

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

| Natural Sciences



Contents

1. Proposals to the Danish Council for Independent Research	2
1.1 Changes as compared to the most recent call for proposals	2
1.2 Proposal deadlines.....	3
1.3 Special initiatives in 2009	3
2. How to read the call for proposals.....	5
3. Who is eligible for funding?	6
3.1 Qualifications of applicant	6
3.2 Special requirements for the private sector.....	6
4. What type of research is eligible for funding?	7
4.1 Major research projects	8
4.2 Research projects	9
4.3 Proposals for instrument centres	10
4.4 Individual postdoctoral grants.....	10
4.5 Research stays abroad	12
4.6 The Danish Council for Independent Research Young Researchers Award 2009	13
5. How and when to apply	15
5.1 General proposal requirements	15
5.2 How to apply to more than one council or for more than one grant type	16
5.3 Project description requirements.....	16
5.4 Applicant's details.....	16
5.5 Budget	17
6. How is the proposal processed and assessed.....	23
6.1 The Council's assessment.....	23
6.2 Processing and procedures	24
7. Summary of FNU grant types and general guidelines.....	25
8. The Danish Council for Independent Research Natural Sciences' address and secretariat	27

Appendix A: Guide to completion of Form 1

1. Proposals to the Danish Council for Independent Research

In this call for proposals, the Danish Council for Independent Research | Natural Sciences (FNU) invites proposals for grants covering research activities due to commence in 2010. In 2009, DFF has a financial framework totalling DKK 1.3 billion from the Danish Finance Act. FNU's share of these funds total approximately DKK 292 million in 2009.

The Danish Council for Independent Research (DFF) supports research based on researchers' own initiatives within and across all scientific main areas. DFF comprises a Board and five research councils, one of these being FNU. 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 and obtaining material not submitted with application

With this call for proposals, the Council clarifies its practice for rejecting proposals without prior substantive consideration and intensifies its practice for obtaining missing proposal material.

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. It also means that the Council does not receive supplementary proposal material after the proposal deadline. In exceptional cases, letters of recommendation may be received up until two weeks after the proposal deadline if it is not possible to submit the recommendation together with the proposal. This may be relevant if the recommendation is prepared by a person resident in a country in which it is not customary to send recommendations to the person that is the subject of the recommendation.

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 applicant
- 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 may exceed the length requirements stated.

Differentiation of overhead/administration expenses

In the future, the Council will grant overhead/administration expenses differentiated in accordance with the participating institutions' legal status. The former practice was that overhead/administration expenses were granted on the basis of the principal applicant's institution, irrespective of whether the proposal includes institutions that receive other overhead rates or administration expenses.

Applicants must now comply with new requirements and the detailed budget should 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, applicants might expect a change in the Council's portfolio of grant types due to the new rules governing co-financing, cf. Chapter 5.5. Specifically, FNU has decided on the following major changes in connection with the autumn 2009 call for proposals:

- Previous Major framework grants are now called Major research projects. See Chapter 4.1 for a detailed description.
- Previous Framework grants are now called Research projects, and it is possible to apply for scientific/academic salary. Furthermore, a maximum limit for the amount applied for has been determined. See Chapter 4.2 for a detailed description.
- The grant type Logistics can no longer be applied for separately but must be applied for within the framework of Research projects or Major research projects.

1.2 Proposal deadlines

This autumn, the deadline for submission of proposals to FNU is 3 p.m. on 1 September 2009. In addition, the proposals for the grant type Proposals for instrument centres may be submitted at any time. 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 4.6.

Internationalisation

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

DFP and National Science Foundation (NSF) mutually wish to promote the international mobility of Danish and American postdoctoral grants. For that purpose, DFP and NSF 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 | Natural Sciences (FNU) and on the Council's requirements for you 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.

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. In exceptional cases, letters of recommendation may be received until two weeks after the proposal deadline if it is not possible to submit the recommendation together with the proposal. This may be relevant if the recommendation is prepared by a person resident in a country in which it is not customary to send recommendations to the person that is the subject of the recommendation.

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 applicant
- 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 FNU secretariat will be pleased 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 can keep informed of the latest developments by obtaining 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 is eligible for funding?

The Danish Council for Independent Research | Natural Sciences (FNU) awards grants to researchers investigating basic scientific issues in the natural sciences, computer science and mathematics where the aim is fundamental, but not necessarily applied research. The Council funds research based on researchers' own initiatives.

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

3.1 Qualifications of applicant

You must have obtained a PhD or achieved equivalent qualifications through your research to apply for funding from FNU. With the exception of the grant type Individual postdoctoral grants, PhD students are not eligible for funding from FNU as sole applicants.

If you must comply with certain further requirements to be eligible for funding, this is stated in the description of the individual grant types 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:
<http://www.ks.dk/konkurrence/statsstoette/regler/>
- EU "de minimis" rule:
www.retsinformation.dk/Forms/R0710.aspx?id=31140

4. What type of research is eligible for funding?

The Danish Council for Independent Research | Natural Sciences (FNU) supports specific research activities of limited duration and therefore does not provide funding for permanent activities. Furthermore the Council does not grant retroactive funding and, therefore, you cannot apply for funding for activities already carried out or expenses already incurred at the time when the Council makes its decision. All funding is awarded with effect from the date of the Council's meeting or a later time specified by the Council. The Council does not consider proposals for amounts of less than DKK 50,000, excl. overhead.

The Council recommends that you read Chapter 5 "How and when to apply" which describes the overall elements of your proposal and the formal requirements.

FNU hereby invites proposals for the following grant types:

Overview of open grant types in the period 1 September 2009 – 31 December 2009

<u>Grant type</u>	<u>Proposal deadlines</u>
4.1. Major research projects	1 September 2009
4.2. Research projects	1 September 2009
4.3. Proposals for instrument centres	Proposals may be submitted at any time
4.4. Individual postdoctoral grants	1 September 2009
4.5. Research stays abroad	1 September 2009
4.6. The Danish Council for Independent Research Young Researchers Award 2009	1 September 2009

The grant types offered by the Council in the spring of 2010 have not yet been determined but will be announced in December 2009.

Changes made after the autumn 2008 and spring 2009 calls for proposals

The following grant types have been discontinued:

- Logistics (the expenses can be applied for under Major research projects and Research projects)
- Funds for promotional activities
- Preparation of international proposals (START).
- International conferences and symposiums

Major framework grants and Framework grants have been renamed Major research projects and Research projects respectively, see Chapters 4.1 and 4.2 for further information. Within these grants types, it is possible to apply for scientific/academic salaries and minimum and maximum amounts have been determined for each of them.

Projects

4.1 Major research projects

(Proposal deadline: 1 September 2009)

Objective

The purpose of Major research projects is to fund major, well-defined research activities of a particularly high international standard of excellence.

Applicant requirements

The Council expects that the project is carried out by an internationally recognised researcher or research team.

The proposal

You may apply for a Major research project for a period of 1-3 years with a budget of DKK 1.5 - 4 million in total excl. overhead. The Council attaches great importance to international collaboration and research training.

Project description

The project description must not exceed 5 A4 pages, and you must prepare it in accordance with the guidelines in Chapter 5.3.

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, including own salary
- Technical/administrative salaries
- Equipment expenses in excess of DKK 40,000
- Operating expenses (e.g. field work, research travel, attendance at conferences, purchase of materials/chemicals, invitation of visiting researchers for short periods of time, equipment, logistics in the form of voyage time, hire of helicopter and aircraft etc.)
- Overhead/administration expenses

The detailed budget, cf. below, 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 Major research projects must be submitted using Application Form 1 and you must enclose the following appendices in the order below:

- Project description, see above and Chapter 5.3
- CVs and publications lists for principal applicant and named scientific/academic co-applicants, see Chapter 5.4.
- Detailed budget, see Chapter 5.5
- Price quotation for equipment expenses in excess of DKK 100,000, excl. overhead, see Chapter 5.5
- Host institution's confirmation
- Form: Information detailing the team's finances, see <http://fi.dk/soeg-stoette/skemaer-til-ansoegning-m.m./skema-til-uddybning-af-gruppens-oekonomi-fnu>
- Form for coding applications to The Danish Research Council for Independent Research | Natural Science (FNU) by major disciplines, see

4.2 Research projects

(Proposal deadline: 1 September 2009)

Objective

The objective of Research projects is to fund minor, well-defined research activities of a high international standard of excellence.

Applicant requirements

The Council expects that the project is carried out by an internationally recognised researcher or research team.

The proposal

The project must be carried out by a researcher or research team over a period of 1 to 3 years with a budget of up to DKK 1.5 million, exclusive of overhead.

Project description

The project description must not exceed 5 A4 pages, and you must prepare it in accordance with the guidelines in Chapter 5.3.

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

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. The budget should be divided into the following overall budget items:

- Scientific/academic salaries, including own salary
- Technical/administrative salaries
- Full or partial funding for equipment expenses in excess of DKK 40,000
- Operating expenses (e.g. field work, research travel, attendance at conferences, purchase of materials/chemicals, invitation of visiting researchers for short periods of time, equipment, logistics in the form of voyage time, hire of helicopter and aircraft etc.)
- Overhead/administration expenses

The 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.

Form and appendices

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

- Project description, see above and Chapter 5.3
- CVs and publications lists for principal applicant and named scientific/academic co-applicants, see Chapter 5.4.
- Detailed budget, see Chapter 5.5
- Price quotation for equipment expenses in excess of DKK 100,000, excl. overhead, see Chapter 5.5
- Host institution's confirmation
- Form: Information detailing the team's finances, see

<http://fi.dk/soeg-stoette/skemaer-til-ansoegning-m.m./skema-til-uddybning-af-gruppens-oekonomi-fnu>

- Form for coding applications to The Danish Research Council for Independent Research | Natural Science (FNU) by major disciplines, see

<http://fi.dk/soeg-stoette/skemaer-til-ansoegning-m.m./form-for-coding-applications-to-the-danish-natural-science-r>

4.3 Proposals for instrument centres

(Expressions of interest may be submitted at any time)

Objective

The Council funds the construction, development or use of instrument centres in a Danish institution or an international facility.

Applicant requirements

Usually, you must have obtained a PhD or have achieved equivalent qualifications via your research and must hold a permanent position at a research institution.

The proposal

When Proposals for instrument centres have been submitted, the Council will decide whether an actual call for proposals is merited. The Council emphasises that external researchers are permitted to use the instrument centre, which means that applicants will be required to appoint a steering committee with 1 Council representative and a user group. The user group will be required to report to the Council after 3 years. Responsibility for the equipment rests with the host institution, and the Council may, at its discretion, request a situation report at any time during the contract term. Detailed requirements will be set out in the contract concluded by the Council and the host institution.

Project description

The project description must not exceed 5 A4 pages, and you must prepare it in accordance with the guidelines in Chapter 5.3.

As part of the project description, a budget proposal must be enclosed that includes expenses in connection with the construction, development or use of instrument centres. The budget proposal may include the following budget items: Scientific/academic salaries, technical/administrative salaries, full or partial support for equipment expenses in excess of DKK 40,000, operating expenses and overhead/administration expenses.

Form and appendices

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

- Project description, including budget proposal
- CVs (1-2 pages) and publications lists (last 5 years) for principal applicant and named scientific/academic co-applicants
- Form for coding applications to the Danish Council for Independent Research | Natural Sciences (FNU) by major disciplines, see

<http://fi.dk/soeg-stoette/skemaer-til-ansoegning-m.m./form-for-coding-applications-to-the-danish-natural-science-r>

Grants

4.4 Individual postdoctoral grants

(Proposal deadline: 1 September 2009)

Objective

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 will be awarded to researchers who carry out independent 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, at the earliest, 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 maximum of three years.

Project description

The project description must not exceed 5 A4 pages (excl. references) using Times New Roman, 12 point font size, a right and left side margin of at least 2 cm and 1.5 line spacing. You must prepare the description in accordance with the guide in Chapter 5.3.

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
- Full or partial funding for equipment expenses in excess of DKK 40,000
- Operating expenses (e.g. travel and living expenses)
- Overhead/administration expenses

The detailed budget, cf. below, should be accompanied by specific reasons stating why the individual budget 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 above and Chapter 5.3
- CV and publications list, see Chapter 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), see Chapter 5.5
- Price quotation for equipment expenses in excess of DKK 100,000, excl. overhead, see Chapter 5.5
- Confirmation of willingness to host the grant recipient, e.g. from a foreign institution
- Detailed budget, see Chapter 5.5

- Description of the host institution's suitability as compared to the activities applied for, including a CV for the principal host
- Testimonials
- Form for coding applications to The Danish Research Council for Independent Research | Natural Sciences (FNU) by major disciplines, see

<http://fi.dk/soeg-stoette/skemaer-til-ansoegning-m.m./form-for-coding-applications-to-the-danish-natural-science-r>

Council-specific matters

Only in exceptional cases will the Council award a postdoctoral grant for more than two years with an amount of up to DKK 600,000 p.a., excl. overhead.

For postdoctoral stays abroad you may, if you are not affiliated with a Danish state research institution, in addition to own salary, submit proposals for an amount corresponding to a maximum of DKK 100,000 p.a., excl. overhead, to cover other expenses in full or in part. Other expenses include research expenses, travel expenses, travel health insurance for you and your partner and children, transport of household effects, living and housing expenses, establishment and child care expenses.

The Council attaches great importance to the following:

- That you plan to carry out the contemplated research activities in another research environment, preferably foreign, than the one in which you have so far carried out your research.
- That foreign postdocs applying for funding for research stays in Denmark add significant new expertise to a Danish research environment.

Grants are primarily awarded to researchers in the initial phases of their careers. The Council interprets this such that only in very special cases will postdoctoral funding be awarded to applicants whose PhD degree or equivalent is more than 6 years old. 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.).

Other

4.5 Research stays abroad

(Proposal deadline: 1 September 2009)

Objective

FNU provides funding from DKK 50,000 and up to a total of DKK 200,000, excl. overhead, for specific research stays abroad covering a continuous period of more than one month.

Applicant requirements

You may apply for funding, only if you have obtained a PhD or have achieved equivalent qualifications via your research. You may not have started your research stay at the time of application.

The proposal

In your proposal, you must state why your project will benefit from a stay abroad in the relevant location and that access is secured to the facilities necessary to the project.

If your grant is not to be administered by a public Danish research institution, it will be considered personal income and you must state in your proposal the name of your municipality, as a copy of the notice of funding will be submitted to the tax municipality.

Project description

The project description must not exceed 5 A4 pages, and you must prepare it in accordance with the guidelines in Chapter 5.3.

You may apply for funding to cover the following budget items

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. The budget should be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Full or partial funding for equipment expenses in excess of DKK 40,000
- Operating expenses (including travel and living expenses)
- Overhead/administration expenses

The 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.

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 above and Chapter 5.3
- CV and publications list for applicant, see Chapter 5.4
- Detailed budget, see Chapter 5.5
- Documentation of access to the required facilities
- Confirmation from the foreign host institution
- Testimonials (if young researcher)
- Form for coding applications to The Danish Research Council for Independent Research | Natural Sciences (FNU) by major disciplines, see

<http://fi.dk/soeg-stoette/skemaer-til-ansoegning-m.m./form-for-coding-applications-to-the-danish-natural-science-r>

4.6 The Danish Council for Independent Research 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 award 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. Normally, awards are 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 promotion 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 the DFF Young Researchers Award by adding "+Young Researchers Award" under Item 8 in Application Form 1. 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

If you are awarded DFF's Young Researchers Award, you will subsequently receive a grant of up to 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.

5. How and when to apply

Proposal deadlines and calls for proposals

Each grant type in Chapter 4 (and the overview in Chapter 7) 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 | Natural Sciences (FNU) 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. If relevant, you must mark Item 13 on the front page of the application form.

5.1 General proposal requirements

Form

When submitting a proposal to FNU, 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.

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

Language

You must write your proposal in Danish or English (see the other councils' calls for proposals for any other requirements). However, the popular science description in Item 15 should as far as possible be written in Danish.

In two cases, proposals will always be submitted for international peer review:

- If you apply for more than a total of DKK 13 million, excl. overhead
- If a Council member is the applicant or a co-applicant and the proposal is for more than a total of DKK 1 million, excl. overhead.

Please note that you must:

- Submit your proposal as one printed copy secured with one staple
- Enclose the full proposal as one complete PDF file on a CD-ROM or USB key, i.e. Form 1, project description and all appendices gathered in one file. The Council prefers that you create the PDF file directly on your computer and not by scanning the paper copy
- 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.
- You must submit a separate proposal for each grant type you apply for.

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 should submit the proposal separately to each of the research councils in question. You must remember to state, under Item 12 of the application form, other councils to which you have submitted proposals. The proposal must adhere to the individual research council's deadlines, formal requirements, practice, etc. You should 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, i.e.:

- Objective of the project (problem formulation, theoretical foundation and any hypotheses) and the academic and societal perspectives and relevance, if applicable. In addition, it must include an assessment of the anticipated significance of the findings for future research and, where relevant, research training in the area
- Background and status of existing knowledge in the field (state-of-the-art), including the project's relation to national and international research as well as argumentation for your qualifications and previous contributions to the field.
- Research plan, including the methods (including methodology and materials considerations regarding the feasibility of the project) to be used as well as a work schedule and timetable.
- The practical feasibility of the project (e.g. experimental facilities, staff resources, access to software/databases).
- Description of ethical aspects, if any.

Unless requirements are stated under the specific grant type, indicating the maximum length of the project description, the project description must be limited to a maximum of five A4 pages (excl. references).

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 may exceed the length requirements stated.

5.4 Applicant's details

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

The proposal must show the names and titles of the persons who are to be salaried from the project funds. If an unnamed member of the scientific/academic staff is to be salaried by project funding, this must be stated clearly in Item 14 by indicating NN rather than a name.

All members of the proposing team must describe, in brief, the nature and scope of their involvement in this and other research projects in such a way that the research team's total scope of activity and its funding from foundations is fully transparent. The description may be submitted using the designated information form for detailing the research team's finances, available for download at <http://fi.dk/site/forside/soeg-stoette/skemaer-til-ansoegning-m.m./skema-til-uddybning-af-gruppens-oekonomi-fnu>

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

CV

The applicant's and any co-applicants' CVs must not exceed 1-2 pages and must include information on:

- Education
- Present and recent positions held
- Any periods of leave (maternity/parental or family care leave, military service, humanitarian aid work, etc.)
- Research experience (participation in/management of major research projects)
- International relations
- Production of MScs and PhDs in this year and the preceding 5 years (to be stated for scientific/academic applicants)

The Danish Council for Independent Research (DFF) considers a high position obtained in the international competitions under the European Research Council 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.

Publications list

The list of publications must include publications from this year and the preceding 5 years, divided up according to the following:

- Peer-reviewed publications
- Other publications

The list must include the order of authors, year, title, type (journal), issue number and first and last pages or article number and number of pages.

Grant applicants must enclose a complete list of publications.

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. You should ensure that the budget is reasonable and consistent with the project's requirements.

As an applicant, you should note that any funding awarded is subject to the "*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, awareness of the possibility of putting such tasks out to competitive tender to obtain the best possible quality and price when assigning the task is expected.

The Council does not grant retroactive funding 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 travels/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 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 not to make such requirement in connection with the autumn 2009 call for proposals.

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 2009 call for proposals.

Disclosure of budget information in Form 1

You must disclose 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. When preparing a budget 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 expenses in excess of DKK 40,000, 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 can provide funding for scientific/academic salaries for participants in the project. These participants may comprise both researchers already employed in an institution during the project period, irrespective of whether such employment is permanent or not.

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 staffs salaried by the Research Council are covered by the employment structure for scientific/academic staff at institutions of higher education or by the employment structure for scientific/academic staff performing research at sector research institutions.

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, and you are responsible for applying for the correct salary.

Standard rates for salary budgets (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, pay grade increase included	370,000	385,000	425,000
Salary level 4, 2 nd year of appointment, pay grade increase included	370,000	410,000	450,000
Salary level 5 of appointment, pay grade increase included	400,000	440,000	480,000
Grade 6 of appointment, pay grade increase included	425,000	465,000	480,000
Salary level 8 of appointment, pay grade increase included	455,000	465,000	480,000

Unnamed PhD grants in the proposal will be graded at grade 4, 1st year.

Standard rates for salary budgets 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 of appointment, pay grade increase included	490,000	530,000	545,000
Salary level 8 of appointment, pay grade increase included	515,000	530,000	545,000

Unnamed postdoctoral grants in the proposal will be graded at grade 6.

Standards rates for salary budgets for assistant professor level

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

Standards rates for salary budgets for associate professor level

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

Standards rates for salary budgets 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, development or construction)

You may apply for funding to cover the purchase, development 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 apply for funding to cover field work expenses, research travel, attendance at conferences, purchase of materials/chemicals, invitation of visiting researchers for short periods of time and logistics in the form of voyage time, hire of helicopter and aircraft.

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 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:

- Repayment 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 government circular on the official journey agreement and the appurtenant circular on adjustment of rates and 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 health 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 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 for the overhead calculation..

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 | Natural Sciences emphasises the points below. The Council will always make a specific general assessment where different criteria may be more or less met. Not all criteria will be relevant for all proposals and furthermore due to the competition between proposals, it should not be assumed that meeting the criteria will lead to a grant.

The Council furthermore refers to the specific assessment criteria described under the individual grant types in Chapter 4.

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.

FNU's assessment criteria:

Qualifications of applicant(s)

- Do you have the required scientific qualifications, including publications in international journals and testimonials (young researchers) to carry out the project?
- Do the other participants have sufficient research competencies?
- Do you have the required qualifications in relation to project management and research management where relevant?
- Is there participation from or collaboration with relevant research teams or business partners?

Scientific quality

- Does the project description document potential or scientific progress, innovation and originality?
- Does the project description include a clear and well-formulated problem/objective?
- Is there agreement between problem formulation, any data basis, theory and method in the project description?
- Does the project description make it clear that the project contributes to the internationalisation of Danish research?

Feasibility

- Does the project description include an expedient schedule, including clear milestone and success criteria and is the organisation and management of the project well argued?
- Has the host institution ensured the required resources, including scientific framework, staff and access to facilities and equipment?
- Does the budget describe 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?

Other

- Does the project include research training and researcher mobility to the extent this is relevant?
- For proposals for postdoctoral grants, the Council places emphasis on mobility and innovation, and that young researchers gain useful international research experience.
- Are any ethical aspects satisfactorily identified, including the use of laboratory animals, where this is 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 obtain an external assessment for your proposal if it exceeds a total of DKK 13 million, excl. overhead, or if a Council member is an applicant or a co-applicant in a proposal exceeding a total of DKK 1 million, excl. overhead. Finally, the Council may obtain external assessment if the Council does not have the proper professional expertise to assess the proposal. If your proposal has been submitted for external assessment, such external assessments will be provided to you for your response (if desired). 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 meetings in October and November, concluding the processing of the proposals.

Approximately one week after the meeting at which your proposal is processed, the Council will publish a list of the successful projects on the website of the Danish Agency for Science, Technology and Innovation: 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. Summary of FNU grant types and general guidelines

The purpose of the table below is to provide an overview of possibilities, budget items and required appendices in relation to the individual grant types. However, for each grant type, the full call for proposal text in [Chapter 4](#) is applicable. The amounts stated are *excl. overhead*.

If you apply for more than one grant type, you must submit a separate proposal for each grant type.

Grant type	Deadlines 2009	Budget items	Mandatory appendices
➤ Grants			
4.1 Major research projects	September 1	<p>You may apply for funding of DKK 1.5 – 4 million, excl. overhead, to cover:</p> <ul style="list-style-type: none"> • Scientific/academic salaries, including own salary • Technical/administrative salaries • Full or partial funding for equipment expenses in excess of DKK 40,000 • Operating expenses • Overhead/administration expenses 	<ol style="list-style-type: none"> 1) Project description 2) CVs and lists of publications for principal applicant and named scientific/academic co-applicants 3) Detailed budget 4) Price quotation for equipment expenses in excess of DKK 100,000, excl. overhead 5) Letter of support from host institution 6) Form: Information detailing the team's finances, see http://fi.dk/soeg-stoette/skemaer-til-ansoegning-m.m./skema-til-uddybning-af-gruppens-oekonomi-fnu 7) Form for coding applications to The Danish Research Council for Independent Research Natural Sciences (FNU) by major disciplines.
4.2 Research projects	September 1	<p>You may apply for funding of up to DKK 1.5 million, excl. overhead, to cover:</p> <ul style="list-style-type: none"> • Scientific/academic salaries, including own salary • Technical/administrative salaries • Full or partial funding for equipment expenses in excess of DKK 40,000 • Operating expenses • Overhead/administration expenses 	<ol style="list-style-type: none"> 1) Project description 2) CVs and lists of publications for principal applicant and named scientific/academic co-applicants 3) Detailed budget 4) Price quotation for equipment expenses in excess of DKK 100,000, excl. overhead 5) Letter of support from host institution 6) Form: Information detailing the team's finances, see http://fi.dk/soeg-stoette/skemaer-til-ansoegning-m.m./skema-til-uddybning-af-gruppens-oekonomi-fnu 7) Form for coding applications to The Danish Research Council for Independent Research Natural Sciences (FNU) by major disciplines.
4.3 Proposals for instrument centres	Proposals may be submitted at any time	<p>As part of the project description, a budget proposal must be enclosed that includes expenses in connection with the construction, development or use of instrument centres. The budget proposal may include the following budget items: Scientific/academic salaries, technical/administrative salaries, full or partial support for equipment expenses in excess of DKK 40,000, operating expenses and overhead/administration expenses.</p>	<ol style="list-style-type: none"> 1) Project description 2) CVs (1-2 pages) and publications lists (last 5 years) for principal applicant and named scientific/academic co-applicants 3) Form for coding applications to The Danish Research Council for Independent Research Natural Sciences (FNU) by major disciplines.
4.4 Individual postdoctoral grants	September 1	<ul style="list-style-type: none"> • Scientific/academic salaries • Technical/administrative salaries • Full or partial funding for equipment expenses in excess of DKK 40,000 • Operating expenses (e.g. travel and living expenses) • Overhead/administration expenses <p>For postdoctoral stays abroad you may, in addition to own salary, submit proposals for an amount corresponding to a maximum of DKK</p>	<ol style="list-style-type: none"> 1) Project description 2) CV and publications list 3) PhD diploma and PhD evaluation or secondary documentation of: a) acceptance of the thesis for defence, b) a positive assistant professor evaluation (<i>adjunktbedømmelse</i>), 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) 4) Detailed budget 5) Price quotation for equipment expenses in excess of DKK 100,000

		100,000 p.a., excl. overhead, to cover other expenses in full or in part, including research expenses, travel expenses, travel health insurance for you and your partner and children, if any, transport of household effects, living and housing expenses, establishment and child care expenses.	<ol style="list-style-type: none"> 6) Confirmation of willingness to host the grant recipient, e.g. from a foreign institution 7) Description of the host institution's suitability as compared to the activities applied for, including a CV for the principal host 8) Testimonials 9) Form for coding applications to The Danish Research Council for Independent Research Natural Sciences (FNU) by major disciplines.
4.5 Research stays abroad	September 1	<ul style="list-style-type: none"> • Scientific/academic salaries • Technical/administrative salaries • Full or partial funding for equipment expenses in excess of DKK 40,000 • Operating expenses (e.g. travel expenses and travel health insurance for the applicant and the applicant's partner and children, if any, transport of household effects, living and housing expenses, establishment and child care expenses. Normally, the Council only provides funding for accompanying families and child care for stays abroad that exceed 6 months and/or for single providers, and separate argumentation is required for such budget items) • Overhead/administration expenses <p>The Council provides funding for one research stay abroad for a continuous period of DKK 50,000 to DKK 200,000 in total, excl. overhead.</p>	<ol style="list-style-type: none"> 1) Project description 2) CV and publications list for applicant 3) Detailed budget 4) Documentation of access to the required facilities 5) Confirmation from the foreign host institution 6) Testimonials (if young researcher) 7) Form for coding applications to The Danish Research Council for Independent Research Natural Sciences (FNU) by major disciplines.
4.6 The Danish Council for Independent Research Young Researchers Award 2009	September 1	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 that follows the instructions stated under the grant type applied for, cf. Chapter 5.5 .	The mandatory appendices are stated under the grant type applied for, see Chapters 4.1-4.4.

8. The Danish Council for Independent Research | Natural Sciences' address and secretariat

FNU's address:

Det Frie Forskningsråd | Natur og Univers

The Danish Agency for Science, Technology and Innovation

Bredgade 40

DK-1260 Copenhagen K

Tel.: (+45) 3544 6200

Fax: (+45) 3544 6201

Website: www.fi.dk

E-mail: fi@fi.dk

FNU's secretariat:

Lars Grindsted, Head of Secretariat (+45) 3544 6276 / lgr@fi.dk

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Ewa Beldzinski, Senior Clerk (+45) 3544 6275 / ebe@fi.dk

E-mail to FNU's secretariat: fnu@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.