

Guidelines Innomission

Guidelines of 5 December 2024 for the Innomission programme.

Contents

1. Definitions	3
2. The Innomission programme	4
2.1. The Innomission programme in short	4
2.2. The investment procedure	4
3. Application	4
3.1. Who can apply and receive funding?	4
3.2. How to apply?	5
3.3. What is part of the application?	5
4. Evaluation	6
4.1. How is the evaluation procedure?	6
4.2. Rejection of applications without substantive consideration	6
4.3. How will the response be communicated?	7
5. Investment Agreement and follow-up	7
5.1. Investment Agreement	7
5.2. Data Management Plan	7
5.3. Partnership follow-up	7
5.4. Active follow-up on Investments	7
6. During the Investment Period	7
6.1. How is the Investment disbursed?	7
6.2. The transfer of investments to the Project Partners	8
6.3. Funds held by the Administrator and the Administrator's reporting to IFD	8
6.4. Reporting	8
6.4.1. Reporting and accounting period for the annual report	8
6.4.2. Requirements for the annual reports and for the final report	8
6.5. Budget changes	8
6.6. Cost for external evaluators	9
6.7. Public law requirements	9
7. Information management	9
7.1. Registration of information	9
7.2. Applicant's responsibility	9
7.3. Rectification of application data	10
7.4. Procurement of other information	10
8. Requirements for Projects financed by the Innomission Partnerships	10
8.1. Who can apply?	10
8.2. Which Project activities can the Innomission Partnerships distribute funding to?	11
8.3. What costs may the Innomission Partnership co-finance?	12
8.4. How long can the Project period be?	13
8.5. Audit rules	13
8.6. Evaluation of Projects	13
8.7. State aid assessment by IFD	14
8.8. Project and collaboration agreements	14
8.9. Transfer of investments to the Project Partners	14
8.10. Disbursements to foreign Project Partners	14
8.11. Changes to and termination of the Project	15

9. Disclosure of information.....	15
9.1. Disclosure.....	15
9.2. Open access	15
9.3. RRI and the Danish Code of Conduct for Research Integrity	15
9.4. Data Management	16
10. About the guidelines	16
10.1. Legal basis	16
10.2. Technical disclaimer	17

1. Definitions

Administrator: The legal entity that, in accordance with the other terms of the Investment Agreement, including section 6, undertakes a range of practical functions related to the Partnership's management and disbursement of the fund's investment amounts.

Coordinator: a legal entity representing the Partnership who enters an Investment Agreement with IFD and who enters into Project Agreements with Project Partners.

Final Disbursement: 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 submitted request for disbursement by the Partnership.

Investment Agreement: the agreement entered into between the Partnership and IFD relating to the implementation of the activities in which IFD invests. The agreement is signed by IFD and the Coordinator of the Partnership.

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.

Partnership: One of the four Innomission Partnerships, INNO-CCUS, MissionGreenFuels, AgriFoodTure or TRACE, established in connection with the 'Call for mission-driven green research and innovation Partnerships' in Fall 2021.

Project: Term for a specific research and innovation project funded by the Partnership's investment.

Project Administrator: a legal entity responsible for administration of the Partnership investment in a Project.

Project Agreement: an agreement on financing and implementation of a Project entered between the Partnership and one or more Project Partners. The agreement must describe which activities are funded and the terms for the investment.

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 Project Agreement for the Project.

Project Partner: Participants in a Project under the Partnership, either as a Project Partner or a Project Contributor.

2. 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.

2.1. The Innomission programme in short

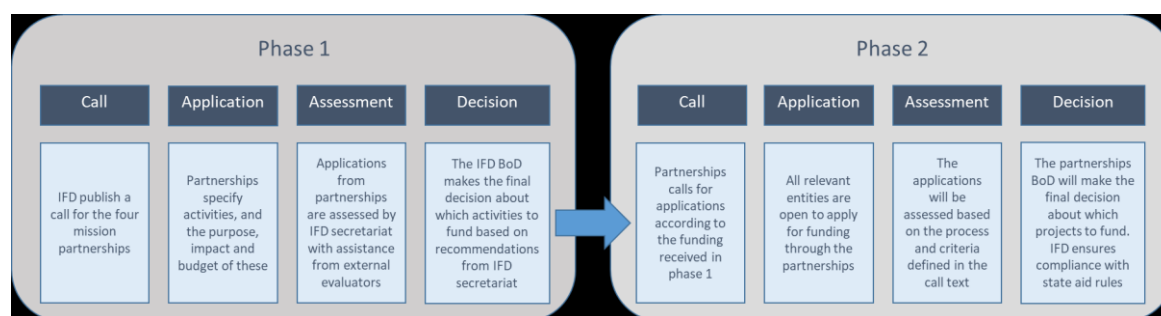
Mission-driven green research and innovation Partnerships (Innomission Partnerships) is an IFD instrument investing in Partnerships, where relevant knowledge institutions, companies, organisations etc. come together for joint research and innovation efforts over several years.

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 2030 and net-zero emissions by 2050, to strengthen the environment and nature 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.

2.2. The investment procedure

The Partnerships apply for funding from IFD for activities in area A and area B, both derived from the strategic priorities of the Partnership (cf. section 3-7). If awarded, the Partnership makes a call for Projects within the activities in area A (cf. section 8). This procedure is illustrated with phase 1 and phase 2 in the figure below. The procedure for activities in area B is illustrated only with phase 1 in the figure below:



IFD board of directors will decide the distribution of Investment between the Partnerships. The Partnership board of directors will make the decision about which Projects to distribute funds for. 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 project agreements.

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, that was established according to *Aftale om fordeling af forskningsreserven mv.* in 2021. The Partnership must appoint an Administrator to receive the funding, and the Administrator then is in charge of distributing the funding to Project Partners. The Partnership must also

appoint a Coordinator, and the Coordinator represents the Partnership and is in charge of entering the Investment Agreement with IFD and Project Agreements with Project Partners.

3.2. How to apply?

An application must be created, completed and submitted via the electronic application system: www.e-grant.dk within the deadline for the application stated in the call text.

First, one must register as a user of the system with either a username and password or with NemID/MitID before an application can be created.

Once a system user has been created and have logged in, a new application can be created 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 the application in e-grant is filled out within the correct call**.

The application (application form and appendices) must be written in English in order to enable assessment of the application by international peers.

A guide to e-grant can be found on the website of the Ministry of Higher Education and Science, [here](#).

3.3. What is part of the application?

The required content of the application is outlined in the call text, which can be found on IFD's homepage.

The following appendices must be attached to the electronic form:

- Appendix 1: Figures, pictures, tables, etc. (optional, max. 8 pages)
- Appendix 2: Budget - A (Excel-file, obligatory)
- Appendix 3: Budget - B (Excel-file, obligatory)
- Appendix 4: Overview of existing and planned investments of the Partnership (obligatory)
- Appendix 5: Overview of potential for reducing emissions (obligatory)
- Appendix 6: Annual Investment Review recommendations (obligatory)
- Appendix 7: Revised roadmap (obligatory): If the Partnership revision of the roadmap has not been finalised, the most recently approved version of the roadmap must be enclosed along with a description of the status of the revision process and the strategic priorities of the Partnerships that will serve as the basis for the planned revision of the roadmap.

The application must have an official title (max. 180 characters incl. spaces) briefly describing the activity. Furthermore, an appropriate, short acronym must be listed. Templates for budget and appendix 1 can be downloaded from the application form in e-grant, alternatively it will be distributed directly to the applicants.

Activities are divided into two categories: A- and B-activities. The main part of the investments shall be earmarked for a strategic portfolio of projects that contribute to realising the goals and priorities of the partnership, ensuring a close connection to the goals and ambitions of the mission roadmap, including the goals of the Danish Climate Act. This constitutes activity area A in the application.

A smaller part of the investments can be sought for investments in strengthening the general mission work, incl. administration of the funds, thereby strengthening the enablers for change as described in the general mission impact framework (appendix x, and illustrated below). It should be clear, how activities under area B relates to earlier investments in the same area and why additional funds are needed. This constitutes activity area B in the application. For activity area B, rules regarding overhead can be found in section 8.3.

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

Budget

The budget must be prepared 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 the applicant may be requested to adjust the completed budget if the applicant is invited to draw up and enter an Investment Agreement with IFD.

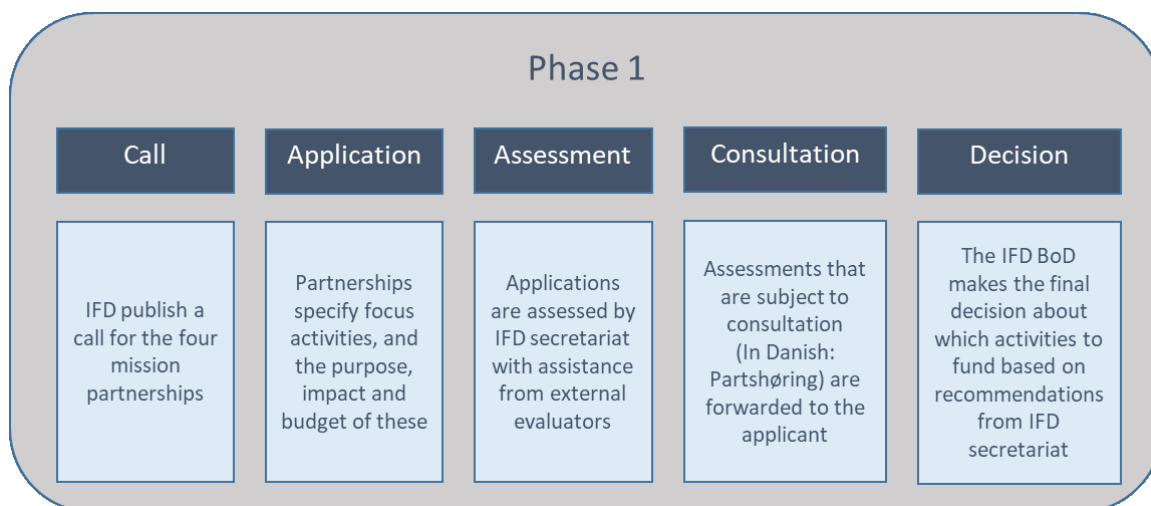
Figures, pictures, tables – application Appendix 1

Relevant tables, figures, graphs, references etc. may be attached in Appendix 1, but it is not obligatory. Appendix 1 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.



For new applications, previous grants, applications, and investment agreements may be taken into consideration as part of the evaluation of new investments. This aims to ensure that no double funding occurs and that the overall investment in the partnership remains impactful.

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, the applicant will receive a letter via the e-grant system informing about the IFD board of directors' decision 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 activities 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 in the Partnership and describes relevant conditions as a consequence of GDPR (General Data Protection Regulation). Each project must compose a separate DMP for managing data inside the Project.

5.3. Partnership follow-up

Please note, that upon entering into the Investment Agreement, it is the Partnership board of directors that are responsible for following up on the progress of the activities and for assessing 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. This involves an Annual Investment Review process as well as an annual oversight meeting. Further details regarding follow-up and oversight will be described in the investment agreement. 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 or if the IFD oversight instructions are not followed within a reasonable time or by the specified deadline.

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 Investment. This Final Disbursement will be disbursed to the

Administrator once the final annual report and the final report have been submitted to and approved by IFD.

6.2. The transfer of investments to the Project Partners

Within one month after having received an Investment Instalment from IFD, the Administrator or Project Administrator must transfer the funds to the individual Project Partners in accordance with the requested disbursement.

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 Partner. 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 and Project Partner.

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, and
- Scientific reporting.

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

The annual report must be submitted within 6 months of the end of the reporting/accounting period. However, the final report must be submitted within 6 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 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, and
- 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 annual reports 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 annual reports and the final report in due time before the submission deadlines. IFD will provide the templates for the reports.

6.5. Budget changes

During the Investment period it may in certain cases be necessary to adjust the budget ("To re-budget"). Re-budgeting may e.g. be due to lack of high quality Project applications within certain activity areas, or changes to the underlining assumptions behind the focus of specific activities.

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 external evaluators

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

6.7. Public law requirements

The Partnership must ensure that all decisions regarding Projects, both in terms of awarding funding and follow-up on 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) must 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 must 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 researcher¹.

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 setting up a user, e-grant registers identity, IP address and the time and date on which data was entered or edited.

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. Forwarded 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.

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

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 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.

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 distribute funding for 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. A Danish Project Partner 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*², as defined in Article 2, point 18 of the General Block Exemption Regulation (GBER)³ cannot enter into a Project 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.

The applicant warrants that the receipt and use of an investment from the Partnership does not contravene applicable national or international sanctions, including sanctions on the freezing of funds or prohibitions on direct and indirect provision. The applicant is hereby informed that in connection with the conflict between

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

³ 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.

Russia and Ukraine, the EU has significantly limited access to make funds and financial resources available to certain persons, entities or bodies pursuant to EU Council Regulation 269/2014 “concerning restrictive measures in respect of actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine”, and the applicant warrants that the receipt and use of an investment from the Partnership does not contravene this regulation. A consolidated list of actors subject to EU sanctions is available online.

8.2. Which Project activities can the Innomission Partnerships distribute funding to?

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 a 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 as block exempted aid under GBER 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, e.g. activities by a non-profit or research organization 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 programme⁴. Investments awarded to non-economic activities will be made pursuant to these guidelines. Note that it is obligatory that non-economic project activities to be carried out by the institution mainly consist of industrial research and/or experimental development.

Investments covered by the de minimis regulation

Investments under the Innomission Programme below EUR 300 000 may be granted pursuant to the conditions for de minimis aid set out in the de minimis regulation⁵.

However, investments in an applicant active in primary production in the fishery and aquaculture sector or the agricultural sector as defined in the specialized de minimis regulations applicable to these sectors may be granted pursuant to the conditions set out in the specialized de minimis regulations applicable to these sectors.⁶

Before a Project Agreement is signed with an applicant partnership, an enterprise applying under de minimis regulation must submit a Solemn Declaration about any other de minimis aid received. The total amount of de minimis aid granted to any enterprise, including grants from other entities, shall not exceed EUR 300 000 over any period of three years. However, for an applicant active in primary production in the fishery and aquaculture sector or the agricultural sector as defined in the specialised de minimis regulations on these sectors, the total amount of de minimis aid shall not exceed EUR 30 000 or EUR 20 000, respectively, over any period of three fiscal years.

⁴ It is a prerequisite for obtaining IFDs approval for using the maximum investment rate of 75%, that the institution performing the non-economic activity fulfils the requirements for a research- and knowledge-dissemination institution as defined in ‘[Veiledning 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.

⁵ Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.

⁶ 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.

IFD may cover a maximum of 75% of the investment in all Projects' total costs for all participants⁷.

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 Partners, the direct costs must be divided into the following categories:

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

Each of these categories are described in detail below:

- **Salaries:** Direct salary costs are salaries for all staff working on the Project, including project management¹¹ 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 Partners 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 partner 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 partner may use an hourly flat rate of DKK 600 for salary expenses in the budget, as specified by the Ministry of Higher Education and Science⁸.

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 Science⁹. 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.

⁷ The rule applies for activities in activity area A, cf. the call text.

⁸ Page 11 in '[Innovationskraft: Retningslinjer for videnbaserede klyngeaktiviteter 2021-2024](#)'.

⁹ [Veiledning for Godkendt Teknologisk Service \(GTS\). Uddannelses- og forskningsstyrelsen d. 11. maj 2021, 21 p.](#)

- **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 Partner 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

- 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 Organisations¹⁰ can get 20% overhead.

For activities under activity area B, the budget can only include expenses for non-economic activities, and can include salaries of staff, other partnership-related costs (events, travel expenses, accommodation), external services (consultancy costs and other services) and any overhead, in accordance with the requirements for non-economic activities in the Innomission guidelines. The Innovation Fund Denmark's maximum investment rate for activities in Area B is 90 percent. Overhead can be applied according to Table

Organisation type	Overhead
Public Danish research institutions	44%
Other organisations approved for non-economic activities. Contact IFD before use.	20%

Table 1: Overhead rates for Area B activities

8.4. How long can the Project period be?

The duration of a Project can be from 6 months and projects must finish at least 3 months before the end of the corresponding Investment Period of the funding from IFD to the Partnership.

Please note that when applying for an investment, work on the Project cannot be initiated 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 Partner must be audited separately. The Partnership shall provide a description of the audit rules, and include this description in the Project 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

¹⁰ <https://ufm.dk/aktuelt/pressemeddelelser/2020/filer/presentation-udpegede-klynger.pdf>

- 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. Project and collaboration agreements

To receive an investment from the Partnership, the Project Partners and the Partnership must sign a Project Agreement for the Project as soon as possible after the written invitation to proceed to a Project 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 Project Agreement has been signed by all parties, unless the Partnership has specifically granted an extension.

A collaboration agreement that regulates the collaboration between the Project Partners 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 Project Agreement is signed. In the collaboration agreement, the participants in the Project decide:

- how to use background and foreground knowledge,
- 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 Partners leaving or entering the Project etc.

8.9. Transfer of investments to the Project Partners

The Administrator or Project Administrator may not disburse any funds to a Project Partner who has submitted information about financial restructuring or insolvency proceedings etc.

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

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

- If a Project Partner requests a reduction or cancellation of the disbursement.
- If the Partnership board of directors decides that a Project Partner should receive less than requested for until certain conditions have been met. This provision may be applied e.g. in connection with the termination of a Project Partner's participation in the Project. In that case, the remaining funds cannot be disbursed until final accounts or other required information has been provided.

8.10. Disbursements to foreign Project Partners

The Administrator or Project Administrator's disbursements to foreign Project Partner 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 Partners can be prepared in accordance with the requirements of IFD. At the same time, the Administrator or Project Administrator or another party handling contacts with the relevant participant by agreement must undertake to prepare the required accounts for the foreign Project Partner.

8.11. Changes to and termination of 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 targets 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 Project Agreement, then the Partnership board of directors can terminate the Project Agreement.

If the Project Agreement is terminated before the Project has been completed, cf. the provisions of the Project Agreement, the Partnerships will, as a main rule, cover costs only within the period of notice except for PhD scholarships.

The Partnership can continue to cover the costs of PhD scholarships beyond Project termination on the condition 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).

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 Partners 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) 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. More information about RRI and the requirements of IFD can be found 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 (1st 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 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.