EUDP

Energy Technology Development and
Demonstration Programme

Guidelines for CETPartnership applications

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I. General introduction

Portal

Applications are submitted electronically via the Danish Energy Agency's application portal.

Applicants must **register as users on the portal** using **NemID** and a key card or key file acquired from NETS. You must use the **NemID issued to the enterprise's CVR number**.

Establish an application on the portal

The application is generally created and submitted by the project manager (the person with primary responsibility for the project). Everyone working on the portal must have their individual CVR-NemID (employee certificate), either in the form of a key card or key file.

Invite the project manager (created on behalf of that person)

If another participant sets up the application on behalf of the project manager (as a proxy), that participant must tick the box under the heading Invite Project Manager and enter the manager's name and e-mail address.

Once the application is completed, the proxy shall invite the specified project manager to submit the application. The proxy no longer has access to the case once the invitation has been sent to the project manager.

The head of the project must have a CVR-NemID (employee certificate), either in the form of a key card or key file, in order to submit the application definitively.

PLEASE NOTE: The application is not submitted until the head of the project has accessed the application on the portal and pressed the Final Submission button.

Invite another project participant to help complete the application

The project participant who created the application on the portal is referred to as the Administrator. After creating the application, the Administrator can invite other people to access the application and help complete it.

Use the "Administrer" (manage) button under the main page and invite the partner you want to add as a participant to the application. The project participant listed as Administrator is the person who will receive notifications from the application portal.

Everyone working on the portal must have their individual CVR-NemID (employee certificate), either in the form of a key card or key file.

Application

The application consists of a number of appendices retrieved at eudp.dk/soeg-tilskud. Using the portal, the applicant must:

- Provide **basic data**, including project type, project period, participant group and project budget (transferred from the project economy file).
- Attach **the appendices**, which form part of the application. See the outline below in Table 1.

Files must not contain links to other documents or be read-only or contain e-mail messages.

The application materials do not need to be signed, except for Appendix 5.

The appendices cannot replace the completion of the Application Form, in which all the fields must be substantially completed.

The application must include the following **information** and **documents**:

The application includes	
Basic data on the portal	Must be disclosed via the portal
Appendix 1: CETPartnership Application Form[1]	Must be submitted via the portal (MS Word file)
Appendix 2: Budget Form1	Must be submitted via the portal (Excel file)
Appendix 3: Gantt Chart (time schedule)1	Must be submitted via the portal (Excel file)
Appendix 4: CVs	Must be submitted via the portal for all relevant participants – gathered in one file if the application has research content, the CVs for all participants must be attached (see the form requirements under Item III)
Appendix 5: Declarations1	Must be submitted via the portal – gathered in one PDF file
Appendix 6: Description of research content (see the formal requirements under Item III)1	Must be submitted via the portal if the project has research and/or research education included.
Additional appendices can be submitted:	
Appendix X: e.g. business plan, project description etc.	Submitted via the portal

Table 1 Overview of appendices.

Appendices 1-5 must always be submitted via the portal. Appendix 6 must be submitted if research and/or research education is included.1

The Guidelines for the Application Form (Appendix 1) can be found on the Application Form itself.

Information on previous projects

Information on previous and ongoing publicly-funded projects can be found i.a. here:

www.energiforskning.dk.

[1] Appendices 1-3 and 5-6 are completed using files from this website: eudp.dk/soeg-tilskud.

II. Guidelines for basic data (Portal)

Basic data is entered via the portal in 7 different tabs. Entered data is saved automatically.

Tab 2: Project data

Technology area
Specify the technology area to which the project belongs.

Focus areas
Specify the focus area(s) (cf. EUDP and GLDK Strategy) to which the project belong.

Project title in Danish
Enter a short, descriptive and generally understandable title without subject-specific abbreviations, in Danish.

Project title in English
Enter a short, descriptive and generally understandable title without subject-specific abbreviations, in English.

Project type
Specify project activities/project type:

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

Projects for the technology development activities themselves are ticked off as research, development and/or demonstration. If the project is a feasibility study or concerning international cooperation or dissemination, the answer to these categories may only be "Yes". This means that research, development and demonstration cannot be included in these types of projects.

All fields must be responded to using yes/no.

Ticking off "Forskning" (research) means that the project contains research and/or research education. The application must therefore be assessed by Innovation Fund Denmark in terms of research. Therefore, it is important that section 6 of the Application Form, Appendix 4 and Appendix 6, are completed so that these can be read independently of the remaining application.

Research is checked consistently in the basic data on the portal and in the project economy file.

Research means projects of an original nature to acquire knowledge and insight for specific practical objectives and applications (steps 2-4 of EU Technology Readiness Level (TRL) – see also Horizon 2020).

Development refers to the use of knowledge to produce new or improve existing materials, products, processes, methods, systems or services (steps 4-6 of EU TRL).

Demonstration projects demonstration projects are projects that carry out an experimental test of a technology, system or method under real-life conditions with a view to subsequent market introduction or, where demonstration gives rise to this, further development before market introduction (steps 6-8 of EU TRL).

Short project description in Danish, for publication
Briefly describe the purpose of the project in non-technical and immediately understandable wording, in Danish. *Note: this description will be published on EUDP's website if the project is approved.*

Short project description in English for publication
Short description similar to the Danish description above.

Project start and project end dates
When indicating the start date, one shall take into account when a decision on the application will be taken. The project cannot start before the commitment date.

The information on the start and end of the project must correspond to information in Appendix 3 – Gantt chart.

Tab 3: Participants, and Tab 4: Technical project manager

Information about the main applicant and other Danish participating enterprises/institutions
For the main applicant, the contact person from the enterprise responsible for the project and the technical project manager shall be provided. In many cases, this will be the same person.

Furthermore, other Danish parties in the project are to be named.

All Danish project partners are described in more detail under section 2 of the Application Form.

Tab 5: Budget

Project budget
The budget for the total Danish project must be provided. The information is retrieved from the project budget in the Project Economy file (Appendix 2).

Tab 6: Attach files

Attach files
Here are all the attached files for the application. Use the original file names with appendix number. If files are resubmitted before the deadline, please provide the version number.

Tab 7: Submit

Submit
This tab shows the data entered on the portal, as well as an overview of the attachment files. When "Send" is pressed, some validation occurs. If errors are indicated, these must be corrected.

Then press INDSEND (submit). No receipt is sent by e-mail, but a PDF can be created with the summary of the entered data and attachments.

The applicant may correct the application before the deadline and resubmit it.

III. Research

Projects that include research and/or research education must be assessed in accordance with Section 5 of the Danish Innovation Fund Denmark Act (Innovation Fund Denmark).

If it is marked in the application form that the project contains research, the application is sent to Innovation Fund Denmark for a professional research assessment. Compliance with the required description and form requirements is essential for the assessment of this type of project (these are described below). Research activities deemed by the Fund to be unsubsidised are not eligible for funding. It is assessed positively if research education (PhD) is included in a project with a high research content.

The manner in which Innovation Fund Denmark processes personal data can be read in the Fund's privacy policy, see also: https://innovationsfonden.dk/da/privatlivspolitik.

In relation to the research content, the requirements for the description of the business aspects are less far-reaching than for development and demonstration projects, but it is still crucial that specific commercial potential can be substantiated.

If a party to a project carries out both research and development/demonstration, this must be explained in the application for the purpose of assessing the budget. The budget shall state the percentage of the budget comprised of research.

Information for research assessment

If the project contains research and/or research education, one must submit the two appendices for CVs and Research/research education in English, respectively.

- Appendix 4: CVs for all participants of research activities. This appendix has the following form requirements: for the research officer, no more than 2 pages – and for others who contribute to research, no more than 1 page.
- Appendix 6: the following form requirements are set for the purpose of a professional research assessment (see the requirements for content below): maximum 5 pages and 1 page of references.

The content of Appendix 6 regarding the description for the research assessment must be as follows:

1) The summary shall contain at least a description of why research and/or research education is necessary to achieve the objectives of the overall project. (copied to Item 6.1 of the Application Form)
2) State-of-the-art: State-of-the-art, on the basis of the international literature (peer-reviewed articles): the applicant must describe the research knowledge in the field and where there is a lack of the knowledge that is expected to be brought to the project in question.
3) The research hypothesis and research objectives including the contribution to the overall project goals (derived from State-of-the-art).
4) Research plan: Begins with an overview of research activities. Description of the Ph.Ds or postdoctorates, if research education is included. The percentage of the budget for research must be disclosed. Here one must state in which activities they are included and who the supervisors are. For each activity there must be:
   a. A headline.
   b. Participants.
   c. Objectives.
   d. Method.

e. Milestones (Time). Specify which concrete results and or data will confirm or refute the hypotheses put forward.
f. Results and dissemination activities in the form of articles and conference presentations etc.

Appendix 6 shall be drafted in English (regardless of the amount applied for) and shall be read as a stand-alone document.

In Item 6.1 of the Application Form itself, a copy of the summary from the separate Appendix 6 shall be inserted.

IV. Budget guidelines (Appendix 2)

Introduction

The Budget Form consists of an Excel file, which is submitted via the portal after being filled in. This must not be signed upon application. The file is located here: eudp.dk/soeg-tilskud.

Information and explanations about the budget and funding are provided on the *Application Form*.

The budget file contains:

- A tab with budget and project accounting (Budget & Total). Only this should be used when applying.
- 15 tabs (P1 to P15) for periodic reporting and disbursement (used if grants are obtained). The tabs are made visible as needed by right-clicking and selecting "Vis" (show).

Note that, in row 3 of the budget file, you can select:

- Version (to which the application is directed to).
- Language (Danish/English).
- Number of participants

Payment of grants is made according to the Rules for Aid from EUDP to Projects within Research, Development and Demonstration; see more here.

Enterprise information

One can only write in the green boxes. On the Budget Sheet, first fill in information about:

- The enterprise.
- CVR number (SE number).
- Type of enterprise.
- Activity types – must match the Basic Data.
- Size of enterprise, based on number of employees, annual turnover and annual balance sheet figures. Enter the values taking into account ownership; see the Rules for details. The Budget Sheet calculates the size of the enterprise based on the EU definition of Small and Medium-sized Enterprises.
- Research share is completed in cases involving both research and development and/or demonstration. Note: if a significant proportion of research is indicated in the project, an Appendix 6 must be completed to describe the research content; see Item III above.

Only when this information is registered can a grant percentage be written in the form.

Budget items

The payment of grants is made as a percentage grant to the project's eligible costs for salaries and other costs directly related to the project, as well as overhead costs directly associated with the project.

Please note that grants issued under the EU Block Exemption Regulation are not paid on the basis of the approved budget figures, but on the basis of *actual* expenses. Furthermore, in cases where there is *no* statement of actual expenses for salaries/wages, subsidies may be given in the form of percentage subsidies on the basis of a *fixed hourly wage* of 350 DKK.

No profit must be included in the budget, including in connection with salaries.

When preparing the budget, one must consider whether the costs are necessary for the implementation of the project.

Expenses beyond budgeted costs are the responsibility of the project participants.

One can only write in the green boxes. Summary information about the budget figures can be entered in the Comments section of the budget file. The cost of the project is calculated in the following categories:

A) Personnel costs.
B) Instruments and equipment.
C) Buildings.
D) Other operating expenses, including materials.
E) Externals/subcontracting.
F) Overhead costs – may not be declared as part of Personnel costs.
G) Any revenues.
H) Miscellaneous/travel/dissemination.

Re A)

- Payment of subsidies is generally made on the basis of *actual* salary/wage costs incurred (calculated on the basis of annual gross salary including holiday pay; see above for subsidies based on a fixed hourly wage).
- Two categories for personnel are used (researcher and TAP/other).
- Hourly earnings are calculated on the basis of a fixed annual number of 1500 hours per year for a full-time employee. A maximum of the salary costs corresponding to the approved average hourly wage is paid for each enterprise or institution participating in the project (calculated for the enterprise or institution as a whole).
- The hours used in connection with the assessment of the application (hours used are commensurate with the tasks in the project). Completed hours on the project must be recorded in a worktime accounting system.
- Taximeter costs for Ph.Ds (see Item H).
- The budget must include anticipated salaries/wage and price increases during the project period.
- The Programme may require proof of salary paid and proof of the calculation of the overhead rate used.

Re B) Costs for equipment and instruments are eligible to the extent necessary for the implementation of the project. If such equipment and instruments are not used for the project throughout their service lifetime, only the part that is depreciated during the project period and attributable to the project is included. Equipment and instruments must be budgeted by the relevant project participant.

Re C) The cost of purchasing and erecting/facilitating buildings is in principle an eligible cost to the extent that they are used for the project. However, building costs will only be co-financed if special circumstances warrant it.

The purchase of land is not considered a subsidised, eligible cost.

Re D) Other operating expenses, including consumables such as fuels, steel pipes, insulation materials etc., operation of installations and instruments are eligible costs to the extent that they are attributable to the project.

Re E) Subcontracting costs are eligible but are only allowed where it is appropriate that the activities in question are not carried out by a project participant. In the case of a larger part of the budget, consideration should be given to whether the enterprise should instead be a project participant.

The price for a subcontract or subdeliverable must not exceed the market price, and subcontracting must be made under normal market conditions. In addition, the subcontract must be delivered to the project participant who is closest to using it.

In the event that an enterprise, including its affiliates, wishes to be both a project participant and a subcontractor in the same project – this requires explicit written approval from the Programme before subcontracting can commence. In the absence of such an approval from the Programme, subcontracting of this kind shall not be eligible.

The application must explain what the external delivery includes and how estimates of the cost have been obtained.

Ad F) Overhead is defined as: actual additional overheads directly related to the project.

- For enterprises, a maximum of 150% of labour costs may be included.
- For universities, research institutions etc., overhead is set at 44% of all costs.

The overhead rate approved in the project budget for each enterprise or institution shall be used for the payment of grants to that party throughout the project. See the EUDP Rules.

Ad G) Here, one can indicate any revenues related to the project, which must be deducted from the grant basis.

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

- *Ph.D taximeter expenses* amounting to DKK 80 000 per year can be included for the education of one Ph.D (if the student is fully associated with the project). The grant is at the institution's disposal and is intended to cover expenses in connection with the scholarship, i.e. guidance, courses, short trips, study visits to other institutions etc.
- "*Miscellaneous*" expenses should be specified in the budget sheet comment box.
- "*Travel*" expenses must comply with state rules (circular) for travel for state employees.

V. Gantt chart guidelines (Appendix 3)

The Gantt chart consists of an Excel file, which is submitted via the portal when filled in. The file is located here: eudp.dk/soeg-tilskud.

- Project parts: The project should be divided into work packages. Tab 1 is filled in with the name of the **work packages** and the time-limit scope of each work package.
- Relevant **milestones** must be established throughout the project. Also submit the number and name of milestones and mark these in terms of time-limits with vertical columns.
- A milestone is a planned, measurable and visible event that demonstrates completion of a task or major delivery from a project. In general, there will be a limited number of crucial milestones in a typical project, usually around 3-5 milestones over a three-year project cycle.
- It may be appropriate to use **stop/go milestones**, which determine whether a project should stop prematurely or continue as planned. Such a milestone can be used, for example, in the case of regulatory approvals, decisive test results etc.
- If the project receives funding, the milestones will be used by EUDP to assess project progress.
- In Tab 2, the budgets of each Danish **project participant** shall be shown, divided into **work packages**.