

Guidelines:

Innoexplorer

Effective date:

21 June 2023

Contents

| | |
|---|----|
| 1. The programme | 3 |
| 2. Application | 10 |
| 3. Assessment | 14 |
| 4. From approval to project start | 16 |
| 5. During the project | 17 |
| 6. State aid | 20 |
| 7. Processing of information..... | 20 |
| 8. Publication of information..... | 21 |
| 9. About these guidelines..... | 23 |

Definition: 'Project'

Innovation Fund Denmark uses the word 'project' to denote a job with a limited timeframe and fixed set of resources. Mention of 'projects' in Innovation Fund Denmark's guidelines also covers e.g. Industrial Researcher and Innofounder projects.

1. The programme

1.1 Innoexplorer – in short

The main objective of Innovation Fund Denmark 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), that have achieved research results with commercial potential and aim to establish a business based on these results. The programme invests in early-stage entrepreneurial idea, thus revealing their potential and bringing 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 we intend 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. Thus, an Innoexplorer project cannot finance further basic research or commercialisation activities such as test sale or sales or marketing activities.

The idea may originate from any subject area and does not necessarily offer an opportunity for patent or similar protection. 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 therefore, 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 through the Fund's programmes 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 the institution with which the main applicant is employed will receive and manage the funding. The main applicant reports to Innovation Fund Denmark and is responsible for ensuring that the funding is used in accordance with the Fund's terms and conditions and the submitted application.

Individuals who are not employed by a public research or 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 team can include PhD students. See section 1.5 below about budgeting.

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 paid to the institution with 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, include a statement of support signed by the person responsible for Innoexplorer projects at the main applicant's institution. The statement of support (template), a list of persons responsible for the Innoexplorer programme and contact persons are available on the [Innovation Fund Denmark 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 commercial purpose, where starting a business based on the entrepreneurial idea is considered a natural continuation of the effort made in the project, 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 the main objective with their further work on 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 have not yet reached a commercial stage.

An Innoexplorer project may comprise activities intended to develop and test the entrepreneurial idea, uncover its commercialisation potential and 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 applying for an Innoexplorer investment.

An Innoexplorer project cannot include commercial activities such as test sale, sales or marketing activities. No turnover or profit must thus already be made which can be related to the entrepreneurial idea. This also 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

Innovation Fund Denmark funds Innoexplorer projects that fall within one or more of the three themes below. If the project does not fall within a theme, an application can be made for non-theme specific funds. You can read more about the actual distribution of funds on the Innovation Fund Denmark website in connection with the individual calls.

In the application form you should indicate and briefly state why the entrepreneurial idea suits the chosen theme or the non theme-specific funds.

If an application is submitted under the non-theme specific funds, but is assessed to also suit funds within one of the three themes, Innovation Fund Denmark may choose to initially process the application under the relevant thematic fund, before it – if no grant is obtained here – is processed under the non-theme specific funds.

If Innovation Fund Denmark assesses an application to have been submitted under the wrong theme, the Fund may 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.

If an application submitted under one of the three themes is recommended for funding, but the relevant thematic fund is spent, the application will automatically be dealt with under the non-theme specific funds.

Green technology and innovation

Innovation Fund Denmark invests in projects that may develop the green technologies and solutions needed to transform Denmark towards a sustainable future where we reduce greenhouse gas emissions, protect our environment and nature, and show our potential to create green growth and employment in Denmark.

The investments relate to the government's green research strategy and are, among other things, aimed at strengthening innovation in Danish industry.

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

- Energy production and efficiency, including smart integrated energy systems, the potential of sector coupling, 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. use of 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. biobased ingredients, feed, industrial enzymes, chemicals and other output products, fermentation technology, bioenergy, biobased environmental technology, plant and seed breeding as well as emission free food production, sustainable, plant-based food products etc.
- Transport
- Environment and circular economy
- Nature and biodiversity
- Sustainable and circular construction technology that will take the construction industry from linear processes to circular resource efficiency throughout the value chain and all phases of construction. This includes optimised production and manufacturing methods for building materials, solutions in construction engineering and construction processes, digitisation, recycling of building materials, improved ways of collaboration that will strengthen productivity as well as develop new socially sustainable housing solutions
- Sustainable fashion and textiles, including new product flows, re-/upcycling of materials and new materials
- Sustainable behaviour and societal consequences of climate change, including understanding and behaviour in relation to climate challenges and the green transition as well as tools that may support the above

Key to the projects that may be funded, is that they contribute to the green transition and that the expectations of these contributions can be made explicit in the applications.

Life science, health and welfare technology

The funding may help to translate Denmark's strong knowledge and research position within the field into inventions, products, technologies and the development of patient treatments that will benefit Danish citizens, the health care system, business results and Danish export.

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

The project innovation may contribute to the development of e.g.:

- New technological or digital tools for the health and welfare sector
- Veterinary development
- New medicines and treatment options, including personalised medicine
- Development of the field of digital health, including the field of health data through use of artificial intelligence in a health-related perspective
- Digital prevention and treatment options for people with physical and mental disorders
- Strengthen primary health care as well as the development, testing and implementation of welfare technology within, among others, eldercare and the social and health sector
- Clinical outcome and economic impact of whole genome sequencing
- One Health-approach (transdisciplinary research in infection in both humans and animals (zoonotic diseases)) that also gives consideration to environmental and climatic perspectives having an impact on the spreading of those infections
- Use of vaccines and antibiotics and preventing antibiotic resistance (AMR) worldwide

Digitisation, technology and innovation

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

The funding should strengthen innovation in a number of important fields, 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
- 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
- Solutions that are based on new ways of structuring business and organisations

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

Innovation may also create new knowledge about the significance of digitisation for people and society.

Non-theme specific funds

This funding is aimed at projects that do not fall within the three themes above. Grants awarded in the form of non-theme specific funds should meet exactly the same requirements that apply to the projects applying within the themes. When submitting the application, you need to 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 is possible and, in some cases, recommendable to divide a project into smaller subprojects. An application for a new Innoexplorer subproject cannot be submitted till three months before the end date of the ongoing project. The new Innoexplorer 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?

An Innoexplorer investment may finance activities that are necessary for carrying out the Innoexplorer project.

The activities financed by the Innoexplorer investment must be directly related to the project, and the budget must be realistic and reasonable vis-à-vis the expected outcome.

The budget must be signed by the head of department or other authorized signatory.

An Innoexplorer investment covers the following expenses:

- **Salary 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. Salary for researchers employed with other public research institutions and fees for other project partners contributing to the project activities, are covered via invoice to the main applicant's institution and are 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, etc. that are 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 according to commonly recognized

accounting practice. Other expenses directly related to the project, such as travel expenses and conference fees, may be covered by the investment. Everyday equipment and consumables such as office equipment, computers and standard laboratory materials are expected to be covered by the overhead.

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

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

The Innoexplorer investment does, among others, not cover:

- Commercial activities, e.g. test sale, sales or marketing activities.
- Expenses for patent application or for maintaining a patent.
- Actual research projects.
- Contract research.
- Retention of scientific staff.
- Publication expenses.
- Business development or entrepreneurship training conducted by your or the team's institution.

Be aware that Innovation Fund Denmark may cut your application budget if it is estimated that specific budget items are not sufficiently substantiated or deemed not necessary for carrying out the Innoexplorer project.

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: www.e-grant.dk.

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

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 website](#).

2.2 What should your application contain?

In the application form in e-grant a short summary of the project is provided as well as a statement on and a brief account of how the project suits the chosen theme or the non-theme specific funds. You must also give various information, e.g. personal data on the main applicant and, where relevant, the team members as well as the CVR and P-numbers of the institution where the main applicant is employed.

The application also includes:

- A project description to be entered in e-grant (see 2.2.1 below).
- Appendices:
 - A maximum of 6 slides with information on the problem to be solved by the project's idea, key research results on which the idea is based, etc.
 - Budget.
 - Statement of support from the institution.
 - If relevant, a list of pertinent publications (max. 1 page).

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 the Innoexplorer's assessment criteria (cf. section 3.3).

Quality of the idea

Please describe the entrepreneurial idea:

- Which need or problem does the entrepreneurial idea intend to solve?
- What does the expected solution consist of?

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

- What is the result, product or solution expected from the project in a short- or long-term perspective?

Please describe the research results on which the project is based:

- What knowledge and research results underpin the project? Please include key data.
- How is the project innovative with regard to state-of-the-art?

Please describe the adopted methods, approach and/or technologies:

- Which methods, approach and/or technologies do you apply in the project?
- Why have those been chosen?
- How does your choice of methods, approach and/or technologies contribute to the development of your entrepreneurial idea during and after the Innoexplorer project?

Please describe the competitive situation:

- What is unique about your idea, and how does it distinguish itself from competing solutions?
- How does the idea in distinguishing itself from competing solutions create value for potential customers or users?
- Will it be possible to protect the entrepreneurial idea, or parts of it, via a patent, copyright, design protection programme etc.? If possible, please explain how your choice for or against protection suits your product/solution and the potential market.

Impact

Please explain and substantiate that there are various applications and a market potential in Denmark or internationally:

- What value proposition does the idea have to offer?
- Who are the potential customers or users?
- How do you envisage the market potential?

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

- How do you expect to build a financially viable business in a short- or long-term perspective?
- How do you intend to distribute the solution in the market?

Please explain and substantiate how the entrepreneurial idea is likely to have the potential to create value for Denmark through a new business that will create economic growth and jobs and/or help solve significant societal challenges:

- What value does the solution create for society, e.g. in relation to creating growth and employment, solving social challenges, etc.? 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 expected activities:

- What is the aim of the Innoexplorer project?
- Which activities are to be carried out in the Innoexplorer project?
- What results do you expect to reach by the end of the Innoexplorer project?

Please explain and substantiate how the project can be realised:

- What are the assets (e.g. research results, equipment, competences, IP, partners etc.) critical to the realisation of the project, and how will you ensure you have access to them?
- What challenges (e.g. technical, regulatory or ethical) do you expect to meet during the project? And how will you address them?

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

- Which skills and professional competences are required in the team to successfully complete the activities listed in the Innoexplorer project plan?
- Which skills are required in the team to realise the entrepreneurial idea in the long term?
- Which skills and professional competences are already present in the team and how will you access any potentially missing skills both during and after the Innoexplorer project?

Please explain and substantiate how an Innoexplorer investment can bring the entrepreneurial idea closer to a stage that allows for the establishment of a company:

- How does the Innoexplorer project contribute to reducing risks in a way that the entrepreneurial idea is brought closer to a stage that allows for the establishment of a company in a short- or long-term perspective?
- Please explain your thoughts on further development towards commercialisation after the Innoexplorer project.

Please enter a project plan – including activities and milestones – for the entire Innoexplorer project using the activity module in e-grant.

Be aware that Innovation Fund Denmark may cut activities from your project plan if it is estimated that specific activities are not sufficiently substantiated or deemed not necessary for carrying out the overall Innoexplorer project, or cannot be financed via an Innoexplorer investment (see 1.5).

You may furthermore choose to add an appendix to the project plan as entered in e-grant, outlining a plan of activities before, during and after the Innoexplorer project. For further information, see 2.2.4.

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. This should be entered in the item “Former applications” in the application form in e-grant.

When applying for a new subproject, the application must describe the overall goal of the entrepreneurial idea and the relevant results achieved in the last Innoexplorer project. This should be entered in the item “Former applications” in the application form in e-grant.

You cannot expect a reapplication or an application for a new subproject 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 the [Innovation Fund Denmark website](#). The budget must be signed by the head of department or other authorized signatory.

The signed budget must be attached (in PDF format) to the application form in e-grant.

2.2.4 Attachments

Please provide the following attachments along with your application:

- A maximum of 6 slides containing information on:
 - Which problems does the idea solve.
 - Key research results on which the idea is based.
 - If possible, an illustration of the entrepreneurial idea.
 - If relevant, a short project plan showing activities towards commercialisation before, during and after the Innoexplorer project.
- A budget, signed by the head of department or other authorized signatory. A budget template is available on the [Innovation Fund Denmark website](#).
- 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 the [Innovation Fund Denmark website](#).
- Where relevant, a list of pertinent publications (max. 1 page).

Any other appendices will not be included in the assessment process.

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 will result in an application being administratively rejected. Applications submitted through other channels than e-grant will also 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 and 2.2.3. 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 the [Innovation Fund Denmark 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 appointed time for the presentation 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. After the panel meeting, the Panel Committee will, based on its pre-assessment and its assessment at the panel meeting, recommend the application for approval or rejection. The Panel Committee's recommendations are submitted to the Innovation Fund Denmark secretariat, and the secretariat management will make 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 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

An overall 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 clearly stated which result, product or solution the project will lead to in the long term, and which need or 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.
- 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 substantiated that there are applications and a market potential in Denmark and internationally.
- That it has been substantiated 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 societal 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 impact is sufficiently described. In case the application is stated to fall 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 it is clear how the individual project activities contribute to obtaining the project goal.
- That the entrepreneurial idea is realistic and realisable (in technical, regulatory and ethical terms).
- That the team has relevant and diverse skills and experience that can drive the project towards establishing a business. That the team has a realistic plan for how to access any missing skills.
- 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-grant and the information you have provided during the presentation and subsequent dialogue. In addition, members of the Panel Committee will draw on their prior knowledge that has qualified them to be appointed to the Committee.

3.4 How will you receive an answer to your application?

Once all the submitted applications have been assessed 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.

You can ask for a short feedback conversation both when your application has been approved or rejected. In this case, 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 at the institution to the feedback.

As a rule, 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 early as possible. The number of applications varies significantly from call to call, and the Fund is therefore unable to establish a timeframe for its assessment of your application. You can read more about the expected processing time of the application round in question on the [Innovation Fund Denmark 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 gain access the Innoexplorer investment via e-grant under 'Grant'.

4.2 When can the project begin?

The project cannot begin before 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 Innovation Fund Denmark 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 with which the main applicant is employed. 85 % of the grant will be disbursed as one-off payment at the start of the project period, while the remaining 15 % will be disbursed after the project end date once 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.

In order to get the Fund's approval of the continued process, you must immediately inform the Fund if there are changes to the basis for the investment or if the project does not progress as planned. This includes significant changes to the project period or project partners, the topic, activities, objectives and milestones etc. as well as 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 the [Innovation Fund Denmark website](#). The revised budget must be signed by the head of department or other authorized signatory.

5.3.4 Leave

You can request a leave of absence from the Innoexplorer project due to illness and/or parental leave, among others. 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, the following steps must be taken in e-grant:

- You must complete a questionnaire with a view to evaluate the Innoexplorer project.
- You must produce a technical and/or scientific final report.
- You must 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 salary for employees in the institution can include actual salary expenses calculated on the basis of the annual gross salary 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 salary 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.

An Innoexplorer investment 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 at 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 the [Innovation Fund Denmark website](#). For regional institutions, the accounts must be audited by a state-authorized 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.

For more information on audit requirements applying to regional institutions, see the audit instructions on the [Innovation Fund Denmark website](#).

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 the results of the Innoexplorer 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. Processing of information

7.1 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.

7.2 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 immediately inform Innovation Fund Denmark of any significant changes affecting the information submitted, including funding for the project or parts hereof received from other sources.

7.3 Retraction of application information

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

7.4 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.

7.5 Privacy policy

The privacy policy of Innovation Fund Denmark concerns our treatment of your personal data when we have the obligation as data controller.

We treat your personal data in compliance with existing legislation, including the general data protection act and the law on data protection. For more information on Innovation Fund Denmark's privacy policy, see the [Innovation Fund Denmark website](#).

8. Publication of information

Be aware not to include business-sensitive information in the title of the application as Innovation Fund Denmark may, if requested (due to e.g. the Danish Open Administration Act), without notifying you as applicant or as at team pass on lists containing information about institutions, project titles, investment applied for, final decisions (rejection/approval) as well as, in some cases, the actual investment for all submitted Innoexplorer applications.

Innovation Fund Denmark will always publish a list of applications receiving an investment on its website (including the name of the institution, the project title and the investment granted).

Applicants should also be aware that other parties may request access to any submitted Innoexplorer applications in accordance with the Danish Open Administration Act. In such events, Innovation Fund Denmark will in dialogue with the main applicant ensure that no access is given to business-sensitive information and/or other information that according to law should not be disclosed.

8.1 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 or communication to make use of the opportunities for IPR protection.

8.2 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 the [Innovation Fund Denmark website](#).

8.3 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 through our projects, and it abides by the European Commission's definition and implementation of RRI.

Innovation Fund Denmark has designed its investment programmes and assessment criteria, in a way that encourages projects to focus on 'social commitment' and 'research training'. We thus very much encourage you 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. We thus expect that projects receiving investment 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 website](#).

8.4 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), in Act No. 1660 of 12 August 2021 on Innovation Fund Denmark, and section 2 (4) in Consolidation Act No. 1150 of 25 October 2017 on funding etc. under Innovation Fund Denmark.

We inform applicants that Innovation Fund Denmark adhere to the guidelines for international research and innovation (URIS). For more information, see: <https://ufm.dk/publikationer/2022/afrapportering-udvalg-om-retningslinjer-for-internationalt-forsknings-og-innovationssamarbejde>.

The applicant guarantees that receipt and use of the investment from Innovation Fund Denmark does not violate existing national or international sanctions, including sanctions on freezing funds or bans on direct or indirect control. The applicant should be aware that in connection with the conflict between Russian and Ukraine, EU has considerably restricted the access to making funds and economic resources available for specific physical or legal individuals, entities or organisations according to EU Council Regulation No 269/2014 “concerning restrictive measures in respect of actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine”, and the applicant shall guarantee that receipt and use of the investment from Innovation Fund Denmark does not violate this regulation. A consolidated list of person, groups and entities subject to EU sanctions is available on [Consolidated list of persons, groups and entities subject to EU financial sanctions - Data Europa EU](#).

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 submitting 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 very exceptional cases, the Fund may extend the application deadline for all affected applicants. This will likewise be announced on the [Innovation Fund Denmark 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.

9.3 Discrepancy

In case of discrepancy between the Danish and English versions of these guidelines, the Danish version takes precedence over the English version.