

Phase 2 invitation and guidelines 2021 – 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. 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 with partners in the Danida priority countries (Window 1)¹. Phase 2 is the submission of a full application only by those selected (“prequalified”) in Phase 1 in 2021.

The total allocation available for development research funding (Window 1 and Window 2) in 2021 is approximately DKK 180 million.

The deadline for submission of Phase 2 applications in Window 1 is **20 August 2021 13:00hrs CET**. Applications must be submitted in English and electronically via the Danida Fellowship Centre (DFC) e-application system [SurveyMonkey Apply \(SMA\)](#).

¹ The guidelines for research in growth and transition countries (Window 2) are available at [DFC’s homepage](#).

The DFC administers the MFA's support to development research. For questions concerning the application procedures and in general relating to these guidelines, please contact the DFC Research Management Team at research@dfcentre.dk.

2. Research theme

The thematic focus area of this Call is **Sustainable development and climate change**.

Progress towards the sustainable development goals (SDGs) as defined by the United Nations in agenda 2030 requires renewed research efforts, notably in so far as the consequences of climate change are concerned. There is an urgent need to introduce low carbon development policies, measures and technologies across the globe in order to rapidly and effectively reduce greenhouse gas emissions. At the same time, higher temperatures, sea level rise, extreme weather events, droughts and floods are forcing many communities to adapt to a warmer world. Climate change affects sustainable development pathways through impacts on infrastructure and settlements, on ecosystems and biological diversity, on food production and access to water resources, as well as on the patterns and prevalence of disease, etc. Furthermore, persistent poverty and inequalities as well as recurring humanitarian crises impact on sustainable development and in fragile, least developed countries there are risks of leaving millions behind. Introducing sustainable development policies requires thorough understanding of economic, social and environmental constraints and opportunities. In this context, intensified research plays a role in developing innovative solutions, contributing both to mitigate climate change (by reducing emissions) and to enhance resilience (adaptive capacities). Multi-disciplinary investigations may be particularly significant.

3. Project duration and grant

The expected duration of a Window 1 research projects is up to 5 years within a maximum grant of DKK 12 million for each project.

4. Participating researchers and institutions

The application must be submitted by the researcher who will, if the project is granted, become the project coordinator (project lead) on behalf of the responsible institution. The applications must include nationally registered research partners in Danida priority countries (primary partners), and possibly international partners, public authorities and private sector partners (secondary partners) if relevant.

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.

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.

Research collaboration is considered an important means to strengthen research capacity. 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. Other important aspects

of equal partnerships include joint fieldwork, joint publishing, knowledge sharing, access to databases and libraries, etc.

In addition to primary research partners, it is strongly encouraged that projects involve partners from the private sector and public authorities in the partner country or in Denmark in the research project, and grant funding can be used for their direct input to project activities (salaries, fieldwork and travel costs). Administration fee/overhead cannot be charged. Such secondary 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 can be charged. A large number of partners may increase the complexity of management structure of projects, and it is advised to consider this in the project set-up. Kindly refer to “Guide to making a good application by FFU” under useful links, Section 12.

All project participants (including the identified postdocs and PhDs) of all participating institutions, both primary and secondary partners, must be named in the e-application form in the task: “Project participants”, with their CV uploaded. CV of private sector participants must include the profile or link to the website of the partner 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 enrollment. Please pay particular attention to the requirements for enrollment of PhD students from Danida priority countries. PhD candidates from priority countries included in the project must seek enrollment at a university in their home country, alternatively at a university in the region of the partner country. Enrollment in Denmark can only be considered, if enrollment 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 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.

5. Project description

The application must contain a project description (template provided in the online application system), 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 in the project description, 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 amongst others address the following:

- 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 uploaded with the e-application).

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 uploaded with the e-application)

Heading 6: Methodology

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

- 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 the following:

- 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 the following:

- 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 must 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.

6. 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.

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 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;*
- *The project design for research in fragile countries, where applicable.*

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.

A justification for the gender composition of the team should be included in the project description, and/or reflections on how gender bias has been addressed or considered in the final composition of the team.

Phase 2 applications will be forwarded to international scientific peer reviewers (two reviews per application) 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.

After the peer reviewing process, an applicant hearing process will take place. The purpose of this hearing is to give the applicant and the co-applicants the opportunity to correct possible misunderstandings in the peer reviews received to an application.

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.

7. Application process in Phase 2

Phase 2 – 2021/22	Aug	Deadline for Phase 2 applications: 20 August 2021 13:00hrs CET DFC administrative screening and administrative rejections
	Sept - Oct	Peer reviewing and applicant hearing
	Nov	FFU assessment of Phase 2 applications
	Dec	Innovation Fund Denmark’s approval of the FFU scientific quality assessment MFA selection Reply to applicants Letters of Commitment to approved projects
	Jan - Feb	Agreement on budget, etc. Letters of Grant
	Jan - Feb	Granted projects endorse Letter of Grant and can start up project activities

8. 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 must be uploaded with the e-application, and contain a budget for each primary and secondary research partner. The budget forms must be filled in with the amounts applied for (not including co-funding). International research institutions, partners in countries outside the Danida priority country/ies, national authorities, and private sector partners can only be supported for direct input to project activities, i.e. salaries and travel expenses, and no overhead (administration fees) can be covered.

Cost for salaries and travel of secondary partners must be included in the budget administered by the responsible institution, or a primary partner institution in a Danida priority country. It is not possible to charge overhead for the administration of secondary partners and the budget (salaries, travel and fieldwork expenses) must be added to the budget of the institution responsible for the administration of the secondary partner(s) under budget line 10. The calculation of the total budget

should therefore not include the individual budget of secondary partners, as these will have to be included in the budget of the primary partner(s) responsible for the administration.

The percentage of the budget to institutions in Denmark vis-à-vis institutions in Danida priority countries must reflect the importance given to the research capacity strengthening in the priority country, e.g. by providing around 60% of the budget to partner institutions in the Danida priority countries. International partners are not included in the calculation of the budget distribution.

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. The approved budgets and projects must be in accordance with and follow these conditions.

9. 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 endorsement by 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, labour 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 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 the least expensive form 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 secondary partners, i.e. 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 input to project activities. For institutions not eligible to charge overhead of direct input, 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 the 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 the [DFC administrative services](#) in arranging the practical details of the stay.

The budget figures for 2021 covering administration of **PhD and senior researchers' stays** in Denmark can be found [here](#). DFC's administrative services for stays in Denmark for senior researchers are optional.

Secondary partner(s)

Secondary partners can only be included for their direct input (i.e. salaries and travel expenses), and their budget share must be included under the budget for the responsible institution, or a relevant primary partner institution. No overhead can be charged for managing a secondary partners' budget. Expenses for secondary partners must be included in the audit of the institution managing their budget share.

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 annual audits is DKK 15,000 per year per primary partner for whom audit is required, and DKK 20,000 for the final audit for the responsible institution and DKK 20,000 per primary partner for whom audit is required. The funds for audit are earmarked. Additional expenses will not be accepted but must be borne by the institution's overhead. The audit expenses are not subject to overhead.

10. E-application information and content

Submission of a Phase 2 application must be done via the e-application system SurveyMonkey Apply (SMA). The e-application system is accessible [here](#). A video tutorial for the phase 2 application can be found [here](#).

After submitting the application, the applicant will receive an e-mail acknowledging receipt. It is also possible to see whether an application has been submitted or not under "My applications". If any doubt occurs as to whether an application has been submitted or not, the applicant should send an e-mail to research@dfcentre.dk to enquire whether the application has been submitted. This must be done before the deadline, since applications will not be accepted after deadline.

The Phase 2 application must comprise the completed **e-application form, including project description, logframe, budget, CVs and endorsements.**

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

Logframe: The provided format must be used. A video-tutorial for the logframe format will be made available [here](#).

Budget: The provided budget format must be used. The template is found in the online application system under the relevant task. Remember to include budget notes.

CVs: The CVs must specify the scientific qualifications, managerial skills, and experience from developing countries, and must include a list of key publications and patents relevant for the application. The length of the CVs must be no more than 2 pages per person. Signature on CVs is not required. CVs of private sector partners must include a profile or link to the webpage of the company/private sector institution.

Endorsements: The endorsements are mandatory by the Head of the responsible institution/ department, project coordinator, other project participants, and head of respective partner institutions, as per the e-application form. Please note that the completed endorsements by the Head of institution/department and project participants must match the names filled out in the Tasks: Basic information and Project participants, respectively. Please note that you need all endorsements completed, not just requested, before you can submit your application.

All tasks in the e-application form must be completed, and the application including appendices must be written in English. Only the required appendices will be considered. The CVs must be named "CV - Name of the researcher/project participant". Please ensure that you are able to preview and download the attachments prior to submission, as any missing or incorrect attachments will be regarded as not submitted.

You will be able to access your application and edit it in "My applications" in the e application system, until you have submitted your application, or the deadline has passed.

Your partners can access the application by inviting them as collaborators (See video tutorial for the Phase 2 application for further details).

It is advised not to wait until the last minute before deadline to submit the application, to account for any unforeseen issues on the applicant's side. Please pay special attention to the requirement of endorsements through the e-application system from all project participants, as well as from heads of institution of all involved institutions.

11. 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 successfully 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 DFC Research Management Team 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 created or last edited. All personal data will be processed, stored and deleted in accordance with the EU General Data Protection Regulation (GDPR) and [DFC Privacy Policy](#). We also refer to the [privacy policy of Innovation Fund Denmark](#) being the institution approving the scientific quality assessment made by the FFU in the Phase 2 of the application process.

Technical disclaimer

The DFC 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 DFC 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

An application will be rejected by DFC without substantive consideration by the FFU and the MFA if the requirements concerning the eligibility of applicants and countries, the application format and attachments, and the deadlines as set out in these guidelines are not met.

Requirements for the application to be considered by the FFU and the MFA:

- The application must be submitted via the electronic application system (SurveyMonkey Apply);
- The application must be submitted within the set deadline;
- The application must include the correct attachments: CVs, budget and project description, as set out in these guidelines. All attachments must be complete and successfully uploaded;
- The application must be endorsed by the project coordinator, all project participants and heads of institution from the responsible institution and from partner institutions. Names of endorsers must match the names of project participants and heads of institution;

- If an endorsement is provided by another person on behalf of, and by mandate from, a head of institution, this must be noted in the comment for the endorsement;
- The application must include at least one nationally registered research partner in Danida priority countries.

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 and public information about grants

Information about granted projects will be published by the DFC: applicant name, title, workplace, title of application and granted amount. In addition, information on participating institutions, the popular science description for the project, and summary of project progress/results will be published in the [Danida Research Portal](#). Therefore, applicants should 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.

12. Useful links

[Sustainable Development Goals](#)

[Danish country priorities](#)

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

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