

CLIMATE CHANGE ACTION AND REDUCING INEQUITY

CALL FOR DEVELOPMENT RESEARCH PROPOSALS 2024

Phase 2 Invitation and guidelines



**DANIDA
FELLOWSHIP
CENTRE**



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1. Introduction

The Ministry of Foreign Affairs/Danida (MFA) provides, through Danida Fellowship Centre, grants for development research activities as part of Denmark’s international development cooperation. The mandate to provide support to development research is explicitly stated in §7 of the Danish Law on International Development Cooperation with the purpose to strengthen research capacity and generate new knowledge in developing countries. “The World We Share”, Denmark’s current development cooperation strategy, highlights the importance of partnerships between Danish universities and the research community in the Global South. The strategy furthermore sets clear goals for development cooperation funding targeting climate, nature and the environment, including regarding climate adaptation and climate mitigation initiatives.¹ The thematic focus of calls for development research projects have since 2020 focused on climate change.

¹ The Government has proposed a number of green targets for development cooperation in 2024. At least 30 % of development cooperation must be allocated to climate aid, and at least 60 % of climate aid must focus on climate adaptation. At least 5 % of development cooperation must be allocated to efforts for the environment and biodiversity. Furthermore, at least 80 % of funding for the business instruments must be green. The classification of development cooperation as green is based on the use of Environment and Rio markers. These are a set of policy markers used to indicate a project or activity’s relevance towards five objectives: biodiversity; desertification; environment; climate change adaptation; and climate change mitigation.

Danida Fellowship Centre invites the prequalified Phase 1 applicants to submit **Phase 2 applications** (a full application) for research grants with partners in the Global South.

The total allocation available for development research funding in 2024 application round is approximately DKK 200 million. The grants for the Phase 2 applications selected in the 2024 application round will be funded under the 2025 appropriation and final granting is thus conditional on the approval by the Danish Parliament of the 2025 Finance Bill.

The deadline for submitting the Phase 2 applications is **14 August 2024 13:00 CEST**. Applications must be submitted in English and electronically via the e-application system [SurveyMonkey Apply \(SMA\)](#).

Danida Fellowship Centre (DFC) manages 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 2024 application round was held online on 20 November 2023. Please refer to [DFC's website](#) to watch the information meeting on YouTube, especially the section by a member of the consultative research committee (FFU) containing advice on how to write a good application. Guides on how to write a good proposal and a list of reasons for rejection with examples can be found at DFC website [here](#).

2. Research theme: Climate change action and reducing inequity

Research plays a critical role in generating knowledge and informing societal understanding of how to drive transformational sustainable development. Contextually relevant and impactful research is essential for guiding decision-makers and communities in effectively addressing both existing and emerging sustainable development challenges. Under the title 'Climate change action and reducing inequity', this call for proposals invites research projects that explores the intersections between climate change action, inequity and equity. Research must identify problems of equity in suggested climate change solutions and highlight key dilemmas for climate action. Applicants are invited across all disciplines to submit proposals that could, but are not limited to, explore the following sub-themes:

Climate action, decision-making and avoiding exclusion: Climate change exacerbates existing social and environmental inequalities and exclusion. Climate action involves changes to the use of land and other natural resources, which can create conflicting claims and imply unequal distribution of environmental burdens and benefits. Research is invited to explore these dynamics of climate action and investigate ways in which climate actions can divert conflicts and uphold land and natural resource rights, including aspects related to cultural heritage, of indigenous and local communities. Proposals can investigate pathways to inclusive governance models and decision-

making processes to ensure diverse representation and participation of all stakeholders, including marginalised groups, in shaping climate action policies and strategies.

Transitions to a low-carbon economy and justice: The transition to a low carbon economy is necessary and high on the policy agenda. Yet, it is not necessarily fair and equitable for workers and communities affected by the transition, at times leading to local conflicts, contestations, and conflicting claims. Proposals are invited to examine the social and economic implications of transitioning to a low-carbon economy, including potential conflicts, with a particular emphasis on questions of justice and injustice in creating opportunities for employment and economic development. Research can assist in identifying strategies for climate mitigation action, including technological solutions that foster inclusive, conflict-sensitive, and sustainable development.

Climate change resilience and adaptation: Climate change poses significant challenges to agriculture, food production and water resources, including shifts in weather patterns, increased frequency of extreme events and changes in precipitation, all of which disrupt agricultural production and water management practices. Adaptation is inevitable, even if resilience is strengthened, but will not necessarily be equitable, inclusive, or just. Proposals are invited to explore agricultural production and water management practices, indigenous knowledge systems and practices as well as technological innovations in adapting and building resilience to climate change. Research can explore both prospects for and constraints to climate change resilience and adaptation policies and actions.

Research principles:

In addition to the thematic focus of the present call, applicants are asked to carefully consider a number of guiding principles that underpin Danida's support to development research:

- Development research aims to produce high-quality scientific knowledge that addresses sustainable development challenges. It emphasises the practical application of research findings, with a focus on informing policy and practice for transformational change.
- Development research pays attention to contextual relevance and stakeholder engagement. It recognises the importance of addressing the specific needs and priorities of the countries where the research takes place. It pays close attention to the local context and involves relevant communities, to ensure that research is 'fit for purpose' and responsive to their concerns and insights.
- Development research acknowledges the multidimensional nature of sustainable development challenges. Interdisciplinary approaches are often required to bridge understandings of and tackle complex issues, considering interconnected factors and systems that influence sustainable development outcomes.

- Development research aligns with the principle of leaving no one behind and takes a human rights-based approach. It ensures that research practices are consistent with international human rights norms and principles. It is gender-responsive, inclusive towards vulnerable populations and engages with local knowledge. Potentially negative consequences and outcomes for populations affected by the research are carefully considered.
- Development research recognises the crucial role of researchers and universities in the Global South as providers of scientific knowledge and innovation, research-based education, and advice to society. It integrates local knowledge systems and involves researchers and institutions that are instrumental in generating and applying knowledge in the Global South.
- Development research requires equitability in research partnerships. Equitable partnerships prioritise mutuality, reciprocity, respect and mutual learning between research partners. It acknowledges and addresses power differences and inequalities in North-South relations, striving for fairness in research partnerships.
- Development research critically examines development efforts to learn from mistakes. Critical research is an essential component in the iterative process of improving development cooperation, structures and partnerships. It contributes to an ethos of learning to design more effective and impactful development engagements.

3. Eligible countries

The geographic focus of the call for research proposals invites applications that are focusing on countries where Denmark has expanded development cooperation as well as selected countries where Denmark engages in targeted development cooperation through strategic sector cooperation. All applications are invited to address the overarching research theme, however, please note that countries with targeted development cooperation, differ by having a country-specific thematic focus (further explained in section 3.2).

Research can be undertaken in more than one of the eligible countries within the same theme. 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. Furthermore, based on a single country, it is possible to integrate regional perspectives to the topic in focus. In such cases, a strong justification and anchorage of the project to the country of focus must be described.

3.1 Countries with expanded development cooperation

In countries with expanded partnerships, Denmark implements comprehensive development activities and engages with a number of relevant stakeholders and actors across society.

In 2024, the countries in which Denmark engages in expanded development cooperation, and which are eligible for research proposals, include: Bangladesh, Burkina Faso, Ethiopia, Kenya, Palestine,

Uganda, Somalia (incl. Somaliland), and Tanzania. It is of utmost importance that research proposals elaborate on security considerations and engage in risk mitigation planning when justifying the choice to conduct research in countries where there are heightened security concerns. This is of particular concern for proposals regarding Burkina Faso, Somalia (incl. Somaliland) and Palestine.

Research proposals covering countries with expanded development cooperation should be developed based on the overarching thematic focus outlined above.

3.2 Countries with targeted development cooperation

In countries with targeted partnerships, Denmark's involvement may be narrower and focus on specific issues of particular relevance to Danish interest and expertise. In these countries, research proposals are invited to address the topics that are linked to the relevant strategic sector cooperation programmes. The selection gives priority to countries in Africa and to countries of lower income status, which also fall within the overarching theme of the call. Please, note that applications focusing on countries that **only** feature as targeted partnership countries **must** fall within the country-specific thematic focus. Within the country-specific thematic focus, applicants are welcome to address the suggested sub-themes of the overarching research theme of the 2024 call. In Bangladesh, Kenya and Ethiopia, which have both types of partnership, it is possible to apply to either the broader research theme or the relevant targeted themes.

In 2024, applications focusing on targeted partnership countries may fall within the following sub-headings of the research theme:

- **Energy sector transition** in Egypt, Ethiopia, Indonesia, Kenya, South Africa, and Vietnam.
- **Enhancing water resource management** in Ethiopia, Ghana, Kenya, Morocco and South Africa.
- **Sustainable cities and waste management** in Indonesia, Kenya, and South Africa and Vietnam.
- **Food and agriculture** in Bangladesh, Indonesia, Kenya, Nigeria, South Africa, and Vietnam.

Links to information concerning the strategic sector cooperation programmes can be found [here](#).

It is of utmost importance that research proposals elaborate on security considerations and engage in risk mitigation planning when justifying the choice to conduct research in countries where there are heightened security concerns. This is of particular concern for proposals regarding Ethiopia and Nigeria.

4. 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. A possibility of a no-cost extension of up to 2 years apply to these grants.

5. Participating researchers and institutions

The application must be submitted by the researcher who will, if the project is granted, become the principal investigator (PI/project lead) on behalf of the responsible institution. Applications are welcome to share the project leadership with a scientific co-PI (secondary). The main PI and the co-PI must for legal reasons both have an affiliation with the responsible institution.

Experience shows that the PI(s) play a key role in ensuring that a research collaboration project is successful. It is important to note that an effective engagement/involvement of the PI(s) will entail a substantial workload, particularly at the beginning of the project.

It is important that the PI(s) and the research team document relevant scientific merits/qualifications and research background within the research topic applied for. A person may appear as PI (or co-PI) on several applications, but maximum one project per PI can be approved for funding.

The gender composition of the team must be carefully considered both concerning researchers from institutions in Denmark and from institutions in partner countries.

Research collaboration is an important means to strengthen research capacity. In order for research partners to benefit from the collaboration, equity in partnerships is important, and partners must contribute actively in preparing the Phase 2 application. Other important aspects of equity in partnerships include joint fieldwork, joint development of methodologies, co-publishing with partners as first authors, regular knowledge exchange, access to databases and libraries, etc. (find more on equitable partnerships [here](#)).

The application must include at a minimum one nationally registered research institution in the country/ies where the research will be undertaken (primary partners), not including national branches of international research organisations and possibly international partners, public authorities and private sector partners (secondary partners) if relevant.

At least one named participant from each listed partner institution, both primary and secondary, must be listed in the task “Project Participants”.

It is encouraged to involve secondary partners, i.e. from the private sector and other relevant non-academic institutions in partner countries or in Denmark, and grant funding can be used for their direct input to project activities but not for overhead expenses. 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 with no overhead. All partners are encouraged to contribute with additional resources (funding or in-kind) for the projects.

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 writing a good proposal” under useful links, Section 14.

When planning the project in terms of project participant contributions, attention should be paid to the conditions regarding employment and salaries for involved researchers, see Section 11.

New project participants/project partners in the Phase 2 application is acceptable while replacement of project participants/partners from the Phase 1 application must be clearly justified.

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. Any personal affiliation (i.e. spouse, domestic partner, sibling, parent or child) of project participants to PI must be declared.

The responsible institution must ensure that that partners and others that are part of the application are not included on the [UN](#) or [EU](#) sanctions lists.

For PhD students not yet identified, the selection procedure must be described and must follow the general requirements of enrolment at the relevant institution. Please pay particular attention to the requirements for enrolment of PhD students from the country/ies where the research will be undertaken. PhD students who are included in the project and from the country/ies where the research will be undertaken must seek enrolment at a university in the country where the research will be undertaken, alternatively at a university in the region. Enrolment in Denmark can only be considered if enrolment in the country where the research will be undertaken or in the region is not possible, and if sufficient justification for this is provided. Study stays of PhD students in Denmark are expected, and these must be under a “sandwich” programme with studies at the Danish institution for a limited period of time (usually a maximum of three semesters). If PhD study stays in Denmark are not planned, the reasons for this should be clearly explained.

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.

PhD students and postdocs in Denmark 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 PhD students enrolled in Denmark cannot be covered by the project grant.

Education of a limited number of **Master’s 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.

6. Security considerations

Heightened security considerations pose a challenge in a number of the listed eligible countries at both national and regional level. All research applications are required to consider the security risks affecting the feasibility of research, in particular during fieldwork. Applicants are requested to include the risk assessment and contingency plan for their proposed research from Phase 1, if relevant in an updated version. This also include reflections on data security. The purpose of this is to ensure that all applicants have considered the potential physical and data security risks as well as mitigating measures relevant for project implementation.

Assessments should consider risks related to the geographical and thematic focus of the research and also, include other concerns that may hinder or impede project implementation (see Section 14, useful links). A number of countries are considered high-risk countries from a security point of view and research applications focusing on these countries must be particularly careful to prepare thorough risk assessments and include necessary safety measures. These countries include: Burkina Faso, Ethiopia, Nigeria, Palestine, and Somalia. Risks should be focused on the physical safety of involved researchers - also in a gender-sensitive perspective - from all involved countries, especially during fieldwork. Security considerations and relevant safety measures may also be relevant to include in other countries if e.g. the topic of the research implies heightened risks. The project description should reflect relevant security considerations.

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.

For risks with medium or high likelihood and impact, mitigating measures and preliminary outlines of a contingency plan must be included.

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 MFA or DFC.

It is possible to include a limited budget of maximum DKK 400.000 for security measures on top of the maximum DKK 10 million that can be applied for. See details on this under Section 11: Eligible budget items.

7. 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.** However, subheadings may be used. 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. The text format must be Verdana, 10-pt font size, with at least 2 cm left and right margins and at least 1.15 line spacing.

Additionally, a results framework (LogFrame) must be uploaded in the online system to complement the project description. The mandatory format and instructions are available in SMA.

Heading 1: Title and PI

Project title and name of main PI 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 benefits must be clearly explained.

Heading 3: Relevance and context

A brief summary of the importance of the project with respect to, national development policies, Danish development cooperation and how the research addresses the sustainable development goals (SDGs). The section should also address how the research responds to the theme of the call and the guiding principles for development research. The section must also include a description of the institutional and socio-economic context for the research and consideration of the expected impact of this on the project results.

It should also include how the research will draw on and cooperate with related research projects, including participation in research networks, conferences, etc. Perspectives for South-South cooperation may also be highlighted. This could involve shared learning experiences, exchange programs, or collaborative projects that leverage partners' unique perspectives and strengths in the Global South.

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 research hypotheses must, among other things, incorporate considerations about the following:

- How the project will drive “state of the art” research within its field forward;
- How the project will contribute to new knowledge and be innovative;

- Include clearly defined research issues/research questions;
- 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 strengthening 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.

Considerations concerning the political, institutional, socio-economic and security (when relevant) context for the research and the expected impact of this on the project results must be included. Reflections about how the project will engage relevant stakeholders throughout its duration, ensuring that their perspectives, expertise, and needs are considered in shaping the research agenda and its outcomes, must be included. This could also include considerations on uptake of the research, in terms of public-private sector collaboration, and how the research is positioned for use. Strategies for fostering interdisciplinary collaboration and knowledge exchange among team members can also be included.

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 e.g. descriptions of multidimensional aspects of the research problem and interdisciplinarity;
- Project design to address the objectives;
- Approaches to research capacity strengthening;
- How the project promotes equity in the research partnership and gender sensitivity;
- Ethical considerations (beyond legal provisions);
- How the research adheres to Danish and partner country requirements concerning research permits and provision of information to relevant authorities.
- Possible limitations and risks in research design and/or team composition and how to accommodate these.

This section may be used to explain how the research utilises inclusive approaches involving local communities and interacts with local knowledge throughout the research process. Additionally, it can be used to outline how the research will be responsive to and demonstrate sensitivity towards

gender, age, ethnicity, minorities, other social inequities, etc. It may also highlight interdisciplinary elements in the project methodology.

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 (incl. co-supervision arrangements and study stays in Denmark). Joint fieldwork should be described both in terms of time allocation for researchers and in proposed work packages. Envisioned involvement of stakeholders throughout the project cycle should also be included in the timetable.

Heading 8: Organisation and management of partnership

Based on a summary of the scientific and managerial competencies 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;
- Justification of gender composition of the team and considerations about how to ensure gender sensitivity in team composition and project management;
- Coordination with other related research capacity strengthening initiatives;

In terms of collaborative partnerships, this section should outline how the research will be organised and implemented to promote equitability. This includes equitable distribution of resources, responsibilities, and recognition in joint activities and outputs, such as fieldwork and publications. Explain how these activities and outputs will foster collaboration and contribute to the research objectives. Partnerships contributing to inter-disciplinary and gender sensitive research are strongly encouraged.

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, databases and libraries
- Training of researchers and teams to design and manage research and to produce, document and disseminate results;
- Support for equipping and running laboratories and other facilities;

The section can be used to discuss how the partnership will enhance the capabilities and skills of all involved parties, particularly through mutual learning, training sessions, and mentorship programs. This includes developing both research and soft skills, such as project management and communication, to strengthen the overall research capacity of partners.

Furthermore, it can be used to reflect on the possibilities for fostering sustainable and long-term networking and collaboration and commitment to creating enduring partnership and shared goals beyond the project lifespan.

Heading 10: 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.

8. Assessment criteria

Members of FFU come from many different disciplines. Applicants must be able to explain the research proposal to someone who is a researcher and have specialist knowledge about some, but not all, aspects of the theme of the call. A research proposal, therefore, must be easy to understand in terms of “why and how is it research”.

Overall, it must be clear that the proposal constitutes a genuine research project rather than, for example, a product development scheme, registration of data, commissioned research, a demonstration project, technology transfer, consultancy, or a development project. This means that the research question and scientific contributions of the project must be clearly described.

The FFU assesses the Phase 2 applications based on the following criteria:

The scientific quality of the proposal is evaluated on the basis of the following criteria:

- *The originality and innovative nature of the project, in terms of generating new knowledge;*
- *The focus of the project is well-defined with respect to existing relevant research;*
- *The design of the project in terms of methodological, theoretical and (if relevant) interdisciplinary approach(es);*
- *The research experience and qualifications of the project coordinator(s) and research team.*

The relevance of the proposal is evaluated on the basis of the following criteria:

- *The focus of the project is well-defined with respect to the guiding principles for the support to development research and theme of the call;*
- *The project responds to national development priorities and is relevant for Danish development cooperation/Danish Strategic Sector Cooperation;*
- *The project is well-defined with respect to ongoing research projects/programmes in the country/region;*

- *The project is well suited for the political, socio-economic and institutional context, including the security situation.*

The effect of the research is evaluated on the basis of the following criteria:

- *The potential direct effects with respect to the selected sustainable development goal(s) and in relation to existing development efforts;*
- *The project is positioned for use, e.g. by collaboration with public and private stakeholders which could promote use and uptake of the research findings;*
- *The contribution of the project to strengthened research capacity at individual, partnership and institutional level;*
- *The project builds on the principles of equity in the research partnership and is gender sensitive.*

The feasibility of the research is evaluated on the basis of the following criteria:

- *The management structure for the research project;*
- *Team composition, incl. gender and partner balance;*
- *The proposed design and activities;*
- *The project design for research in fragile countries, where applicable;*
- *The ethical considerations and implications of the project.*

Partnerships contributing to inter-disciplinary and gender sensitive research are strongly encouraged. Incorporating considerations about gender sensitivity are strongly encouraged in all aspects of the outlined project, including composition of the research team, data collection strategies, engagement with research participants/communities and analytical framework. A considerable role for the research institutions in the Global South is equally expected.

Phase 2 applications will undergo international scientific peer review (to the extent possible, this will include 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 must not be affiliated with a research-based institution in Denmark or in countries where the research will be undertaken.

The applications will also be assessed by a gender specialist in terms of the gender composition of research teams and the gender sensitivity of the research.

After the peer review process and gender assessment, 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 and gender assessment of an application.

The FFU assesses the Phase 2 applications, including the peer review, the gender assessment and the applicant hearing response. If the total number of qualified applications exceeds the available funding allocation, the FFU will select the best projects based on the FFU assessments of the above criteria.

The scientific quality of the result of the assessment of Phase 2 applications is approved by the Innovation Fund Denmark, cf. § 5, subsection 2 of the Consolidated Act on Innovation Fund Denmark [no. 1660](#) of August 12, 2021.

The MFA ultimately formally approves of the final allocation of grants.

9. Application process in Phase 2

Phase 2 – 2024/25	August	<p>Deadline for Phase 2 applications: 14 August 2024 13:00 CEST</p> <p>DFC administrative screening and administrative rejections</p>
	September - October	Peer reviewing, gender assessment and applicant hearing
	November	FFU assessment of Phase 2 applications
	December	<p>Innovation Fund Denmark’s approval of scientific quality of FFU’s assessment</p> <p>MFA formal approval of grants</p> <p>Reply to applicants</p>
	January - March	<p>DFC agreement on budget, etc.</p> <p>DFC sends Letters of Grant and endorsements</p>
	April	Official project start date is 1 April 2025

10. Project costs

The maximum grant is DKK 10 million for a five-year project period. The budget must ensure that all costs are covered including overhead, 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 research funds for the project 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 form must be filled in with the amounts applied for (not including co-funding). International research institutions, partner institutions in other countries than the country/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, travel and fieldwork expenses, and no overhead (administration fees) can be covered.

Eligible budget items for secondary partners must be included in the budget administered by the responsible institution, or by 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 their budget(s) must be added to the budget of the institution responsible for the administration of the secondary partner(s). Details of expenses for secondary partners must be provided in the budget notes as per template provided. Note eligible budget items for secondary partners under Section 11.

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, the current [General Conditions](#) for ongoing FFU projects may be consulted. The approved budgets and projects must be in accordance with and follow the below conditions for eligible budget items.

11. 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 to project researchers 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.

For inclusion of private companies in a research proposal, attention must be paid to the [De minimis rules](#). For-profit private companies can only be included with expenditures related to travel and fieldwork, not salaries.

The participating institutions are responsible for insurance of project personnel, but see below under 'expenses for security measures' concerning expanded travel insurance.

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.

For PhD students from partner countries following 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.

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.

It is possible to allocate up to DKK 100,000 within the budget frame per relevant researcher to cover costs of air tickets and insurance for accompanying family for longer field stays of more than 3 months in Denmark or partnering country. This applies to both researchers based in institutions in Denmark and in the Global South but to maximum 2 researchers per project.

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 10.4 million.

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 (locally or in the region if available) 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 fieldwork in high-risk settings (only for limited periods of time 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. In case a project undertaken in a high-risk country, wishes to acquire expanded travel insurance, this cannot be covered by the grant, if the insurance policy includes a ransom coverage.

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

Overhead rates 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, nor for the administration of secondary 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 (excluding for-profit private companies, who are not eligible to charge salaries).

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 partner countries must be supported and administered according to the terms of the Danida Fellowships, see [DFC administrative services](#). These guidelines apply for the study periods in Denmark for PhD students from the South and for other practical arrangement of the stay. An allowance, but not a PhD salary will be paid during the stay in Denmark, while in the home country a local PhD salary should be paid.

The budget figures for 2024 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. In the case of for-profit private companies this includes travel and fieldwork expenses and for others this includes salaries, travel-, and fieldwork expenses. The budget share of secondary partners must be included under the budget for the responsible institution, or a relevant primary partner institution. The budget details of secondary partners must appear in the budget note as per template provided. Project expenses of

secondary partners must be included in the accounts and 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 each 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.

12. E-application system

Submission of a Phase 2 application must be done via the e-application system SurveyMonkey Apply (SMA). The e-application system is accessible [here](#). Video tutorials for the e-application system can be found [here](#) (the available videos are from the 2023 application round but the instructions are still applicable).

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 and edit your application 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 tutorials [here](#) 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 named 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, risk assessment, budget, CVs and endorsements.**

Project description: Must contain the headings as described in Section 7. 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 be in English, and specify the scientific qualifications, managerial skills, and experience from developing countries. They 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, PI, 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 received, not only requested, before you can submit your application.

13. Obligations

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

The responsibility of the applying institution

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

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

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

The application must reflect possible legal, regulatory or ethical issues and considerations, including required standards or authorization requirements (such as production standards, quality systems, scientific ethics, data handling and protection, use of animals), as well as research permits, provision of information to relevant authorities, etc., and a plan for obtaining these. Research permits, other relevant approvals and a research data management plan/policy will be required for projects selected for funding. Only institutions with an anti-corruption policy and a policy for Protection from sexual exploitation, abuse, and harassment (PSEAH) can receive funding from the MFA grant. Links to web based information on these policies are required in the e-application.

Rejection of applications without substantive consideration

An application will be rejected by DFC without substantive consideration by the FFU 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.

DFC will not accept additional information from applicants after the deadline, even if the missing information results in an administrative rejection of the application.

Requirements for the application to be considered by the FFU:

- 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, logframe, risk assessment 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 correct links to anti-corruption and PSEAH policies must be provided, and it is the responsibility of the applying institution to ensure this;
- The application must include at least one primary partner (nationally registered research institution, not including national branches of international organisations) from an eligible partnering country;

- The application must include at least one named researcher/project participant from each of the partner institutions, both primary and secondary;
- The application must be endorsed by the PI, all project participants and heads of institution from the responsible institution and from partner institutions. Names of endorsers must match the names of PI, 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.

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](#). Submitted applications in Phase 2 are shared with the Innovation Fund Denmark, with the purpose of approving the scientific quality assessment of the final grants. Read about the Innovation Fund Denmark's handling of data here (only in Danish): [IFD Privacy policy](#).

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

TDFC 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, DFC and the FFU reserve the right to obtain information as to whether such amount has been granted. If a project is funded elsewhere, it cannot be funded by this funding window.

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.

Anti-corruption, anti-child labour and prevention of sexual exploitation, abuse and harassment

If granted for funding, it is the responsibility of the responsible institution to 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 - neither directly nor indirectly - as an inducement or reward in relation to tendering, award of the contract, or execution of the contract. Any such practice will be grounds for the immediate cancellation of this contract and for such additional action, civil and/or criminal, as may be appropriate. At the discretion of the Danish Ministry of Foreign Affairs, a further consequence of any such practice can be the definite exclusion from any tendering for projects, funded by the Danish Ministry of Foreign Affairs."

Protection from sexual exploitation, abuse, and harassment:

"The Danish MoFA has a zero tolerance for inaction approach to tackling sexual exploitation, abuse, and harassment (SEAH²) as defined in UNSG Bulletin ST/SGB/2003/13 and the definition of sexual harassment in UNGA Resolution A/RES/73/148. The Implementing Partner, and its sub-grantees, will take appropriate measures to protect people, including beneficiaries and staff, from SEAH conducted by its employees and associated personnel including any sub-grantee staff and take timely and appropriate action when reports of SEAH arise. In the event that the Implementing Partner receives reports of allegations of SEAH, the Implementing Partner will take timely and appropriate action to investigate the allegation and, where warranted, take disciplinary measures or civil and/or criminal action. Any violation of this clause will be ground for the immediate termination of this Agreement."

Anti-child labour:

"The Implementing Partner shall abide by applicable national laws as well as applicable international instruments, including the UN Convention on the Rights of the Child and International Labour Organisation conventions. Any violation will be ground for immediate termination of the Agreement."

Anti-terrorism:

"If, during the course of implementation of this Project/Programme, the Implementing Partner discovers any link whatsoever with any organization or individual associated with

² **Sexual harassment** is understood as any kind of unwanted verbal, non-verbal or physical behavior of a sexual nature with the aim or impact that a person's dignity is violated, especially if it happens in a threatening, hostile, degrading, humiliating or offensive environment. **Sexual exploitation** is understood as attempts or actual abuse of position of power to exploit a person's vulnerability for sexual gain. This also applies to relationships where economic, social, or political advantage is gained from another person on the basis of sexual exploitation. **Sexual abuse** can consist of either a threat of or actual physical abuse of a sexual nature.

terrorism, it must inform the Danish MoFA immediately and explain the reasons for such transfer, including whether it was made or provided knowingly, voluntarily, accidentally, unintentionally, incidentally or by force. The Implementing Partner agrees that it and/or its implementing partners (including contractors, sub-contractors and sub-grantees) will take all reasonable steps to secure that no transaction made in relation to the Project/Programme will – directly or indirectly – benefit a person, group or entity subject to restrictive measures (sanctions) by the UN or the EU. Any violation of this clause is ground for immediate termination of the Agreement returning to the Danish MoFA of all funds advanced to the Implementing Partner under it.”

Only institutions with an anti-corruption policy and a policy for PSEAH can receive funding from the grant.

No institution or partners selected for funding may be included on the the [UN](#) or [EU](#) sanctions lists.

Announcement and public information about grants

Information about granted projects will be published at the [DFC's website](#) and in the [Danida Research Portal](#). This includes name of PI, project title, DFC file number, institutional affiliation, project period, granted amount, countries, information on participating institutions, and the popular science description for the project. 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.

14. Useful links

[Guide to writing a good proposal](#)

[Sustainable Development Goals](#)

[Country policies](#)

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

[Inclusion and equitable partnerships](#)

[Security in research projects](#)

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

[How to notes for implementation of the Danish Strategy for Development Cooperation \(um.dk\)](#)



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