

Ministry of Foreign Affairs of Denmark

*Research collaboration projects in Danida priority countries
("Window 1"), 2018*

Invitation and guidelines for Phase 2 applications

Applicable only for research applications prequalified in Phase 1

Deadline: 24 August 2018, 12:00 hrs. (Danish Time)

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1. Introduction

The Ministry of Foreign Affairs of Denmark (MFA) provides grants for development research activities as part of Denmark's international development cooperation. Two windows are available in 2018 providing grants for research with partners in Danida priority countries and for research with partners in growth and transition countries. Within this framework, the MFA invites phase 2 applications for grants related to development research in the Danida priority countries. Phase 2 is the submission of a full application only by those selected ("prequalified") in Phase 1 in 2018 covering applicants from Danish, Tanzanian, and Ghanaian research institutions. The MFA will ensure that at least one project from applicants from these countries will be selected.

The total budget available for this research window is approximately DKK 120 million. The duration of projects is up to 5 years with a maximum grant of DKK 12 million for each project.

A Consultative Research Committee for Development Research (FFU) is tasked with assisting the MFA by providing professional and scientific advice in relation to research applications and projects.

The Danida Fellowship Centre (DFC) administers the MFA's support to development research. Questions or queries regarding application procedures should be directed to DFC¹ at research@dfcentre.dk.

The deadline for submission of Phase 2 applications is **24 August 2018 at 12:00 hrs. (Danish Time)**. Applications must be submitted in English and electronically via DFC's e-application system.²

More information is available at <http://dfcentre.com/research/calls-for-applications/>, including advice from FFU on how to prepare a good application.

2. Objectives

In accordance with the overall objectives of the MFA's support for research, grants will be awarded to strategic research cooperation which generates new knowledge relevant to the needs and strategies of the priority countries and Denmark's development cooperation, as well as contributing to strengthening research capacity in these countries. It is important to note that the Sustainable Development Goals (SDGs) adopted by the United Nations in 2015 constitute an overall thematic framework for development cooperation and research.³ Further information about the research themes is outlined below.

The supported development research projects must include substantive elements of research capacity strengthening, which focus on national priorities and ownership in developing countries.

¹ For the General Conditions regarding on-going projects, calls, e-application forms, etc. see: <http://dfcentre.com/research/general-conditions-and-forms-for-research-projects-2/> and <http://dfcentre.com/research/calls-for-applications/>

² See Section 11 for information on how to access and use the e-application system.

³ See: <https://sustainabledevelopment.un.org/sdgs>

3. Research Themes

The Sustainable Development Goals

The global 2030 Agenda and the seventeen United Nations Sustainable Development Goals (SDGs) constitute an important framework for development cooperation and research. Therefore, it is envisaged that research projects and collaboration on the five themes identified below will be undertaken within the context of the relevant SDGs and that these will be reflected in the justification for the research proposed.

Theme 1 - Sustainable economic development

Inclusive economic growth is at the core of the sustainable development agenda. Eradicating poverty through the promotion of economic growth and employment is vital in many developing countries. In this context, catalysing knowledge and leveraging finance for investments are means of establishing sustainable business models that both address environmental degradation and create decent jobs while respecting human rights (in terms of working conditions, effective civil institutions, etc.). Furthermore, strengthening job creation through small and medium sized enterprises in both rural and urban areas is high on the economic growth agenda. Targeted research will make useful contributions in terms of defining appropriate policies for inclusive, sustainable growth.

Theme 2 - Gender equality and development

Although progress has been made in many countries with respect to gender equality and women's rights, much remains to be done. The United Nations gender inequality index reflects disparities in achievement, notably in three dimensions: sexual and reproductive health and rights, empowerment (including education) and the labour market. Inequalities of access to justice are also significant. Masculinity and patterns of male behaviour are increasingly subject to scrutiny, in addition to the traditional concerns with women's rights. More research is needed to enhance understanding of the opportunities for greater gender equality as well as the constraints affecting these dimensions in particular countries and regions.

Theme 3 - Humanitarian assistance and development

A large share of international development assistance is allocated to a range of humanitarian organisations dealing with both acute and lengthy crises. Relief and emergency assistance is channelled to deal with internally displaced persons and refugees as well as victims of natural disasters. In this context it is important to understand how humanitarian efforts can best contribute to long term, sustainable development in line with recent international commitments. Research could entail investigating the ways in which different actors – including the diaspora - respond to a crisis or disaster, with a view to peace making and conflict resolution, to “building back better” (after destructive events), to strengthening institutions for long-term service provision, improved preparedness and early warning, etc.

Theme 4 - Climate change resilience

As climate change leads inexorably to higher temperatures and sea level rise as well as increasingly extreme weather events, adaptation has become a critical issue in many vulnerable regions, both rural and urban. Climate change affects food production and access to water resources, as well as the patterns and prevalence of diseases. According to the Inter-governmental Panel on Climate Change (IPCC), resilience is the degree to which “a system rebounds, recoups or recovers.” Thus, strengthening resilience has become a key to effective adaptation. Research can contribute to determining how both rural and urban communities can improve their livelihoods while reducing vulnerability.

Theme 5 - State building

Over the past decade there has been a considerable emphasis on the problems of fragile states, but there is still a need for greater understanding of the world's more intractable conflicts. Emigration and displacement from affected regions have sharpened the focus of attention on failures in terms of stabilisation. In this context, further research is needed to better understand the drivers of stability, in particular the role of democracy in state building, the establishment of well-functioning and legitimate public institutions for service delivery, how to strengthen businesses and incentivise investment, etc. Relations between states and citizens, the roles of religion, ethnicity and the family, as well as the drivers of growth such as entrepreneurship and access to financial resources and to services (including education, health care, water supply, etc.) could be amongst the research topics.

4. Assessment Criteria

The FFU assesses Phase 2 applications on the basis of four criteria, i.e. scientific quality, relevance, the potential effect, and feasibility.

The scientific quality is assessed on the basis of:

- *The research experience and qualifications of the project coordinator and the team;*
- *The originality and innovative nature of the project, in terms of generating new knowledge.*

The relevance is assessed with respect to:

- *The focus of the project is well-defined with respect to the selected theme;*
- *The project responds to national development priorities relevant for Danish development assistance;*
- *The extent to which the research topic contributes to solving challenges in relation to the sustainable development goals (SDGs);*
- *Opportunities for enhanced private sector development.*

The effect is assessed based on:

- *The potential direct effects with respect to the selected sustainable development goal(s);*
- *The effects of the project in terms of partnerships with the public and private sector which could take the research to the next level;*
- *The contribution of the project to strengthened research capacity.*

The feasibility is assessed as regards:

- *The management structure for the research project;*
- *The project coordinator's managerial skills and previous experience with research in developing countries;*
- *The proposed design and activities.*

The MFA will select the projects for funding based on the FFU's assessment of the above criteria.

As stated in the "General Conditions for Grants to Research Collaboration Projects Supported through Denmark's International Development Cooperation", <http://dfcentre.com/research/general-conditions-and-forms-for-research-projects-2/>, the MFA may make the processing of new applications from a project coordinator conditional on compliance with the terms and conditions of previous grants, including whether the total time allocation for individual researchers in several projects exceeds what is considered feasible.

Phase 2 applications will be forwarded to international scientific peer reviewers for review of the scientific quality of the proposed project. To facilitate the peer reviewing process, applicants are requested to suggest suitable peer reviewers within their scientific field in the e-application form.

5. Project Description

The application must contain a project description (Appendix A), which must be structured according to the headings indicated below and in the stated order. All headings must be used and none added. It is important to ensure that the application is clear and focused and although there are no requirements regarding the length of each section, the project description as a whole must not exceed 10 pages, plus references.

Heading	Content
1. Title and project coordinator	Project title and name of project coordinator as stated in the electronic application.
2. State of the art and rationale	As an introduction to the objectives of the research, this section should include a state-of-the-art literature review and an outline of how new knowledge will be generated on the topic concerned. This will highlight how the proposed research relates to prior and on-going investigations and the rationale for the selection of the partner country(ies). If more than one country is chosen, the added value must be clearly argued.
3. Relevance	A brief summary of the importance of the project with respect to national development policies, Danish development cooperation and the sustainable development goals (SDGs).
4. Objectives	Objectives are defined as what the project aims to achieve in the long term. Achieving the objectives is the impact of the research. Objectives and possible associated research hypotheses must: <ul style="list-style-type: none"> - Drive the “state of the art” forward; - Address clearly defined research issues; - Provide new knowledge and be innovative; - Include substantive elements of research capacity strengthening. (Must correspond to the objectives in the LogFrame in the e-fond application form)
5. Expected outcomes and outputs	The main scientific results and research capacities built must be listed. Outcomes are what the project aims to achieve in the short and medium term and are the result of project outputs as well factors beyond direct control (such as policy changes and/or practices of stakeholders/users of project outputs). Outputs are produced as a direct result of activities, e.g. seminars, publications and PhD degrees.

	(Must correspond to the outcomes and outputs in the LogFrame in the e-fond application form)
6. Methodology	<p>In describing the methodology, design and research capacity strengthening, this section should include:</p> <ul style="list-style-type: none"> - Methods and project design to address the selected objectives; - Approaches to research capacity development; - Ethical considerations (where relevant); - How the research adheres to Danish and partner country requirements concerning research permits and provision of information to relevant authorities. <p>This constitutes the basis for assessing the feasibility of the proposed research.</p>
7. Overview of the research plan	<p>This section will include the proposed timetable, milestones and resource allocation by the participating parties, including information about the PhD students involved. Joint fieldwork should be described both in terms of time allocation for researchers and in proposed work packages.</p>
8. Organisation and management	<p>Based on a summary of the scientific and managerial competences of the research partners, this section will include outlines of:</p> <ul style="list-style-type: none"> - Research and institutional capacities; - Management, coordination and collaborative arrangements proposed for the research project; - Coordination with other related research capacity strengthening initiatives.
9. Capacity strengthening	<p>This section will include a description of how research capacity strengthening will increase the quality and competitiveness of participating institutions (research environments), notably through:</p> <ul style="list-style-type: none"> - Research-based education (e.g. support to PhD students); - Facilitation of access to and use of scientific literature; - Training of senior researchers and teams to design and manage research and to produce, document and disseminate results; - Support for establishing and running laboratories and other facilities; - South partners' access to databases and libraries.
10. Partnerships	<p>In terms of collaborative partnerships, this section should outline how the research will draw on and cooperate with related international projects, including participation in research networks, conferences, etc. Perspectives for South-South cooperation may also be highlighted.</p>

11. Publication and dissemination strategy	A dissemination plan will be outlined, indicating the expected results and how these will influence policies and actions, as well as joint publication and knowledge sharing.
List of references	Attach a list of principal publications, etc. used in the research project description.

6. Participating Researchers and Institutions

Experience shows that the project coordinator plays a key role in ensuring that a collaborative research project is successful. Effective engagement/ involvement of the project coordinator will entail a substantial workload, noticeably at the beginning of the project.

All researchers of all participating institutions and partners including subcontractors must be named and their CVs attached. It is important that the project coordinator and the research team document relevant scientific merits/qualifications and research background within the research topic applied for. A project coordinator may apply for more than one project, but only one project per project coordinator may be approved for this funding window.

The applications from Denmark must list partners in Danida priority countries and possible international and private sector partners, while the research project applications from Ghana and Tanzania must list partners in Denmark and elsewhere, if applicable. Grant funding can be used for direct input from project partners from the private sector and national authorities in the partner country or in Denmark, and such partners are encouraged to contribute with additional resources (funding or in-kind) for the projects. International research institutions and research institutions in countries outside Denmark and outside the partner countries can be included as sub-contractors and can be supported by the grant for their direct contributions to the project activities.

Research collaboration is considered an important means to strengthen research capacity of institutions in priority countries. In order for research partners to benefit from the collaboration, partnerships should be equal, and partners should be able to contribute actively in preparing the Phase 2 application. Research applications which have been prepared without the active involvement of partners in priority countries or Denmark will not be approved. Other important aspects of equal partnerships include joint fieldwork, joint publishing, knowledge sharing, access to databases and libraries, etc.

CVs of private sector partners must be attached together with the profile of the company/private sector institution.

In case a **PhD student** is not yet identified, the selection procedure must be described and must follow the general requirements of enrolment. Please pay particular attention to the requirements for enrolment of PhD students from Danida priority countries. PhD candidates from priority countries included in the project must seek enrolment at a university in their home country, alternatively at a university in the region of the partner country. Enrolment in Denmark can only be considered, if enrolment in the partner country or region is not possible and if sufficient justification for this is provided. In cases where study periods in Denmark are deemed necessary, this must be under a “sandwich” programme with studies at the Danish institution for a limited period of time (usually a maximum of three semesters).

Double or multiple PhD degrees, i.e. a PhD degree from a Danish university in addition to a degree from a home university or university in the region, can be awarded provided that the requirements of the

Danish Ministry of Education, Executive Order no 1039 of 27/08/2013 § 23 are fulfilled, and that the possible payment of fees at the Danish university at a maximum is set according to the period of stay at the Danish university.

Danish PhD students and Danish postdocs can be included in the project, if it is explained how they contribute to project objectives. Their CVs must be attached. Tuition Fees and educational grants of Danish PhD students cannot be covered.

Education of a limited number of Masters students in Danida priority countries, but not in Denmark, may be supported if convincing arguments are presented.

Travel grants for Masters students enrolled at Danish higher education institutions doing field studies as part of their Masters' thesis can be included in the projects. Such travel grants must be used for the student to visit the project partner and carry out field studies within the scope of the project.

7. Required Format of the Application

The e-application system is accessible from DFC's website via the following link:

<http://dfcentre.com/research/calls-for-applications/>.

The Phase 2 application must comprise

- An e-application form
- Appendix A: Project Description
- Appendix B: CVs of all researchers and other project participants named in the application form Step 1A
- Appendix C: Budget
- Appendix D: Signatures

All appendices must be in English. Appendix A, B, and D must be submitted in PDF-format, while Appendix C must be submitted in Excel-format. The total size of all appendices must not exceed 25 MB. The appendix files must be named "Appendix [letter]".

The required format and content of individual appendices are described below. Other appendices/documents will not be considered.

Appendix A - Project Description: Must contain the headings as described in Section 5. The text format must be Verdana, 10-pt font size, with at least 2 cm left and right margins and at least 13-pt line spacing. The project description must be maximum 10 pages, plus references.

Appendix B – CVs: The front page must include a table of contents listing the CVs in the order in which they appear in Step 1A in the e-application form. CVs should not exceed 2 pages per person. CVs of researchers must specify the scientific qualifications, managerial skills, and experience from developing countries, and must include a list of key publications and patents. CVs of private sector partners must be accompanied by a profile of the company/private sector institution. The table of contents and all CVs must be compiled in a single PDF file in which each CV starts on a new page. Signature on CVs is not required.

Appendix C – Budget: The budget format must be used. Remember to include budget notes.

Appendix D – Signatures: This appendix comprises all signatures of participating researchers/partners and institutions in the project, as listed in Step 1A of the e-application. Use the two templates available on the DFC website - D1 Main Applicant and D2 Partners, respectively. Use one signature page per

institution/company, which comprises the signatures of the Head of Institution/Department and named researchers/participants in Step 1A in the e-application form. Compile all signature pages in one PDF file before uploading the appendix.

8. Finances

The maximum grant is DKK 12 million for a project of up to 5 years' duration.

The budget must ensure that all costs are covered and that sufficient resources are allocated to the implementation of the project. Budget margins are not accepted. It is not possible to apply for supplementary funds within the project period, and funding cannot be granted to cover costs already incurred.

The percentage of the budget allocated to Danish and South-based research institutions must reflect the importance of research capacity strengthening of the South-based partners, e.g. by providing around 60% of the budget to South-based research institutions and 40% of the budget to Danish partners. Expenses for stays in Denmark administered by DFC should not be included in the calculation of the budget distribution between Denmark and the South.

The budget (Appendix C) must contain a budget for each participating institution. The budget forms must be filled in with the amounts applied for (not including co-funding). The budget for international research institutions and partners in countries outside the Danida priority countries, as well as private sector partners, can only include salaries and travel expenses covering direct contributions to the project activities, and no administration fees can be covered. The budget of subcontractors can be included in the budget of one of the research partners, if applicable, and should be clearly explained in the budget notes. Contributions of additional resources are encouraged for all project partners but no fixed percentage has been set. Co-funding may be provided in the form of monetary contributions or as payment 'in kind', i.e. by making equipment, staff, etc. available, in which case this should be detailed in the budget notes.

When planning the project and drafting the budget, you may consult the current General Conditions for on-going FFU projects at <http://dfcentre.com/research/general-conditions-and-forms-for-research-projects-2/> as more details are provided.

Eligible budget items:

Salaries and emoluments

Salaries for staff and PhD stipends must follow the appropriate tariffs applying to the local institution in question. It is not accepted that staff is paid allowances on top of the salaries already received from the institution. Salaries are either compensation/ replacement salary paid to the institution for the time the staff allocates to the project, or compensation payment for over-time, either hourly or performance based. In the case of over-time payment, a written agreement must be entered between the institution and the researcher. Double salaries and payment of consultancy fees will not be accepted.

With the signature of the Head of Institution/Department, the responsible institution verifies that the budgeted project salaries and fees comply with applicable collective labour agreements. The responsible institution must also ensure that current tariffs for remuneration at all partner institutions are applied and that salaries in the budget are based on gross salaries.

It is the responsibility of the applicant institution to ensure that the budget for salaries includes any additional allowances, holiday allowances, labor market pension schemes, pension contributions, salary increases triggered by labor market agreements and seniority, etc.

Tuition fees/ educational grants

Tuition fees and educational grants can be covered for PhD students from priority countries. The educational grants must follow the rules and regulations of the institution in question. The grant is placed at the disposal of the institution and is intended to cover expenses incurred in connection with the grant, i.e. supervision, courses, brief trips, study periods at other institutions. Such expenses can thus not be covered under other budget lines.

If PhD students from partner countries follow a ‘sandwich’ model with study stays in Denmark, the tuition fees must be shared according to the periods of stay at each university. Payment of full tuition fees at a Danish university for PhD students from a partner institution enrolled in their own country will not be accepted.

Expenses for trips and fieldwork

Project staff can only receive per diem and other reimbursable costs according to their institution’s rules, regulations and cost-norms. However, should local per diem rules exceed the applicable rates according to Danish rules then the Danish rules must be applied. The cheapest fare should be applied and frequent flyer points earned on these flights cannot be used for private purposes. Budgeted travel must be justified and directly related to project activities. The table for planned travel, being part of the budget form, must correspond with the travel expenses.

If a researcher is not covered by personal insurance or similar, an amount for health insurance per month for travel outside the home country may be included.

Travel grants (direct travel costs and accommodation expenses) for Masters students from Denmark can be included in this budget line.

Research equipment and material

All purchases must be in accordance with international and national procurement regulations. The budget items for project and research equipment cover the expenditure of acquiring necessary equipment, apparatus, literature, IT equipment, insurance, etc. A project vehicle can only be purchased for local transport in exceptional cases where there is a need for frequent field trips, and where it is obviously less expensive than other forms of transport. If purchase of a project vehicle is included, the budget notes must include a comparison of the cost of purchasing and using the car compared with other forms of transport.

Project expenses must not include VAT, in case it is possible for the South/Danish institution to receive VAT refund.

Projects administered by a government institution should apply the rules of state self-insurance and, outside Denmark, otherwise secure the insurance of equipment.

Publication, dissemination and outreach

Under this budget item, expenditure for ongoing, current or subsequent dissemination and publication of research findings may be included, for instance:

- Publishing of reports, etc.
- Minor publications for local dissemination
- Production of materials for dissemination through a website and other electronic media

- Participation in conferences if the applicant delivers a poster or paper presentation
- Holding of workshops and seminars (local expenses)
- Alternative forms of dissemination

Publication of research results in open access journals is encouraged and the costs should be included in the budget.

Travel expenses and salaries in connection with workshops and conferences must be included under their respective budget lines.

Overhead/administration fees

For project grants administered by a government institution or a self-governing institution registered as having an account on the Appropriations Act, the Ministry of Finance's rules governing grant-financed research activity included in the Ministry of Finance's budget guidelines are to be followed. This implies that project support granted through a process of competition, the overhead as a maximum follow the rates below.

Overheads are calculated as a fixed percentage of direct costs, cf. the rates given below. Direct costs are costs incurred as a direct result of research activities. No overhead can be charged by the Danish institution for funds transferred to their partners.

Institution/enterprise type	Overhead
Danish institutions (including universities and government 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 authorized to carry out grant-funded research activities	44 %
Danish Authorized Technological Service Institutes (GTS-institutter)	20 %
Danish institutions meeting all the following criteria: <ul style="list-style-type: none"> • Receive and are expected to continue receiving a fixed state subsidy of minimum 25 % (measured in relation to total annual turnover) to cover operating costs; • Are non-profit institutions which do not seek to generate profit, and where any profit may not be distributed among the owners; • Carry out research as a central purpose. 	20 %
Public Danish hospitals	3.1 %
Danish state-recognised museums (cf. The Danish Museum Act)	3.1 %
All other Danish institutions and companies	0 %
South-based research institutions (non-profit institutions depending on local conditions)	Max. 20 %

The following general administration costs are considered to be covered by the overhead:

- Management involvement in the co-operation and coordination of the project
- Recurrent office and office set-up expenses (office furniture, rent, cleaning, stationery, transport, electricity and water, support staff, and other general recurrent expenses)
- operating expenses);
- Expenses related to staff carrying out general administrative tasks, such as budget and accounting tasks.

Additional funds cannot be allocated to these types of expenses over and above the overhead.

Administration fees cannot be included for international partner institutions and institutions outside the Danida priority/partner countries; as such institutions can only be supported for their direct services to the project activities (salaries and travel expenses). In addition, no overhead can be included of expenses relating to stays of PhD students in Denmark.

A calculated rate per working hour (costs plus overheads) must be used for companies, including private research institutions. Alternatively, a fixed hourly rate may be used. The budget item 'administration fees' must therefore not be used for companies.

Stays in Denmark administered by DFC

The stay in Denmark for PhD students from the South must be supported and administered according to the terms of the Danida Fellowships. This includes an allowance, but not a PhD salary paid in Denmark. The allowance only covers the stays in Denmark, while in the home country a local PhD salary can be paid instead. The current guidelines for Research Fellows are to be applied for study periods in Denmark for PhD students from the South. This also includes the use of Danida Fellowship Centre's administrative services in arranging the practical details of the stay, see <http://dfcentre.com/research/how-dfc-administers-research-projects/research-fellows/>.

The budget figures for 2018 covering administration of **PhD stays** in Denmark are as follows:

- Accommodation at the DFC hostel – DKK 1,300 per week.
- Allowance – DKK 1,650 per week
- Air ticket – budget figure of DKK 9,000 per trip, the actual expenses will be invoiced.
- Residence permit (for stays over 90 days) – DKK 2,110 (for each renewal – also for extensions)
- DFC's administration (incl. insurance, visa, counselling, social and cultural activities, etc.) – NIL

DFC's administrative services for stays in Denmark for **senior researchers** are optional. The rates are as follows:

- Accommodation at the DFC hostel – DKK 300 per night.
- Discount for periods of more than 30 days: DKK 225 per night
- Allowance – DKK 1,650 per week.
- Air ticket – budget figure of DKK 9,000 per trip, the actual expenses will be invoiced.
- Residence permit (for stays over 90 days) – DKK 2,110 for PhD and Masters students (for each renewal – also for extensions)
- DFC's administration – In addition to the above, DFC charges an administration fee of DKK 6,000 (incl. VAT) per arrival.

Allow for an annual increase of app. 2.5% on all budget figures above. The expenses incurred by DFC are not subject to the 44% overhead.

Midterm review

Prior to submission of the midterm report, the progress and results of the project must be assessed by an external reviewer/expert within the field. 50,000 DKK should be set aside in the budget for this activity.

Audit

The annual accounts (Danish and South Partners') must be audited by an external auditor. If the Danish institution is subject to audit by the National Audit Office of Denmark, a management endorsement to this effect can substitute an annual audit. For projects managed by a Danish institution, a statement certifying that the South partners' accounts are audited without any qualifications must be included in the annual accounts.

The final accounts must be externally audited, and the audit is to include the entire set of project accounts, including all project partners' accounts. The maximum amount to be used for audits is DKK 30,000 per year and 50,000 DKK for the final audit. The funds for audit are earmarked. Additional expenses will not be accepted, but must be borne by the institution's overhead. The audit is not subject to OH.

9. Application Process

Submission of Phase 2 applications: The deadline for submission of final applications is 24 August 2018, 12:00 hrs. (Danish Time).

Peer review: All Phase 2 applications will be submitted for external peer review to - as far as possible - at least two internationally recognised researchers. DFC appoints the external peer reviewers from those suggested by applicants in addition to peer reviewers identified by DFC. Applicants will have the opportunity to comment on the results of the external peer reviews in a hearing process.

Hearing process: The hearing process concerning the external peer reviews is expected to take place in October 2018.

Final Selection: Phase 2 applications are assessed by the FFU at the end of November 2018 on the basis of the application, the external assessments, and any hearing responses. In the final prioritization by the MFA, only a limited number of Phase 2 applications will be recommended for approval.

Innovation Fund Denmark will endorse the final grant selection.

Responses to Phase 2 applications: Notice on the outcome of the prioritization of Phase 2 applications will be sent to applicants in December 2018. Approved projects can expect to start in early 2019 after receiving and endorsing a final Letter of Grant.

10. Obligations

Applicants should familiarize themselves with the following before using the e-application system and submitting an application.

The responsibility of the applying institution

The applying institution is responsible for ensuring that all information in the e-application is correct, that the required appendices are uploaded with the e-application, that the contents of the appendices are correct and that the e-application has been submitted before the set deadline.

It is not possible to make corrections to an e-application after it has been submitted, except for corrections related to basic applicant information such as change of e-mail address.

In the event of any subsequent substantive changes affecting the information submitted, the applying institution must immediately notify the Research Unit at DFC at research@dfcentre.dk.

The application must reflect possible legal, regulatory or ethical issues and considerations, including required standards or authorization requirements (such as production standards, quality systems, scientific ethics, data handling and protection, use of animals), as well as research permits, provision of information to relevant authorities, etc., and a plan for obtaining these.

Storage of information

When the e-application system is used, the system will automatically register the applicant's identity, IP address, and the time at which the application was created or edited.

Technical disclaimer

The Danida Fellowship Centre is obliged to inform prospective applicants of any system errors that make the e-application system unavailable, affecting the applicant's possibility of submitting e-applications within set deadlines. Information regarding such unavailability or other unforeseen events will be posted on the DFC website <http://dfcentre.com/research/calls-for-applications/>.

The Danida Fellowship Centre accepts no liability for incorrect information due to software errors, calculation errors, transmission errors and similar errors, or for any claims for damages due to incorrect use of the e-application system.

Data Protection Act

Danish privacy law (Danish Act on Processing of Personal Data [*Lov om persondata*], no. 429 of 31 May 2000 with subsequent amendments) accords the applicant certain rights when information concerning the researchers involved in the application is processed electronically. Please note that at his or her request, they have the right to inspect and verify personal data if such data are processed electronically.

Rejection of applications without substantive consideration

According to Section 6 of the Executive Order on the granting function etc. under Innovation Fund Denmark (Executive Order no 1150 of 25 October 2017), an application may be rejected without substantive consideration if the formal requirements or deadlines, as set out in these Phase 2 Guidelines are not met.

Other data which may be obtained by official bodies

The MFA and the FFU reserve the right to obtain information about any previous and current applications an applicant may have submitted to the FFU, and this information may be included in processing of the application.

In the event that project funding has been or will be applied for from elsewhere, the MFA and FFU reserve the right to obtain information as to whether the amount has been granted.

Use of funding for other purposes

The MFA may, at its discretion, decide that a proportion of the funding available is to be used for other research cooperation.

Announcement

Information about granted projects will be published by DFC: applicant name, title, workplace, title of application and granted amount. In addition, information on participating institutions, project summary, and summary of project progress/results will be published in the Danida Research Portal, <http://drp.dfcentre.com/>. Applicants should, therefore, only include information in these parts of their application (and reporting) that does not reveal information they wish to keep out of the public domain.

11. E-application

The Phase 2 Guidelines and e-application system are accessible from DFC's website via the following link: <http://dfcentre.com/research/calls-for-applications/>.

- For login, you must choose the option 'Are you a previous user of Danida Fellowship Centre's electronic application system, click here', using your email address and password from your Phase 1 application (as only pre-qualified applicants can login to the Phase 2 e-application form).
- Select: "W1 Research in Danida priority countries phase 2" select 'Create application', and press 'Continue' until you reach Step 1 where you start entering data.
- Once you have created an application form, you can save and resume work at any time by accessing the "Edit" box on the login page to the right.
- If you have forgotten your password or use a wrong password, an e-mail can be sent to your e-mail address with your selected password from Phase 1, by entering 'Forgotten' in the password box.
- Your partners can access the application by using the e-mail address and password created by the applicant institution for login.

Contact

For questions concerning application procedures or the content of these Phase 2 Guidelines please contact DFC's Research Unit at research@dfcentre.dk.