

# **Guidelines**

# **International Collaborations**

Guidelines of 1 March 2025 for International programmes co-funded by IFD.  
These guidelines (and all application opportunities in international programmes announced on the IFD website) are subject to the adoption of the annual Finance Act.

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# 1 Guidelines for Innovation Fund Denmark’s Administration of International projects

## 1.1 International programmes and projects in short

The Law on Innovation Fund Denmark<sup>1</sup> (IFD) stipulates that IFD supports international cooperation on research and innovation by funding Danish partners in international projects.

International projects in this context refer to collaborative research and innovation projects between partners in Denmark and one or more other countries, where the foreign partners are funded and administrated by foreign funding agencies. In International programmes, IFD cooperates with foreign national funding agencies and, in most cases, international secretariats on funding and project monitoring.

IFD is primarily engaged in four platforms: EU’s Horizon Partnership Programmes, programmes under the Nordic Council of Ministers, EUREKA, and programmes regulated by bilateral cooperation agreements.

### IFD is engaged in 4 platforms for international collaboration

Centralized evaluation and ranking	National evaluation and joint consensus on ranking
<p><b>Horizon Europe Partnerships (incl. Eurostars): EU</b></p> <p>Owner: EU Commission Focus: Research &amp; innovation</p>	<p><b>EUREKA: Europe, global (Eurostars secretariat)</b></p> <p>Owner: 47 EUREKA global members states + EU Commission Focus: Applied research</p>
<p><b>Nordic Council of Ministers: NordForsk &amp; Nordic Energy</b></p> <p>Owner: Nordic Council of Ministers Focus: Nordic research &amp; innovation</p>	<p><b>Bilateral collaboration: China, India, USA</b></p> <p>Owner: DK/China, India, USA Focus: Applied research</p>

Each of the four platforms of programmes have their own administrative set-up, scope and geographic focus. The main difference being that EU’s Horizon Partnership Programmes and the programmes under the Nordic Council of Ministers have a centralised evaluation and ranking of projects, while EUREKA and bilateral programmes have a national evaluation and ranking.

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<sup>1</sup> The guidelines are set out pursuant to the Act no. 1660 of 12 August 2021 on Innovation Fund Denmark and Executive Order no. 1150 of 25 October 2017 of awarding grants etc. by Innovation Fund Denmark.

### **EU programmes with national co-funding, Nordic Council of Ministers and EUREKA calls**

Horizon 2020 and Horizon Europe Partnerships, Nordic Council of Ministers and EUREKA programmes are all programmes with international secretariats hosting the international call homepage where the call texts and application forms can be found. Evaluation procedures in those programmes follow different paths.

### **Bilateral programmes**

Bilateral programmes are programmes where IFD has engaged in a strategic partnership with a specific country on funding research and innovation projects. Currently, IFD has established bilateral cooperation with China, India and USA. The call texts for such programmes are made available on IFD's website. IFD's application form must be used by Danish applicants, and the Danish part of the application must be uploaded on e-grant's call specific entry.

Regardless of programme type, IFD's administration of all international projects and grants follows the same IFD reporting and funding procedures described in this document.

The guidelines set out the general rules applicable for Danish participants applying for and participating in international projects co-funded by IFD.

Investments made pursuant to the guidelines are granted in accordance with the EU rules on state aid and de minimis aid, specifically:

- Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty
- Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.

## **1.2 Definition of international co-financed projects**

An international co-financed project is, in this context, defined as a project where the Danish partner is cofunded and regulated by IFD according to IFD rules and foreign partners are financed and regulated by foreign national funding organisations.

IFD invests in projects at all stages of the research and innovation value chain from strategic basic research to market-oriented development and innovation. Thus, investment is made in both the early strategic research project where a targeted effort and a collaboration with the most competent international and/or Danish participants from relevant disciplines are pivotal, and innovative project that needs to make the final steps for successful introduction to the market or commercialisation.

The investment from IFD does not necessarily take a project all the way through the value chain. It is therefore crucial that the project participants themselves are able to either lift the results to the market or outline a plan for this and thus ensure commercialisation or have end-users who can invest in or assume charge of the project after an IFD investment period. IFD encourages applicants from all relevant scientific fields, including disciplines within the natural and technical sciences and/or social sciences and the humanities, to apply when relevant in the particular call.

### 1.3 Who can be co-funded by IFD in international projects?

Only registered legal Danish entities are eligible for investments from IFD in an international project. It is possible for Danish and foreign entities to participate as subcontractors to Danish partners. This requires written approval by IFD. A subcontractor cannot be a partner that receives funding from IFD or from other national funding agencies.

Any legal entity (such as an enterprise, a research institution, or a public institution) in Denmark directly involved in the international project activities, is eligible to participate and receive funding from IFD.

IFD is committed to promoting equal opportunities and diversity in all its aspects. Therefore, interested parties from all backgrounds regardless of ethnicity, religion, gender identity, age and disability status are encouraged to apply for funding from IFD.

### 1.4 How can a project be funded by IFD?

IFD investments to Danish partners in international projects are granted in accordance with the EU rules on state aid and will either be categorised as block exempted aid covered by article 25 of the GBER or de minimis aid covered by the de minimis regulation. The investment conditions for the international projects vary depending on whether the investments are categorised as block exempted aid or de minimis aid.

Non-economic activities, i.e. activities that do not consist of offering goods or services on a market and activities that do not affect trade between member states, are not subject to EU rules on state aid. Based on an individual evaluation, IFD may decide to award investments to such activities in international projects. Investments awarded to non-economic activities will be made pursuant to these guidelines and subject to the maximum investment rates and overhead in table 4.<sup>2</sup>

#### **Investments covered by the GBER**

Trade organisations, interest organisations, organisations and enterprises performing economic activities by offering products or services on a market, must observe the rules for block exempted aid to enterprises, including the IFD maximum investment rates.

IFD awards investments within the constraints of IFD's notification to the European Commission and thus in accordance with the conditions laid down in Chapter 1 (Articles 1-12) and the specific conditions for aid to research and development projects in Article 25.

The IFD maximum investment rates for enterprises are summarised in tables 1-3. To receive the maximum rates set in the tables below, the project must either involve an "effective collaboration" as defined in article 2, subsection 1 (90) in the GBER or widely disseminate the results of the project, cf. Article 25, subsection 6 (a) and (b).

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<sup>2</sup> It is a prerequisite for obtaining IFD's approval for using the maximum investment rate in table 4 that the institution performing the non-economic activity fulfils the requirements for a research- and knowledge-dissemination institution as defined in '[Vejledning om definition af en forsknings- og vidensformidlingsinstitution](#)', published (in Danish) by the Ministry of Food, Agriculture and Fisheries of Denmark, Danish Agricultural Agency March 22, 2024.

The project is considered to involve an “effective collaboration”, if:

- the project is between enterprises among which at least one is a small and medium-sized enterprise (SME), or is carried out in at least two Member States, or in a Member State and in a Contracting Party of the EEA Agreement, and no single enterprise bears more than 70 % of the eligible costs, or
- the project is between an enterprise and one or more research and knowledge-dissemination organisations, where the latter bear at least 10 % of the eligible costs and have the right to publish their own research results;

The results of the project are considered to be widely disseminated if the results of the project are widely disseminated through conferences, publication, open access repositories, or free or open-source software.

If none of the above conditions are fulfilled, the IFD maximum investment rate for the participant will be 15% lower than the rates in tables 1-3.

### **Investments covered by the de minimis regulation**

De minimis aid refers to small amounts of state aid that are exempted from state aid control. Projects receiving de minimis aid must report staff costs with a flat hourly rate of EUR 100. This can make it simpler to report staff costs. The IFD investment rate for projects receiving de minimis aid cannot exceed 60%.

Investments under International Programmes below EUR 300 000<sup>3</sup> may be granted in accordance with the conditions for de minimis aid set out in the de minimis regulation<sup>4</sup>.

For an enterprise to be eligible for de minimis aid, the total amount of de minimis aid granted to the enterprise, i.e. including from other entities than IFD, shall not exceed EUR 300 000 over any period of three years. If the limit is exceeded, IFD can require repayment of the grant, including already paid amounts.

Before the investment agreement is entered with IFD, the enterprise must declare that they are in compliance with the de minimis aid regulations. It is the responsibility of the applicant that all information given in the compliance form is correct and true.

Primary producers of agricultural products, fishery and aquaculture products must observe special rules. See below.

### **Special rules for primary producers of agricultural products**

Special de minimis rules apply to companies active in the primary production of agricultural products, and such companies cannot receive aid under the general de minimis rules<sup>5</sup>.

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<sup>3</sup> The increase in the ceiling per enterprise from €200,000 (applicable since 2008) to €300,000 over three years, in order to cater for inflation, is valid from January 1 2024.

<sup>4</sup> Commission Regulation [\(EU\) 2023/2831 of 13 December 2023](#) on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.

<sup>5</sup> As far as companies in the primary production of agricultural products are concerned, the rules are set out in the European Commission's Regulation (EU) No. 1408/2013 of 18 December 2013 with subsequent amendments on the application of Articles 107 and 108 of the Treaty on the Functioning of the European

An applicant within this field must declare in writing that it has not received de minimis support exceeding EUR 20,000 in the current and the two previous fiscal years. If the requested grant from IFD causes the company to exceed this amount, the company cannot obtain a grant under de minimis rules.

If the company, in addition to being active in the primary production of agricultural products, also has other activities in other sectors (but not primary production of fishery products and aquaculture products), these activities can be supported according to the general de minimis rules in Regulation No. 2023 /2831, provided that the activities and project finances are kept separate from the applicant's activities within the primary production of agricultural products.

If the company also has activities within the fishing and aquaculture sector, support can be given for these activities according to the special de minimis rules for this sector in regulation no. 717/2014 (see below), provided that the activities and project finances are kept separate from the applicant's activities within primary production of agricultural products.

### **Special rules for enterprises within fisheries and aquaculture**

Enterprises active in primary production of fishery and aquaculture products must observe special rules for de minimis aid<sup>6</sup>. Primary production of fishery and aquaculture products means all operations relating to the fishing, rearing or cultivation of aquatic organisms, as well as on-farm or on-board activities necessary for preparing an animal or plant for the first sale, including cutting, filleting or freezing, and the first sale to resellers or processors.

An applicant within this field must declare in writing that it has not received de minimis support exceeding EUR 30,000 in the current and the two previous fiscal years. If the requested grant from IFD causes the company to exceed this amount, the company cannot obtain a grant under de minimis rules.

If the company, in addition to being active in the primary production of fish products and aquaculture products, also has other activities in other sectors (but not primary production of agricultural products), these activities can be granted support according to the general de minimis rules in Regulation no. 2023/2831, provided that the activities and project finances are kept separate from the applicant's activities within the primary production of fishery products and aquaculture products.

If the company also has activities within the primary production of agricultural products, the special de minimis rules apply to these activities (see above) if the activities and the project

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Union on de minimis aid in the agricultural sector, which can be found here: [https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=OJ:L\\_202302832](https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=OJ:L_202302832). This appears from the regulation's article 2, subsection 2, when other entities constitute the same company as the aid recipient within the meaning of the regulation.

<sup>6</sup> As far as companies in the fishing and aquaculture sector are concerned, the rules are set out in the European Commission's Regulation (EU) No. 717/2014 of 27 June 2014, with subsequent amendments, on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to the de minimis aid in the fisheries and aquaculture sector, which can be found here: <https://eur-lex.europa.eu/eli/reg/2014/717>. This appears from the regulation's article 2, subsection 2, when other entities constitute the same company as the aid recipient within the meaning of the regulation.



finances are kept separate from the applicant's activities within the primary production of fishery products and aquaculture products.

## 2 IFD eligibility criteria for Danish participants

Depending on the program and the context of the call, IFD may set specific requirements for Danish applicants. Additional requirements specific to each call may also apply. All such requirements will be detailed in the sections on national call conditions within the call text.

### 2.1 Requirements if funding is calculated as a percentage of actual costs

SMEs must demonstrate that they have sufficient financial resources to operate their daily business and a surplus cash flow to co-finance the public investment in the project. This is justified by submitting the “Financial and Legal declaration”. The declaration can be found on the IFD website.

### 2.2 Disqualification from participation in applications

An *enterprise in difficulty*,<sup>7</sup> as defined in Article 2, point 18 of the General Block Exemption Regulation (GBER)<sup>8</sup> cannot be accepted for funding, unless the enterprise was not in difficulty on 31 December 2019, but became an enterprise in difficulty during the period from 1 January 2020 to 31 December 2021 (Covid-19 exception regarding GBER).

An applicant cannot receive an investment from IFD if it has previously received aid that has been declared illegal and incompatible with the internal market by a decision rendered by the European Commission and has not repaid such aid at the time of submitting the application to IFD.

#### **Funding conditions for Danish participants in international projects**

It is a prerequisite that a Danish partner has a Danish CVR-number when receiving the grant agreement letter from IFD. This is to ensure that IFD investments support Danish participation in international collaboration, as stipulated in the law on IFD.<sup>9</sup> The applicant is the legal unit, not a private person, and the legal unit is therefore fully responsible for contributing to the project, fulfilling reporting obligations, and meeting the conditions for receiving co-funding from IFD.

#### **Special conditions for Small & Medium Size enterprises (SMEs)**

An SME is defined as an enterprise with less than 250 full time employees and an annual turnover of less than €50 mio.<sup>10</sup> If an enterprise is a part of a corporate enterprise with an ownership of more than 25% shares, the combined size of the corporate enterprise defines whether the enterprise is an SME or a large enterprise.

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<sup>7</sup> Definition of ‘enterprise in difficulty’, cf. [article 2, no. 18 in COMMISSION REGULATION \(EU\) No. 651/2014 of 17 June 2014](#).

<sup>8</sup> Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.

<sup>9</sup> Act no. 1660 of 12 August 2021 on Innovation Fund Denmark.

<sup>10</sup> Definition of SME: According to the EU Commission definition, SMEs have fewer than 250 employees and an annual turnover less than EUR 50 mill. or a balance sheet under EUR 43 mill. In addition, there are certain requirements regarding the enterprise's autonomy. For details, see “[User guide to the SME definition](#)”.

If an SME, after IFD funding has been granted, is acquired by another enterprise and this acquisition results in a change of status as an SME, the subsequent funding rates must immediately be adjusted according to the new status as a large enterprise.

If, on the other hand, the loss of SME status is a result of organic growth, the SME status in the project can be upheld in the two consecutive accounting years after which the funding rate will be adjusted according to the new status as a large enterprise.

### **Budgetary rules for enterprises**

Table 1 states the maximum investment rates for Enterprises. The investment rates are different for large enterprises and small to medium enterprises (SMEs). Note that either 'state aid rules' or 'de minimis rules' (see section 1.4) must be observed for all economic activities.

### **Danish National Cluster Organisations**

The Danish National Cluster Organisations<sup>11</sup> that are non-profit organisations must adhere to the same rules as the rules for state aid to enterprises, cf. Section 2.3, 2.4, including the IFD maximum investment rates. However, and in contrast to other enterprises, the Danish National Cluster Organisations are entitled to receive an overhead rate of 20%.

### **Budgetary rules for public sector institutions**

Public sector institutions with non-economic activities, i.e. activities that do not consist in offering goods or services on a market, are subdivided into four categories. You can find the corresponding IFD maximum investment rates and overhead in table 2. IFD calculates the overhead as a fixed percentage of all direct costs.

It is a prerequisite that applicants carry out non-economic activities, including independent research and development.<sup>12</sup>

The IFD maximum investment rate represents the part of the project costs which can be covered by IFD.

The following are regarded as public sector institutions:

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

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<sup>11</sup> Innovationskraft: [Retningslinjer for videnbaserede klyngeaktiviteter 2021-2024](#)

<sup>12</sup> See point 19 (a) and (b) in the Commission's [Framework for state aid for research and development and innovation \(2014/C 198/01\)](#) for examples of activities that are generally considered to be of a non-economic character.

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

### **Budgetary rules for Danish Approved Technological Service Institutes (GTS-institutes)**

The IFD maximum investment rates for GTS-institutes<sup>13</sup> depends on whether the project activity relates to non-economic or economic activities. In case of non-economic activities, IFD requires that the project results are published or by other means made publicly available to all on equal terms. In case of economic activities, where the activities are performed on market terms by e.g. providing consultancy support, please refer to the budgetary rules for enterprises. You can find the IFD maximum investment rates in the summary table 3.

## **2.3 The financial framework for IFD funding to Danish partners in international projects**

The minimum IFD investment per Danish partner in a multiannual project is EUR 50,000. In projects with a time frame for less than one year, IFD's investment can be lower than EUR 50,000. The call text announced on the IFD website will define a maximum limit for investment. However, the standard maximum investment per Danish partner in international projects is EUR 300,000 and the total maximum investment for all Danish partners, if the project has two or more Danish partners, is EUR 500,000. All amounts include overhead, if applicable.

If the application budget is made in EUR, IFD will convert from EUR to DKK using a fixed conversion rate of 7,5 with the amount rounded down to the nearest 1.000 DKK.

See IFD maximum investment rates for each individual participant in the tables 1-4 below.

The value creation for each individual project participant and for the project consortium must be reflected in the financial commitment from the project participants. IFD requires that all project participants invest in the project. Each participant's co-financing should reflect the project's value creation for both the participant and the project consortium.

The budget may also include financing from other sources. In order to ensure compliance with the EU rules on state aid, the participant co-financing may **not** include funds from public sector subsidisation schemes within the EU or EU Member States, including Denmark, unless this has been explicitly authorised in writing by IFD.

Please note that co-financing consisting of state aid or de minimis aid can only be authorised in accordance with article 8 of the GBER and article 5 of the de minimis regulation. Thus, co-financing will not be authorised if the co-financing means that the maximum aid intensities in article 25 of the GBER or the de minimis regulation is exceeded.

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<sup>13</sup> Jf. The Danish Act on Technology and Innovation (in Danish: (Lov om teknologi og innovation), cf. [Lovbekendtgørelse nr. 366 af 10. April 2014](#). The area is administered by the Danish Agency for Higher Education and Science (in Danish: Uddannelses- og Forskningsstyrelsen).

## 2.4 Industrial research versus experimental development in regard to funding rates

For each work package in the project, in which the Danish participant is active, or alternatively the entire project, the main focus of the activities and costs must be defined as either “Industrial research” focusing on gaining new knowledge etc., or “Experimental development” focusing on utilising existing knowledge.

This is necessary because the investment rates for the two different types of activities vary for enterprises (see table 1). EU’s definitions of industrial research and experimental development, respectively, are provided in article 2, (85) and (86) of the GBER.

**Table 1. IFD maximum investment rates for Danish enterprises\***

Organisation type	Flat rate (de minimis)	Industrial Research	Experimental Development	Overhead
Small and medium-sized enterprises (SMEs)	No	75%	50%	0%
	Yes	60%	35%	
Large enterprises	No	65%	40%	
	Yes	50%	25%	
The Danish National Cluster Organisations, <sup>14</sup> with less than 250 full time employees and a turnover of less than EUR 50 mill.	No	75%	50%	20%
	Yes	60%	35%	0%
The Danish National Cluster Organisations, with more than 250 full time employees or a turnover of more than EUR 50 mill.	No	65%	40%	20%
	Yes	50%	25%	0%

\*Non-profit organisations or foundations can apply using the rates for private enterprises

<sup>14</sup> <https://ufm.dk/aktuelt/pressemeddelelser/2020/filer/praesentation-udpegede-klynger.pdf>

**Table 2. IFD maximum investment rates for public Institutions, which carry out non-economic and economic activities.**

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

**Table 3. IFD maximum investment rates for GTS Institutes.**

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

**Table 4. IFD maximum investment rates for non-public research institutions**

Organisation type	Industrial Research	Experimental Development	Overheads
Non-public institutions which carry out noneconomic activities in the project and fulfil the requirements as a research- and knowledge dissemination institution <sup>3</sup> (special conditions apply, contact IFD before using this)	90%	90%	0%

## 2.5 Eligible costs

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

The costs are calculated in accordance with the rules provided in Section 2.3 and 2.4 for each of the organisation types. The total project costs are divided across the project participants, based on the principle that the entity that covers a given expense must include it in its own budget. For salaries, this means that the institution/enterprise paying the salaries during the project period must include these costs in their own budget (when a project participant is employed by more than one institution/enterprise, these entities will be responsible for determining how the project hours are divided between them. Each entity will, thus, include salaries for that entity's share of the project hours in its own budget). Project management is a direct cost and will follow the investment rate for the project participant who has the cost.

Please note that PhD students can participate in the project as staff and may be included in the budget and financial reporting, but only for the time spent on the project.

For each project participant, the direct costs must be divided into the following categories:

- Salaries
- Travel
- Subcontracting
- Materials
- Communication and knowledge sharing
- Other expenses
- Overhead, if applicable cf. the rules stated in Section 2.3 and 2.4.

Each of these points are described in detail below.

### **Salaries**

Direct salary costs are salaries for all staff working on the project, including project management and project administration for the project in question. Direct salary costs include actual salary costs, calculated on the basis of the annual gross salary, incl. pension, insurance, and holiday pay. To calculate the gross hourly salary an annual total of 1.642 person-hours for a full-time employee is used. The calculated gross hourly salary per employee cannot exceed DKK 1.000. Salary costs, for which other forms of public subsidy, i.e., wage subsidy, are received, may not be included. Similarly, working time for voluntary workers or costs (if any) for voluntary workers may not be included in the budget.

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

Enterprises applying for an investment under the de minimis regulation (below EUR 300 000) can choose to use an hourly flat rate of DKK 750 when budgeting, instead of an hourly pay rate based on the actual salary costs. For more details, see section 1.4.

GTS-institutes performing non-economic activities can multiply the salaries by the cost factor for the institute concerned, as documented and approved by the Danish Agency for Higher Education and Science<sup>15</sup>. This cost factor applies to the full duration of the project period.

#### **Travel**

Must be stated as actual, anticipated costs related to travel, transportation and accommodation.

#### **Subcontracting**

Some projects will depend on large-scale services, such as costs for consultancy support, contract-based research, or other services, purchased from external suppliers. Subcontracting must be included under the participant needing the subcontracting and should not exceed the market price. As a rule, a subcontractor cannot be a partner in the project that receives funding from IFD or from other national funding agencies.

#### **Materials**

This refers to any costs of equipment necessary for carrying out the planned activities, and other direct project-related costs such as purchasing of materials. If the equipment is used for the project for only part of its lifespan, the depreciation costs during the project duration alone may be included in the budget. The depreciation costs must be calculated in accordance with normal accounting practice.

#### **Communication and knowledge sharing**

Must be stated as actual, anticipated costs. These can be e.g. meeting costs and communication.

#### **Other expenses**

Must be stated as actual, anticipated costs. These can be e.g. audit costs. Please note that expenses for obtaining own patents are not an eligible cost.

#### **Overheads**

Overheads can only be included for certain participants. When applicable, overheads are calculated on all direct costs, excluding subcontracting. For further details, refer to Section 2.4.

## **2.6 The Duration of the project**

The duration of the project period will as a general rule range from one to five years. However, specific international calls might be of a shorter or longer duration.

The minimum and/or maximum duration of a project in a call will be specified in the call text.

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<sup>15</sup> [Vejledning for Godkendt Teknologisk Service \(GTS\). Uddannelses- og forskningsstyrelsen d. 11. maj 2021, 21 p.](#)

### 3 Application

#### 3.1 How do you apply?

Depending on which programme (EU Horizon Partnerships, Nordic Council of Ministers programmes, EUREKA programmes, or bilateral programmes) an application is referring to, the procedure from application to funding will vary. This section describes the different paths of application. A description of the eligibility checks and evaluation procedures follows in chapter 4.

IFD participation in international programmes (and all application opportunities in international programmes announced on the website) is always subject to the adoption of the yearly Finance Act.

**Table 5 Different platforms for application, evaluation and reporting**

	Application form	Call secretariat	Evaluation	Funding information	Funding of DK partners	Reporting
<b>EU Horizon Partnerships*</b>	Call specific form, centralised	Call specific	Centralised	Call secretariat	IFD & EU	IFD & Call secretariat
<b>Nordic Councils programmes</b>	Call specific form, centralised	<a href="#">NordForsk</a>	Centralised	Call secretariat	IFD & Nordic	IFD & Call secretariat
<b>EUREKA programmes</b>	EUREKA form, centralised	EUREKA Secretariat/ EUREKA Cluster Secretariats	National, In DK IFD	Call secretariat	IFD	IFD
<b>Bilateral programmes</b>	IFD's form	IFD's for Danish partners	National, In DK IFD	IFD for Danish partners	IFD	IFD

\*Although administrated by the EUREKA secretariat, Eurostars is an EU co-funded programme under EU's Horizon Europe.

#### **Application form for EU, Nordic Council of Ministers and EUREKA projects**

Applications for EU-programmes, Nordic Council of Ministers and EUREKA are submitted to the international call secretariat. On the IFD website there will be links to the international call homepage where the submission and call-specific information is available.

After the international application has been submitted to the international call secretariat, IFD will via e-grant invite each Danish partner's contact person(s) to upload the full international application form including annexes and mandatory declarations (depending on organization type). This will usually happen within one month after the submission.

Applicants do not need to submit anything to IFD by the initial call deadline. Submission to IFD only takes place after receiving an invitation to the e-grant platform.

Non-public enterprises and organisations must fill out the "No enterprise in difficulty" form and the "Financial and legal declaration". Small- or medium sized enterprises must also submit an "SME declaration".



Applicants wishing to apply under the de minimis rules must submit the “De minimis aid compliance” form. Templates for the relevant forms and declarations can be found on the IFD website.<sup>16</sup>

IFD needs the application, annexes and declarations to be uploaded in e-grant in order to proceed with the national eligibility check. The international application including annexes (if any) must be uploaded within the deadline given in e-grant.

If additional national forms or annexes are required, it will be explained in the call text and on IFD’s call website.

### **Bilateral calls using IFD application forms**

In bilateral calls where no international programme secretariat is involved and no international application forms are available, Danish applicants use IFD’s application form.

Please note:

- The full project including the workload and budget of all partners (Danish and foreign) must be described in IFD’s application form.
- All call details including contribution to value added for both countries and all partners, shares of work packages, short CVs of all principal investigators (at least one for each partner), and expected project budget of all participating partners must be included in the IFD application.
- The requested IFD investment will, however, only need to be specified for Danish applicants applying for IFD grants.

The application must be set up, completed and submitted via the electronic application system e-grant within the deadline for the bilateral application stated in the call text.

Guidelines for e-grant applications can be found on the website of the Ministry of Higher Education and Science<sup>17</sup>.

### **What is required for Danish participants in bilateral calls?**

It is an eligibility criterion that all required appendices are filled in and included in the application and compiled into a single PDF document with each CV starting on a fresh page.

Appendices may include:

- Budget: Excel file for all partners (Danish and foreign)
- Gantt diagram: Excel file including the contribution of all partners (Danish and foreign)
- Appendix A: Figures, pictures, tables, etc.
- Appendix B: Participant motivation for all partners (Danish and foreign)
- Appendix C: Key persons (principal investigators) for all partners (Danish and foreign)

Additional appendices and declarations might be required and will be described in the call in that case.

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<sup>16</sup> <https://innovationsfonden.dk/da/p/internationale-samarbejder#accordion7906>

<sup>17</sup> <https://ufm.dk/forskning-og-innovation/tilskud-til-forskning-og-innovation/e-ansogningssystemer>

The applicant is required to give the application a short acronym and an official title (max. 180 characters incl. spaces) briefly describing the activity.

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

**Budget:** You need to prepare the budget following the guidelines. The budget is a separate document and must be typed into a special Excel template available for download from the application form in e-grant. See further details in the guide in the Excel file. The filename of the PDF document cannot exceed 45 characters.

Please also note that the budget must include information on the individual project participants, including – for Danish entities – CVR numbers and P-numbers,<sup>18</sup> where applicable. **Note** that **each** Danish participant in all types of international projects will be asked to fill in an individual budget sheet if the project is granted funding. Based on the individual grant and budget sheet IFD will reimburse costs individually to the Danish project participants. The template for this budget form is provided on IFD's homepage.

**Gantt diagram:** The Gantt diagram must provide an overview of the project with the main activities, milestones and deliverables. If the Gantt diagram is prepared in Excel, please note that the Excel file must be converted to PDF and that the filename of the PDF document cannot exceed 45 characters.

**Appendix A - Figures, pictures, tables:** Here you may but are not obliged to attach relevant tables, figures, graphs, references etc. Appendix A must not exceed eight A4-pages in total. A front page for the appendix must be filled in and used if you choose to attach appendix A. The front page can be downloaded from IFD's website and does not count in the maximum page total. The appendix must be uploaded in PDF-format.

**Appendix B - Participant motivation:** The key competences of each project participant (Danish and foreign) as well as their motivation in relation to the project activities must be described in Appendix B.

**Appendix C - Key persons (principal investigators):** The front page of Appendix C is an overview of the time the Danish and foreign key project participants expect to spend on the project, stating expected time consumption and specific qualifications. A template for the front page is available for download from IFD's website.

The front page must be filled in and followed by CVs for the project's key individuals (Danish and Foreign), i.e. individuals central to the success of the project. This includes research-/development managers for the main activities/sub-projects as well as the project manager. Each CV must not exceed one A4 page.

**Other declarations depending on organization type:** Non-public enterprises and organisations must fill out the "No enterprise in difficulty" and "Financial and legal" declarations. Small- or medium sized enterprises must also submit an "SME" declaration. Applicants wishing to apply

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<sup>18</sup> A P-unit is the place from which business is conducted, and a CVR number can have several P-numbers affiliated.

under the de minimis rules must submit the “De minimis aid compliance” form. Templates can be found for the relevant forms and declarations on IFD’s website.

IFD will only evaluate applications that comply with all formal requirements. Non-compliance with the formal requirements may result in an application being rejected without admissibility. In case of rejection due to non-compliance with the formal requirements, IFD will inform the applicant.

## 4 Eligibility check and Evaluation

The evaluation procedures follow two different tracks depending on platform (see section 1):

- A centralised track with centralised international evaluation and ranking
- A decentralised track with national evaluation and a joint consensus meeting where the participating funding agencies based on their national evaluation and ranking agree on a common ranking and funding.

The starting point for any application – the eligibility check - is, however, common for all types of programmes.

### 4.1 Phase 0: Eligibility check of Danish partners in all types of programmes

Based on the available application form and annexes uploaded to e-grant, the involved funding agencies (in Denmark: IFD) and the international call secretariats (if any) will conduct eligibility checks on Danish partners and applications with Danish participants in all applications regardless of programme type. The national funding agencies will concentrate their efforts on national eligibility checks of their partners as well as special national call requirements. The call secretariat focus on eligibility checks of general call criteria stated in the call text.

In bilateral projects, the two participating countries will conduct all national and general eligibility checks themselves.

When conducting the eligibility check IFD considers whether the application meets the following overall criteria:

- **Conditional ineligibility - financial check (IFD):** If there are financial issues with regard to the cash flow table concerning a Danish participant or if the requested IFD grant exceeds the maximum limits stipulated in the call text, IFD will contact the Danish partners in question individually in a consultation procedure. Depending on the outcome of the consultation procedure, IFD may or may not approve the partner on this criterion.
- **Automatic ineligibility (IFD):** If the application fails to comply with one or more international or national call criteria, or if required call documents are missing such as budget sheets, IFD will automatically reject the application for further national or international evaluation. In this case IFD will send this decision to the applicant.
- **Automatic ineligibility (foreign call partners or secretariat):** The foreign funding agency or the international call secretariat (if any) can also deem an application ineligible if the foreign partners or the project do not live up to their national call criteria or the international common call criteria. In these cases, the application will automatically be rejected irrespectively of IFD’s own eligibility check.

IFD’s eligibility checks of Danish participants will be conducted at the pre-proposal stage and full proposal stage if the call requires a two-stage application. If new Danish partners have entered into the full proposal, IFD will conduct the eligibility checks of the new Danish partners at this stage.

## 4.2 Phase 1a & 1b of the evaluation process for EU’s Horizon Partnerships and Nordic Council of Ministers applications

Applications to international calls with international secretariats and coordinated evaluations follow the procedures described in the call text. Projects which have passed the initial eligibility phase will be evaluated by international peers and international evaluations panels. Generally projects are selected for funding based on the ranking as result of the peer review process. When a ranking list has been produced a number of projects may have received even scores and thus be deemed to have the same quality level. In such cases the availability of national funds or additional EU/Nordic Council of Ministers top-up funds might determine which of the equally qualified projects end up recommended for funding. In certain international calls, such as Eurostars, an absolute ranking list is produced by the evaluation panel. The list ranks all evaluated projects in a falling order according to the scores each application has received. A higher ranked project where the participating national agencies are short of budget can hence be left without funding, while a lower ranked but qualified project where the national funding agencies still have a budget will be funded.

When the funding synchronisation process has been concluded, the call secretariat will inform the applicants about the results. If recommended for funding, the national funding agencies will contact their participants and the national grant procedures can start. Phase 0 and Phase 1a & 1b for EU and Nordic Council of Ministers programmes are illustrated in the figure below.

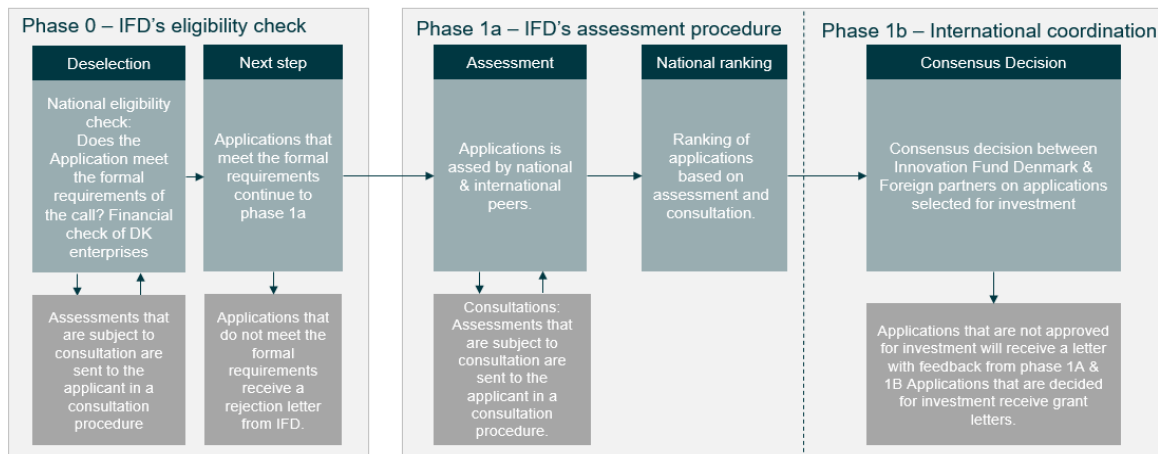
### Evaluation process of calls with centralized evaluation (EU Horizon and Nordic calls)



### 4.3 Phase 1a and 1b of the evaluation procedures for bilateral and EUREKA applications

Bilateral and EUREKA project applications that comply with the formal eligibility requirements will be assessed by IFD based on agreed call criteria as well as IFD’s criteria, see section 4.4 below. Likewise, foreign funding agencies may in addition conduct an assessment based on agreed criteria as well as their criteria. The assessment process is outlined in the figure below.

#### Evaluation process of Bilateral and EUREKA calls:



NB: Foreign funding agencies follows in parallel their own national funding procedures

#### Phase 1a: IFD’s part of the national procedures for assessment

In Phase 1a each application is assessed by one or two national evaluators and two external peers. At least one of the three to four assessors will be an established researcher and at least one will be experienced in innovation and commercialisation. Each assessor will give a 1-6 point score on all of the three criteria: 1) quality of the idea, 2) impact, and 3) quality of execution. Each score must be qualified with a written justification.

Assessments that are subject to consultation (in Danish “partshøring”) are sent to the applicant in a consultation procedure. Based on the assessments of the national evaluators, the external peers and the outcome of the consultation process, IFD will establish a ranking list.

#### Phase 1b: Consensus among national funding agencies engaged in the projects

The respective national funding agencies involved in the application will establish a joint ranking list based on their ranking. The highest ranked projects on the joint ranking list will be recommended for funding, depending on the availability of funds in both IFD and the other funding bodies.

When a consensus has been reached, the national funding agencies will inform the national applicants about the outcome.

## 4.4 Which criteria are used by IFD to assess EUREKA and bilateral applications?

In phase 1a, applications for international projects evaluated by IFD (bilateral projects and EUREKA projects) are assessed based on the following three criteria:

- **Quality of the idea**
- **Impact**
- **Quality of execution**

### **EUREKA**

In addition to agreed joint assessment criteria, evaluated by a call secretariat, IFD conducts an independent evaluation.

The criteria and their content are described below and can to a greater or lesser extent be met, depending on the project. As such, not all their content may seem equally relevant to the individual application.

**Quality of idea** is assessed based on to what extent the application clearly and successfully addresses the following content:

- The aim is ambitious, and the objectives are SMART (Specific, Measurable, Achievable, Realistic and Time-bound).
- The unmet needs and/or societal challenges are relevant and of a desirable magnitude at national or international level.
- The planned research and/or innovation is novel and well positioned in relation to the state of the art.
- The scientific and/or investigative methods are suitable and relevant.

**Impact** is assessed based on to what extent the application clearly and successfully addresses the following content:

- The expected positive societal and/or economic impact for Denmark is plausible and substantiated, and described quantitatively.
- The project is strategically relevant for Denmark and for the project participants and creates value for the participants both in the short and long term.
- The planned solution and/or outcomes are competitive, both in an academic and an industrial context.
- The potential obstacles and opportunities in relation to intellectual property rights are identified, including patenting, ownership and/or dissemination of knowledge to beneficiaries.
- The implementation of results, either during or after the lifetime of the project, are planned, including the realisation and scaling of commercial potential.

**Quality of execution** is assessed based on to what extent the application clearly and successfully addresses the following content:

- The governance and management model is suitable and efficient.
- The qualifications of key persons correspond to the competences needed to fulfil the project objectives.
- The work plan and work packages are operational in terms of content, tasks, quantitative milestones and deliverables, stop/go criteria, and distribution of tasks among project participants.
- The budget is realistic, efficient and proportional to the scope of activities.
- The risk assessment and risk management plan for activities is plausible and substantiated, including legal, ethical and regulatory aspects.

A Danish national annex addressing specific IFD call requirements may be part of the EUREKA call.

### **Bilateral calls**

To pave the way for joint collaborative projects, content of the three criteria is defined in collaboration with the co-funder of the call.

- **Quality of the idea**
- **Impact**
- **Quality of execution**

The assessment criteria are included in the call text, and may include joint and/or specific content for each funder.

## 5 From approval of application to start of the project

### 5.1 What happens after phase 1b for approved projects?

The following section applies to Danish partners engaged in international projects co-funded by IFD.

To receive an investment from IFD, *each* Danish project participant must upload the following documents in e-grant (standard formats for the documents are provided on IFD's website):

- a) Acceptance of the terms and condition for the grant as described in the grant information letter.
- b) An individual budget sheet.
- c) A Gantt diagram.
- d) A signed Consortium Agreement.

The acceptance of the grant, the budget sheet, and the Gantt diagram must be uploaded after the written grant information has been received by the participants via e-grant. Once finalized and signed by all partners, the Consortium Agreement must be submitted to IFD. The participants should not start the project activities before the project funding has been granted, and the initial documents have been submitted.



In special cases, IFD can allow for a start of the project before the Consortium Agreement has been signed and uploaded, for example by extending the submission deadline to the date of the first research and innovation activities in the international project. This requires written approval from IFD. No reimbursements will be paid from IFD to Danish grantees until the Consortium Agreement has been submitted to IFD. Additional requirements may apply as established by the call secretariat. The Consortium Agreement regulates the collaboration between the consortium participants and does not need IFD approval.

In the Consortium Agreement, the project participants agree:

- how to use background and foreground knowledge,
- distribution of the project results,
- who will have/gain access to the project results,
- rules for publication, posters and publications of project data,
- procedure for settlement of disputes,
- the process for project participants leaving or entering the project,
- any other relevant circumstances.

IFD has no standard Consortium Agreement template for international projects. However, some call secretariats have a template for a standard Consortium Agreement. The [DESCA model](#) is the standard for Horizon Europe projects.

## 5.2 Active follow-up on investments

IFD is an active partner in all of its investments, including international projects, and can engage in proactive interaction with the participants in the project for its full duration. Specifically, IFD appoints one or more Investment Officer(s) to safeguard its interests in the project.

IFD and other foreign funding agencies may require that the project undertakes thorough reviews within the project period. In addition, IFD, the foreign funding agencies and the call secretariat reserve the right to terminate the investment and demand repayment of the investment or part of the investment and demand repayment of already paid amounts, if the agreed conditions for the investment are not complied with. This includes if the project has made insufficient progress, or the participants are unable to meet the goals on which IFD, the foreign funding agencies and the call secretariat have based their investment in the project.

Moreover, if the participants have provided incorrect or misleading information or have concealed information of significance during a project or in connection with the investment made by IFD, the foreign funding agencies and the call secretariat, the funding parties may decide to terminate the investment and demand repayment of already paid amounts.

IFD reserves the right to obtain information about results and effects for a period of five years after the termination of the project from the Danish partners in the project.



## 6 During a project

### 6.1 Reporting during the project

IFD reimburses costs on a 6 month basis for all Danish grant holders, but can reimburse costs on a quarterly basis for SMEs, if requested. The reimbursement of the costs requires the following documentation:

1. A financial report for every payment request.
2. Upload to e-grant of any progress-, mid-term and/or final reports that are required under the specific programme secretariat. In cases where there is no international reporting, grant holders will produce and upload mid-term and final reports using a form provided by IFD.
3. An audit statement according to audit instruction.

Each programme may have its own rules for progress-, mid-term and/or final reporting to the international programme secretariat at project or partner level. IFD accepts the standard of progress reporting that the grant recipient is already obligated to submit under the respective funding programmes. Compliance with the Secretariat's requirements is mandatory. If an applicant that has received a grant from IFD fails to comply with such terms and conditions, IFD may revoke the grant, stop the grant and/or withdraw any remaining grant as well as demand repayment of amounts already paid by IFD

It is the responsibility of the participants to ensure that the information about their activities is correctly and sufficiently described. IFD may, at any time, request additional reporting from Danish participants to provide further details. If participants find, upon reviewing the international reporting, that their work in the project is not sufficiently described, they can submit supplementary information using a form available through e-grant. A form will also be available to grant holders where no international reporting obligations are in place through a central secretariat.

IFD is obliged to monitor the progress of all international projects with Danish participants. Self-financed partners may be requested to submit certain reports documents and/or evaluations.

In the majority of the international programmes with co-financing from a third party (such as EU, the Nordic Council or another national fund or international agency) the full investment (IFD + possible third party's funding) is included in IFD's grant letter and investment. The recipient does not need separate accounts for IFD's and possibly the third party's share of the investment (EU, Nordic Council of Ministers). In some NordForsk calls, NordForsk administers the full life cycle of the projects from call to end report. In such calls, no IFD reporting is required. IFD reserves the right to collect additional documentation when needed.

In international programmes where a third party's contribution (i.e. the international call secretariat) is **not** included in IFD's investment but paid directly to the recipient from the third party, a request for repayment might come directly from them.

If the third party co-funding is covered by IFD, it will be clearly stated in the Grant Agreement letter. In some cases the co-funding will be covered directly by the third party organization.

## 6.2 Change of circumstances for the Grant Recipient

Legal or major organisational changes within the Danish participant's organisation that impact the planned execution of the project must be reported to IFD and the international programme secretariat (if relevant). Organisational changes could include closure or radical refocus of the organisation, changes of key personal and contact persons, change of SME status, loss of equity etc.

The grant recipient must state to which extent the changed circumstances may influence the further progress of the project.

Based on this information, IFD, foreign funding agencies and the international programme secretariats will assess whether the new circumstances change the basis for the initial grant approval. IFD can decide that the grant can be terminated provided that such termination may take place in accordance with the regulation etc. (if any) in the international programme. The part of the approved funding that has not yet been paid after the changes have occurred, may be cancelled.

If the grant recipient informs IFD or if IFD is otherwise informed about changed circumstances with the grant recipient, further payments may be suspended until IFD has assessed the new information.

## 6.3 Non-Compliance

Project participants must fulfil the requirements and deadlines for reporting as determined in the terms and conditions of the grant. If an applicant that has received a grant from IFD fails to comply with such terms and conditions, IFD may revoke the grant, stop the grant and/or withdraw any remaining grant as well as demand repayment of amounts already paid by IFD.

Likewise, if a foreign partner in a project fails to live up to their national funding rules their national funding agency may revoke their grant, stop the grant and/or withdraw the grant.

The same is the case for the international secretariat, if EU or Nordic co-funding has been granted.

Depending on the role of the participant, failures of one participant to fulfil national or programme related requirements may lead to the termination of the project, revokement of grants and/or withdrawal of any remaining grant as well as demand of repayment of amounts already paid to all partners.

## 7 Information management

### 7.1 Registration of information

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

With regard to the registration of information in international call application systems made available by international call secretariats reference is made to the description on the international call websites.

## 7.2 Responsibilities of the applicant

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

As a rule, the call secretariats and IFD or foreign funding agencies cannot include additional information from the applicant to process the application after the call deadline besides the consultation procedures of assessments etc.

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

When the project is mentioned in printed or electronic material, the programmes and IFD's logos must be used. A reference to the IFD investment and other co-funding organisations must be highlighted in the text.

IFD and the international programme secretariat reserve the right to collect information on the economic and professional project results by the Danish participants up to three years after project completion.

## 7.3 Changing application data

After the application deadline, it is not possible to change the content of the application aside from correcting or updating any personal data, e.g. contact information.

## 7.4 Procurement of other information

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

## 8 Disclosure of information

IFD will publish a list of the projects that will receive investments. In addition, the title, name, place of employment and email address of the project leader, the names of the participating parties, the title and duration of the project, key figures and the size of the investment may be published on the IFD website ([www.innovationsfonden.dk](http://www.innovationsfonden.dk)), on other national and international research databases and in IFD publications. Note that information regarding all individual awards of investments exceeding EUR 500,000 will be published in the state aid register.<sup>19</sup>

Please bear in mind that information regarding the project, the participants etc. may be disclosed in the event that an application is filed for access to information pursuant to the Danish Access to Public Administration Files Act (in Danish: "Offentlighedsloven"). Access to information may for

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<sup>19</sup> Information may be found at <https://erhvervsstyrelsen.dk/vejledning-registrering-af-statsstotte-i-eus-statsstotteregister>

example be granted in the form of lists of who has applied and for what purpose (applicant names, application titles and amounts applied for).

Information about project progress, changes, termination and completion can be shared with international secretariats and/or foreign funding agencies when it is necessary in the collaboration about project monitoring. This can include progress reports submitted to IFD.

You should therefore take care that your application title does not contain information about activities which are to be kept out of the public domain. With regard to the application, IFD will, in dialogue with the applicants (enterprises etc.), ensure that no commercially sensitive data is disclosed, as well as any other information which, with reference to the law, may not be disclosed.

## 8.1 Open access

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

## 8.2 RRI, the Danish Code of Conduct for Research Integrity and URIS

IFD attaches importance to Responsible Research and Innovation (RRI) which seeks to advance greater coherence between research and innovation processes and results and societal values and needs. We promote RRI in both our overarching strategies and via our projects, and we abide by the European Commission's definition and implementation of RRI. You can read more about RRI and the requirements of IFD [here](#).<sup>20</sup>

Note that one of the requirements is that the projects in which IFD makes an investment must involve all relevant parties and institutions in the research and innovation processes. One aspect hereof is that projects which have or may have a significant impact on society and/or the individual citizen, ethically or technologically, should engage in direct dialogue with the general public in order to facilitate dissemination of information and relevant debate in society. This can, e.g., be done through relevant public meetings. IFD reserves the right to make specific demands for the projects in which IFD make an investment. If a project concerns technologies or processes that may have a significant impact on society, the consequences of the technology or processes must be evident from the application. Therefore, we expect that such projects include all relevant competences and methods, and integrate socially relevant research perspectives, e.g., anthropology or similar.

Similarly, IFD endorses the policies laid down in the Danish Code of Conduct for Research Integrity and expects the projects we invest in to comply with RRI and the Code of Conduct. Read the Code of Conduct [here](#).<sup>21</sup>

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<sup>20</sup> <https://innovationsfonden.dk/en/about-innovation-fund-denmark>

<sup>21</sup> <https://ufm.dk/publikationer/2015/den-danske-kodeks-for-integritet-i-forskning>

We draw the applicant's attention to the fact that Innovation Fund Denmark adheres to the guidelines for international research and innovation (URIS). Read more [here](#). The applicant warrants that the receipt and use of the investment from Innovation Fund Denmark does not contravene applicable national or international sanctions, including sanctions on the freezing of funds or prohibitions on direct and indirect provision. The applicant is aware that, in connection with the conflict between Russia and Ukraine, the EU has significantly restricted the access to make funds and financial resources available to certain natural or legal persons, entities or bodies pursuant to EU Regulation 269/2014 concerning “restrictive measures in respect of actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine”, and the applicant warrants that the receipt and use of the investment from Innovation Fund Denmark does not contravene this regulation. A consolidated list of actors subject to EU sanctions is available online [here](#).

### 8.3 Data Management

IFD would like project-generated data to be managed in accordance with the FAIR principles (Findable, Accessible, Interoperable and Reusable) as described in EU’s “Guidelines on FAIR Data Management in Horizon 2020” (Version 3.0, 26 July 2016).<sup>22</sup>

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

## 9 About the guidelines

### 9.1 Legal basis

The present guidelines set out the general rules and constraints applicable to Danish partners in international projects.

The guidelines are set out pursuant to the Act no. 1660 of 12 August 2021 on Innovation Fund Denmark and Executive Order no. 1150 of 25 October 2017 on awarding grants etc. by Innovation Fund Denmark.

Investments made pursuant to the guidelines are granted in accordance with the EU rules on state aid and de minimis aid, specifically:

- Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.
- Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.

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<sup>22</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-data-mgt\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf)

The guidelines are available in English.

In addition to these guidelines, applicants will require:

1. The relevant call text(s) describing the specific framework for applications and deadlines. In addition, applicants should consult the material referred to in the call texts.
2. Overview of the electronic application form from e-grant and in case an application falls within Horizon 2020 or Horizon Europe Partnerships, Nordic Council of Ministers or EUREKA programmes the application form provided by such partnerships and programmes.

The relevant documents are available to applicants on the IFD website or via links from the IFD website to the international call websites.

In case of queries concerning calls and guidelines, please contact the contact persons listed on IFD's website for the specific calls.

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

## 9.2 Technical disclaimer

For bilateral programmes where IFD uses a national application form and where the applications must be uploaded within the national e-grant system, the Danish Agency for Higher Education and Science is responsible for e-grant and, hence, has a duty to notify system users of errors causing e-grant to be inaccessible to the point where it affects the applicant's access to submit an application by a given deadline. Updates on any system disruptions will be posted [here](#).

In international programmes with international call secretariats the relevant call secretariat has the duty to inform about any system disruption which might disrupt applicants from submitting their application by a given deadline.

The international call secretariat and IFD in coordination with the international partners and/or the call secretariat reserve the right to extend the application deadline for all affected applicants. This will be announced on the international call secretariat's and/or the IFD website.