

# **Guidelines for Grand Solutions**

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# Guidelines for Grand Solutions

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## 1. Introduction and reader's guide

### 1.1 About Grand Solutions

Innovation Fund Denmark's (IFD) purpose is to advance research, development and testing of innovative solutions for the benefit of growth and employment in Denmark as well as to solve societal challenges.

IFD therefore invests in projects across the entire value chain, from research to implementation.

Grand Solutions projects are characterised by their high risk profile and focus on ambitious results with high value creation whether in the form of new knowledge, improvement of/or new processes, systems, products or solutions to societal challenges.

The Project must create societal value and/or economic value in public and private companies in Denmark and/or for beneficiaries in the Danish society e.g. citizens, the state, regions and municipalities. It is therefore advantageous if beneficiaries of the project outcomes and other key stakeholders are active participants in the development and duration of the project. A beneficiary can be an end user of the innovation, but can also be a public or private investor willing to invest in the project after IFD's involvement has ended.

The breadth of Grand Solutions projects means that the number and type of project participants will vary considerably from project to project. Similarly, IFD's investment will typically vary from DKK 5-30 mill. The duration of the projects is two to five years.

These guidelines are set out pursuant to Section 18 subsection 2 (1<sup>st</sup> sentence) of the Act on Innovation Fund Denmark no. 306 of March 29, 2014, as amended in Act no. 384 of April 26, 2017 and Executive Order no. 1150 on awarding of grants etc. by Innovation Fund Denmark of October 25, 2017.

### 1.2 Reader's guide and contact persons

The present guidelines set out the general rules and constraints applicable to applications for Grand Solutions.

This guidance document is also available in a Danish version at:

<https://innovationsfonden.dk/da/programmer/grand-solutions>. In the event of any discrepancy between the Danish and English versions, the Danish version prevails.

In addition to these guidelines, applicants will require:

1. The relevant call text(s) describing the specific framework for applications and deadlines. In addition, applicants should consult the material referred to in the call texts e.g. IFD's investment strategies (in Danish only) and Guidelines for e-grant.
2. Overview of the electronic application form from e-grant.
3. Definition of TRL - Technology Readiness Level.
4. Definition of SRL - Societal Readiness Level.

The relevant documents are available to applicants on the IFD website:

<https://innovationsfonden.dk/en/programmes/grand-solutions>

In case of queries concerning calls and guidelines, please contact the contact persons listed on IFD's website (see link above) with the specific calls.

In case of technical queries concerning use of the e-grant application system, please contact [support.e-grant@ufm.dk](mailto:support.e-grant@ufm.dk) or tel. + 45 33 92 91 90 (open 9.00-12:00 CET on weekdays).

## 2. Application process

### 2.1 Who can apply and receive funding?

Any legal entity (such as an enterprise, a research institution or a public institution) in or outside Denmark, directly involved in the project activities, is eligible to apply or participate and receive funding from IFD. For details of the maximum investment rate for the different types of participants, see Section 3.

One of the Danish project participants must act as the applicant organisation, and the project participants must in addition specify the person who, during the application process, acts as contact person between IFD and the project participants. The person submitting the application will automatically be registered as contact person. This can however be changed via the application page in e-grant.

### 2.2 Assessment process

Applications are assessed based on the criteria in Section 2.3 and the assessment process is shown below.

#### Grand Solutions



The IFD Board of Directors decides which applications are subject to external peer review and which applicants are invited to interview at IFD. Applications that are not subject to peer review and not invited to project interviews will receive a letter containing the reason for rejection via the e-grant system.

The peer reviews are sent to the applicant via the project contact person in a consultation procedure.

Based on an **overall assessment** consisting of internal strategic and scientific/technical assessments, external peer reviews and any comments from the consultation process, and project interview, the IFD Board of Directors decides which projects to invite to negotiations for an investment agreement. Please note that while the peer reviewers **solely** make a scientific/technical assessment of the applications, IFD including its Board also take into consideration elements such as the strategic importance of the project, portfolio considerations and its value creation, cf. the assessment criteria in section 2.3 of the present guidelines.

The IFD Board decision of either rejection or an invitation to negotiate an investment agreement will be sent via the e-grant system. IFD aims to keep the processing period from application deadline to decision to less than 100 days.

### 2.3 Assessment criteria

Applications for Grand Solutions projects are assessed on the basis of the following four main criteria

- **Excellence - Quality of research and innovation**
- **Value creation**
- **Efficiency of project execution**
- **Implementation of results**

When assessing the four criteria particular attention is paid to whether the application, in a well-qualified manner, addresses the following aspects, whilst aligned with the specific Grand Solutions call.

### **2.3.1 Excellence - Quality of research and innovation is assessed based on**

- a) The objective of the project.
- b) Needs and challenges addressed by the project.
- c) State-of-the-art (SoA) of research and innovation in the project.
- d) The project's scientific, technical and commercial competitors
- e) The strategic relevance of the project.
- f) The applied scientific methods and technological and innovative solutions

### **2.3.2. Value Creation is assessed based on**

- a) Whether the applied knowledge and developed technology and innovation leads to growth and employment in Denmark and/or contributes to solving tangible societal challenges as well as to which degree the value creation is qualified or quantified during or after the lifespan of the project.
- b) Intellectual Property Rights (IPR) in the project and how these may be utilised in a business context.

### **2.3.3 Efficiency of project execution is assessed based on**

- a) The project plan including work packages and the interdependencies between work packages, milestones, critical paths and stop/go-criteria.
- b) The project's governance: leadership, decision processes, organisation, management and composition of the project team.
- c) Risk assessment and risk management
- d) Management of any ethical or regulatory aspects

### **2.3.4. Implementation of results is assessed based on**

- a) Description of beneficiaries/end users of the results of the project and transfer thereof.
- b) Implementation of the results of the project, also following the end of the project period and management of potential economic or societal barriers.
- c) Supplemental financing (gearing) beyond the project's budget.

The application form for the Grand Solutions calls is designed so that applicants are required to specifically address each of the above criteria in separate fields in the application. The application form contains a supplemental guide to assist completion of the application.

## **3. Finances and budgeting**

The budget must be prepared in accordance with the budgetary rules and description using the budget template (Excel format). The excel file will form part of the application. The budget template must be accessed in the application form in e-grant.

Applicants, whose project is invited to enter negotiations for an investment agreement, must consider budget adjustments in connection with the investment agreement.

### **3.1 Innovation Fund Denmark's maximum investment rates and co-financing**

IFD will cover a maximum of 75 % of the project's total costs and the maximum investment rates for individual participants is summarised in the following tables and are described in detail in the following chapters.

It must be emphasised that the investment rates are maximum values and it is expected, that the value creation for each individual project participant and the project consortium is reflected in the financial

commitment from the project participants. IFD requires that all project participants invest in the project. The co-financing may be made as cash or “in kind”. The “in kind” co-financing can be e.g. the value of labour, tools, material, access to test facilities. The calculated value of in kind contribution should not exceed the market price.

The budget may also include financing from other sources. In order to ensure compliance with the EU rules on state aid, the co-financing may **not** include funds from public sector subsidisation schemes within the EU or EU Member States, including Denmark, unless this has been explicitly sanctioned by IFD. In this connection, enterprises must observe that the EU’s scope of legal state aid comprises the total funds from public sector subsidisation schemes regarded as state aid.

**Maximum Investment rates for Enterprises. Conditions apply, in case of nonfulfillment of the conditions the rate will be 15 percentage points lower. For more details see Section 3.2**

The costs must be divided between either “Industrial research” focussing on gaining new knowledge etc. or “Experimental development” focusing on utilising existing knowledge. This split is necessary a.o. because the investment rates for the activity types vary for companies. EU’s definitions of industrial research and experimental development, respectively, are provided in the EU’s General Block Exemption Regulation at: <http://eur-lex.europa.eu/legal-content/DA/TXT/PDF/?uri=CELEX:32014R0651&from=EN> (see in particular, definitions in 85 and 86, Article 2, page 25).

Organisation type	Industrial Research	Experimental Development	Overheads
Small and medium-sized enterprises (SMEs)	75%	50%	0%
Large enterprises	65%	40%	0%
Small and medium-sized enterprises (SMEs) (de minimis aid)	60%	35%	0%
Large enterprises (de minimis aid)	50%	25%	0%
Organisations which carry out non-economic activities in the project (special conditions apply, contact IFD before using this)	90%	90%	0%

**Maximum Investment rates for public Institutions, which carry out non-economic activities. For more details see Section 3.3**

Organisation type	Industrial Research	Experimental Development	Overheads
Danish public research institutions (including universities, university colleges and sector research institutes)	90%	90%	44%
Non-Danish public universities (including universities in Greenland and on the Faroe Islands)	90%	90%	20%
Public hospitals in Denmark, in Greenland and on the Faroe Islands and state- accredited Danish museums (under the Museum Act) and national museums in Greenland and on the Faroe Islands	90%	90%	3,1%
All other Danish and non-Danish public entities e.g. municipalities, regions and government agencies	90%	90%	0%
Public institutions, which carry out economic activities in the project	Rates for Enterprises	Rates for Enterprises	Rates for Enterprises

**Maximum Investment rates for GTS Institutions. For more details see Section 3.4**

Organisation type	Industrial Research	Experimental Development	Overheads
Danish GTS Institutions Non-economic activities	60%	60%	0% (salaries multiplied by the cost factor)
Danish GTS Institutions, which carry out economic activities in the project	Rates for Enterprises	Rates for Enterprises	Rates for Enterprises

**3.2. Budgetary rules for Enterprises**

Investments in enterprises are awarded within the constraints of IFD’s notification to the European Commission pursuant to the General block exemption Regulation (Commission Regulation (EU) No 651/2014 of 17 June 2014 cf. above link declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty Text), Chapter 1 (Articles 1-12) and Article 25.

The maximum investment rates for enterprises are summarised in Section 3.1. It is a requirement that the project complies with the EU State Aid rules definition of “effective collaboration” or wide dissemination of the project results, cf. EU’s General Block Exemption Regulation Article 25, subsection 6 (b) i.e. one of the following condition must be fulfilled:

- a) The project involves effective collaboration:
  - between undertakings among which at least one is an SME, or is carried out in at least two Member States, or in a Member State and in a Contracting Party of the EEA Agreement, and no single undertaking bears more than 70 % of the eligible costs, or
  - between an undertaking and one or more research and knowledge-dissemination organisations, where the latter bear at least 10 % of the eligible costs and have the right to publish their own research results;
- b) The results of the project are widely disseminated through conferences, publication, open access repositories, or free or open source software.

If none of the above conditions are fulfilled, the maximum investment rate for the company will be 15 percentage points lower than the above mentioned rates.

**Definition of SME:** SMEs have fewer than 250 employees. In addition, it is a requirement *either* that the enterprise’s annual turnover does not exceed EUR 50 mill. *or* that its balance sheet does not exceed EUR 43 mill. In addition, there are certain requirements regarding the enterprise's autonomy. For details, see “[The new definition of small and medium-sized enterprises – User guide and declaration](#)” or contact IFD for more information.

**Definition of de minimis**

In order to apply under this rule, the enterprise should meet the conditions to receive the investment based on the EU Commission *de minimis* rules for state aid, i.e. COMMISSION REGULATION (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid, published December 24, 2013 in the Official Journal of the European Union. Enterprises within the sectors fisheries and aquaculture, primary production of agricultural products or road haulage (paid by third party), cannot use the flat rate of pay per hour, but must use the actual salary costs when budgeting as described in section 3.1, 3.2 and 3.5.

At the latest, when the investment agreement is signed with IFD, the enterprise will need to submit a Solemn Declaration that the enterprise fulfils the rules for de minimis aid in the period in question. This means that the enterprise must comply with the requirement of maximum de minimis aid of 200,000 EUR in total in the current and the two preceding financial years.

***Organisations that carry out economic activities:***

Trade organisations, interest organisations, and organisations and enterprises performing economic activities, typically by offering products or services in a market, must observe the rules for state aid to enterprises cf. Section 3.1, 3.2 and 3.5, including the IFD's maximum investment rates.

***Organisations that carry out non-economic activities:***

Trade organisations, interest organisations, and organisations and enterprises performing non-economic activities, IFD, following a specific assessment, may choose to increase the maximum investment rate in which case, the following criteria has to be met:

- That the economic and non-economic activities and their costs, funding and revenues can be clearly separated so that cross-subsidisation of the economic activity is effectively avoided. Evidence of due allocation of costs, funding and revenues can consist of annual financial statements of the relevant entity.
- That the organisation submits a declaration of guarantee that the activities in the project are solely non-economic.
- That the organisation makes the results from their project activities publicly available.

Please contact IFD in such matters, well in advance of the application deadline.

**3.3 Budgetary rules for public sector institutions**

Public sector institutions with non-economic activities are subdivided into four categories and the maximum investment rates and overhead are listed in the summary table in Section 3.1. The overhead is calculated as a fixed percentage of all direct costs.

It is a prerequisite that applicants carry out non-profit activities, including independent research and development. The maximum investment rate represents the part of the project costs, which can be covered by IFD.

- Danish institutions (including universities, university colleges and sector research institutes) subject to the rules on subsidised research activities under the Danish Ministry of Finance's budgetary guidelines and thereby authorised to carry out subsidised research activities.
- Foreign universities (including universities in Greenland and on the Faroe Islands).
- Public hospitals in Denmark, in Greenland and on the Faroe Islands and state-accredited Danish museums (under the Museum Act) and national museums in Greenland and on the Faroe Islands.
- All other entities in Denmark and abroad, e.g. municipalities, regions and government agencies.

If a public institution carry out economic activities in the project, by e.g. providing consultancy support, the budgetary rules for private sector enterprises in Section 3.2 apply.

**3.4 Budgetary rules for GTS institutes (Approved Technological Service Institutes)**

GTS institutes are the approved technological service institutes and the maximum investment rates depends whether the project activity relates to non-economic or economic activities. In case of non-economic activities, IFD requires that the project results are published or, by other means, made publically available to all on equal terms. In case of economic activities, where the activities are performed on market



terms by e.g. providing consultancy support the budgetary rules for private sector enterprises in Section 3.2 apply. The maximum investment rates are listed in the summary table in Section 3.1.

### 3.5 Eligible Costs

The budget must include all direct project costs, i.e. costs directly attributable to the project, regardless of whether the applicant is seeking to have those costs covered by IFD, or whether they will be borne by the project participants themselves or by a third party. The budget should not contain VAT or other turnover tax unless this has been specifically agreed with IFD. The budget may **not** include indirect costs.

A separate overhead, calculated from a fixed percentage of all direct costs, is added to universities and other types of institutions. The rates are set out in Section 3.1.

The costs are calculated in accordance with the rules provided in Section 3.1-3.5 for each of the organisation types. The total project costs are divided across the project participants, based on the principle that the entity defraying a given expense must include it in its own budget. For salaries, this means that the institution/enterprise paying the salaries during the project period must include this cost in its own budget.<sup>1</sup> Please note that PhD-Students can participate in the project as staff and may be included in the budget and financial reporting, but only for the time spend on the project.

For each project participant, the direct costs must be divided into the following categories: salaries, equipment (equipment, materials, etc.), other project-related costs (events, transportation, travel, accommodation/catering, communication) and external services (consultancy costs or services), costs, that are not included in relevant overhead calculations as well as - for public sector units – any overhead, cf. the rules stated in Section 3.1-3.4.

- **Salaries:** Direct salary costs are salaries for all staff working on the project, including project management and project administration for the project in question. Direct salary costs include actual salary costs, calculated on the basis of the annual gross salary, incl. pension, insurance, and holiday pay. To calculate the gross hourly salary an annual total of 1,628 man hours for a full time employee is used. The calculated gross hourly salary per employee must be not exceed DKK 1,000. Salary costs, for which other forms of public subsidy, i.e. wage subsidy, are received may not be included. Working time, including wage costs, for student assistants, interns and other voluntary workers may not be included in the budget.

All project partners are obligated to ensure time registration of the employees participating in the project. Compensation of costs for overtime, sick pay, leave of absence etc. may not be included in the calculation.

Enterprises applying for an investment under EUR 200.000 (equivalent of approximately DKK 1.5 mill.) can choose to use a flat rate of pay per hour of DKK 750 when budgeting, instead of an hourly pay rate based on the actual salary costs. For more details see Section 3.2.

GTS institutes performing non-economic activities can multiply the salaries by the cost factor for the institute concerned, as documented and approved by the Danish Agency for Institutions and Educational Grants. This cost factor applies to the full duration of the project period.

- **Equipment (equipment, materials, etc.):** Any costs of equipment necessary for carrying out the planned activities, and other direct project-related costs such as purchasing of materials. If the equipment is used for the project for only part of its lifespan, the depreciation costs during the

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<sup>1</sup> When a project participant is employed by more than one institution/enterprise, these entities will be responsible for determining how the project hours are divided between them. Each entity will thus include salaries for that entity's share of the project hours in its own budget.

project duration alone may be included in the budget. The depreciation costs must be calculated in accordance with normal accounting practice.

- **Other direct project-related costs:** Must be stated as actual, anticipated costs. Can be e.g. consultancy support, contract-based research, and travel and meeting costs.
- **External Services:** Some projects will depend on large-scale services purchased from external suppliers. Subcontracting must be included under the participant needing the subcontracting and should not exceed the market price. As a rule, a subcontractor is not a partner in the project. In exceptional cases, if an entity in the same project is a project participant as well as a subcontractor the costs for the subcontractor must not exceed the market price of the supplier for the subcontracting in question.
- **Overheads:** Overheads are only applied for certain partners. For details see Section 3.1.
- **Undistributed funds:** In order to ensure flexibility over the course of a project, especially in large-scale and long-term activities, a small proportion (max 10 %) of IFD's budgeted investment can be left undistributed among the individual partners at the start of the project. However, the budget must clearly state for which activities the undistributed funds are intended to be used. Applicants wishing to make use of this option must list a "partner" in their budget, calling it "Undistributed funding". The subsequent use of undistributed funds continues following approval by IFD.

## 4. Application preparation

### 4.1 Application content

The application consists of an electronic application form completed in the e-grant application system ([www.e-grant.dk](http://www.e-grant.dk)). An overview of the content can be downloaded from IFD's homepage.

The following appendices must be attached to the electronic form:

- Budget: excel file (obligatory)
- Appendix A: Figures, pictures, tables, etc. (optional)
- Appendix B: Partner motivation (obligatory)
- Appendix C: Key persons (obligatory)

All texts in the application form and appendices must be written in English. The application must have an official title (max. 180 characters incl. spaces) briefly describing the activity. Furthermore, an appropriate, short acronym must be listed.

**Note** that for technical reasons the title must not contain special characters such as @ § [ % ' ' ''.

### 4.2 Using e-grant

The application must be completed in the electronic application system e-grant, [www.e-grant.dk](http://www.e-grant.dk). Once one has been set up as a system user and have logged in, a new application can be created by selecting "Application possibilities" (in Danish: "Søgemuligheder") in the menu on the front page. Then locate the correct call and press "Apply now" (in Danish: "Start din ansøgning"). Note that the list of calls is sorted alphabetically, and that the names of all the calls from IFD for Grand Solutions are prefixed "IF".

A user guide to the e-grant system, including information on how to become a user, is available at: <https://innovationsfonden.dk/en/programmes/grand-solutions>.

### 4.3 Budget

The budget must be prepared in accordance with the rules stipulated in Section 3 of the present guidelines. The budget must be typed into a special Excel template available for download from the application form in e-grant. See further details in the guide in the Excel file. The filename of the PDF document must not exceed 45 characters.

**Note** that the applicants, if invited to enter investment contract negotiations, are requested to revise the completed budget template.

Please note that the budget must include information on the individual project participants, including – for Danish entities – CVR numbers and P-numbers, where applicable (*a P-unit is the place from which business is conducted, and a CVR number can have several P-numbers affiliated*). If an application leads to an investment it is a requirement that each Danish project participant has a unique combination of CVR and P-numbers; i.e. if several project participants share the same CVR number it is absolutely necessary that they have individual and separate P-numbers.

### 4.4 Figures, pictures, tables – application Appendix A

Appendix A must contain relevant tables, figures, graphs, references etc. e.g. time plan with an overview of the main timelines and deadlines in the project, e.g. in a Gantt chart format.

Appendix A must not exceed eight A4-pages in total. A front page of the appendix must be filled in and used. The front page is not part of the page total. The appendix must be uploaded in PDF-format.

### 4.5 Partner motivation – application Appendix B

The key competences of each project participant as well as motivation in relation to the project activities must be described.

### 4.6 Key persons – application Appendix C

The front page of Appendix C is an overview of the time the key project participants expect to spend on the project, stating expected time consumption and specific qualifications. A template for the front page is available for download from IFD's website.

Following the front page, applicants must attach CVs for the project's key individuals, i.e. individuals central to the success of the project, such as research-/development managers for the main activities/sub-projects as well as the project manager.

Each CV must not exceed one A4 page.

The front page with the estimated time consumption of the key participants as well as all relevant CVs must be compiled into a single PDF document with each CV starting on a fresh page. The PDF document must be saved and attached to the application in the e-grant system. Note that the file name must not exceed 45 characters.

## 5. Investment agreement and follow-up

### 5.1 Investment and collaboration agreements

To receive investment from IFD, the project participants and IFD must sign an investment agreement for the project no later than 60 days after the written invitation to the Investment Agreement negotiations. The project must start no later than 60 days after the investment agreement has been signed by all parties. IFD can demand reimbursement of part of the investment if the agreed conditions are not complied with.

IFD attaches great importance to collaboration in the project, and it is therefore a prerequisite that the participants have entered into a collaboration agreement, before an investment agreement can be signed.

The collaboration agreement is an exhibit of the investment agreement. In the collaboration agreement, the participants decide how to use background and foreground knowledge, distribution of the project results, who will gain access to the project results and rules for publication and other publications of data, the process for project participants leaving or entering the project etc.

Negotiating the collaboration agreement is often time-consuming. We recommend that the project participants start negotiations ASAP after receiving invitation to the Investment Agreement negotiations.

IFD's standard Investment Agreement as well as an "inspirational draft" for preparation of a collaboration agreement can be found [here](#) Advice and Guidance. Further more "[General Terms and Conditions for Grand Solutions](#)", stating general terms and conditions for investments, can be found at the [IFD website](#).

The collaboration agreement is an appendix to the investment agreement.

Other appendices contain descriptions of:

- Project plan
- Organisation and Management
- Budget
- Rules of Procedure for Steering Committees

### **5.1.1 Data Management Plan**

The project participants are obligated to compose a Data Management Plan (DMP) as part of the project plan for the projects. A DMP contains an overall plan for managing data generated amongst the project participants within the project and describes relevant conditions as a consequence of GDPR (General Data Protection Regulation).

### **5.2 Project partners and project contributors**

Please note, that when entering into the Investment Agreement it is possible to divide the project participants into "project partners" and "project contributors", respectively. The division is especially relevant for projects with many participating institutions and enterprises.

The project partners will in this case be the main institutions and enterprises in the collaboration. They are part of the steering committee and appoint the project manager and administrator, cf. the conditions of the Investment Agreement. The project contributors are not part of the steering committee nor can they appoint the project manager and administrator. Project partners or project contributors have the same right to receive funds from IFD and the same obligations to IFD with respect to reporting etc.

### **5.3 Active follow-up on investments**

IFD is an active partner in all Grand Solutions projects and will to that end engage in proactive interaction with the project for its duration. Specifically, IFD appoints one or more Investment Manager(s) to safeguard its interests in the project. The project follow-up will be evident from the Investment Agreement between IFD and the individual projects.

IFD requires that the project undertakes thorough reviews in the project period, typically once a year. IFD and reserves the right to obtain information about results and effects for a period of five years after the termination of the project. In addition, IFD reserves the right to terminate projects, which are deemed to have made insufficient progress or considered futile, or are unable to meet the goals on which IFD based its investment in the project. Conversely, projects that document especially promising results and potential will be invited to apply for new funding.

IFD requires a data management plan in the Investment Agreement and will annually request follow-up on this by the project. This is also the case for IFD's follow-up on open access, which follows the guidelines for green open access. IFD will compile statistics for all projects' compliance with this.

## 6. Other matters concerning processing of applications etc.

### 6.1 Registration of information

The e-grant application system registers certain data automatically. When you set yourself up as a user, e-grant registers your identity, your IP address and the time and date on which you entered or edited your data.

### 6.2 Applicant's responsibility

It is the applicant's responsibility to ensure that the information provided in the electronic application is accurate, that the required appendices have been attached to the application, that the content of the appendices is correct, and that the application is submitted before the application deadline for that specific call.

As a rule, IFD does not obtain additional information to process the application cf. though section 2.2 on the consultation procedure of peer reviews and project interviews, as well as forward material and other documentation attached to the application in addition to the material listed in section 4.1 will as a rule not be included in the assessment of the application.

The applicant is under obligation to notify IFD immediately in the event of any subsequent material changes affecting the information submitted, including the amount of funding for the activities or parts thereof received from other sources.

### 6.3 Technical disclaimer

The Danish Agency for Institutions and Educational Grants, responsible for e-grant, has a duty to notify system users of errors causing e-grant to be inaccessible to the point where it affects the applicant's access to submit an application by a given deadline. Updates on any system disruptions will be posted here: <http://ufm.dk/en/research-and-innovation/funding-programmes-for-research-and-innovation/e-grant/operational-status>.

In extremely exceptional cases, IFD may extend the application deadline for all affected applicants. This will likewise be announced at: <http://ufm.dk/en/research-and-innovation/funding-programmes-for-research-and-innovation/e-grant/operational-status> and at: <http://grandsolutions.dk/>.

IFD and the Danish Agency for Institutions and Educational Grants disclaim all and any liability for erroneous information ensuing from faults in software, computation errors, transmission faults and similar faults, and in respect of any claim for damages ensuing from incorrect use of e-grant.

### 6.4 Rectification of application data

After the application deadline it is not possible to rectify the content of the application aside from rectification of any personal data.

### 6.5 Disqualification from participation in applications for Grand Solutions

An enterprise that has not met a demand for reimbursement of funding, which has been declared illegal by the European Commission in an earlier decision, and is incompatible with the common market cannot participate in Grand Solutions.

Furthermore, *enterprises in difficulty*, as defined in Article 2, point 18 of the European Commission's General block exemption Regulation no. 651/2014 <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0651&from=EN>, cannot participate in applications for Grand Solutions.

### 6.6 Rejection of applications without substantive consideration

In the event of failure to comply with formal requirements or deadlines, the application may be rejected without substantive consideration. This includes among other the following formal requirements and deadlines:

- The application must be submitted via the e-grant application system by the deadline stated in the call document.
- All texts in the application form and appendices must be written in English.
- The electronic application form must contain all the required information and must be appended with the particular appendices specified in Section 4 of the present guidelines, using the appendix templates available via the application form in e-grant. The scope of the appendices must be as stipulated and all appendices must comply with the form and content requirements defined in the present guidelines. Appendices must not be password-protected or otherwise locked, and be aware of the size limitations in terms of number of pages and megabyte.

### 6.7 Procurement of other information

In the event that funding for the activity has been or will be sought from other sources, IFD reserves the right to obtain information as to whether any such amount has been granted.

### 6.8 Disclosure

IFD will publish a list of the projects that will receive investments, and IFD will, in that connection, request project participants to provide a short popular description of the project to be used for publication. In addition, the title, name, place of employment and email address of the project leader, the names of the participating parties, the title and duration of the project, key figures and the size of the investment may be published in the Danish National Research Database ([www.forskningsdatabasen.dk/en](http://www.forskningsdatabasen.dk/en)), on the IFD website ([www.innovationsfonden.dk](http://www.innovationsfonden.dk)) and in IFD publications.

Applicants should bear in mind that information may be disclosed in the event that an application is filed for access to information pursuant to the Danish Access to Public Administration Files Act (“Offentlighedsloven”). Access to information may, for example, be granted in the form of lists of who has applied and for what purpose (applicant names, application titles and amounts applied for). Applicants should therefore take care that their application title does not contain information about activities, which are to be kept out of the public domain. With regards to the application, IFD in dialogue with the applicants (enterprises etc.) will ensure that no commercially sensitive data is disclosed, as well as any other information which, with reference to the law, may not be disclosed.

### 6.9 Open access

Applicants are advised that IFD has adopted the rules laid down in “Open Access policy for public-sector research councils and foundations”. This means that published scientific articles, which are the result of full financing or co-financing from IFD, are to be made freely available to the public via Open Access, if the publisher consents. See the complete wording of the policy under the drop down menu “Material for investment agreement negotiations” by this link: [“Open Access policy for public-sector research councils and foundations”](#).

### 6.10 RRI and the Danish Code of Conduct for Research Integrity

IFD attaches importance to Responsible Research and Innovation (RRI), which seeks to advance greater coherence between research and innovation processes and results and societal values and needs. IFD promotes RRI in both its overarching strategies and via its projects, and abides by the European Commission's definition and implementation of RRI. You can read more about RRI and the requirements of IFD at: <https://innovationsfonden.dk/en/about-innovation-fund-denmark> (under Forretningsorden, Habilitetsregler mv).

Note that one of the requirements is that the projects in which IFD invests must involve all relevant parties and institutions in the research and innovation processes. One aspect hereof is that projects which have or

may have a significant impact on society and/or the individual citizen, ethically or technologically, will enter into direct dialogue with the general public in order to facilitate dissemination of information and relevant debate in society. This can e.g. be done through relevant public meetings. IFD reserves the right to make specific demands for the projects in which IFD invests. If a project concerns technologies or processes that may have a significant impact on society, the consequences of the technology or processes must be evident from the application. It is therefore expected that such projects include all relevant competences and methods, and socially relevant research perspectives, e.g. anthropology or similar, should be integrated.

Similarly, IFD endorses the policies laid down in the Danish Code of Conduct for Research Integrity and expects the projects it invests in to comply with RRI and the Code of Conduct. Read the Code of Conduct at: <https://ufm.dk/en/publications/2014/the-danish-code-of-conduct-for-research-integrity>

### **6.11 Data Management**

IFD would like project-generated data to be managed in accordance with the FAIR principles (Findable, Accessible, Interoperable and Reusable) as described in EU's "Guidelines on FAIR Data Management in Horizon 2020" (Version 3.0, 26 July 2016).

Thereby it is possible to build on former research results, verify results by other scientists, avoid work duplication, accelerate innovation and create transparency and credibility of the results.