

## Instructions for applicants - INNO-CCUS pool 4

Call: *Achieving Climate Goals through targeted CCUS Innovation*

This document contains important information about how to write and submit an application for funding from INNO-CCUS. For more details on themes and content of this call for applications and on the evaluation process, please refer to the call text, the process description document and the assessment criteria to be found on the call website [here](#).

Application deadline: May 28, 2025, at 12:00 noon.

### APPLICATION DOCUMENTS

The full application consists of the documents listed below. Appendix A is optional, but the rest are mandatory. You must download and use the provided template for each document [here](#).

1. **Key Application Information.** This document collects core data about the proposed project, the participating partners and contact information. All sections of the template must be completed. Upload as PDF.
2. **Application.** This document is for the full description of the proposed project and is divided into the main sections of 1) Strategic Fit to the INNO-CCUS roadmap and mission, 2) Quality of the idea, 3) Impact and 4) Quality of execution. There is a limit of 30,000 characters including spaces. The 30,000 characters can be distributed freely among the various sections of the project description. The template also includes four mandatory tables outside of the 30,000-character limit which must also be completed. The template contains further instructions and guidelines for the various sections. The guiding text is not included in the 30,000-character limit and should be deleted before counting the characters. Upload as PDF.
3. **Appendix A - Figures, pictures, tables.** You are allowed to add up to 5 pages of figures, pictures or additional tables related to the proposed project. Upload as PDF, if you wish to make use of this option.
4. **Appendix B - Key persons.** Describe the key individuals (up to 10 persons) in the project and their role in the project. Include a CV of maximum one page for each key person. Upload as PDF.
5. **Appendix C - Partner motivation.** Describe each partner organisation's relevance to the project, their key competences and motivation for participating. Upload as PDF.
6. **Appendix D - Gantt chart.** Use this template for a Gantt chart showing the timing of the different work-packages, milestones and deliverables. Upload as Excel file.
7. **Appendix E – Budget.** Please note that the budget template is set up to comply with budgetary rules regarding funding rates for specific partner types etc. Some of the cells in the template turn red if the figures entered into the template are not in accordance with the underlying rules, and the budget is then invalid. Be specifically aware that the maximum funding rates per partner and in total are presented as whole numbers (e.g., 50%). Any exceedance, even as

small as 50.05%, will invalidate this field, regardless of the displayed value appearing as 50%.  
Upload as Excel file.

All text must be written in English and please use at least font size 11.

For information about how we treat your personal data submitted with your application, please see our [Privacy Policy](#).

Documents containing relevant information about the application and evaluation process are:

- Calltext INNO-CCUS pool 4
- Instructions for applicants, INNO-CCUS pool 4 (this document)
- Process for funding INNO-CCUS pool 4 projects
- Assessment criteria for INNO-CCUS pool 4 projects
- Funding Rates, Cost Categories and State Aid Rules, INNO-CCUS 2025
- Innomission Guidelines 2024
- Danish CCUS Roadmap
- State of CCUS (national project overview)

All documents can be downloaded [here](#).

## APPLICATION UPLOAD

The completed application documents and all appendices must be uploaded in “Filkassen” which is a secure file sharing tool administered by the Danish Agency for Governmental IT Services.

### Before uploading your INNO-CCUS application:

- Combine all the documents in your application into one single zip folder. Each document must be named according to its document type (e.g., ‘Appendix A’) combined with the project's acronym.
- Your zip folder should have a name combining call identifier, project acronym and applicant's name (e.g. ‘INNOCCUS\_pool4-ACRONYM-Jens\_Hansen’)

### Uploading your INNO-CCUS application to “Filkassen”

1. Access the upload page by clicking [here](#) or copy the link below to your browser:  
<https://filkassen.statens-it.dk/u/0A04sKiNONzCDTiT/613dac4f-d3d9-47e1-87ca-4255ed05a7a0?l>
2. Click the ‘upload’ button and select your zip file from your computer.
3. When you upload your application, a green box saying “upload complete” should appear. If a message appears with “upload incomplete”, please restart your browser and try again or try in a different browser.
4. You will receive confirmation of your application upload to your entered contact e-mail. Please note that confirmation is not automatically sent by the system but will be sent manually by the INNO-CCUS secretariat. We regularly check for uploaded applications, and during the last two

weeks before the application deadline we do this daily. You may therefore not receive confirmation until a couple of days after having submitted the application.

**Please note:**

- If you upload more than one application with the same acronym and applicant name combination, only the most recent application will be evaluated.
- If you upload your application in the last hour before deadline and experience technical issues with your upload or access via the link, you must immediately describe and document (e.g. screenshot) your issue in an e-mail to: Morten Kinggaard Svendsen (mobile: 6190 5037, email: [morten.kinggaard.svendsen@innofond.dk](mailto:morten.kinggaard.svendsen@innofond.dk) ).
- Applications or material uploaded after the deadline of 12:00 noon on May 28 will not be taken into consideration.

**APPLICATION CHECKLIST**

The application is complete and ready for assessment by INNO-CCUS when the following documents have been completed and prepared for upload:

- ☐ Key Application Information
- ☐ Application
- ☐ Appendix A - Figures, pictures, tables. Max. 5 pages (*optional*)
- ☐ Appendix B - Key persons incl. 1-page CVs
- ☐ Appendix C - Partner motivation
- ☐ Appendix D - Gantt chart
- ☐ Appendix E - Budget

**Your application must be uploaded no later than May 28, 2025, at 12:00 noon**