

# **Guidelines Innomission**

**Guidelines of September 20, 2023 for the Innomission programme.**

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## 1. The Innomission programme

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

### 1.1. The Innomission programme in short

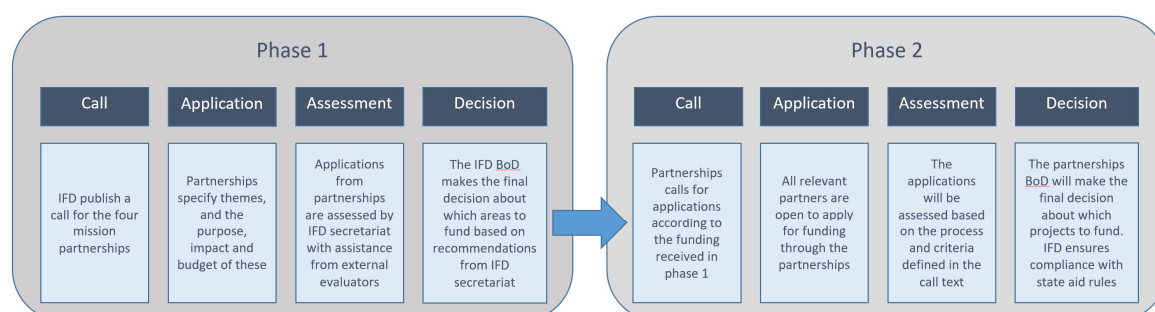
Mission-driven green research and innovation partnerships (Innomission partnerships) is an IFD instrument investing in partnerships, where relevant knowledge institutions, companies, organisations etc. come together for joint research and innovation efforts over several years.

The purpose of the Innomission programme is to accelerate the development of cutting-edge solutions to societal challenges ranging from strategic coherent research to commercialization, with an equal focus on short-, mid- and long term impact. At a societal level the purpose of the four missions is to assist Denmark achieve the goal of 70 % reduction in greenhouse gas emissions in Denmark by 2023 and net-zero emissions by 2050 as well as to increase the competitiveness of Danish companies and industry.

The partnerships are based on roadmaps, which set the directions for how to achieve the mission's goals and visions. The applications should outline activities proposed to implement the roadmaps.

### 1.2. The investment procedure

The partnerships apply for funding from IFD for specific focus areas derived from the roadmaps (cf. section 3-7). If awarded, the partnership makes a call for projects within the funded focus areas (cf. section 8). This procedure can be illustrated with the following figure:



IFD Board of Directors will decide the distribution of investment for specific focus areas between the partnerships. The partnership Board of Directors will make the decision about which projects to fund within the focus areas. IFD will have to make a state aid regulation check of all the projects approved for funding in phase 2, before the partnerships can issue investment agreements.

## 2. Definitions

**Administrator:** the legal entity appointed by the partnership Board of Directors and approved by IFD to receive the investment from IFD. The Administrator is responsible for transferring funds to individual Projects.

**Disbursement Profile:** an overview of the dates and sizes of Investment instalments disbursed by IFD. The Disbursement Profile is determined at the time of budgeting and can be found in the most recently approved budget.

**Final Instalment:** the amount withheld by IFD until the final scientific and financial reports have been approved.

**Investment:** the amount contributed to the partnership by IFD. The investment will be disbursed to the Administrator in instalments in accordance with the applicable Disbursement Profile.

**Investment Agreement:** the agreement entered into between the partnership and IFD relating to the implementation of the themes in which IFD invests. Also used for the agreement entered into between the partnership and the project participant, related to the projects that the partnership invests in.

**Investment Period:** the period stated in the Investment Agreement. All costs in the project accounts must be defrayed and entered in the books within this period.

**Overheads:** an amount that may be included in the budget to cover indirect costs. This amount is calculated as a separate percentage of the direct project-related costs.

**Project:** the project comprised by the Investment Agreement between the partnership and the project consortia.

**Project Leader:** the person appointed by the project Steering Committee and approved by the partnership to manage the Project. The responsibilities and tasks of the Project Leader are described in the Investment Agreement for the Project.

**Project Participant:** a legal entity participating in a Project, either as a Project Partner or a Project Contributor.

## 3. Application

### 3.1. Who can apply and receive funding?

This programme can only be applied for by the established Innomission partnerships, Inno-CCUS, MissionGreenFuels, AgriFoodTure and Trace. The partnerships must appoint an administrator to receive the funding, and the administrator then is in charge of distributing the funding to project participants.

### 3.2. How do you apply?

Your application must be created, completed and submitted via the electronic application system: [www.e-grant.dk](http://www.e-grant.dk) within the deadline for the application stated in the call text.

First, you register as a user of the system with either a username and password or with NemID/MitID before you can create an application.

Once you have been set up as a system user and have logged in, you can create a new application by selecting “Application possibilities” (in Danish: “Søgemuligheder”) in the menu on the front page. Then locate the correct call and press “Apply now” (in Danish: “Start din ansøgning”).

Note that the list of search options is sorted alphabetically, and that the names of all notices from the IFD start with "IF". It is of **outmost importance that you fill out the application in e-grant within the correct call**.

You must write your application (application form and appendices) in English in order to enable assessment of the application by international peers.

You can find a guide to e-grant on the website of the Ministry of Higher Education and Science, [here](#).

### **3.3. What is part of the application?**

An overview of the content of an application for the Innomission programme can be downloaded from IFD’s homepage.

The following appendices must be attached to the electronic form:

- Budget: Excel file (obligatory)
- Appendix A: Figures, pictures, tables, etc. (optional)

You are required to give the application an official title (max. 180 characters incl. spaces) briefly describing the activity. Furthermore, an appropriate, short acronym must be listed. Templates for budget and appendices A can be downloaded from the application form in e-grant.

**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 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.

**Note** that you may be requested to adjust the completed budget if you are invited to draw up and enter an investment Agreement with IFD.

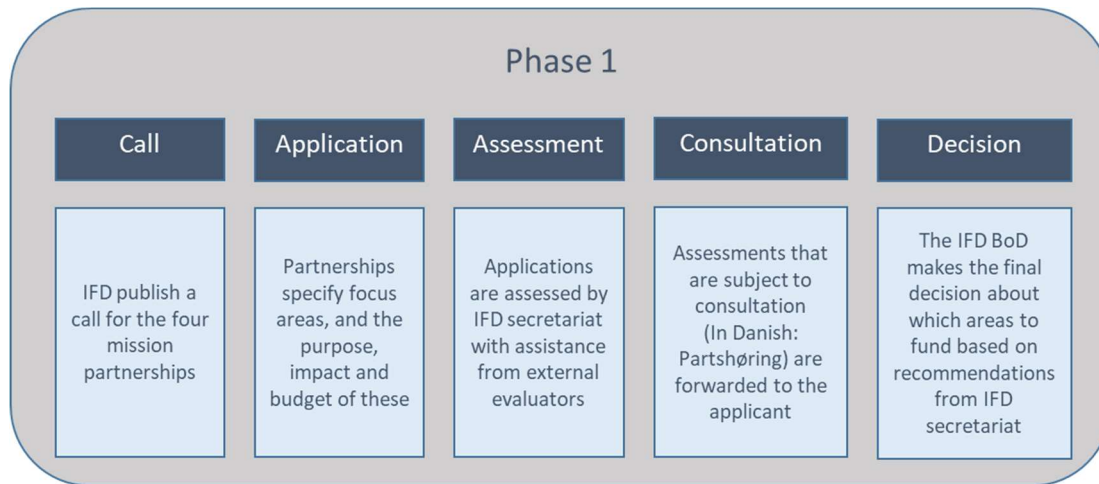
#### **Figures, pictures, tables – application Appendix A**

You may, but are not obliged to, attach relevant tables, figures, graphs, references etc. in Appendix A. Appendix A must not exceed eight A4-pages in total. A front page of the appendix must be filled in and used. The front page can be downloaded from the application form in e-grant and does not count in the maximum page total. The appendix must be uploaded in PDF-format.

## **4. Evaluation**

### **4.1. How is the evaluation procedure?**

All applications that comply with the formal requirements in section 3.1, 3.2 and 3.3 will be assessed based on the assessment criteria mentioned in the specific call text. We outline the assessment process in the figure below.



#### 4.2. Rejection of applications without substantive consideration

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

- The application must be submitted via the e-grant application system by the deadline stated in the call document.
- All texts in the application form and appendices must be written in English.
- The electronic application form must contain all the required information using the appendix template available via the application form in e-grant. Appendices must not be password-protected or otherwise locked, and be aware of the size limitations in terms of number of pages and megabyte.

#### 4.3. How will the response be communicated?

After phase one, you will receive a letter via the e-grant system informing you about the IFD Board of Directors' decision to fund which elements of the application, and an invitation to draw up an Investment Agreement.

## 5. Investment agreement and follow-up

#### 5.1. Investment agreement

To receive an investment from IFD, the partnership and IFD must sign an Investment Agreement for the proposed activities no later than 60 days after the written invitation to the Investment Agreement negotiations. IFD can demand reimbursement of part of the investment if the agreed conditions are not complied with.

During the phase where the Investment Agreement is drawn up based on the application and conditions in the overall assessment, minor changes of a trivial nature to the investment's content can be made with the approval of IFD, provided that this does not change the material content or execution of the investment. Changes in activities or substantial changes in budget distribution on themes will always be considered significant changes that cannot be made during this phase.

#### 5.2. Data Management Plan

The partnerships are obligated to compose a Data Management Plan (DMP) as part of the plan for the activities. A DMP contains an overall plan for managing data generated amongst the project participants

within the portfolio of project and describes relevant conditions as a consequence of GDPR (General Data Protection Regulation).

### **5.3. Partnership follow-up**

Please note, that when entering into the Investment Agreement it is the partnership Board of Directors that is responsible for following up on the progress of the activities, and whether financed projects are still contributing to the goals and milestones of the partnership.

### **5.4. Active follow-up on investments**

IFD actively follow-up on the Innomission partnerships and will to that end engage in proactive interaction with the partnerships for its duration. Specifically, IFD appoints Investment Manager(s) to safeguard its interests in the investment.

IFD requires that the partnership undertakes thorough reviews in the investment period, typically twice a year. IFD reserves the right to obtain information about results and effects for a period of five years after the termination of the partnership. In addition, IFD reserves the right to terminate investments, which are deemed to have made insufficient progress or considered futile, or are unable to meet the goals on which IFD based its investment.

## **6. During the investment period**

### **6.1. How is the investment disbursed?**

Disbursements to the Administrator will automatically take place to the Administrator's NemKonto account. Disbursements is made retrospectively on the basis of submitted accounts. Further, immediate disbursement of up to 20% of the investment can be paid out once the Investment Agreement is finalised upon request from the Administrator.

IFD will withhold 10% of the total project investment. This Final Instalment will be disbursed to the Administrator once the final annual report and the final report have been submitted to and approved by IFD.

The Final Instalment will be withheld from the last instalment(s).

### **6.2. The Administrator's transfer of investments to the Project Administrator**

Within one month after having received an Investment Instalment from IFD, the Partnership Administrator must transfer the funds to the individual Project administrators retrospectively on the basis of submitted accounts.

The Partnership Board of Directors can never order the Administrator to transfer larger amounts than those received by the Administrator from IFD.

### **6.3. Funds held by the Administrator and the Administrator's reporting to IFD**

The funds received by a legal entity in its capacity as Administrator must be administered in such a way that they are separated in the accounts from investments received by that entity in its capacity as a Project Participant. It must at all times be possible to generate a statement of the balances of investments received and disbursed by the Administrator, and IFD may at any time request such a statement.

The annual accounts must show the total funds received by the Administrator during the year and the funds transferred to Project Administrators.

IFD reserves the right to require a separate audit of the Administrator accounts.

#### 6.4. Reporting

Every year, an *Annual Report* must be prepared for IFD, cf. the Investment Agreement. This report must include:

- financial reporting in the form of annual accounts for the projects,
- scientific reporting.

In addition, a **Final Report** must be prepared in connection with the completion of the Project.

The annual report must be submitted within 3 months of the end of the reporting/accounting period. However, the final report must be submitted within 3 months of the expiry of the Investment Period.

Further details regarding the reporting will be included in the Investment Agreement.

##### 6.4.1. Reporting and accounting period for the annual report

The reporting period is the calendar year, but with the exception that separate reporting is not required for periods of up to 6 months. This means that:

- If the Investment Period starts on July 1 or later in year 1, the first annual report may comprise both year 1 and year 2.
- If the Investment Period ends on June 30 or earlier of year x, the last annual report may comprise both year x-1 and year x.

##### 6.4.2. Requirements for the scientific section of the annual report and for the final report

The Partnership Director and the Administrator will be informed of the exact requirements for the content and format of the scientific annual report and the final report in good time before the submission deadline. IFD reserves the right to require that the reports be prepared using special report templates.

#### 6.5. Budget changes

During the Investment period it may in certain cases be necessary to adjust the budget ("To re-budget"). Re-budgetting may e.g. be due to lack of high quality project applications within certain themes, or changes to the underlining assumptions behind the focus on a specific theme.

Changes in the budget can never have retroactive effect on completed financial years. Nor will it be possible to increase the total IFD investment in the Partnership unless an additional grant has been made and the Investment Agreement has been amended to reflect this.

Proposed revised budget for the remaining investment period must be approved by IFD and will not be valid until such approval has been obtained.

#### 6.6. Cost for scientific evaluators

The partnership can use up to 1% of the investment budget for cost related to the use of scientific evaluators. This cost structure must be approved by IFD before being initiated.

#### 6.7. Requirements for governance

The partnership must ensure that all decisions regarding projects, both in terms of awarding of funding and follow-up of projects, follows the below guidelines:

- The legal principle of equality, given in the administrative law (forvaltningsretten), must be followed by the administrator and partnership
- A consultation procedure (partshøring) should be initiated, according to the rules of Public Administration Act (Forvaltningsloven)
- The rules in the Public Administration Act regarding conflict of interest (inhabilitet) must be followed by the administrator and the partnership



- The decision should be based on objectively defined criteria, that have been previously published in the call text

Furthermore, all projects that include research activities must be evaluated by at least one established researcher<sup>1</sup>.

The partnership must also be aware of the rules under the Danish Public Information Act (Offentlighedsloven). As a general rule, this means that any person is entitled to request access to case documents. To secure proper administration around this, it is therefore important that all relevant documents and email correspondence are filed properly. Please note that there may be exceptions that restrict the access. For further guidance please refer to the specific articles in the Danish Public Information Act.

## 7. Information management

### 7.1. Registration of information

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

### 7.2. Applicant's responsibility

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

As a rule, IFD does not obtain additional information to process the application, as well as forward material and other documentation attached to the application in addition to the material listed in the call text will as a rule not be included in the assessment of the application.

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

### 7.3. Rectification of application data

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

### 7.4. Procurement of other information

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

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<sup>1</sup> [LBK nr. 1660 af 12/08/2021, Bekendtgørelse af lov om Danmarks Innovationsfond](#)

## 8. Requirements for projects financed by the Innomission partnerships

The Innomission partnerships shall use the funding received from IFD to fund research and innovation projects that supports the goals and targets outlined in the partnership roadmap. These projects must comply with all the requirements of this section.

The partnership can 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 both in the early strategic research project, where a targeted effort and a collaboration with the most competent international and/or Danish participants from relevant disciplines is crucial, and in the innovative project that lacks the last steps for successful introduction to the market or commissioning.

### 8.1. Who can apply?

Any legal entity (such as an enterprise, a research institution, or a public institution) in or outside Denmark, directly involved in the project activities, is eligible to apply, participate and receive funding from Innovation Fund Denmark (IFD). A Danish project participant must, however, act as the applicant organisation in the application.

The partnership is committed to promoting equal opportunities and diversity in all its aspects. Therefore, interested parties from all backgrounds regarding ethnicity, religion, gender identity, age, or disability status are encouraged to apply for funding from the partnership.

#### ***Disqualification from participation in applications***

An *undertaking in difficulty*<sup>2</sup>, as defined in Article 2, point 18 of the General Block Exemption Regulation (GBER)<sup>3</sup> cannot enter into an investment agreement with the Innomission partnership, unless the undertaking was not in difficulty on 31 December 2019, but became undertakings in difficulty during the period from 1 January 2020 to 31 December 2021 (Covid-19 exception regarding GBER).

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

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/filer/uris-guidelines\\_english-version.pdf](https://ufm.dk/publikationer/2022/filer/uris-guidelines_english-version.pdf).

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”.

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

<sup>3</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.

## 8.2. Which project activities can the Innomission partnerships invest in?

Investments made under the Innomission programme are granted in accordance with the EU rules on state aid and will either be categorized 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 Innomission programme vary depending on whether the investment is viewed as block exempted aid or as de minimis aid.

IFD awards investments within the constraints of IFD's notification to the European Commission and thus pursuant to conditions laid down in Chapter 1 (Articles 1-12) and the specific conditions for aid to research and development projects in Article 25, 2(a), 2(b) and 2(c).

Non-economic activities, i.e. activities that do not consist in 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 approve investments to such activities under the Innomission programme. Investments awarded to non-economic activities will be made pursuant to these guidelines<sup>4</sup>. Note, that it is obligatory that the project activities for the institution mainly are industrial research and/or experimental development.

### Investments covered by the de minimis regulation

Investments under the Innomission Programme below EUR 200 000 may be granted pursuant to the conditions for de minimis aid set out in the de minimis regulation<sup>5</sup>.

Enterprises within the sectors fisheries and aquaculture, primary production of agricultural products or road haulage (paid by third party), cannot use the flat rate of pay per hour, but must use the actual salary costs when budgeting.

Before the investment agreement is signed with the partnership, the enterprise must submit a Solemn Declaration about any other de minimis aid received to which the de minimis regulation or other de minimis regulations<sup>6</sup> apply during the previous two fiscal years and the current fiscal year. The total amount of de minimis aid granted to any enterprise, i.e. including from other entities than the partnership, shall not exceed EUR 200 000 over any period of three fiscal years. However, for an applicant in the fishery and aquaculture sector or in the agricultural sector, the total amount of de minimis aid shall not exceed EUR 30 000 or EURO 15 000, respectively, over any period of three fiscal years<sup>5</sup>.

### IFD may cover a maximum of 75% of the investment in all projects's total costs for all participants.

The partnerships must always include in the call for project applications which state aid rules the specific call is based upon.

## 8.3. What costs may the Innomission partnership co-finance

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

- Salaries
- Equipment

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<sup>4</sup> It is a prerequisite for obtaining IFDs 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 definitionen af en forsknings- og videnformidlingsinstitution](#)', published (in Danish) by the Ministry of Food, Agriculture and Fisheries of Denmark, Danish Agricultural Agency Oct. 2, 2020.

<sup>5</sup> 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.

<sup>6</sup> Commission Regulation ([EU No 717/2014 of 27 June 2014](#)) on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid in the fishery and aquaculture sector and Commission Regulation ([EU No 1408/2013 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 in the agriculture sector.

- Other project-related costs (events, travel, accommodation)
- External services (consultancy costs and other services)
- Any overhead

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<sup>11</sup> 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 200 000) 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.

If a participant does not receive investment from the partnership but is co- or self-financing all of its salary or other expenses within the project then the participant may use an hourly flat rate of DKK 600 for salary expenses in the budget, as specified by the Ministry of Higher Education and Science<sup>7</sup>.

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>8</sup>. This cost factor applies to the full duration of the project period.

- **Equipment (equipment, materials, etc.):** 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.
- **Other direct project-related costs:** Must be stated as actual, anticipated costs. These can be e.g. events, transportation, travel, meeting costs, accommodation/catering, communication, and audit costs. Please note that expenses for obtaining own patents are not eligible costs.
- **External Services:** 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 is not a participant in the project. In exceptional cases, if an entity in the same project is a project participant as well as a subcontractor, the costs for the subcontractor must not exceed the cost price of the supplier for the subcontracting in question.

**Overheads:** Overheads can only be included for certain participants, see below

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<sup>7</sup> Page 11 in '[Innovationskraft: Retningslinjer for videnbaserede klyngeaktiviteter 2021-2024](#)'.

<sup>8</sup> [Vejlledning for Godkendt Teknologisk Service \(GTS\). Uddannelses- og forskningsstyrelsen d. 11. maj 2021, 21 p.](#)

- Danish public research institutions (including universities, university colleges and sector research institutes) can get a 44% overhead.
- Non-Danish public universities (including universities in Greenland and on the Faroe Islands) can get a 20% overhead.
- Public hospitals in Denmark, in Greenland and on the Faroe Islands and state- accredited Danish museums (under the Museum Act) and national museums in Greenland and on the Faroe Islands can get 3.1% overhead.
- The Danish National Cluster Organisations<sup>9</sup> can get 20% overhead.

#### **8.4. How long can the project period be?**

The duration of the project period can be from 6 months and up to the end of the corresponding investment period of the funding from IFD to partnership.

Please note that if you apply for an investment, you cannot start work on the project before the application has received a grant notification. Also, please note that a partnership investment can only cover costs defrayed after the start of the investment period and before its expiry.

#### **8.5. Audit rules**

The sub-accounts of each Project Participant must be audited separately. The partnership shall provide a description of the audit rules, and include this description in the Investment Agreement with all projects financed by the partnership.

#### **8.6. Evaluation of projects**

The projects should be evaluated in terms of the three IFD defined criteria and an overall partnership criteria:

- Quality of the idea
- Impact
- Quality of execution
- Strategic fit to the partnership

The specific evaluation process must be stated in the partnership call for applications.

#### **8.7. State aid assessment by IFD**

All projects will need to go through an assessment by IFD, in order to ensure the compliance with state aid regulations before initiating any work.

#### **8.8. Investment and collaboration agreements**

To receive an investment from the partnership, the project participants and the partnership must sign an Investment Agreement for the project as soon as possible after the written invitation to proceed to an Investment Agreement. The partnership may set a deadline for signing in each specific case. The project should preferably start no later than 60 days after the Investment Agreement has been signed by all parties, unless the Partnership Secretariat has specifically granted an extension.

A collaboration agreement that regulates the collaboration between the consortia participants is mandatory but does not need partnership approval. It is a prerequisite that the participants in the project have entered into a collaboration agreement at the latest when the Investment Agreement is signed. In the collaboration agreement, the participants in the project decide:

- how to use background and foreground knowledge,

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<sup>9</sup> <https://ufm.dk/aktuelt/pressemeddelelser/2020/filer/presentation-udpegede-klynger.pdf>

- distribution of the project results,
- who will gain access to the project results,
- rules for publication and other publications of data,
- the process for project participants leaving or entering the project etc.

#### **8.8.1. Termination of the Investment Agreement before the Project has been completed**

If the Investment Agreement is terminated before the Project has been completed, cf. the provisions of the Investment Agreement, the partnerships will, as a main rule, cover costs within the period of notice only.

This requires that a plan for the completion of the PhD scholarship is presented before the expiry of the period of notice and that this plan can be approved by the Partnership. The plan must cover both scientific and financial aspects (including funding of additional costs beyond payroll costs).

#### **8.9. The Project Administrator's transfer of investments to the Project Participants**

Under the provisions of the Investment Agreement, the Project Administrator may not disburse any funds to a Project Participant who – cf. the rules in the Investment Agreement – has submitted information about financial restructuring or insolvency proceedings etc.

The Project Administrator may not transfer funds to a Project Participant, who has not provided accounting data or other required information, which should have been submitted at the time of transfer.

Furthermore, the Project Administrator may reduce disbursements to a Project Participant in the following cases:

- If the Project Participant in question has not spent all the investment funds received. In that case, unused funds may be offset against the amount to be disbursed to the Project Participant according to the budget.
- If a Project Participant requests a reduction or cancellation of the disbursement.
- If the Partnership Board of Directors decides that a Project Participant should receive less than budgeted for until certain conditions have been met. This provision may be applied e.g. in connection with the termination of a Project Participant's participation in the Project. In that case, the last funds cannot be disbursed until final accounts or other required information has been provided.

#### **8.10. Disbursements to foreign Project Participants**

The Project Administrator's disbursements to foreign Project Participants must be made on the basis of invoices received for costs already incurred. The invoices must include specifications of the costs incurred, so that they can be approved by the Project Leader. Furthermore, they must be specified to ensure that accounts for the activities of the Project Participants can be prepared in accordance with the requirements of IFD. At the same time, the Project Administrator or another party handling contacts with the relevant participant by agreement must undertake to prepare the required accounts for the foreign Project Participant.

#### **8.11. Changes to the project**

All changes to the project must be approved by the partnership Board of Directors, in order to ensure that the project is still relevant for the partnership in reaching the goals and target set by the roadmap.

If the partnership Board of Directors decides that a project is no longer relevant, because of significant changes in the project or lack of fulfilment of the milestones in the investment agreement, then the

partnership Board of Directors can terminate the Investment Agreement with the conditions mentioned in section 8.8.1.

## 9. Disclosure of information

### 9.1. Disclosure

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

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

### 9.2. Open access

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

### 9.3. RRI and the Danish Code of Conduct for Research Integrity

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

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



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

#### **9.4. Data Management**

IFD would like project-generated data to be managed in accordance with the FAIR principles (Findable, Accessible, Interoperable and Reusable) as described in EU's "Guidelines on FAIR Data Management in Horizon 2020" (Version 3.0, 26 July 2016). Thereby it is possible to build on former research results, verify results by other scientists, avoid work duplication, accelerate innovation and create transparency and credibility of the results.

## **10. About the guidelines**

### **10.1. Legal basis**

The present guidelines set out the general rules and constraints applicable to applications for Innomission programme.

The guidelines are set out pursuant to Section 18 subsection 2 (1<sup>st</sup> sentence) of the Act on Innovation Fund Denmark no. 306 of March 29, 2014, as amended in Act no. 384 of April 26, 2017 and Executive Order no. 1150 on awarding of grants etc. by Innovation Fund Denmark of October 25, 2017 and most recently amended in Act No. 1188 of 8 June 2021 on Innovation Fund Denmark.

At present, the guidelines are only 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.

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

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

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

### **10.2. Technical disclaimer**

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

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



IFD 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.