



CALL FOR PROPOSALS  
AUTUMN

**2010**



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## 1. APPLICATIONS TO THE DANISH COUNCIL FOR INDEPENDENT RESEARCH

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In this call for proposals, the Danish Council for Independent Research | Humanities (FKK) invites applications for grants covering research activities due to commence in 2011. In 2010, the Danish Council for Independent Research (DFF) has a financial framework totalling approximately DKK 1.37 billion from the Danish Finance Act (*finansloven*). FKK's share of these funds totals approximately DKK 133 million in 2010.

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 one annual main call for proposals (Spring Call) comprising five parallel calls from the individual research councils. Furthermore, DFF publishes an Autumn Call with focus on scholarships. The next main call for proposals will be published in December 2010. For detailed information on DFF, please see the website of the Danish Agency for Science, Technology and Innovation: [www.fi.dk/dff](http://www.fi.dk/dff).

Please note that certain special initiatives are shared by all five research councils in DFF.

This document is an English translation of the Council's Danish call for proposals. In the event of any inconsistency between the Danish and English language versions of the call for proposals, the Danish version prevails.

### **No more paper applications**

DFF is now extending the pilot project of electronic applications to apply to all five research councils. As a consequence of the new e-application system, applicants can now only apply for funding from the Council if they submit an e-application with relevant appendices in PDF format via the website of the Danish Agency for Science, Technology and Innovation on [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning).

Please note that due to the introduction of e-applications, as from this call for proposals, it is no longer possible to apply for funding from FKK using paper applications and CD-ROMs, USB keys and similar.

You can read more about the e-application system and how to use it in chapter 5 and Appendix B. On [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning) you can also read about how to set yourself up as a user of the system.

## **The research career programme of The Danish Council for Independent Research: Sapere Aude**

The purpose of the research career programme Sapere Aude is to develop the skills and competences of the best research talents, nationally as well as internationally. The programme is aimed at Danish as well as international researchers.

Sapere Aude has three steps:

Step 1: DFF – Postdoc: application deadline 1 March and 2 September 2010

Step 2: DFF – Starting Grant: application deadline 1 March 2010

Step 3: DFF – Advanced Grant (will not be launched in 2010)

In 2010, DFF expects to award 45 grants across all scientific fields at Sapere Aude Step 1 and a minimum of 35 grants at Sapere Aude Step 2. Sapere Aude Step 3 will probably be launched in 2011. It is expected that seven grants will be awarded.

Sapere Aude was made possible due to the agreement of 5 November 2009 on the use of the globalisation reserve for research and development for the years 2010, 2011 and 2012.

### **1.1 Significant changes since the previous call**

Applicants should in particular note the following significant changes made since the previous call:

#### **Revised detailed budget standard**

Applications to DFF must include a detailed budget which complies with new, specific requirements. See chapter 5.5 for further information.

#### **New mandatory appendix with budget confirmation**

Funding from the Council is granted under the condition that the budget information in the application is approved, signed and stamped by the management of the administrating institution and signed by the applicant. Stamp and signatures should be provided in the template “DFF-budget confirmation”. You can access the template by choosing “Templates for appendices” and “DFF-budget confirmation” in section 15 of the application form. The template is also available on [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning).

### **1.2 Application deadlines**

The deadline for submission of applications for all instruments to FKK is 2 September, 2010, at 10. p.m. Please note that Sapere Aude DFF – Postdoc and Individual postdoctoral grants are the only instruments that can be applied for by the deadline 2 September 2010. In addition, applications for Preparation of international applications (START) may be submitted at any time. See Chapter 4.

### **1.3 Grant start**

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. All funding is awarded, at the earliest with effect from the date of the Council's meeting, or a later time specified by the Council.

### **1.4 Internationalisation**

The Danish Council for Independent Research (DFF) wishes to strengthen and further develop the internationalisation of Danish research and welcomes applications comprising international activities. The objective is to support the best Danish researchers and groups of researchers in their efforts to coordinate and develop their cross-border research collaboration and to give talented researchers the opportunity to spend a period of time during their research careers in other countries. The Council has instruments that at any time support and match the objective of a strong Danish participation in international research collaboration.

Aspects of internationalisation can therefore be part of applications for most of the grant types offered by DFF. Examples of international research collaboration could be international guest researchers working on a research project for shorter or longer periods of time, postdoc scholars carrying out their research training or part of it abroad, or efforts to attract top international research talents to a research project.

DFF and the National Science Foundation (NSF) both wish to promote the mutual international mobility of Danish and American postdoctoral students. For that purpose, the two councils have agreed to make a special effort to give information on postdoctoral students' opportunities to apply for funding to carry out a research stay in Denmark or the USA. On this background, DFF encourages Danish researchers wishing to carry out a research stay at an American university to apply for funding from the relevant research council. It is possible to apply for stays of 1-3 years. Applicants should apply for the instrument Individual postdoctoral grants, see chapter 4.2.

American researchers who wish to carry out a research 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

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

The Council assumes that you read the call for proposals thoroughly before submitting your application, including the description of the individual instruments in chapter 4 and the general sections on application requirements in chapters 5 and 6.

Only applications that comply with the formal requirements set out in this call for proposals will be accepted for substantive consideration by the Council (see chapter 5.1). Furthermore, applications accepted for substantive consideration will be considered *on the basis of the material submitted*. This means that after the application deadline and during the processing of the application, the Council will not request further information from you, irrespective of whether your application is incomplete in relation to the requirements listed in this call for proposals. It also means that the Council does not accept supplementary application material after the application deadline, with the exception of PhD diplomas and assessments issued after the application deadline.

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

If you have questions regarding the use of the e-application system or technical questions regarding submission, please send them to the e-application system helpdesk on [support.e-ansogning@fi.dk](mailto:support.e-ansogning@fi.dk) or call the Council's secretariat.

As of 25 August, 2010, and until the application deadline, it is possible to get support over the phone from the e-application system helpdesk on weekdays. During this period, the helpdesk can be reached at: +45 33 92 91 90 until 4 p.m. every day and until 10 p.m. on the day of the application deadline. In addition, a Frequently Asked Questions (FAQ) page will be available on [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning)

DFP updates its call for proposals twice a year – typically in June and December – and the current version is available on the website of the Danish Agency for Science, Technology and Innovation: [www.fi.dk/dfp](http://www.fi.dk/dfp). You may keep informed of the latest developments by taking out a free electronic news subscription from the website. The Council will always consider applications on the basis of the version of the call for proposals applicable at the time when the application was submitted.

The calls for proposals from the five research councils as well as the relevant forms are available on: [www.fi.dk/raad-og-udvalg/det-frie-forskningsraad/faglige-raad](http://www.fi.dk/raad-og-udvalg/det-frie-forskningsraad/faglige-raad)

Information on grants awarded is available on: [www.fi.dk/soeg-stoette/bevillingsoversigter](http://www.fi.dk/soeg-stoette/bevillingsoversigter)

### 3. WHO CAN APPLY FOR FUNDING?

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The Danish Council for Independent Research | Humanities (FKK) 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 application will be based on the extent to which the project applied for promotes Danish research, cf. chapter 6.1.

#### 3.1 Qualifications of applicant

With the exception of the instruments Sapere Aude: DFF - Postdoc and Individual postdoctoral grants, you must have obtained a PhD or achieved equivalent qualifications through your research to apply for funding from FKK. If you must fulfil further requirements to be able to apply, this is stated in the description of the specific instruments 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](http://www.ks.dk/konkurrenceomraadet/statsstoette/regler)
- EU "de minimis" rule:  
[www.retsinformation.dk/Forms/R0710.aspx?id=31140](http://www.retsinformation.dk/Forms/R0710.aspx?id=31140)

## 4. WHAT CAN BE APPLIED FOR?

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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.

### **The Council invites applications for the following instruments in the Autumn of 2010**

<b>Instrument</b>	<b>Application deadline</b>
4.1 Sapere Aude: DFF – Postdoc	2 September at 10 p.m.
4.2 Individual postdoctoral grants	2 September at 10 p.m.
4.3 Preparation of international applications (START)	May be submitted at any time

#### **4.1 Sapere Aude: DFF – Postdoc**

Application deadline: 2 September 2010 at 10 p.m.

An application for the Sapere Aude DFF – Postdoc is also an application for an Individual postdoctoral grant.

#### **Objective**

The DFF – Postdoc is an expanded Individual postdoctoral grant which makes it possible to achieve extra ambitious research objectives, cf. “Application Requirements” in this chapter.

The objective of the DFF – Postdoc is to give excellent researchers, i.e. researchers who have produced very high quality research within their field, an opportunity to develop and strengthen their scientific competences and to promote mobility internationally as well as nationally between research environments and thereby strengthen networks and careers. Hence, the very best researchers at postdoc and assistant professor level are given special opportunities to develop research ideas and thereby the best possible framework for becoming part of the international elite. The DFF – Postdoc also strengthens the possibility for excellent researchers to return to a Danish research institution after a stay abroad.

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

The DFF – Postdoc is awarded to excellent researchers who in an independent manner carry out specific research projects of up to three years at research institutions in Denmark or abroad.

In 2010, DFF expects to award a total of 45 DFF – Postdocs across all scientific fields.

### **Applicant requirements**

The DFF – Postdoc is aimed at excellent researchers at postdoc and assistant professor level. Hence, grants are primarily awarded to very talented researchers in the initial phase of their career. At the expiry of the application deadline, you must, within the past four years, have obtained your PhD or achieved equivalent qualifications (such as a positive assistant professor (“adjunkt”) evaluation. However, special scientific circumstances and any leave of absence such as maternity/parental leave, sick or family care leave, military service, humanitarian aid work, etc. will be taken into account.

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 six months after the application deadline. You cannot initiate the project for which funding has been awarded until you have obtained your PhD.

If you receive a DFF – Postdoc, DFF expects that you aim at applying for an ERC Starting Independent Researcher Grant (ERC Starting Grant) or equivalent international programmes.

Please note that there is no limitation to the number of times you can apply for a DFF – Postdoc during your research career.

### **The application**

You apply for a DFF - Postdoc by applying for an Individual postdoctoral grant through the DFF - Postdoc instrument and by adding up to DKK 700.000, excl. overhead. In other words, you submit two applications in one.

You may apply for Individual postdoctoral grants for 1-3 years. However, postdoctoral grants cannot be awarded for more than a total of three years, cf. below.

The Council greatly emphasises that you as an applicant wish to participate in international research activities, if relevant. Such activities could be research stays abroad, hosting of or participation in international conferences, invitation of foreign visiting researchers, or for instance the expansion of the project, adding a few months to the project period, etc.

If you are awarded a DFF – Postdoc, you have an additional obligation as regards the dissemination of your project results. This means that you must be available for interviews and press coverage.

### **Project description**

If your project description contains figures, tables, etc., it must not exceed six A4 pages (excl. references/bibliography) using Times New Roman, 12 point font size, a right and left and top and bottom margin of at least 2 cm and 1.5 line spacing. If your project description does not contain figures, tables, etc., it must not exceed 19,200 keystrokes including spaces, but excluding references/bibliography.

You must prepare the project description in accordance with the guidelines in chapter 4.2. and 5.3.

The first five A4 pages/16,000 keystrokes of the project description (the postdoctoral part) must follow the guidelines for the instrument Individual postdoctoral grants. The project description for the sixth A4 page/3,200 keystrokes (the Sapere Aude part) must describe what activities and research objectives you wish to pursue as a DFF – Postdoc award holder and how they will raise the project above an Individual postdoctoral grant and strengthen your project and network internationally where it is scientifically relevant. That page must then be titled "DFF – Postdoc". Accordingly, when you submit your application for a DFF – Postdoc, you also apply for an Individual postdoctoral grant.

In case you list other scientific project participants in section 10 of the application form, you must in your project description explain how these other participants are involved in your project. In this connection you should note that in its assessment of your application, the Council puts emphasis on the fact that you implement your postdoc project in an independent manner.

### **Budget**

You may apply for funding to cover expenses that are directly attributable to the suggested project and that are relevant and necessary in order to carry out the project, cf. also chapter 5.5. The total budget (Section 7 of the application form on "Finances" must therefore cover all activities (the postdoctoral as well as the Sapere Aude part) and you must clearly state which items you wish to be covered by your application for a DFF – Postdoc. The budget (Section 7 of the application form) must be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment expenses exceeding DKK 100,000
- Operating expenses (e.g. for data collection, research stays abroad, hosting of scientific conferences, seminars, etc.)
- Overhead/administration expenses

In addition to section 7 in the application form, you must enclose two detailed budgets (cf. chapter 5.5): One detailed budget for the postdoctoral part (detailed budget 1) and one detailed budget for the research activities described in detail in the Sapere Aude part (detailed budget 2). Both detailed budgets must be accompanied by specific reasons stating why the individual budget items and their size are relevant and necessary to carry out the project.

### **Form and appendices**

You must submit your application for a DFF – Postdoc via the e-application system on [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning) and enclose the following appendices in PDF format in the order below:

- Project description (see chapter 5.3)
- CV and list of publications (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

(“adjunkt”) evaluation, 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 from a foreign institution to host the grant holder, if relevant
- Detailed budget 1 (postdoctoral part), see chapter 5.5
- Detailed budget 2 (Sapere Aude part), see chapter 5.5
- DFF – budget confirmation

Make sure that you only select the instrument DFF – Postdoc in Section 1 in the e-application system. This instrument includes both the postdoctoral and the Sapere Aude part.

### **Processing procedure**

The application is considered in a two-step procedure. First, the postdoctoral part of the application is reviewed by FKK. The Council makes a decision on your application for an Individual postdoctoral grant.

If you are given an individual postdoctoral grant, your full application for a DFF – Postdoc is reviewed in competition with applications from all scientific fields, irrespective of whether you have applied on 1 March or on 2 September 2010. Hence, it is important that you describe your project in such a way that researchers from other scientific fields can participate in the review process. You will receive the result of your application for the DFF – Postdoc by the end of the year.

## **4.2 Individual postdoctoral grants**

Application deadline: 2 September 2010 at 10.pm

### **Objective**

Individual postdoctoral grants seek to maintain and develop 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 in an independent manner carry out specific research projects at research institutions in Denmark or abroad.

### **Applicant requirements**

Grants are primarily awarded to researchers in the initial phase of their career. Researchers with a PhD or equivalent qualifications (such as a positive assistant professor (“adjunkt”) evaluation) may apply for Individual postdoctoral grants. The applicant must submit the application himself/herself.

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 six months after the application deadline. You cannot initiate the project for which funding has been awarded until you have obtained your PhD.

### **The application**

You may apply for Individual postdoctoral grants for 1-3 years. However, Individual postdoctoral grants from DFF cannot not be awarded for more than a total of three years, cf. below.

### **Project description**

If your project description contains figures, tables, etc., it must not exceed five pages (excl. references/bibliography) using Times New Roman, 12 point font size, a right and left and top and bottom margin of at least 2 cm and 1.5 line spacing. If your project description does not contain figures, tables, etc., it must not exceed 16,000 keystrokes including spaces, but excluding references/bibliography. You must prepare the description in accordance with the guidelines in chapter 5.3.

In case you list other scientific project participants in section 10 of the application form, you must in your project description explain how these other participants are involved in your project. In this connection you should note that in its assessment of your application, the Council puts emphasis on the fact that you implement your postdoc project in an independent manner.

### **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. chapter 5.5. You must divide the budget into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment expenses exceeding DKK 100,000
- Operating expenses (e.g. travels and publications)
- Overhead/administration expenses

The total detailed budget, cf. below, must be accompanied by specific reasons stating why the individual budget items and their size are relevant and necessary to carry out the project.

### **Form and appendices**

You must submit your application for an Individual postdoctoral grant via the e-application system on [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning) and enclose the following appendices in PDF format in the order below:

- Project description (see above and chapter 5.3) + a maximum of 2 pages of references/bibliography
- CV and list of publications (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 (“adjunct”) evaluation, 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 from a foreign institution to host the grant holder, if relevant

- Detailed budget submitted on the Council's mandatory template (see chapter 5.5)
- DFF – budget confirmation

### **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.

### **Processing procedure**

For the processing of applications under this instrument, see chapter 6.2.

### **4.3 Preparation of international applications (START)**

Applications may be submitted at any time

#### **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 applications.

#### **Applicant requirements**

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

#### **The application**

You can apply for grants for preparing applications 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 applications for which a call for proposals has not yet been made and to applications pertaining to a specific call for proposals/programme. If the programme applied for entails several application rounds (e.g. prequalification and final application) a application may be submitted for each of these. You can apply for funding to prepare international applications (START) for a period of up to two years and for an amount of between DKK 50,000 and DKK 200,000, excl. overhead.

#### **Project description**

If your project description contains figures, tables, etc., it must not exceed five A4 pages (excl. references/bibliography) using Times New Roman, 12 point font size, a right and left and top and bottom margin of at least 2 cm and 1.5 line spacing. If your project description does not contain figures, tables, etc., it must not exceed 16,000 keystrokes including spaces, but excluding references/bibliography. You must prepare the description in accordance with the guide in Chapter 5.3. The project description for funding for the Preparation of international applications (START) must furthermore include a description of:

- Which (prospective) international call for applications, call for tenders or programme the application 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 application
- Your role in the overall project organisation of the international application
- Your role in the preparation of the international application
- 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 applications 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. You must divide the budget into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Operating expenses (e.g. travel and living expenses for the application's partners and expenses for meetings, seminars, 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 application for Preparation of international applications (START) must be submitted using Form 1 and you must enclose the following appendices in the order below:

- Project description
- CVs and list 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 submitted on the Council's mandatory template (see chapter 5.5)
- DFF – budget confirmation

### **Processing procedure**

For the consideration of applications under this instrument, see Chapter 6.2.

## 5. HOW AND WHEN TO APPLY

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### **Application deadlines and calls**

Applications must be submitted to the Danish Agency for Science, Technology and Innovation via the e-application system on [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning) no later than 2 September 2010 at 10 p.m., with the exception of the instrument Preparation of international applications (START), which may be submitted at any time.

### **Urgent applications**

The Danish Council for Independent Research | Humanities (FKK) does not accept urgent applications

### 5.1 General application requirements

#### **Practice for substantive consideration and the requesting of non-submitted application material**

Applications 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](http://www.fi.dk):

- Applications must be received before the expiry of the application deadline, with the exception of applications that may be submitted at any time
- Applications must be submitted for one of the instruments offered by the Council
- Applications must be submitted via the e-application system
- Applications must include a project description
- Applications must include CV and list of publications for the applicant and other participants who are to be salaried by the Council, cf. chapter 5.4
- Applications must include a budget provided on the Council's mandatory budget template, see Appendix C.
- Applications with participants from several institutions must, in addition to the total budget, include a sub-budget for each institution for which funding is being applied for. These sub-budgets must be submitted on the Council's mandatory budget template, see Appendix C.
- The amounts applied for must respect any lower and upper limits for amounts applied for. The amount determining this is the total sum applied for, excl. overhead/administration expenses, as indicated in the total detailed budget on the Council's mandatory budget template, see Appendix C.

It is not sufficient to refer to applications or forms submitted previously or submitted for other instruments in this proposal round or to other councils. You must submit a complete application with appendices each time you apply.

Applications that comply with the formal requirements stated above will be subjected to substantive consideration by the Council, based on the submitted material. This means that after the application deadline and during the processing of the application, the Council will not request further information from you, irrespective of whether your application is incomplete in relation to the requirements listed in this call for proposals. This also means that the Council does not accept supplementary application material after the application deadline, with the exception of PhD diplomas and assessments for applications for the Sapere Aude DFF – Postdoc and Individual postdoctoral grants issued after the application deadline.

Furthermore, the applicant must respect the requirements for the length of the project description stated under each instrument in chapter 4. In its assessment of the application, the Council will disregard any part of the project description exceeding the required length.

### **Scientific codes**

As an applicant, you must indicate the code that best describes the scientific field that your application falls within. You must use the scientific codes included in this form: [www.fi.dk/stoette/skemaer-til-ansoegning/fagkoder-1/fagkoder](http://www.fi.dk/stoette/skemaer-til-ansoegning/fagkoder-1/fagkoder).

You must indicate the scientific field of the project corresponding to level 2. In section 16 of the application form you add the code number of the scientific field according to the form referred to above. You can indicate up to 2 codes. However, the Council may find that your application belongs to another field than the one indicated by you. The scientific codes are European standard codes, and the division into scientific disciplines does not necessarily correspond to the way in which DFF has defined the scientific boundaries of the research councils.

### **Language**

You must always write your application in Danish, English, Swedish or Norwegian.

The popular science description in Section 9 of the application form should as far as possible be written in Danish.

In addition to the guidelines found in this chapter as to how to fill in and submit an application form, further guidelines are found in Appendix B of this call for proposals as well as on the website of the Danish Agency for Science, Technology and Innovation: [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning).

## **5.2 How to apply to more than one council or for more than one instrument**

If you want your application to be considered by more than one scientific research council, you must submit a separate application with all mandatory appendices to each of the research councils in question.

Furthermore, you must remember to click “yes” next to the question “have you applied for funding for the activities covered by this application from other sources” at the bottom of Section 11 of the application form and indicate from which councils you apply for funding in the text field. The application must adhere to deadlines, formal requirements, practice, etc. of the individual research councils, and you must therefore pay attention to any differences in the calls for proposals of the various councils. In case of doubt, you may contact the secretariats of the individual councils.

If you apply for more than one instrument at the same deadline, you must submit a separate application with all mandatory appendices for each instrument.

### **5.3 Project description requirements**

When you use the e-application system, you must attach a detailed project description to your application form, that complies with the instructions in the call for proposals.

Please note that the individual instruments may have special requirements for the contents and length of the project description.

You must respect the requirements stated for the length of the project description under each instrument in Chapter 4. In its assessment of the project, the Council will disregard any part of the project description exceeding the required length.

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 applications. Consequently, the project description should be aimed at active researchers within all branches of the humanities, not only specialists within the relevant field.

If your project description contains figures, tables, etc., the length is measured in number of pages (excl. references/bibliography) using Times New Roman, 12 point font size, a right and left and top and bottom margin of at least 2 cm and 1.5 line spacing.

If your project description does not contain figures, tables, etc., the length is measured in number of keystrokes including spaces, but excluding references/bibliography. In this case, the number of keystrokes must be stated at the end of the project description.

#### **5.4 Details about the applicant and other participants**

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

All applications must include CV and list of publications for the applicant and any named scientific staff to be salaried from the grant applied for.

#### **CV**

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 ranking obtained in the international competitions of the European Research Council (ERC) to be important information on a CV. The Council therefore encourages 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, not only their careers within and outside research enterprises, but also possible periods of leave of absence so that the latter do not become a disadvantage for the applicant.

#### **List of publications**

The list of publications must be divided into peer-reviewed and non-peer-reviewed publications and articles. It must include references to publications from the current year and the preceding four years and any earlier publications of particular relevance to the project. The references must list the order of authors, title, type (journal/monograph), pages and year. Books, journals and proofs may not be submitted.

#### **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.

Terms and conditions for the payment, utilization and administration of grants are stipulated in the “*Terms and Conditions for Grants*” published by the Danish Agency for Science, Technology and Innovation. The version of the publication in force at any time is available on: [www.fi.dk/stoette/naar-du-har-faaet-stoette/vilkaar-for-bevillinger](http://www.fi.dk/stoette/naar-du-har-faaet-stoette/vilkaar-for-bevillinger). All applications must include a realistic budget covering the entire project period. As an applicant you must prepare the budget so as to include costs covered by the Research Council as well as costs covered by other sources, if any.

For projects administered by Danish state research institutions, the Council must make it possible for the institutions to cover the full costs of the projects. The institutions of the applicants always have the option to co-finance the activities applied for, but the Council must not use the level of co-financing as an assessment criterion when considering the application.

However, the Council can require that Danish state research institutions participating in an application must co-finance a total of up to 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. The institutions of the applicants may still choose to co-finance the activities applied for by more than the 10 per cent, but the Council must not use the level of co-financing from Danish state research institutions as an assessment criterion when considering the application.

Furthermore, the Council may freely require co-financing from other institutions. The Council has chosen not to require such co-financing in connection with the 2010 call for proposals.

#### **Provision of budget information in the application form**

Budget information must be provided in Section 7 of the application form on “Finances”. In the first six fields under “Amount applied for”, state the amounts you apply for from the Research Council cf. the total detailed budget (see next chapter). In field no. 8 in this section under “Possible co-financing”, state possible contributions from your workplace/institution. In fields no. 9-14 under “External financing”, state the total amount of external funding available to the project. In case no funding is provided from other sources, state DKK 0.

Section 7 of the application form must be in full accordance with the attached total detailed budget covering *all* the project expenses (total detailed budget, see next chapter).

You must prepare the budget at the actual price level at the time of the application 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.

The budget is divided into the following overall budget items in Section 7 of the application form:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment expenses exceeding DKK 100,000
- Operating expenses
- Overhead/administration expenses

Funding from the Council is granted under the condition that the budget information in the application is approved, signed and stamped by the management of the administering institution and signed by the applicant. Stamp and signatures should be provided in the template “DFE-budget confirmation”. You can access the template by choosing “Templates for appendices” and “DFE-budget confirmation” in section 15 of the application form. The template is also available on [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning).

The requirement regarding stamp and signature does not apply to applications that are not to be administered by a Danish institution. In such cases the acceptance of the foreign host institution is required.

In Section 10 “Participants”, state the number of months that you and any other participants spend on the project. The statement should be based on one full-time employee (e.g. one person working half-time on the project for one calendar year is stated as six months). Click “Add scientific/academic staff” to make room for more scientific/academic staff. To delete or change the order, click the blue square at the top left next to the relevant participant. The same applies to technical/administrative staff participants. Participants, for whom funding is being applied for from FKK, as well as participants, for whom no funding is applied for, must be listed in section 10. Equally in section 10, you must next to each scientific/administrative and technical/administrative participant listed state whether salary funding is being applied for or not. Unnamed scientific/academic participants are indicated by NN. The total payroll costs stated near the bottom of section 10 should be given without overhead. The same applies to the field “Share of this amount to be covered by the grant applied for”.

If you apply for funding to cover project expenses from other sources than FKK, click “Yes” at the bottom of Section 11 next to the question “Have you applied for funding for activities covered by this application from other sources?” and fill in the text field, stating which sources you have applied from, the amounts applied for and the budget items to be covered. The Council recommends that applicants seek assistance with the establishment of the budget from the institution that will administer the grant.

#### **Detailed budget**

The Council has prepared a mandatory template for the detailed budget. You can access the template by choosing “Templates for appendices” and DFE – total detailed budget” in section 15 of the application form.

The template is also available on [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning). The template must be used for the preparation of the total detailed budget and the detailed sub-budgets (see below).

You must prepare a detailed budget that covers *all* expenses so that the financial statements can later be compared with the budget item-by-item. The total detailed budget must clarify and support the budget information stated in Section 7 of the application form and be based on the following five budget items: Scientific/academic salaries, technical/administrative salaries, equipment expenses exceeding DKK 100,000, 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 category scientific/academic salaries must be specified in terms of individuals so that it appears clearly for whom academic salaries are being applied for and to what extent. Operating expenses must also be specified so that the Council can see what specific operating expenses are being applied for.

For applications with participants from more than one institution, you must in addition to the total detailed budget submit a sub-budget with differentiated overhead/administration expenses for each institution, for which funding is applied for, and/or which contributes to the project with co-financing. See also below regarding overhead/administration expenses. The detailed sub-budgets must be submitted on the Council's mandatory template "DFE – total detailed budget" for the detailed budget.

The detailed budget must be accompanied by specific reasons stating why the individual budget items and their size are relevant and necessary to carry out the project. As part of the budget you must therefore provide a separate summary containing explanations for the items of expense. For this purpose, the template "DFE – total detailed budget" includes the sheet "Detailed Information Expenses" for you to fill in. See also Appendix C.

### **Scientific/academic salaries**

The Council may provide funding for scientific/academic salaries for participants in the project applied for. These participants can be researchers already employed at an institution during the project period, be it temporarily or permanently, or they can be researchers who are not already employed at an institution during the project period applied for.

The application and the budget must clearly state for whom funding is applied for and for which period of time. Unnamed persons should be indicated by NN. The statement is based on one full-time employee (e.g. one person working half-time on the project for one calendar year is stated as six months).

When applying for scientific/academic salaries, you must state the salary amount already granted to you and any other participants for the project period

applied for, from the Research Council or from 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 councils 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. Privately employed staff may apply for their current salary documented by e.g. salary statements.

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 salaries conforming to the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance 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. Questions regarding salary scale grading can with advantage be addressed to the institution of employment.

You may use the recommended standard rates when you prepare the project's salary budget. If you want to apply for a higher salary than the standard rates, you must justify or document this, e.g. by using a copy of your salary statement or salary information from the employing institution submitted using a separate appendix stamped and signed by the financial manager. The rates stated in this chapter are recommended standard rates. You are responsible for applying for the correct salary. If the documentation in the application for higher salary is not sufficient in relation to the rates stated, the rates will be used if a grant is awarded.

<b>Standard rates for postdoctoral scholarships commencing 2011</b>					
	Salary budget for 1 <sup>st</sup> year of grant	Salary budget for 2 <sup>nd</sup> year of grant	Salary budget for 3 <sup>rd</sup> year of grant	Salary budget for 4 <sup>th</sup> year of grant	Salary budget for 5 <sup>th</sup> year of grant
Salary level 6 on appointment	445,000	480,000	495,000	510,000	525,000
Level 6 incl. holiday allowance (15%)	500,000	545,000	560,000	575,000	590,000
Salary level 8 on appointment	470,000	480,000	495,000	510,000	525,000
Level 8 incl. holiday allowance (15%)	530,000	545,000	560,000	575,000	590,000

Unnamed postdoctoral students will be graded at salary level 6. All amounts include salary level increases. The rates incl. holiday allowance are used for the first year of the scholarship in cases where the applicant has no previous permanent employment and consequently has earned no paid holiday. If the postdoc employment comes in immediate continuation of another employment, the rate incl. holiday allowance is used exclusively for the last year of the scholarship.

<b>Standards rates for assistant professor level</b>				
	2011	2012	2013	2014
Standard rate	470,000	480,000	495,000	510,000
Rate incl. holiday allowance (15%)	530,000	545,000	560,000	575,000
<b>Standards rates for associate professor level</b>				

	2011	2012	2013	2014
Standard rates	505,000	520,000	535,000	550,000
Rates incl. holiday allowance (15%)	570,000	585,000	605,000	620,000
<b>Standards rates for professor level</b>				
	2011	2012	2013	2014
Standard rates	612,000	630,000	648,000	667,000
Rates incl. holiday allowance (15%)	690,000	711,000	731,000	752,000

All amounts include salary increases. The rates incl. holiday allowance are used for the first year of employment in cases where the applicant has no previous permanent employment and consequently has earned no paid holiday. If the employment comes in immediate continuation of another employment, the rate incl. holiday allowance is used exclusively for the last year of employment.

#### **Technical/administrative salaries**

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

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 month and staff category for the person in question.

According to State regulations, you must not pay assistants on a level 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 exceeding DKK 100,000 excl. overhead/administration expenses, you must account for/document the expenses.

The Council draws the attention to the fact that the Danish Agency for Science, Technology and Innovation's user service, Brugertjenesten, offers free

administrative and business assistance for the purchase of equipment, etc. For information on the user service and the services offered, see <http://www.brugertjenesten.dk/>

Funded equipment will become the property of the administrating institution.

### **Operating expenses**

The Council provides funding for operating expenses, and you may apply for funding to cover publications, travel and network costs.

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 typical operating expenses for which you can submit applications to the Research Council:

### **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 expenses
- Reimbursement of overnight stay expenses
- Hourly and daily allowances to cover additional expenses for 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 ("*Statens Cirkulære om Tjenesterejseaftalen*") and the appurtenant circular on adjustment of rates ("*Cirkulære om Statsregulering*"), as well as the circular on bonus schemes ("*Cirkulære om Bonusordninger*"). For these agreements and rates, see [www.perst.dk](http://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**

The Danish Agency for Science, Technology and Innovation has introduced new common guidelines for the calculation of overhead expenses. The guidelines apply to The Danish Council for Independent Research as well as The Danish Council for Strategic Research, and they entail a certain change in relation to the previous calculation practice implemented by The Danish Council for Independent Research.

Overhead/administration expenses constitute a separate part of an external grant for a research project carried out at a Danish public research institution.

Overhead/administration expenses cover the indirect costs related to the project

implementation that are not directly attributable to the specific project, such as joint expenses for rent, facilities, administration, etc. Overhead/administration expenses are calculated as a fixed percentage of the grant for the project's direct expenses, i.e. expenses that are directly attributable to the project.

The Council finances overhead/administration expenses differentiated according to the participating institutions' legal status.

Institution type	Overhead
Danish state institutions, including Danish universities	44 %
Danish regional and municipal institutions, including hospitals	3.1 %
Authorised Technological Service Institutes and certain other institutions and organisations	20 %
Private organisations and enterprises	0 %
All foreign institutions, including universities abroad	0 %

Grants administered by Danish state institutions, including Danish universities, and subject to the rules regarding grant-funded research activities in the budget guidelines ("*budgetvejledning*") of the Danish Ministry of Finance must include overhead expenses corresponding to 44 per cent of the Research Council's share of the direct expenses.

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

In the budgets 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 for this, the application must include a well-founded justification.

### **Principle for the calculation of differentiated overhead expenses for salaries and operating expenses**

For salary expenses for project participants, the calculation of overhead expenses is based on the type of institution or company that is to *defray and record the expenses*. This means that the calculation is based on the type of institution that is to *pay salary* to a project participant *for the exact period of time* he or she will spend on the research project.

Consequently, it is not of vital importance whether the research activity is in fact carried out at the institution or company in question. The fact that all research activities are to be carried out on the premises of a particular university does not entail 44% overhead expenses for the project participants who are not salaried by the university. On the other hand, in projects where research activities are to be carried out for instance at hospitals, in the private sector or abroad, university employees will release 44% overhead expenses.

Neither is it of vital importance where a person has his/her main place of employment or typically spends most time. One could for instance take the example of a medical doctor with two employment contracts, who uses 60% of his or her annual working time treating patients at a hospital and 40% doing research at a university. The crucial point is where the working hours that the person will spend on the research project are paid from. The salary expenses in the research grant for the medical doctor mentioned above will release 44% overhead expenses since his or her salary for the research activity is paid by a university. If a person is employed at several different institutions, these must agree mutually upon the distribution of the project time on working time at each institution. Each institution must incorporate the salary expenses for its share of the project working time in a sub-budget.

The same principle applies to the calculation of differentiated overhead expenses in relation to operating expenses (materials, travels, etc.). Again, it is the institution(s) *that defray(s) and record(s) the operating expenses* that will receive the overhead contribution according to the rate in force as stated in the table above.

Consequently, applications for projects, in which applicants from several institutions participate must, in addition to the total detailed budget, include a sub-budget for each institution, for which funding is applied for. The total sum of the different sub-budgets must be in full accordance with the total detailed budget and the amounts stated in Section 7 of the application form. The sub-budgets must be submitted on the Council's mandatory budget template.

#### **Example:**

A person employed at a university submits an application for DKK 10.5 million, excl. overhead/administration expenses. DKK 4 million are for the applicant him- or herself, DKK 3 million are for a person whose salary is paid by a hospital, DKK 2 million are for a person whose salary is paid by a private company, DKK 1 million is for a person who gets his/her salary from a GTS

institution and DKK 0.5 million for a person paid by a university abroad. The calculation will be as follows:

DKK 4 million + 44 per cent overhead = DKK 5,760,000

DKK 3 million + 3.1 per cent administration expenses = DKK 3,093,000

DKK 2 million + 0 per cent overhead/administration expenses = DKK 2,000,000

DKK 1 million + 20 per cent contribution margin = DKK 1,200,000

DKK 0.5 million + 0 per cent overhead/administration expenses = DKK 500,000

Accordingly, the application is for a total of DKK 12,553,000 incl. overhead/administration expenses.

In this case, the applicant must enclose a total detailed budget and five sub-budgets – one for each participating institution.

## 6. HOW IS THE APPLICATION CONSIDERED AND ASSESSED

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### 6.1 The Council's assessment

When assessing the scientific contents of applications, the Danish Council for Independent Research | Humanities (FKK) emphasises that the questions relevant to the project/activity are accommodated to the greatest extent possible. The Council will always make an overall assessment of each specific application where different criteria may be more or less met. Hence, not all criteria will be relevant for all applications, and due to the competition between applications, 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 and described in Chapter 4. For instruments 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. ("*lov om forskningsrådgivning mv.*"), this has been defined in a wide sense. Therefore, the Council makes no requirements as to the applicant's citizenship, to the registered office of the research institutions or to a specific geographical location for the implementation of the research activities in question, but in all events, your application will be assessed on the basis of whether the project applied for benefits Danish research.

#### 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" 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, postdoctoral 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 procedures

As an applicant, you will shortly after submitting your application receive an e-mail confirming that the Danish Agency for Science, Technology and Innovation has received your application.

Information on when the Council's decisions are published will be available at the end of 2010 on: [www.fi.dk/fkk](http://www.fi.dk/fkk). See also below.

Only qualified Council members (with no conflict of interests) participate in the consideration of a particular application.

The Council will submit your application for external review if it exceeds a total of DKK 13 million, excl. overhead, or if a Council member is an applicant or among the other participants in a application exceeding a total of DKK 1 million, excl. overhead. The Council will also send your application for external review if it does not have the necessary expertise to assess the application, for instance due to disqualification of its scientifically competent members. If your application has been sent for external review, the external review reports will always be submitted to you for comments. External reviews serve to expand 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 application and on a prioritisation in relation to the overall range of applications received.

### **The Council's consideration of applications with fixed deadlines**

As an applicant, you will typically 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 explanation for the Council's decision.

### **The Council's consideration of open-ended applications (may be submitted at any time)**

If you have submitted an application for an instrument that may be applied for at any time, the procedure is generally the same as described above, but you may typically expect a reply within 1-2 months. Further details about meeting dates and the deadlines for submission of applications to be considered at the individual Council meetings are available from the secretariat. You will be informed in writing of the outcome of your application as soon as possible after the meeting.

Please note that FKK will use e-mail to communicate with you. It is therefore important that the Danish Agency for Science, Technology and Innovation has your current e-mail address.

## **7. FKK'S ADDRESS AND SECRETARIAT**

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### **7.1 FKK's address**

The Danish Council for Independent Research | Natural Sciences  
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/fkk](http://www.fi.dk/fkk)

### **7.2 FKK's secretariat**

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

Christian Lunøe, Special Adviser  
Tel.: 3544 6226  
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E-mail: [kbns@fi.dk](mailto:kbns@fi.dk)

## APPENDIX A: TERMS AND CONDITIONS

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### **Terms and conditions for using the e-application system**

Please read the information below before using the e-application system.

#### **Storage of information:**

When you use the e-application system, the system will automatically register certain information. When you set yourself up as a user, the system registers your identity, IP address and the time when you set up or edited the page. Data is stored in the system for up to five years.

#### **The applicant's responsibility**

The applicant is responsible for ensuring that all information in the application is correct, that the required appendices are attached to the application, that the contents of the appendices are correct and that the application has been submitted to FI before the deadline stated in the call for proposals under which applications are submitted.

#### **Technical disclaimer**

The Danish Agency for Science, Technology and Innovation is obliged to inform of any errors that make the e-application system inaccessible, affecting the applicant's possibility of submitting applications within any deadlines. Such inaccessibility can be seen on the website of the Danish Agency for Science, Technology and Innovation.

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

The Danish Agency for Science, Technology and Innovation is not liable for incorrect information due to software errors, calculation errors, transmission errors and similar errors, nor is it liable for any claims for damages due to incorrect use of the e-application system.

#### **Data Protection Act**

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

It is not possible to make corrections of the content of your application after you have submitted it, other than corrections of personal information.

### **Correct completion**

It is important that you select the correct application form and that you complete it correctly.

Certain formal defects in the application will mean that the application is rejected without substantive consideration. These defects are stated in the individual calls for proposals. Therefore, it is important that you comply with the formal requirements stated in the call for proposals to ensure that your application is subjected to substantive consideration by the Council/programme committee.

### **Requesting of other information by the authorities**

The Council/committee/selection committee/agency reserves the right to request information on any previous and existing applications submitted by you to the research councils under the Danish Council for Independent Research, the programme committees under the Danish Council for Strategic Research, the Danish Council for Technology and Innovation and/or the Danish Agency for Science, Technology and Innovation and use such information in its handling of your application.

If applications have been or will be submitted for project grants elsewhere, the Research Council/programme committee/selection committee reserves the right to request information on whether such amounts have been granted.

### **Publication**

In the event that your application is successful, in full or in part, any information on your and any project participants' names, project place, project title and duration, any key figures for the grant and the size of the grant will be published in the Danish research database ([www.forskningsdatabasen.dk](http://www.forskningsdatabasen.dk)) and on the website of the Danish Agency for Science, Technology and Innovation ([www.fi.dk](http://www.fi.dk)). Furthermore, the popular science description of the project may be published on the same sites. Names and project titles of applicants who have not received grants will not be published, but under the Danish Public Records Act (*offentlighedsloven*) it is possible to apply for access to e.g. lists of all applicants' names and project titles. You should therefore ensure that the project title does not contain information on the project that you want to keep secret.

## APPENDIX B: APPLICATION PROCEDURE

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When you fill in and submit your application, you must follow the steps below:

1. Register as user and log in
2. Select the call for proposals under which you wish to apply
3. Fill in the application form
4. Attach relevant appendices in the order requested
5. Submit your application
6. Wait for a receipt

### **1. Register as user**

The first time you use the e-application system, you must register as user. You do this by opening the website [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning). Click on “E-application in English” shown on the upper right hand side of the screen. Click the button “Register as user”. In “FAQ (Frequently Asked Questions)” on [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning) you will find answers to some of the most common questions in connection with the registration. Note that it may take up to 24 hours before you receive your password. Your user name will be the e-mail address you indicate when you register.

### **Log in**

The Danish Agency for Science, Technology and Innovation must be able to identify you unequivocally as an applicant. For this purpose, you must use your user name (your e-mail address) and the password sent to you when you registered as user of the e-application system. The password consists of a random combination of letters and characters that can be difficult to reproduce correctly. The best solution is therefore to copy the password from the e-mail you received and insert it in the password field of the log on page (use for example the Word copy-and-insert function as shown in the illustration below). If errors occur, they may be caused by the fact that you have accidentally copied a space before or after the password. This will prevent you from logging on. For further information, see [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning).

**Login**

Username/E-mail:

Password:

[Register as user](#)  
[Recover password](#)

- Fortryd
- Klip
- Kopier
- Sæt ind
- Slet
- Marker alt

The e-application system does not allow several users to access an application using different passwords.

## 2. Select call for proposals

You will find the relevant call for proposals and the relevant application form by opening the website of the Danish Agency for Science, Technology and Innovation on [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning). Here you can select the call for proposals under which you wish to apply or continue to work on an application you have already created. Here you can also find further guidelines to the use of the e-application system. When you select a call for proposals, the relevant application form will automatically be generated by the system. If you want to create a new application, you must click on “The e-application form” situated in the lower part of the screen under the call of the relevant research council. The illustration below shows The Danish Council for Independent Research | Natural Sciences’ Spring Call for proposals 2010.

## E-application

Guidance to the e-application system. Including links to register as user, create new e-application form and edit e-application in progress.

The screenshot shows a navigation menu with four main categories, each with a right-pointing arrow icon:

- Register as user**: It's your first time to apply for grants through our e-application system.
- Edit your e-application**: You have started filling in an e-application and want to continue the work.
- FAQ**
- Helpdesk - call or mail**

Below these is a section titled "Create a new e-application form" with a dark blue header. It lists two calls for proposals:

- Call for Proposals, Spring 2010 - The Danish Council for Independent Research | Natural Sciences**
  - The e-application form (highlighted with a red arrow)
  - Read the call
- Call for Proposals, Spring 2010 - The Danish Council for Independent Research | Technology and Production Sciences**
  - The e-application form
  - Read the call

### 3. Fill in the application form

The e-application system allows you as an applicant to gather all the work in connection with an application in one place. You can create an application and start filling in the application form and attaching appendices. You can then log off and continue your work at a later time. However, to ensure that no data is lost, it is important that you use the "Save" function (the button "Save all") in the application form before you log off. Furthermore, save your work regularly to safeguard your entries in case you are logged off. If the "Save all" button has not been used and you are logged off, you will lose all changes made since a "Save all" button was last used. The purpose of this functionality is to protect you against abuse of your data.


If you have already started filling in an application form and want to continue working on it at a later time, you can find it under "My applications" which you access when you have logged on. "My applications" shows a list of all the applications you have submitted or are working on. If, on the other hand, you click on the link "New applications" shown in the illustration below, you create a new application.



Forsknings- og  
Innovationsstyrelsen  
Ministeriet for Videnskab  
Teknologi og Udvikling

### My applications

	Projekttitel/Project title	Ændret af/Edited by	Opslagstitel/Call	Status	Bilag/Att.
<a href="#">Vis/Show</a>	Development of a solution for	pkn@fi.dk	Det Frie Forskningsråd   Teknologi og P	Indsendt	<a href="#">Bilag/Attachments</a>

 [Logning / New Application](#)

[Change username/email](#)

[Change password](#)

[Log out](#)

The application form contains help texts. These texts will guide you through the various sections of the application form. A more detailed description of how to enter for example financial information is available in chapter 5 of this call for proposals.

In the field "Instrument" in Section 1, you should select only one instrument. If you want to apply for more instruments, you must submit separate applications. You add an instrument to your application by choosing the desired instrument in the drop-down menu (the field with the triangle in the right hand side) and by clicking the button "Add". It is not until the desired instrument appears in the upper bar as indicated with the red arrow in the illustration below that you have added an instrument to your application.

#### Application for funding under the following:

Instrument	
Individual postdoctoral grants	<a href="#">Del</a>

#### Application for funding for the following instrument:

[Individual postdoctoral grants](#) ▼

#### Please note:

The selections above will not be registered before clicking the "Add" button

[Add](#)

Please note that the individual section numbers in the application form skips numbers. This is intentional and is due to the fact that the same form is intended to be used for all calls for proposals of the Danish Agency for Science, Technology and Innovation. Not all sections are relevant to all calls for proposals, and sections will automatically be removed from the application form if they are not relevant. However, the number of a section will always remain the same in all application forms.

#### **4. Attach relevant appendices**

Each instrument described in Chapter 4 will list the appendices to be attached to your application in PDF format. You can attach appendices during the whole process of filling in the application form. This is done in Section 15. You can also remove or change the order of the attached appendices by clicking the link "Upload appendices" in Section 15 and then use the buttons "Move up" or "Move down". It is a good idea to save after uploading appendices. Please note that it may take some minutes to upload large files.

##### **Please note that:**

The Council prefers that, as far as possible, you create the PDF files directly on your computer in stead of scanning paper copies of the appendices. This is particularly important for the project description. Scanned documents may be unclear and do not allow text searches. However, printed documents with signatures, stamps, etc. may be scanned.

You must attach all your appendices in PDF format.

Each application may include appendices up to a total of 25 Mb.

It is not advisable to gather all appendices in one big document.

Please note that your PDF files must not be set to read only. Neither must they be protected against printing or in other ways set up with document limitations. See Acrobat Reader under Document - Safety – Safety Properties to get an overview over possible document limitations in your PDF files.

In case your appendices are set up with document limitations, it may complicate and even seriously delay the receipt of your application by the Danish Agency for Science, Technology and Innovation. If necessary, contact your IT-administrator for further information about the removal of document limitations in PDF files.

#### **Submit your application**

When the application form has been filled in and all the required appendices have been attached, you can submit your application to the Danish Agency for Science, Technology and Innovation. As an applicant, you will shortly after submitting your application receive an e-mail confirming that the Danish Agency for Science, Technology and Innovation has received your application. If the e-mail is delayed due to technical problems, you can check that your application has in fact been submitted under "My applications". If the "Status" column says "indsendt" next to your application, it has been submitted.



## My applications

Projektitel/Project title	Ændret af/Edited by	Opslagstitel/Call	Status	Bilag/Att.
<a href="#">Vis/Show</a> Development of a solution for	pkn@fi.dk	Det Frie Forskningsråd   Teknologi og P	Indsendt	Bilag/Attachments

[Ny Ansøgning / New Application](#)

[Change username/email](#)

[Change password](#)

[Log out](#)

Once your application has been submitted, you can no longer edit it or add or delete appendices. If, before the application deadline, you discover that something is missing in an application already submitted, you must submit the full application with the missing information again. It is not possible to copy an application once submitted. Therefore, you must copy all information from the already submitted application into the new application. In order to make the processing smoother you may at the same time inform the Council's secretariat that you have submitted a new application in replacement of an already submitted application. If the application deadline is expired, you can no longer submit a new, updated application, and the application originally submitted will be assessed on the basis of the material originally received.

The application form gives a maximum number of characters, incl. spaces, for each field. If this limit is exceeded and you try to save or submit, the relevant text field will be marked red, telling you that the text is too long. The e-application system automatically shortens your text, but you must actively shorten the text further to ensure that you keep within the maximum number of characters so that the e-application system accepts the text field. This functionality ensures that the applicant has actively considered any shortening of the text.

If you use the Internet browser Mozilla Firefox, you will only be able to print the first page of your application. In order to print the full application form you can with advantage use another browser, for example Internet Explorer, Google Chrome, Safari or Opera.

At the moment it is not possible for applicants to get access to the full submitted application in PDF. To get the full application you must print/save the application form, which you can access by clicking the button "Vis/Show" on the page "My applications". Then click the button "Print View" at the top and to the left in the application form. In addition,

you can on the page “My applications” click the button “Bilag/Attachments” to get access to the appendices submitted.

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Teknologi og Udvikling

### My applications

Projektitel/Project title	Ændret af/Edited by	Opslagstitel/Call	Status	Bilag/Att.
Vis/Show Development of a solution for	pkn@fi.dk	Det Frie Forskningsråd   Teknologi og	Indsendt	Bilag/Attachments

[Ny Ansøgning / New Application](#)  
[Change username/email](#)  
[Change password](#)  
[Log out](#)

### Technical help

If you have questions regarding the use of the e-application system or technical questions regarding submission, please send them to the e-application system helpdesk on [support.e-ansogning@fi.dk](mailto:support.e-ansogning@fi.dk), or call the Council's secretariat.

As of 25 August, 2010, and until the application deadline, it is possible to get support over the phone from the e-application system helpdesk on weekdays. During this period, the helpdesk can be reached at: +45 33 92 91 90 until 4 p.m. every day and until 10 p.m. on the day of the application deadline. In addition, a Frequently Asked Questions (FAQ) page will be available on [www.fi.dk/e-ansoegning](http://www.fi.dk/e-ansoegning)



## APPENDIX C: GUIDELINES TO COMPLETION OF BUDGET

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*The final text will be inserted as soon as possible. Meanwhile reference is made to the Danish edition of appendix C in the Danish version for call for proposals*