

Phase 2 invitation and guidelines 2022 - Development Research

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1. Introduction

The Ministry of Foreign Affairs/Danida (MFA) provides grants for development research as part of Denmark’s international development cooperation. While the Sustainable Development Goals (SDGs) adopted by the United Nations in 2015 constitute an overall framework for development cooperation and research, Denmark’s Strategy for Development Cooperation “The World We Share” constitutes the thematic framework for this call for research proposals. “The World We Share” also emphasizes the importance of development research collaboration between Danish universities and the research community in the Global South to generate knowledge and capacity as well as to contribute to creativity and innovation.¹

Within this framework, the prequalified Phase 1 applicants are invited to submit **Phase 2 applications** (a full application) for research grants with partners in the Global South.² Phase 2 is the submission of a full application only by those selected (“prequalified”) in Phase 1 in 2022.

It is strongly encouraged to ensure partnerships that contribute to inter-disciplinary and gender-sensitive research with an important role for research institutions in the Global South both in the design and the implementation of the projects. Applicants who have experience with the former ‘window 2’ applications (applications relating to Strategic Sector Cooperation programmes) should pay attention to the requirements in the current call where all applications must meet the same criteria concerning the academic content of the proposals, including the need to demonstrate that

¹ [Denmark’s Strategy for Development Cooperation “The World We Share” 2021-2025, August 2021](#)

² It is not possible to apply for an extension project of a previous grant but an application can build on a previous/ongoing MFA supported development research project.

original and innovative new knowledge will be produced and existing relevant knowledge in the field of research is sufficiently referenced.

The total allocation available for development research funding in 2022 is approximately DKK 200 million. Funding is conditional on approval by the Danish Parliament of the 2023 Finance Bill.

The deadline for submitting the Phase 2 applications is **19 August 2022 13:00hrs CEST**. Applications must be written in English and submitted electronically via the Danida Fellowship Centre (DFC) e-application system [SurveyMonkey Apply \(SMA\)](#). DFC administers the MFA's support to development research. For questions concerning the application procedures and in general relating to these present guidelines, please contact the Research Management Team at DFC at research@dfcentre.dk.

An information meeting concerning the 2022 application round was held online on 1 December 2021. Please refer to [DFC's website](#) to watch the information meeting at YouTube, especially the section by a FFU member containing advice on how to make a good application.

2. Eligible countries and research themes

2.1 Climate change, nature and the environment

Making progress towards the 17 sustainable development goals (SDGs) defined by the United Nations in Agenda 2030 requires renewed research efforts, particularly to understand the causes and consequences of global warming and environmental degradation. An action agenda on climate change, nature and the environment is outlined in the development cooperation strategy "The World We Share" (2021-25), which constitutes the thematic framework for this call for research proposals.

For all proposals, it is envisaged that research will be conducted in collaboration with the appropriate authorities (in Denmark and overseas) and with Danish Embassy teams.

Research implemented in more than one of the eligible countries within the same theme can be considered. In such cases, the proposals must pay careful attention to the benefits (and complexity) of comparative research involving several countries under the same project frame.

2.2 Research in countries with expanded development cooperation with Denmark

The following theme outlines topics that may be investigated in selected countries with an **expanded** development cooperation with Denmark. In the call for applications 2022, these countries are: **Bangladesh, Kenya, Palestine, Uganda and Tanzania**.

There is an urgent need to transition towards low carbon development pathways, reducing greenhouse gas emissions, protecting nature and improving the management of the environment, while adapting to climate change by increasing resilience in the face of higher temperatures, sea level rise, extreme weather events, such as droughts, floods and storms, etc. Environmental stresses may result in intensified conflict over access to and use of resources, as well as to displacement and flows of refugees. Demographic factors as well as the sexual and reproductive health and rights of women and girls may also have a significant impact on environmental stresses. Improving the

governance of natural resources and institutional strengthening are important considerations in many countries and regions.

“Nature based solutions” entail reducing emissions and improving community livelihoods through better ecosystem conservation and natural resource management. In terms of adaptation to climate change, tackling the scarcity of water resources, impacts on human health and the introduction of “climate smart” agricultural techniques to reduce food insecurity, as well as the regeneration and protection of biological diversity are critical. At the same time, measures to mitigate climate change are required, particularly focused on transitioning towards clean and renewable energy as well as more efficient use of energy for domestic purposes and in industries, transport, etc.

Applicants are strongly encouraged to note that all proposals must relate to the key theme of the call text and that specific topics such as e.g. sexual and reproductive health and rights, rights of women and girls, access to resources, governance of natural resources etc. cannot be addressed without relating the proposals to the wider theme of climate change.

2.3 Research in countries with targeted development cooperation with Denmark

The following themes cover topics for the call for applications 2022 that may be investigated in selected countries with a **targeted** development cooperation with Denmark through specific strategic sector cooperation (SSC) programmes³:

The **energy sector** transition in **Egypt, Indonesia, Kenya, South Africa and Vietnam**. Social, economic and technological assessments are required to understand the factors determining the development of renewable energy, including investigation of overall planning and modelling to increase power sector capacities and diversify supplies, as well as topics such as access to electricity, energy efficiency and the establishment of smart grids.

Enhancing **water resource management** in **Ghana and South Africa**. Understanding innovation in the context of adaptation and resilience to climate change, including analyses of groundwater supplies, demand factors and reduced water losses, infrastructure improvements and resource planning to ensure service provision, wastewater regulation, etc. Research may combine social and natural science perspectives, taking institutional factors into account.

International efforts to design and build **sustainable cities** in **Indonesia, Kenya and South Africa**. Investigation of the processes determining the transformation of urban landscapes, transport and infrastructure with a particular focus on waste management as well as innovation to promote recycling and the circular economy in urban development. Research into institutional factors may be particularly important.

Food and agriculture in **Indonesia, Kenya and Vietnam**. Investigations focusing on food quality, safety measures and legislation, through strengthening capacities for regulation and product control along value chains, as well as the promotion of “one health” approaches focused on reduced antibiotic use, improved hygiene and disease control. Sustainable livelihoods perspectives will be particularly important.

³ Further information about the SSC programmes in each country can be obtained [here](#).

3. Project duration and grant

The expected duration of research projects is up to 5 years within a maximum grant of DKK 10 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 (PI/project lead) on behalf of the responsible institution. The applications must include at a minimum one nationally registered research institution in the country/ies where the research will be undertaken (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, particularly 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.

It is strongly encouraged to consider the gender composition of the team both concerning researchers from institutions in Denmark and from institutions in partner countries.

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 encouraged to involve partners from the private sector and/or civil society, as well as public authorities in the partner country or in Denmark in the research project. 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 partner country/ies can equally be supported by the grant for their direct input to the project activities but no overhead can be charged by neither the secondary partner institution, nor the primary institution responsible for their budget share. 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.

For PhD students 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 the country/ies where the research will be undertaken. PhD candidates from these 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 by the project grant.

Education of a limited number of **Masters Students** in the partner country/ies, 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 Phase 2 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. If more than one country is chosen, the added value must be clearly argued.

Heading 3: Relevance and context

A brief summary of the importance of the project with respect to national development policies, Danish development cooperation and the sustainable development goals (SDGs).

Description of the institutional and socio-economic context for the research and consideration of the expected impact of this on the project results.

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/research questions?;
- 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

References are in addition to the 10 pages. Must include list of principal publications, etc. used in the research project description.

Security considerations

It is mandatory to include a risk assessment in the application, and if relevant, security considerations. For risks with medium or high likelihood and impact, mitigating measures and preliminary outlines of a contingency plan must be included. The purpose of this is to ensure that all applicants have considered the potential risks as well as mitigating measures relevant for project implementation.

Contingency planning can include, but is not limited to, the choice of country or region, research methodology, and number of researchers doing front-end data collection in high-risk areas.

Risk assessments must be made for security concerns, or other concerns that may hinder or impede project implementation. Risks such as a new global pandemic, natural disasters or high turnover of personnel should not be included, unless there is a real and relevant risk of such things happening within the project period.

It is the responsibility of the responsible institution and partner institutions to ensure that adequate safety measures are in place for all staff involved, both staff from Denmark and staff from partnering countries. The "Duty of Care" for project staff lies with the responsible institution and partner institutions, not with the Ministry of Foreign Affairs or the Danida Fellowship Centre.

It will be possible to include a limited budget for security measures on top of the maximum DKK 10 million that can be applied for. See details on this under section 9: Eligible budget items.

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 selected theme;*
- *The project responds to national development priorities relevant for Danish development cooperation/Danish Strategic Sector Cooperation;*
- *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 collaboration with public and private stakeholders which could promote use and uptake of the research;*
- *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.

Research applications must pay attention to the “legitimacy” of the research, notably in so far as more inclusive approaches appear to be needed in order to ensure that gender bias and social inequities are tackled in the research. 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. In addition, applicants are encouraged to consider the potential of inter-/transdisciplinarity in the research, e.g. crossing natural and social science boundaries.

Phase 2 applications will be subject 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/invited to suggest suitable peer reviewers within their scientific field in the e-application form. To ensure an open and transparent process, peer reviewers

must comply with the [binding guidelines](#) regarding disqualification due to conflict of interest and not be residents in either Denmark or the country/ies where the research will be undertaken.

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

The scientific quality of the Phase 2 applications is ultimately 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 – 2022/23	August	Deadline for Phase 2 applications: 19 August 2022 13:00hrs CEST DFC administrative screening and administrative rejections
	September - October	Peer reviewing and applicant hearing
	November	The FFU assessment of Phase 2 applications
	December	Innovation Fund Denmark’s approval of the FFU scientific quality assessment MFA selection
	January	Reply to applicants, letters of Commitment to approved projects Agreement on budget, etc.
	February -	Letters of Grant Endorsement of Letter of Grant and project start up (projects must be initiated in 2023)

8. Project costs

The maximum grant is DKK 10 million for a five-year project period. 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 research partner. The budget forms must be filled in with the amounts applied for (not including co-funding). International research institutions, partner institutions in countries outside the country/ies/ies where

the research will be undertaken, 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 the country where the research will be undertaken. 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. Details of expenses for secondary partners must be provided in the budget notes.

The budget allocation between the involved research institutions in Denmark and in country/ies where the research will be undertaken must be balanced. 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 ongoing 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. This agreement must take into account feasibility of time allocation on the project on top of other work engagements. As a general rule, the accepted maximum over-time workload is 25% (3 months) per calendar year. 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 the country/ies where the research will be undertaken. 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 enrolment 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.

Expenses for security measures – to be included in Trips and fieldwork

A maximum of DKK 400.000 including overhead can be applied for **above and beyond** the maximum budget of DKK 10 million. Thus, in case security measures are justified, the total grant applied for can amount to a maximum of DKK 10.400.000.

Expenses for security measures must be clearly linked to the security risk assessment and proposed mitigating measures and contingency planning, and can only include the following items:

- Hostile Environment Awareness Training (HEAT) course for project staff involved in field work in high-risk settings
- Expanded first aid courses
- Security assessment and consultancy from specialized companies
- If necessary, expenses for professional tracking of staff doing field work in high-risk settings (only for limited time periods where it is considered necessary based on the advice given by a professional security company) .

Expenses for security measures must be included in the budget for trips and fieldwork at the relevant institutions. In the budget notes, the designated detailed overview of the security budget must be filled out, and if granted, this budget cannot be changed to cover other expenditures for the project aside from security.

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 institutes)	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	20 %

operating costs;	
<ul style="list-style-type: none"> • 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. 	
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 cooperation and coordination of the project;
- Recurrent office and office setup 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 country/ies where the research will be undertaken, private sector partners and national authorities. 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 2022 covering administration of **PhD stays** in Denmark can be found [here](#). DFC does not offer administrative services for stays in Denmark for senior researchers, and actual cost for their stays should therefore be budgeted. It may be possible to find accommodation at the DFC hostel depending on availability by direct contact to the DFC housing coordinator, but no assistance can be offered related to allowances and other travel arrangements.

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 partner's 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 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.

All budget items must be detailed in the budget notes.

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](#).

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. 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.

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. A template can be found in the online application system under the relevant task.

Logframe: The provided format must be used. A video tutorial for the LogFrame format can be found [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. The CVs must be named "CV - Name of the researcher/project participant"

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 it is important that the completed endorsements by the head of institution/department and project participants match the names listed in the tasks: Basic information, Partner institutions and Project participants, respectively. If the name of the user (SMA user profile) endorsing does not match the corresponding name in each of the above tasks, a comment must be included to verify that the endorser has the necessary mandate to act on behalf of the correct endorser. Please note that you need all endorsements completed, not only requested, before you can submit your application.

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, and in this case the DFC Research Management Team must be informed by mail to 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.

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 e-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, and it is the responsibility of the applicant to ensure this;
- The application must include at least one nationally registered research institution from an eligible partnering country
- 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 coordinator, project participants and heads of institutions, respectively;
- If an endorsement is provided by another person *on behalf of*, and by mandate from, a head of institution from either the responsible or a partner institution, this must be noted clearly in the comment for the endorsement;
- The application must include at least one nationally registered research partner in the country/ies where the research will be undertaken.

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.

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](#)

[Country policies](#)

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

[Guide to the role of sector counsellors \(in countries with Danish Strategic Sector Cooperation\)](#)

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

[Guide to the e-application system SurveyMonkey Apply](#)