

**General Conditions for Grants under the  
Building Stronger Universities Programme Phase IV (BSU4)  
through  
Denmark's International Development Cooperation**

**March 2024**



**DANIDA  
FELLOWSHIP  
CENTRE**

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## 1. Introduction

These general conditions apply to the management of the “Building Stronger Universities Programme Phase IV (BSU4)” which presents the fourth phase of the Danish support to the development of the institutional research capacity of selected universities in Africa – the Building Stronger Universities in developing countries programme (BSU4). The programme provides DKK 70 million over the period June 2023 – May 2028.

BSU4 focuses on East Africa and includes three (3) projects granted to and lead by the following three universities; Gulu University (GU) in Uganda, University of Hargeisa (UoH) in Somalia, and State University of Zanzibar (SUZA) in Tanzania – herein after referred to as the responsible institutions.

Together with Danish university partners in various consortia, these three universities are the overall responsible institutions for securing the implementation of the planned activities according to the implementation plans for the three projects.

The final project documents and implementation plans must be approved by Danida Fellowship Centre (DFC) and the Ministry of Foreign Affairs (MFA).

More information on the project partners can be found in the BSU4 Programme Document [LINK].

The present general conditions describe the requirements of the BSU4 programme and its three projects regarding budgeting, reporting, presentation of accounts, auditing, quality assurance, and communication.<sup>1</sup>

On behalf of the MFA, Danida Fellowship Centre (DFC) is responsible for the management of research support including overall management of the BSU4 programme.

All correspondence and questions in connection with the management of the three projects must be directed to DFC via e-mail [research@dfcentre.dk](mailto:research@dfcentre.dk). Reference should always be made to the DFC project number.

The project period is five years in total, from 1 June 2023 to 31 May 2028. The first six months of the project period (1 June to 1 December 2023) will be the inception phase. During the inception phase, agreements (letters of grant) are made between DFC and the responsible institution for each project, as the grant is awarded to the responsible institution. The agreements take effect with the head of the responsible institutions endorsement of the letter of grant.

The letter of grant, together with the approved project document and implementation plan (including project results framework and appendices, and any adjustments in which the objectives, outcomes, outputs, and budget are defined), the overall BSU4 program document, and the present General Conditions, are hereinafter referred to as **the grant**

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<sup>1</sup> The general conditions are regularly updated in line with the Ministry of Foreign Affairs Aid Management Guidelines for development cooperation.

## **framework.**

By endorsing the letter of grant, the responsible institution pledge to:

- Take overall responsibility for the planning, implementation, reporting and monitoring of the project activities;
- Implement the project as presented in the approved implementation plan and budget;
- Work towards achieving the overall and immediate objectives, outcomes, and outputs of the project;
- Ensure that any conditions laid down in the letter of grant are fulfilled;
- Follow the applicable rules and regulations for administering the grant.

The responsible institution must appoint a project coordinator to lead the overall project implementation, and to act as the focal point for all project related communication with DFC.

Danish development cooperation frameworks demand accountability of partners both in Denmark and all other countries. This applies to all aspects of the project cycle, including the phases of planning, implementation, and follow-up. Partners receiving funding are subject to strict ethical requirements as well as requirements in terms of governance and administration, social accountability, and regarding documentation of academic input and output. Partners are expected to be aware of political and security conditions which may affect research activities and prepare contingency plans accordingly.

## **2. Compliance with MFA policies**

The responsible institution must ensure that all project partners and project activities comply with the MFA policies concerning the following policies:

**Anti-corruption:** No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted - neither directly nor indirectly - as an inducement or reward in relation to any funded activities, incl. tendering, award, or execution of contracts.

**Child labour:** Abidance to any applicable national laws as well as applicable international instruments, including the UN Convention on the Rights of the Child and International Labour Organisation conventions.

**Prevention of sexual exploitation, abuse and harassment:** Zero tolerance for inaction to tackling sexual exploitation, abuse and harassment (SEAH) as defined in UNSG Bulletin ST/SGB/2003/13 and the definition of sexual harassment in UNGA Resolution A/RES/73/148. Partners must take appropriate measures to protect people, including beneficiaries and staff, from SEAH conducted by employees and associated personnel including any sub-grantee staff and take timely and appropriate action when reports of SEAH arise.

**Anti-terrorism and restrictive measures (sanctions):** If, during the course of

implementation of a project, the responsible institution discovers any link whatsoever with any organization or individual associated with terrorism, it must inform the DFC and Danish MFA immediately and explain the reasons for such link, including whether it was made or provided knowingly, voluntarily, accidentally, unintentionally, incidentally or by force.

### **3. Ethical and other approvals**

The responsible institution must obtain all required ethical approvals and other required permits *prior* to the initiation of the project activities and until the completion date. The responsible institution must further ensure that the activities are carried out in accordance with current international and national conventions and regulations. Compliance with these matters must appear in the annual progress reports.

DFC's policy on handling of personal data is available at [DFC's website](#). Projects must refer to their own institutional guidelines for handling of personal data.

### **4. Security measures**

It is the responsibility of the responsible institution and partner institutions to ensure that adequate safety measures are in place for all staff involved. The "Duty of Care" for project staff lies with the responsible institution and partner institutions, not with the MFA or DFC.

For research in high-risk countries, security measures including, as a minimum, Hostile Environment Awareness Training (HEAT) and First Aid training for researchers conducting fieldwork, is mandatory.

### **5. Agreements with partner institution(s)**

All projects must enter a partnership agreement (PA) between the responsible institution and the partner institution(s) within the inception phase, i.e. the first six months of the project period. The PA must be submitted to DFC via email to [research@dfcentre.dk](mailto:research@dfcentre.dk). Please note that the second disbursement of project funds is conditional on the submission of the PA.

The PA could include sections concerning the following:

- Project management incl. project details and the grant framework, overall performance, administrative procedures, monitoring arrangement and results
- Budget management issues, e.g. transfer of funds, salaries, emoluments and other project staff payments
- Division of responsibilities and deadlines regarding financial and narrative reporting
- Engagement, communication and publication strategy
- PhD supervision responsibilities
- Arbitration in case of disagreements / disputes between project partners
- Closure of the project
- Amendments and termination
- Intellectual property rights
- Marketing

- Confidentiality
- Breach
- Liability
- Force majeure
- Transfer of personal data
- Amendments, severability and renegotiation.

With detailed commitments and expectations from all partners, the partnership agreement will constitute a tool for the practical administration of the project. The guiding principles for decision-making procedures at project level are that they involve all partners as per the partnership agreement, are transparent and formalised, and that decisions reached are recorded in minutes of meetings.

The responsible institution must ensure that the partners involved administer the allocated funds in a responsible and adequate manner, and that the project is carried out in equal partnership between the partners. During the initial six months inception phase, DFC will carry out a financial capacity assessment for the three responsible institutions, with the aim to provide the responsible institutions, DFC and the MFA with relevant recommendations to mitigate risks and build the capacity of the responsible institutions. The assessment is documented and shared with the project partners, and a process action plan is developed for follow-up.

Partner organizations and others who receive part of the allocated funds cannot be registered on either the UN or EU list of terrorist organizations.

## **6. The grant**

The grant must be used exclusively for approved objectives, outputs, and budget items set out in the implementation plan. It is not possible to receive additional funding, and overspending cannot be covered by Danida funds. All expenditure must be effected within the project period specified in the letters of grant.

DFC assesses and monitors the annual accounts by comparing the expenditures to the original total budget stated in the letter of grant.

In addition to the annual accounts, budget monitoring reports must be submitted to DFC. The purpose of the budget monitoring reports is to monitor and report on progress against agreed plan and budget for a specific period of time. As such, the budget monitoring reports are the primary tool to keep track of resources and compare expenditures to results.

The budget monitoring reports should be drawn up to the same level of detail as the detailed output-based budget and include budget figures, actual expenditures and variance for both the accounting period in question and accumulated for the entire engagement period.

The minimum information presented in the budget monitoring reports should be:

- Funds received during the period and accumulated,
- Budget for the period and accumulated,

- Actual expenditure for the period and accumulated,
- Variance between budget and expenditure,
- Explanation of significant deviations between budget and expenditure and description of mitigating measures.

### **Reallocations**

Reallocations between main budget lines within the approved total budget (as it appears from the letter of grant) can be made without prior approval by DFC by up to 10% of the lowest of the involved budget lines, on condition that the fulfilment of the project's objective will not change. Reallocations exceeding 10% must be justified and approved by DFC. This implies that in the final accounts, none of the budget lines must exceed a deviation of more than 10% (up or down) without documented approval from DFC. An application to DFC for such changes must describe and justify each deviation above 10% of the budget lines of the total budget (as it appears in the letter of grant).

Reallocation between budget lines can only be made in accordance with the grant framework, it should be based on the total South or Danish budget, and the alteration must follow the rules regarding eligible and non-eligible costs described in '*BSU4 - What can be funded?*' Any reallocations between budget lines must subsequently be described and substantiated in the next annual accounts, as well as in the final accounts, with reference to the documented approval from DFC of changes above the 10% limit.

### **Overheads**

The grant may be used to cover overheads that are costs not directly incurred from the activities.

Institutions in the South can use a maximum of 12% of the total project budget allocated to the institution as an overhead to cover the indirect expenses of the activities administered by the responsible institution. In addition, they can use a maximum of 8% of the total project budget allocated to the institution as funds for the coordination or management of the project, i.e. salaries or part salaries for key staff (academic and administrative staff) conducting significant coordination, management and administrative functions for the project. The 8% funds for coordination/management/administration must be specified in the budget and in the annual accounts.

University partners in Denmark can use a maximum of 20% of the project budget allocated to them as an overhead to cover the indirect expenses of the activities administered by the partner.

In the budgets, the overhead is calculated of the total budgets (South and North, respectively). In the accounts, the overhead is allocated to the actual spending (direct costs), excluding administration.

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

- University Management involvement in the co-operation and coordination of the project
- Recurrent office and office set-up expenses (office furniture, rent, cleaning, stationery, transport, electricity and water, support staff, and other general recurrent expenses)

- Expenses related to staff that are carrying out general administrative tasks such as project coordination and management, budget and accounting tasks.

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

No overhead can be charged to expenses relating to study periods in Denmark of PhD students from the South (see Section 7 regarding DFC's administration of the study stays).

## **7. PhDs and stays in Denmark**

As a general rule, the PhD students must be enrolled at the responsible institution. If this is not possible for various reasons, it must be explored whether the student can be enrolled at another collaborating university in the region. PhD students can only be enrolled at a Danish university if it is a part of a double degree agreed upon by the involved universities.

The educational grants for PhD students must follow the relevant rules and regulations of the responsible institution at which the student is enrolled. The educational grant is placed at the disposal of the enrolling institution and is intended to cover expenses incurred in connection with the grant, i.e. supervision, courses, brief trips, study periods at other institutions.

Payment of full tuition fees at a Danish university for PhD students from a partner institution enrolled in their own country will not be accepted. 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 the university in the region, the possible payment of taximeter fee at the Danish university must be set according to the period of stay at the university. Double or multiple PhD degrees must follow the requirements of the Danish Ministry of Education, Executive Order no 1039 of 27/08/2013.

The stay in Denmark for PhD students from the South must be supported and administered according to the DFC terms. This includes an allowance, but not a PhD salary paid in Denmark. The allowance only covers the stays in Denmark, while in the home country a local PhD salary can be paid. **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 DFC administrative services in arranging the practical details of the stay.

DFC must be advised minimum three months prior to initiation of the study period. The responsible institution is requested to coordinate the practical arrangements with DFC. DFC will annually deduct the actual expenses (travel, accommodation, allowances etc. included in the budget line 8) directly from the grant, informing the project by the end of the year.

Should the stay be longer than planned and budgeted for in the approved budget, it is important to contact DFC for possible reallocation of funds, as it must be ensured that sufficient project funds are available at DFC for study stays (budget line 8). If the administration of the stay exceeds the available project funds at DFC by end of project, the responsible institution will receive an invoice covering the expenses of the stay.

## **8. Period of grant**



The projects and all related activities to which project funds are charged must be completed within the five year project period set out in the letter of grant, including the finalization of possible PhD and MSc studies.

## **9. Disbursement**

All of the participating partner institutions must establish a separate finance account/activity for the grant in order to distinguish the funds from other grants.

The annual installments are disbursed on the basis of a disbursement request signed/endorsed by the responsible institution using the disbursement request forms for first and second annual disbursement, respectively ([Appendix 1a and 1b](#)). Disbursements are made directly from DFC to the responsible institution and to the Danish university heading the consortium in the respective projects. Each request must cover half of the fiscal year and exclude expenses on the stay of the PhD students administered by DFC, as these are covered directly by the project account at DFC.

The first transfer of the year can be made in the first quarter, normally with an on-account amount of 50% of the annual budget, and the second transfer can be made in the third quarter with the remaining amount, deducted unexpended funds at the end of the year as outlined in the previous year's accounts. Please note that the disbursement of the second installment is conditional upon DFC's approval of the annual accounts and receipt of the second disbursement request form ([Appendix 1a and 1b](#)) which can be submitted upon approval of the annual accounts of the previous year.

When transferring funds from DFC to the responsible institutions, a bank transfer statement will be forwarded to the responsible institution when the disbursement has been processed.

When transferring funds from DFC to the Danish partner consortia, no other confirmation of the transfer will be provided than the quoted reference in the disbursement request.

## **10. Interest and exchange rate gains and losses**

Interest gained cannot be used to finance grant-funded research activities, but must be specified separately in the final accounts and returned to DFC. Calculating accounts kept in foreign currency must be at the weighted average exchange rate calculated on basis of the C/F amount and the transfers in the fiscal year, so that artificial currency exchange rate gains and losses are avoided. Examples of weighted average exchange rates are available at [DFC's homepage](#).

## **11. Non-compliance and revocation of the grant**

Non-compliance occurs if the project is not fulfilling the conditions of the grant framework. Among these:

- Non-fulfilment of the terms and conditions in the grant framework;
- Lack of satisfactory progress towards the planned activities and achievement of the approved outputs;
- Missing or unsatisfactory submission of reports and accounts;
- Significant non-approved changes in the project in relation to the grant framework, including changes of partner institutions without documented approval from DFC;

- Other irresponsible administration of grant funding, including the violation of the conditions presented here.

In the event of non-compliance, DFC and the MFA are entitled to take appropriate action with a view to limiting the consequences of the violation, and may issue a written reprimand requesting the violation to be remedied within a given grace period, initiation of consultant or auditor investigations of the project administration, suspension of further disbursements, or phasing out or closing down of the project. If the responsible institution fails to remedy the non-compliance by the specified deadline, the DFC and the MFA may discontinue funding, revoke any residual funding and claim repayment of amounts already disbursed.

During the course of a project, it is the responsibility of the responsible institution to report immediately to DFC any noticeable deteriorations in the conditions for completing the project as approved, including significant problems in the project's or its staff's relations to the host country's authorities, partner institutions, or project staff. This responsibility also applies if the responsible institution finds any suspicion of or actual cases of theft, fraud, corruption, misuse of funds, breach of contracts, court cases involving a larger amount of money, loss or possible loss of funds, qualifications in audit reports and other instances or misuse of funds. Such information should be reported immediately in writing, along with information on how the responsible institution intends to resolve and follow up on the difficulties or irregularities reported. The MFA has a duty to report to the National Audit Office of Denmark (Rigsrevisionen).

Should Danish support to a country be terminated as a result of a political decision, the support to a BSU4 project in the particular country may also be discontinued, by decision from the MFA.

A project agreement may be terminated in writing by both parties (i.e. the responsible institution and DFC) with three months' notice. However, in the event of gross violation, DFC is entitled to terminate the agreement with immediate effect. Before a possible termination, all parties are obliged to seek to resolve conflicts through negotiation. Unresolved conflicts cannot be brought before a court, but must be resolved through arbitration.

## **12. Terms and conditions of employment**

The responsibility for employment conditions (announcement, leave, salary, etc.) for staff engaged by the project and whose salaries are covered by the grant rests with the institution at which the individual staff is employed.

If the project coordinator's employment comes to an end, the responsible institution must ensure that the project is continued with a suitable new project coordinator. The responsible institution must inform DFC in due time and ensure that the change of project coordinator will not detract from the fulfilment of the project's objective.

A change of partner institutions requires approval from DFC, and a request must be accompanied by a signed agreement between the involved institutions endorsing the transfer of responsibilities with regards to the grant.

Should it be impossible to continue the project in a way that ensures that the objectives can be met, the responsibility to end the project rests with the responsible institution, showing the greatest possible consideration for the partners involved, e.g. especially ensuring that the PhD students included in the project can finalize their study programmes.

### **13. Terms and conditions for salary**

Salaries for staff and PhD stipends, disbursed through the grant, must follow the appropriate tariffs applying to the 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 regarding the feasibility of time allocation on the project on top of other work engagements. As a general rule, the maximum over-time workload accepted is 25% (3 months) per calendar year. Double salaries and payment of consultancy fees will not be accepted.

The responsible institution must ensure that current tariffs for remuneration at all partner institutions are applied and that salaries are based on gross salaries. Payment of salary or remuneration to individuals must be declared in full to the tax authorities, and tax deductions must be made according to the appropriate local rules.

It is the responsibility of the responsible 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. The participating institutions are responsible for insurance of project personnel (including during travels). Thus, DFC and the MFA cannot be held responsible for injuries and accidents occurred in connection with implementing the project.

The participating institutions are responsible for settlement of duty travel etc., and this must follow the relevant regulations of the institution in question. All staff engaged by a Danida granted project 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 the at all times current **Danish rules** (per diem<sup>2</sup> for meals, plus reimbursement of documented reasonable accommodation expenses), the Danish rules must be applied. The cheapest fare should be applied and frequent flyer points earned on these flights cannot be used for private purposes. Budgeted travel must be justified and directly related to project activities.

No additional funding can be provided in connection with illness and parental leave.

### **14. Purchases**

All purchases as per approved budget must be made in accordance with international and/or national procurement regulations.

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<sup>2</sup> Please observe special rates per day depending on country. Per diem rates for 2024 can be found [here](#) (in Danish).

Project expenses must not include VAT, in case it is possible for the South/North institution to receive VAT refund. VAT refund can be used for project activities within the same budget line, and it is thus not required to return VAT refunds to DFC.

Projects must guarantee the insurance of equipment. Prior to the completion of the final accounts, vehicles (if any) and all equipment of a value exceeding the taxable rate for small purchases must be sold off for the best possible price or handed over to the three responsible institutions in Somaliland, Tanzania or Uganda. The profit for sold items must be entered into the final accounts. If handing over items to partners, the accounts must indicate that the institution has a signed hand-over document. To document a handing-over of equipment, if any, to the partners, a signed document must be included in the project completion reporting once this is due.

### **15. Project management cycle – monitoring and reporting requirements**

The project management cycle for the entire BSU4 program can be found at the [BSU4 website](#).

It is the responsibility of the responsible institution to adhere to the following reporting deadlines:

- The deadline for the annual progress reports is 01 April.
- The deadline for annual accounts is 01 April (more information in section 16 below).
- The deadline for annual budget monitoring reports is 30 September.
- The deadline for submission of the completion report is three months after the project completion date.

The annual progress reports must be signed by the responsible institution who thereby indicate that the report is mutually agreed upon among all project partners, is true and accurate, and is compliant with the conditions presented here.

**Recurrent dialogue with the projects:** DFC will undertake recurrent dialogue with the responsible institutions.

The following issues for recurrent dialogue with the projects will be discussed at the annual project meetings scheduled according to the project management cycle:

- Review of annual progress reports and budget monitoring reports on project implementation with emphasis on outcome against targets.
- Review the strategic direction of the partnership and the theory of change to assess that it is still valid, including assumptions and risks and their possible effect on achieved results.
- Lessons learnt and consequent changes to strategies, partner cooperation and/or strategic direction, reallocations, changes in output, outcomes, indicators, etc.
- Review of the partner's learning and adaptation strategy, including whether the partner has a deliberate strategy for how to collect evidence for what works and subsequent adaptation of the project, if needed.

Further, the recurrent dialogue will also be an integrated part of the annual project meetings as well as during the midterm meeting where the three projects will get the opportunity to discuss

lessons learned and collaboration/possible synergies across the projects.

### Reporting formats

All reports must be submitted by using the downloadable templates found at [DFC's webpage](#).

All reports' submission must include an updated version of the results framework as instructed in the template.

DFC will subject the annual reports to an assessment of requirements to the reporting; the management and partnership of the project, and an assessment of the progress towards or fulfillment of the approved objectives, outcomes, and outputs. DFC may ask the responsible institutions for additional information or details if needed.

All projects will receive a response to the reports within approximately 3 months after submission.

In addition to the annual reports, a midterm review of the BSU4 programme will be undertaken by the MFA in late 2025. Information regarding the review will follow accordingly.

### **16. Accounts and audit**

A diagram with rules for audit can be found [here](#).

It is the responsibility of the responsible institution to ensure that adequate accounts are kept of the awarded research funds. Care must be taken to ensure that the adequate financial procedures are in place with proper internal control, and in accordance with good bookkeeping and accounting practice. The responsible institution must keep the accounting records and materials in accordance with country regulations, and keep them for a period of 5 years after the completion of the project activity.

The responsible institution must ensure that sub-statements – annual financial statements as well as final financial statements and accounts – from the partner institutions comply with the requirements for financial statements and auditing set out in this section, and to obtain the same sub-statements from all partner institutions, to draw up and submit financial statements covering the entire grant. In the event of misuse of funds, any loss must be borne by the responsible institution.

The audit process tests whether the project accounts in all essence have been drawn up in accordance with these guidelines as well as the rules and requirements as specified in [the MFA General Guidelines for Financial management](#) for presentation of accounts and whether the transactions and use of the funds covered in the project accounts are in accordance with the grant framework, legislation and other regulations as well as concluded agreements and standard.

Please refer to Appendix 5 for further instructions regarding audit requirements for responsible institution in Somaliland, Uganda or Tanzania and partners in Denmark.

### **Annual accounts and audit**

The fiscal year is 1 January – 31 December.

It is the responsibility of the responsible institution to adhere to the following reporting deadlines:

- The deadline for the annual accounts is 01 April.
- The deadline for submission of the final accounts is three months after the project completion date.

The annual accounts must be submitted by e-mail to DFC, [research@dfcentre.dk](mailto:research@dfcentre.dk), including

1. Joint/combined annual accounts (covering the responsible institution and Danish and South partners' part of the budget) signed by the head of the responsible institution and the responsible institution's accounting officer.
2. Annual accounts of the responsible institution covering the responsible institution's part and any South partners' part of the budget signed by the head of the responsible institution and the responsible institution's accounting officer. With their signature, the accounting officer endorses that i) the annual accounts are true and accurate, ii) the total amount transferred by DFC is entered as income, and iii) the expenses are distributed according to entries in the approved budget and with the same level of detail, and in compliance with the conditions presented here. In addition, the two signatures constitute the confirmation by the responsible institution that the grant is used in accordance with the grant framework and agreement.

The annual accounts of the responsible institution must be audited by an external auditor as per audit instruction, Appendix 5. All South institutions must have their accounts audited annually, and the audit of the accounts of the responsible institutions must include the work of the auditors for the partners outside Denmark. The audit must take special care to adhere to the regulations for payment of compensation salaries. The accounts must be accompanied by a statement of endorsement declaring that the audit has been carried out in accordance with the conditions presented here (refer to Appendix 5) as well as International Standards on Auditing (ISA) or similar international standards (issued by IFAC and/or INTOSAI). Any reservations must be included in the statement of endorsement. In addition, an assessment is made of whether due financial consideration is shown in respect to the administration of the grant.

3. Annual accounts of the Danish partner(s) covering the Danish partner's part of the budget signed by the head of the Danish institution and the Danish institution's accounting officer. With the signature, the accounting officer endorses that the annual accounts are true and accurate, that the total amount transferred by DFC is entered as income, and that expenses are distributed according to entries in the approved budget and with the same level of detail.

The annual accounts of the Danish partner must be accompanied by either

- a. an endorsement by an employee duly authorised by the head of the Danish institution, if the responsibility for the audit rests with the National Audit Office of Denmark (refer to Appendix 3); or

- b. audited accounts as per audit instruction Appendix 5, if the responsibility for the audit does not rest with the National Audit Office of Denmark.

When presenting accounts, the accounts form in Appendix 2a must be used. The accounts must contain a report on the amount of unused funds at the end of the year.

It is the responsibility of the responsible institution to ensure that all accounts and the auditor statement are submitted in due time.

### **17. Dissemination and outreach**

In all public communication, including publications resulting from the grant and all contact with the press, it must clearly be stated that the grant is awarded by the MFA. In project publications, the Vancouver Protocol must be adhered to, and only publications mentioning the funder will count as a publication under the project.

It is the wish of the MFA that the project results, outputs and outcomes should be readily accessible to the public. It is imperative that the supported activities are useful, accessible, actively disseminated, and communicated in appropriate forms to the various stakeholders, i.e. in a way that enables potential users to engage and make use of the information. As for publication of research results, it is strongly encouraged to publish in open access journals, and funds can be earmarked in the budget for this particular purpose.

#### **Project communication**

Even though the research results are independent, and the views and opinions expressed by project partners based on the research findings do not necessarily reflect those of the MFA, it must be clearly stated that the grant is awarded by the Ministry of Foreign Affairs of Denmark.

The English and Danish designations are:  
Ministry of Foreign Affairs of Denmark  
Udenrigsministeriet

When the Ministry of Foreign Affairs of Denmark is mentioned on the website, in publications, presentations, brochures, etc. please use the official logo: Download the logos [here](#). The use of the official MFA logo is applicable when such is possible and relevant.

Acknowledgement in PowerPoints and other forms of documentation:  
This work is (partly) funded by the Ministry of Foreign Affairs of Denmark and administered by Danida Fellowship Centre.

Everyone can use the following text about the Danida Fellowship Centre:  
Danida Fellowship Centre administers Denmark's support to development research and research capacity building on behalf of the Ministry of Foreign Affairs of Denmark.

The web-based project information (website, Facebook, etc.) must as a minimum include the basic project information as given in the implementation plan and in the project document, updated



descriptions of the achievements of the project, and links to publications and other public presentations of the project results produced, proceedings of meetings and workshops, etc. The responsible institution must as far as possible, ensure that access to the web-based information is available up to five years after the completion of the project.

Information about the grant, project, and the involved institutions will be published in the [Danida Research Portal](#) and is subject to the rules in the DFC Privacy Policy (See Section 3). Updates will be carried out by DFC, including the summaries stated in the reports.

## **18. Danida science engagement**

Dissemination and exchange of evidence-based knowledge from research are important to inspire new policies and practices. To improve the conditions for uptake of research results, DFC offers training and platforms for researchers and key administration staff to engage with stakeholders and communicate outputs and results in the public domain.

### **Skills and tools for science engagement**

Communicating results to policy makers, practitioners and other stakeholders in the right format, at the right time, and through the right channels requires planning, skills, and contacts. Therefore, DFC offers training to Danida supported projects, and it is compulsory for a minimum of five staff from each of the three BSU4 projects to take part in the training sessions.

The trainings offered are:

- Science engagement strategy (in 2023)
- Science for the public (in 2026)
- Science for practice, policy and impact (in 2027)
- Science change stories (in 2028)

### **Platforms for collaboration and knowledge exchange**

To promote collaboration and exchange across individual projects, sectors, disciplines and borders, DFC supports opportunities and platforms for science engagement. These include:

- Science engagement days
- Thematic engagement meetings
- Science engagement grants

In addition to the above-mentioned activities and platforms, DFC will organize three meetings during the BSU4 program offering obvious possibilities for exchange of knowledge and experience/lessons learned. These meetings will be the inception seminar in the program start-up phase, the midterm seminar planned for late 2025, and a concluding workshop early 2028 as indicated in the project management cycle [\[LINK\]](#). DFC will cover all costs related to these three meetings [from a programme budget line earmarked for this purpose](#).

Further to this, the responsible institutions are strongly encouraged to establish contact with relevant Danish embassy staff at project start up to explore relevance of and opportunities for links to Danish development cooperation. A start up meeting can pave the way for more interaction and knowledge exchange underway benefitting all parties. Additional meetings to report on the status of the projects, and a meeting at project completion to present lessons learned, results and



recommendations to stakeholders are equally important.

DFC can be contacted for further guidance. See more information on the opportunities and platforms offered at [Danida science engagement](#).

### **DFCs communication**

In addition to the above, DFC makes an effort to disseminate, promote and amplify results and stories of interest that are part of or related to the Danida supported projects. To promote and tell the good stories of the projects supported by the MFA and managed by DFC we encourage the following:

- The responsible institution must inform DFC ahead of or at the time that the project appears in the mass media in Denmark and in partner countries. DFC will further promote the good stories and results via DFC's communication platforms. Please always tag DFC when you post on social media.
- The responsible institution is encouraged to contact DFC, if/when there is a story to tell from the project or if there is a need for advice concerning mass media related communications. DFC has numerous experiences in assisting projects and partners with PR and media efforts and offers a helping hand in preparing PR material.
- The responsible institution should forward newsletters, and relevant articles, video, and photo material from the projects to [research@dfcentre.dk](mailto:research@dfcentre.dk). DFC collaborates with specialized publications and universities and research institution's communication departments to share relevant content, and DFC makes an effort to promote development collaboration of general public interest to the media.
- The responsible institution may expect that DFC will contact them with regard to outreach and dissemination.

We use the photos and mass media links to promote the various projects on DFC's online platforms such as quarterly newsletters, DFC's website, Facebook, LinkedIn, Twitter and Instagram

Any good or particular story from a project during the reporting period can be included in the annual reporting. Also, a list of references with links to where the project has appeared in the mass media over the reporting period must be included in the annual reports.

### **19. DFC monitoring**

The MFA, DFC, the National Audit Office of Denmark (Rigsrevisionen), and the Public Accounts Committee (Statsrevisorerne) have the right at any time to request all relevant information from the project. The project staff must provide assistance and full access to the project inspection, document review, accounts analysis, equipment inspection, etc.

Throughout the project period, as well as the 5-year archiving period, DFC must have access to carry out investigations of the material serving as the basis for the grant accounts, as and when DFC deems it necessary.

In addition, by agreement with the responsible institution, the supervision can include several other measures on the part of DFC in order to ensure insight and follow up of the institution's

management of the grant. These measures can be as follows:

- Visits to the responsible institution and partner institutions with a view to inspecting the finance function's and the project management's procedures as well as the projects' procedures and institutional aspects.
- Spot-check inspections of the projects' activities in the form of visits from DFC research management team.
- Joint meetings with the projects and their partners.
- Implementation of reviews and evaluations of the activities in question. Likewise, independent reviews of the projects may be implemented according to topic.

## **20. Intellectual property rights**

DFC and the MFA retains the right to use reports and forwarded results free of charge without offering further remuneration to the authors other than already allocated via the grant. In case the MFA or DFC wishes to do so, DFC will contact the responsible institution to agree on the content and way forward before publishing any results originating from the project.

Should the grant recipient's utilization of patent rights, sale of know-how and their own production generate income, the MFA will not demand repayment of the grant, neither in part nor in full.

It is the responsibility of the projects to agree on how to handle intellectual property rights in the partnership, please refer to Section 5.

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DFC, March 2024.