

Call for proposals spring 2010

Information on grant possibilities and application guidelines
for the period 1 January 2010 to 30 June 2010



THE DANISH COUNCIL FOR INDEPENDENT RESEARCH

| Humanities



CONTENTS

1.1	Significant changes in the past year	3
1.2	Application deadlines	5
1.3	Grant start	5
1.4	Internationalisation	5
2.	HOW TO READ THE CALL FOR PROPOSALS	6
3.	WHO CAN APPLY FOR FUNDING?	7
3.1	Qualifications of applicant	7
3.2	Special requirements for the private sector	7
4.	WHAT CAN BE APPLIED FOR?	8
4.1	Sapere Aude: DFF-Postdoc	8
4.2	Sapere Aude: DFF – Starting Grant	12
4.3	Collaborative research projects	14
4.4	Individual research projects at senior researcher level	17
4.5	Individual postdoctoral grants	18
4.6	PhD and Master's grants in relation to research training programmes in Denmark	20
4.7	Research networks	22
4.8	Scientific conferences	23
4.9	Journals	25
4.10	Preparation of international applications (START)	27
5.	HOW AND WHEN TO APPLY	30
5.1	General application requirements	30
5.2	How to apply to more than one council or for more than one instrument	32
5.3	Project description requirements	32
5.4	Details about the applicant and other participants	33
5.5	Budget	34
6.	HOW IS THE APPLICATION CONSIDERED AND ASSESSED	43
6.1	The Council's assessment	43
6.2	Consideration and procedures	45
7.	FKK'S ADDRESS AND SECRETARIAT	48
7.1	FKK's address	48
7.2	FKK's secretariat	48
	APPENDIX A: GUIDE TO COMPLETION OF FORM 1	49

Applications to the Danish Council for Independent Research

In this call for proposals, the Danish Council for Independent Research | Humanities (FKK) invites applications for grants covering research activities due to commence in 2010 and 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 an annual spring deadline for submission of applications comprising five parallel calls for proposal from the individual research councils. Furthermore, DFF publishes an autumn call for proposals with focus on postdoctoral scholarships. This call for proposals will be published in June 2010. For detailed information on DFF, please see the website of the Danish Agency for Science, Technology and Innovation: 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.

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

Step 2: DFF – Starting Grant

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

In 2010, DFF expects to award a total of 45 grants across all scientific fields at Sapere Aude Step 1 and a total 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 in the past year

Applicants should in particular note the following significant changes made in the past year:

Council instruments

FKK has made the following significant changes in connection with the call for proposals for 2010:

- The research career programme Sapere Aude. See Chapter 4 for further information.
- Urgent applications can no longer be submitted.
- Research stays abroad can be applied for using the Council's instruments and is no longer a separate instrument.
- Support is no longer granted for the publishing of doctoral theses as a separate instrument.
- New limits have been introduced for the length of the project description. These are described under the individual instruments.
- Applications for the instrument Collaborative research projects must be submitted in English, and the English Form 1 must be used.

Application deadlines

As from 2010, DFF reschedules and harmonises its application deadlines. See Chapter 1.2 for further information.

Increased external review of applications

In 2010, DFF will increase its use of external reviews of applications. See Chapters 4 and 6.2 for further information.

FKK is currently determining its specific processing procedures. Applicants are therefore encouraged to keep updated on:

www.fi.dk/fkk

The Council intends to provide further information on this website at the beginning of 2010 on processing procedures, on the meeting dates on which the Council decides on applications and the dates on which the Council's decisions are published.

Language requirements

As a new requirement, all applications submitted for the instrument Collaborative research projects must be written in English.

New detailed budget standard

Applications for DFF must include a detailed budget that complies with new, specific requirements. See Chapter 5.5 for further information.

Practice for substantive consideration and the obtaining of non-submitted application material

As compared to the previous call for proposals, further clarifications and restraints have been made. See Chapter 5.1 for further information.

1.2 Application deadlines

The deadline for submission of applications for all instruments to FKK is 3 p.m. on 1 March 2010. In addition, the deadline for the autumn call for proposals will be 1 September 2010. Please note that Individual postdoctoral grants and Sapere Aude: Postdoc are the only instruments that can be applied for by the deadline 1 September 2010. Furthermore, the Council's instrument Preparation of international applications (START) may be applied for 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 grants are awarded 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. The Council has instruments that at any time support and match the objective of strong Danish participation in international research collaboration. 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. The Council supports Danish researchers' basis for participating in international projects. DFF finds it important that talented researchers are given an opportunity to spend a period of their research career abroad.

DFF and National Science Foundation (NSF) mutually wish to promote the international mobility of Danish and American postdoctoral students. For that purpose, the two Councils have agreed to make a special effort to inform of postdoctoral students' opportunities to apply for funding to carry out a research stay in Denmark or the USA. Against this background, DFF invites Danish researchers who wish to carry out a stay at an American university to apply for funding from the research council. It is possible to apply for stays of 1-3 years. Applicants should apply for the instrument Individual postdoctoral grants, Chapter 4.3.

American researchers who wish to carry out a full or partial stay at a Danish university are similarly encouraged to apply for funding from NSF. It is possible to apply for stays of 9-24 months through NSF's International Research Fellowship Program (IRFP).

2. HOW TO READ THE CALL FOR PROPOSALS

This call for proposals provides information on funding opportunities from the Danish Council for Independent Research | Humanities (FKK) and on the Council's requirements for the applicant and the 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 subjected to substantive consideration by the Council. Furthermore, applications subjected to substantive consideration will be considered *based on submitted material*. This means that after the application deadline and during the consideration of the application, the Council will not request further information from you, irrespective of whether or not 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 assessments obtained after the application deadline.

The FKK secretariat offers to provide assistance by 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 proposal 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/dff. You may keep informed of the latest developments by taking out a free electronic 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

Information on grants awarded is available via:

www.fi.dk/soeg-stoette/bevillingsoversigter

3. WHO CAN APPLY FOR FUNDING?

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 be eligible for funding from FKK. If you must comply with certain further requirements to be eligible for funding, this is stated in the description of the specific instruments in Chapter 4.

3.2 Special requirements for the private sector

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

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

4. WHAT CAN BE APPLIED FOR?

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

FKK invites applications for the following instruments in the spring of 2010

Instrument	Application deadline
Sapere Aude: DFF-Postdoc	1 March
Sapere Aude: DFF – Starting Grant	1 March
Collaborative research projects	1 March
Individual research projects at senior researcher level	1 March
Individual postdoctoral grants	1 March
PhD and Master's grants in relation to research training programmes in Denmark	1 March
Research networks	1 March
Scientific conferences	1 March
Funding for journals	1 March
Preparation of international applications (START)	Applications may be submitted at any time

4.1 Sapere Aude: DFF-Postdoc

Application deadline: 1 March 2010.

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

Form 1, incl. appendices, must be submitted as one original and 15 copies. Also, you must include the full application as one complete PDF file on a CD-ROM.

Objective

The DFF – Postdoc is an expanded Individual postdoctoral grant which makes it possible to realise extra ambitious research objectives, cf. The application section of this chapter.

The objective of the DFF – Postdoc is to give excellent researchers, i.e. researchers who have shown 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 their networks and careers. Hence, the very best postdoctoral and assistant professor level researchers are given a special opportunity to develop research ideas and thereby the best possible framework for participating in the international elite. The DFF – Postdoc also increases the possibility that excellent researchers can 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 carry out specific independent research projects of up to three years' duration 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 postdoctoral and assistant professor level researchers. Hence, grants are primarily awarded to very talented researchers in the initial phases of their careers. At the time of the start of the project, you must, within the past four years, have obtained your PhD or have achieved equivalent qualifications (such as a positive assistant professor evaluation ("*adjunktbedømmelse*"). However, special scientific conditions 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 to aim at applying for an ERC Starting Independent Researcher Grant (ERC Starting Grant) or corresponding international programmes.

You can apply for a DFF – Postdoc only once in your career. The purpose of this restriction is to promote the elitist aim of the Sapere Aude programme. It is up to you to decide when you are best qualified in relation to your 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 can not 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 include research stays abroad, hosting of or participation in international conferences, invitation of foreign visiting researchers as well as expansions of the project, expanding the project period with a few months, etc.

If you are awarded a DFF – Postdoc, you have an additional obligation as regards dissemination of your project. 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. Also, you must prepare the description in accordance with the guide in Chapter 5.3.

Of this, the first five A4 pages/16,000 keystrokes (the postdoctoral part) must follow the guidelines for the instrument Individual postdoctoral grants. Furthermore, the project description for the sixth A4 page/3,200 keystrokes (the Sapere Aude part) must describe the activities and research objectives you wish to pursue as a recipient of a DFF – Postdoc 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.

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. Accordingly, the total budget (Form 1) must cover all activities (both the postdoctoral and the Sapere Aude part). You should clearly indicate which items you would like to be covered by your DFF – Postdoc application. The budget (Form 1) 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

You must enclose two detailed budgets (see Chapter 5.5): One detailed budget (detailed budget 1) for the postdoctoral part 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 the extent of such items are relevant and necessary to carry out the project.

Form and appendices

You must submit your application for the DFF – Postdoc using Form 1. Add "DFF – Postdoc" under item 8 in Form 1 and enclose the following appendices in the order below:

- Project description (see above and Chapter 5.3)
- CV and list of publications (see Chapter 5.4)
- PhD diploma and PhD assessment or secondary documentation showing: a) acceptance of the thesis for defence, b) a positive assistant professor evaluation ("*adjunktbedømmelse*"), c) qualifications equivalent to PhD level achieved in another way, or d) a declaration from the supervisor stating the expected date of submission (PhD student)
- Confirmation to host the grant holder from a foreign institution
- Detailed budget 1 (the postdoctoral part) prepared using the Council's detailed budget template (see Chapter 5.5).
- Detailed budget 2 (the Sapere Aude part) prepared using the Council's detailed budget template (see Chapter 5.5).

Processing procedure

The application is considered in a two-step procedure. First, the postdoctoral part of the application is evaluated by FKK. The Council makes a decision on your application for an Individual postdoctoral grant. You will receive the Council's decision for this part after a few months, and if you are successful, you may start your project.

If you are awarded an Individual postdoctoral grant, your full application for a DFF – Postdoc is evaluated in competition with applications from all scientific fields, irrespective of whether you have applied on 1 March or on 1 September 2010. Hence, it is important that you describe your project in such a way that that researchers from other fields can participate in the evaluation process. You will receive a decision on your application for a DFF – Postdoc by the end of the year. Therefore, should you be awarded an Individual postdoctoral grant, you may start your project, but you will not receive a decision on the DFF – Postdoc until the end of 2010.

4.2 Sapere Aude: DFF – Starting Grant

Application deadline: 1 March 2010

You must submit Form 1, incl. appendices, one original and 15 copies. Also, you must include the full application as one complete PDF file on a CD-ROM.

Objective

The objective of the DFF – Starting Grant is to give excellent researchers, i.e. researchers who have shown the very best research at the top of their field, an opportunity to develop and strengthen their research ideas and to promote mobility internationally as well as nationally between research environments and thereby continue to strengthen their networks and careers. Hence, the purpose is to provide the best possible framework for the very best researchers who are ready to develop into heads of research. This will give them an opportunity to gather a group of researchers and/or research students to carry out a research project at a high international level. The DFF – Starting Grant also increases the possibility that excellent researchers can 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 – Starting Grant is awarded to excellent researchers who will be completing and heading a research project over a period of up to four years at research institutions in Denmark or abroad.

In 2010, DFF expects to award a total of 35 DFF – Starting Grants across all scientific fields.

Applicant requirements

DFF – Starting Grant is aimed at very talented researchers, typically at associate professor level, who have obtained their PhD or achieved equivalent qualifications (e.g. a positive assistant professor evaluation ("*adjunktbedømmelse*") within the last eight years and who have shown an ability to carry out original research at a high international level after a postdoctoral grant or an assistant professor position. Any breaks owing to maternity/parental leave, sick or family care leave, military service, humanitarian aid work, etc. will be taken into account.

DFF expects that a DFF – Starting Grant will make it possible for the applicant to apply for an ERC Starting Grant, ERC Advanced Grant or corresponding international programmes.

You can apply for a DFF – Starting Grant only once in your career. The purpose of this restriction is to promote the elitist aim of the Sapere Aude programme. It is up to you to decide when you are best qualified in relation to your career.

The application

You can apply for a DFF – Starting Grant of up to four years' duration with a maximum amount of DKK 6 million, exclusive of overhead. The Council greatly emphasises that you as an applicant wish to participate in international research activities, if relevant. It is up to you to define such international activities. They can be research stays abroad, hosting of or participation in international conferences, invitation of foreign visiting researchers, etc.

Your application must be submitted in English.

PhD and postdoctoral scholarships may be included if they are an integral part of a major research project. When applying for PhD scholarships, the relation between the efforts of senior researcher(s) and student(s) in the project must be adequately balanced. If the project involves employment of PhD students through open calls for proposals, it is possible to stagger the project period for PhD students in relation to the general project period.

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

Project description

The project description must be in English and must not exceed 10 A4 pages. (If your project description contains figures, tables, etc., it must not exceed 10 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 32,000 keystrokes including spaces, but excluding references/bibliography).

You must prepare the description in accordance with the guide in Chapter 5.3. Furthermore, the project description for DFF – Starting Grant must include a description of the research objectives and activities you wish to pursue as a DFF – Starting Grant.

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

- Scientific/academic salaries (incl. salaries for PhD and postdoctoral scholarships and foreign visiting researchers)
- Technical/administrative salaries
- Equipment expenses exceeding DKK 100,000
- Confirmation of willingness to host the grant holder from a foreign institution
- Operating expenses (e.g. for data collection, hosting of scientific conferences, seminars, research stays abroad, fees, etc.)
- 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.

Form and appendices

Your application for a DFF – Starting Grant must be submitted using Form 1 and you must enclose the following appendices in the order below:

- Project description in English (see Chapter 5.3)
- CVs and list of publications for applicant and co-applicants (see Chapter 5.4)
- If PhD scholarships are applied for with named students in mind, the following appendices should be enclosed: CV, list of publications, if any, diploma and documentation of admittance as a PhD student
- If postdoctoral scholarships are applied for with named students in mind, the following appendices should be enclosed: CV, list of publications and PhD diploma as well as PhD assessment or secondary documentation of: a) acceptance of the thesis for defence, b) a positive assistant professor evaluation ("*adjunktbedømmelse*"), c) qualifications equivalent to PhD level achieved in another way, or d) a declaration from the supervisor stating the expected date of submission (PhD student)
- Detailed budget 1 (prepared using the Council's detailed budget template, see Chapter 5.5).

Processing procedure

The application is considered in several steps. First, the application is evaluated by FKK. The Council selects the best qualified applications which are submitted for external review. In the autumn of 2010, the application is evaluated in DFF in competition with applications from all scientific fields. The applicants for the best qualified applications will be invited for an interview before a final decision is made.

4.3 Collaborative research projects

Application deadline: 1 March 2010

You must submit Form 1, incl. appendices, one original and 15 copies. Also, you must include the full application as one complete PDF file on a CD-ROM.

Objective

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

Applicant requirements

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

The application

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

For Collaborative research projects, the application must always be submitted in English. However, the popular science description in Form 1 should as far as possible be written in Danish.

The Council emphasises that your project description comprises a statement of the synergy between the individual sub-projects as well as a detailed management and organisational structure and dissemination plan.

You must describe the content of all sub-projects, including PhD and postdoctoral projects, in the project description. You can only apply for funding for named PhD and postdoctoral students. For PhD students, you must state with which PhD school the students are planned to be enrolled. Your application will benefit from comprising elements of researcher training in the project. FKK emphasises that only in extraordinary cases are postdoctoral grants awarded to applicants without a complete PhD assessment. Applications for postdoctoral grants for PhD students must include a declaration from the student's supervisor stating that the thesis is expected to be submitted within two months of the application deadline.

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

Project description

If your project description contains figures, tables, etc., it must not exceed 10 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 32,000 keystrokes including spaces, but excluding references/bibliography.

Budget

For applications for Collaborative research projects, the Council requires that the institutions/enterprises participating in your application must co-finance a total of 10 per cent of the project amount applied for from the Council, cf. also Chapter 5.5. The share is calculated on the basis of the direct project expenses, i.e. before the addition of overhead. Applicants shall be free to contribute more than 10 per cent in co-financing. A co-financing rate of more than 10 per cent from research institutions will, however, not be included in the Council's assessment of your application and will not be used as an assessment criterion in the Council's consideration of your application.

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 must be divided into the following overall budget items:

- Scientific/academic salaries (incl. named PhD and postdoctoral students)
- Technical/administrative salaries
- Equipment expenses exceeding DKK 100,000
- Operating expenses (e.g. travels and publications)
- 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 Collaborative research projects must be submitted using Form 1 and you must enclose the following appendices in the order below:

- Project description, see Chapter 5.3
- Detailed budget prepared using the Council's mandatory budget template (see Chapter 5.5)
- CV for principal investigator of no more than three pages, see Chapter 5.4
- CVs of no more than one page for project participants to be salaried from the funding applied for, see Chapter 5.4
- List of publications for the applicant and all salaried project participants

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

- CV of no more than 1 page, see Chapter 5.4
- Thesis summary
- Diploma or complete academic transcript for the entire programme – for both bachelor and graduate studies.
- Confirmation from principal supervisor
- List of publications, if any

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

- CV of no more than one page, see Chapter 5.4
- The PhD assessment committee's preliminary/final recommendation, positive assistant professor evaluation or statement from supervisor on expected delivery. Any PhD assessment available at the time of submitting the application must be enclosed.
- List of publications, if any

Supplementary appendices are not accepted.

Guidelines for completing Form 1 can be found in Appendix A.

Processing procedure

Applications for Collaborative research projects will be included in DFF's pilot project with increased external reviews. Applications within the following fields are reviewed in external international review panels:

- Art history, design and architecture
- Foreign languages and intercultural communication
- History
- Educational theory and practice

After this external review, the applications are considered in the Council together with all the other applications for the Collaborative research projects instrument. For the consideration of applications under this instrument, see Chapter 6.2.

4.4 Individual research projects at senior researcher level

Application deadline: 1 March 2010

You must submit Form 1, incl. appendices, one original and 15 copies. Also, you must include the full application as one complete PDF file on a CD-ROM.

Objective

FKK provides individual financial funding for researchers at associate professor/senior researcher level with a view to making it possible to carry out a limited research task. FKK wishes to strengthen the internationalisation of Danish research. Hence, this instrument also allows you to submit applications for research stays abroad.

Applicant requirements

Applicants must be at the level of, as a minimum, associate professor/senior researcher. However, you cannot expect to receive additional funding for personal salary immediately after an FKK grant comprising salary subsidies.

If you are a researcher holding a permanent position, you must state in your application any special circumstances justifying that you cannot carry out the project in your ordinary research time.

The application

You may apply for a minimum of DKK 150,000 and a maximum of DKK 750,000, both amounts exclusive of overhead. The project period may not exceed three years.

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.

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 must be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment
- Operating expenses (e.g. travels and publications)
- 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 an Individual research project at senior researcher level must be submitted using Form 1 and the following appendices must be enclosed in the order below:

- Project description, see Chapter 5.3
- Detailed budget prepared using the Council's mandatory budget template (see Chapter 5.5)
- CV of no more than three pages, see Chapter 5.4
- List of publications, see Chapter 5.4

Supplementary appendices are not accepted.

Guidelines for completing Form 1 can be found in Appendix A.

Processing procedure

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

4.5 Individual postdoctoral grants

Application deadline: 1 March

You must submit Form 1, incl. appendices, one original and 15 copies. Also, you must include the full application as one complete PDF file on a CD-ROM.

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 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

Individual postdoctoral grants. The applicant must submit the application himself/herself.

If you are a PhD student, you may apply if you attach a declaration from your supervisor stating that your thesis is expected to be submitted within two months after the application deadline. FKK emphasises that only in extraordinary cases are grants awarded to applicants without a complete PhD assessment. 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. Postdoctoral grants from DFF may not be awarded for more than three years.

As these are individual grants, you can only apply for scientific/academic salary for yourself.

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.

Budget

You may apply for funding to cover expenses that are directly attributable to the suggested postdoctoral 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
- Equipment expenses exceeding DKK 100,000
- Operating expenses (e.g. travels and publications)
- Overhead/administration expenses

The detailed budget, cf. Chapter 5.5, 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 an Individual postdoctoral grant must be submitted using Form 1 and you must enclose the following appendices in the order below:

- Project description (see above and Chapter 5.3)
- CV and list of publications (see Chapter 5.4)
- PhD diploma and PhD assessment or secondary documentation showing: a) acceptance of the thesis for defence, b) a positive assistant professor evaluation ("*adjunktbedømmelse*"), c) qualifications equivalent to PhD level

achieved in another way, or d) a declaration from the supervisor stating the expected date of submission (PhD student)

- Confirmation to host the grant holder from a foreign institution
- Detailed budget prepared using the Council's mandatory budget template (see Chapter 5.5)

Supplementary appendices are not accepted.

Guidelines for completing Form 1 can be found in Appendix A.

Processing procedure

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

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

Application deadline: 1 March 2010

You must submit Form 1, incl. appendices, one original and 15 copies. Also, you must include the full application as one complete PDF file on a CD-ROM.

Objective

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

In this context, a research training programme is collaboration with a scientific focus which may include several university institutes/research institutions and any other public or private partners, including international ones.

Applicant requirements

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

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

The application

- Each research training programme can submit one principal application with a maximum of four grants for local or minor national programmes and a maximum of eight grants for major national programmes. For the purposes of this call for applications, major national researcher training programmes 1) include all or a majority of the relevant researcher training environments within the relevant research field and 2) include a minimum of 40 enrolled PhD students within the programme field. Both conditions must be met.
- You can only apply for funding for named students.

- The Council's prioritisation is made on the basis of the quality of the individual PhD projects and, accordingly, no prioritisation must be made in respect of the PhD projects submitted in the application.
- The students in the application must, as a minimum, have received a preliminary approval of a completed Master's degree at the time of submitting the application to be included in the application. The applicant must subsequently submit a thesis summary and complete academic transcripts for these students before 19 April 2010.
- The qualification requirements for Master's students, in addition to having a Master's degree, are at least two years' occupational experience and professional qualifications that amount to at least 0.5 year's credit towards a PhD.

Budget

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

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

The detailed budget, cf. Chapter 5.5, 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.

FKK generally assumes that PhD students have not earned any seniority and therefore start at salary grade 4. See standard rates for PhD students in Chapter 5.5.

PhD and Master's grants in relation to research training programmes are provided as framework grants. Within the grant period, the institution shall cover statutory and collectively agreed expenses ensuing from the appointment. Supplementary operating expenses must be covered within the framework or must be applied for from other sources. Supplementary grants are awarded only in exceptional cases.

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

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

Form and appendices

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

- CV for applicant of no more than three pages, see Chapter 5.4

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

- Form 1 (completed by each student for whom funding is being applied)
- 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. CV of no more than one page, see Chapter 5.4
- List of publications, where applicable
- Diploma or complete academic transcript for the entire programme – for both bachelor and graduate studies.
- Thesis summary
- Confirmation from principal supervisor
- Detailed budget prepared using the Council's mandatory budget template (see Chapter 5.5)

All appendices for each PhD project must be stapled.

Supplementary appendices are not accepted.

Guidelines for completing Form 1 can be found in Appendix A.

Processing procedure

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

4.7 Research networks

Application deadline: 1 March 2010

You must submit Form 1, incl. appendices, one original and 15 copies. Also, you must include the full application as one complete PDF file on a CD-ROM.

Objective

The objective of FKK's research network grants is to contribute to the building up and consolidation of research areas that are geographically and institutionally diverse, and where building up international relations would be of great value. Furthermore, FKK wishes to support networks that can later result in major projects, major interdisciplinary research groups across institutions including between sector research institutions and universities.

Applicant requirements

The applicant group must, as a minimum, comprise two researchers at the level of senior researcher/associate professor, and a project head must be appointed

from the outset who is the applicant and thereby responsible for the grant vis-à-vis FKK. Funding is only available for the creation of new research networks.

The application

The application must account for the network's importance in terms of research and research training and its future development. Grants for Research networks cannot exceed a total of DKK 700,000 (excl. overhead) or a period of two years.

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.

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 must be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment
- Operating expenses (e.g. travels and publications)
- 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 Research networks must be submitted using Form 1 and you must enclose the following appendices in the order below:

- Project description (see Chapter 5.3)
- CV and list of publications for principal investigator (see Chapter 5.4).
- CVs and list of publications for co-applicants (see Chapter 5.4)
- Detailed budget prepared using the Council's mandatory budget template (see Chapter 5.5)

Supplementary appendices are not accepted.

Guidelines for completing Form 1 can be found in Appendix A.

Processing procedure

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

4.8 Scientific conferences

Application deadline: 1 March 2010

You must submit Form 1, incl. appendices, one original and 15 copies. Also, you must include the full application as one complete PDF file on a CD-ROM.

Objective

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

Applicant requirements

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

The application

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

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

Budget

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

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment
- Operating expenses
- 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 a Scientific conference must be submitted using Form 1 and you must enclose the following appendices in the order below:

- Statement of the purpose of the conference and overall theme
- Detailed budget prepared using the Council's mandatory budget template (see Chapter 5.5)
- CV for applicant (see Chapter 5.4)
- CV for each keynote speaker of no more than one page (see Chapter 5.4)
- Preliminary/final programme
- List of expected participant group

Supplementary appendices are not accepted.
Guidelines for completing Form 1 can be found in Appendix A.

Processing procedure

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

4.9 Journals

Application deadline: 1 March 2010

You must submit Form 3, incl. appendices, as one original and four copies.
Also, you must include the full application as one complete PDF file on a CD-ROM.

Objective

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

Applicant requirements

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

The journal

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

Open access

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

preferably as collaboration between journals. The application must indicate a specific plan for setting up a digital platform and for retro-digitalisation.

The application

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

Applications for new journals or journals not previously supported by the Council must provide a list of any similar journals that exist and explain how the new journal differs from them. Furthermore, new journals must document the contents of the first two issues.

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

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

Form and appendices

Your application for a Journal must be submitted using Form 3 and you must enclose the following appendices in the order below:

When applying for funding for new journals:

- CVs for the members of the editorial committee (max. one page per member)
- Statement on the journal's academic profile, editorial content and differences from existing similar journals
- Detailed plans for the contents of the first two issues
- A brief statement on the journal's strategy in connection with e-publishing, including a statement of the address (URL) for the journal's website
- A list of reviewers attached to the journal who have accepted to participate in the review process.

- In the event that the journal has an advisory committee, a list must be appended documenting its members.

Supplementary appendices are not accepted.

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

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

Processing procedure

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

4.10 Preparation of international applications (START)

Applications may be submitted at any time

You must submit Form 1, incl. appendices, one original and 15 copies. Also, you must include the full application as one complete PDF file on a CD-ROM.

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 prepared using the Council's mandatory budget template (see Chapter 5.5)

Processing procedure

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

5. HOW AND WHEN TO APPLY

Deadlines and calls

Applications must be submitted to the Danish Agency for Science, Technology and Innovation no later than at 3 p.m. on 1 March 2010 with the exception of open-ended instruments (submission at any time) and Sapere Aude: DFF – Postdoc and Individual postdoctoral grants for which applications may also be submitted on 1 September.

Urgent applications

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

5.1 General application requirements

Form

Applicants submitting applications to FKK must use Form 1 (guidelines are provided in Appendix A). The application form is a standard form that is used by all five research councils. It is available from the Danish Agency for Science, Technology and Innovation's website: www.fi.dk/dff.

Form 3 must only be used for the Publication of journals instrument.

Please note that FKK will use e-mail to communicate with you. Therefore, it is important that you state your current e-mail address in the form.

Practice for substantive consideration and the obtaining of non-submitted application material

With this call for proposals, the Council clarifies its practice for rejecting applications without prior substantive consideration and tightens its practice for when to obtain 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:

- Applications must be received before 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 using the correct application form
- Applications must include a project description
- Applications must include CVs and list of publications for the applicant and other participants who wish to be salaried by the Council, cf. Chapter 5.4

- Applications must include a detailed budget using the Council's mandatory budget template
- As a supplement to the total budget, applications involving participants from more than one institution must include a sub-budget for each institution for which funding is being applied. These sub-budgets must be submitted using the Council's mandatory budget template.
- The amounts applied for must respect any lower and upper limits for amounts applied for (the amount used to determine this is the total sum, excl. overhead/administration expenses in Form 1, Item 16).
- The application must be written in the language stated below unless otherwise stated under the instrument in Chapter 4.

It is not sufficient to refer to previously submitted applications or forms or applications or forms submitted for other instruments in this application round or to other councils. You must submit all the material, each time you apply.

Applications that comply with the formal requirements stated above will be subjected to substantive consideration by the Council based on submitted material. This means that after the application deadline and during the consideration of the case, the Council will not obtain further information from you, irrespective of whether or not 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 assessments and diplomas prepared after the application deadline.

Furthermore, the applicant 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 that exceeds the length requirements stated.

Subject code

As an applicant, you must state the subject code that best describes the scientific field that covers your application. You must use the subject codes stated in this form:

www.fi.dk/stoette/skemaer-til-ansoegning/fagkoder-1/fagkoder/

You must state the scientific field corresponding to level 2. In Form 1, Item 9, you must add the number and name that corresponds to the scientific fields, cf. the form. You can indicate up to two subject codes. However, the Council may find that your application belongs to another field than the one indicated by you.

Language

You must write your application in Danish, English, Swedish or Norwegian. For the following instruments, you must write your application in English:

- Collaborative research projects
- Sapere Aude: DFF – Starting Grant

If you write your application in English, you must use the English-language Form 1.

However, the popular science description in Item 15 in Form 1 should as far as possible be written in Danish.

Please note that:

- You must submit your application in one original paper copy and 15 copies as well as one electronic copy in PDF format on a CD/DVD-ROM.
- The electronic copy must be one complete PDF file.
- The Council requests that you create the PDF file directly, not through scanning.
- The printed copy must include original signatures but these may be left out in the electronic version. By signing the printed copy, you confirm that the printed copy of the application is identical to the PDF files.
- You must submit a separate application for each instrument applied for (see Chapter 4).

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 research council, you must submit the application separately to each of the research councils in question. At the same time, you must remember to state, under Item 12 of the application form, any other council to which you have submitted applications for funding. The application must adhere to the individual research councils' deadlines, formal requirements, practice, etc., and you must therefore be aware of any differences in the calls for proposals of the various councils. In case of doubt, you may contact the individual council secretariats.

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

5.3 Project description requirements

When you use Form 1 for your application, you must enclose a detailed project description that complies with the instructions in the call for proposals.

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

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

When preparing the project description, you must also bear in mind that all Council members will participate in the final assessment and prioritisation of the individual 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 extent 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 extent 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 CVs and list of publications for the applicant and any named scientific staff for whom the applicant is seeking salary funding.

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).

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

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

As an applicant, you should note that any funding awarded is subject to the general regulations regarding funding of December 2009 (*Vilkår for bevillinger*). The publication is available from this website:

www.fi.dk/bevilling/vilkaar

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.

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 application.

However, the Council may require that the Danish state research institutions participating in the 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.

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 application.

In this call for proposals, the Council has chosen to make this requirement of 10 per cent co-financing in connection with the instrument Collaborative research projects for state institutions as well as for all other institutions.

Completion of budget information in Form 1

You must fill in budget information in Item 16 in Form 1. In the first column, state the amounts you apply for from the Research Council, cf. the detailed budget (see next chapter). In the second column, state contributions from the workplace/institution, if any. In the third column, state the total amount of

external funding available for the project. Where no funding is provided from other sources, state DKK 0.

There must be agreement between Items 10 and 16 in Form 1 and the enclosed detailed budget(s).

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.

For the number of months ("*antal måneder*"), enter the number of months you and any other participants 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 six months).

The summary information on 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.

The budget must be divided into the following overall budget items in Form 1, Item 16:

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

The awarding of a grant 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 applications that are not to be administered by a Danish institution. This requires the acceptance of the foreign host institution.

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

Detailed budget

The Council has prepared a mandatory template for the detailed budget. The template is available on www.fi.dk. The template must be used for the preparation of the detailed budget and detailed sub-budgets.

You must prepare a detailed budget so that the financial statements can later 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: 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 scientific/academic salaries 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 you apply for.

For applications involving participants from more than one institution, 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 and/or which contribute co-financing, cf. also below on overhead/administration expenses. The sub-budgets must be completed using the Council's mandatory budget template for the detailed budget.

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 may provide funding for scientific/academic salaries for participants in the project applied for. These participants comprise both researchers already employed at an institution during the project period applied for, irrespective of whether or not such employment is limited in time, and researchers who are not already employed at an institution in the project period applied for.

The application 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 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 other external sources of financing.

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

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.

Standard rates (salary excl. annual training rates) for PhD scholarships 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 budget for 4 th year of grant/2013	Salary budget for 5 th year of grant/2014
Salary level 4, one year on appointment	375,000	385,000	430,000	470,000	510,000
Salary level 4, two years on appointment	375,000	415,000	455,000	500,000	510,000
Salary level 5 on appointment	405,000	440,000	480,000	500,000	510,000
Salary level 6	430,000	470,000	480,000	500,000	510,000

on appointment					
Salary level 8 on appointment	455,000	470,000	480,000	500,000	510,000

Unnamed PhD students in the application will be graded at salary level 4, 1st year. All amounts include salary level increases.

Standard rates for postdoctoral scholarships 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 budget for 4 th year of grant/2013	Salary budget for 5 th year of grant/2014
Salary level 6 on appointment	490,000	535,000	550,000	565,000	580,000
Salary level 8 on appointment	520,000	535,000	550,000	565,000	580,000

Unnamed postdoctoral students in the application will be graded at salary level 6. All amounts include salary level increases.

Standards rates for assistant professor level				
2010	2011	2012	2013	2014
520,000	535,000	550,000	565,000	575,000
Standards rates for associate professor level				
2010	2011	2012	2013	2014
560,000	575,000	590,000	600,000	615,000
Standards rates for professor level				
2010	2011	2012	2013	2014
680,000	700,000	720,000	745,000	765,000

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.

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

Equipment (purchase or construction)

You may apply for funding to cover the purchase or construction of equipment which is necessary in order to carry out the specific project. When you apply for funding to cover the purchase of equipment exceeding DKK 100,000, excl. overhead/administration expenses, you must account for/document the expenses.

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 for the purchase of equipment, etc., both before and after submitting the application. For information on the user service and the services offered, see www.brugertjenesten.dk.

Funded equipment will be the property of the administrative institution.

Operating expenses

The Council provides funding for operating expenses and you may e.g. 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 the typical operating expenses for which you can submit applications to the Research Council:

Rates relating to research training

You may apply for annual training rates ("*uddannelsesstakster*") 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 annual training rates that are lower than the standard annual 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 annual training rates corresponding to DKK 50,000 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 expenses
- 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 ("*Statens Cirkulære om Tjenesterejseaftalen*") and the appurtenant circular on adjustment of rates ("*Cirkulære om Statsregulering*") and the circular on bonus schemes ("*Cirkulære om Bonusordninger*"). For these 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 Danish public 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, i.e. expenses that are directly attributable to the project.

The Council grants overhead/administration expenses differentiated in accordance with 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, 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 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 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 application must include a justification.

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. This is relevant for salary as well as operating expenses.

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 whose salary or operating expenses are financed by the grant, irrespective of where the participants are located and where they carry out activities. Even if all research activities were carried out e.g. at a Danish university, 44 per cent will not be added if some of the participants have their principal place of employment e.g. at a hospital, at a foreign university, in a private enterprise, etc. Where a participant whose costs are covered by the grant has more than one place of employment, the place of employment covering most of the participant's hours during the project period will define the rate of overhead/administration expenses for funding to the relevant participant.

For applications in which applicants from more than one institution 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 sub-budgets must be completed using the Council's mandatory budget template. See also the detailed budget chapter above.

Example:

A person with his or her principal place of employment at a university submits a application for DKK 10.5 million, excl. overhead/administration expenses. DKK 4 million is for the applicant himself or herself, DKK 3 million is for a person with his or her principal place of employment at a hospital, DKK 2 million is for a person with his or her principal place of employment in a private enterprise, DKK 1 million is for a person with his or her principal place of employment at a GTS institution and DKK 0.5 million for a person with his or her principal place of employment at a foreign university. The calculation is 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 administration expenses = 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

6.1 The Council's assessment

When assessing the contents of applications, the Danish Council for Independent Research | Humanities emphasises that the questions that are relevant to the project/activity are accommodated to the greatest extent possible. The Council will always make an overall assessment of your specific 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 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, the registered office of the research institution or to a specific geographical location in order to carry out the relevant research activities, 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 Consideration and procedures

After the application deadline, the Council secretariat will register and process the applications received. During the 3-5 weeks following the deadline you may as an applicant expect to receive an acknowledgement of the application specifying when your application will be considered and when you may expect to be informed of the Council's decision. The applications will then be submitted to the Council members.

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. Finally, the Council will submit your application for external review if the Council due to conflict of interest does not have the adequate experience to assess the application. If your application has been submitted for external review, such external reviews will always be submitted to you for referee rebuttal. 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.

Increased external review of applications with a application deadline

According to the guidelines issued by the Danish Research Coordination Committee (KUF), the Council will submit your application for external review:

- If you apply for more than a total of DKK 13 million, excl. overhead/administration expenses. In this case, the application must always be in English.
- If a Council member is the applicant or among the other participants stated in Form 1, Item 14, and the application is for more than a total of DKK 1 million, excl. overhead/administration expenses. In this case too, the application must always be in English.
- If the Council due to conflict of interest does not have the adequate experience to assess the application.

In continuation of the assessment of the research council system in August 2009, it has been decided to carry out pilot projects with increased external review of applications submitted by the application deadline on 1 March 2010. This means that applications for Collective projects within the following fields are submitted for external review, cf. Chapter 4.3:

- Art history, design and architecture
- Foreign languages and intercultural communication
- History
- Educational theory and practice

In addition, applications for Sapere Aude: DFF – Starting Grant may be submitted for external review.

The external reviewers will be internationally recognised researchers. The applicable rules on the disqualification of the Councils' activities also apply to external reviewers. For more information on disqualification, see:

www.fi.dk/lovstof/andre-regler/bindende-retningslinjer-vedroerende-inhabilitet-for-det-frie/

If your application has been submitted for external review, such external reviews will always be submitted to you for referee rebuttal. External reviews 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 application and on a prioritisation in relation to the overall range of applications.

As for other externally reviewed applications, the grant decision is based on:

- The submitted application
- The external review
- The applicant's possible referee rebuttal

The Council's consideration of applications with application deadlines

The Council expects to make its final decision at its meeting in June, which concludes the consideration of the application. However, this does not apply to the Sapere Aude instruments, see Chapter 4.

No later than on 1 April 2010, a statement will be published on FKK's website stating when a list of successful projects will be published. 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 justification for the Council's decision.

Only qualified council members participate in the consideration of an application.

The transition with increased use of external reviews also means that longer consideration times than previously may be expected for the individual instruments.

FKK is in the process of determining its specific procedures. Applicants are therefore encouraged to keep updated on:

www.fi.dk/fkk/

The Council intends to provide further information on this website at the beginning of 2010 on processing procedures, on the meeting dates on which the

Council decides on applications and the dates on which the Council's decisions are published.

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 justification 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 stated above but you may expect a reply within 1-2 months. Further details of meeting dates and the deadlines for submission of applications to be considered at the individual meetings are available from the secretariat on request. You will be informed in writing of the outcome of the assessment as soon as possible after the meeting.

7. FKK'S ADDRESS AND SECRETARIAT

7.1 FKK's address

The Danish Council for Independent Research | Humanities
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

7.2 FKK's secretariat

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

Inger Schow, Head of Section
Tel.: +45 3544 6262
E-mail: insc@fi.dk

Maibrit Bryde, Senior Clerk
Tel.: +45 3544 6368
E-mail: mbry@fi.dk

Miriam Jensen, Senior Clerk
Tel.: +45 3544 6357
E-mail: mlje@fi.dk

APPENDIX A: GUIDE TO COMPLETION OF FORM 1

1

(Danish) civil registration number used to ensure unambiguous registration of the application. Foreign applicants with no civil registration number must state their date of birth and sex.

2

The single individual responsible vis-à-vis the Research Council.

4-6

You must indicate the e-mail address to be used by the Research Council. You must use a personal e-mail address. 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 instrument applied for (e.g. Individual postdoctoral grants), cf. Chapter 4, and, if applicable, indication of Postdoc.

9

State the keywords that best describe the research project you are applying for. Also, state the OECD subject code that best describes your project (see Chapter 5.1).

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 application to be considered as an urgent application, please indicate by checking off the box. Justification must be attached, see Chapter 6.2. Please note that not all councils accept urgent applications.

14

List all the scientific staff and technical/administrative staff, including students and foreign researchers, for whom salary and/or operating expenses are applied. Unnamed employees should be indicated by NN. Under the item "Scientific/academic members of the project group for whom neither salary nor operating expenses are applied" ("*VIP-medarbejdere i projektgruppen, der hverken søges løn eller drift til*"), you must state only participants central to the completion of the project,

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. The Danish Agency for Science, Technology and Innovation reserves the right to publish the text.

16

All applications must include a detailed budget prepared using the Council's mandatory budget template. 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 application are provided under Chapter 5.5 of the present call for applications. 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 one year, enter six 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 expenses. Overhead for other research institutions/enterprises may be granted on the basis of a specific assessment, and the application must include a justification.

The Council's consideration of the application 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 obtain assistance from the institution which will administer the grant.

16A

In the calculation of the amount applied for, you must consider any differentiated overhead, cf. Chapter 5.5.