

Phase 2 invitation and guidelines 2019 – Window 1

Research in Danida priority countries

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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. While the Sustainable Development Goals (SDGs) adopted by the United Nations in 2015 constitute an overall thematic framework for development cooperation and research, the overall objective of the Danish support to research cooperation is to contribute to new solutions with new knowledge and new approaches, and to increase the countries’ capacity for creating and applying new knowledge themselves. In accordance with this objective, grants will be awarded to strategic research cooperation which generates new knowledge relevant to the needs and strategies of partner countries, to Denmark’s cooperation with these countries as well as including substantive elements of research capacity strengthening.

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 2019 covering applicants from Danish, Tanzanian, and Ghanaian research institutions. The MFA will ensure that at least one project from applicants from each of these countries will be selected.

The total budget available for this research window in 2019 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.

The Phase 2 guidelines for Window 1 is available below, for Window 2 please refer to <https://dfcentre.com/research/calls-for-applications/>.

The deadline for submission of Phase 2 applications is **23 August 2019 at 12:00 hrs.** (Danish Time). Applications must be submitted in English and electronically via DFC's e-application system (efond).

The Danida Fellowship Centre (DFC) administers the MFA's support to development research. For questions concerning the application procedures and in general relating to this Call for applications, please contact the Research Management Team at DFC at research@dfcentre.dk. More information is available under "Useful links", including advice on how to make a good application by the Consultative Research Committee (FFU).

2. Research themes

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, productive activities 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 and governance

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 and good governance, 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 services (including education, health care, water supply, etc.) could be amongst the research topics.

3. Assessment criteria

The Consultative Research Committee for Development Research (FFU) is tasked with assisting the MFA by providing professional and scientific advice in relation to the Phase 2 applications. See under “Useful links” for more information.

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

The scientific quality is assessed on the basis of the following sub-criteria:

- *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 on the basis of the following sub-criteria:

- *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;*
- *Opportunities for enhanced public and private sector development.*

The potential effect is assessed on the basis of the following sub-criteria:

- *The potential direct effects with respect to the selected sustainable development goal(s);*
- *The effects of the project in terms of the partnerships with 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 on the basis of the following sub-criteria:

- *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.*

It must be clear that the proposal constitutes a genuine research project rather than being registration of data, commissioned research, a product development, demonstration project, technology transfer, consultancy, or development project.

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.

The scientific quality of the Phase 2 applications is finally assessed by the FFU and approved by the Innovation Fund Denmark, cf. section 5, subsection 1 of the Act on Innovation Fund Denmark no. 306 of March 29, 2014, amended in Act no. 384 of April 26, 2017.

The MFA will select the projects for funding based on the FFU assessment of the applications. If the total number of qualified applications exceeds the available funding allocation, the MFA will select the best projects based on the FFU assessments of the above criteria.

4. 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, exclusive of references which are in addition to the 10 pages.

Heading 1: Title and project coordinator

Project title and name of project coordinator as stated in the electronic application.

Heading 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/countries. If more than one country is chosen, the added value must be clearly argued.

Heading 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).

Heading 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:

- 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.

(The objectives must correspond to the objectives in the LogFrame in the e-fond application form).

Heading 5: Expected outcomes and outputs

The main scientific results and research capacity building initiatives 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 as 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.

(The outcomes and outputs must correspond to the outcomes and outputs in the LogFrame in the e-fond application form).

Heading 6: Methodology

In describing the methodology, design and research capacity strengthening, this section should include:

- 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.

Heading 7: Overview of the research plan

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.

Heading 8: Organisation and management

Based on a summary of the scientific and managerial competences of the research partners, this section will include outlines of:

- Research and institutional capacities;
- Management, coordination and collaborative arrangements proposed for the research project;
- Coordination with other related research capacity strengthening initiatives.

Heading 9: Capacity strengthening

This section will include a description of how the strengthening of research capacity will increase the quality and competitiveness of participating institutions (research environments), notably through:

- 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 equipping and running laboratories and other facilities;
- South partners' access to databases and libraries.

Heading 10: Partnerships

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.

Heading 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. The planned dissemination outputs should be clear, including how the project will engage with stakeholders and how the main outputs will be communicated.

List of references

Attach a list of principal publications, etc. used in the research project description.

5. Participating researchers and institutions

The applications from Denmark must include partners in Danida priority countries and possibly international and private sector partners, while the research project applications from Ghana/Tanzania must include partners in Denmark and elsewhere, if applicable.

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

All researchers (including postdoc) of all participating institutions and partners including subcontractors must be named in Step 1A, as well as listed in Appendix B along with their CVs attached. CVs of private sector participants must be attached together with the profile of the partner company/private sector institution.

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.

It is strongly encouraged to involve partners from the private sector and national authorities in the partner country or in Denmark in the research project, and grant funding can be used for direct costs in relation to the project activities but not overhead expenses. 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 Danida priority countries can equally be supported by the grant for their direct input to the project activities but no overhead.

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.

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 Master’s students in Danida priority countries, but not in Denmark, may be supported if convincing arguments are presented.

Travel grants for Master’s students enrolled at Danish higher education institutions doing field studies as part of their Master’s thesis can be included in the project budget. 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.

6. Application process in Phase 2

Phase 2 – 2019-20	Aug	Deadline for Phase 2 applications: 23 August 2019 – 12:00hrs Danish Time DFC administrative screening
	Sept - Oct	Peer reviewing (normally two for each application) and applicant hearing
	Nov - Dec	FFU's assessment of Phase 2 applications
	Dec	Innovation Fund Denmark's approval of assessment MFA selection Reply to all applicants, rejections and Letters of Commitment
	Jan - Feb	Budget reallocations, etc. Letters of Grant Granted projects endorse Letter of Grant and can start up project activities

7. Project costs

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 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 and national authorities, can only include salaries and travel expenses covering direct costs to the project activities, and no overhead can be charged.

For secondary partners with a limited budget it can be considered to include such as project subcontractors. In this case the budget of the subcontractor can be included in the budget of the Responsible Institution or a main partner then being responsible for the accounts. Such an arrangement 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 setting up the budget, you may consult the current General Conditions for on-going FFU projects at link <http://dfcentre.com/research/general-conditions-and-forms-for-research-projects-2/>. The approved budgets and projects must be in accordance with and follow these conditions.

8. 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. No additional funding can be provided in connection with illness and parental leave, but time extensions are possible according to the rules in force.

The participating institutions are responsible for insurance of project personnel.

Tuition fees/ educational grants

Tuition fees and educational grants can be covered for PhD students from priority countries. The educational grants for PhD students must follow the relevant rules and regulations of the institution of enrolment. The educational grant is placed at the disposal of the enrolling institution and is intended to cover expenses such as supervision, courses, brief trips, and 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 home country/region will not be accepted. Also in relation to double or multiple PhD degrees, i.e. a PhD degree from a Danish university in addition to a degree from a home country university or a university in the region, the possible payment of enrollment fee at the Danish university must be set according to the period of stay at the university.

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 equally be applied. 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 Master’s 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 strongly 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.

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 %

Overheads are calculated as a fixed percentage of direct costs. 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.

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 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.

Overhead cannot be included for international partner institutions, institutions outside the Danida priority/partner countries, private sector partners and national authorities; as such institutions can only be supported for their direct costs related to the project activities. For institutions not eligible to charge overhead of direct costs, a gross salary rate must be used and follow the appropriate rate of the institution. In addition, no overhead can be included of expenses relating to stays of PhD students in Denmark.

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 should be paid. 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 2019 covering administration of **PhD stays** in Denmark are as follows:

- Accommodation at the DFC hostel – DKK 1,400 per week;
- Allowances – DKK 1,700 per week;
- Air ticket – budget figure of DKK 9,000 per trip, the actual expenses will be invoiced;
- Residence permit (over 90 days stay) – DKK 1,900 (for each renewal – also for extensions);

- Danida Fellowship Centre's administration (incl. insurances, visa, counselling, social and cultural activities, etc.) – NIL.

DFC's administrative services for stays in Denmark for **senior researchers** are optional. The rates for 2019 are as follows:

- Accommodation at the DFC hostel – DKK 325 per night;
- Discount for periods of more than 30 days: DKK 250 per night;
- Allowances – DKK 1,700 per week;
- Air ticket – budget figure of DKK 9,000 per trip, the actual expenses will be invoiced;
- Residence permit (over 90 days stay) – DKK 1,900 for PhD and Master's students (for each renewal – also for extensions);
- Danida Fellowship Centre's administration – In addition to the above budget figures, 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. Up to DKK 50,000 can be set aside in the budget for the review.

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 DKK 50,000 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 overhead.

9. E-application information and content

The e-application system is 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 prequalified 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.

If you have forgotten your password from Phase 1 or use a wrong password, an e-mail will be sent to your e-mail address with your password, by entering the email address used in Phase 1 in the box. “Forgot your password”.

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.

Your partners can access the application by using the e-mail address and password created by the applicant institution for login.

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 4. 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, exclusive of references which are in addition to the 10 pages.

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 must contain signatures of all participating researchers/partners and institutions in the project which are 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.

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 Management Team 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 and data protection

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 submitted. All personal data will be processed, stored and deleted in accordance with the [DFC Privacy Policy](#). We also refer to the [privacy policy of Innovation Fund Denmark](#) (in Danish) being the institution approving FFU's assessment of applications.

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](#).

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.

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 by DFC without substantive consideration by the FFU and the MFA, if the formal requirements (to the eligibility of applicants and countries, and to the application and attachments) or deadlines, as set out in this Call for applications, 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 which 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 the FFU reserve the right to obtain information as to whether such 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) which does not reveal information that they wish to keep out of the public domain.

11. Useful links

[Sustainable Development Goals](#)

[Danish country priorities](#)

[The Consultative Research Committee \(FFU\)](#)

[Guide to making a good application by FFU](#)

[LogFrame terminology](#)