

## Instructions for applicants - INNO-CCUS pool 5. How to apply.

Call: *Accelerating Systemic Impact across the Danish CCUS Value Chain*

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: June 22, 2026, 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](#).

Any text exceeding the stated character or page limits will be administratively deleted before the application is sent for assessment.

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. Save 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 INNO-CCUS, 2) Quality of the idea, 3) Impact, and 4) Quality of execution. All sections must be completed. 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. An optional list of references can be inserted at the very end of the template. 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. Save 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. Save 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. Save as PDF.
5. **Appendix C - Partner motivation.** Describe each partner organisation's relevance to the project, their key competences and motivation for participating. Save 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. Save as Excel.
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 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 shown as whole numbers (e.g., 50%). Any exceedance, even as small as 0.01%, will invalidate this field, regardless of the displayed value appearing as 50%. Save as Excel.

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

For information about how we treat 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 5
- Process for funding INNO-CCUS pool 5 projects
- Assessment criteria INNO-CCUS pool 5
- Instructions for applicants, INNO-CCUS pool 5. How to apply (this document)
- Funding Rates, Cost Categories and State Aid Rules - INNO-CCUS pool 5
- Guidelines Innomission, 2025
- INNO-CCUS Impact Framework
- The Danish CCUS Roadmap
- State of CCUS (national project overview)

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

## HOW TO SUBMIT YOUR APPLICATION

Before submitting your application:

1. Each document must be named according to its document type combined with the project's acronym (e.g. "Appendix A\_ACRONYM").
2. Combine the individual PDF- and excel-files into one zip folder
3. Your zip folder must be given a title combining project acronym and applicant's name (e.g. "ACRONYM\_Jens Hansen")

**The zip-file containing all completed application documents must be sent by e-mail to [application@inno-ccus.dtu.dk](mailto:application@inno-ccus.dtu.dk) before the deadline.**

You will receive an automatic reply confirming receipt of your application. This is not confirmation that the submitted application is accepted as complete and eligible. An administrative eligibility and formalities check will be conducted after the deadline and before the assessment procedure.

### **Please note:**

- If you submit more than one application within the deadline from the same e-mail with identical acronym and applicant name combination, only the most recent application will be evaluated.

- Applications or material received after the deadline of 12:00 noon on June 22 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 submission:

- 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 submitted no later than June 22, 2026, at 12:00 noon**