Guidelines:

Innoexplorer

Effective date:
3 March 2022
Definition: ‘Project’
The word ‘project’ here denotes a job with a limited timeframe and fixed set of resources. Men- tion of ‘projects’ in Innovation Fund Denmark’s guidelines also includes e.g. Industrial Re- searcher and Innofounder projects.
1. The programme

1.1 Innoexplorer – in short

Innovation Fund Denmark’s main objective is to invest in entrepreneurs, researchers and companies that create value for Denmark and new solutions to society’s biggest challenges.

The aim of the Fund’s Innoexplorer programme is to help mature entrepreneurship based on knowledge and research results generated at public Danish research and educational institutions and hospitals.

Innoexplorer is targeted at employees at public research and educational institutions and hospitals (hereafter referred to as institutions), who have achieved research results with commercial potential and who aim to establish a business based on these results. The programme thus invests in early-stage entrepreneurship ideas, uncovering the potential hereof and propelling them to a stage where they are ready to be introduced in the market or to attract further public and private investments.

For an idea to be at an early stage means that it is still at a pre-commercial stage, but is based on knowledge or research results, which, according to the institution with which the applicant is employed, are promising and sufficiently mature for launching a process towards commercialisation. Innoexplorer does not invest in further basic research or commercialisation activities such as sales or marketing activities.

The idea may originate from any subject area, and it does not have to be protected by a patent or similar. However, the idea must be innovative, i.e. offer new solutions in the form of new behaviour and/or new products, services, processes or technologies, and once marketed, the expected solution should distinguish itself from other solutions addressing the same need.

Innoexplorer invests between DKK 500,000 and 1.5 million in each project (incl. overhead), and projects may last up to 12 months. The funding can cover payroll costs, fees for external actors and services as well as expenses for material and equipment.

The funding is paid to the institution with which the main applicant is employed, and a precondition for applying for an Innoexplorer project is, as a rule, that the institution has been involved in the application process and has quality assured the entrepreneurship idea.
1.2 Who can apply?

Innovation Fund Denmark wishes to promote diversity in all its aspects. The Fund therefore encourages all those interested to apply for investments via the Fund regardless of ethnicity, religion, gender, disabilities, neurodiversity, age and/or subject area (technology, natural sciences, health and medical sciences, humanities and social sciences).

Anyone wishing to apply for an Innoexplorer project must meet the following preconditions:

1.2.1 The main applicant must be employed by a research and educational institution or hospital

The programme receives applications from individuals and teams. Teams applying for funding must appoint a main applicant.

It is a precondition for receiving funding via the Innoexplorer programme that the main applicant is employed by a public Danish research and educational institution or a public Danish hospital and conducts research as part of their employment. The main applicant will be Innovation Fund Denmark’s contact person, and it is the institution with which the main applicant is employed that receives and manages the funding.

The team can include PhD students. See section 1.5 below about budgeting.

Persons who are not employed by a public research and educational institution or hospital, e.g. potential co-founders or mentors, can form part of the team on the same terms as other team members. See section 1.5 below about budgeting.

The main applicant is responsible to Innovation Fund Denmark and for ensuring that the funding is used in accordance to the Fund’s terms and the submitted application.

1.2.2 The applicant or team must be behind the knowledge and research results

It is a precondition for receiving funding via the Innoexplorer programme that the applicant or members of the team have played a key role in generating the knowledge and the results on which the project is based.

1.2.3 Statement of support from the institution

The investment is disbursed to the institution by which the main applicant is employed, and it is, as a rule, a precondition for receiving funding that the institution is involved in the application process and has assured the quality of the entrepreneurial idea. This ensures that the knowledge or results on which the project is based are of a high quality, have significant commercial potential and are consistent with the objective of the Innoexplorer programme.

The application must, as a rule, contain a statement of support signed by the person at the main applicant’s institution responsible for Innoexplorer projects. The statement of support (template), a list of persons responsible for the Innoexplorer programme and contact persons are available on Innovation Fund Denmark’s website.
1.3 What can you apply for funding for?

1.3.1 The objective is to start a business

Innoexplorer invests in projects with a clear commercial purpose, and where the objective of starting a business based on the entrepreneurial idea is considered a natural continuation of this effort, either immediately following the completion of the Innoexplorer project or further down the road towards creating a viable product or service.

Common to all Innoexplorer investments is that the applicant must be able to substantiate that starting a business – e.g. a start-up, spin-out, non-for-profit or social enterprise – is indeed their main objective with regard to the entrepreneurial idea.

1.3.2 The entrepreneurial idea is at a pre-commercial stage

Innoexplorer invests in early-stage, research-based entrepreneurial ideas with commercial potential, but which still have not reached a commercial stage.

An Innoexplorer project may comprise activities intended to develop and strengthen the entrepreneurial idea and its commercialisation potential and to reduce risks with a view to bringing the project closer to a stage that allows for the establishment of a company. The main knowledge and research results must therefore be in place before applicants apply for an Innoexplorer investment.

An Innoexplorer project cannot include commercial activities such as sales and marketing activities. This means that if you have already started a business or are in the process of doing so, your entrepreneurial idea is most likely too mature for an Innoexplorer investment.

1.3.3 Thematisation of Innoexplorer projects

On the basis of the research policy agreement ‘Distribution of the research reserve’ of 28 October 2021, The Innovation Fund Denmark is able to support Innoexplorer projects that fall within at least one of the following three themes. If your project does not fall within these three themes, there is other funding possibilities that is not tied to a theme, this is described in section “Non-theme specific funds”. You can read more about the current distribution of the Innoexplorer funds on the Innovation Fund Denmark’s website in connection with the individual application deadlines.

Innoexplorer projects can thus fall within one of the following three themes or the non-theme specific funds. In the application form, you must state and concise explain how the entrepreneurial idea fits into the chosen theme or the non-theme specific funds.

If an application is submitted under one of the three themes, but does not receive funding from the thematic fund because the thematic fund is used up, it will automatically be transferred for processing under the non-theme specific funds. If, on the other hand, an application is submitted under the non-theme specific funds, but also fits into one of the three themes, the Innovation Fund Denmark may choose to process the application in the thematic fund first, before it - if no grant is obtained here - is processed under the non-theme specific funds.
In case that the Innovation Fund Denmark assesses that the application have been submitted in the wrong theme, the fund can contact you in order to investigate whether this is the case. If this is the case, you can request via e-grant to have the application transferred to the correct theme.

**Green research, technology development and innovation**

Innovation Fund Denmark invests in research projects that may develop the green technologies and solutions needed to convert Denmark to a sustainable future, where we reduce greenhouse gas emissions, protect our environment and nature and create a green business adventure in Denmark. The investments relate to the government's green research strategy and are, among other things, aimed at strengthening innovation in the Danish business community.

The theme relates to green projects within, e.g.:

- Energy production and efficiency, including smart, integrated energy systems, digital solutions and intelligent utilisation of new technologies, P-to-X, carbon capture etc.
- Digitisation and data utilisation, driving the green transition. It may, among other things, be about digital monitoring and management of climate, environment and nature relevant conditions, e.g., by using big data, artificial intelligence, Internet of Things, cyber and information security as well as drones and digital infrastructure in the form of satellites etc.
- Climate-friendly agriculture and food production, including, e.g., emission-free food production and sustainable, plant-based foods
- Transport, environment and circular economy
- Nature and biodiversity
- Sustainable housing, construction and cities with a view to developing climate and environmental solutions
- Sustainable behavior and societal consequences of the climate change, including understanding and behavior in relation to climate challenges and the green transition, as well as tools that can support the above
- Sustainable fashion and textiles, including new product flows, re-/upcycling of materials and new materials

Key to the projects that may be supported is that they contribute to the green transition and have a relevant long-term sustainable impact, and that the expectations of these contributions can be made clear in the applications.

**Life science, health and welfare technology**

The theme shall support strategic and challenge-driven technology development and innovation within life science, health and welfare technology.

The funding shall contribute to creating societal value and economic growth for private and public companies and/or customers in the society, not least in the life science sector.

The theme relates to projects that can contribute to the development of e.g.:

- New technological or digital tools for the health and welfare sector
- Veterinary research
- New medicines and treatment options, including personalised medicine
- Development of the digital health area, including the health data area, using artificial intelligence in a health-related perspective
• Digital prevention and treatment options for people with physical and mental disorders
• Knowledge about the use of medical cannabis

Strategic and challenge-driven innovation within new technologies

The theme supports strategic innovation within digitalisation and new technologies that may contribute to maintaining production and jobs in Denmark.

The funding shall strengthen innovation in a number of important digital and technological areas, e.g.:
• Robot and drone technology
• Automated production technology
• Advanced measurement and sensor technology
• Development and use of new materials and process technologies
• Big data and artificial intelligence
• Quantum technology and quantum computing
• Cyber and information security
• Space-based technology and data
• Innovation that creates less arduous jobs
• Technological solutions that support the digitisation of citizens’ and consumers’ opportunities

The effort may, e.g., support the development of digital solutions for the benefit of the green transition, health and welfare

The research may also create new knowledge about the significance of digitalisation for people and society.

Finally, the funding may be spent on innovation that create less arduous jobs or new forms of organisations.

Non-theme specific funds

This funding is aimed at projects that do not fall within the three themes above. These projects may, e.g., be within the humanities or social sciences research areas. Grants awarded within the non-theme specific funds shall meet exactly the same requirements as projects applying within the themes. When submitting the application, you must argue why the project does not fall within one of the three themes above.

1.4 How large an investment can you apply for?

Innoexplorer invests between DKK 500,000 and 1.5 million in each project (incl. overhead).

It can be a good idea to divide high-risk projects into smaller subprojects to reduce the risk associated with an investment. You cannot apply for funding for a new subproject until three months before the end date of the existing project. The new subproject cannot begin until the first subproject has ended.
You can apply for and conduct several different Innoexplorer projects at the same time, as long as they are based on different ideas and results.

1.5 What can the investment fund?

Funded activities must be directly related to the project, and the budget must be realistic and reasonable vis-à-vis the expected outcome. An Innoexplorer investment covers the following expenses:

- **Wages for employees at the institution** – This covers the time they spend working on project activities. An Innoexplorer investment only covers activities directly related to the project. Time spent on administration etc. should be covered by the overhead. Wages for researchers employed with other public research institutions and fees for other project partners are covered via invoice to the main applicant’s institution and listed in the budget under ‘fees for external actors/services’.

- **Fees for external actors/services** – This covers other relevant persons’ contributions to the project and services which the institution is unable to provide, and which are not already covered by the overhead. Examples include project researchers employed by a different institution than the main applicant and consultancy services, which the institution is unable to provide.

- **Expenses for materials and equipment** – This covers materials purchased specifically for the project and the purchase or rental of equipment, laboratories or similar not available at the institution. In connection with the purchase of equipment with a service life that exceeds the project period, depreciation of the equipment corresponding to the project period must be incorporated into the budget. Other expenses directly related to the project, such as travel expenses and conference fees, can be covered by the investment. Innoexplorer expects everyday equipment and consumption materials such as office equipment, computers and standard laboratory materials to be covered by the overhead.

- **Overhead** – A separate overhead is added to the budget. See section 1.5.1 about overhead.

PhD students included in the budget and accounts should only reflect the time they spend on the project.

The Innoexplorer programme does not invest in actual research projects, contract research, retention of scientific staff, expenses for patent agent’s offices or publication expenses.

1.5.1 Overhead for the institution

A separate overhead should be included in the budget and calculated as a fixed percentage of the total project expenses. The rates are as follows:

- Danish institutions (including universities, university colleges and governmental research institutions) which are subject to the rules governing grant-funded research activities in the Ministry of Finance’s budget guidelines: 44 %
• Public Danish hospitals: 3.1 %

The entire overhead percentage is granted in accordance with the fixed percentage for the institution with which the main applicant is employed.

An Innoexplorer investment can cover up to 100 % of the project-relevant expenses, incl. overhead. The institution can choose to co-fund a part of the budget of their own choice with a view to boosting the economic efficiency of the Innoexplorer investment.

1.6 How long can the project last?
Innoexplorer projects can last up to 12 months from start to finish.

2. Application

2.1 How do you apply?
You must complete and submit your application online via the electronic application system E-grant.

Before you can create an application, the main applicant must register as a system user with a user name and password or using NemID.

You create a new application by finding the right programme under ‘Search options’ and pressing ‘Start application’. Please note that the list of search options is arranged alphabetically, and that the names of all Innovation Fund Denmark programmes begin with ‘IF’.

You may write your application in Danish or English.

You can find a guide to E-grant on the Ministry of Higher Education and Science’s website.

2.2 What should your application contain?

The application form asks you to provide a short summary of the project as well as a statement of, and a brief account of, how the project fits into the chosen theme or the non-theme specific funds. You must also state various information, e.g. personal data on the main applicant and, where relevant, the team members and the CVR and P-numbers of the institution with which the main applicant is employed.

2.2.1 Project description

When completing the application form in E-grant,¹ you will be asked to consider the following questions, all of which are related to Innoexplorer’s assessment criteria (cf. section 3.3).

¹ There is a maximum number of characters for each answer. This will be evident from the application form in E-grant.
Quality of the idea

Please describe the entrepreneurial idea:

- Which problem or need does the entrepreneurial idea intend to solve?
- What does the expected solution consist of?
- How and why will it work?

Please describe how the project is based on sufficiently mature knowledge and research results with commercial potential:

- On which knowledge and research results is the project based, including the most important data?
- What constitutes the research and innovation excellence behind the idea?

Please describe the current state-of-the-art for solutions addressing the same need or challenges as this project addresses:

- How is the project innovative vis-à-vis the state-of-the-art?
- Do you propose to solve the need in a new way, or has the need been unsolvable up until now?

Please describe relevant adopted methods, approaches and technologies:

- How does your choice of approaches contribute to your solution?
- Which deliberations have you done in regards to the chosen methods, approaches and technologies, including cross-disciplinary approaches, where relevant?

Please describe the competitive situation:

- What is unique about your idea, and how does it distinguish itself from competing solutions?
- Have you considered whether the solution, or parts of it, can be protected via a patent, copyright, design protection programme etc.? Do you have another way of protecting your solution from copying and competition? Please explain how your choice pro or con protection suits your product/solution and the market.

Impact

Please render probable that there is a need, various applications and a market potential in Denmark or internationally:

- What value proposition does the idea have to offer?
- Who are the potential customers and users?

Please render probable that you, in the long term, will be able to establish a sustainable business based on the proposed solution:

- How do you expect to profit from the solution and establish an economically sustainable business for the purpose of distributing the solution? How do you intend to distribute the solution in the market?
Please render probable that the entrepreneurial idea has the potential to create value for Denmark through a new business, that can create economic growth and jobs and/or help solve significant social challenges:

- Please describe, to the possible extent, the qualitative and/or quantitative goals of the value creation process.

**Quality of execution**

Please describe the Innoexplorer project, including the activities:

- How does the project contribute to developing the entrepreneurial idea and its commercial potential?
- How does the project contribute to reducing risks and, in so doing, bringing the entrepreneurial idea closer to a stage that allows for the establishment of a company?

Please render probable that the project can be realised (technically, legally and ethically):

- What are the project’s main assets (e.g. research results, equipment, competences, IT, partners etc.) at present?
- Which assets are critical to the realisation of the project, and how will you access them?

Please describe and render probable that you have the skills to conduct the project:

- Which skills and professional competences are required to successfully complete the activities listed in the project plan?
- Which skills are required to realise the entrepreneurial idea in the long term?
- How will you access any missing skills, both during the Innoexplorer project and in the long term?

Please render probable that an Innoexplorer investment can bring the entrepreneurial idea closer to a stage that allows for the establishment of a company:

- Which results do you expect to have generated by the end of the Innoexplorer project period?
- Please explain your thoughts on further development towards commercialisation and utilisation of the research results.

Please provide a project plan – including activities and milestones – for the entire Innoexplorer project.

**2.2.2 Re-application and sequential application**

In case of re-applications, it must be clear from the application what you have achieved, changed and added since the last application.

In case of sequential applications, the application must describe the overall goal of the entrepreneurial idea and the results of the last project.

You cannot expect a reapplication or sequential application to be assessed by the same panel that assessed the first application.
2.2.3 Budget

For budgeting, please use the Excel template available on Innovation Fund Denmark’s website. The budget must be attached to the application form (in PDF format).

2.2.4 Attachments

Please provide the following attachments along with your application:

- Budget. A budget template is available on Innovation Fund Denmark’s website.
- As a rule, you must attach a statement of support from the institution signed by the head of the institution and the Innoexplorer contact person. A list of contact persons is available on Innovation Fund Denmark’s website.
- Where relevant, an illustration of the entrepreneurial idea, relevant data, project plan et cetera.
- Where relevant, a list of relevant publications (no more than 800 characters).

2.2.5 Rejection of application

Please note that failure to comply with the formal requirements in the application material or with the application deadline may result in an application being administratively rejected. Applications submitted through other channels than E-grant will be administratively rejected.

It is the responsibility of the applicant(s) that the application has been completed correctly, and that the necessary attachments have been provided and are in the correct file format.

2.2.6 Supplementary information

Innovation Fund Denmark only processes the information provided in the application. Should you choose to send supplementary information outside the application system, e.g. by email, this material will not be included in the assessment of your application.

3. Assessment

3.1 The assessment process

The first step in the assessment process is to determine whether applications submitted before the application deadline meet the formal requirements outlined in section 1.2. If the application meets the formal requirements, Innovation Fund Denmark invites the applicant to present the project to the Innoexplorer Panel Committee at a panel meeting.

The Panel Committee’s assessment is based on the assessment criteria listed in section 3.3 and on whether the project falls within the group of project types funded by the programme (cf. section 1.3).

Panel meetings are held on one of a series of fixed dates announced for each call on Innovation Fund Denmark’s website.
Innovation Fund Denmark expects to inform all applicants of whether they have been invited to present their project at a panel meeting, and on which date, no later than two weeks before the meeting. The time of the panel meeting cannot be changed.

At the panel meeting, you must give a short presentation of your entrepreneurship idea. You can choose to hold your presentation in Danish or English. The presentation will be followed by a short Q&A session, where the panel will ask questions to determine to which extent the application meets the assessment criteria.

You are welcome to invite the contact person at your institution or other resource persons to the presentation.

Each project is subjected to an individual assessment. Based on the Panel Committee’s pre-assessment and the panel meeting, the Committee will after the panel meeting recommend the application for approval or rejection. The Panel Committees’ recommendations are submitted to Innovation Fund Denmark’s secretariat, which makes the final decision.

Please note that the assessment process is the same for all submitted applications. Reapplications or sequential applications are therefore treated as new applications.

3.2 Who evaluates your application?

A panel will be appointed for each individual panel meeting comprising a chairperson or deputy chairperson and three-four members. All members of the Committee are subject to confidentiality obligations and requirements regarding legal capacity.

An overview of the Innoexplorer Panel Committee is available on the Innovation Fund Denmark’s website.

3.3 How is your application assessed?

Your application is assessed on the basis of the following three assessment criteria:

- Quality of the idea
- Impact
- Quality of execution

A final assessment is made on the basis of the three assessment criteria, which are weighed equally in the assessment.

In connection with each of the three evaluation criteria, Innovation Fund Denmark emphasises the following:

**Quality of the idea**

- That it is clear what the entrepreneurship idea is comprised of.
- That it is clear which result, product or solution the project will lead to in the long term, and which problem it intends to solve.
- That the entrepreneurial idea is based on sufficiently mature knowledge and research results with commercial potential, and that these have been clearly described.
• That the applied methods, approaches and technologies are relevant and interdisciplinary, where relevant.
• That the state-of-the-art has been clearly described, and that it is clear how the project is innovative vis-à-vis the state-of-the-art.
• That the entrepreneurial idea and its implementation stand out from other ideas, and represents an improvement compared to competing solutions, products or services.

Impact
• That it has been rendered probable that there is a need, applications and a market potential in Denmark and internationally.
• That it has been rendered probable that it is possible, in the long term, to establish a sustainable business based on the proposed solution.
• That the entrepreneurial idea has the potential to create value for Denmark in the form of economic growth and/or by solving significant social challenges.
• That the project falls within the outlined thematic area and has the potential to contribute to goal achievement within this theme, and that any societal impacts are sufficiently described. In case the application is stated to be within the non-theme specific funds, emphasis is placed on the argument for why the project does not fall within one of the three themes.

Quality of execution
• That the team has relevant and diverse skills and experiences that can propel the project towards establishing a business. That the team has a realistic plan for how to access any missing skills.
• That the entrepreneurial idea is realistic and realisable (technically, legally and ethically).
• That it is clear how the individual project activities and expenses contribute to obtaining the project goal.
• That the team has realistic ideas for further development towards establishing a business after completing the project.
• That the project budget is reasonable and realistic vis-à-vis the planned activities.
• That the total Innoexplorer investment is adequate to the needs, potentials and risk profile for the development of the idea.

Your application will be assessed on the basis of the material you have submitted via E-gant and the information you have provided during the presentation and subsequent dialogue. In addition, members of the Panel Committee will draw on the pre-knowledge that has qualified them to be appointed to the Committee as well as knowledge available through publicly available sources (e.g. literature and article databases, patent databases and company databases) and Internet searches.
3.4 How will you receive an answer to your application?

Once all the submitted applications have been evaluated and a final decision has been made, all applicants will receive an answer to their application in writing through E-grant. When a decision is available in E-grant, the main applicant will be informed via email.

If your application has been rejected, you are welcome to ask for a short feedback conversation. Here, an Innovation Fund Denmark employee will offer to clarify the Panel Committee’s assessment of your application. You are welcome to invite your contact person in the institution to the conversion.

Innoexplorer has three calls for applications each year. You can choose to improve your application and resubmit it or apply for one of the other programmes provided by the Fund.

3.5 When will you receive an answer to your application?

Innovation Fund Denmark aims to answer applications as fast as possible. However, the number of applications varies significantly from call to call, and the Fund is therefore unable to establish a timeframe for its evaluation of your application. You can read more about the expected processing time of the application round in question on Innovation Fund Denmark’s website.

4. From approval to project start

4.1 What happens after your application has been approved?

If your application is approved, the main applicant will receive a grant letter in E-grant. The letter must be signed and accepted within four weeks.

Once you have done so, the main applicant will be a grant holder and able to access the Innoexplorer investment via E-grant under ‘Grant’.

4.2 When can the project begin?

The project cannot begin until the approval has been accepted electronically via E-grant. The project must begin on the project start date provided in the application and no later than four months after you have received the grant letter.

Should the start date deviate from the date provided in your Innoexplorer application, the main applicant must inform the Fund no later than two weeks after the approval has been accepted via E-grant.

5. During the project

5.1 How is the investment disbursed?

The Innoexplorer investment will be disbursed to the institution by which the main applicant is employed. 85% of the grant will be disbursed as one payment at the start of the project period,
while the remaining 15% will be disbursed after the project end date and Innovation Fund Denmark has approved the accounts and final report.

The investment is transferred to the NemKonto associated with the institution’s P-number. The P-number represents the section of the institution to which the investment should be disbursed. Please note that for each CVR number there may be several P-numbers.

5.2 Are you required to submit accounts or reports during the project period?

No. You are only required to submit accounts and a final report at the end of the Innoexplorer project period.

5.3 What happens if you are unable to keep to schedule?

5.3.1 Duty of notification

The applicant and institution are obliged to pass all significant information onto Innovation Fund Denmark.

You must immediately inform the Fund if there is changes to the basis for the investment or if the project does not progress as planned, in order to get the Fund’s approval of the continued process. This includes significant changes to the project period or project partners, the topic, activities, objectives and milestones etc. and any interruption of the project.

Should Innovation Fund Denmark find that the project or preconditions for the project have changed significantly, including that the project cannot be completed within the approved budget, or the results of the project, in the Fund’s opinion, do not measure up to the economic effort, the Fund may decide to withdraw its approval or discontinue the investment, including terminate any remaining funding and demand that already disbursed funding is returned to the Fund.

Upon request from Innovation Fund Denmark, you are also obliged to provide any information that affects the pay-out of funding, including documentation that the project meets the EU rules for state aid for research and development and innovation.

If you have provided incorrect or misleading information or concealed information that affects the project process or Innovation Fund Denmark’s assessment of the project, Innovation Fund Denmark can choose to discontinue the investment and possibly demand that already disbursed funding is returned to the Fund.

5.3.2 Changes to the project

Following a concrete assessment, Innovation Fund Denmark and the applicant may agree on adjustments to the ongoing project, e.g. activities, project partners, budget distribution, or if you wish to terminate the project before the end date, e.g. because you wish to start a business or have received funding from another source.

Requests for changes must be approved by Innovation Fund Denmark prior to their implementation. For failure to gain approval from the Fund, see section 5.3.1 above. Approval of changes
presupposes that the changes have been substantiated. Requests for changes must be submitted via E-grant.

5.3.3. Budget changes

If you wish to make changes to the project that affect the budget, you must submit a request via E-grant. In the request, you must substantiate the change and provide a revised budget.

The revised budget must be completed in the Excel template available on Innovation Fund Denmark’s website.

5.3.4 Leave

You can request a leave of absence from the Innoexplorer project due to i.a. illness and parental leave. The Fund must approve your request before the leave can begin. The Fund does not provide subsidies during periods of leave, incl. parental and sick leave. The project’s end date is extended by the leave period, and the subsidy is instead provided in the extended period.

5.4 What should you do in connection with the end of the project?

The project ends automatically at the stated project end date. You will receive notification via E-grant when it is time to submit the final material.

At the end of the project, you must complete an evaluation of the process, produce a short final report and submit the final accounts. These documents must be submitted no later than one month after the end of the project period. In addition, Innovation Fund Denmark may choose to invite you to an evaluation meeting to learn more about the project.

Once the Fund has approved this material, it will disburse the last 15% of the investment.

5.4.1 Accounts

The item wages for employees in the institution can include actual wage expenses calculated on the basis of the annual gross wages incl. pension, insurance, holiday pay etc. The calculation of the gross hourly wage must be based on an annual number of work hours of 1,628 for full-time employees. The calculated gross hourly wage for the individual employee cannot exceed DKK 1,000. The time the employee spends on the project must be recorded internally. Please note that the institution will be held responsible for project employment of project partners, where relevant. This means that Innovation Fund Denmark does not cover wage expenses if the expected hours are not spent due to project termination, illness or other.

Actual expenses for fees for external actors/services, materials and rental of equipment must be documented in the form of invoices should Innovation Fund Denmark ask to see them. Innoexplorer only covers expenses listed in the project budget and expenses that have been approved at a later adjustment of the budget.
All expenses must fall within the project period. Innoexplorer only covers expenses defrayed in the project period.

5.4.2 Audit

The final accounts must be audited. For government-funded, self-governing institutions, where responsibility for the audit rests with Rigsrevisionen (the office of the Danish Auditor General) in accordance with the Act on Audit of State Accounts, the audit must be conducted by the financial controller in the institution, and a financial statement must be signed by an employee at the institution authorised to do so. The financial statement is available on [Innovation Fund Denmark’s website](#). For regional institutions, the accounts must be audited by a state-authorised public accountant. The rules for auditing are evident from the grant letter.

The audit shall verify the correctness of the accounts and whether the transactions covered by the financial reporting are in accordance with the appropriations granted, statutes, other regulations, agreements and usual practice. Furthermore, an evaluation shall be made as to whether sound economic management has been applied to the administration of the funds covered by the accounts.

At the audit, the accountant/financial controller at the institution must focus on verifying the following:

- Whether the financial statement is correct, i.e. without significant errors or omissions.
- Whether the investment has been used for its intended purpose.

6. State aid

It is a precondition for participating in the programme that the project activities are of a non-economic nature, as described in [Communication from the Commission — Framework for State aid for research and development and innovation](#).

Economic activities include e.g. activities that consist of offering goods and making services available in a market. Non-economic activities include e.g. activities that start a process leading to the commercialisation of ideas that originate from the institution’s main research activities (cf. section 1.3.2), and which come before commercialisation.

The final assessment of whether activities in a project are economic activities in a state aid framework will always be based on the concrete project activities.

If results of the project have commercial value and there is a wish to transfer these to the research team or others, the institution is obliged to ensure that this is done on market terms. Following a transfer of project results, all the gains must be reinvested in the institution’s non-economic activities.

The terms and conditions for reimbursement of any wrongfully spent funding will be evident from the grant letter.
7. Publication of information

Applicants should be aware not to include business-sensitive information in the title of the application, as Innovation Fund Denmark may publish or pass on lists containing the name of the applicant, the name of the institution, the title of the project and the investment applied for in submitted applications.

Applicants should also be aware that other parties may request access to any submitted Innoexplorer applications in accordance with the Danish Open Administration Act. Access may e.g. include lists of applicants and projects applied for (including the name of the applicant, the title of the project and the investment applied for). In such events, the Fund will determine whether the above contain information which, in accordance with the law, cannot be disclosed.

The Fund will publish a list of applications receiving an investment, including the name of the applicant, the name of the institution, the title of the project and the investment granted.

7.1 Publication

The project results must be published or communicated to a broad audience. The institution is responsible for identifying a form of publication or communication suitable for dissemination of the project results. Applicants may temporarily and briefly postpone such publication to make use of the opportunities for IPR protection.

7.2 Open Access

Public Danish funds wish to ensure unrestricted and cost-free digital access to all publicly funded research results. Read more about Innovation Fund Denmark’s Open Access policy on Innovation Fund Denmark’s website.

7.3 RRI and the Danish Code of Conduct for Research Integrity

Responsible Research and Innovation (RRI) in Innovation Fund Denmark.

RRI seeks to create greater coherence between research and innovation processes and results and societal values and needs. Innovation Fund Denmark promotes RRI, both in its overarching strategies and via its projects, and it abides by the European Commission’s definition and implementation of RRI.

Through the nature of the Fund's investments and assessment criteria, it encourages projects to focus on ‘social commitment’ and ‘research training’. Projects are thus encouraged to:

- Involve all relevant stakeholders and institutions in the research and innovation process.
- Develop a strong focus on future users.
- Engage in formal and informal cross-institutional research training.

By involving all relevant stakeholders in the research and innovation process, the project results become potentially more sustainable and long-term. And by making formal and informal research
training an integrated part of the projects, they will not only lead to research and innovation results, but also training of the next generation of researchers.

Furthermore, Innovation Fund Denmark supports the principles outlined in the Danish Code of Conduct for Research Integrity. The Fund expects the projects it invests in to observe the instructions set out in the RPI and the Code of Conduct. The Code of Conduct is available at the Ministry of Higher Education and Science’s website.

8. Processing of information

8.1 Recording of data

The application system, E-grant, automatically records specific information. When you register as a user, E-grant will register your identity, IP address and the time at which the application is created or edited.

8.2 Applicant's responsibility

It is the applicant’s responsibility that the information provided in the electronic application is correct, that the necessary 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.

Other material and appendices aside from those described in section 2.2.4 will as a rule not be included in the assessment.

The applicant is under obligation to inform Innovation Fund Denmark immediately of any significant changes affecting the information submitted, including funding for the project or parts hereof received from other sources.

8.3 Retraction of application information

After the deadline for applications, you cannot rectify the content of the application. Only personal data can be rectified.

8.4 Collection of other information

If the applicant has applied for or plans to apply for project funding from other sources, Innovation Fund Denmark reserves the right to collect information about whether this funding has been granted.

8.5 Data management

Innovation Fund Denmark asks that project-generated data is managed in accordance with the FAIR principles (Findable, Accessible, Interoperable and Reusable) as described in the EU Guidelines on FAIR Data Management in Horizon 2020 (Version 3.0 from 26 July 2016). This
makes it possible to build on former research results, verify the results of other scientists, avoid work duplication, accelerate innovation and ensure transparency and credibility of the results.

9. About these guidelines

9.1 Legal framework
These guidelines have been established in accordance with section 18 (2), item 1 in Act No. 306 of 29 March 2014 on Innovation Fund Denmark, amended in Act No. 384 of 26 April 2017, Act No. 1518 of 18 December 2017 and most recently in Act No. 1188 of 8 June 2021, and Consolidation Act No. 1150 of 25 October 2017 on funding etc. under Innovation Fund Denmark.

9.2 Technical disclaimer
The Danish Agency for Higher Education and Science is responsible for E-grant and 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 at the Ministry of Higher Education and Science’s website.

In extremely exceptional cases, the Fund may extend the application deadline for all affected applicants. This will likewise be announced at Ministry of Higher Education and Science’s website and at Innovation Fund Denmark’s website.

Innovation Fund Denmark and the Danish Agency for Higher Education and Science 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.