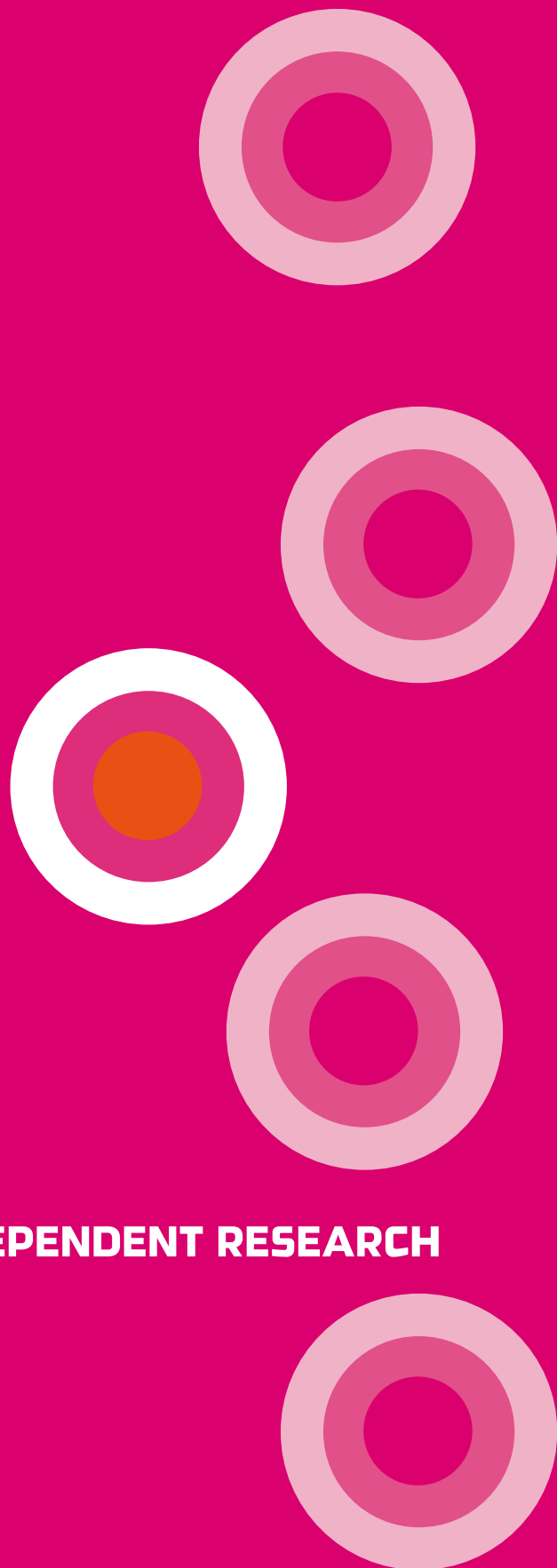


# Call for proposals spring 2010

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



**THE DANISH COUNCIL FOR INDEPENDENT RESEARCH**

| Social Sciences

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

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In this call for proposals, the Danish Council for Independent Research | Social Sciences (FSE) 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*). FSE's share of these funds totals approximately DKK 103.2 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 FSE. DFF has an annual spring deadline for submission of applications comprising five parallel calls for proposals from the individual research councils. Furthermore, DFF publishes an autumn call for proposals with focus on postdoctoral grants. 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/df](http://www.fi.dk/df)

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 this call for proposals**

Applicants should in particular note the following significant changes in this call for proposals:

#### **FSE instruments**

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

- The maximum length of the project description has changed for several instruments, and the calculation method has been adjusted.
- A co-financing requirement of 10 per cent has been introduced for the instrument Databases
- Publication of journals must be applied for by the deadline 1 March 2010
- The research career programme Sapere Aude. See Chapter 4 for further information.

Furthermore, the Council has decided to discontinue the instrument Individual PhD grants (formerly Master's grants – "*kandidatstipendier*") as from the 2010 spring call for proposals.

#### **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. FSE is currently determining its specific processing procedures. Applicants are therefore encouraged to keep updated on [www.fi.dk/fse](http://www.fi.dk/fse).

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 Collaborative research projects must be written in English.

#### **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 FSE 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 Sapere Aude – Postdoc and Individual postdoctoral grants are the only instruments that can be applied for by the deadline 1 September 2010. In addition, applications for the instruments research stays abroad (for applications not exceeding DKK 300,000, excl. overhead, where scientific/academic salaries are not applied for) and Preparation of international applications (START) may be submitted at any time. See Chapter 4.

Please note that Sapere Aude – Postdoc and Individual postdoctoral grants are the only instruments that can be applied for by the deadline 1 September 2010. See Chapter 4.

### **1.3 Grant start**

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

### **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, cf. Chapter 4.6.

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

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

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

Only applications that comply with the formal requirements set out in this call for proposals will be subjected to substantive consideration by the Council (see Chapter 5.1). 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. 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.

The FSE 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](http://www.fi.dk). You may keep informed of the latest developments by taking out a free electronic subscription from the website. The Council will always consider applications on the basis of the version of the call for proposals applicable at the time when the application was submitted.

The calls for proposals from the five research councils as well as the relevant forms are available on:

[www.fi.dk/raad-og-udvalg/det-frie-forskningsraad/faglige-raad](http://www.fi.dk/raad-og-udvalg/det-frie-forskningsraad/faglige-raad)

Information on grants awarded is available via:

[www.fi.dk/soeg-stoette/bevillingsoversigter](http://www.fi.dk/soeg-stoette/bevillingsoversigter)

### **3. WHO CAN APPLY FOR FUNDING?**

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The Danish Council for Independent Research | Social Sciences (FSE) awards grants to researchers within the social sciences. FSE covers the following main disciplines: economics, sociology, political science and jurisprudence, as well as the societal aspects of a number of interdisciplinary areas (e.g. development studies, gender studies and cultural geography).

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 FSE. 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 support through grants from the councils as long as this is in accordance with EU state aid regulations. In any event, the enterprise will be required to contribute substantial co-financing. Private-sector support can be given in accordance with:

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

## 4. WHAT CAN BE APPLIED FOR?

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

### **FSE invites applications for the following instruments in the spring of 2010**

<b>Instrument</b>	<b>Application deadline</b>
Sapere Aude: DFF – Postdoc	1 March
Sapere Aude: DFF – Starting Grant	1 March
FSE research units	1 March
Collaborative research projects	1 March
Individual research projects	1 March
Individual postdoctoral grants	1 March
Research networks	1 March
Databases	1 March
Publication of journals	1 March
Research stays abroad	1 March/Applications may be submitted at any time
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 Sapere Aude DFF – Postdoc is also an application for an individual postdoctoral grant.

##### **Objective**

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 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.

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. 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 Chapter 5.3)
- CV and list of publications (see Chapter 5.4)
- PhD diploma and 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)
- Confirmation to host the grant holder from a foreign institution, if relevant
- 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 FSE. 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 researchers from other fields can participate in the review process. You will receive a decision on your application for the DFF – Postdoc by the end of the year. Therefore, should you receive 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

### **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, excl. 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**

Your 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 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).

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 Principal Investigator.

### **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 to host the grant holder from a foreign institution, if relevant
- 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 participants (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 (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 FSE. 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 best qualified applicants will be invited for an interview before a final decision is made.

### **4.3 FSE research units**

Application deadline: 1 March 2010

#### **Objective**

In order to promote the international quality and impact of Danish research, FSE awards funding to the establishment and development of research units constructed as coherent and focused research efforts in research fields with particular Danish competencies.

#### **Applicant requirements**

The researcher participating in and having the principal responsibility for carrying out the suggested FSE research unit must submit the application.

Internationally recognised researchers at senior researcher level who can document having carried out original research and having experience with research management can submit applications. The other participants in the unit should have research competencies at international level. The Council furthermore expects young and foreign researchers to participate in the research unit.

#### **The application**

An FSE research unit must be a well-defined, innovative, ambitious and thematically specified unit of high international scientific quality and potential to participate in research consortiums nationally and internationally. The unit may have several thematically identical research activities with different problems. Most often, the unit will comprise several research traditions and disciplines inspiring each other. An FSE research unit must be constructed around one or several research environments and must have a permanent physical and organisational core.

An FSE research unit must be highly visible and have a strong power of attraction – particularly in order to be able to recruit from the growth layer of research and researchers from abroad.

The applications must be written in English.

Funding awarded to FSE research units will typically total DKK 6-10 million, excl. overhead, over a period of 3-5 years. FSE plans to award funding to one FSE research unit per application cycle.

PhD and postdoctoral scholarships may be included if they are an integral part of the research unit. 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 research unit 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.

### **Project description**

If your project description contains figures, tables, etc., it must not exceed 15 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 48,000 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 FSE research units must furthermore include a description of:

- Objective, contents and novelty value of the research unit
- The international "state of the art" of existing research
- The unit's potential for scientific innovation and originality, theoretically as well as methodologically
- Contents of the research activities, how they complement each other and the way in which they contribute to the overall research efforts
- Planned collaboration with Danish and foreign partners, academic as well as non-academic (enterprises, authorities, organisations, etc.)
- A detailed organisational structure, distribution of work and plan of dissemination
- A specification of the FSE unit's own milestones and success criteria
- Justification of why a grant will make a difference and not just consolidate existing collaboration and why a Collaborative research project would not suffice for the group of applicants

### **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 (incl. salaries for PhD and postdoctoral grants and foreign visiting researchers)
- Technical/administrative salaries
- Equipment expenses exceeding DKK 100,000

- Operating expenses (e.g. for data collection, research stays abroad, hosting of scientific conferences, seminars, annual education rates relating to PhD grants, 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 an FSE research unit must be submitted using Form 1 and you must enclose the following appendices in the order below:

- Project description (see Chapter 5.3)
- CVs and list of publications for applicant and participants (see Chapter 5.4)  
The principal investigator must furthermore document having carried out original research and having experience with research management
- If PhD scholarships are applied for with named students in mind, the following appendices should be enclosed: CV, 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 prepared using the Council's mandatory budget template (see Chapter 5.5). When applying for funding to cover scientific/academic salaries, you must state the salary amount, if any, already granted to you and other participants for the project period applied for from the Research Council or other external sources of financing. 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. The sub-budgets must be completed using the Council's mandatory budget template for the detailed budget.

### **Processing procedure**

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

As part of the pilot projects on increased use of external reviews, the Council has chosen to submit applications under the instrument FSE research units for review by international individual reviewers.

## **4.4 Collaborative research projects**

Application deadline: 1 March 2010

## **Objective**

In order to enhance the quality of Danish research, FSE supports Collaborative research projects carried out by groups of researchers. Collaborative research projects are characterised by a distinct and well-defined problem formulation and complex of themes with synergies between the individual sub-projects.

The Council particularly wishes to call attention to the opportunity for exchanges between sector research institutions, universities and other institutions of higher education.

## **Applicant requirements**

You must have obtained a PhD or achieved equivalent qualifications through your research.

The researcher participating in and having the principal responsibility for carrying out the suggested research project must submit the application.

## **The application**

You must write the application in English.

Projects may be of short or long duration and may vary in scope. Collaborative research project grants are awarded for up to three years. Only in exceptional cases, and when founded on scientific arguments, will the Council accept a longer project period, but never more than five years.

You may apply for PhD and postdoctoral scholarships if they are an integral part of a larger research project involving a group of researchers or an individual researcher. 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.

You may submit applications for a maximum of one PhD scholarship and one postdoctoral scholarship.

## **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 (excluding references/bibliography).

You must prepare the description in accordance with the guide in Chapter 5.3. The project description for Collaborative research projects must furthermore include a description of:

- The correlation and synergy between the individual sub-projects
- The participants' distribution of work

- Problem formulation of sub-projects as well as their theoretical and methodological foundation of typically one A4 page/3,200 keystrokes within the overall maximum limit for the project description
- The research content of any PhD and postdoctoral scholarship (named as well as unnamed) of typically one A4 page/3,200 keystrokes within the overall maximum limit for the project description.

### **Budget**

You may apply for funding to cover expenses that are directly attributable to the suggested project and which are relevant and necessary in order to carry out the project, cf. also Chapter 5.5 on budget. The budget 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
- Operating expenses (e.g. data collection, research stays abroad, hosting of scientific conferences, seminars, annual education rates relating to PhD grants, 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 a Collaborative research project must be submitted using Form 1 and you must enclose the following appendices in the order below:

- Project description (see Chapter 5.3)
- CVs and list of publications for applicant and participants (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 prepared using the Council's mandatory budget template (see Chapter 5.5). When applying for funding to cover scientific/academic salaries, you must state the salary amount, if any, already granted to you and other participants for the project period applied for from the Research Council or other external sources of financing. 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. The sub-budgets must be completed using the Council's mandatory budget template for the detailed budget.

### **Processing procedure**

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

As part of the pilot projects on increased use of external reviews, the Council has chosen to submit applications under the instrument Collaborative research projects for review as follows:

- Collaborative research projects within economics (subject codes: economics and business economics, see Chapter 5.1) are submitted for review by an international review panel
- Collaborative research projects within other fields and exceeding DKK 4 million, excl. overhead, are submitted for international individual review.

## **4.5 Individual research projects**

Application deadline: 1 March 2010

### **Objective**

In order to enhance the quality of Danish research, FSE supports individual research projects.

The Council particularly wishes to call attention to the opportunity for exchanges between sector research institutions, universities and other institutions of higher education.

### **Applicant requirements**

You must have obtained a PhD or achieved equivalent qualifications through your research.

### **The application**

Projects may be of short or long duration and may vary in scope. Research project grants are awarded for up to three years. Only in exceptional cases, and when founded on scientific arguments, will the Council accept a longer project period, but never more than five 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 (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 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 expenses exceeding DKK 100,000
- Operating expenses (e.g. data collection, research stays abroad, hosting of scientific conferences and seminars)
- 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 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 applicant (see Chapter 5.4).
- Detailed budget prepared using the Council's mandatory budget template (see Chapter 5.5). When applying for funding to cover scientific/academic salaries, you must state the salary amount, if any, already granted to you for the project period applied for from the Research Council or other external sources of financing.

## **Processing procedure**

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

### **4.6 Individual postdoctoral grants**

Application deadline: 1 March

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

### **The application**

You may apply for Individual postdoctoral grants for 1-3 years. Individual postdoctoral grants from DFF may not be awarded for a total of more than 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 (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 grant and which are relevant and necessary in order to carry out the grant, 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. for data collection, hosting of scientific conferences, seminars, research stays abroad, fees (tuition, bench-fee, access to collections/equipment) at foreign institutions)
- 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 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 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)
- Confirmation to host the grant holder from a foreign institution, if relevant
- 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.

### **Council-specific matters**

Please note that the Council has set up further requirements for Individual postdoctoral grant applications:

- If you are applying for the grant in direct extension of a PhD grant, a statement must be provided as to how the postdoctoral grant is distinct from your PhD project
- The Council recommends that applicants intending to complete an entire course of study abroad ensure that they are affiliated with a Danish institution and that the Danish institution administers the grant
- When applying for scientific/academic salaries, you must state the salary amount, if any, already granted to you for the project period applied for from the Research Council or other external sources of financing.

## **4.7 Research networks**

Application deadline: 1 March 2010

### **Objective**

The objective of FSE Research networks is to promote the development of research environments and/or competencies, collaboration between researchers and the internationalisation of Danish research. This instrument may also contribute to improve the quality of new research areas and research areas with a scientific/academic and societal need for cultivation in Denmark.

### **Applicant requirements**

As a principal investigator, you must have obtained a PhD or achieved equivalent qualifications through your research.

The researcher participating in and having the principal responsibility for carrying out the suggested network must submit the application.

### **The application**

FSE provides funding for the establishment or development of national and international research networks within a specific research area, provided that the network is diverse in terms of institutions and geographical location.

The Council has set a maximum limit of DKK 350,000 p.a., excl. overhead, for applications for national networks. For international network grants, the Council has set a maximum of DKK 500,000 p.a., excl. overhead.

Network grants are awarded for up to 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 (excluding references/bibliography).

You must prepare the description in accordance with the guide in Chapter 5.3. The project description for Research networks must furthermore include a description of:

- Motivations for the planned research efforts including a description of the state and development potential of the research area in Denmark
- Specific academic/scientific programme indicating the plans for the theoretical and/or methodological development of competencies
- Field of research in which the network operates
- Specific and academic content of the activities to be carried out within the network
- Contributions of the participating environments to the network
- Existing networks need to account for the continued development of the network in relation to the current network

### **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 (including visiting researchers)
- 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

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)
- Scientific description of the participating research environments
- CVs and list of publications for the applicant and key participants in the network (see Chapter 5.4)
- Detailed budget prepared using the Council's mandatory budget template (see Chapter 5.5). When applying for funding to cover scientific/academic salaries, you must state the salary amount, if any, already granted to you for the project period applied for from the Research Council or other external sources of financing. 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. The sub-budgets must be completed using the Council's mandatory budget template for the detailed budget.

### **Processing procedure**

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

## **4.8 Databases**

Application deadline: 1 March 2010

### **Objective**

In order to promote the development of the research infrastructure, FSE provides funding for research networks for the establishment or development of both qualitative and quantitative national databases. Research networks can also apply for funding for Danish participation in international databases within the social sciences.

### **Applicant requirements**

As a principal investigator, you must have obtained a PhD or achieved equivalent qualifications through your research.

The researcher participating in and having the principal responsibility for carrying out the suggested database must submit the application.

### **The application**

Except where very special circumstances apply, it is a prerequisite that data is made available free of charge to other researchers and for online teaching as soon as the database has been established and documented.

Furthermore, it must be stated in the application that the research network behind the database has applied for other financing sources before submitting an application to FSE.

Funding is provided to cover full or partial financing of the establishment and development of databases and Danish participation in international databases but not to cover the relevant research work and expenses in connection with the ongoing operation.

The Council has set a maximum limit of DKK 3 million p.a., excl. overhead.

Database grants are awarded for up to 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 (excluding references/bibliography).

You must prepare the description in accordance with the guide in Chapter 5.3. The project description for databases must furthermore include a description of:

- Field of research to which the database applies
- Quality of the database
- Relevance of the database in relation to existing data sources
- Theoretical foundation of the database expressed as variables included in the database
- Relevance of the database to the research of the participating environments
- Specification of how data is made available free of charge
- Projects that are to or can be launched by way of the database
- An account of the other financing sources to which applications for databases have been submitted

### **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 expenses exceeding DKK 100,000
- Operating expenses (to cover e.g. data collection, establishment and maintenance of online data access, communication of information on the content of and analytical opportunities offered by the database, publication of data documentation)
- 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.

For applications for Databases, 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 degree of more than 10 per cent from Danish state 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.

### **Form and appendices**

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

- Project description (see Chapter 5.3)
- Scientific description of the participating research environments
- CVs and list of publications for applicant and key participants in connection with the establishment of the database (see Chapter 5.4)

- Detailed budget prepared using the Council's mandatory budget template (see Chapter 5.5). When applying for funding to cover scientific/academic salaries, you must state the salary amount, if any, already granted to you for the project period applied for from the Research Council or other external sources of financing. 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. The sub-budgets must be completed using the Council's mandatory budget template for the detailed budget.

### **Processing procedure**

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

## **4.9 Publication of journals**

Application deadline: 1 March 2010

### **Objective**

In order to promote the dissemination and communication of social science research, FSE provides funding for scientific journals, including e-journals.

### **Applicant requirements**

You must have obtained a PhD or achieved equivalent qualifications through your research.

The researcher participating in and having the principal responsibility for the suggested journal must submit the application.

The application may not be submitted on behalf of a journal administered by a state research institution.

### **The application**

The following journal requirements must be met to be eligible for funding:

- The editorial board must be based in several Danish social science research environments at several research institutions and primarily comprise researchers, i.e. as a minimum PhD students
- The articles must undergo a referee process prior to publication
- Abstracts of the journal's articles must be available in English on the journal's website and must be included in English-language abstract databases

A precondition for funding is that there is a reasonable relationship between the readership, price and production costs of the journal. If this is not the case, the Council can make an increase in the subscription price a grant conditional.

Grants for journals are awarded for up to three years, and the Council has limited application funding to DKK 65,000 p.a. If the journal yields a profit, the funding will be reduced correspondingly.

### **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 (excluding references/bibliography).

You must prepare the description in accordance with the guide in Chapter 5.3. The project description for Publication of journals must furthermore include a description of:

- The ratio of manuscripts submitted to articles published
- The journal's referee procedures, including the scope of single and double-blind referee processes and number of referees per article
- The institutional affiliations of the authors of submitted manuscripts and published articles as well as of members of the editorial board and referees
- Abstracts of articles in the next issue
- Planned content of subsequent issue(s) within the grant period (new journals only)
- Compilation of indicators for the journal's readership (subscribers, sales of single copies, downloads, etc.)
- English-language abstract databases where the journal abstracts are included

### **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:

- Technical/administrative salaries
- Operating expenses (for e.g. printing, distribution)

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 publication of journals must be submitted using Form 3 and you must enclose the following appendices in the order below:

- Project description (see Chapter 5.3)
- Previous year's journal in duplicate (existing journals only)
- CV and list of publications for the editor of the journal (see Chapter 5.4)

### **Processing procedure**

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

#### **4.10 Research stays abroad**

Application deadline is 1 March 2010 for applications exceeding DKK 300,000, excl. overhead, or applications for funding including scientific/academic salaries.

Applications may be submitted at any time for applications not exceeding DKK 300,000, excl. overhead, where scientific/academic salaries are not applied for.

#### **Objective**

In order to promote the internationalisation of Danish research, FSE provides funding for research stays at a foreign institution for a continuous period of at least three months as part of a research project.

#### **Applicant requirements**

The application must be submitted by the researcher going on the suggested research stay.

You must have obtained a PhD or achieved equivalent qualifications through your research.

#### **The application**

The Council only provides funding for research stays of more than three months' duration to carry out a research project abroad at a foreign institution. You may apply for funding when the objective of the research stay is to enter into binding and specific research collaboration with foreign partners or gain access to archives, libraries, institutions, etc.

The Council recommends that researchers applying for the instrument Research stays abroad ensure that they are affiliated with a Danish institution and that the Danish institution administers the grant.

#### **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 (excluding references/bibliography).

You must prepare the description in accordance with the guide in Chapter 5.3. The project description for Research stays abroad must include a scientific/academic argument as to how the research project stands to benefit from a research stay abroad at the institution in question, as well as a description of specific and binding research collaboration, access to archives and libraries or data collection.

#### **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
- Operating expenses (for e.g. travel and living expenses, fees charged by the foreign institution, data collection)
- 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 stays abroad 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 applicant (see Chapter 5.4).
- Documentation of binding and specific research collaboration with foreign partners or documentation of access to the archives, libraries, institutions, etc. that are the objective of the stay
- Detailed budget prepared using the Council's mandatory budget template (see Chapter 5.5). When applying for scientific/academic salaries, you must state the salary amount, if any, already granted to you and your co-applicants for the project period applied for from the Research Council or other external sources of financing.

### **Processing procedure**

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

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

Applications may be submitted at any time

### **Objective**

With a view to sustaining and improving the international competitiveness of Danish research and strengthening Danish researchers' possibilities of successfully applying for international financing sources, FSE 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 in relation to the international application. 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 applications 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) an application may be submitted for each of these. You can apply for funding for the Preparation of 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 (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 proposals, 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 scientific/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 the 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 the applicant, 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)

### **Council-specific matters**

Please note that the Council has set up the following requirements for the Preparation of international applications (START):

- You must have obtained a PhD or achieved equivalent qualifications through your research
- The researcher participating in and having the principal responsibility for the suggested preparation of international applications must submit the application
- When applying for scientific/academic salaries, you must state the salary amount, if any, already granted to you and your co-applicants for the project period applied for from the Research Council or other external sources of financing
- 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. The sub-budgets must be completed using the Council's mandatory budget template for the detailed budget.

### **Processing procedure**

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

## 5. HOW AND WHEN TO APPLY

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### **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 Sapere Aude: DFF – Postdoc and Individual postdoctoral grants for which applications may also be submitted on 1 September and open-ended instruments (submission at any time).

### **Urgent applications**

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

### **5.1 General application requirements**

#### **Form**

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

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

#### **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 power, the funding function, etc. of the Danish Council for Independent Research and the Danish Council for Strategic Research available on [www.fi.dk](http://www.fi.dk).

- Applications must be received before the application deadline with the exception of applications that may be submitted at any time and urgent applications
- 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, prepared using the Council's mandatory budget template, 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 application, 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/](http://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 or English. For the following instruments, you must write your application in English:

- FSE research units
- Collaborative research projects

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 as well as one electronic copy in PDF format on a CD/DVD-ROM
- The electronic application must be divided into two separate PDF files. These files must be named and include the following:
  - the project description stating the project title and the applicant and the length of the project description on the first page, cf. below
  - form with other appendices
- The Council requests that you create the PDF files 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).

Please note that FSE will use e-mail to communicate with you. It is therefore important that the Council has your current e-mail address.

## **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, i.e.:

- The project's potential for scientific innovation and originality and any society perspectives: State why the project is important.
- Problem formulation: Specify the research topic(s) to be considered and resolved.
- Theoretical foundation: It is important to give an adequate account of the theoretical foundation on which the research is based. Ideally, the account should include a motivation for the choice of theory; a brief introduction to the key theoretical viewpoints, concepts and arguments; an assessment of the applicability of the theory in relation to the problem formulation and any limitations; and reflections on the need to and possibilities of supplementing the theory with other theories. It is also important to give an account of how the theoretical concepts and contexts are translated into empirical analyses and/or made the subject of theory development.
- Project method: It is very important to FSE that the application includes an account of the methodological approach(es), irrespective of whether the project has an empirical and/or theoretical aim. The applicant should explicitly consider how the problems will be examined by means of the relevant theory and/or empirical methods, which methodological approach to use, potential methodological problems and how to handle them. It is important that the applicant's reflections on the analytical strategy and research method are related to the specific research project, and are not merely condensed into a general reference to conventional methods.
- The practical feasibility of the project
- Work schedule and timetable
- Any scientific ethical issues in relation to the project
- Project benefits: State the expected benefits and output of the project, in particular in relation to publication and dissemination

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 social science, 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.

On the first page of the project description, you must state the applicant's name and project title as well as the length of the project description in pages or number of keystrokes.

#### **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**

Your CV must be brief, must not exceed 1-3 A4 pages and must be structured as shown below:

- Personal data: Name, address, etc.
- Educational level
- Positions held (including periods of leave)
- Academic awards and honours
- Management experience, including project management experience
- Scientific focus areas
- Student guidance (PhD students and postdoctoral students)

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

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

#### **List of publications**

In addition to a CV, the Council also requests a list of publications that must be brief and not exceed five A4 pages. The Council's assessment of your

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

### 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 af december 2009*"). The publication is available on [www.fi.dk/bevilling/vilkaar](http://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. The Council has chosen to make such requirement in connection with Databases as the only instrument, cf. Chapter 4.8.

Furthermore, the Council may freely request co-financing from other institutions. The Council has chosen to make such requirement in connection with Databases as the only instrument, cf. Chapter 4.8. For other instruments, co-financing may be included as an assessment criterion when deemed relevant.

#### **Completion of budget information in Form 1**

You must fill in budget information in Item 16 in Form 1. In the first column, state the amounts you apply for from the Research Council, cf. the detailed budget (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 form is available on [www.fi.dk](http://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 applied 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 councils are covered by the employment structure for scientific/academic staff at institutions of higher education or by the employment structure for scientific/academic staff performing research at sector research institutions. Privately employed staff may apply for their current salary documented by e.g. salary statements.

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

### **Standard rates**

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

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

<b>Standard rates (salary excl. annual education rates) for PhD scholarships commencing 2010:</b>					
	Salary budget for 1 <sup>st</sup> year of grant/2010	Salary budget for 2 <sup>nd</sup> year of grant/2011	Salary budget for 3 <sup>rd</sup> year of grant/2012	Salary budget for 4 <sup>th</sup> year of grant/2013	Salary budget for 5 <sup>th</sup> 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 on appointment	430,000	470,000	480,000	500,000	510,000
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, 1<sup>st</sup> year. All amounts include salary level increases.

<b>Standard rates for postdoctoral grants commencing 2010</b>					
	Salary budget for 1 <sup>st</sup> year of grant/2010	Salary budget for 2 <sup>nd</sup> year of grant/2011	Salary budget for 3 <sup>rd</sup> year of grant/2012	Salary budget for 4 <sup>th</sup> year of grant/2013	Salary budget for 5 <sup>th</sup> 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.

<b>Standards rates for assistant professor level</b>				
2010	2011	2012	2013	2014
520,000	535,000	550,000	565,000	575,000
<b>Standards rates for associate professor level</b>				
2010	2011	2012	2013	2014
560,000	575,000	590,000	600,000	615,000
<b>Standards rates for professor level</b>				
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](http://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 data collection, research stays abroad, hosting of scientific conferences, seminars, annual education rates relating to PhD scholarships.

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 education 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 education rates that are lower than the standard annual education 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 education rates corresponding to DKK 50,000 (humanities/social sciences)/DKK 80,000 (science/technology/health sciences) for each full project year.

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

**Data purchase/data collection**

If the application includes funding for data purchase, surveys or similar, an estimate from a data supplier must be appended.

If the application includes funding for surveys or similar exceeding DKK 100,000, estimates from two different agencies or data suppliers must be enclosed.

The estimates must as far as possible apply from the time when the data purchase/collection is to take place.

### **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](http://www.perst.dk).

If, during stays abroad, you remain employed at a Danish state research institution, the Council recommends that you find out whether you are covered by state self-insurance and, therefore, do not need to take out your own insurance.

### **Overhead/administration expenses**

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

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### 6.1 The Council's assessment

When assessing the contents of applications, the Danish Council for Independent Research | Social Sciences (FSE) 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 and innovation and originality theoretically as well as methodologically?
- Does the project description make it clear that the project/activity contributes to the internationalisation of Danish research?
- Does the project description include a clear and well-formulated problem?
- Does the project description describe the "state-of-the-art" status of existing international research and the project's/activity's potential contribution?
- Does the project description include an appropriate and well-substantiated choice of theory and methodology and have they been sufficiently described?
- Is there agreement between problem formulation, theory and method in the project description?
- Is the data basis well described in the project description?
- Is the project description of the synergy between sub-projects/research teams sufficient?
- Does the project description describe any society perspectives of the project/activity?

### **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 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? (Particularly relevant in relation to Collaborative research projects and FSE research units).
- 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?
- Is there co-financing from the business community?
- Are any ethical aspects satisfactorily identified?

## **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 an 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 your comments (consultation). 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.

### **Increased external review of applications with an 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, 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 evaluation 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.

The Council has decided the following:

- FSE research units are submitted to international individual reviewers.
- Collaborative research projects within economics (subject codes: economics and business economics, see Chapter 5.1) are submitted for review by an international review panel
- Collaborative research projects within other fields and exceeding DKK 4 million, excl. overhead, are submitted for international individual review.

Due to the increased use of external reviews, more applications will be submitted for external review, cf. more detailed information in Chapter 4.

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/](http://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 your comments (consultation). 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
- Any response to consultation documentation from the applicant

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

Firstly, the applications are pre-considered by the Council's three sections, which cover the main areas of economics, sociology and political science/jurisprudence. Applications that fall within the remits of two sections are considered by both. The sections prepare recommendations for the Council to decide on. At a subsequent Council meeting, the full Council will complete the consideration of the applications, prioritise them and make its final decision.

If the Council's decision is negative, you will receive a letter of rejection with a brief justification. Unfortunately the Council's resources do not permit a more detailed justification. However, the rejection will include the name of the competent Council member who can be contacted for a more detailed oral justification of the Council's decision. If you wish to contact this person, you should do so as soon as possible after you have received the rejection.

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 several instruments.

FSE is in the process of determining its specific processing procedures. Applicants are therefore encouraged to keep updated on [www.fi.dk/fse](http://www.fi.dk/fse). 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 or an urgent application, the procedure is generally the same as stated above but you may typically expect a reply within 1-2 months. For urgent applications, it is assumed that the request for urgent consideration is met by the Council.

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. FSE'S ADDRESS AND SECRETARIAT

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### 7.1 FSE's address

The Danish Council for Independent Research | Social Sciences  
The Danish Agency for Science, Technology and Innovation  
Bredgade 40  
DK-1260 Copenhagen K  
Tel.: +45 3544 6200  
Fax: +45 3544 6201  
Website: [www.fi.dk](http://www.fi.dk)

### 7.2 FSE's secretariat

Lars Christensen, Senior Adviser	+45 3544 6265 / lach@fi.dk
Karen Lauterbach, Head of Section	+45 3544 6280 / kjla@fi.dk
Troels Danielsen, Head of Section	+45 3544 6228/ trda@fi.dk
Grethe Jørgensen, Senior Clerk	+45 3544 6308 / gjo@fi.dk

## **APPENDIX A: GUIDE TO COMPLETION OF FORM 1**

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### **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**

State the instrument applied for (e.g. Individual postdoctoral grant), cf. Chapter 4.

### **9**

State the keywords that best describe the research project you are applying for. Also, state the 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 form. 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 proposals. Summarised details should be entered in Item 16 of the application form. The budget items must be broken down by calendar year (1 January – 31 December). In the first column, state the amounts being applied for from the Research Council, see the detailed budget. In the second column, state contributions from the workplace/institution, if any. In the third column, state the total grant amounts awarded to the project from other sources.

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