat

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Jette Kirstein, Head of Secretariat
Tel.: +45 3395 5264
E-mail: jetki@fi.dk

Appendix A: 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** The grant type applied for (e.g. Individual postdoctoral grants), cf. Chapter 4, and, if applicable, indication of Young Researchers Award.
- 9** State the keywords that best describe the research project you are applying for.
- 12** If you are applying for full or partial funding for the amount under Item 10 from another research council or from other sources, state which council, what amount and which budget items.
- 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 Chapter 6.2.
- 14** List the scientific/academic staff, incl. PhD and postdoctoral applicants and international researchers. Unnamed employees should be indicated by NN.
- 15** The text must be written in Danish, if possible, and be suitable for publication and hence formulated so that the nature of the project is comprehensible to non-experts.
- 16** All proposals must include a detailed budget. The detailed budget must be laid out so that the financial statements can ultimately be compared item-by-item with the budget. Guidelines on layout of the detailed budget to be attached to the proposal are provided under Chapter 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 January – 31 December). In the first column, state the amounts being applied for from the Research Council, see the detailed budget. In the second column, state contributions from the workplace/institution, if any. 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 state institutions and other institutions subject to

the rules regarding grant-funded research activities in the Danish Ministry of Finance's budget guidelines ("*budgetvejledning*") are to include an overhead contribution of 44 per cent of the Council's share of the direct expenses (direct expenses are defined as expenses directly attributable to the project). For other Danish public institutions, only 3.1 per cent of the direct expenses may, as previously, be calculated for administration expenses.

The budget for Authorised Technological Service Institutes (GTS institutes) and other institutions must, as in previous years, include an overhead contribution of 20 per cent of the direct costs. Overhead for other research institutions/enterprises may be granted on the basis of a specific assessment, and the proposal must include a motivated proposal.

The Council's processing of the proposal requires that the summarised budgetary details (Item 16) in the application form have been authorised, officially stamped and signed by the head of the administrating institution.

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

