

Guidelines:

International Programmes co-funded by Innovation Fund Denmark

Guidelines of 25 February 2022 for International programmes co-funded by IFD.

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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 of Innovation Fund Denmark¹ (IFD) stipulates that IFD should support international cooperation on research and innovation by funding Danish partners in international projects where the foreign partners are funded and administrated by foreign funding agencies. The present guidelines focus on IFD's national rules and administration of such projects.

International projects in this context refer to collaborative research and innovation projects on products, concepts or services between partners in Denmark and one or more other countries in which IFD cooperates with foreign national funding agencies and, in most cases, international secretariats on funding and project monitoring. Project monitoring also includes self-funded partners.

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



IFD is engaged in 4 platforms for international collaboration

Centralized evaluation and ranking

Horizon Europe Partnerships (incl. Eurostars): EU

Owner: EU Commission
Focus: Research & innovation

National evaluation and joint consensus on ranking

EUREKA: Europe, global (Eurostars secretariat)

Owner: 47 EUREKA global members states
+ EU Commission
Focus: Applied research

Nordic Council of Ministers: NordForsk & Nordic Energy

Owner: Nordic Council of Ministers
Focus: Nordic research & innovation

Bilateral collaboration: China, India, USA

Owner: DK/China, India, USA
Focus: Applied research

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

¹ 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.

the Nordic Council of Ministers have a centralised evaluation and ranking of projects, while EUREKA and bilateral programmes have a national evaluation and ranking.

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

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

In addition to these guidelines, applicants are required to read:

- The relevant call text(s) describing the general international framework for the programme and applications. In addition, applicants should consult all material referred to in the call texts.
- IFD's homepage (<https://innovationsfonden.dk/en/apply-investment>). Links to the call text and the specific Danish requirements for Danish applicants and partners in the call will be announced here.

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 co-funded and regulated by IFD according to IFD rules **and** foreign partners are financed and regulated by foreign national funding organisations.

IFD participates in *EU Horizon Partnership, programmes under the Nordic Council of Ministers,² EUREKA programmes and bilateral programmes with strategic countries.*

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 the innovative project that need 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's 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. Foreign entities not funded by their national authorities can be subcontractors to Danish partners after approval by IFD, but not become partners if subcontracted by Danish partners funded by IFD grants.

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. Applicant organisations will be asked to specify the name and contact details of the person responsible for

² The Nordic Council of Ministers funds Nordic organisations such as NordForsk, Nordic Energy and Nordic Innovation, that may all coordinate Nordic programmes and calls.

the project in their organisation. The contact person can later be changed via IFD's national e-grant (www.e-grant.dk) portal and by reaching out to the relevant international programme secretariat.

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 block exempted aid or de minimis aid.

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 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 4.³

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, or disability status are encouraged to apply for funding from IFD.

1.4 Definitions of programmes

1.4.1: 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.

1.4.2: 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.

2 IFD eligibility criteria for Danish participants

Depending on the programme and the context of the call special Danish requirements apply for the Danish applicants. Such requirements could be mandatory participation of Danish non-academic partners such as Danish SME's or other types of Danish public and private organisations.

Other call specific requirements may be included in the call text such as number of applications per call per Danish SME.

All specific requirements for a national call will be included in the call text's sections on national call conditions and on IFD's homepage where the calls are announced (<https://innovationsfonden.dk/en/apply-investment>).

³ 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 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.

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

A private enterprise must have sufficient financial resources to operate their daily business and a surplus cash flow to co-finance the public investment in the project. The available surplus cash flow must be demonstrated by using the formula below:

EBIDA - Earnings Before Interest, Taxes, Depreciation and Amortization
+ Investment in other R&D projects
+ The current value of technical facilities
+ Equity & quasi-equity financing*
+ Innofounder & Innoexplorar grants
- Costs of interest
<hr/>
= Cash flow
Cash flow must be greater than or equal to own annual co-funding of grant

*Subordinated loan capital (In Danish: Ansvarlig lånekapital)

All entries are based on the annual financial report from the previous accounting year. If the financial situation has changed since the financial reporting, it must be demonstrated to IFD in the eligibility check of the project.

The calculated cash flow must at least be equal to or greater than the required private co-funding rate of IFD's annual investment. For example: If the annual project budget is DKK 1 million and IFD funds 75% of the project budget, the annual cash flow must be at least DKK 250,000.

The cash flow formula must be validated by an external auditor if the application is awarded a grant.

The definition of the individual budget lines in the cash flow formula are given in Annex 1.

2.2 Requirements if funding is in accordance with EU's de minimis regulation

Investments below EUR 200,000 may be granted pursuant to the conditions for de minimis aid set out in the de minimis regulation.⁴

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

The total amount of de minimis aid granted to an applicant, i.e. including funding from other governmental entities than the IFD, shall not exceed EUR 200,000 within three consecutive fiscal years.

⁴ 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.

The enterprise requesting de minimis funding must fulfil at least one of two financial requirements:

- Have attracted an external equity or quasi equity investment of at least DKK 100,000 within the last three accounting years.
- Have a net profit before tax on at least DKK 250,000 in the accounting year preceding the application.

The external investment and earnings must be validated by an external auditor if the application is awarded a grant.

2.3 Disqualification from participation in applications

An *undertaking in difficulty*,⁵ as defined in Article 2, point 18 of the General Block Exemption Regulation (GBER)⁶ cannot be accepted for funding, 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 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 and that it is registered as Joint-stock company (A/S), Ltd (ApS) or personally owned enterprise, or as a public organisation, research institute (GTS), a public hospital, or a university. It is the legal unit and not a private person which is the applicant and as such has full responsibility for contributing to the project, the reporting and 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.⁷ 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.

If an SME, after IFD funding has been granted, is acquired by another company 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.

⁵ Definition of 'undertaking in difficulty', cf. [article 2, no. 18 in COMMISSION REGULATION \(EU\) No. 651/2014 of 17 June 2014](#).

⁶ 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.

⁷ **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 "EU Commission SME definition".

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.

2.4 Investments covered by EU's General Block Exemption Regulation (GBER)⁸

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

The IFD maximum investment rates for enterprises are summarised in tables on funding rates below. To receive the maximum rates, 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).

The project is considered to involve an "effective collaboration" if:

- the project is between undertakings 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 undertaking bears more than 70 % of the eligible costs, or
- the project is between an undertaking 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 openly disseminated if the results of the project are openly 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 the tables on funding rates below.

Budgetary rules for enterprises

Table 1 states the maximum investment rates for companies. 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 above) must be observed for all economic activities.

⁸ 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.

Danish Non-profit Organisations

Non-profit organisations (such as the Danish National Cluster Organisations⁹) must observe the same rules as the rules for state aid to enterprises, including the IFD maximum investment rates. However, and in contrast to enterprises, these non-profit 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.¹⁰

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.

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-institutes¹¹ 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.

2.5 The financial framework for IFD funding to Danish partners in international projects

The minimum 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 budget per

⁹ Innovationskraft: [Retningslinjer for videnbaserede klyngeaktiviteter 2021-2024](#)

¹⁰ 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.

¹¹ 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).

Danish partner in international projects is EUR 300,000 and the total maximum for all Danish partners, if the project has two or more Danish partners, is EUR 500,000.

IFD may cover a maximum of 75% of the project's total costs for all Danish *and* foreign participants in a project. 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. The co-financing may be added as cash or "in kind". The "in kind" co-financing could, for example, be the value of labour, tools, material, or access to test facilities. It is a requirement that the calculated value of an "in kind" contribution does not exceed the market price.

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.

2.6 Industrial research versus experimental development in regard to funding rates

For each work package in the project, 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, ¹² with less than 250 FTEs 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 FTEs or a turnover of more than EUR 50 mill.	No	65%	40%	20%
	Yes	50%	25%	0%

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%
			20%
3,1%			
0%			
Public hospitals in Denmark and state- accredited Danish museums (under the Museum Act) and national museums			
All other public entities, e.g. municipalities, regions and government agencies			
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

¹² <https://ufm.dk/aktuelt/pressemeddelelser/2020/filer/presentation-udpegede-klynger.pdf>

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

Organisation type		Industrial Research	Experimental Development	Overheads
Non-public institutions which carry out non-economic activities in the project and fulfil the requirements as a research- and knowledge-dissemination institution ³ (special conditions apply, contact IFD before using this)	Danish	90%	90%	0%
	Non-Danish	Rates for Enterprises	Rates for Enterprises	Rates for Enterprises

2.7 Eligible costs that can be co-financed by IFD

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 costs are calculated in accordance with the rules 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 an individual participating in the project is employed by more than one institution/enterprise, these entities will be responsible for determining how the project hours are divided between them. Each Danish partner will, thus, include salaries for its given 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,
- equipment (equipment, materials, etc.),
- other project-related costs (events, transportation, travel, accommodation/catering, communication),
- external services (consultancy costs, subcontracting or services), and
- 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 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 obliged to ensure time registration for 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 EUR 200,000 (equivalent of approximately DKK 1.5 mill.) 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 is co-financing all of its salary expenses within the project (100% in kind) the participant may use an hourly flat rate of DKK 600 in the budget, as specified by the Ministry of Higher Education and Science.¹³

GTS-institutes performing non-economic activities may multiply the salaries by the cost factor for the institute concerned, as documented and approved by the Danish Agency for Higher Education and Science.¹⁴ 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. This could include, for example, consultancy support, contract-based research, audit costs, and travel and meeting costs.
- **External Services:** Some projects will depend on large-scale 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 both a project participant and a subcontractor, the costs for the subcontracted elements must not exceed the cost price for the subcontractor. Note that costs for external services do not receive overhead.
- **Overheads:** Overheads can only be included for certain participants. For details, see Section 1.4.

2.8 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.

¹³ Page 11 in '[Innovationskraft: Retningslinjer for videnbaserede klyngeaktiviteter 2021-2024](#)'.

¹⁴ Vejledning for Godkendt Teknologisk Service (GTS).

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.

The main difference between the programmes is that in EU Horizon Partnerships and programmes under the Nordic Council of Ministers the evaluation and ranking is conducted by international secretariats, while in EUREKA and bilateral programmes such evaluation and ranking is conducted by the national funding agencies in the countries that have announced the calls. The national funding agencies each conduct their own evaluation and then decide the ranking and funding in consensus.

Table 4 Different platforms for application, evaluation and reporting



	Application form	Call secretariat	Evaluation	Funding information	Funding of DK partners	Reporting
EU Horizon Partnerships*	Call specific form, centralised	Call specific	Centralised	Call secretariat	IFD & EU	IFD & Call secretariat
Nordic Councils programmes	Call specific form, centralised	NordForsk	Centralised	Call secretariat	IFD & Nordic	IFD & Call secretariat
EUREKA programmes	EUREKA form, centralised	EUREKA Secretariat/ EUREKA Cluster Secretariats	National, In DK IFD	Call secretariat	IFD	IFD
Bilateral programmes	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

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

Applications for EU-programmes, Nordic Council of Ministers and EUREKA are made by using centralised application forms common for all participating countries. The application forms are provided by the international call secretariat. On the IFD homepage there will be links to the international call homepage where the application form and the program-specific guidelines can be found. Please note that some countries in addition to completing and submitting the common application form, require that a national

application form in their own language is completed and submitted. In general, IFD only uses the common application form but might require additional annexes if the common application form is not complete with regard to IFD's national criteria. If such annexes are required, it will be mentioned in the call text and on IFD's call homepage.

After the international application has been submitted to the international call secretariat, IFD will via e-grant invite **each** Danish partner applicant to upload the full international application form including annexes with an individual auto-generated e-grant file number. The e-grant file number is provided in the e-grant invitation that will be send to all contact persons representing a Danish partner in the application.

IFD needs the application 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 no later than two weeks after the Danish participant has received the e-grant invitation.

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

3.1.2 Bilateral calls using IFD application forms

In bilateral calls with specific countries such as China, India and USA where no international programme secretariat is involved and no international application forms are available, Danish applicants must 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 the 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 <https://ufm.dk/forskning-og-innovation/tilskud-til-forskning-og-innovation/e-ansogningssystemer>.

What is required for Danish participants in bilateral calls?

It is an eligibility criterion that all appendices specified below are filled in and included in the application and compiled into a single PDF document with each CV starting on a fresh page. Please make sure to attach this PDF to your application in the e-grant system. Note that the file name cannot exceed 45 characters.

An overview of the content of an application for the international programmes can be downloaded from IFD's homepage.

The following appendices must be attached to the electronic form:

- Budget: Excel file for all partners (Danish and foreign) (mandatory)
- Gantt diagram: Excel file including the contribution of all partners (Danish and foreign) (mandatory)
- Appendix A: Figures, pictures, tables, etc. (optional)

- Appendix B: Participant motivation for all partners (Danish and foreign) (mandatory)
- Appendix C: Key persons (principal investigators) for all partners (Danish and foreign) (mandatory)
- Cash flow documentation if requested in the call text

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 @ \$ [% ' ' "] .

A. 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,¹⁵ where applicable. If an application leads to an investment, it is a requirement that each Danish project participant has a unique combination of CVR and P-numbers. That is, if more project participants share the same CVR number it is mandatory that they have individual and separate P-numbers.

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.

B. Gantt diagram: The Gantt diagram must be prepared in the special Excel template available for download from the application form in e-grant. See further details in the guide in the Excel file. Before submitting, please convert the Excel file to a PDF document. The filename of the PDF document cannot exceed 45 characters.

C. 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.

D. 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.

E. 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.

¹⁵A P-unit is the place from which business is conducted, and a CVR number can have several P-numbers affiliated.

Cash flow documentation if requested in the call text: Enterprises must fill in the Cash flow test documenting that the enterprise has a cash flow greater than or equal to its own annual co-funding of the annual grant provided by IFD.

Please note that it is important to follow these formal requirements. 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.

4 Eligibility check and Evaluation

As mentioned above IFD participates in four generically different programmes. EU Horizon Partnerships Programmes, Nordic Council of Ministers programmes, EUREKA programmes and bilateral programmes.

The evaluation procedures follow two different tracks:

- A centralised track with centralised international evaluation and ranking (EU's Horizon Partnership and Nordic Council of Ministers programmes), and
- 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 (EUREKA and bilateral).

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 on national eligibility checks of their partners as well as special national call requirements stated in the common call text and on their national homepages. The call secretariat can focus on eligibility checks of general call criteria, such as balance between countries or in case of Eurostars on having a 50% SME workload.

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 follow one or more international or national call criteria, such as failing the required partner mix (academia and a private or public partner),

unbalanced Danish and foreign partnership (more than 70% of project cost in one country or another rate if specified in the call text) or if required call documents are missing such as budget sheets, IFD will automatically reject the application for further national or international evaluation.

- **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 on the pre-proposal and full proposal 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.

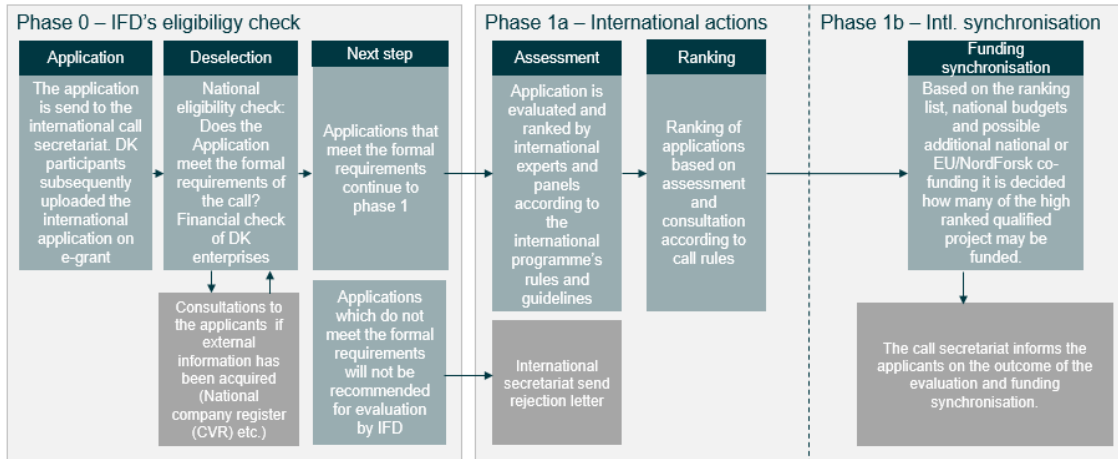
4.2 Phase 1a & 1b of the evaluation process for EU's Horizon Partnerships and Nordic Council of Ministers applications

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 the international evaluations panels. National funding agencies do not participate in this part of the evaluation 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 (high) quality. In such cases the ability of national funds or additional EU/Nordic Council of Ministers top-up funds might determine which of the equally qualified projects end up being funded.¹⁶

When the funding synchronisation process has been concluded, the call secretariat will inform the applicants about the results. If approved 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.

¹⁶ In 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. This "cascading" approach secures a maximum number of projects are funded in each call and is a strong incentive for national funding agencies to have a sufficient budget for the calls.

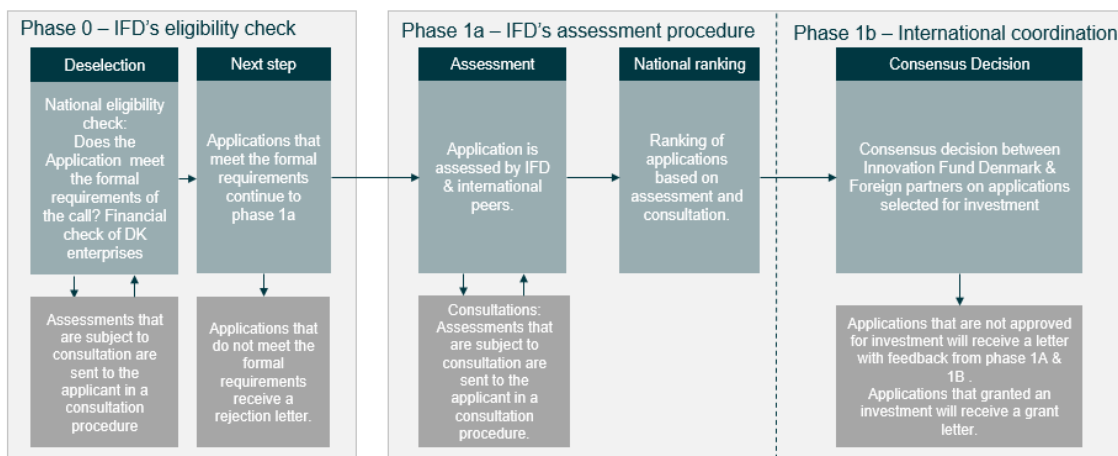
4.2 Evaluation process of calls with centralized evaluation (EU Horizon Partnerships and Nordforsk calls):



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 common agreed call criteria as well as IFD's decision criteria. Likewise, foreign funding agencies will conduct their full project assessment base on agreed common criteria as well as national call criteria. The assessment process is outlined in the figure below.

4.3 Evaluation process of Bilateral and EUREKA calls:



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

4.3.1 Phase 1a: IFD's part of the national procedures for assessment

In Phase 1a each application is assessed by two internal IFD investment officers and two international peers. At least one of the four assessors will be an established researcher and at least one of the four will be experienced in innovation and commercialisation. Each assessment will give a 1-6 point score on all of the three decision criteria: 1) quality of the idea, 2) impact, and 3) quality of execution. Each score must be qualified in a short text.

Assessments that are subject to consultation (in Danish “partshøring”) are sent to the applicant in a consultation procedure.

Based on the two internal investment officers, the two international peers and the outcome of the consultation process, IFD will establish a national ranking list.

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

The respective national funding agencies involved in the application will jointly establish a common ranking list based on their national evaluations and ranking and potential additional common bilateral decision criteria as described in the call text. The best ranked projects in the common ranking list will be selected for funding within the national budgets.

When a consensus has been reached, the national funding agencies will inform the national applicants about the outcome in case of bilateral calls.

In case of EUREKA calls where the application is sent to the EUREKA secretariat or the EUREKA Cluster secretariats, the call secretariat will inform the applicant on the outcome. Danish applicants will, depending on which EUREKA platform is used, be informed by the call secretariat or by IFD about the evaluation of the application in regards to each of the evaluation criteria.

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

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

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

It is important that you align your application with the scope of the specific international call as explained in the call text. Specific sub-criteria might be specified in the call text.

Additional common bilateral decision criteria may be stated for phase 1b of the evaluation.

When an application is assessed based on the three decision criteria, special attention is paid to whether the application properly addresses the following aspects:

4.4.1 Quality of the idea is assessed based on

- a) That the goals and objectives of the project are clear and that they are specific, measurable, achievable, realistic and time-bound.
- b) That the idea is clearly innovative and goes beyond state-of-the-art in academic and industrial fields at an international level.
- c) That the competitive situation of the idea is made evident – both with regard to the academic and industrial elements. The disruptive potential of the idea must be clearly stated.

4.4.2 Impact is assessed based on

- a) That it is clear which unmet need/societal problem the project addresses in a national and international perspective.
- b) That it is plausible to expect the project to generate societal and/or economic impact for Denmark through economic growth and/or by solving societal challenges.
- c) That the project's progress towards implementation - after the IFD investment period has ended - has been adequately explained.
- d) That the associated implementation, business or sales model are adequately described including a plan for scalability.
- e) That intellectual property rights are described, if relevant.
- f) That the project's Technology Readiness Levels (TRLs)¹⁷ have been adequately explained, including a description of how and why the project progresses on the TRL-scale.
- g) That the project's Society Readiness Levels (SRLs)¹⁸ have been adequately explained, including a description of how/why the project progresses on the SRL-scale.
- h) That it is clear which strategic relevance the project has in relation to the project participants' strategy and/or Danish roadmaps in the field.
- i) That the possibilities for international market penetration as well as scaling are clearly described.

4.4.3 Quality of execution is assessed based on

- a) That a clear and detailed operational plan has been prepared including methods applied within the project and listing the project's work packages and their content, deliveries, milestones and participant contribution.
- b) That the relevant critical paths as well as work package dependencies are adequately described.
- c) That the project is realistically budgeted and realistic in relation to the activities' set-up.
- d) That the inclusion of project participants covers relevant competencies and experience to carry out the project work tasks and that organisation, governance and leadership will be taken care of.
- e) That relevant and specific risks have been identified and that it has been explained how these are mitigated.
- f) That relevant legal, ethical and regulatory aspects have been adequately described in relation to the project's implementation.

¹⁷ https://innovationsfonden.dk/sites/default/files/2019-03/technology_readiness_levels_-_trl.pdf

¹⁸ https://innovationsfonden.dk/sites/default/files/2019-03/societal_readiness_levels_-_srl.pdf

- g) That it is clear which other options for funding opportunities the project will attract/has attracted before, during and after the project ends.

In bilateral calls where IFD's national application form is used, the application form is designed so that you are required to specifically address each of the above-mentioned decision criteria in separate fields in the application. You will find a supplementary guide in the application form to assist you in completing the application.

In EUREKA calls a national Danish annex addressing specific IFD call requirements may be requested if the EUREKA application form does not provide sufficient information on these particular IFD specific issues.

IFD aims to keep the processing period from the application deadline to the final decision as short as possible. However, depending on the international circumstances please expect that the processing period will be approximately 6-9 months from the application deadline to the final results are announced.

5 From approval of application to start of the project

5.1 What happens after phase 1b for approved projects?

IFD has introduced a standardised administration for all its international projects regardless of programme. The following section, hence apply to all 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 on e-grant (standard formats for the documents are provided on IFD's homepage):

- 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 Consortia Agreement.

The acceptance of the grant, the budget sheet and the Gantt diagram must be uploaded no later than 60 days after the written grant information has been received via e-grant by the participants. The Consortia Agreement should be uploaded as soon as possible and preferably no later than 90 days after the project has been approved for funding.

Please note: in international projects the participants should not start project activities before the project funding has been granted, the initial documents have been submitted, and the Consortia Agreement has been signed by all partners and sent to the call secretariats. In special cases IFD can allow for a start of the project before the Consortia Agreement has been signed and uploaded.

The Consortia Agreement regulates the collaboration between the consortia participants and does not need IFD approval. However, IFD attaches great importance to collaboration in the project and encourages the participants in the project to enter into a Consortia Agreement before the project starts.

In the Consortia Agreement, the participants in the project decide:

- 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,
- the process for project participants leaving or entering the project etc.

Negotiating the Consortia Agreement is often time-consuming. We recommend that you and the rest of the participants start negotiations as soon as possible after having received IFD's grant agreement letter

IFD has no standard Consortia Agreement for international projects. However, most universities and research institutes have a standard Consortia Agreement for national and international cooperation for research and innovation. IFD has produced an "inspirational draft" for preparation of a Consortia Agreement which can be downloaded from the IFD website.

IFD is obliged to monitor the progress of all international projects with Danish participants. Even projects where Danish partners are self-financed. Self-financed partners are, hence, requested to fill in all initial documents as well as the half-yearly progress reports and the final reports. Self-financed partners are exempted to fill in financial reports or auditing reports.

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 Manager(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 three 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 months' 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. 6-months' progress report including an updated standardised Gantt diagram.

3. An annual external auditor's statement by a certified auditor.^{19 20}
4. A final report on partner level and an international final report on project level.

In parallel with the national reporting, each programme may have its own rules for progress or mid-term reporting to the international programme secretariat at **project** level.

NB: In some programmes (Eurostars and all EUREKA programmes) the EUREKA secretariat requests to have individual market impact reports from all project participants 1 and 3 years after the project has been completed.

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 possible the third party's share of the investment (EU's, Nordic Council of Ministers etc.²¹).

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 to them. (Currently this is only the case for the Key Digital Technology programme under Horizon Europe.)

It will be clearly stated in the Grant Agreement letter whether the third party co-funding will be covered by IFD or directly by the third party organisation.

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.

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 must 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.

¹⁹ Universities can submit reports signed by the financially responsible person in the department.

²⁰ If a project is terminated or concluded before a 12 months cycle has been concluded, an audit report for the period up until termination or conclusion must be made before the final payment can be released.

²¹ In some NordForsk calls, NordForsk administrates the full life circle of the projects from call to end report. In such calls no IFD reporting is required.

6.3 Non-Compliance

Project participants must fulfil the requirements and timelines 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 call 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 Denmark 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 Applicant's responsibility

It is your 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 secretariats reserve the right to collect information on the economic and professional project results by the Danish participants up to three years after the project completion.

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

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), 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.²²

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

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 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. 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](#).²³

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

²² Information may be found at <https://erhvervsstyrelsen.dk/vejledning-registrering-af-statsstotte-i-eus-statsstotteregister>

²³ <https://innovationsfonden.dk/en/about-innovation-fund-denmark>

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](#).²⁴

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).²⁵

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.

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.

²⁴ <https://ufm.dk/en/publications/2014/the-danish-code-of-conduct-for-research-integrity>

²⁵ https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

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 and 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.e-grant@ufm.dk or tel. + 45 33 92 91 90 (open 9.00-12:00 CET on weekdays).

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 secretariats and IFD's homepage.

Annex 1 Definition of Cash flow concepts

EBIDA – Earnings Before Interest, Taxes, Depreciation and Amortisation

EBIDA is calculated as Gross profit - salary and other costs = Operating profit.

Definition of equity

Equity investment or convertible loan without security in the company from a private person or another legal entity.

Other public investments or grants can qualify as eligible investments if these investments or grants are not earmarked for a particular project requiring private co-financing from the enterprise. Lump sum payments as provided in IFD's Innofounder and Innoexplorer or in EU's Accelerator programme the conceptual development of the company can qualify as Other public investments and grants.

Quasi Equity Funding/Subordinated Loan Capital (in Danish: Ansvarlig indskudskapital)

Quasi Equity funding is:

1. Deposits in cash or convertible loans without security in the enterprise from the investor.
2. Grants from other public or private programmes where the grants are provided as investments in specific development projects in the company such as IFD grants from Innofounder or Innoexplorer.

Documentation for Quasi Equity funding must be available for the auditor when the audit report is made as an integrated part of the initial mandatory documents which have to be sent prior to project start and funding.

Quasi Equity Funding is NOT:

- A. Bank loans, venture cap institutions or loans from the owner if these loans have a priority or if they carry interest or there is a fixed repayment agreement.
- B. In kind-hours used by the founder or other forms of non-monetary investments are not in this context defined as quasi equity funding.

The following enterprises cannot receive grants from IFD:

- Enterprises under liquidation or forced dissolution, bankruptcy, voluntary liquidation or suspension of payment.