EUDP

The Energy Technology Development and Demonstration Programme

Guidelines for application

Date: November 2023

Contents

I. General introduction

Portal

Applications must be submitted electronically to the Danish Energy Agency application portal.

Applicants should **set themselves up as users on the portal** using **MitID Erhverv**. Use the **MitID Erhverv** issued for the enterprise's business registration number (CVR number). It is not possible to use a private MitID.

Create an application on the portal

The application should usually be created and submitted by the person with primary responsibility. Everyone who works on the portal should have their individual CVR-NemID (employee certificate), either as a code card or key file.

Invite another project participant to complete the application on the portal

The project participant who set up the application on the portal is called the Administrator. After the application has been created, the Administrator may invite others to access the application and help to complete it.

Use the "Administrate" button on the main page to invite the partner that is to help complete the application. The project participant designated as the Administrator will receive notifications from the application portal.

Everyone who works on the portal should use their individual MitID Erhverv.

Application

The application comprises a number of annexes, which can be downloaded from eudp.dk/soeg-tilskud. On the portal the applicant must:

- State the **basic data**, including the project type, project period, participants and project budget (transferred from the project budget file).
- Attach **annexes** included in the application. See Table 1 – List of annexes below.

Files may not contain links to other documents, or be read-only, or contain emails.

Application materials need not be signed, except Annex 6.

Such annexes cannot replace filling in the application form and all of the fields in the application form must be fully completed.

An application includes the following **information and documents:**

Application includes	
Basic data on the portal	Must be stated on the portal
Annex 1: Application form EUDP (text)[1]	Must be appended to the portal (Word file)
Annex 1a: Application form for IEA participation in Annexes and Tasks [1]	Must be appended to the portal (Word file)
Annex 1b: Application form for IEA participation as a delegate (representative or alternate)[1]	Must be appended to the portal (Word file)
Annex 1c: Description of the Danish contribution to the CETP project[1]	Must be appended to the portal (Word file)
Annex 2: Budget form[1]	Must be appended to the portal (Excel file)
Annex 3: Gantt chart (time schedule)[1]	Must be appended to the portal (Excel file)
Annex 4: Business Model Canvas[1]	Must be appended to the portal (Word file)
Annex 5: CVs	Must be appended to the portal for all relevant participants - combined in a single file If the application has research content, CVs for all participants must be attached (see formal requirements under point III) - combined in a single file
Annex 6: Declarations[1]	Must be appended to the portal - combined in a single file
Annex 7: Description of research-technical content (see formal requirements under point III)[1]	Appended to the portal if there is research content
Further annexes may be submitted:	
Annex X: E.g. business plan, description of the project, etc.	Appended to the portal

Table 1: Table of Annexes

[1] Annexes 1-4 and 6-7 must be completed using files from the website eudp.dk/soeg-tilskud.

Annexes 1-6 must always be submitted by appending them to the portal. Annex 7 should be submitted if there is research and/or researcher training. Annexes 1a and 1b must be submitted in the event of application for IEA participation in Annexes and Tasks or IEA participation as a delegate (representative or alternate). [1] Annex 4 need not be completed for IEA applications. Annex 1c must be submitted in the event of application for the CETP. Annex 4 need not be completed for CETP applications.

All guidelines for the application forms (Annexes 1, 1a, 1b and 1c) are in the relevant application forms themselves.

Information about previous projects

Information about previous and current publicly funded projects can be found on:

www.energiforskning.dk.

II. Guidelines for basic data (Portal)

Enter the data on the portal in seven different tabs. Data entered data is saved automatically.

Tab 1: Project data

Technology area
State the technology area the project belongs under.

Focus area
State the focus area (see the EUDP and GLDK strategy) that the project belongs under.

Project title in Danish
Give the project a short, meaningful and readily comprehensible title in Danish without the use of technical abbreviations.

Project title in English
Give the project a short, meaningful and readily comprehensible title in English without the use of technical abbreviations.

Type of project
State project activities/project type:

- Research
- Development
- Demonstration
- Feasibility study
- International collaboration or dissemination

Projects regarding actual technology development activities should be marked as research, development and/or demonstration. If the project is a feasibility study or concerns international collaboration or dissemination, "Yes" is the only possible response for these categories. This means that research, development and demonstration cannot be included in these types of projects.

All fields must be answered yes/no.

A cross in "research" means that the project includes research and/or researcher training. The application must therefore be subject to a research-technical assessment by Innovation Fund Denmark. Therefore, it is important that section 9 in the application form, Annex 5 and Annex 7 be completed so that these can be read independently of the rest of the application.

Cross off research in the same way in basic data on the portal as in the project budget file.

Research means original projects aiming to acquire new knowledge and insight with specific practical goals and applications (levels 2-4 in the EU Technology Readiness Levels (TRL) - see Horizon 2020).

Development means application of knowledge with a view to producing new materials or improving existing materials, products, processes, methods, systems or services (levels 4-6 in the EU TRL).

Demonstration projects means projects that involve experimental testing of a technology, a system or a method under conditions as close to reality as possible, with the aim of subsequent introduction to the market or, if the demonstration so requires, further development before market introduction (levels 6-8 in the EU TRL).

Brief project description in Danish for publication
Briefly describe the project's purpose in non-technical and readily understandable language in Danish. *NB! This description may be published after a commitment has been granted and will be published on the EUDP website if the project receives a commitment.*

Brief project description in English for publication
A brief description corresponding to the Danish above.

Start and end of project
The details of the start date should take account of when a decision regarding the application will be made. Project start date may not be before the date of commitment.

Information about the project start and end should correspond with the information in Annex 3 Gantt chart.

Tab 2: Participants and Tab 3: Technical project manager

Information on the main applicant and other participating enterprises/institutions
For the main applicant, state the contact person from the enterprise acting as project manager and the technical project manager. In many cases this will be the same person.

State also other parties in the project.

Give more details of all project parties under section 4 of the application form.

Tab 4: Budget

Project budget
State the budget for the overall project. Download the information from the project budget in the Project budget file (Annex 2).

Tab 5: Attach files

Attach files
Attach all files in the application here. Use the original file names with annex nos. If the files are resubmitted within the time limit, state the version number.

Tab 6: Submit

Submit
This tab shows the data entered on the portal as well as a list of the attached files. When you press “Submit” a degree of validation is performed. If errors are indicated, correct them.

Then press SUBMIT. Receipts are not sent by email, but a PDF file with the statement of the entered data and the attached files can be generated.

Within the deadline, applicants may correct and resubmit applications.

III. Research

Projects including research and/or researcher training must be subject to a research-technical assessment pursuant to section 5 of the Act on Innovation Fund Denmark.

If the applicant states in the application form that the project involves research, the application will be sent to Innovation Fund Denmark for research-technical assessment. It is important for the assessment of this type of project that the required description as well as the formal requirements have been met (these are described below). Research activities that are assessed by the foundation as not eligible will not receive funding. It is deemed positive if there is researcher training (PhD) in a project with high research content.

How Innovation Fund Denmark processes personal data is described in the fund's privacy policy, see: https://innovationsfonden.dk/da/privatlivspolitik.

In respect of the research content, requirements to describe the commercial aspects are less extensive than for development and demonstration projects, but it is still crucial that a concrete commercial potential can be demonstrated.

If a party in a project carries out research and development/demonstration, this must be accounted for in the application for use in the assessment of the budget. In the budget, disclose the percentage share of the budget consisting of research.

Information for research-technical assessment

If the project includes research and/or researcher training, two annexes must be attached on CVs and research and/or the researcher training, respectively. The two annexes must be in English.

- Annex 5: CVs for all participants in the research-technical activities. The annex has the following formal requirements: max. two pages for the person responsible for research and max. one page for others who contribute to research.
- Annex 7: for the research-technical assessment (see contents requirements below) there are the following formal requirements: max. five pages as well as one page with references.

The content of Annex 7 concerning the description for the research-technical assessment should be as follows:

1) The summary must, as a minimum, contain a description of why the research and/or researcher training is necessary to realise the overall goals of the project.
2) State-of-the-art: On the basis of the international literature (peer reviewed articles), the applicant should describe the research-technical knowledge on the area and where there are gaps in knowledge that are expected to be filled in the relevant project. Note: This description is different from the description of state-of-the-art under section 1.2 of the application form, which primarily deals with the technology and its uses.
3) Research hypothesis and research objective, including the contribution to the overall goal of the project (derived state-of-the-art).
4) Research plan: Begin with an overview of research activities. Description af PhD or postdoc, if researcher training is involved. Disclose the percentage of the budget consisting of research. In this context, state in which activities they are included and who are the supervisors. For each activity there should be:
    a. Heading.
    b. Participants.
    c. Objective.

d. Method.
e. Milestones (time). Specify the specific results and/or data which confirm or refute the hypotheses
f. Results and dissemination activities in the form of articles and presentations at conferences etc.

Annex 7 must (irrespective of the amount applied for) be in English and it must be possible to read it as an independent document.

IV. Guidelines for budget (Annex 2)

Introduction

The *budget form* is composed of an Excel file, which should be appended to the portal when it is completed. This need not be signed for the application. The file is at eudp.dk/soeg-tilskud.

Information and explanations about the budget and financing should be disclosed on the *application form*.

The budget file contains:

- One tab with budget and project financial statements (Budget & total). Only this should be used for the application.
- 15 tabs (P1 to P15) for periodical reporting and payment (use if funding is obtained). The tabs are made visible, as required, by right-clicking and selecting.

Note that the following can be selected in the budget file in row 3:

- Version (to which application pertains).
- Language (Danish/English)
- xls version (Danish/English, cell AS3).
- Number of participants

Payment of funding is in accordance with the “Rules for funding from the EUDP for projects within research, development and demonstration”, see here.

Enterprise information

Only the green fields can be edited. In the budget spreadsheet, first complete information regarding:

- Enterprise.
- CVR number (SE number) (company reg. no.).
- Type of enterprise.
- Types of activities - must align with the Basic data.
- Size of the enterprise on the basis of number of employees, annual turnover and annual balance sheet total. State the values taking into account ownership details, for more information, see the rules. The budget spreadsheet calculates the size of the enterprise based on the EU definition of small and medium-sized enterprises.
- Research share should be filled in if the project contains research and development and/or demonstration. NB! If the research share in the project is significant, an Annex 7 must be completed for the research content, see section III above.

Once this information has been registered, the funding rate can be inserted in the form.

Budget items

Funding is paid as a percentage of the eligible project expenditure on payroll costs and other costs incurred directly as a result of the project, as well as for overheads incurred directly as a result of the project.

Note that funding granted under the EU Block Exemption Regulation is not paid on the basis of the approved budget figures, but on the basis of the *actual* costs. In cases where there is *no* statement of the actual payroll costs, funding may also be granted in the form of a percentage funding on the basis of a *fixed hourly rate* of DKK 350.

No profits may be included in the budget, including in connection with salaries and payroll.

When preparing the budget, it must be assessed whether the costs are necessary for implementation of the project.

Those in charge of the project are liable for any costs in addition to budgeted costs.

Only the green fields can be edited. Brief information about the budget figures can be entered in the comments field in the budget file. Project costs should be calculated in the following categories:

A) Personnel costs.
B) Instruments and equipment.
C) Buildings.
D) Other operating expenses, including materials.
E) External/sub-supplies.
F) Overhead cots – must not be stated as part of personnel costs.
G) Any revenues.
H) Other/travelling/dissemination.

Re. A)

- Payment of funding will generally be on the basis of the *actual payroll costs incurred* (calculated on the basis of annual gross pay including holiday pay, however, see the section above on funding on the basis of a fixed hourly rate).
- There are two categories of personnel (researcher and technical-administrative staff (TAP)/other);
- Hourly rate is calculated on the basis of a fixed total of 1,500 hours per year for a full-time employee. Funding will be paid up to a maximum of payroll costs corresponding to the approved average salary per hour for each enterprise or institution taking part in the project (calculated for the enterprise or the institution as a whole).
- Time consumption is used when assessing the application (Is time consumption reasonable in relation to the tasks in the project?). Hours spent on the project must be registered in the time record.
- Taximeter costs for a PhD (see point H).
- The budget should include expected salary and price increases in the project period.
- The programme may request documentation for salaries paid and for calculation of the overhead rate applied.

Re. B) Costs of equipment and instruments are eligible for funding to the extent they are necessary for completion of the project. If such equipment and instruments are not used for the project for their entire life, only the part which is depreciated in the project period and can be attributed to the project. Equipment and instruments should be budgeted at the relevant project participant.

Re. C) Expenditure on purchasing and constructing buildings is in principle an eligible cost to the extent that they are used for the project. Costs of buildings will only be co-funded, however, if exceptional circumstances apply.

Purchases of land are not regarded as eligible costs.

Re: D) Other operating expenses, including consumables such as fuel, steel pipes, insulation etc., operation of plant as well as instruments are eligible costs to the extent that they can be attributed to the project.

Re. E) Costs of sub-supplies are eligible for funding, but only where it is appropriate that the relevant activities are not performed by a project participant. If the sub-supply accounts for a larger percentage of the budget, including the enterprise as a project participant should be considered.

The price of a sub-supply must not exceed the market price, and sub-supplies must be on ordinary market terms. Furthermore, the sub-supply must be delivered to the project participant closest to using it.

If an enterprise, including its group enterprises, wants to be both a project participant and a sub-supplier in the same project, this requires explicit written authorisation from the Programme before commencing the sub-supply. If such an approval from the programme is not available, the sub-supply will not be eligible for funding.

The application must provide an account of what the external supply includes, and how the estimate of the costs has been made.

Re. F) Overhead is defined as: actual additional general costs directly linked to the project.

- For enterprises, a maximum overhead of 150% of payroll costs may be included.
- For universities, research institutions, etc. overheads are fixed at 44% of all costs.

The project-budget approved overhead rate for each enterprise or institution is used in connection with payment of funding to the party concerned throughout the entire project. See more in the EUDP rules.

Re G) Any revenues in connection with the project to be deducted from the funding basis can be stated here.

Re H) This category covers primarily travel and dissemination activities. The following apply:

- *PhD taximeter costs* of DKK 80,000 per year may be included for training and education of a PhD (if the student is fully tied to the project). Funding is available for the institution and is to cover the costs of the scholarship, i.e. supervision, courses, short-term travel, study periods at other institutions etc.
- Costs under “*other*” should be broken down in the comments field in the budget spreadsheet
- Costs of “*travelling*” must comply with the government regulations (circular) for travelling by government employees.

V. Guidelines for Gantt chart (Annex 3)

The Gantt chart is composed of an Excel file, which should be appended to the portal when it is completed. The file is at eudp.dk/soeg-tilskud.

- Project parts: The project must be divided into work packages. Tab 1 should be completed with the name of the **work package** and the length of time for each work package.
- Relevant **milestones** must be set for the project. Insert also number and name of milestones (both technical and commercial) and mark the timing for these with vertical columns.
  A milestone is a planned, measurable and visible event which indicates that an assignment or a large delivery in the project has been completed. There will generally be a limited number of crucial milestones in a typical project, usually around 3-5 milestones over a three-year project period.
  It may be relevant to use **stop/go milestones** to determine when the project is to be stopped before time or proceed as planned. Such milestones can be used in the event of authority approvals, crucial test results, or similar.
  Milestones should be set for both **technical** and **commercial** activities. Commercial milestones concern activities in connection with market introduction, price, distribution channels, competition analysis, risk analysis, etc. and describe events that help to introduce the technology to the relevant market. They must be specific and accurate and indicate how the technology that will be developed and demonstrated through the project can survive on the market in the future.
  If the project is awarded funding, the EUDP will use the milestones to assess the progress of the project.
- In tab 2 indicate the individual **project participant's budgets** broken down into **work packages**.