



**DANMARKS FRIE
FORSKNINGSFOND**
INDEPENDENT RESEARCH
FUND DENMARK

CALL FOR PROPOSALS
AUTUMN 2017 AND **SPRING 2018**

CONTENTS

1. APPLICATIONS TO THE INDEPENDENT RESEARCH FUND DENMARK	3
Information meetings	3
Guide to this call	3
1.1 Changes in the Autumn 2017 - Spring 2018 Call	3
1.2 About the Independent Research Fund Denmark	4
1.3 Delimitations between the five research councils	4
2. WHAT CAN BE APPLIED FOR?	7
Application deadlines and grant start	7
2.1 DFF–International Postdoctoral Grant	10
2.2 Sapere Aude: DFF–Starting Grant	13
2.3 DFF–Research Project 1	16
2.4 DFF–Research Project 2	18
2.5 Non-university Research Education (PhD)	20
2.6 Research Networks Humanities	22
2.7 Journals Humanities	23
2.8 International Research Stay Social Sciences	24
2.9 Clinician Scientist Position Medical Sciences	26
2.10 Pregraduate Scholarship Medical Sciences	27
2.11 Graduate Research Opportunities Worldwide (GROW)	30
3. WHEN AND HOW TO APPLY	31
3.1 Application deadlines	31
3.2 Requirements for your application to be considered by a research council	31
3.3 General application requirements	32
CV	33
List of publications	34
3.4 How to apply for more than one instrument within the same council	35
3.5 How to apply to more than one council at Independent Research Fund Denmark	35
4. WHO CAN APPLY FOR FUNDING?	35
4.1 Applicant's qualifications	35
4.2 Special requirements for private enterprises	35
5. HOW IS THE APPLICATION PROCESSED AND ASSESSED?	37
5.1 Processing procedures of the Independent Research Fund Denmark	37
Processing of interdisciplinary applications	37
External review at Independent Research Fund Denmark	38
When and how will you be notified of the fund's decision?	39
5.2 The fund's assessment and assessment criteria	39
6. ADDRESS AND SECRETARIAT OF THE INDEPENDENT RESEARCH FUND DENMARK	41
6.1 Address and contact information	41
6.2 Support for the e-grant system	41
APPENDIX A: TERMS AND CONDITIONS	42

APPENDIX B: GUIDE TO USING E-GRANT	44
APPENDIX C: HOW TO MAKE A BUDGET	46
C.1 Entering budget information in the application form	46
C.2 Completing the budget	46
C.3 Co-financing and funding from other sources	46
C.4 What expenses may be covered?	47
C.4.1 Special budget requirements for DFF–International Postdoctoral Grant	49
C.5 Overhead/administration expenses	51
C.6 Budget signatures	51

1. APPLICATIONS TO THE INDEPENDENT RESEARCH FUND DENMARK

IRFD's Call for Proposals – autumn 2017 and spring 2018

With this Call for Proposals the Independent Research Fund Denmark (IRFD, previously the Danish Council for Independent Research) invites applications for grants for research activities. The information in this call applies to applications submitted for the application deadlines in autumn 2017 and for the spring 2018 deadline as well as any urgent applications (see [section 3.1](#)) submitted during the period 1 October, 2017 – 30 September, 2018. The ability of the fund to offer the funding instruments mentioned in [chapter 2](#), is dependent on the level of funding for 2018 being equivalent to that of 2017. As the national budget for 2018 has not yet been passed by Parliament, the fund is unable to guarantee that all funding instruments will be offered in 2018.

This document is an English translation of the fund's Danish Call for Proposals. In case of any inconsistencies between the two versions, the information in the Danish version shall apply.

Information meetings

IRFD's secretariat arranges information meetings about administrative procedures and processes in connection with the autumn 2017 and spring 2018 Call for Proposals. The meetings are open for anyone interested, and will be held at the end of August and beginning of September 2017. The meetings are announced at: <http://ufm.dk/forskning-og-innovation/rad-og-udvalg/dff/arrangementer>.

Guide to this Call

In this call you can read about the options available to you as applicant and about the applicant and application requirements. This call contains a large amount of information, but you do not necessarily have to read the entire call. If you e.g. intend to apply for a DFF–International Postdoctoral Grant, you should as a minimum read the following sections:

Question	Section	General instructions
How do I register as a user, and how do I use the e-grant system?		Appendix B
Where can I get help in relation to questions about my application?		6.1 and 6.2
Which research council(s) can/should I apply to?		1.2 , 2 (possibly also 3.5 and 5.1)
Where do I find information about the relevant application deadlines?	2.1	2
Do I fulfil the applicant requirements?	2.1	
What are the requirements in relation to the duration of my project?	2.1	
In which language should my application be submitted?	2.1	
What are the requirements for the project description?	2.1	3.3
What expenses may be covered and what are the budget requirements?	2.1	Appendix C
Which appendices should I enclose and what are the requirements?	2.1	3.3 and Appendix C
Where can I read about IRFD's assessment criteria?		5.2
Where can I read about IRFD's processing procedures?		3.2 and 5.1
When will I be notified of the fund's decision?		2 and 5.1

1.1 Changes in the Autumn 2017 - Spring 2018 Call

The following changes have been implemented since the previous call:

- The deadline for DFF-International Postdoc has been moved to the autumn, see [section 2.1](#).
- A fixed amount has been introduced to cover personal expenses in connection with DFF–International Postdoc, see [section 2.1](#).
- The IRFD | Humanities now offers DFF–Research Project 1, see [section 2.3](#).
- Maximum project duration for DFF–Research Project 2 has been prolonged to 4 1/2 years, see [section 2.4](#).

- A maximum amount for Non-university Research Education (PhD) of DKK 1,800,000 excluding overhead has been introduced, see [section 2.5](#).
- The funding instruments Research Networks | Humanities (see [section 2.6](#)) and Clinician Scientist Position | Medical Sciences (see [section 2.9](#)) have been modified.

1.2 About the Independent Research Fund Denmark

IRFD supports independent research based on the researchers' own ideas within and across all the main fields of science. IRFD is comprised of a Board of Directors and the following five research councils:

*Independent Research Fund Denmark | **Humanities** offers funding to researchers who work within the following disciplines: art history, architecture and design media, film studies science, musicology, ICT in the humanities, comparative literature, dramaturgy, philology, linguistics, communication research, anthropology, ethnology, archaeology, history, philosophy, history of ideas and science, theology, comparative religion, educational theory, pedagogy, psychology and other related research disciplines within the humanities, such as library research, museology, as well as humanistic research within sports science, public health, urban and physical planning.*

*Independent Research Fund Denmark | **Natural Sciences** offers funding to researchers who investigate fundamental scientific issues within the natural sciences, computer science and mathematics, with an epistemological but not necessarily an applied scientific objective. IRFD | Natural Sciences covers the classical disciplines: astronomy, physics, chemistry, mathematics, computer science, molecular biology, biochemistry and -physics, biology, geology as well as the natural science aspects of geography.*

*Independent Research Fund Denmark | **Social Sciences** offers funding to researchers who work within the social sciences. IRFD | Social Sciences covers the following main disciplines: economics, sociology, political science and legal theory, as well as the societal aspects of various interdisciplinary subjects (e.g. communication studies, development studies, gender studies and cultural geography).*

*Independent Research Fund Denmark | **Medical Sciences** offers funding to researchers who work with all aspects of basic, translational, clinical and socio-medical research in relation to human health and disease.*

*Independent Research Fund Denmark | **Technology and Production Sciences** funds researchers carrying out basic research within technology and production sciences which is: a) motivated by a specific problem or having a clear application-oriented perspective; and b) aimed at solving a specific problem, developing new technologies and production systems or new ways of meeting the needs of society. Please note that neither epistemological research without any application-oriented perspectives nor development activities will be supported by IRFD | Technology and Production Sciences.*

1.3 Delimitations between the five research councils

IRFD's Board of Directors decides on the scientific delimitations among the five research councils. The delimitations are described in the table below. There will, of course, be applicants and projects that do not follow these delimitations, and IRFD also accepts cross-disciplinary applications. Some of these are handled within one research council, while others are handled by several councils. [Section 3.5](#) provides information on how to apply to several research councils, while [section 5.1](#) describes how cross-council applications are processed.

	IRFD Natural Sciences	IRFD Social Sciences	IRFD Medical Sciences	IRFD – Technology and Production Sciences
IRFD Humanities	In the delimitation between IRFD Humanities and IRFD Natural Sciences, the decisive principle is that projects which predominantly concern humans' culture-forming and culture-disseminating phenomena and activities (e.g. didactics, sports and archaeology) are covered by IRFD Humanities, whereas research projects primarily concerned with cognitive-forming activities which fall within the natural sciences, should be assessed by IRFD Natural Sciences.	In the delimitation between IRFD Humanities and IRFD Social Sciences, the decisive principle is that projects which predominantly concern relations between human behaviour and institutions (groups, enterprises, organisations and society) are covered by IRFD Social Sciences, whereas projects which predominantly concern culture-analytical and historical aspects, or involve special language and other communicative qualifications are assessed by IRFD Humanities.	In the delimitation between IRFD Humanities and IRFD Medical Sciences the decisive principle is that projects which predominantly concern psychology are covered by IRFD Humanities, whereas projects mostly involving psychiatry should be assessed by IRFD Medical Sciences. There is a certain overlap between these disciplines, but generally speaking, the applications considered by IRFD Medical Sciences are characterised by a biological research theme. Thus, medical history is usually covered by IRFD Humanities, but if a medical history project involves an element of biological research, it may in some cases belong to IRFD Medical Sciences. Projects investigating humanistic aspects of medical science will be covered by IRFD Humanities. Generally, for a project to belong to IRFD Medical Sciences it is not sufficient that the object of study is medicine – the applied methodology must also originate in medical science.	In the delimitation between IRFD Humanities and IRFD Technology and Production Sciences, the decisive principle is that projects which predominantly concern humans' culture-forming and culture-disseminating phenomena and activities are covered by IRFD Humanities. This applies e.g. to media research, design research and linguistics. Projects which primarily involve a technical research element will generally be assessed by IRFD Technology and Production Sciences.
IRFD Natural Sciences		In the delimitation between IRFD Natural Sciences and IRFD Social Sciences, the decisive principle is that projects which predominantly concern human behaviour, organisational matters or managerial processes are covered by IRFD Social Sciences, whereas projects which predominantly concern natural science activities are assessed by IRFD Natural Sciences.	In the delimitation between IRFD Natural Sciences and IRFD Medical Sciences, the decisive principle is that research projects which predominantly have fundamental scientific, epistemological aim are covered by IRFD Natural Sciences. In the event the primary objective of the project is of a medical nature, the project will be assessed by IRFD Medical Sciences. Both IRFD Medical Sciences and IRFD Natural Sciences cover areas such as biology, biochemistry and genetics.	In the delimitation between IRFD Natural Sciences and IRFD Technology and Production Sciences, the decisive principle is that research projects which predominantly have a cognitive-forming perspective, and where the application-oriented perspective is not necessarily clear in advance, are assessed by IRFD Natural Sciences. Fundamental research which is primarily concerned with solving a specific development- and application-oriented problem, is covered by IRFD Technology and Production Sciences.
IRFD Social Sciences			In the delimitation between IRFD Social Sciences and IRFD Medical Sciences the decisive principle is that projects which predominantly concern relations between human behaviour and institutions (groups, enterprises, organisations and society), and where the biological/medical content is limited, are covered by IRFD Social Sciences, while projects in which the research element is predominantly of a medical nature are assessed by IRFD Medical Sciences.	In the delimitation between IRFD Social Sciences and IRFD Technology and Production Sciences, the decisive principle is that projects which predominantly concern human behaviour, institutions (groups, enterprises, organisations and society) are covered by IRFD Social Sciences, whereas projects in which the research element predominantly concern technical/logistical solutions are assessed by IRFD Technology and Production Sciences.

IRFD Medical Sciences				<p>In the delimitation between IRFD Medical Sciences and IRFD Technology and Production Sciences, the decisive principle is that projects which predominantly have a human biological aim and require the use of medical competencies and methods are covered by IRFD Medical Sciences. Projects that predominantly require the use of wider technologically oriented competencies, e.g. for the development and establishment of animal models, medico-technical products or medicine, are covered by IRFD Technology and Production Sciences.</p>
--	--	--	--	---

2. WHAT CAN BE APPLIED FOR?

The Independent Research Fund Denmark (IRFD) supports specific and time-limited research activities, and thus does not offer funding for permanent activities.

IRFD wishes to strengthen and develop the internationalisation of Danish research and the fund therefore welcomes applications that involve international activities. The objective is to give the best researchers and research groups the opportunity to coordinate and develop their research collaborations across country borders, and to give talented researchers the opportunity to spend periods abroad as part of their research careers. Consequently, aspects of internationalisation may form an element in applications for all of IRFD's instruments.

The Independent Research Fund Denmark emphasises that projects supported by the fund maintain a high level of scientific research. One of the fund's main tasks is to stimulate the growth layer and continued development of independent research, where the researchers' own ideas are the driving force. The fund also wishes to support a gender-balanced development among the managements in Danish research institutions, and welcomes applications that give due consideration to such a development. Therefore, IRFD invites applications which strive to demonstrate a scientific practice, which may contribute to scientific diversity and equal opportunities for male and female researchers. When applying for funding for research teams or similar collaborative projects, the applicant must account for his/her considerations in relation to the gender composition of the team or collaboration. Such considerations are required in relation to the application, although the fund does not look at the actual gender composition in connection with its assessment of the application. An account of the gender composition has been introduced as a requirement in order to strengthen the applicants' focus on contributing to equal opportunities for men and women in scientific research.

IRFD aims at strengthening the societal effect of scientific research by offering unhindered and cost free digital access for all members of the public to the latest research results published in scientific articles. Consequently, the Independent Research Fund Denmark, the Danish National Research Foundation, and Innovation Fund Denmark have adopted a joint Open Access policy for public research councils and foundations, effective from 21 June, 2012. This policy requires parallel publication of scientific articles that publish results from research activities, which have been fully or partially financed by the above councils and foundations. For further information about the Open Access policy, see ufm.dk.

IRFD expects all research projects to follow [the Danish code of conduct for research integrity](#).

IRFD's funding instruments autumn 2017 and spring 2018

The table on the following pages gives an overview of the specific funding instruments offered by IRFD's five research councils in autumn 2017 and spring 2018, as well as the relevant application deadlines. Please note that there may be minor differences in relation to the specific requirements each council has for the various instruments. However, the requirements for "[Sapere Aude: DFF – Starting Grant](#)" and "[Non-university Research Education \(PhD\)](#)" are the same for all five research councils. Therefore, please read the description for each instrument carefully, before you prepare and submit your application. The application form is available in [e-grant](#) three months prior to the application deadline.

Application deadlines and grant starting dates

IRFD does not grant funding retroactively. Therefore, you cannot apply for funding for activities already carried out at the time the fund makes its decision. The earliest and latest possible starting dates for each instrument are listed in the table below:

Instrument	Budget framework	Research council offering the instrument and application deadline	Time of processing	Earliest and latest starting date for the project
<u>DDF–International Postdoctoral Grant</u>	No maximum amount limit	All councils: 1 November 2017 at 4:00 p.m.	February 2018	Earliest: 1 April, 2018 Latest: 1 March, 2019
<u>Sapere Aude: DDF–Starting Grant</u>	Max DKK 4,100,000 excl. overhead / administration expenses	All councils: 10 April, 2018 at 4:00 p.m.	November 2018	Earliest: 1 January, 2019 Latest: 1 December, 2019
<u>DDF–Research Project 1</u>	Max DKK 1,800,000 excl. overhead / administration expenses	IRFD Medical Sciences: 27 September, 2017, at 4:00 p.m. IRFD Social Sciences: 28 September, 2017, at 4:00 p.m. IRFD Technology and Production Sciences: 29 September, 2017, at 4:00 p.m. IRFD Humanities: 3 October, 2017, at 4:00 p.m. IRFD Natural Sciences: 4 October, 2017, at 4:00 p.m.	April 2018	Earliest: 1 June, 2018 Latest: 1 January, 2019
<u>DDF–Research Project 2</u>	DKK 1,800,000 – 4,100,000 excl. overhead / administration expenses	IRFD Medical Sciences: 27 September, 2017, at 4:00 p.m. IRFD Social Sciences: 28 September, 2017, at 4:00 p.m. IRFD Technology and Production Sciences: 29 September, 2017, at 4:00 p.m. IRFD Humanities: 3 October, 2017, at 4:00 p.m. IRFD Natural Sciences: 4 October, 2017, at 4:00 p.m.	April 2018	Earliest: 1 June, 2018 Latest: 1 January, 2019
<u>Non-university Research Education(PhD)</u>	Max. DKK 1,800,000 excl. overhead/administration expenses	All councils: 10 April, 2018 at 4:00 p.m.	June 2018	Earliest: 1 July, 2018 Latest: 1 June, 2019

Instrument	Budget framework	Research council offering the instrument and application deadline	Scheduled time of processing	Earliest and latest possible starting date for the project
<u>Research Networks Humanities</u>	Max. DKK 850,000 excl. overhead / administration expenses	IRFD Humanities: 10 April, 2018, at 4:00 p.m.	June 2018	Earliest: 1 July, 2018 Latest: 1 January, 2019
<u>Journals Humanities</u>	DKK 30,000 per. year	IRFD Humanities: 3 October, 2017, at 4:00 p.m.	December 2017	Earliest: 3 October, 2017 Latest: 1 January, 2019
<u>International Research Stay Social Sciences</u>	Max. DKK 300,000 excl. overhead / administration expenses	IRFD Social Sciences: 28 September, 2017, at 4:00 p.m., and 10 April, 2018 at 4:00 p.m.	November 2017 and May 2018	Applications submitted autumn 2017: Earliest: 28 September, 2017 Latest: 27 September, 2018 Applications submitted spring 2018: Earliest: 10 April, 2018 Latest: 9 April, 2019
<u>Clinician Scientist Position Medical Sciences</u>	No maximum amount, but see <u>section 2.9</u>	IRFD Medical Sciences: 27 September, 2017, at 4:00 p.m.	November 2017	Earliest: 1 January, 2018 Latest: 1 January, 2019
<u>Pregraduate Scholarship Medical Sciences</u>	DKK 100,000 excl. overhead / administration expenses	IRFD Medical Sciences: 27 September, 2017, at 4:00 p.m. and 10 April, 2018, at 4:00 p.m.	December 2017 and June 2018	Applications submitted autumn 2017: Earliest: 1 February, 2018. Latest: 1 July, 2018 Applications submitted spring 2018: Earliest: 1 July, 2018. Latest: 1 February, 2019
<u>DFF-GROW</u>	DKK 24,300 / month excl. overhead / administration expenses	Expected NSF deadline: December 2017	March 2018	Earliest: 1 June 2018 Latest: 1 May 2019

2.1 DFF–International Postdoctoral Grant

Application deadlines:

IRFD Medical Sciences	IRFD Social Sciences	IRFD Technology and Production Sciences	IRFD Humanities	IRFD Natural Sciences
1 November, 2017 at 4:00 p.m.	1 November, 2017, at 4:00 p.m.	1 November, 2017 at 4:00 p.m.	1 November, 2017, at 4:00 p.m.	1 November, 2017, at 4:00 p.m.

Objective

The purpose of DFF-International Postdoctoral Grant is to strengthen the international mobility of young talented researchers, as well as to maintain and develop the competencies of researchers who are in the beginning of their research careers. The aim is to enable the grant recipient to consolidate his or her individual research profile by managing and carrying out a specific research project, in an independent manner, at a research institution abroad.

Applicant requirements

Researchers who have a PhD or are expected to submit thesis for defence within 6 months after the application deadline, or have obtained equivalent qualifications (such as a positive assistant professorship evaluation “*adjunktbedømmelse*”), may apply for a DFF-International Postdoctoral Grant. Your PhD must have been awarded by a Danish research institution.

IRFD emphasises that applicants are at the beginning of their research careers. Thus, calculated from the application deadline, no more than 3 years must have elapsed since you obtained your PhD. Leaves of absence such as maternity/paternity leave, illness or family care leave, leave for military service, humanitarian aid work, etc. will be taken into account. In addition, specific scientific/academic circumstances may be taken into account. Examples include clinical stays or similar activities, which can be considered a necessary step in a career path, but where the time for research has been very limited. For applicants, who have been on maternity or paternity leave after obtaining their PhD, the fund will allow for an extended period of time since the degree was obtained. The extended period is calculated by multiplying the actual number of leave weeks by factor 2. The exact period of the maternity/paternity leave (start and end date), must be stated in the applicant’s CV.

The application must be submitted by the applicant. IRFD expects the project description to be formulated personally by the applicant him-/herself.

As a PhD student you may apply, provided you attach a declaration from your supervisor stating that your thesis will be submitted within 6 months of the application deadline. If you are awarded a postdoctoral grant, but subsequently fail to submit your PhD thesis within the given deadline, the grant will be annulled.

Please note that your PhD diploma must be submitted to the Danish Ministry of Higher Education and Science before the first instalment can take place.

The application

You can apply for a DFF-International Postdoctoral Grant for a period of 2 years. As part of these 2 years, a maximum of 6 consecutive months (either at the start or the end of the project period) can be spent at a Danish research institution.

Council-specific criteria

IRFD | Natural Sciences requires you to spend the entire two-year grant period abroad.

Your application must clearly demonstrate how your project is affiliated with a specific and binding collaboration with researchers at the host institution. To facilitate possible external reviews of applications, the project description, CV and list of publications must be written in English.

Project description

The length of your project description must not exceed 5 A4 pages, excluding references, and it must be drawn up using the [IRFD–Project Description template](#), in accordance with the guidelines in [section 3.3](#).

The project description must indicate how your project will cover new scientific ground in relation to your PhD project. You must also state how the project will contribute to further development of your competencies. In addition, the project description must outline the scientific environment in which the project will be carried out, including an account of why the chosen environment will be beneficial to the proposed activities. The project description must also outline the nature of the specific and binding research collaboration.

Application form and appendices

The application form contains a number of fields to be filled in before you submit your application. For example your application must contain a popularised science description (in Danish) of your project and if relevant a description of ethical aspects of the project. Therefore you are advised to register your application in e-grant in due time before the application deadline and to make yourself familiar with the content of the application form.

Your application must be submitted via e-grant (www.e-grant.dk) with the following appendices enclosed in PDF format:

- Project description, using the template [IRFD–Project Description](#) (see [section 3.3](#)) must be maximum 5 A4-pages (including figures and tables) excluding references/bibliography
- Applicant's CV (see [section 3.3](#)) – please note that the precise date and year for obtaining your PhD must be stated in the relevant field of the e-grant form
- List of publications for applicant (see [section 3.3](#)). If you have no publications yet, please include this information in the relevant appendix
- PhD diploma, or alternatively, documentation of: a) acceptance of the thesis for defence, b) a positive assistant professorship evaluation ("*adjunktbedømmelse*"), c) qualifications equivalent to a PhD, achieved in another way, or d) a declaration from your supervisor stating the expected date of submission of the thesis within 6 months after the application deadline (PhD students). If you apply to IRFD | Humanities, you must also enclose your PhD evaluation. If you do not receive a PhD evaluation you must enclose a brief summary of your thesis (1-2 A4 pages)
- A written statement from the host institution in the country, where the project will be carried out. The statement must confirm that the research project can take place at the host institution and must include a brief description of the collaboration and the main activities planned
- A written statement from a Danish host institution confirming that the project may be carried out at the institution in question, if part of your project will take place at a Danish institution
- You, as applicant, must sign the template "[IRFD-budget confirmation](#)".

The budget must be completed using the fund's mandatory budget template in Excel format. The budget must be uploaded to e-grant as an independent file (not merged with the application form). Any confirmed economic contribution(s) from other sources, must be included in the budget.

If relevant, you may also enclose the following additional appendices:

- CVs and lists for other scientific participants central to the project, e.g. main host (see [section 3.3](#))
- If the project involves collaboration with foreign partners, private enterprises or other beneficiaries of the research results, statements from such parties confirming the collaboration may be enclosed (maximum one page each)
- Documentation for applicant's salary level
- Letters of recommendation (maximum one page each)

Other appendices than those listed above will not be considered.

Budget

To read about the requirements for your budget, and for a description of what you may apply for, see [Appendix C](#). The special budget requirements for DFF-International Postdoctoral Grant are explained in [Appendix C.4.1](#). You may apply for funding to cover your personal expenses and operating expenses connected to the project. You must prepare a detailed budget covering all expenses, so that the financial statements can later be compared directly with the budget, item-by-item. The detailed budget must be accompanied by specific reasons stating why the individual budget items and their size are relevant and necessary in order to carry out the project.

A DFF-International Postdoctoral Grant must be applied for without overhead

Personal expenses: In this Call for Proposals you can apply for a fixed amount of DKK 1.132.379 to cover your personal expenses during the project period of 2 years, cf. [Appendix C.4.1](#). The amount has been calculated according to the principles in the collective agreement between the Danish Confederation of Professional Associations (AC) and corresponds to the 8th salary grade including labour market pension, holiday pay and settlement of holiday account for the last year of the project period.

A DFF-International Postdoc is a grant and does not imply tenure. You will consequently not be covered by any collective agreement during the project period.

You cannot apply for funding for the salaries of other project participants.

Operating expenses: You may apply for funding to cover the following operating expenses:

1. **Research expenses:** You may apply for a maximum amount of DKK 100,000 a year to cover expenses for books, subscriptions, IT, bench-fees, lab expenses, participation in conferences, etc.
2. **Expenses incurred in connection with carrying out the project at a foreign research institution:** You may apply for funding to cover expenses in relation to one outward and return journey, insurances, including any necessary insurance of equipment as well as travel and health insurance. You may apply for funding towards rented accommodation in the host country and a maximum of DKK 10,000 can be applied for to cover the shipping of household effects.
3. **If relevant, expenses incurred in connection with your accompanying spouse/partner and/or children's travel and stay:** You may apply for a maximum of DKK 100,000 to cover one outward and return journey, health insurance, etc. for your accompanying spouse/partner *or* a maximum of DKK 200,000 to cover one outward and return journey, health insurances, etc. for your accompanying spouse/partner and child/children.

Please note that if your actual operating expenses exceed the total amount you have been awarded for such expenses, the additional costs will not be covered.

As grant recipient, you are fully responsible to take out the relevant insurances to cover yourself as well as any equipment (e.g. travel and health insurances, insurance against work-related injuries, insurance of research equipment, any social insurance needed in the host country, etc.). You will also be responsible for drawing up an agreement with the host institution concerning the research activities, intellectual rights and any equipment to be used in connection with the grant.

The Danish Ministry of Higher Education and Science will be administering the grant with regard to your personal expenses, whereas the operational expenses in relation to the research project will be administered by you as grant recipient, in cooperation with the Ministry of Higher Education and Science.

Expected number of DFF-International Postdoctoral Grant in 2018

IRFD Humanities	IRFD Natural Sciences	IRFD Social Sciences	IRFD Medical Sciences	IRFD Technology and Production Sciences
5-6	9	3-6	10	11

Processing procedure

Processing procedures of your application are described in [chapter 5](#). Your project must start between 1 April, 2018 and 1 March, 2019.

The Independent Research Fund Denmark's Sapere Aude initiative

In order to promote the education of researchers and strengthen internationalisation, the Independent Research Fund Denmark offers the instrument Sapere Aude (meaning "dare to know"). The objective of the initiative is to develop the qualifications and competencies of the best research talents, both nationally and internationally. Sapere Aude is aimed at Danish as well as non-Danish researchers. You can read more about the Sapere Aude programme at ufm.dk/en/sapereaude.

	Sapere Aude: DFF-Starting Grants
Anticipated number of grants 2018	Up to 25

If you are awarded a Sapere Aude grant, you have a heightened obligation to disseminate your project results.

2.2 Sapere Aude: DFF-Starting Grant

Application deadlines:

IRFD Medical Sciences	IRFD Social Sciences	IRFD Technology and Production Sciences	IRFD Humanities	IRFD Natural Sciences
10 April, 2018, at 4:00 p.m.	10 April, 2018, at 4:00 p.m.	10 April 2018, 2016, at 4:00 p.m.	10 April, 2018, at 4:00 p.m.	10 April, 2018, at 4:00 p.m.

Objective

The objective of the Sapere Aude: DFF-Starting Grant is to give excellent researchers, i.e. researchers who have achieved outstanding research results in their field, an opportunity to develop and strengthen their research ideas. The instrument also aims at promoting the mobility internationally as well as nationally among research environments, and thereby to strengthen the researchers' networks and careers. Starting Grants are targeted at top researchers who intend to gather a group of researchers and/or research students, in order to carry out a research project at a high, international level. The Sapere Aude DFF-Starting Grant also strengthens the possibility for excellent younger researchers to return to a Danish research institution after a research stay abroad.

Please note the GROW programme in [section 2.11](#), if you already hold a Sapere Aude: DFF-Starting Grant.

Applicant requirements

Sapere Aude: DFF-Starting Grant is aimed at younger, very talented researchers, who at the time of the application deadline and within the last eight years have obtained their PhD or achieved equivalent qualifications (e.g. a positive assistant professorship evaluation "*adjunktbedømmelse*"), and who have demonstrated ability to carry out original research at a high, international level. The date on which you

were awarded the degree of PhD, as stated on the PhD diploma will be used to calculate the age of your degree. Alternatively, if this date is not stated, the date of issue of the diploma will be used.

Leaves of absence, such as maternity/parental leave, illness or family care leave, leave for military service, humanitarian aid work, etc. will be taken into account. For applicants who have been on maternity or paternity leave after obtaining their PhD, the fund will allow for an extended period of time since the degree was obtained. The extended period is calculated by multiplying the actual number of leave weeks by factor 2. The exact period of the maternity/paternity leave, with start date and end date, must be stated in the applicant's CV. In addition to this, special scientific/academic circumstances may be taken into account. Examples include clinical stays or similar activities which may be considered a necessary step in a career path, but where the time for research has been very limited.

IRFD expects a Sapere Aude: DFF–Starting Grant will help enabling the applicant to apply for an ERC Starting Grant/Consolidator Grant/Advanced Grant, or corresponding international programmes.

The application

You can apply for a DFF–Starting Grant for of up to 4 years' duration and a maximum amount of DKK 4,100,000, excluding overhead. In connection with your application, the fund considers it important that you have made plans for participating in international research activities, when relevant. Please describe the international activities planned in your application. It may be in the form of research stays abroad, collaboration with foreign research groups, hosting or participating in international conferences, invitation of foreign visiting researchers, etc.

To facilitate external review of applications, the project description, CV and list of publications must be written in English.

Project description

The length of your project description must not exceed 7 A4 pages, and it must be drawn up using the [IRFD–Project Description template](#), in accordance with the guidelines in [section 3.3](#).

Funding for PhD and postdoctoral scholarships may be included in the application, if they have a clear function within, and form an integral part of the research project. Postdoctoral candidates must have obtained their PhD or achieved equivalent qualifications (e.g. a positive assistant professorship evaluation "*adjunktbedømmelse*") within the last four years at the time of the application deadline. Periods of leave of absence will be deducted from the PhD age, see [section 3.3](#). Funding towards the education of PhD candidates is granted under the provision that the PhD candidates in question are enrolled in a PhD programme.

Council-specific criteria

IRFD | Medical Sciences does not require that postdoctoral candidates have obtained their PhD or achieved equivalent qualifications within the last four years at the time of the application deadline.

When applying for PhD scholarships, the ratio between the respective work efforts of senior researcher(s) and student(s) in the project must be adequately balanced, so that all participants listed have a concrete role in the project work.

You must account for the intended recruitment process, if you apply for support for unnamed postdocs.

Budget

To read about the requirements for your budget, and for a description of what you may apply for, see [Appendix C](#).

Application form and appendices

The application form contains a number of fields to be filled in before you submit your application. For example your application must contain a popularised science description (in Danish) of your project.

Therefore you are advised to register your application in e-grant in due time before the application deadline and to make yourself familiar with the content of the application form.

You must submit your application via e-grant at www.e-grant.dk and enclose the following appendices in PDF format:

- Project description, using the [IRFD–Project Description template](#) (see [section 3.3](#)) and references/bibliography. The project description must be maximum 7 A4 pages (including figures and tables) excluding references/bibliography.
- Applicant's CV (see [section 3.3](#)) - please note that the precise date and year for obtaining your PhD must be stated in the relevant field of the e-grant form
- List of publications for applicant (see [section 3.3](#))
- PhD diploma of the applicant, or alternatively, documentation that qualifications equivalent to PhD level qualifications have been achieved in another way
- If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant, a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief description of the collaboration and the main activities planned
- The employing institution's confirmation of the budget and acknowledgement that it will host the project, using the template "[IRFD–budget confirmation](#)" (see [Appendix C](#)).

The budget must be completed using the fund's mandatory budget template in Excel format. The budget must be uploaded to e-grant as an independent file (not merged with the application form). Any confirmed economic contribution(s) from other sources, must be included in the budget.

If relevant, you may also enclose the following additional appendices:

- CVs and lists of publications for other scientific participants central to the project (see [section 3.3](#))
- If PhD scholarships are applied for with named candidates in mind, the following appendices must be enclosed: academic transcript/diploma, CV and, if relevant, a list of publications for the candidates
- If postdoctoral scholarships are applied for with named candidates in mind, the following appendices must be enclosed: CV, list of publications and PhD diploma. Alternatively, the following documentation must be provided: a) acceptance of the thesis for defence, b) a positive assistant professorship evaluation ("*adjunktbedømmelse*"), c) qualifications equivalent to PhD level qualifications achieved in another way, or d) a declaration from the supervisor stating the expected date of submission of the thesis within 6 months after the application deadline (PhD students). If you apply to IRFD | Humanities, you must also enclose the candidate's PhD evaluation. If the candidate does not receive a PhD evaluation a brief summary of the thesis (1-2 A4 pages) must be enclosed
- If the project involves collaboration with foreign partners, private enterprises or other beneficiaries of the research results, statements from such parties confirming the collaboration may be enclosed (maximum one page each).
- Documentation for the purchase of equipment in excess of DKK 500,000, excluding overhead, e.g. in the form of a quote
- Documentation for applicant's and any named participants' salary levels
- Documentation for expenses in connection with sub-contracts
- [De minimis declarations](#) (see [section 4.2](#)).

Other appendices than those listed above will not be considered.

Processing procedure

The processing of applications for Sapere Aude: DFF–Starting Grants has 3 stages:

1. Shortly after the application deadline the research councils will assess all applications to determine, which applications should go through to the second round, which includes external review. The assessment is based on the criteria listed in [section 5.2](#). If your application is not

selected for the second round, you will, as soon as possible after the council's decision (see [section 5.1](#)), receive a rejection letter.

2. In the second stage of evaluation each application will, to the extent possible, be submitted for external review. Subsequently, the respective research councils will assess the applications, including the external reviews and any statements from applicants in response to such reviews in their deliberations. The best applications are then selected for final review by a cross-council board. You may read more about the fund's practice concerning external reviews in [section 5.1](#).
3. The final stage of the evaluation process is carried out in a cross-council board, consisting of two members from each of the five research councils. As part of the board's assessment procedure, the applicant will be invited for an interview in week 45 in 2017.

Your project must start between 1 January, 2019 and 1 December, 2019.

2.3 DFF–Research Project 1

Application deadlines:

IRFD Medical Sciences	IRFD Social Sciences	IRFD Technology and Production Sciences	IRFD Humanities	IRFD Natural Sciences
27 September, 2017, at 4:00 p.m	28 September, 2017, at 4:00 p.m.	29 September, 2017, at 4:00 p.m.	3 October, 2017 at 4:00 p.m.	4 October, 2017, at 4:00 p.m.

Objective

In order to strengthen the quality of Danish research, IRFD offers funding for research projects within a framework of up to DKK 1,800,000, excluding overhead. What characterises a DFF–Research Project 1 is a clear and well defined problem statement, where the research activities must be at a high, international level.

Please note the GROW programme in [section 2.11](#), if you already hold a DFF-Research Project 1 grant.

Applicant requirements

The applicant must be able to document independent research experience typically corresponding to 3 years of research or more after having obtained a PhD (or similar qualifications). The applicant's previous results will be assessed in relation to his/her career (see [section 3.3](#)), and in relation to the scientific challenges of the project applied for. If the applicant is not an associate professor or has been awarded a positive associate professor assessment and the project involves the education of researchers, it must be stated in the application how the relevant supervision will be provided, and how the scientific connection with the project will be ensured.

The application

The fund awards DFF–Research Project 1 grants for a maximum duration of 3 years, with a budget of up to DKK 1,800,000, excluding overhead. To facilitate external review of applications, the project description, CV and list of publications must be written in English.

Project description

The length of your project description must not exceed 5 A4 pages, and it must be drawn up using the [IRFD–Project Description template](#), in accordance with the guidelines in [section 3.3](#).

The contents of any sub-projects, including PhD and postdoctoral projects, must be described in the project description. Funding for PhD and postdoctoral scholarships may be included in the application, if they have a clear function within, and form an integral part of the research project. Postdoctoral candidates must have obtained their PhD or achieved equivalent qualifications (e.g. a positive assistant professorship evaluation ("*adjunktbedømmelse*") within the last four years at the time of the application deadline. Periods of leave of absence will be deducted from the PhD age, see [section 3.3](#). Funding for

the education of PhD candidates is granted under the provision that the candidate is enrolled in a PhD programme.

Council-specific criteria

IRFD |Medical Sciences does not require that postdoctoral candidates have obtained their PhD or achieved equivalent qualifications within the last four years at the time of the application deadline.

You must account for the intended recruitment process, if you apply for support for unnamed postdocs.

Budget

To read about the requirements for your budget, and for a description of what you may apply for, see [Appendix C](#).

Application form and appendices

The application form contains a number of fields to be filled in before you submit your application. For example your application must contain a popularised science description (in Danish) of your project. Therefore you are advised to register your application in e-grant in due time before the application deadline and to make yourself familiar with the content of the application form.

You must submit your application via e-grant at www.e-grant.dk and enclose the following appendices in PDF format:

- Project description, using the [IRFD–Project Description template](#) (see [section 3.3](#)) and references/bibliography. The project description must be maximum 5 A4 pages (including figures and tables) excluding references/bibliography
- Applicant's CV (see [section 3.3](#))
- List of publications for applicant (see [section 3.3](#))
- If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant, a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief description of the collaboration and the main activities planned
- The employing institution's confirmation of the budget and acknowledgement that it will host the project, using the template "[IRFD–budget confirmation](#)" (see [Appendix C](#)).

The budget must be completed using the fund's mandatory budget template in Excel format. The budget must be uploaded to e-grant as an independent file (not merged with the application form). Any confirmed economic contribution(s) from other sources, must be included in the budget.

If relevant, you may also enclose the following additional appendices:

- CVs and lists of publications for other scientific participants central to the project (see [section 3.3](#))
- If PhD scholarships are applied for with named candidates in mind, the following appendices must be enclosed: academic transcript/diploma, CV and, if relevant, a list of publications for the candidates
- If postdoctoral scholarships are applied for with named candidates in mind, the following appendices must be enclosed: CV, list of publications and PhD diploma. Alternatively, the following documentation must be provided: a) acceptance of the thesis for defence, b) a positive assistant professorship evaluation ("*adjunktbedømmelse*"), c) qualifications equivalent to PhD level qualifications achieved in another way, or d) a declaration from the supervisor stating the expected date of submission of the thesis within 6 months after the application deadline (PhD students). If you apply to IRFD | Humanities, you must also enclose the candidate's PhD evaluation. If the candidate does not receive a PhD evaluation a brief summary of the thesis (1-2 A4 pages) must be enclosed
- If the project involves collaboration with foreign partners, private enterprises or other beneficiaries of the research results, statements from such parties confirming the collaboration may be enclosed (maximum one page each).

- Documentation for the purchase of equipment in excess of DKK 500,000, excluding overhead, e.g. in the form of a quote
- Documentation for applicant's and any named participants' salary levels
- Documentation for expenses in connection with sub-contracts
- De minimis declarations (see [section 4.2](#)).

Other appendices than those listed above will not be considered.

Processing procedure

The processing of your application is described in [section 5.1](#). Your project must start between 1 June, 2018 and 1 January, 2019.

2.4 DFF–Research Project 2

Application deadlines:

IRFD Medical Sciences	IRFD Social Sciences	IRFD Technology and Production Sciences	IRFD Humanities	IRFD Natural Sciences
27 September, 2017, at 4:00 p.m.	28 September, 2017, at 4:00 p.m.	29 September, 2017, at 4:00 p.m.	3 October, 2017, at 4:00 p.m.	4 October, 2017, at 4:00 p.m.

Objective

In order to strengthen the quality of Danish research and develop the level of collaboration, IRFD offers funding for research projects to be carried out by several researchers (including postdoc candidates and PhD students) within a framework of DKK 1,800,000 – 4,100,000, excluding overhead. A DFF–Research Project 2 is characterised by a coordinated and mutually binding collaboration that takes its point of departure in a well-defined, joint problem statement. However, it may also be a project formulated by a single researcher, but which is to be carried out in a research team, when it can be argued that the project is particularly ambitious and resource demanding, and that the research objective cannot be obtained through a DFF–Research Project 1. The research activities must have the potential to achieve a synergy among sub-projects, involve an international level of collaboration (if relevant) and be of a high, international standard.

Council-specific criteria:

IRFD | Medical Sciences will only award DFF–Research Project 2 grants in exceptional cases, where it is sufficiently demonstrated that the research objectives cannot be fulfilled through a DFF–Research Project 1.

Please note the GROW programme in [section 2.11](#), if you hold a DFF–Research Project 2 grant.

Applicant requirements

The applicant must have completed a postdoc or assistant professorship programme (or similar), or for physicians, an equivalent postgraduate research programme. The applicant's previous results will be assessed in relation to his/her career ([see section 3.3](#)), and in relation to the scientific challenges of the project applied for. If the applicant is not an associate professor or has been awarded a positive associate professor assessment and the project involves education of researchers, it must be stated in the application how the relevant supervision will be provided, and how the scientific connection with the project will be ensured.

The application

The fund awards DFF–Research Project 2 grants for a duration of up to 4½ years, and with a budget between DKK 1,800,000 - 4,100,000, excluding overhead. As applications may be submitted for external review, the project description, CV and list of publications must be written in English.

Project description

The length of your project description must not exceed 7 A4 pages, and it must be drawn up using the IRFD–Project Description template, in accordance with the guidelines in section 3.3.

IRFD emphasises that the project description accounts for the synergy among any sub-projects and the management and organisational structure of the project, as well as contains a plan for the publication of project findings. The contents of all sub-projects, including PhD and postdoctoral projects, must be described in the project description. Funding for PhD and postdoctoral scholarships may be included in the application, if they have a clear function within, and form an integral part of the research project. Postdoctoral candidates must have obtained their PhD or achieved equivalent qualifications (e.g. a positive assistant professorship evaluation ("*adjunktbedømmelse*") within the last four years at the time of the application deadline. Periods of leave of absence will be deducted from the PhD age, see section 3.3. Funding towards the education of PhD candidates is granted under the provision that the PhD candidates in question are enrolled in a PhD programme.

Council-specific criteria

IRFD |Medical Sciences does not require that postdoctoral candidates have obtained their PhD or achieved equivalent qualifications within the last four years at the time of the application deadline.

You must account for the intended recruitment process, if you apply for support for unnamed postdocs.

Budget

To read about the requirements for your budget, and for a description of what you may apply for, see Appendix C.

Application form and appendices

The application form contains a number of fields to be filled in before you submit your application. For example your application must contain a popularised science description (in Danish) of your project. Therefore you are advised to register your application in e-grant in due time before the application deadline and to make yourself familiar with the content of the application form.

You must submit your application via e-grant at www.e-grant.dk and enclose the following appendices in PDF format:

- Project description, using the IRFD–Project Description template (see section 3.3) and references/bibliography. The project description must be maximum 7 A4 pages (including figures and tables) excluding references/bibliography.
- Applicant's CV (see section 3.3)
- List of publications for applicant (see section 3.3)
- If the entire project, or significant parts of it, has a host institution (actual place where the research activities will be carried out) which differs from the institution administering the grant, a written statement from the host institution must be included. The statement must confirm that the activities can take place at the host institution and include a brief description of the collaboration and the main activities planned
- The employing institution's confirmation of the budget and acknowledgement that it will host the project, using the template "IRFD–budget confirmation" (see Appendix C).

The budget must be completed using the fund's mandatory budget template in Excel format. The budget must be uploaded to e-grant as an independent file (not merged with the application form). Any confirmed economic contribution(s) from other sources, must be included in the budget.

If relevant, you may also enclose the following additional appendices:

- CVs and lists of publications for other scientific participants central to the project (see section 3.3)
- If PhD scholarships are applied for with named candidates in mind, the following appendices must be enclosed: academic transcript/diploma, CV and, if relevant, a list of publications for the candidates

- If postdoctoral scholarships are applied for with named candidates in mind, the following appendices must be enclosed: CV, list of publications and PhD diploma. Alternatively, the following documentation must be provided: a) acceptance of the thesis for defence, b) a positive assistant professorship evaluation (“*adjunktbedømmelse*”), c) qualifications equivalent to PhD level qualifications achieved in another way, or d) a declaration from the supervisor stating the expected date of submission of the PhD thesis within 6 months after the application deadline (PhD students. If you apply to IRFD | Humanities, you must also enclose a PhD evaluation for the intended candidate. If the candidate does not receive a PhD evaluation a brief summary of the thesis (1-2 A4 pages) must be enclosed
- If the project involves collaboration with foreign partners, private enterprises or other beneficiaries of the research results, statements from such parties confirming the collaboration may be enclosed (maximum one page each).
- Documentation for the purchase of equipment in excess of DKK 500,000, excluding overhead, e.g. in the form of a quote
- Documentation for applicant's and any named participants' salary levels
- Documentation for expenses in connection with sub-contracts
- De minimis declarations (see [section 4.2](#)).

Other appendices than those listed above will not be considered.

Processing procedure

The processing of your application is described in [section 5.1](#). Your project must start between 1 June, 2018 and 1 January, 2019.

2.5 Non-university Research Education (PhD)

Application deadline:

IRFD Medical Sciences	IRFD Social Sciences	IRFD Technology and Production Sciences	IRFD Humanities	IRFD Natural Sciences
10 April, 2018, at 4:00 p.m.	10 April, 2018, at 4:00 p.m.	10 April, 2018, at 4:00 p.m.	10 April, 2018, at 4:00 p.m.	10 April, 2018, at 4:00 p.m.

IRFD receives funds under the Danish Finance Act, which are earmarked for the education of researchers at non-university public research institutions. In 2018, these funds amount to approximately DKK 21 million, corresponding to 8-9 grants. Maximum amount per grant will be DKK 1,800,000, excluding overhead. Please note that IRFD does not generally offer support for individual PhD scholarships. Therefore you cannot apply for an individual PhD grant to be carried out at a university.

Objective

The purpose of the PhD grants under this call is to strengthen the education of researchers at public, Danish, non-university research institutions. The instrument is relevant for non-university institutions, which are authorised to carry out subsidised research activities and subject to the rules concerning subsidised research activities in the Danish Ministry of Finance's budget guidelines. The instrument covers state-owned research institutions, educational institutions under the Danish Ministry of Culture with accredited PhD programmes, sector research institutions, University Colleges Denmark, business academies as well as state archives, libraries and museums. However, it does not cover state approved institutions, such as Advanced Technology Group (GTS) institutes, hospitals, etc.

Applicant requirements and agreement from hosting institution concerning supervision (max. 3 per institution)

You may apply for a PhD grant if you have a Master's degree as well as confirmation from an institution covered by this instrument stating that it will be willing to host your project, if you are awarded a grant. Each institution may issue a maximum of 3 letters of confirmation to applicants applying for this instrument. The institution's acceptance to host a project is given by signing the project budget in the

application (see [Appendix C](#) and [Appendix C, section 6](#)). It is up to the individual institution to decide which three candidates it wishes to give its consent to hosting.

If the hosting institution does not award PhD degrees independently, you must be enrolled at a Danish institution with an accredited PhD programme and be affiliated to such a PhD programme at the institution in question. Grants are awarded on the condition you become enrolled in a PhD programme, and that a collaboration agreement is drawn up between you as applicant, the hosting institution and the degree-awarding institution, which must be approved by the fund. The collaboration agreement should not be included in the application but submitted if a grant is awarded. Your principal PhD supervisor must be a recognised researcher employed at the degree-awarding institution at which you will be enrolled. Only the hosting institution can function as grant administrator – also when the PhD course will take place at a university or another accredited degree-awarding institution. Prior to submitting the application, applicants must have facilitated a contact between the degree-awarding institution and the institution hosting the project.

The application must be submitted in Danish or English.

Project description

Your application for a PhD grant must be based on a concrete project proposal. The length of your project description must not exceed 5 A4 pages excluding references, and it must be drawn up using the [IRFD–Project Description template](#), in accordance with the guidelines in [section 3.3](#).

Budget

To read about the requirements for your budget, and for a description of what you may apply for, see [Appendix C](#). Your salary level is to be determined in accordance with the collective agreement for PhDs employed in Danish state institutions. In addition to the regular vacation allowance, a supplementary allowance calculated as 2.5 % of your salary may be earmarked for paid extra days off. It is not possible to apply for funding to cover any form of merit pay ("*kvalifikationstillæg*").

If relevant, you may apply for salary expenses for a secondary supervisor, but as a general rule you cannot apply for funding to cover technical/administrative salaries, as you will be expected to carry out your PhD project on your own accord. If you find hiring of a technical/administrative assistant crucial for carrying out the project, you must provide arguments for this in your budget.

Application form and appendices

The application form contains a number of fields to be filled in before you submit your application. For example your application must contain a popularised science description (in Danish) of your project. Therefore you are advised to register your application in e-grant in due time before the application deadline and to make yourself familiar with the content of the application form.

You must submit your application via e-grant at www.e-grant.dk and enclose the following appendices in PDF format:

- Project description, using the [IRFD–Project Description template](#) (see [section 3.3](#)) and references/bibliography. The project description must be maximum 5 A4 pages (including figures and tables) excluding references/bibliography.
- Applicant's CV (see [section 3.3](#)).
- List of publications for applicant (see [section 3.3](#)).
- Diplomas and complete academic transcripts from your bachelor programme as well as master studies
- Confirmation from principal PhD supervisor.
- Principal PhD supervisor's CV and list of publications (see [section 3.3](#)).
- The employing institution's confirmation of the budget and acknowledgement that it will host the project, using the template "[IRFD–budget confirmation](#)" (see [Appendix C](#)).

The budget must be completed using the fund's mandatory budget template in Excel format. The budget must be uploaded to e-grant as an independent file (not merged with the application form). Any confirmed economic contribution(s) from other sources must be included in the budget.

If relevant, you may also enclose the following additional appendices:

- CVs and lists of publications for other scientific participants central to the project (see [section 3.3](#)).
- Documentation for the purchase of equipment in excess of DKK 500,000, excluding overhead, in the form of a quote.
- If you apply to IRFD | Natural Sciences or IRFD | Medical Sciences you may include a maximum of two letters of recommendation.

Other appendices than those listed above will not be considered.

Processing procedure

Your application will initially be processed by the research council to which it is submitted. Each of the five research councils selects and submits a number of applications to a cross-council board, which in the course of June 2018 will decide on which applications should be awarded a grant.

The processing of your application is described in [section 5.1](#). Your project must start between 1 July, 2018 and 1 June, 2019.

2.6 Research Networks | Humanities

Application deadline:

IRFD Medical Sciences	IRFD Social Sciences	IRFD Technology and Production Sciences	IRFD Humanities	IRFD Natural Sciences
Not offered	Not offered	Not offered	10 April, 2018, at 4:00 p.m.	Not offered

Objective

The purpose of Research Networks | Humanities is to strengthen the cooperation among research areas which are geographically and institutionally scattered. The council also supports networks, which could lead to larger projects or larger interdisciplinary groups of researchers working across institutions. IRFD | Humanities only supports broadly based research networks with participation from Danish as well as foreign research environments.

Applicant requirements

The group of applicants must as a minimum consist of two researchers at minimum associate professor/senior researcher level. The leadership of the network may be shared by several parties, but one of the applicants must be appointed project leader in advance, and thus have the grant responsibility towards IRFD | Humanities. Funding is only offered to the establishment of new research networks.

The application

The network is expected to have a broad range of participants. The application must account for the purpose and central ideas of the network, the research and research education activities, as well as for the network's potentially participating research environments. The maximum amount awarded to research networks is DKK 850,000 (excluding overhead), and grants cannot be awarded for more than 3 years. You may apply for funding of arrangement of workshops, conferences and short-duration network stays, etc. As a maximum you may apply for 5 months of scientific/academic salaries to cover network management and scientific assistance. The actual organisation of the network, including the organisation of the academic assignments in the network, must be accounted for.

The application must be submitted in Danish or English.

Project description

The length of your project description must not exceed 5 A4 pages, (including figures and tables) excluding references/bibliography, and it must be drawn up using the [IRFD–Project Description template](#), in accordance with the guidelines in [section 3.3](#).

Budget

To read about the requirements for your budget, and for a description of what you may apply for, see [Appendix C](#).

Application form and appendices

You must submit your application for a Research Network | Humanities via e-grant at www.e-grant.dk and enclose the following appendices in PDF format:

- Project description, using the [IRFD–Project Description template](#) (see [section 3.3](#)) and references/bibliography. The project description must be maximum 5 A4 pages (including figures and tables) excluding references/bibliography
- Applicant's CV (see [section 3.3](#))
- List of publications for applicant (see [section 3.3](#))
- CVs and lists of publications for other scientific participants central to the project (see [section 3.3](#))
- The employing institution's confirmation of the budget and acknowledgement that it will host the project, using the template "[IRFD–budget confirmation](#)" (see [Appendix C](#)).

The budget must be completed using the fund's mandatory budget template in Excel format. The budget must be uploaded as an independent file to e-grant (not merged with the application form).

Other appendices than those listed above will not be considered.

Processing procedure

The processing of your application is described in [section 5.1](#). Your project must start between 1 July, 2018 and 1 January, 2019.

2.7 Journals | Humanities

Application deadline:

IRFD Medical Sciences	IRFD Social Sciences	IRFD Technology and Production Sciences	IRFD Humanities	IRFD Natural Sciences
Not offered	Not offered	Not offered	3 October, 2017, at 4:00 p.m.	Not offered

Objective

In order to support the dissemination of humanistic research through scientific e-journals, IRFD | Humanities offers funding to established as well as new journals of a high scientific value, which strive for an international level of circulation. However, the council does take into account that certain areas of humanistic research will primarily be geared towards a Danish readership. Grants for journals are awarded as a deficit guarantee.

Applicant requirements

As applicant you must be the chief editor of the journal and have associate professor/senior researcher level qualifications as a minimum. It is a further requirement that the editorial board or committee must be comprised of active researchers from at least two different academic institutions in Denmark.

The journal

In order to be eligible for support from IRFD | Humanities, the journal must use external peer reviews to assess the scientific quality of the articles. In order to be awarded funding for an established journal, the

journal must have a reasonable circulation within the relevant field of science. For e-journals, this is determined through a concrete assessment of the dissemination, extent and scientific weight of the journal. Only journals that accompany all their articles with an abstract written in an international language (i.e. English, German, French or Spanish) will be considered. Furthermore, funding can only be offered to journals that do not offer author fees. IRFD | Humanities does not support popularised science journals.

Open Access

E-journals must be free of charge and freely available on the internet. This means that the journal must have a website where articles can be accessed in electronic form, without limitations and free of charge, no later than one year after the volume was published, cf. the joint [Open Access policy](#) for public research councils and foundations in Denmark.

It is a requirement that the journal is indexed in an internationally recognised system. This means that it must be possible to search for and find the journal's articles through Google/Google Scholar and similar search engines. The council prefers that the journal seeks to be included in several indexes and that the articles are given a DOI. A DOI registration enhances visibility and increases the chances long-term of being included in various indexes as well as in relation to various citation analyses.

The application

Applications for funding of journals should be for a period of 3 years at a time. If a grant is awarded, the earliest possible grant start will be the time of the application deadline. The application must be submitted in Danish or English. Grant applications for new journals must account for similar, already existing journals, and explain how the new journal will differ from these.

You may apply for a fixed amount of DKK 30,000 a year to fund operating expenses for e-journals. You may apply for funding to cover editorial and production expenses. You cannot apply for funding to cover printing and shipping expenses.

Application form and appendices

You must submit your application via e-grant at www.e-grant.dk and enclose the following appendices in PDF format:

- A brief account of the journal's academic profile and stated objectives (max. 300 words).
- A brief account of the journal's strategy during the grant period (max. 300 words).
- A brief account of the organisation of the journal and review process (max 300 words).
- IRFD | Humanities - Financial template ("*økonomiskabelon*", can be downloaded from IRFD's [homepage](#)).
- CVs for two leading members of the editorial committee - maximum 1 page per member (see [section 3.3](#)). The members must be employed at two different academic institutions.
- Documentation of meeting the requirement of digital accessibility (e.g. a reference to the URL of the journal's website).
- Documentation of the number of downloads.
- A list of reviewers affiliated to the journal.
- If the journal has an advisory committee, a list of its members must be enclosed.

Other appendices than those listed above will not be considered

Processing procedure

The processing of your application is described in [section 5.1](#). Your project must start between 3 October, 2017 and 1 January, 2019.

2.8 International Research Stay | Social Sciences

Application deadline:

IRFD Medical Sciences	IRFD Social Sciences	IRFD Technology and Production Sciences	IRFD Humanities	IRFD Natural Sciences
Not offered	28 September, 2017, at 4:00 p.m. 10 April, 2018, at 4:00 p.m.	Not offered	Not offered	Not offered

Objective

In order to promote the internationalisation of Danish research, IRFD | Social Sciences provides funding for research stays at foreign research institutions for continuous periods of at least 3 months. The research stay should be based on specific research activities and contribute to those activities through strengthened international collaboration and networks or collection of data.

Applicant requirements

The application must be submitted by the researcher going on the proposed research stay. You must have obtained a PhD or achieved equivalent qualifications through your research. The applicant must be employed at a research institution in Denmark.

The application

The council only provides funding for research stays of a duration of minimum 3 months, where the purpose is to carry out research activities at a foreign research institution. The research stay should be uninterrupted unless exceptional family or institutional circumstances prevent this.

You may apply for funding, if the purpose of your research stay is to enter into binding and specific research collaboration with foreign partners, or to gain access to archives, libraries, institutions, etc. The application must detail how the stay will add to formation of international collaborations and networks and account for the expected benefits of those collaborations for Danish research.

During assessment of the application the council will first and foremost evaluate whether the application presents relevant internationalisation of well-founded research activities. You may apply for an amount of up to DKK 300,000 excluding overhead, but you cannot apply to have scientific/academic salaries funded.

The council recommends that researchers, who apply for International Research Stay | Social Sciences, to the extent possible establish an affiliation with a Danish institution, after which the Danish institution can administer the grant.

The application must be submitted in Danish or English.

Project description

The length of your project description must not exceed 3 A4 pages, excluding references, and it must be drawn up using the [IRFD–Project Description template](#), in accordance with the guidelines in [section 3.3](#).

The applicant should describe the proposed research activities and expected output in great detail. The project description must state academic reasons for a research stay at the relevant institution, and give a description of the specific and binding research collaboration, access to archives and libraries or the data collection facilitated by the stay.

Budget

To read about the requirements for your budget, and for a description of what you may apply for, see [Appendix C](#).

Application form and appendices

The application form contains a number of fields to be filled in before you submit your application. Therefore you are advised to register your application in e-grant in due time before the application deadline and to make yourself familiar with the content of the application form.

You must submit your application via e-grant at www.e-grant.dk and enclose the following appendices in PDF format:

- Project description, using the [IRFD–Project Description template](#) (see [section 3.3](#)) and references/bibliography. The project description must be maximum 3 A4 pages (including figures and tables) excluding references/bibliography
- Applicant's CV (see [section 3.3](#))
- List of publications for applicant (see [section 3.3](#))
- Documentation of binding and specific research collaboration with foreign partners, or documentation of access to the archives, libraries, institutions, etc. which are the objective of the stay
- The employing institution's confirmation of the budget and acknowledgement that it will host the project, using the template "[IRFD–budget confirmation](#)" (see [Appendix C](#)).

The budget must be completed using the fund's mandatory budget template in Excel format. The budget must be uploaded to e-grant as an independent file. Other appendices than those listed above will not be considered.

Processing procedure

Applications for this funding instrument will be processed by IRFD | Social Sciences executive committee at its first coming meeting after receiving the application. If you submit your application for the autumn 2017 deadline, the start date for your research stay must be between 28 September, 2017 and 27 September, 2018. If, however, you submit your application for the spring 2018 deadline, the start date for your research stay must be between 10 April, 2018 and 9 April, 2019.

2.9 Clinician Scientist Position | Medical Sciences

Application deadline:

IRFD Medical Sciences	IRFD Social Sciences	IRFD Technology and Production Sciences	IRFD Humanities	IRFD Natural Sciences
27 September, 2017, at 4:00 p.m.	Not offered	Not offered	Not offered	Not offered

Objective

IRFD | Medical Sciences can fund workload reductions for clinician scientist positions, so that up to 6 months per year during a maximum of 3 years are dedicated to carrying out a research project, while the remaining time is spent in a clinical position remunerated by the employing institution.

Applicant requirements

Funding is primarily awarded to medical doctors, dentists and veterinarians who have obtained a PhD or equivalent qualifications through their research. At the time of employment, applicants must be employed in a clinical position with no possibility of carrying out research. It is not a requirement that the research activity is carried out in the employing clinical department, but the council requires the grant to be administered by the institution at which the clinical work takes place. Please note that the council prioritises applications where the applicant's clinical position involves patient treatment.

The application

The application must be submitted by the person, who wishes to be awarded the clinician scientist position. You may apply for funding for a period of at least 1 year and maximum 3 years. The total funding period cannot exceed 3 years. Your application can only cover funding of your personal salary of the maximum 6 months per year, during which you conduct your research. This means that the

council covers all salary expenses during the time of research. The council does not fund operating expenses.

You must have secured funding in advance for your clinical position. Your salary will be financed by the council and be based on applicable collective agreements. The remuneration will be equivalent to the salary for the clinical position, with the exception of special supplements for clinical functions (e.g. on-call supplements).

As applications may be submitted for external review, the project description, CV and list of publications must be written in English.

Project description

The length of your project description must not exceed 5 A4 pages, excluding references, and it must be drawn up using the [IRFD–Project Description template](#), in accordance with the guidelines in [section 3.3](#).

Budget

The application for funding must only cover salary expenses for the applicant for a maximum of up to 6 months per year to be spent on the research project. To read about the requirements for your budget, see [Appendix C](#).

Application form and appendices

The application form contains a number of fields to be filled in before you submit your application. Therefore you are advised to register your application in e-grant in due time before the application deadline and to make yourself familiar with the content of the application form.

You must submit your application for a Clinician Scientist Position | Medical Sciences via e-grant at www.e-grant.dk enclosing the following appendices in PDF format:

- Project description, using the [IRFD–Project Description template](#) (see [section 3.3](#)). The project description must be maximum 5 A4 pages (including figures and tables) excluding references/bibliography
- Applicant's CV (see [section 3.3](#))
- List of publications for applicant (see [section 3.3](#))
- CVs and lists of publications for other scientific participants central to the project (see [section 3.3](#))
- Approval of release from the management of the clinical department, where the applicant is employed stating their accept of buying out the applicant during the number of months used on research paid by the council
- Statement of support from the institution where the research will take place, if this institution is different from the institution administering the grant
- The employing institution's confirmation of the budget and acknowledgement that it will host the project, using the template "[IRFD–budget confirmation](#)" (see [Appendix C](#)). The institution's confirmation is at the same time an accept of payment of the expenses connected to the Clinician Scientist Position

The budget must be completed using the fund's mandatory budget template in Excel format. The budget must be uploaded to e-grant as an independent file.

Other appendices than those listed above will not be considered.

Processing procedure

The processing of your application is described in [section 5.1](#). Your project must start between 1 January, 2018 and 1 January, 2019.

2.10 Pregraduate Scholarship | Medical Sciences

Application deadline:

IRFD Medical Sciences	IRFD Social Sciences	IRFD Technology and Production Sciences	IRFD Humanities	IRFD Natural Sciences
27 September, 2017, at 4:00 p.m.	Not offered	Not offered	Not offered	Not offered
10 April, 2018, at 4:00 p.m.	Not offered	Not offered	Not offered	Not offered

Objective

IRFD | Medical Sciences funds pregraduate scholarships for a duration of maximum one term for the purpose of giving highly qualified students the opportunity to undertake pregraduate research and strengthening their interest in a further scientific career.

Applicant requirements

Applications for pregraduate scholarships must be submitted by the student's academic supervisor. As supervisor, you must have obtained a PhD or achieved equivalent qualifications through your research. The council emphasises that you have experience as a supervisor as well as an individual research profile.

The council strives to distribute the scholarship grants among different research environments, so as to provide recruitment to a wide range of health sciences. Therefore, the council will only fund one pregraduate scholarship per supervisor at a time.

The application

Students may be awarded a pregraduate scholarship of one term's duration. It is a requirement that the chosen term is in connection with another term of mainly research-based content, in order for the student to complete a research project within a combined period of two terms. The council expects the scholar to take leave from his/her studies during the scholarship period, unless exceptional circumstances justify an exemption. Exceptional circumstances must be explained in the application. It is entirely optional at which point (within the two-term period) that the grant should be used. It is also optional when to place the two-term period as part of the student's overall course framework. Students enrolled on courses which do not offer the option of research terms are still eligible to apply for a scholarship. In this case the student is expected to take leave from his/her studies during the one-term scholarship period, and that the research project takes place over two consecutive terms. If necessary, the council can be willing to accept that the project stretches over a three-term period.

Students enrolled in a course allowing more than 6 months for completion of the master thesis (regardless of whether this option is utilised) are *ineligible* for pregraduate scholarships.

The pregraduate scholar cannot simultaneously be actively engaged in his/her normal course of studies, as the council stipulates that the scientific work is a full-time undertaking for the prospective pregraduate scholar. The council will, however, accept that he/she has other paid work, corresponding to 100 hours within the period of the term funded by the council. The council may, in exceptional cases and on the basis of a specific application, permit a prospective pregraduate scholar to undertake other paid work in excess of 100 hours.

Please note that only a fixed amount of DKK 100,000 (excluding overhead/administration expenses) can be awarded. The grant covers the scholarship to the pregraduate scholar as well as other operating expenses. Please give a detailed account of the use of the amount in the budget. The grant can be applied to the entire two-term period and is not limited to the one term, which is financed by the council, but the grant cannot be used beyond the two-term period. For budgetary purposes, a pregraduate scholarship counts as a contribution to the supervisor's research activities. Thus, the scholar is neither a scientific/academic employee nor a technical/administrative employee or project participant, but should be listed as an operating expense on the application form.

When considering the application, the council will focus on the student's qualifications (especially his/her grades) as well as roles and work tasks in relation to the project. The tasks must form part of an innovative research project and not merely constitute practical routine tasks in relation to a major project. The intention is that a pregraduate scholarship project should count as an independent project under guidance from the supervisor. In addition to this, the council prioritises applications which include financing of operating expenses for pregraduate scholarships over applications which merely seek financing of other operating expenses.

A pregraduate scholarship is tied to the specific pregraduate scholar listed in the application. Thus, transfer of the grant to another student requires permission from the council prior to the transfer. The council supports pregraduate scholarships through the Pregraduate Scholarship | Medical Sciences programme only.

The application must be written in Danish or English.

Project description

The length of your project description must not exceed 5 A4 pages, excluding references, and it must be drawn up using the [IRFD-Project Description](#) template, in accordance with the guidelines in [section 3.3](#).

Budget

To read about the requirements for your budget, and for a description of what you may apply for, see [Appendix C](#).

Application form and appendices

The application form contains a number of fields to be filled in before you submit your application. For example your application must contain a popularised science description (in Danish) of your project. Therefore you are advised to register your application in e-grant in due time before the application deadline and to make yourself familiar with the content of the application form.

You must submit your application via e-grant at www.e-grant.dk and enclose the following appendices in PDF format:

- Project description, using the [IRFD-Project Description](#) template (see [section 3.3](#)) must be maximum 5 A4-pages (including figures and tables) excluding references/bibliography
- Account of the student's role and work tasks in connection with the project
- Applicant's CV (see [section 3.3](#))
- List of publications for applicant (see [section 3.3](#))
- Student's CV (see [section 3.3](#))
- Intelligible, official and complete academic transcript of records for the student (see [section 3.3](#))
- For students enrolled on courses *other than* MD ("*cand.med.*"): Evidence that a maximum of 6 months/30 ECTS should be used for the master thesis. Please include a copy of the relevant paragraph from the curriculum of the course the student is enrolled on.
- If the project activities are to be carried out entirely or partly at a foreign institution, a written confirmation from the institution must be enclosed, indicating that the project can be carried out as indicated
- The employing institution's confirmation of the budget and acknowledgement that it will host the project, using the template "[IRFD-budget confirmation](#)" (see [Appendix C](#)).

The budget must be completed using the fund's mandatory budget template in Excel format. The budget must be uploaded to e-grant as an independent file (not merged with the application form).

Other appendices than those listed above will not be considered.

Processing procedure

The processing of your application is described in [section 5.1](#). If you submit your application for the autumn 2017 deadline, the earliest possible starting date for your project is 1 February, 2018. The latest possible starting date will be 1 July, 2018. If you submit your application for the spring 2018 deadline,

the earliest possible starting date for your project is 1 July, 2018, while the latest possible starting date will be 1 February, 2019.

2.11 Graduate Research Opportunities Worldwide (GROW)

In 2015 The Independent Research Fund Denmark (IRFD) entered into an agreement with National Science Foundation (NSF) concerning the research programme Graduate Research Opportunities Worldwide (GROW). The GROW programme acts as a supplementary grant for NSF's research education programme Graduate Research Fellowship Program, which leads to a research based master's degree or PhD. The NSF covers social sciences, natural and life sciences, and engineering.

Objective

Researchers who have been awarded DFF-Sapere Aude: Starting Grant, DFF-Sapere Aude: Advanced Grant or DFF- Research project 1, 2 or 3 grants, may obtain supplementary funding from IRFD to host a master's or PhD research fellow for a short-term duration of 2-12 months. The research fellow must be attached to the NSF Graduate Research Fellowship Program. The supplementary grant must contribute to the research fellow's participation in international research collaboration as well as to internationalisation of Danish research.

The IRFD funded project which the GROW-fellow is to participate in, must be active during the entire period of the planned research stay.

IRFD offers the GROW-fellow a grant of DKK 24,300 a month excluding overhead which is to cover operating and living expenses, while NSF covers travel and insurance expenses. Salary for the GROW-fellow is covered by the NSF Graduate Research Fellowship Program. In this call IRFD will fund GROW-fellows for a total maximum of 36 months.

The applicant

A DFF-GROW-fellowship can only be applied for by NSF scholarship recipients.

The application

The application should be submitted to NSF following agreement with a IRFD grant holder (cf. Objective) and cannot be submitted directly through IRFD. The NSF call for proposals ("Dear Colleague Letter"), listing specific requirements for the application and the deadline for submission of the thesis, will be published during the autumn of 2017. The call will be accessible from both the NSF and IRFD homepages. The deadline is expected to be early December 2017.

The GROW-fellow's research stay must start between 1 June 2018 and 1 May 2019.

Further information on the GROW programme can be found on the NSF homepage. On IRFD's homepage you will find information concerning the possibilities for applying for a DFF-GROW-scholarship.

IRFD processing procedure

Applications considered eligible for funding according to the NSF criteria are forwarded to IRFD by the NSF. NSF's detailed assessments of the applications are not forwarded to IRFD and does not form part of IRFD's assessment process. In addition to the more general assessment criteria (cf. section 5.2) IRFD emphasises that the application must document the potential research collaboration in the shape of (i) the possibilities for the GROW-fellow to participate in a specific research collaboration with the IRFD -grant holder and (ii) that the collaboration has sufficient resources allocated in the form of academic expertise and facilities available at the Danish host.

3. WHEN AND HOW TO APPLY

3.1 Application deadlines

Applications must be submitted to the Ministry of Higher Education and Science via e-grant at www.e-grant.dk before the deadline listed in the table in the beginning of [chapter 2](#).

Except for IRFD | Natural Sciences and IRFD | Social Sciences, Independent Research Fund Denmark's research councils accept applications for the deadlines listed in this Call for Proposals only. IRFD | Natural Sciences and IRFD | Social Sciences accept urgent applications for DFF–Research Project 1 and DFF–Research Project 2 only. Urgent applications can only be submitted after prior approval of the urgency grounds, which must be substantiated from a scientific perspective and on the basis of exceptional, external and unpredictable events. Such prior approval is given by the relevant research council and based on a concrete request submitted to IRFD 's secretariat.

3.2 Requirements for your application to be considered by a research council

If your application does not meet the following requirements it may be administratively rejected without consideration by a research council:

- The application must be submitted via e-grant at www.e-grant.dk
- The application must be received before the expiry of the application deadline
- The application must be for one of the instruments offered by the fund
- The application must be written in the language specified for the relevant instrument (see [section 3.3](#))
- The application must include a project description, using the [IRFD–Project Description template](#) (see [section 3.3](#))
- The application must include a CV for the applicant, see [section 3.3](#)
- The application must include a list of publications for the applicant, see [section 3.3](#)
- The application must include a budget, using the budget template relevant to the funding instrument (www.e-grant.dk)
- The total amount applied for, as entered in the mandatory budget template, must observe any upper and lower limits that apply to the instrument in question
- When applying for a DKK-International Postdoc grant your PhD degree must be from a Danish University
- As applicant, you must fulfil the requirements concerning the age of your PhD degree in relation to DFF-International Postdoc (see [section 2.1](#)) and Sapere Aude: DFF–Starting Grant, (see [section 2.2](#))
- When applying for Non-university Research Education (PhD) you must have obtained your PhD degree at the time of application (see [section 2.5](#)).
- For applications for Non-university Research Education (PhD), the hosting institution must be authorised to carry out subsidised research activities and covered by the rules concerning subsidised research activities in the Danish Ministry of Finance's budget guidelines, see [section 2.5](#).

If your application fulfils the above formal requirements, it will be submitted for substantive consideration by IRFD, on the basis of the submitted material. This means that after the application deadline and during the processing of the application, IRFD will not request further information from you, irrespective of whether your application is incomplete in relation to the requirements listed under each instrument in this Call for Proposals. It also means that IRFD does not accept any supplementary application materials after the application deadline. However, you must notify IRFD in case circumstances significant to the feasibility of the project are no longer present, or if you receive funding for the same project from other sources. In such cases you are obliged to inform IRFD within 14 days.

If your application does not fulfil the formal requirements set out above, it will be rejected without prior substantive consideration, cf. Articles 4 & 5 of Executive Order no. 322 of 30 March, 2014 on the funding function, etc., of the Independent Research Fund Denmark, available at <http://ufm.dk/lovstof/gaeldende-love-og-regler/forskning-og-innovation/danmarks-frie-forskningsfond> (in Danish only). In such cases you will receive an administrative rejection.

3.3 General application requirements

The application must be submitted by the researcher in charge of the project and who will be responsible to the fund in connection with the project.

Language

You must submit your application, CV and list of publications in the language specified for the relevant instrument in [chapter 2](#). Other appendices may be enclosed in English or one of the Scandinavian languages, although the fund generally prefers materials in English. Appendices submitted in other languages cannot be expected to be included in the assessment of the application. The popularised science description in the section of the application form entitled “Title and scientific content” should as far as possible be written in Danish.

Project description

Your application must always include a project description. You must use IRFD’s Project Description template, available <http://ufm.dk/en/research-and-innovation/councils-and-commissions/independent-research-fund-Denmark/for-applicants/what-can-you-apply-for/forms-for-application/form-for-application>. The length of the project description must not exceed the number of pages indicated for the specific instrument, excluding the brief list of references/literature, whether it includes figures/tables or not. You must use Times New Roman, 12 point font size, 1.5 line spacing and with a right, left, top and bottom margin of at least 2 cm. The Project Description template is formatted accordingly. The requirements for font size also apply to any footnotes, tables, figure texts, etc.

In the “Confirmation” section of the application form, you must confirm that your project description observes the permitted maximum length, before you can submit your application. The fund will disregard any portions of the project description that exceed the permitted maximum length.

The popularised scientific description of the project, provided in the section of the application form entitled “Title and scientific content”, must be written with a view to publication, e.g. in the Danish media. Consequently, it must be written in a way that makes it possible for non-experts to understand what the project is about.

Your project description must account for:

- The purpose of the project, including problem statement and any hypotheses. The scientific and any societal perspectives and relevance of the project. In addition to this, it must include an assessment of the anticipated effect of the project findings in relation to future research and research education in the field.
- The theoretical foundation of the project, its central concepts and the current knowledge/state of the art within the area. This must include an account of how your project relates to national and international research, its clear delimitations in relation to current activities in the area, and an argumentation as to your qualifications and previous achievements in the field. For applications to IRFD | Humanities and IRFD | Social Sciences, the project description must contain a brief explanation of the key theoretical angles, concepts and arguments, and an assessment of the applicability of the theory in relation to the problem. You must also give an account of how the theoretical concepts and connections will be translated into empirical analyses and/or made the subject of theory development.
- If relevant to the application: A substantiation of the choice of method, including how theory and concepts will be used for the analysis.
- If relevant to the application: An account of the project’s empirical material.
- A research plan, including an assessment of the feasibility of the project, a work plan and time schedule. It is important that the overall time schedule takes any recruitment of unnamed

participants into consideration, as a project extension cannot normally be expected under the grant terms.

- The practical framework for the implementation of the project (e.g. experimental facilities, staff resources and access to software/databases).
- Considerations regarding the publication and dissemination of research results.

Please note that for each individual instrument, there may be special requirements in relation to the contents and/or length of the project description, see [chapter 2](#). In such cases your project description must fulfil the general requirements listed above as well as the specific requirements listed for the instrument in question.

When writing your project description, you must also bear in mind that all the members of the council you apply to will participate in the final assessment and prioritisation of the individual applications. Thus, the project description should be understandable to all members of the council.

Details about the applicant and other participants

All applications must as a minimum include a CV (maximum 2 A4 pages) and a list of publications for the applicant. In addition a brief CV (maximum 1 A4 page) and list of publications for co-applicants and other key participants can be included.

The required CV and publication list structure applies to the applicant, scientific/academic participants and other named participants who will play a central role in relation to the scientific activities and who are going to be salaried by the project.

CV

Your CV must not exceed 2 A4 pages, and must include details about the following:

- Personal data: name, address, etc.
- Education (for academic degrees, list the date and year of obtaining the degree)
- Current and most recent positions held. In case of temporary employment, state the termination date of the employment contract
- Any periods of leave (e.g. maternity/parental, family care leave, military service, humanitarian aid work, etc.). For periods of leave, indicate the cause and state precisely the starting date and end date of the leave period
- Other scientific qualifications
- Academic awards and honours
- Management experience, including experience with project management and heading research projects
- Scientific focus areas
- International relations
- Supervision of students (PhD students and postdocs)

When assessing applicants' research productivity, the applicants' individual careers will be taken into account. Thus, due consideration will for instance be given to any periods of leave of absence or employment in private research-driven enterprises. However, for instruments where specific requirements apply in relation to the age of the applicant's PhD degree, exceptions will only be made in cases of significant career-relevant circumstances – such as clinical stays or similar that can be considered a necessary step in a career path, but where the time for research has been very limited. For applicants who have been on maternity or paternity leave after obtaining their PhD, the fund allows for an extended period of time since the degree was obtained. The length of extended period is calculated by multiplying the actual number of leave weeks by 2. The exact period of the maternity/paternity leave, with start date and end date, must be stated in the applicant's CV.

If an H-index is listed in CV or list of publications, you must explain how it was calculated.

IRFD considers a high ranking in the international competitions of the European Research Council (ERC) to be important information in relation to the CV. The fund therefore encourages applicants who

have qualified themselves for the second round in ERC's international competitions to state this in their CV.

List of publications

The list of publications must only include research that has been published or accepted for publication. The name of the applicant/other participants must be in bold letters in the list of publications. The order of authors must be indicated exactly as listed in the original publication, i.e. maintain for example the order of shared first authorships, etc. Also all co-authors must, as far as possible, be mentioned.

The list must be systematically organised, for example chronologically, divided into the following categories:

- Peer-reviewed publications (preferably list all authors, year of publication, title, place of publication, *volume number as well as first and last page number*, or article number and *number of pages*):
 1. articles
 2. monographs
 3. refereed proceedings
 4. book chapters
- Non-peer reviewed publications, such as monographs, book chapters, etc., as well as articles (preferably list all authors, year of publication, title, place of publication, volume number and *first and last page number*, or article number and *number of pages*)
- Patent references for patents obtained or applied for, which are relevant to your research. The patent references should be included in the list of publications on equal terms with references for scientific articles.

You must mark the most important works/patents/contributions in your list with an asterisk (*), marking a maximum of 10 references.

Council-specific requirements

When applying to IRFD | Medical Sciences, you must state the journal's impact factor for your 10 most important publications. Furthermore you must state the total number of publications, as well as number of publications with peer review, and the number of first- and last authorships during the last five years.

When applying to IRFD | Natural Sciences you must state number of peer-reviewed publications. Furthermore you must state the number of first and second/corresponding authorships, respectively, if this is the norm within your scientific field.

When applying to IRFD | Social Sciences you must specify the BFI-level (1 or 2) of the 10 most important publications stating the basis of the BFI-level BFI: <http://ufm.dk/forskning-og-innovation/statistik-og-analyser/den-bibliometriske-forskningsindikator/autoritetslister>.

If you list your H-index in your list of publications, you must state how you have calculated it.

Listing the relevant Fields of Science classification code(s) of the project applied for

In the section of the application form entitled "Title and scientific content", you must list the relevant Fields of Science classification codes (OECD Classification Codes), with a maximum of 5 codes listed in order of priority, according to the scientific fields, which are most relevant to your project. You must use the scientific codes on "Level 2" or "Level 3" from the subdivision provided in the [overview of scientific codes](#). The codes are used for e.g. identifying relevant reviewers for your application, so please be careful, when selecting the codes.

The codes in the overview are European standard codes, and their division into disciplines (Level 1) does not necessarily correspond to the [delimitations between IRFD's five research councils](#). Thus IRFD may transfer your application to another scientific area than the one selected by you.

3.4 How to apply for more than one instrument within the same council

If you wish to apply for more than one instrument within the same deadline and at the same research council, you must submit a separate and complete application form for each instrument you apply for.

3.5 How to apply to more than one council at Independent Research Fund Denmark

You may apply for funding of your project from several research councils if you find that your project cannot be delimited to one council, cf. the description of the delimitations between the various research councils in [chapter 1](#).

If you find that, on scientific grounds, your application should be considered jointly by several research councils, you must do the following:

- Submit only one application, including all mandatory appendices. When you begin working on your application, you must select the research council which you deem to be the central or main council for your application, based on the call's description of the councils' different fields and delimitations, see [section 1.3](#) and [Appendix B](#).
- In the section of the application form entitled "Submission to several councils", you must answer "Yes" to the question: "*Do you request your application also to be assessed initially by another of IRFD's research councils?*" and choose the relevant research council(s).
- For each research council (including the main council) you must state your reasons for applying to that particular council. Your written motivation must not exceed 300 characters for each council.
- In your project description you must explain how you, as project leader, will ensure involvement of the different scientific fields included in the project.
- Please note that, in a few cases, the requirements with regard to appendices may vary from council to council. Therefore, carefully study the requirements concerning appendices, listed in the description of each instrument in [chapter 2](#). If you are in doubt about the terms, you may seek advice from the relevant contact persons in the Office of the Independent Research Fund Denmark (see [chapter 6](#)).

Whether your application will be processed by one or more research councils will be decided by IRFD's cross-council committee (see [section 5.1](#)).

4. WHO CAN APPLY FOR FUNDING?

4.1 Applicant's qualifications

Unless stated otherwise in the description of the instrument you apply for, you must have obtained a PhD or achieved equivalent qualifications through your research in order to apply for support from the Independent Research Fund Denmark. If there are further requirements in relation to your qualifications, this will be stated in the description of the specific instrument in [chapter 2](#).

The fund aims to promote and strengthen Danish research, understood in a broad sense. Therefore, there are no requirements as to applicants' citizenship, the location of research institutions or the specific venue for carrying out the research activities applied for. In all cases, a general assessment criterion will be the extent to which the project will benefit Danish research. The fund sees diversity as a resource, and encourages all candidates – regardless of their gender, ethnic origin and religious or political persuasion – to apply.

4.2 Special requirements for private enterprises

Funding awarded by the IRFD to private enterprises must be granted in accordance with the current EU rules for state support (for further information, see for instance "*Statsstøttehåndbogen*", published by the Danish Ministry of Business and Growth: [Statsstøttehåndbogen](#) (In Danish only)). Funding from IRFD is normally granted to private enterprises as so-called *de minimis* aid, cf. the Commission Regulation (EU) No. 1407/2013 of 18 December, 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid, as published in the Official Journal of the

European Union on 24 December, 2013. The maximum amount an enterprise may be awarded in *de minimis* aid over a 3-year period is €200,000 in total. If the applicant is a private enterprise, or if part of the support applied for is to be passed on to a co-applicant in the form of an enterprise, a *de minimis* aid declaration must be completed, signed and enclosed as an appendix to the application.

You can read more at http://ec.europa.eu/competition/state_aid/legislation/block.html, where the new *de minimis* regulation and Regulation (EC) No. 651/2014 dated 17 June, 2014 is published.

If the grant that is applied for will exceed the financial framework of the *de minimis* aid Regulation, it may be handled according to EU Commission Regulation (EC) No. 651/2014 dated 17 June, 2014 on the compatibility of certain categories of aid with the common market, in application of Articles 107 and 108 of the Treaty.

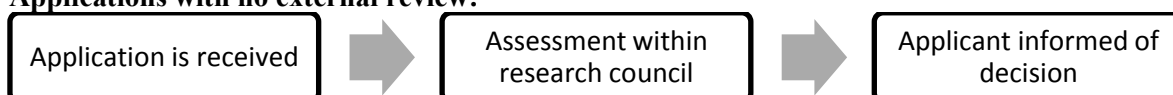
5. HOW IS THE APPLICATION PROCESSED AND ASSESSED?

5.1 Processing procedures of the Independent Research Fund Denmark

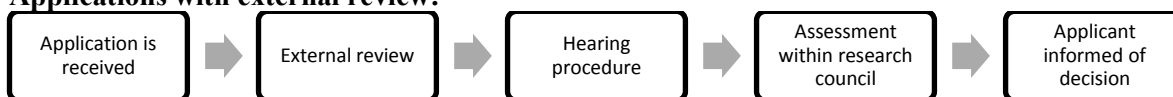
All research council members will be involved in the assessment of all applications. Council members who are disqualified in relation to a particular application will not participate in the processing of this application. See IRFD's [disqualification guidelines here](#) (in Danish only).

Depending on the type of instrument, your application will be processed in one of the following ways:

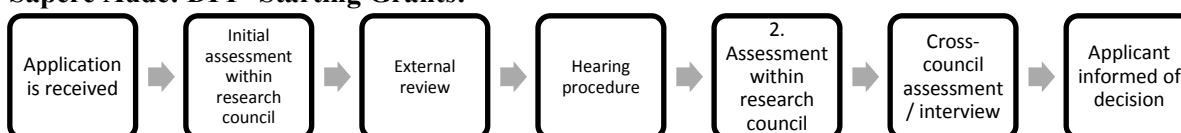
Applications with no external review:



Applications with external review:



Sapere Aude: DFF–Starting Grants:



The exact processing stages are described under each funding instrument in [chapter 2](#), as well as in the section below on [external review](#).

Processing of interdisciplinary applications

It is important to the fund that interdisciplinary project proposals have the same chances of getting funded as single-disciplinary projects. The council supports interdisciplinary as well as single-disciplinary projects of high quality.

Each of the five research councils assesses interdisciplinary proposals involving disciplines within the specific research council's area of research. Interdisciplinary applications are processed in collaboration between the research councils, and are coordinated by an interdisciplinary committee composed of the chair persons from each of the five research councils, assisted by selected council members with relevant scientific expertise.

If you have requested that your application is assessed by more than one council, it will be presented to the cross-council committee, which will decide on the processing of the application.

In the same way applications submitted to only one council will be presented to the cross-council committee, if the first mentioned council estimates the research project to fully or partially fall within the scientific field of another research council.

The cross-council committee may make the following decisions about an application:

- The application is assessed by one council only. The application may be referred to another council than the one(s) you applied to, for example if the research project has a minor scientific relation to one or more of the council(s) that you applied to.

- The assessment in one council will include a scientific statement from one or more of the other councils.
- The application is assessed as a cross-council application, i.e. the application is assessed by more than one council. Based on the scientific assessments from both/all of the involved research council(s) the cross-council committee makes the final assessment and decides whether the applicant receives a grant.

The cross-council committee is not obliged to follow your requests concerning, which council(s) will assess your application. However, your application will never be referred to another council than the one(s) decided by you, if you chose “No” in the section “Submission to other councils” in the e-grant template (under the headline “Referral to other councils). If you have chosen that your application cannot be referred to another council, the cross-council committee may still decide to ask for a scientific opinion from one or more of the other councils not chosen by you.

External review at Independent Research Fund Denmark

IRFD strives to find external reviewers who are accomplished researchers with a wide range of scientific competencies and who have previous experience as external reviewers. Reviewers are selected based on an overall assessment of the suitable candidates, their availability within the time limits that apply, and whether the review is going to be carried out individually or in a review panel. The research councils may choose not to submit such applications for international external review, if it proves impossible to find qualified reviewers within the given timeframe for finalising the assessment process.

When IRFD approaches a researcher to enquire if he/she would serve as an external reviewer, the fund’s rules of impartiality will be pinpointed to the potential reviewer. Reviewers are also informed that the application material is confidential, and that the reviewer’s assessment and identity will be disclosed to the applicant, who will be given the opportunity to comment on any factual errors and misunderstandings in the review. This is done to ensure that the external review process is carried out in accordance with the rules for administration which apply to IRFD’s work.

At IRFD the following types of applications will to the extent possible be submitted for external international review:

- Applications for Sapere Aude: DFF–Starting Grants which in the initial assessment in the research council, are selected to proceed to the second round (see [section 2.2](#))

Moreover, in connection with this Call for Proposals, the following types of applications will be submitted for external review:

IRFD | Humanities: All applications for DFF–Research Project 2 will, to the extent possible, be submitted for review by an external panel. However, projects within smaller research areas and highly interdisciplinary applications will primarily be submitted for individual external review.

IRFD | Natural Sciences: All applications for DFF–Research Project 2 will, to the extent possible, be submitted for review by an external panel.

IRFD | Social Sciences: All applications for DFF–Research Project 2 will, to the extent possible, be submitted for review by an external panel.

IRFD | Medical Sciences: Applications for DFF–Research Project 1 and DFF–Research Project 2 within the areas of (i) metabolism and (ii) public health/epidemiology will, to the extent possible, be submitted for review by an external panel.

IRFD | Technology and Production Sciences: Applications for DFF–Research Project 2 within the following six research areas will, to the extent possible, be submitted for review by an external panel: (i) environment and resources, (ii) computer technology and informatics, (iii) agriculture and plant science, (iv) food science and technology, (v) chemistry and chemical engineering and (vi) mechanics, materials and mechatronics.

In addition to this, IRFD always uses external review in connection with applications where:

- A council member is applicant or scientific participant in an application with a budget exceeding DKK 1 million, excluding overhead *or*

- The council due to another reason for disqualification, or for other reasons does not possess the necessary scientific expertise to consider the application.

Applications for external review will either be submitted to an international review panel or to an individual external reviewer. If your application has been submitted for external review, you will always receive a copy of the review, to enable you to comment (consultation procedure). The councils use external reviews as an extension of its basis for assessment, and their function is solely recommendatory. The final decisions rest with the councils and are based on the criteria described in the call and prioritisation of the overall field of applicants.

In the e-grant form you may state if there is a researcher you do not want to be involved in the external review of your application. In such case you must provide exact contact information for the researcher in question and briefly explain the reason.

When and how will you be notified of the fund's decision?

The time of processing for the individual instruments is listed in the table in [chapter 2](#).

The Independent Research Fund Denmark publishes a list of those applicants who have been awarded a grant, approximately three weeks after reaching its decision. Details about applicants who have not been awarded funding will only be published to the extent that right of access is applied for under the Danish Access to Public Administration Files Act, e.g. in the form of lists of applicants and the projects for which they have applied (i.e. names of applicants and project titles). As applicant you should therefore ensure that the title of your application does not contain information about research activities not to be disclosed to the public.

Applicants receive a letter from the fund via e-grant 1-2 months after a decision has been made by the research council. Rejection letters contain a brief and adequate explanation for the rejection.

5.2 The fund's assessment and assessment criteria

In all cases, IRFD will consider the extent to which the project you apply for will benefit Danish research.

When assessing applications IRFD includes the criteria mentioned below, with quality of the project and applicant's qualifications being the most central assessment criteria. IRFD places emphasis on fulfilment of the specific criteria to the widest possible extent. However, as the individual research councils make a specific overall assessment of each application, different criteria can be met to a greater or lesser extent. Thus, not all criteria will be relevant to all applications. Due to the level of competition between the applications, fulfilling all criteria does not automatically mean that a grant will be awarded.

IRFD will apply the following assessment criteria in relation to the instruments in this call:

Fulfilment of the instrument's objective:

- Is the objective of the instrument, as described in [chapter 2](#), sufficiently met?

Scientific quality:

- Does the project description demonstrate the project's potential for scientific progress, innovation and originality (theoretically, methodologically and empirically)?
- Does the project represent innovative research rather than just being an expansion of current research?
- Does the project description make it probable that the project contributes to the internationalisation of Danish research?
- Does the project description contain:
 - a clear and well-defined problem statement and objective?
 - a description of the state of the art and/or the scientific challenges within the project's research area, as well as of the project's potential contributions in this regard?
 - consistent and appropriate hypotheses?

- a description of the theoretical and/or methodological basis, including an argumentation that the proposed activities are relevant in relation to this theoretical/methodological basis?
- If relevant to the project: Does the project description provide argumentation for the connection between the project's hypothesis, theory and method?
- If relevant to the project: Is there an adequate description of the project's empirical material or data foundation, including any pilot projects and/or any preliminary data?
- If relevant: Is there an adequate level of synergy between the individual elements of the project?
- For applications to IRFD | Technology and Production Sciences, the following special criterion also applies: Does the project set out to solve a concrete problem, or does it have a clear application-oriented perspective?

Applicants' qualifications:

- As applicant, have you documented:
 - the scientific qualifications necessary for carrying out the project?
 - a level of scientific production within the field that is necessary for carrying out the project?
 - sufficient research management qualifications for carrying out the project?
- Have the other key participants in the project documented the necessary scientific qualifications for carrying out the project?
- Does the project involve the participation of relevant researchers from Denmark and abroad, and if relevant, is there an adequate level of collaboration with business partners?
- Is there a strategy for the organisation and management of the project, including an account of the distribution of work between the involved researchers?
- Are any PhD and postdoc scholarships well integrated, and do they fulfil a clear function in the project?

Feasibility:

- Have sufficient resources been allocated to the project, including scientific resources, staffing and access to the necessary facilities and equipment?
- Is there a realistic work schedule and timetable, which considers e.g. the recruitment of any unnamed participants and the dissemination of the project's findings?
- Does the project description account for project milestones and success criteria, and are they realistic?
- Are the project's expenses proportionate to the anticipated scientific results?
- Are the proposed activities proportionate to the proposed budget? In this connection, is there a proper coherence between what is to be financed by the grant, when the funds will be used and the tasks and persons to be financed by the grant?
- If relevant, are any ethical aspects adequately examined?

Publication and dissemination of results:

- Does the application provide an adequate account of the overall considerations with regard to the publication/dissemination/patenting of research results?
- If relevant: Does the application account for the probability of and plans for obtaining patents in connection with the proposed project?

Other:

- Will the activities benefit Danish research?
- Does the project/activity include research education to a relevant extent?
- Does the project/activity contribute to improving the mobility of researchers, nationally/internationally and – if relevant – between research institutions and the business community?

A few specific assessment criteria only apply to specific councils/instruments. Please consult the respective sections in the call.

6. ADDRESS AND SECRETARIAT OF THE INDEPENDENT RESEARCH FUND DENMARK

6.1 Address contact information

Independent Research Fund Denmark
Office of the Independent Research Fund Denmark
The Danish Agency for Science and Education
Ministry of Higher Education and Science
Asylgade 7-9
DK-5000 Odense C
Tel.: (+45) 7231 8200
E-mail: DFF-opslag@fi.dk
Website: <http://ufm.dk/en/research-and-innovation/councils-and-commissions/independent-research-fund-Denmark>

Relevant information in relation to applications is available at <http://ufm.dk/en/research-and-innovation/councils-and-commissions/independent-research-fund-Denmark/for-applicants>.

You may contact IRFD 's secretariat by telephone or e-mail for advice on formalities concerning the Call for Proposals and the application process. You can call IRFD 's secretariat on weekdays between 10 a.m. and 2:00 p.m. at telephone no. +45 7231 8200, or send an e-mail to: DFF-opslag@fi.dk. On days with application deadlines – [see chapter 2](#) – the telephones will be open until 4:00 p.m.

6.2 Support for the e-grant system

If you have any questions about using the e-grant system, or technical questions on how to submit your application, you can contact e-grant's help desk at support.e-grant@ufm.dk or call them at the following telephone number on weekdays between 9 a.m. and 12 noon: +45 3392 9190. On days with application deadlines—[see chapter 2](#)—the help desk will be open until 4:00 p.m.

At <http://ufm.dk/fi/e-grant> you can find answers to some of the frequently asked questions regarding the use of e-grant.

APPENDIX A: TERMS AND CONDITIONS

Please read the information below before using the e-grant system. When applying for support via the e-grant application system, all the application case data you enter into the e-grant form will be saved.

Applicant's responsibility

It is the responsibility of the applicant to ensure that the correct application form has been used, that it has been filled in correctly and that the information provided is correct. The applicant is also responsible for ensuring that the contents of the mandatory appendices are correct, and that the appendices have been attached to the application. In addition to this, it is the applicant's responsibility that the application has been submitted to the Ministry of Higher Education and Science by the deadline specified for the relevant research council and funding instrument.

The call lists the specific types of formal shortcomings, which will result in an administrative rejection of applications prior to any assessment by a research council, see [section 3.2](#). It is your responsibility to ensure that you fulfil all the formal requirements listed in the call, in order for your application to be submitted for consideration by a research council.

If you are awarded funding for your project from other sources, after having submitted your application to IRFD, you are as applicant obliged to inform IRFD within 14 days after having received information about the funding.

Technical disclaimer

The Ministry of Higher Education and Science has an obligation to inform of any errors that make the e-grant system inaccessible, affecting the applicant's possibility of submitting applications within a given deadline. Such malfunctions will be announced on <http://ufm.dk/en/research-and-innovation/funding-programmes-for-research-and-innovation/e-grant>.

In particularly serious cases, the Ministry of Higher Education and Science may extend the application deadline for all relevant applicants. This will also be announced on the website.

The Ministry of Higher Education and Science is not liable for any incorrect information due to software errors, calculation errors, transmission errors and similar errors, just as the ministry will not be held liable for any claims for damages due to incorrect use of the e-grant system.

The Danish Access to Public Administration Files Act

The Danish Access to Public Administrative Files Act (Act No. 606 of 12 June 2013, which entered into force on 1 January, 2014) provides you with certain rights, just as it secures citizens in Denmark various rights in relation to public authorities' duty of disclosure in connection with administrative procedures. Thus, the material you submit to the Ministry of Higher Education and Science is as a whole covered by the regulations of the Danish Access to Public Administrative Files Act, e.g. in relation to the right of access to records. See also the Danish Public Administration Act (Consolidating Act no. 433 of 22 April, 2014).

Data Protection Act

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

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

Requesting of other information by the authorities

The Independent Research Fund Denmark (IRFD) reserves the right to obtain information on any previous and current applications you have submitted to the research councils under the Independent Research Fund Denmark, Innovation Fund Denmark and/or the Ministry of Higher Education and Science. Such information may be used in connection with the processing of your application, to the extent it is deemed relevant to the assessment of the application.

Publication

In the event you are awarded funding, in full or in part, your name and any project participants' names, as well as details about the venue, title and duration of the project, key figures for the grant and the size of the grant will be published in the Danish Research Database (www.forskningsdatabasen.dk) and at <http://ufm.dk/en/research-and-innovation/councils-and-commissions/independent-research-fund-Denmark/grants>. Furthermore, the popular science description of the project may also be published at these two sites.

The Danish National Archives

If you are awarded a grant and your project involves gathering or purchase of quantitative or qualitative data within the research areas of social science, medical science or the humanities, your collected material, with the proper documentation, must be handed over to the Danish National Archives ("*Rigsarkivet*"). The Danish National Archives collect, store and make research data accessible for other users. You may read more about how to hand over data to the Danish National Archives: <https://www.sa.dk/en/>.

Open Access

In June 2012, the Independent Research Fund Denmark, the Danish National Research Foundation, the Danish Council for Strategic Research, the Danish National Advanced Technology Foundation and the Danish Council for Technology and Innovation (the latter three have now merged into Innovation Fund Denmark) adopted a joint Open Access policy. The purpose of this policy is to promote Open Access as a standard within scientific publication. The objective is that all scientific articles, which have been quality-assured through peer review and accepted by a scientific journal, will be distributed and made accessible without any financial, technical or legal restrictions.

It follows from the policy that published scientific articles based on research fully or partially financed by research funds and foundations shall be made freely accessible for all users via Open Access, if the journal agrees to it.

Grant holders are required – provided the publishing journal permits it – to publish a parallel, digital version of any final peer-reviewed scientific article, which has been accepted by a scientific journal. Parallel publication of articles, which are the result of full or partial financing from funds or foundations, must occur in an institutional or subject-based repository, i.e. a digital archive.

Read more about Open Access at <http://ufm.dk/openaccess>. IRFD does not require "Golden" Open Access publication and costs incurred by Golden Open Access publication will not be covered by the fund.

APPENDIX B: GUIDE TO USING E-GRANT

The e-grant portal must be used for submitting applications to the Ministry of Higher Education and Science. The purpose of e-grant is to make it easier for applicants to apply for a grant from the Independent Research Fund Denmark and subsequently to administer awarded grants.

In order to submit an application, you must first register as user at <http://www.e-grant.dk>. You can either register using your NemID (a digital signature used as a common secure login in Denmark) or, if you do not have NemID, by setting up your user profile manually (select "Log in with username and password"). The application form is available in e-grant approx. three months prior to the application deadline.

Once you are registered as user and have logged in to e-grant, you can start filling in an application. Under "Application possibilities" please select the specific research council under the Independent Research Fund Denmark (see section 1.3) to which you wish to submit your application. If you wish to have your application processed by several research councils, you can indicate this when filling in the application, see section 3.5.

After you have selected the specific IRFD research council to which you wish to submit your application, you must select the funding instrument you wish to apply for (see chapter 2). Please complete the application form in accordance with the language requirements of the specific instrument you wish to apply for (see chapter 2).

To fill in the application form, you have to go through a series of steps/sections, where you must provide various types of information in relation to your application. The specific steps depend on which instrument you apply for.

The budget template must be downloaded under the step "Budget" (Excel format). The template must be saved on your own network/your own computer and be filled in according to the guidelines in Appendix C of this call. When the budget has been filled in, it must be uploaded to application (in Excel format). This is done under the same step. If you want to change information in your budget, it is possible to upload a revised budget. The revised budget will be accessible under the step "Review application". The budget templates for each funding instrument may not be identical, and changes may have been made since the last Call for Proposals. For this reason you cannot reuse an "old" budget template, but always download a new one, when you start a new application.

The above mentioned information, however, does not apply to the funding instrument "Journals | Humanities, see section 2.7.

With regard to the step "Attach Appendices" you must attach all mandatory appendices as well as any optional appendices to be included in your application. In the description of each instrument in chapter 2 of this call you will find a list of the specific appendices required for the instrument. In addition, the step "Attach appendices" will also provide a list of types of material to be enclosed. For several of the mandatory appendices you need to use specific templates. These templates are available at IRFD's website.

After you have filled in the application form, uploaded the budget file, and attached your appendices, you can get a copy of the entire application as a PDF-file under the step "Review applications". The PDF will be identical to the file used by IRFD in the processing of your application.

Finally, you must submit your application (under the step "Submit your application").

If you discover any errors in your application after submitting it, but before the application deadline has expired, you can correct such errors by logging in to e-grant and access the application under “Applications” and then choose ”Submitted”. Open the application by clicking on the title. The submitted application must then be unlocked. This is done under the step "Administration". Once you have made the relevant corrections you may re-submit your application. Please note that the Independent Research Fund Denmark will only process the latest submitted application, and that the fund will not start processing your application until after the application deadline has expired.

On the e-grant website (www.e-grant.dk) you can find more information on how to use the portal, including answers to frequently asked questions. The e-grant help desk also offers e-mail and telephone support (see [section 6.1](#)).

APPENDIX C: HOW TO MAKE A BUDGET

For your application to be considered by the Independent Research Fund Denmark (IRFD), you must draw up a budget for the entire project period, which describes the activities to be funded. This applies both to the funding of activities at your own institution and to any funding that will go towards other participants. It is important that you include all participants, also participants, who will not receive funding from IRFD. Thus IRFD has an overview of the entire group of participants and the economy of the project.

As applicant you must provide your budget information in the application form and fill in IRFD's budget template "IRFD Budget". The correct budget template is found by creating an application for the instrument in question. Under the section "Budget" you will be able to download the budget template. By following this procedure you will get access to the correct budget template, which after completion must be uploaded to the application. In the top of the budget template it is stated to which instrument the template belongs.

C.1 Entering budget information in the application form

Start by drawing up a complete and comprehensive budget, using IRFD's budget template, see [section C.2](#) below. The budget template is in English only. Once the budget template is complete, it must be uploaded to the application form in e-grant under the step "Budget". Please see "Guidelines" in the application form for more details on how to upload the template.

C.2 Completing the budget

When preparing your budget, you are advised to seek assistance from the institution responsible for administering the potential grant.

Complete the budget template providing all relevant information.

Please pay attention to the following:

- A certain number of areas in the budget template can only be filled in by selecting a value from the drop-down menu.
- All expenses must be listed excluding overhead/administrative costs (e.g. total salary for a 24-month postdoc-salary or the price for the purchase of software/laboratory equipment). The overhead amount is automatically calculated from the selected "Overhead percentage"
- For each item of expense you must meticulously explain for the amount and relevance. It is especially important that you carefully state and explain the number of months and salary levels for scientific/academic as well as technical/administrative employees. This explanatory information should be entered into the "Description" field.
- When the budget is complete, please ensure that the person who approves the budget on behalf of your institution/organisation/enterprise by using the template "IRFD-Budget confirmation", according to the instructions in [section C.6](#).

C.3 Co-financing and funding from other sources

IRFD may stipulate Danish state institutions participating in the application to co-finance the project with a total of up to 10% of the amount applied for from the fund. In addition to this, the fund may require co-financing from other types of institutions, to the extent the fund finds appropriate. In connection with this call, IRFD has decided not to make co-financing a requirement.

Any co-financing from your own or other participating institutions must be accounted for in the budget under "Co-financing" (green header).

Any co-financing to the project from sources not participating actively in the project must be accounted for in the budget under “Funding from other sources” (orange header).

As a main rule co-financing must be divided into 4 overall budget items: Scientific/academic salaries, technical/administrative salaries, equipment expenses and operating expenses (see [section C.4](#)). Information on co-financing may also be listed, even if it stems from a participant who is not supported by the grant but is actively participating in the proposed project.

C.4 What expenses may be covered?

You may apply for funding to cover all expenses directly attributable to the project, and which are relevant and necessary in order to carry out the project. To this should be added overhead/administration expenses, see [section C.5](#).

As applicant, you must ensure agreement between the project description and the budget applied for. The budget must, as a general rule, be divided into the following overall budget items:

- Scientific/academic salaries
- Technical/administrative salaries
- Equipment expenses (exceeding DKK 500,000 excluding overhead/administration expenses)
- Operating expenses (including equipment expenses up to DKK 500,000 excluding overhead/administration expenses)
- Overhead/administration expenses (calculation based on the overhead percentage)

For DFF-International Postdoc the division of budget items is different, see [section C.4.1](#) below

You must prepare the budget according to the actual price level at the time of the application, and take into account expected salary and price increases during the project period.

Scientific/academic salaries

IRFD may provide funding towards scientific/academic salaries for participants in the project. These participants may be researchers who are already employed during the project period applied for, whether it is on a temporary or a permanent basis, as well as researchers who are not already employed for the project period in question.

Salaries must be calculated according to the provisions, which apply to scientific staff in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance. Scientific/academic staff, whose salaries are paid for by the fund, 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.

Thus, salary expenses for named scientific participants can be calculated on the basis of the actual salary level the employee currently has or will be entitled to at his/her place of employment, including any anticipated increments for the project period. The calculation of salaries must be documented as precisely as possible, with reference to current salary levels for researchers in employment at the time of application, or a salary calculation for researchers who are going to be appointed on the basis of funding from IRFD. IRFD therefore recommends you to contact the administrating institution in order to get a salary calculation, or if you are already employed, to enclose a copy of your most recent salary statement. You must use net salary expenses (salary, pension, ATP, holiday pay) for participants with permanent positions in the budget. Please note that you should not apply separately for vacation allowances for permanently employed scientific/academic participants. For employees on fixed-term employment contracts, IRFD requires holiday pay from previous employments to be deducted from the salary budget for the scientific participants.

Salary expenses for unnamed scientific/academic employees participating at postdoc level should normally be calculated based on the salary level for postdocs/assistant professors, cf. the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance.

Salary overhead (see [section C.5](#)) must be calculated on the basis of the type of institution, which defrays and books/pays the salary to a project participant.

PLEASE NOTE: The above section on scientific/academic salaries does not apply to DFF–International Postdoctoral Grant where the grant holder is affiliated to a foreign research institution receiving administrative assistance from the Ministry of Higher Education and Science. In such instances, support is offered in the form of a grant and does not involve tenure. When calculating the size of the fixed monthly payments towards the grant holder’s personal expenses, the principles, which apply in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance shall be used, although the grant holder will not be covered by this or other collective agreements. See [section 2.1](#) and [section C.4.1](#) below.

Technical/administrative salaries

You may apply for funding to cover salaries for non-scientific assistants, including student assistants. In accordance with national regulations, assistants’ salary levels must be based on the actual tasks they are hired to carry out.

As a general rule, you cannot apply for funding to cover technical/administrative salaries in connection with the instrument DFF–Non-University Research Education (PhD), as you will be expected to carry out the relevant tasks in relation to your PhD project on your own accord. If you find hiring a technical/administrative assistant will be crucial for carrying out the project, you must argue for this in your budget. You cannot apply for technical/administrative salary when applying for a DFF–International Postdoctoral Grant.

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. If you apply for funding to cover the purchase of equipment in excess of DKK 500,000, excluding overhead/administration expenses, you must be able to document the expenses, e.g. in the form of a quote, which must be attached as an appendix. Funded equipment will become the property of the administering institution, irrespective of the amount that has been granted towards it. If you are applying for a DFF–International Postdoctoral Grant you cannot apply for funding of equipment.

Operating expenses

You may apply for funding to cover all operating expenses directly attributable to the proposed project, and which are relevant and necessary in order to carry out the project.

In the budget template you must specify the actual single operating expenses, which add up to the total operating budget. Please provide detailed argumentation in connection with considerable operating expenses, accounting among other things for extent, price level and relevance.

IRFD expects expenses for books, normal work PCs, general software and other general work tools to be covered by the host institutions' overhead. Therefore IRFD does not offer support for this type of expenses. Moreover, IRFD expects that access to and use of equipment, facilities, databases, etc. which are already available at the host institutions, will be made available at no extra cost for research projects, which the institutions agree to host. Thus, unless you can document that special circumstances apply, IRFD will not offer support for such types of expenses.

As part of your operating expenses, you may apply for annual education rates (*“uddannelseskoster”*) in relation to any research education required in conjunction with PhD scholarships financed by the fund. In accordance with an agreement between the Independent Research Fund Denmark and Universities Denmark, IRFD uses special annual education rates. These rates are lower than the standard annual education rates listed in the Finance Act in connection with grants to the Danish universities. However, the employing or host institution may in turn give PhD students salaried by the fund tasks to an extent corresponding to 840 hours in a 3-year PhD course of study.

For PhD students enrolled at Danish universities you may apply for the following education rates per full project year:

- DKK 50,000 (IRFD | Humanities and IRFD | Social Sciences).
- DKK 80,000 (IRFD | Natural Sciences, IRFD | Medical Sciences and IRFD | Technology and Production Sciences).

This amount will be at the disposal of the host institution and also covers all salary expenses in relation to PhD supervision.

You may apply for funding to cover travel and living expenses. The purpose is to cover actual additional costs related to official journeys. The maximum rates are listed in the Government circular on the official journey agreement ("*Statens Cirkulære om Tjenesterejseaftalen*") and the appurtenant circular on adjustment of rates ("*Cirkulære om Statsregulering*"), as well as the circular on bonus schemes ("*Cirkulære om Bonusordninger*"). You may read the relevant agreements and rates at www.modst.dk. If, during a stay abroad, you remain employed at a Danish state owned research institution, the fund recommends you to find out whether you are covered by state self-insurance and therefore do not need to take out your own insurance.

IRFD expects that you have checked the real costs of the stay and are able to justify the items of expenditure applied for, e.g. for transport and accommodation. You may e.g. apply for the following:

- Reimbursement of transport expenses. However, expenses for local transportation during the stay abroad, will not be reimbursed
- Reimbursement of overnight stay expenses
- Hourly and daily allowances to cover additional expenses for meals, etc., to the extent the hourly and daily allowances do not exceed the actual additional expenses.

It is the institution defraying and booking the expenses for an operating item which is awarded the overhead, based on the applicable rate for the institution in question.

C.4.1 Special budget requirements for DFF–International Postdoctoral Grant at foreign research institutions, where the Ministry of Higher Education and Science serves as administrator

You must prepare a detailed budget that covers all expenses, so that the financial statements can later be compared directly with the budget, item-by-item. The detailed budget must be accompanied by specific reasons stating why the individual budget items and their size are relevant and necessary to carry out the project.

Personal expenses: The part of the grant covering your personal expenses will be paid on a quarterly basis. The size of the amount is calculated in accordance with the principles, which apply in the collective agreement between the Danish Confederation of Professional Associations (AC) and the Danish Ministry of Finance, and corresponds to the 8th pay scale point, incl. pension, holiday pay, and final holiday pay for the last qualifying year of the project period. When applying for a grant in this Call for Proposals your personal expenses during the two-year project period must be stated as DKK 1.132.379 (which corresponds to the wage levels as of April 1st, 2017). The final calculation of personal expenses in your grant depends on the date of start of your grant. Due to this, the amount for your personal expenses may be slightly different in the final grant.

In case of maternity/paternity leave during the grant period, you may ask for prolongation of the grant period. Maternity leave will entitle you to 6 months of pay for personal expenses. If you wish to extend your maternity leave with an additional 5 months' leave you will be entitled to a pay corresponding to the current level of unemployment benefit. Paternity leave will entitle you to 3 months of pay for personal expenses. If you wish to extend your paternity leave with an additional 5 months' leave you will be entitled to a pay corresponding to the current level of unemployment benefit.

A DFF-International Postdoc is a grant and does not imply tenure. You will consequently not be covered by any collective agreement during the project period.

Operating expenses: You may apply for funding to cover necessary operating expenses, understood as expenses which can be attributed directly to the implementation and realisation of the research project, and expenses in connection with a stay at a foreign research institution, cf. section 2.1 of the call. Please note that you yourself must find out the need for insurances (e.g. industrial injury insurance, health and social security, travel insurance, and insurance of equipment to be used for research purposes) in the country, where your research project will take place, and to include these in your application. The fund expects that you have checked the real costs of the stay and are able to justify the items of expenditure applied for, e.g. for transport and accommodation.

You may apply for funding to cover the following operating expenses:

1. **Research expenses:** You may apply for a maximum amount of DKK 100,000 a year to cover expenses for books, subscriptions, IT, bench fees, lab expenses, participation in conferences, etc.
2. **Expenses incurred in connection with carrying out the project at a foreign research institution:** You may apply for funding to cover expenses in relation to one outward and return journey, insurances, including any necessary insurance of equipment as well as travel and health insurance. You may apply for funding towards rented accommodation in the host country and a maximum of DKK 10,000 can be applied for to cover the shipping of household effects.
3. **If relevant, expenses incurred in connection with your accompanying spouse/partner and/or children's travel and stay:** You may apply for a maximum of DKK 100,000 to cover one outward and return journey, health insurance, etc. for your accompanying spouse/partner *or* a maximum of DKK 200,000 to cover one outward and return journey, health insurances, additional expenses e.g. for child care, etc. for your accompanying spouse/partner and child/children.

Technical/administrative salary: If you apply for a DFF–International Postdoctoral Grant you cannot apply for funding towards technical/administrative salary.

Equipment: If you apply for a DFF–International Postdoctoral Grant you cannot apply for funding towards equipment.

Overhead: If you apply for a DFF–International Postdoctoral Grant, your budget should not include overhead/administration expenses.

Please note that if your actual operating expenses exceed the total amount you have been awarded for such expenses, the additional costs will not be reimbursed.

Please note that as a grant holder you are responsible for the payment of pension and to take up relevant insurances (e.g. travel insurance, health and social security insurance in the country in question, industrial injury insurance, insurance of equipment to be used for research purposes, etc.). Furthermore, you are responsible for drawing up an agreement with the foreign institution about implementation of the research, questions of author's rights, and the equipment to be used in connection with the grant.

The Ministry of Higher Education and Science serves as administrator of the part of the grant related to your personal expenses, which are paid quarterly, beginning at the start date of the grant. The part of the grant related to operating expenses is administered by you in cooperation with the Ministry of Higher Education and Science.

Please note that the office of the Independent Research Fund Denmark cannot provide counselling concerning taxes during your stay abroad. Please contact the Danish tax authorities: SKAT Udland, tel. 72 22 28 92.

C.5 Overhead/administration expenses

Overhead/administration expenses are granted by IRFD to cover indirect costs incurred in connection with carrying out the project, but which are not directly attributable to the specific project. This could for instance include joint expenses to cover rent, premises, administration, etc.

Overhead/administration expenses are calculated as a fixed percentage of the grant amount that goes towards the project's direct expenses. IRFD grants overhead/administration expenses according to the following rates:

Institution type	Overhead
Danish institutions (including Danish universities and sector research institutes) which are subject to the rules regarding grant-funded research activities in the Danish Ministry of Finance's budget guidelines, and which are authorised to carry out grant-funded research activities.	44 %
Authorised Danish Technological Service Institutes (GTS institutes)	20 %
Danish institutions which fulfil all of the following criteria: - receive and are expected to continue receiving a fixed state subsidy of minimum 25 % (measured in relation to the total annual turnover) for covering operating expenses - are non-profit institutions which do not seek to generate profit, and where any profit may not be distributed among the owners. - carrying out research must be a central purpose of the institutions.	20 %
Public hospitals in Denmark, on Greenland and the Faroe Islands	3.1 %
State-recognised museums (cf. the Danish Museum Act) and state-owned museums in Greenland and on the Faroe Islands	3.1 %
All other Danish and foreign institutions and enterprises	0 %

The principle for calculating differentiated overhead/administration expenses

If your IRFD application concerns activities that involve funding of various institutions with different legal status, cf. the table above, it will be necessary to calculate a differentiated overhead for each institution.

For salary expenses, overhead/administration expenses must be calculated on the basis of the institution or enterprise that *defrags and records the salary expenses*. Hence, it is not decisive whether the research activity is actually taking place at the institution or enterprise in question. Nor is it decisive where a person has his or her principal place of employment or typically works most hours. If a person is employed by several institutions, these institutions must agree on how the project hours are to be distributed as working hours among them. Each institution will then have to include the salary expenses for its share of the project working hours in the budget. The same principle applies to the division of equipment and operating expenses. Thus, it is the institution(s) *defraying and recording the expenses* relating to operations that will be awarded the overhead/administration expenses, based on the applicable rate for the type of institution, cf. the table above.

C.6 Budget signatures

Funding from the fund is granted under the condition that the project's budget information in the application is approved, signed and stamped by the management of the administrating institution and signed by the applicant. The administrating institution is defined as the unit, which is responsible for the finance and personnel administration as concerns the project's/applicant's expenses during the project period, and ensures administrative legality in connection with terms of employment, accounts, etc.

Stamps and signatures should be provided in the template IRFD -budget confirmation. If you apply for a DFF–International Postdoctoral Grant the budget only needs to be signed by you as the applicant.