

## General Terms and Conditions for Grand Solutions

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## 1. Introduction

### 1.1 Area of Applicability

The “General Terms and Conditions for Grand Solutions” comprise the rules for administration, etc. of Grand Solutions.

Note that the Investment Agreement may contain exemptions from specific rules in the “General Terms and Conditions for Grand Solutions”.

### 1.2 Danish version

The guidelines can also be found in Danish on the IFD website. In the event of any discrepancy between the Danish and English versions, the Danish version applies.

### 1.3 Amendments to the “General Terms and Conditions for Grand Solutions”

“General Terms and Conditions for Grand Solutions” may be amended as required. The current and valid document is always available on the IFD website. The Project Leaders and Administrators of all relevant Projects will be notified directly of any major amendments to the “General Terms and Conditions for Grand Solutions”

. Project Leaders must immediately pass on the information to all Project Participants.

## 2. Definitions

**Administrator:** the legal entity appointed by the Steering Committee and approved by IFD to receive investments from IFD. The Administrator is responsible for transferring the investments to the individual Project Participants and must, in collaboration with the Project Leader, prepare the overall project accounts for IFD.

**Disbursement Profile:** an overview of the dates and sizes of Investment instalments disbursed by IFD. The Disbursement Profile is determined at the time of budgeting and can be found in the most recently approved budget.

**Final Instalment:** the amount withheld by IFD until the final scientific and financial reports have been approved.

**IFD:** Innovation Fund Denmark, established pursuant to Act no. 306 of 29 March 2014.

**Investment:** the amount contributed to the Project by IFD. The investment will be disbursed to the Administrator in instalments in accordance with the applicable Disbursement Profile.

**Investment Agreement:** the agreement entered into between the Project Participants and IFD relating to the implementation of a project in which IFD invests.

**Investment Period:** the period stated in the Investment Agreement for which IFD invests in the Project. All costs in the project accounts must be defrayed and entered in the books within this period.

**Investment Rates:** the maximum percentages of each Project Participant's costs or of the total project costs to be covered by IFD's Investment. The investment rates can be found in the most recently approved budget.

**Overheads:** an amount that may be included in the budget to cover indirect costs. This amount is calculated as a separate percentage of the direct project-related costs.

**Project:** the project comprised by the Investment Agreement.

**Project Leader:** the person appointed by the project Steering Committee and approved by IFD to manage the Project. The responsibilities and tasks of the Project Leader are described in the Investment Agreement for the Project.

**Project Participant:** a legal entity participating in the Project, either as a Project Partner or a Project Contributor, cf. the Investment Agreement.

**Sub Accounts:** accounts for an individual Project Participant.

## 3. Disbursements

### 3.1 Disbursement Profile

The Disbursement Profile shows the size of the instalments to be disbursed to the project Administrator at given dates.

The Disbursement Profile is based on the most recently approved year-by-year budget. Hence it reflects the expected spending of Investment funds by Project Participants.

When the Disbursement Profile is prepared, the budgeted annual costs of each Project Participant are multiplied by the investment rate of that participant.

Note that the Disbursement Profile will reflect IFD's withholding of its "Final Instalment", cf. Clause 3.2 for further details.

### 3.2 Disbursements to the Administrator

Disbursements to the Administrator will automatically take place to the Administrator's NemKonto account. The Administrator is not required to send an application for disbursement.

Two annual instalments will be disbursed: on April 1 the budgeted investment for the first six months of the year will be disbursed. On October 1 the budgeted investment for the last six months of the year will be disbursed. However, for Projects starting within the last three months of a half-year period, disbursement will take place within one month of projectstart.

IFD will withhold 10 % of the total project investment. This Final Instalment will be disbursed to the Administrator once the final annual report and the final report have been submitted to and approved by IFD.

The Final Instalment will be withheld from the last instalment(s).

### **3.3 The Administrator's transfer of investments to the Project Participants**

Within one month after having received an investment instalment from IFD, the Administrator must transfer the funds to the individual Project Participants in accordance with the valid budget. However, see the special provisions on transfers to foreign Project Participants and undistributed pools in Clauses 3.4 - 3.6 below.

Under the provisions of the Investment Agreement, the Administrator may not disburse any funds to a Project Participant who – cf. the rules in the Investment Agreement – has submitted information about financial restructuring or insolvency proceedings etc. without the prior written approval of IFD.

The Administrator may not transfer funds to a Project Participant, who has not provided accounting data or other required information, which should have been submitted at the time of transfer.

Furthermore, the Administrator may reduce disbursements to a Project Participant in the following cases:

- If the Project Participant in question has not spent all the investment funds received. In that case, unused funds may be offset against the amount to be disbursed to the Project Participant according to the budget.
- If a Project Participant requests a reduction or cancellation of the disbursement.
- If the Steering Committee decides that a Project Participant should receive less than budgeted for until certain conditions have been met. This provision may be applied e.g. in connection with the termination of a Project Participant's participation in the Project. In that case, the last funds cannot be disbursed until final accounts or other required information has been provided.

Conversely, the Administrator may increase disbursements to an individual Project Participant if the Steering Committee has decided that the relevant Project Participant, on account of increased costs and good progress, is entitled to more funds than budgeted for (see also Clause 4.6 below). The disbursements may never exceed the maximum investment for the entire Investment Period for the participant in question. Note that investment rates and maximum investments for the remaining investment period may be adjusted in connection with budget amendments, but such amendments will never have any impact on completed financial years.

The Steering Committee can never order the Administrator to transfer larger amounts than those received by the Administrator from IFD.

### **3.4 Disbursements to foreign Project Participants**

The Administrator's disbursements to foreign Project Participants must be made on the basis of invoices received for costs already incurred. The invoices must include specifications of the costs incurred, so that they can be approved by the Project Leader. Furthermore, they must be specified to ensure that accounts for the activities of the Project Participants can be prepared in accordance with the requirements of IFD. At the same time, the Administrator or another party handling contacts with the relevant participant by agreement must undertake to prepare the required accounts for the foreign Project Participant.

### 3.5 Sub-contracts

Sub-contracts must be linked to a Project Participant and be included in the budget of the Project Participant in question. A sub-contract is paid by the Project Participant linked to the sub-contract.

### 3.6 Undistributed funds

The project budget may include a pool of undistributed funds, totalling a maximum of 10% of the overall budget for the IFD investment. These cannot be disbursed and used until the Steering Committee and IFD have approved a revised budget under which the undistributed funds are distributed amongst the Project Participants or allocated to one Project Participant. Note that the rules on maximum investment rates, as set out in the guidelines for the preparation of applications, must also be met in the revised budget.

### 3.7 Funds held by the Administrator

The funds received by a legal entity in its capacity as Administrator must be administered in such a way that they are separated in the accounts from investments received by that entity in its capacity as a Project Participant. It must at all times be possible to generate a statement of the balances of investments received and disbursed by the Administrator, and IFD may at any time request such a statement.

The annual accounts must show the total funds received by the Administrator during the year and the funds transferred to Project Participants (cf. Clauses 3.3. and 3.4).

Normally a separate audit of the Administrator accounts is not required as all funds received and disbursed will be included in the accounts approved by the Steering Committee. However, IFD shall be entitled to require a separate audit of the Administrator accounts.

## 4. Reporting to IFD

Every year, an **Annual Report** must be prepared for IFD, cf. the Investment Agreement. This report must include:

- financial reporting in the form of annual accounts for the Project,
- scientific reporting.

In addition, a **Final Report** must be prepared in connection with the completion of the Project.

### 4.1 Reporting and accounting period for the annual report

The reporting period is the calendar year, but with the exception that separate reporting is not required for periods of up to 6 months. This means that:

- If the Investment Period starts on July 1 or later in year 1, the first annual report may comprise both year 1 and year 2.
- If the Investment Period ends on June 30 or earlier of year x, the last annual report may comprise both year x-1 and year x.

### 4.2 Time of submission and format

The annual report must be submitted within 3 months of the end of the reporting/accounting period, i.e. on March 31 at the latest. However, the final report must be submitted within 3 months of the expiry of the Investment Period.

If the annual report has not been received on time, IFD must – until the report is received – assume that spending in the period covered by the annual report in question was zero. In that case, the

remaining part of the investment will be withheld and a demand may be made for repayment of funds already disbursed, for which no accounts have been provided.

Annual reports must be submitted via the “e-grant” portal. The Project Leader and the Administrator will receive further instructions on the use of this portal from IFD.

#### **4.3 Requirements for the scientific section of the annual report and for the final report**

The Project Leader and the Administrator will be informed of the exact requirements for the content and format of the scientific annual report and the final report in good time before the submission deadline. IFD reserves the right to require that the reports be prepared using special report templates.

[Annual report - template](#)

[Output summary – template](#)

[Final report - template](#)

#### **4.4 Format and content of the annual accounts**

The annual accounts must be prepared in an accounting template available in the electronic application portal, e-Grant in good time before the submission deadline. The checklist found in this document can be used to make sure that the administrator fill out the annual report correct ("Checklist - How to make a correct reporting in E-Grant").

The annual accounts comprise sub-accounts for the individual Project Participants as well as the overall project accounts. Sub-accounts must be prepared for all Project Participants, irrespective of whether they will be receiving funds from IFD.

Sub-accounts must include all direct project-related costs incurred in the accounting period, irrespective of the source of funding, and must be audited and provided with auditor’s reports as specified in Clause 6.

Costs must be broken down by the same budget items as the most recently approved budget.

Each Project Participant must submit its sub-accounts to the Project Leader and the Administrator along with a copy of the signed auditor’s report and any other required information, after which the Administrator will compile the accounts in IFD’s accounting template. When the accounts have been signed by the Administrator and approved by the Steering Committee, they are submitted to IFD.

The Administrator must review the auditor’s reports on the sub-accounts of each Project Participant and inform IFD if the audit report contains critical or supplementary remarks or qualifications.

IFD reserves the right to request handover of sub-accounts and audit reports submitted by each of the Project Participants.

#### **4.5 Statement of costs in sub-accounts**

In the sub-accounts of the individual Project Participant, costs must be stated according to the same principles as in the approved budget for that participant, cf. the Investment Agreement and its exhibits.

##### How to fill out the annual report:

Download the annual report from e-grant. There is a guide on how to fill out the report in the column to the right of the scheme. The most important steps are described below:

- Before filling out the report enter the current year’s financial information. After this the budget numbers will appear in the scheme.

- All white fields must be filled out.
- The sum of self-financing (cell G 28) plus the amount paid out by the administrator (cell I 28) should, as a minimum, equal the total project expenses (cell E 28).

#### **4.5.1 Costs related to time consumed (time registration)**

Costs related to time consumed must be calculated on the basis of time registration.. In connection with accounting and audit, monthly statements of time consumption must be provided for each employee/participant (shorter periods may be applied as required). The statement must have been approved by the employee/participant in question and his/her line manager. Timesheets of top managers must be approved by the financial controller.

For employees working full-time on the Project (typically PhD and postdoc scholarships), accounting may be performed on the basis of monthly payslips, but without including pay during periods of leave (including sick leave and maternity/paternity leave).

#### **4.6 Calculation of IFD's investment**

Each Project Participant must calculate its total project costs as well as the investment amount received by the Administrator in the annual accounts. The investment rate can vary over the years but may not exceed the approved investment rate when the project ends. The investment rate is calculated from the investment disbursed to the Administrator cf. the Disbursement Plan, and not the amount which the Project Participant has received from the Administrator (cf. Clause 5, Re-budgeting of unused funds).

Note that the EU rules on state aid impose a ceiling on the share of the costs of private-sector enterprises that can be covered by public-sector subsidies, and that these maximum limits differ for industrial research and experimental development, respectively

## **5. Re-budgeting**

At the project start, a year-by-year budget will have been prepared that breaks down the total project budget by Project Participants, cost categories and sources of funding (including investments from IFD).

During the Project (the Investment Period) it may in certain cases be necessary to adjust the budget (to "re-budget"). Re-budgetting may e.g. be due to amendments to the project plan, including changes in the group of participants, changes in the distribution of tasks on the individual participants or changes to the time plan.

Re-budgeting may also be necessary if the budget includes funds not allocated to individual Project Participants (see also Clause 3.6 relating to undistributed funds).

Finally, it may be necessary to re-budget if the Project, for individual participants or in general, moves ahead faster than planned or if delays mean that spending has been considerably lower than the funds disbursed by IFD.

The annual financial report will state if the Administrator or individual party has unused funds. If the limits below are exceeded re-budgeting must take place:

IFD investment < DKK 5m – no limit for re-budgeting

IFD investment DKK 5-10m – re-budget at DKK 1m unused funds

IFD investment > DKK 10m – re-budget at DKK 3m unused funds

Any re-budgeting usually takes place immediately after approval of the annual accounts. On the

basis of the accounts and previous Investments, costs and investments for the remaining project years are redistributed, applying the various parameters included in the budget. Changes in the budget can never have retroactive effect on completed financial years. Nor will it be possible to increase the total IFD investment in the Project unless an additional grant has been made and the Investment Agreement has been amended to reflect this.

Proposed revised budget for the remaining project period must be approved by IFD and will not be valid until such approval has been obtained.

## 6. Audit rules

The sub-accounts of each Project Participant must be audited separately.

The requirements for audit of Project Participants vary, depending on whether the Project Participant receives investments from IFD and the size of any such investments, as well as the organisation of the Project Participant. The rules are described below.

### 6.1 Project Participants not receiving investments from IFD

The accounts of Project Participants not receiving investments from IFD need not be audited, but merely approved by a duly authorised employee of that Project Participant.

### 6.2 Project Participants which are Danish government institutions and Danish state financed, independent institutions

For Project Participants which are Danish government institutions and Danish state financed independent institutions, where the responsibility for the audit rests with the Office of the Auditor General of Denmark (Rigsrevisionen) pursuant to the Act on Auditing of State Accounts, audit must be performed by the institution's financial controller and endorsed by a duly authorised employee. This also applies in instances where the audit pursuant to a section 9 agreement (cf. the Act on Auditing of State Accounts) on internal auditing is performed by an approved accountant.

IFD reserves the right to require that a special statement and an audit check list be completed in connection with the audit. Templates for the statement and audit check list can be found in Appendices 1 and 2 of this document.

### 6.3 All other Project Participants

**i.e. local and regional government and private-sector institutions and enterprises, as well as all foreign entities**

- Accounts for periods in which the total disbursements from IFD amount to DKK 500,000 or less need not be audited.  
Irrespective of this provision, IFD reserves the right to require that the accounts for a given period be subject to audit.
- Accounts for periods in which the total disbursements from IFD amount to more than DKK 500,000 must be audited by an approved accountant. The audit must be performed in accordance with international audit standards and other requirements under Danish audit legislation and generally accepted auditing standards.

IFD reserves the right to require that an audit check list be completed in connection with the audit. Template for this audit check list can be found in Appendix 3 of this document.

### 6.4 Performance of audits

Auditing of individual sub-accounts must be performed in accordance with generally accepted auditing standards, as defined in section 3 of the Act on Auditing of State Accounts etc. (Consolidated Act No. 101 of 19 January 2012) and more specifically subsection (2) and sections 3-7, as well as Rigsrevisionen's "God offentlig revisionskik – normen for offentlig revision" (in Danish only) from



January 2013.

The purpose of the audit is to ascertain that the project accounts are true and fair and that the allocations and decisions comprised by the financial reporting are consistent with grants awarded, statutes and other regulations and with agreements made and customary practice. Furthermore, assessment must be made of whether due financial consideration has been given to administration of the funds comprised by the accounts.

It is not a requirement that efficiency and productivity be reviewed, as this is done by IFD in connection with its review of the annual reporting.

The auditor must plan the audit on the basis of an assessment of materiality and risk. The scope of the audit depends on the organisation's administrative structure and procedures, including internal control and other conditions of significance vis-à-vis the financial reporting.

In connection with the audit, the auditor/the institution's financial controller must pay particular attention to ascertaining:

- that the accounts for the overall project costs are true and fair, i.e. without significant errors or omissions.
- that the calculations of IFD's investments are correct, including whether the maximum investment rate requirements have been observed.
- that the terms and conditions for the subsidy have been met, including the terms set out in the Investment Agreement.
- that the investment has been used for its intended purpose.
- that costs related to time consumed have been calculated on the basis of timesheets.
- that the accounts relate to the correct period, and that no project costs have been defrayed before the start of the Investment Period or after its expiry.

Particular attention should be paid to the project accounting period for newly established projects, where, in most cases, the start date is not 1 January, and final accounts, where, in most cases, the closing date is not 31 December.

The audit shall be performed by spot-checks.

The Project Participant must provide the auditor with such information as is deemed significant to the audit of the project accounts and to the auditor's opinion of the administration of the funds, including goals and results achieved. The Project Participant must give the auditor access to perform such enquiries as the auditor deems necessary and must ensure that the auditor is provided with the information and assistance which the auditor deems necessary for performance of his/her professional duty.

If the auditor becomes aware of any punishable offences or non-observance of regulations of significance in connection with the management of the funds, the auditor must immediately inform the Project Leader and the Administrator and ensure that IFD is informed within three weeks. It is the auditor's duty to inform IFD directly.

The same applies if the auditor becomes aware, during the audit or in some other way that the Project's completion is uncertain on financial or other reasons.

The audited sub-accounts must have an auditor's report attached in accordance with ISA statements for special-purpose audit tasks.

Duplicates of the signed auditor's report must be sent by the Project Participant to the Project Leader and the Administrator together with the audited sub-accounts and appendices.

## 7. Termination of the Investment Agreement before the Project has been completed

If the Investment Agreement is terminated before the Project has been completed, cf. the provisions of the Investment Agreement, IFD will, as a main rule, cover costs within the period of notice only.

However, IFD will have the option to cover payroll costs in connection with the completion of any commenced PhD scholarships funded by IFD. This requires that a plan for the completion of the PhD scholarship is presented before the expiry of the period of notice and that this plan can be approved by IFD. The plan must cover both scientific and financial aspects (including funding of additional costs beyond payroll costs).

## 8. Other provisions

### 8.1 Other income and other funding

- *Funding from other sources*: the Project Participants must notify IFD without undue delay if funding for the costs to be met by IFD according to the budget is received from other sources. In that case, IFD reserves the right to deduct from the investment to the Project Participant in question.
- *Other project-related income*: in the event that exercise of patent rights, sale of know-how or own production resulting from the investment generates income, IFD will make no claim for repayment of the investment in full or in part.

### 8.2 Unused funds

If annual accounts show that large funds already disbursed by IFD have not been spent by the Administrator or the individual Project Participants, IFD may require that re-budgeting be performed (see Clause 5) and may also require that the unused funds be repaid in full or in part.

### 8.3 Reporting to SKAT

IFD has a duty regularly to report direct disbursements to non-public Danish entities to SKAT. However, IFD will not report funds transferred between the Project Participants and the Administrator.

### 8.4 VAT and taxation

The funds granted do not cover VAT or other turnover tax unless this has been specifically agreed in connection with the conclusion of the Investment Agreement.

In those instances where the grant is taxable, the grant does not cover such taxation.

All issues regarding taxation are referred to SKAT.

### 8.5 Replacement of the Administrator

If IFD demands that the Administrator be replaced, or if the Steering Committee, with the approval of IFD, decides to replace the Administrator, the Administrator being replaced must ensure that the new Administrator receives all relevant information and material and that any funding from IFD held by the Administrator is transferred to the new Administrator.

### 8.6 Closing of the investment

The expiry date of the Investment Period is stated in the Investment Agreement and its exhibits. Costs related to the investment project cannot be defrayed after this date.

When IFD has approved the final annual report and the final report, and any other documentation requested has been received, the funds withheld may be disbursed (see “Final Instalment” in Clause

3.2 for further details). If the accounts show that spending of Investment funds has been lower than budgeted for, the final instalment will, however, be reduced accordingly.

If the accounts show that funds already disbursed have not been spent by the Administrator or the individual Project Participants, such funds must be paid back to IFD. The funds must not be repaid until the final annual report and the final report have been approved and the Administrator has received notification of repayment from IFD.

**Appendix 1 – Investment recipient is a state institution or state-funded self-governing institution**

## FINANCIAL CONTROLLER'S DECLARATION UPON RECEIPT OF INVESTMENT FROM INNOVATION FUND DENMARK

Case no.: \_\_\_\_\_

Title of project: \_\_\_\_\_

Investment recipient: \_\_\_\_\_

Start date of accounting period: \_\_\_\_\_

End date of accounting period: \_\_\_\_\_

Actual expenditure: \_\_\_\_\_

Investment from Innovation Fund Denmark: \_\_\_\_\_

(investment received – transferred from the Administrator, **not** the budgeted investment sum)

It is hereby confirmed that the financial report is in agreement with the conditions described in *General Terms and Conditions for Grand Solutions* and the *Investment Agreement* between the project participants and Innovation Fund Denmark.

Any qualifications on part of the financial controller:

\_\_\_\_\_  
Date\_\_\_\_\_  
Name of financial controller\_\_\_\_\_  
Title of financial controller\_\_\_\_\_  
Address of financial controllers institution\_\_\_\_\_  
Signature of financial controller

## Appendix 2 – Checklist for state institutions or state-funded self-governing institutions

### Financial controller’s checklist – for Grand Solutions

The checklist is attached to the financial controller’s declaration

Innovation Fund Denmark case no.	
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Title of project	
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Name of institution	
CVR no.	

Financial year	
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#### Innovation Fund Denmark’s introduction to the financial controller’s checklist

The checklist must be completed by the public institution’s financial controller.

The checklist must be completed in connection with the audit of the annual accounts and is a supplement to the financial controller’s declaration. Auditor’s records are provided in connection with the declaration.

The checklist serves to answer questions of a more formal nature.

The financial controller’s answers to the checklist questions cannot replace qualifications or supplementary information in the declaration.

#### Information about the financial controller’s endorsement of the accounts

(Tick the appropriate box)

- Endorsement without qualifications or supplementary information
- Endorsement with qualifications
- Endorsement with supplementary information

#### Guide to completing the checklist

Tick the ‘Yes’ box in the column ‘Result of the auditing procedure’ if the audit has been completed and the financial controller is able to answer the given question in the affirmative. If the financial controller has important/critical remarks to the given question, the financial controller should tick the appropriate column, and the issue must be mentioned in the declaration and/or the auditor’s records. Insofar as the financial controller ticks the ‘Yes’ box in the result column, there is often no reason to tick the column ‘Important/critical remarks’.

The ‘No’ box in the result column should be ticked when the audit has been completed and the auditor is able to answer the question in the affirmative.

An affirmative answer says nothing about the basis or certainty of the answer and does not necessarily mean that the issue concerned is considered completed. The financial controller finds that the identified issue must be considered justifiable under the given circumstances. A negative answer is expected to occasion a mention of the issue in the financial controller’s declaration and/or in the auditor’s records.

Financial controller's checklist		Result of the auditing procedure	
		YES	NO
<b>1</b>	Have the annual accounts been prepared in accordance with Innovation Fund Denmark's general terms and conditions*?		
<b>2</b>	Are the annual accounts without serious deficiencies?		
<b>3</b>	Has the financial controller followed up on any critical remarks in last year's declaration and/or auditor's records?		
<b>4</b>	Has the financial controller received the information and support the financial controller considered necessary?		
<b>5</b>	Have the hours been recorded on an ongoing basis?		
<b>6</b>	Has the institution created a separate account/activity for administering the grant?		
<b>7</b>	Is the financial period in accordance with the Investment Agreement?		

*\*Innovation Fund Denmark's General Terms and Conditions for Grand Solutions is available at [www.Innovationsfonden.dk](http://www.Innovationsfonden.dk)*

### Appendix 3 – Checklist for companies and hospitals

#### Auditor's checklist – for Grand Solutions

The auditor's checklist is attached to the auditor's report

Innovation Fund Denmark case no.	
Title of project	
Name of company *	
CVR no.	
Financial year	

\*Project Participant

#### Innovation Fund Denmark's introduction to the auditor's checklist

The auditor's checklist must be completed by the auditor of the private company or hospital.

The checklist must be completed in connection with the audit of the annual accounts and is a supplement to the auditor's records. Auditor's records are provided in connection with the auditor's report and must include a description of the conducted performance audit.

The checklist serves to answer questions of a more formal nature.

The auditor's answers to the checklist questions cannot replace qualifications or supplementary information in the auditor's report.

#### Information about auditor's report

(Tick the appropriate box)

- Auditor's report without qualifications or supplementary information
- Auditor's report with qualifications
- Auditor's report with supplementary information

#### Guide to completing the checklist

Tick the 'Yes' box in the column 'Result of the auditing procedure' if the audit has been completed and the auditor is able to answer the question in the affirmative. If the auditor has important/critical remarks to the given question, the auditor should tick the appropriate column, and the issue must be mentioned in the auditor's report and/or auditor's records. Insofar as the auditor answers 'Yes' in the result column, there is often no reason to tick the column 'important/critical remarks'.

The 'No' box in the result column should be ticked when the audit has been completed and the auditor is able to answer the question in the affirmative.

An affirmative answer says nothing about the basis or certainty of the answer and does not necessarily mean that the issue concerned is considered completed. The auditor finds that the identified issue must be considered justifiable under the given circumstances. A negative answer is expected to occasion a mention of the issue in the auditor's report and/or auditor's records.

Auditor's checklist		Result of the auditing procedure	
		YES	NO
<b>1</b>	Have the annual accounts been prepared in accordance with Innovation Fund Denmark's general terms and conditions*?		
<b>2</b>	Are the annual accounts without serious deficiencies?		
<b>3</b>	Has the auditor followed up on any critical remarks in last year's auditor's report and/or auditor's records?		
<b>4</b>	Has the auditor received the information and support the auditor considered necessary?		
<b>5</b>	Has the auditor conducted performance audit in accordance with Innovation Fund Denmark's guidelines/general terms and conditions?		
<b>6</b>	Have the hours been recorded on an ongoing basis?		
<b>7</b>	Has the company established separate administration of the grant?		
<b>8</b>	Is the financial period in accordance with the Investment Agreement?		
<b>9</b>	Is the company going concern at the time of the auditor's report?		

*\*Innovation Fund Denmark's General Terms and Conditions for Grand Solutions is available at [www.Innovationsfonden.dk](http://www.Innovationsfonden.dk)*



### Checklist: How to make a correct reporting in E-grant.

Following the instructions below for preparing and submitting the annual financial statement will help you prepare a statement that can be approved without further change.

1.	<p><b>Specify the period</b> for the financial statement (E.g. 01-01-xxxx – 31-12-xxxx) in the worksheet "Budget overview", after which the budget figures will appear.</p> <p><b>Please check that the budget is correct, which is stated in your accounting form.</b> If NOT, please make a comment on this in the comment field "Budget overview" - cell C52)</p>	
2.	<p><b>Enter your expenses</b> (you can type in all the white fields). Please note that each partner should enter their expenses in their own worksheet (P1, etc.)</p>	
	<p>a. <i>Project expenses for the period (financial statement):</i> Enter the expenses for the period (E33-E38), after which the total amount will appear in cell E32.</p>	
	<p>b. <i>Paid out by the Administrator (financial statement):</i> Enter the IFD investment for the period paid out by Administrator in cell I32.</p>	
	<p>c. <i>Self-financing for the period:</i> This number should, as a minimum, equal the difference between the reported expenses and the IFD investment paid out by the administrator (cell E32- cell I32 = cell G32)</p>	
	<p>d. <i>Awarded grant percentage</i> must be entered for both the entire project and for each partner (see cell D39 in "budget overview" and cells D40 and D41 in the partner worksheets: P1, etc.)</p>	
	<p>e. <b>Please check</b> that the information about "Grant recipient's name" (cell MNO54), "Name of financial accountant" (cell MNO55) as well as "I/we solemnly declare that the applied grant is used for the exact purpose....." (cell N58) is completed by each partner.</p>	
3.	<p><b>Please note that you must give reasons</b> in the comment field (cell C54) for <i>over- or underspending</i> (J33–J38)</p> <p>Please note that in case the expenses deviate more than 250,000 DKK from the total budget for the period, the figures in column J will become red.</p>	
4.	<p><b>Please note that the following documentation should be submitted</b> together with the annual report:</p>	
	<p>a. <i>Universities and other public research institutions</i> audited by <i>Rigsrevisionen</i> should submit appendices 1 and 2.</p>	
	<p>b. <i>All other project participants (i.e. municipal, regional, private institutions and businesses and foreign partners)</i> should submit an auditor's report and appendix 3 if the part has received more than 500,000 DKK in IFD investment.</p>	

**Please contact the Innovation Fund Denmark: tel. 61905087 or email [økonomi@regnskab@innofond.dk](mailto:økonomi@regnskab@innofond.dk) in case you have questions or experience challenges with preparing the financial statement.**