

Green Development and Demonstration Programme (GUDP)

Guideline for completing the application forms
for the Organic Research, Development and
Demonstration Programme (Organic RDD) 6

Deadline for applications 1 May 2020 at 12.00

Colophon

Green Development and Demonstration Programme

Guideline to grants from the The Organic Research, Development and Demonstration Programme (Organic RDD) 6

This guideline is prepared by the Ministry of Environment and Food of Denmark – the GUDP-secretariat and ICROFS.

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Introduction

These guidelines must be followed when applying for funding in relation to the subsidy scheme Organic Research, Development and Demonstration Programme (Organic RDD) 6. As an applicant, you are guided through the GUDP application material on the following pages, which contains the following forms:

Form A: Main application form

Form B: Budget form and Gantt diagram

Form C: Participant form

Form D: Additional business plan

Form E: Description of the scientific project research (in English)

Form G: Business Model Canvas

Forms A, B, C, E and G must be completed for all applications, however, Form G must not be completed for type 2 projects. Form D and as well as the additional Form G must be completed if a project has more than one business plan. All forms must be completed in English.

The ICROFS-secretariat will be handing the scientific evaluation of the projects through an international panel of expert researchers which performs a scientific assessment of the application's research content. Please notice that the information for the scientific assessment must constitute an independent description of the research contents and be written in such a way that it is easily read on its own and independently from the main application Form A. Only Form B incl. Gantt diagram and diagram E incl. relevant CVs are sent to Innovation Fund Denmark (InnovationsFonden), who is making the final assessment. Form E must be sent as a separate file, and therefore the relevant CVs must be attached to the form, although they are also included in the main application.

Please notice that the fields in the forms are locked, so it is only possible to write a limited number of characters. Therefore, you are not allowed to add your own figures and tables in the application forms. Figures and tables that are important to the understanding of the project must be submitted as enclosures together with e.g. intermediate results for green and financial project parameters. Enclosures must not exceed more than 4 pages, in addition to the key members' CVs.

The application must be completed in English. However, a brief project description in Danish is required in Form A. The GUDP application forms must be applied and must not be changed by the applicant. However, an exception can be made in Form B as other Gantt diagram designs may be used.

Processing of personal data

The GUDP-secretariat's guidelines for the processing of personal data, the contact details of the data controllers as well as the possibility of insight into and rectification of personal data, etc. is described in 'Invitation of applications for funding under The Organic Research, Development and Demonstration Programme (Organic RDD) 6' in the section 'Processing of personal data, GDPR'.

Form A: Main application form

All fields must be completed.

Project	
A1. Project type and contents:	<p>Indicate project type:</p> <ol style="list-style-type: none"> 1. Project with research content and a business plan 2. Project with research content focusing on the public goods of organic farming without a business plan <p>Tick off activities comprised by your application. Tick off at least one activity:</p> <ul style="list-style-type: none"> • Development • Demonstration
A2. Do you apply for earmarked funding?	<i>This application round is strictly for projects under Organic RDD 6.</i>
A3. Project title and acronym:	Indicate a project title that describes the content of the project (max 2 lines) as well as a meaningful acronym. Title and acronym are used for public mention of the project.
A4. Brief project description:	The description should include project purpose, expected results and a realistic assessment of achieved project impact (cf. A.23 and A24). Your language must be readily understood. Max. 1,500 characters (per language). The brief project description <u>must</u> be provided in both Danish (A4a) and English (A4b). Please note that the description may be published unedited on the GUDP website and in 'Grøn Projektbank' (www.groenprojektbank.dk)
Applicant	
A5. Name of main applicant/ coordinating company or institution:	Name of the main applicant. The main applicant is the company or institution in charge of the project.
A6. Municipality:	The municipality of the main applicant.

A7. CVR number:	<p>Indicate the main applicant's CVR number. The stated CVR number must be registered with the Central Business Register (CVR.dk).</p>
A8. P number:	<p>Indicate the main applicant's P number.</p>
A9. Address:	<p>State the main applicant's address. The address must be identical with the address registered in the Central Business Register (CVR) in relation to the CVR and P numbers listed.</p>
A10. Project manager's name and title:	<p>Name and title of the responsible project manager in relation to the GUDP and ICROFS secretariats.</p> <p>The project manager is the contact person for the GUDP and ICROFS secretariats and all communication must go through him/her.</p>
A11. Telephone and e-mail address:	<p>Indicate the project manager's telephone number and e-mail address. The GUDP and ICROFS secretariats will use the contact information for future correspondence during and following the processing of the application.</p>
A12. Total amount applied for and total budget:	<p>State both the total grant amount applied for from GUDP as well as the total budget amount (total budget). These amounts will also appear from field B16 and E16 in Form B (the budget form). The total amount applied for must be between 250,000 DKK and 8 million DKK.</p>
A13. Have you applied for funding in relation to this project via other state, regional and/or EU schemes? Have you previously applied for funding from GUDP for this project?	<p>Please state if you have applied for project funding via other state (e.g. 'Promilleafgiftsfonden'), regional or EU schemes, including GUDP; covering the entire project and all participants. If this is the case, please state the relevant scheme and year of application. Indicate file no. for previous applications, including GUDP applications, which have been rejected. Please state whether grants were given, and if so please also state the grant percentage.</p>

<p>A14. Starting date:</p>	<p>State the expected starting date for the project, however not earlier than 1 January 2021.</p> <p>In special cases, GUDP may allow that the applicant – at his own account and risk – initiates project activities before the GUDP-board has made its final decision whether or not to fund the project¹. However, the applicant must apply for such authorization in writing.</p>	<p>A15. End date:</p>	<p>Expected end date of the project. The project period is max 4 years.</p>
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Applicant's confirmation

A16. Applicant's confirmation

The main application form must be signed by the main applicant's financial controller.

The applicant is under the obligation to inform the GUDP-secretariat immediately in case of significant changes to the information submitted; thus including additional funding granted for the entire project or parts of the project by other parties, of which the applicant had no knowledge at the time when the application was submitted.

The applicant confirms with his or her signature that all data and information provided in the application material are correct, and that all indicated green and financial effects are estimated realistically and in the best possible way.

Please notice that some of the information provided may be published on the Internet, cf. the call section 'Procedure for the processing of applications'.

<p>Date:</p>	<p>Signer name/stamp:</p>	<p>Signature:</p>
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¹ Cf. § 9, section 3 of Act no. 1069 dated 13 September 2017

Project type and company size

A17. Project type:	Tick off either collaboration project or individual/sole company project.
A18. Company size:	Tick off company size. The EU Commission's definition of company size should be applied. Cf. guidelines for Form B: Budget form and Gantt diagram

Key staff

A19. List of project key staff from the participating companies/institutions as well as their expected engagement in the project:

This list must provide information about name, position and work place of the key staff as well as the expected number of hours they will spend in relation to the project. Key staff are staff possessing competences necessary for the completion of the project; usually 1-2 persons per participating company/institution. Key person CVs must be submitted as enclosures.

Name:	Position:	Number of hours:	Company/Institution:
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Applications with research contents (all applications under Organic RDD 5)

A20. Scientific evaluation:

Form E must be completed (for further instructions please see the section 'Form E').

Field A20 should thus not be completed.

Detailed project description

A21. Project background, purpose and work packages:

Describe how the project, based on the ICROFS 'spider web', contributes to solving significant challenges for organic farming, fisheries, aquaculture and/or the food industry, and how it contributes to meeting the general objectives of organic food, industrial and environmental policies. Also describe the project's focus within the value chain.

The contents of the work packages must be elaborated and explained in this section - it is not sufficient to write the title of the work package, activities and milestones. Establish a clear purpose and describe activities for each work package in the project. Activities and milestones and deliveries must also be listed in a Gantt chart (Form B, sheet 2) and distributed among the various work packages.

Figures and tables to support the understanding of the project purpose and impact should be submitted as enclosures. Total enclosures should be max 4 pages and solely include intermediate results and illustrations to enhance the understanding of the project purpose and impact.

The description must be max 10,000 characters incl. spaces.

A22. Novelty value of the project

Describe the novelty value of the project and explain how the project's output differs from/builds on other already existing products, methods or knowledge.

The description must be max 2,000 characters incl. spaces.

A23. Specific project impact within green sustainability

The project's green impact should be described according to the three sustainability parameters (see page 12).

As a rule, only the primary green effect of the project must be quantified. However, if the project is a holistic project that has several equal effects, these can all be quantified. Other non-primary effects can be described in prose and form part of the overall assessment of the project.

The effect 'Limited impact on the environment from nutrients (N and P), pesticides and greenhouse gases' must be quantified in Impact Form 1 and described in more detail in text form. The other effects are briefly described in Impact Form 2, incl. expected dissemination, and is also described in more detail in the text.

You will find examples of how the green effects can be described both in text form and in the impact form at the end of this section.

The description must be max 3,000 characters incl. spaces and excl. the impact form

Description of green impact in text form

The following information must be included in the description (under the description of the individual green parameters you can see more about the information that should be included):

- Current level of the parameter in question
- Expected impact to be achieved in the project
- Realistic dissemination of relevant parameters as well the expected time of realization thereof
- Calculation basis for the parameters in Impact Form 1

The green impact of the project is used as one of several important criteria for evaluating the application. The figures from Impact Form 1 **must** also be included in the text. It is crucial that **the impact calculation is described clearly in detail** and that it is **explained thoroughly how the impact is achieved**. Effects listed as percentages may not be used alone, but as a supplement to specific figures. Be aware that impact and dissemination should not be overestimated and must be realistic to achieve.

The impact description should be based on sources such as e.g. statistics, published reports or the like. Additional information, clarifications and causal relationships should be stated in the explanatory text. Intermediate results, illustrations, tables and the like may be submitted as enclosures. Total enclosures should be max 4 pages and solely enhance the understanding of the project purpose and impact.

The effect and impact described is included in the evaluation of the project, and the size and expected dissemination of the impact described in the applications received are thus compared in relation to the grant applied for. For the effects in Impact Form 2, the impact is given a score based on the description in the application, the expected dissemination and the grant applied for. For example, an effect from Impact Form 2, which is listed as one of the primary impacts of the project, and which has a high impact but a low spread, will have a lower score than an effect having a large impact and a large spread. Effects that are not one of the primary impacts will generally have a lower score than the primary effects.

As a rule, the green impact should be achieved within the borders of Denmark, but may in special cases be outside Denmark, for example if the project concerns cross-border challenges such as animal diseases or greenhouse gases.

The three green sustainability criteria

1 Credibility in relation to organic principles

Contributions to an increased credibility in relation to organic principles must be described and the applicants should aim to quantify the expected project contributions in the application. Some examples are given below, and the applicants may include more.

- Improved soil fertility
- Circular economy/recirculation
- Optimization of the food system
- Sustainable use of resources
- Minimized nutrient surplus
- Nitrogen: covers lower application of nitrogen, improved utilization, reduction of application to the surrounding environment, reduced leaching, and reduced emissions from animals or production plants. To be indicated as e.g. kg per hectare or kg per animal unit.
- Phosphorus: same description as above. To be indicated as e.g. kg per hectare or kg per animal unit.
- Careful processing

2 The contribution of organic agriculture to public goods

Contributions to the identification or development of the contributions of organic agriculture to public goods must be described, and applicants should seek to quantify the contributions they expect the project will have in the application. Some examples are given below, and the applicants may include more, but it is recommended to study the knowledge synthesis on The Contribution of Organic Farming to Public Goods.

- Nature and biodiversity
- Environment
- Energy and climate
- Climate impact: Cover all processes that lead to reduced emission of greenhouse gases (e.g. CO₂, N₂O, CH₄) converted into CO₂ equivalents, and processes that increase carbon sequestration in soil. To be indicated in CO₂ equivalent as e.g. kg CO₂ per hectare or kg CO₂ per produced unit.
- Human health and welfare
- Animal health and welfare
- Reduced use of antibiotics
- Reduced use of pesticides
- Includes the pesticide load from herbicides, fungicides, insecticides and growth inhibitors. To be indicated as reduced pesticide load on the basis of the mean database (www.middeldatabasen.dk) per hectare (B/ha).
- Industry and rural districts

3 Resilient systems

Contributions to resilient systems must be described and the applicants should aim to quantify the expected project contributions. Some examples are given below, and the applicants may include more.

- Ecosystem services
- Adequate access to nutrients
- Resistance to external pressure and change
- Technology and knowledge
- Resource management and cost optimization

Impact forms – Green sustainability

In the impact forms shown below the primary impact must be indicated. If the primary impact can be quantified under Parameter 1, Impact form 1, where the specific impact, dissemination, total impact (impact x dissemination) and source references for parameters must be indicated. If the primary impact can be quantified under Parameter 2, 3 or 4, Impact form 2 must be used, where the impact is to be described briefly.

Impact form 1 – Green sustainability

Parameter		Impact (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Expected year of achievement	Source reference
Limited impact on the environment from nutrients (N and P), pesticides and greenhouse gases	From nitrogen (N)					
	From phosphorus (P)					
	From pesticides					
	From greenhouse gasses (CO ₂ -equivalents)					

* If the project has several effects, only the primary effect is to be quantified. Thus, the primary effects must be quantified both in the table and described in text form. Non-primary effects should only be described in text form.

Impact form 2 – Green sustainability

Parameter	Short description
Credibility in relation to the organic principles	
The contribution of organic agriculture to public goods	
Resilient systems	

* If the project has several effects, only the primary effect is to be quantified. Thus, the primary effects must be quantified both in the table and described in text form. Non-primary effects should only be described in text form.

Example of description of green impacts from nitrogen, phosphorus, pesticides and greenhouse gasses

Example 1: this project creates value for rabbit farmers by a new feed concept which will reduce mortality and improve welfare. This will reduce loss of N and P and have other positive effects.

The mortality in the production is expected to be reduced by 5% (in absolute terms). Present mortality: 25%. The project is expected to enable the organic rabbit production in Denmark to rise from 784 t meat/y to 4,000 t meat/y, thus increasing the production 5-fold. The nutrient surplus of nitrogen (N) will thus be reduced by $5\% * 4,000 \text{ t/y} * 56 \text{ kg N/t}$ (Kaninbekendtgørelsen, MFVM, 2016) = 11,200 kg N/y. The nutrient surplus of phosphorus (P) will be reduced by $4,000 \text{ t/y} * 4.9 \text{ kg P/t}$ (Kaninbekendtgørelsen, MFVM, 2016) * 5 % = 980 kg P/y.

Credibility: the project will add credibility as regards the organic standards by focussing on improved health and welfare of the farmed animals. Improving general health, specifically reducing incidence of diseases while improving welfare all adds to improved and more robust farming conditions and rabbit well-being, adding means and practices well beyond the mere standards set by the organic regulation. The reduced mortality foreseen (5 % of total) will increase the output from the input (or reduce the input needed). This means an improved resource utilization, that has not been quantified, though.

Contribution to public goods: Organic rabbit farms are considered to use 0.8 kWh/kg meat less than conventional farms (using 1.6 kWh/kg meat; Danish Rabbit Culture, 2015) since rabbit density is reduced. Converting an additional production of 3,220 t meat/y (from 784 t/y to 4,000 t/y) to organic farming thus reduces the energy use by $3,220 \text{ t/y} * 0.8 \text{ kWh/kg} = 2,576,000 \text{ kWh}$ equalling $2,576,000 \text{ kWh} * 213 \text{ g CO}_2\text{-equivalents/kWh}$ (Energinet.dk) = 548,668 kg CO₂-equivalents.

Only limited use of antibiotics are allowed in organic rabbit farming. Although the project is expected to improve the general health and well-being of the rabbits, it is thus not possible to quantify the results of a foreseen reduced need for treatment.

Resilient systems: if the project succeeds in developing new and improved ways of preventing specific as well as general diseases (by improving rabbit welfare) the project will contribute massively to the further development of resilient farming systems. Disease prevention by alternative means in accordance with organic principles, including new knowledge on how feed parameters as well as shelters can influence rabbit immunology and wellbeing, can be trendsetting for the future development. Resilient systems as well as robust operations keeping rearing conditions and feed quality optimal and stable are especially important for rabbits.

Impact form 1 – Green sustainability						
Parameter		Impact (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Expected year of achievement	Source reference
Limited impact on the environment from nutrients (N and P), pesticides and greenhouse gasses	Nitrogen (N)	2,8 kg N/t meat	5 % of 4000 t meat /year	11,200 t N/year	2025	MFVM 2016
	Phosphorus (P)					
	Pesticides					
	Greenhouse gasses (CO ₂ -eq.)					

Example of description of green impacts ‘credibility in relation to the organic principles’, ‘the contribution of organic agriculture to public goods’, and ‘resilient systems’

Example 2: Increased biodiversity and carbon sequestration through integration of trees in organic cropping systems and landscapes

This project creates value for the society in terms of eco-system services as a result of integration of trees and bushes in the organic farming system I various forms of agroforestry and the establishment of wind breaks and small biotopes. The objective of the project is to develop farming systems that increases biodiversity through integration of trees and bushes in the cropping systems or in the landscape and at the same time minimizing negative impact on yields and financial outcomes or potentially having a positive impact on yield and financial outcome. The impact on biodiversity will be assessed including the impact on beneficiary species as well as pests. The agricultural production will be measured and compared with gain in biodiversity. The overall goal of the project is to contribute to the development of a scientific foundation for the management of agricultural land and landscapes in organic farms including a system that includes payment for the contribution to public goods.

Primary impact: The project is expected to have a positive impact on biodiversity. The biodiversity as such will increase with the inclusion of trees and bushes in the farming system. This is expected also to lead to an increase in biodiversity in general of flora and fauna. The project will measure the diversity of insects, birds and small mammals incl. beneficiary species as well as pests. Baseline for measuring impact is the present level of species in organic and conventional farms: insects: 47/29; birds 39/21, small mammals: 17/13. Expected impact: number of species in the three systems (agroforestry, windbreaks, small biotopes) increased to: Insects: 55/50/47; birds: 50/45/40; small mammals: 21/20/19. With public funding support it is expected that the new systems will be introduced in 80% of all organic areas = 196,000 ha (in 2017 the organic farming area was 245,000 ha (Landbrugsstyrelsen 2018).

Credibility: The increased number of trees and bushes in the farming system and farming landscape is expected to have a positive impact on environment through a reduction of the leaching of nitrogen due to a more extensive and deeper rooting (will not be quantified in the project). The result of the project in the form of more diverse cropping systems will also provide an opportunity for optimization of the food systems and potentially a better use of resources (e.g. agroforestry systems with several different crops).

Public goods: With support from public resources it is furthermore expected that the system will be adopted also in conventional farms of which it is estimated that 30% of the areas initially will be able to integrate trees and bushes in the one of the three cropping systems. The project also expects an increase in carbon sequestration on organic farms with either of the three systems for integration of trees and bushes. This effect has, however, not been estimated.

Resilient systems: The trees and bushes to be integrated in some of the cropping systems will also yield an outcome. Thus, there will be a diversification of the income sources and at the same time a reduction of the risks that can be associated with a high degree of specialization (this will not be quantified in the project)..

Impact form 2 – Green sustainability

Parameter	Short description
Credibility in relation to the organic principles	
The contribution of organic agriculture to public goods	The contribution to public goods relates to a positive impact on biodiversity of the flora (integration of trees and bushes) as well as of the fauna. Investigation of the impact will focus on insects, birds and small mammals incl. both beneficiary species and pests.
Resilient systems	

A24. Specific project impact within financial sustainability (not to be completed for project type 2): (max. 3,000 characters in addition to the impact form)

Describe the project's financial impact based on the following two sustainability parameters:

- Project proceeds – is the earnings minus the expenses, i.e. the net income that the participants achieve as a result of their participation in the project. The proceeds generated respectively year 1, 2 and 3 after the end of the project must be indicated in DKK. Please note that project proceeds must be distinguished from the turnover and that it applies only for the specified period.
- Further financial impact – is the annual financial impact generated by full impact in the entire Danish food sector at realistic dissemination of the project's results. Also please indicate the expected time of implementation time for the impact. Other socio-economic effects can be described in the text, and may be quantified. The impact only applies **outside** the project participant circle.

All parameters may not be relevant to all projects, but indicate the relevant parameters as precisely and realistically as possible. The parameters should be indicated and described in **text** and by completing **one or both of the impact forms**.

The project's financial impact is used as one of more important criteria when assessing the application, and it is thus essential, that impact and dissemination is described by means of unambiguous and comparable units, and also that the calculation of the impact appears clearly.

Please cf. the example of a description of a project's financial impact in text and impact form provided at the end of this section.

Description of financial impact in text form

For each parameter, relevant to the project, please describe:

- Current level of the parameter in question
- Expected impact of the project
- Realistic dissemination of relevant parameters based on the output of the project.

Please indicate quantitatively in unambiguous units the expected financial impact for each of the relevant parameters to the industry as well as the participating companies that are likely to profit from the project output. The description should be based on sources such as e.g. statistics, published reports or the like. Also additional information, explanations and causal relationships can be specified in text.

The calculation of impact should appear clearly, and intermediate results may be submitted as enclosures. Financial impact obtained outside Denmark should not be included; however, this does not apply to project proceeds.

Impact forms – Financial sustainability

Specific impact must be indicated in one or both of the impact forms related to financial sustainability.

If the applicant is unable to fill in the impact form for a least one parameter for green and one financial parameter it is not, in principle, a GUDP project and the applicant should

reconsider whether GUDP is the appropriate scheme to apply for. However, for type 2 projects (without a business plan regarding the contribution of organic farming to social benefits), at least one green parameter must be completed.

Impact Form – Project Proceeds

Project participant	Proceeds in DKK (earnings minus expenses)				
	Year 1 after project completion	Year 2 after project completion	Year 3 after project completion	Total	Source reference

* It must be stated in the supplementary text how the proceeds are generated for the individual participants in the table, including a description of what is expected to be sold, how many units (the expected dissemination) and at which net earnings. It must be clear how the proceeds are calculated, and the figures in the table must appear in the supplementary text with an explanation. Proceeds include only financial impact for the project partners.

Impact Form – Further financial impact of the project

Further financial impact for	Impact (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Implementation expected year	Source reference

* Further financial impact is the potential of the project obtained by disseminating the project's results in the sector measured in DKK. Further financial impact includes socio-economic effects. Further financial impact must not include effects that lie within the project participant group.

Example of description of the financial effect 'further financial impact'

Example: production of fertilizers based on grass-clover to increase yield.

Further financial impact: The improved organic fertilizers are expected to give a substantial yield increase in organic arable farming. At farm level, the organic arable farmer is often limited to the allowed amount of conventional manure import of 50 kg NH₄-N/ha, because there is no available organic manure. Improving the crop rotation with a higher percentage of grass-clover for biogas and returning digestate with improved N-utilization will increase the available N for the organic crops and thereby enhance yield potential. The introduction of 20% grass-clover in the rotation can increase the N-supply from 50 NH₄-N/ha per cash crop from imported conventional manure, up to 127 NH₄-N/ha per cash crop from digestate produced on organic grass-clover and manure. When the digestate is further treated to create a high-ammonium liquid fertilizer the crop available N can increase to 133 kg NH₄-N/ha. On organic farms with short N-supply extra ammonium will increase the yields app. 12-15 kg/kg NH₄-N. The estimated increase from 50 to 130 kg NH₄-N/ha will increase grain yield by 1.2 Mg/ha, representing a value of 2,760 DKK/ha under the current price of organic barley (2.30 DKK/kg).

With at least 50,000ha of organic land with low N supply (Økologistatistik, Landbrugsstyrelsen 2018) the optimized organic fertilizers could generate additional crop yield worth 138 mill. DKK.

Impact Form – Further financial impact of the project

Further financial impact	Impact (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Implementation expected year	Source reference
Organic crop producer	2,760 DKK/ha	5,000 ha	138 million DKK	2025	Danish Agricultural Agency 2018

Example of description of the financial effect 'project proceeds'

Example 1 from A23

Project proceeds: Ab farm prices of organic rabbits are currently 8 DKK/kg higher than the price of conventional rabbits. Production costs are approx. 4 DKK/kg higher. (Both KaninStatistik, MFVM 2016). Rabbit farmer Ninkaninus, who at present sells 100,000 kg rabbit meat is expected to earn 4 DKK/kg extra rabbit meat. Mortality is decreased by 5% without further expenses.

Impact form - Project proceeds					
Project participant	Proceeds in DKK (earnings minus expenses)				
	Year 1 after project completion	Year 2 after project completion	Year 3 after project completion	Total	Source reference
Rabbit producer Ninkaninus	4,000 DKK	12,000 DKK	20,000 DKK	36,000 DKK	MFVM 2016

* It must be stated in the supplementary text how the proceeds are generated for the individual participants in the table, including a description of what is expected to be sold, how many units (the expected dissemination) and at which net earnings. It must be clear how the proceeds are calculated, and the figures in the table must appear in the supplementary text with an explanation. Proceeds include only financial impact for the project partners.

A25. Technical risk analysis:

Describe the technical risks associated with the project in relation to the development and render the project's output probable and the measures to be taken that will take these risk into account. Specify whether special permission(s) is required to complete the project.

It is expected that there is some risk in relation to whether the expected results can be obtained in a GUDP project. Participants must show that they are aware of the risks involved in the project.

In connection with the evaluation of the project, the application is given a score for technical risk based on the technological barriers (how well-known and well-tested the methods are and what the probability is for implementation) as well as on the project team's scientific competencies.

The description must be a max 2,500 characters incl. spaces.

A26. Project organization and management:

Please describe project organization and management, including whether a project steering committee has been appointed. Please provide a description of the project manager's as well as the participants' competences used to accomplish the project (max. 5 lines per participant). Relations and synergies between work packages and participants should appear from, and be rendered visible in, the Gantt diagram (Form B, sheet 2).

The description must be max 2,500 characters incl. spaces.

A27. Project coherence with other previous and ongoing projects:

Account for the projects coherence with other relevant projects. If previous, related projects have been funded by the Danish Agricultural Agency or any other public institution please state this and indicate the project file number.

Also describe expected collaboration with other relevant companies, institutions and/or projects that do not participate in the project.

The description must be max 2,500 characters incl. spaces.

A28. Communication plan (see also criterion 6 regarding dissemination and stakeholder involvement):

Relevance and stakeholder ownership of the project in relation to the target group/end users, e.g. the organic farmers, is important. The communication plan must include a description of the parties interested in the project idea and results, how the primary target groups have been identified and how target group representatives will be involved in the project. Furthermore it must be described how the project will include, communicate and disseminate to relevant target groups in order to include the stakeholders in an on-going dialogue about the project, including:

- Decision-makers, with a focus on challenges and solutions
- Professional environments, with a focus on goals, methods and results
- Users, consumers and the general public with an interest in focusing on user value for the individual as well as on community benefits.

In the communication plan emphasis should be put on making the project efforts and results visible to others, including as scientific publications, how the project can inspire others as well as how the results may be implemented. Stakeholder involvement and the estimated project impact will be evaluated and must be clearly described in the application.

The project should contribute to dissemination in Danish and English through ICROFS. The project manager and 1-2 project participants must also participate in annual status meetings.

The budget can allocate up to 50,000 DKK for communication purposes.

The description must be max 2,500 characters incl. spaces

Business plan

A29. Form G (Business Model Canvas):

NB! Should not be completed by type 2 projects.

Based on the answers to the questions below under A30 to A33, Form G 'Business Model Canvas' is to be completed for the output that is generated in the project.

In assessing project proposals, GUDP attaches great importance to the commercial perspectives of the projects and that these are clearly defined and substantiated in the application.

If GUDP approves the project, the project manager will in connection with the project progress reporting be asked to update the business plan as results and increased knowledge of opportunities and barriers to commercialization are achieved.

A30. Competitor analysis:

Describe the competitive situation for the output generated in the project. Including competitors and competing solutions on the market, both nationally and internationally.

State the advantages and disadvantages of this project's output compared to its competitors. Including e.g. product price vs. the financial gain to be achieved by the customer.

The description must be max 2,500 characters incl. spaces.

A31. Market potential:

Describe the expected market share of your project output at the market introduction and the potential later on (stated as percentage market share).

Indicate when the output is expected to be competitive in the market.

The description must be a max 2,500 characters including spaces.

A32. Marketing plan:

Explain which participant(s) will commercialise the project results after completion of the project.

Describe the plan for the work on the output after the end of the project and until the final commercialization of the product.

The description must be a max 2,500 characters including spaces.

A33. Commercial risk analysis:

Explain the commercial risks associated with the project, including any market entry barriers / sales barriers / regulatory barriers and how these are sought to be overcome.

It is expected that there is some risk in relation to whether a GUDP project can be implemented with the expected results. Participants must show that they are aware of the risks involved in the project.

In connection with the assessment of the project, the application is given a score for commercial risk based on the market barriers (legal barriers, price barriers, cost barriers etc.) as well as on whether there are obvious buyers and competition in the market.

The description must be max 2,500 characters incl. spaces.

General Data Protection Regulation

A34. Publishing personal data on the Internet:

Please note that parts of the provided information may be published via the Internet, as it also appears from the call section on 'Procedures for considering applications.'

For information on the GUDP-secretariat's processing of personal data, contact information for the data controllers, the possibility of requests for access to or rectification of personal data etc. please see the 'Invitation of applications for GUDP', in the final chapter 'Processing of personal data'.

Checklist

A36. Checklist before you send the application material:

- ✓ Form A – check that all fields are completed.
- ✓ Form A must be signed by the project manager – individual company projects must be signed by the financial controller.
- ✓ Form B – the budget form must be completed for each participant and for each activity type (research, development, demonstration and network), to be applied for. Thus, a single applicant may have up to 3 budget forms, if he or she applies for funding for a research project that includes development and demonstration.
- ✓ Form C – fill in a participant form for each participant, including the main applicant/project manager. The Form must be signed by the company's financial controller.
- ✓ Form D – additional form for business plans if a project has more than one business plan. The first business plan must appear from the main application form A.
- ✓ Form E must be completed as a supplement to Form A, and relevant CVs must be incorporated.
- ✓ Form G – Business Model Canvas must be completed for each business plan.

- ✓ CVs for all relevant project key staff (indicated in A19) must be attached as enclosures.
- ✓ Applications must be submitted via e-mail to the GUDP- secretariat at gudp@lbst.dk – Indicate the project title in the subject field. *Be aware that e-mails exceeding 25 MB cannot be received.*

All relevant application forms, CVs and enclosures must be in a single Pdf-file, except for Form B and Form E (which also includes CVs of the participants that take part in the research part), which must be attached as separate files (1 Excel spreadsheet and 1 Pdf-file). The total Pdf-file should be submitted in a non-scanned version without signatures as well as a scanned version with all signatures. Therefore, please attach the following:

- ✓ Pdf-file (non-scanned version)
- ✓ Pdf-file (must include all signatures)
- ✓ Excel spreadsheet (not scanned) with budget form and Gantt chart (Form B)
- ✓ Form E including research-relevant CVs

Form B: Budget form and Gantt chart

This guideline will first provide a general elaboration on budgetary items and next a guide on how to fill in the individual fields of the budget form.

General information about funding of GUDP projects

It is a prerequisite for obtaining grants from GUDP that expenses are directly related to the project and that they are necessary for the accomplishment of the project. Further, it is a condition that expenses are incurred during the approved project period, that the expenses have been paid and that this can be documented.

GUDP never covers expenses 100 per cent. The subsidy rate depends on who the applicants are and what form the project has. Read more about the subsidy rates on page 26.

Allowable expenses eligible for funding

The following expenses are eligible for funding:

- Salary during the project period for project participants
- Expenses covering external assistance when this creates added value to the project's sub activities². As a rule, research institutions are not eligible for funds for external assistance as these are expected to possess the highest expertise
- Other activities. Operational costs that are necessary for the accomplishment of the project, including material costs, meeting and transport expenses, etc.
- Expenses for apparatus and other types of equipment that are necessary to accomplish the project. However, as a rule the applicant is expected to finance and provide the necessary equipment. Therefore, funding for apparatus and other equipment is only given to a limited degree and based on specific reasons. Funding for apparatus and other equipment is only given to development and demonstration projects with or without research activities. The expenditure items must be specified in the approved project application, the letter of commitment or in the subsequently approved budget change. The scrap value of equipment and apparatus must be calculated. For demonstration activities the max amount granted for apparatus and equipment is 750,000 DKK
- Other: Other direct costs necessary to the accomplishment of the project (audit, communication, etc.)
- Overhead, including indirect costs necessary to accomplish the project (documentation must be enclosed with the claim for the expenses that are included in the calculation of overhead)
- Expenses for PhD salary (max 28 months).

² The following applies to all kinds of external assistance: External assistance ('subcontracting') is settled based on invoices paid for external consultancy and services necessary for the accomplishment of the project. As a rule, all services should be bought at market price. You must be able to document that – when acquiring the product – you have explored the market price for said service and thus will be able to account for the purchase. If you buy the service from a supplier with whom the applicant is connected via his/her group or corporation then the price should be settled as an internal cost (cost price). The applicant should pay specific attention to a correct settlement of the price in case of trade with affiliated companies as well as internal trade between the participants.

Expenses that are not eligible for funding

Funding is not provided for:

- Covering of expenses for activities accomplished prior to project approval or after finalization of the project.
- Company-specific process optimization (e.g. LEAN)
- Loss of working hours and production losses due to project participation
- Education activities in general, PhD-fees, competence development etc. Funds may be provided for PhD salary, but not for matriculation, courses, teaching, etc.
- Patent expenses for large companies
- Grants are not available for foreign research institutions and companies, but these may be part of a project as external advisors in case the necessary expertise is not available in Denmark
- Preparation of the application, including collaboration agreements for network projects
- Depreciation of apparatus and equipment.

All expenses must be stated exclusive of VAT, unless the applicant bears the VAT himself and therefore applies for funding for this expense.

Independent funding and other public co-funding

Independent funding is the share of project expenses eligible for funding that are paid by the private companies. Independent funding is always non-public funds. In relation to grants, Advanced Technology Groups (GTS), trade/industry associations, associations and self-governing institutions are considered as private companies.

The budget forms also include the concept of 'other public co-funding'. That is, co-funding of the eligible expenses provided directly or indirectly by governmental funding bodies. Thus, the financial contributions from both universities and other public institutions as well as grants from the agricultural funds must be stated as 'other public co-funding'. As a rule, project activities can only be funded by means of public funds up to the maximum subsidy percentage, which depends on the activity and company type. See the current rates on page 26-27.

Example: If the maximum subsidy percentage of a development project is e.g. 60 percent, but it only applies for 40 per cent. GUDP funding, a maximum of 20 percent is eligible for funding by other public funds. The remaining 40 percent of the funding should be covered by independent funding from the contributing company or other non-public funds.

Other supplementary public co-funding

Some project types may be funded 100 percent by public funds. This applies for demonstration activities.

It also applies for development and research activities comprised by the categories mentioned in Enclosure 1³ of the Treaty of Lisbon (agricultural products) or enclosure 1 to EU regulation no. 1379 on common market organization for fish and aquaculture⁴ produce.

In this case the total public funding may constitute 100 percent provided that⁵:

- the grant receiver is a research institution or a knowledge dissemination organization according to the definitions provided in the EU rules for government subsidies
- the activities are of general interest to the sector or sub sector in question
- information about the accomplishment of the activities as well as the purpose and aim of same will be published on the internet prior to initiation. The information supplied must include an indication of the date of publication of the expected results and that they will be available to the general public free of charge
- the results of said activities must be available on the internet for at least a 5-year period and must not be made available to members of a specific organization until they are made public.

How to fill in the individual parts of the budget form

The budget form (form B) is an Excel-file with three sheets

- Sheet 1: The total project budget
- Sheet 2: Gantt chart (incl. guidelines)
- Sheet 3: A list of delivery types to be used when completing the Gantt chart.

Guidelines for the sheet 'Total project budget' is provided below. Instructions as to completing the Gantt chart appear from sheet 2 'Gantt chart'. An example of a completed budget form and Gantt chart is available at the website together with the application material.

Total project budget

The total project budget automatically sums up all sub budgets below, as these are completed. Once all project participants' sub-budgets are completed, the total project budget will display the distribution of GUDP funding, own financing and other public financing. The amount appearing from the column 'GUDP total' (spreadsheet field B 16) is the amount applied for. This amount must also be indicated in the main application form field A 12 'Amount applied for.'

Participant budgets

A budget must be prepared for each company/institution participating in the project. If the company/institution is involved in more types of activities - applied research, development and demonstration - a sub-budget for each type of activity must be prepared (see below). This is due to the fact that subsidy rates vary according to type of activity and company size. The amount appearing from column B in 'GUDP total' is the amount to be applied for. If the company/institution participates in more activities, then the amounts applied for should be added up and indicated in field C9 'Other activities' of the participant form. Sub-budgets must also be prepared for participants who do not apply for grants as they contribute with independent financing.

³ Enclosure 1 of the Treaty of Lisbon deals with primary agricultural products, i.e. agricultural products prior to and including the first stage of processing. A project on wetlands may be included in enclosure 1 if one or more primary agricultural products are produced on these wetlands. Products comprised by enclosure 1 are found here [link](#) (p. 333-335).

⁴ Enclosure 1 of the EU regulation no. 1379 on the joint market organization for fish and aquaculture produce is found here [link](#) (p. 16-17).

⁵ Consolidation Act no. 1069 of 13.09.2017 § 27

Project participants who do not receive funding must sign a declaration that their activities have been accomplished. The declaration must also be signed by the project manager.

Company name

Fill in the name of the company.

Activity type

State type of activity: 'Applied research', 'Development' or 'Demonstration'. Definition of the three activity types:

- **Applied research** includes activities concerning planned research and critical studies with the purpose of generating new knowledge and skills to be used in the development of new products, processes or technologies. The results of the accomplished activities need not be readily available for commercialization in a short-term perspective.
- **Development** includes activities that contribute to the development of new or improved products, processes or technologies based on existing scientific and other relevant knowledge and skills. Development activities may include commercially applicable prototypes. The results of the accomplished development activities are expected to be directly applicable, and possible to commercialize, in a short-term perspective.
- **Demonstration** includes activities that demonstrate scientific or technical knowledge. The demonstration must not lead to distortions of competition and should not be confused with marketing. Therefore demonstrations must not deal with specific products or services that highlights the product's properties. It is a requirement that all interested parties must have access to the demonstration and thus not limited to an exclusive group.

Company size

Company size is stated on the basis of the EU Commission definitions:

- **Small companies** are defined as companies with less than 50 employees and with an annual turnover and/or an annual balance sheet total of max. 10 million euros.
- **Medium-sized companies** are defined as companies with less than 250 employees and with an annual turnover of max. 50 million euros and/or an annual balance sheet total of max. 43 million euros.
- **Large companies** are defined as companies that are larger than the categories mentioned above.

For further information regarding the definitions we kindly refer to the [user guide](#) from the European Commission.

Subsidy rates

The maximum subsidy rate is based on project type (collaboration project/single company project), activity type (project including applied research/development/demonstration) and company size. Thus, GUDP provides subsidies to the individual project participants – according to project type, activity type and company size.

Table 1: Maximum subsidy rates for GUDP projects*

Company size	Research and knowledge dissemination organizations	Small companies		Medium-sized companies		Large companies	
		Individual	Collaboration	Individual	Collaboration	Individual	Collaboration
Activity type							
Applied research	90 pct.	70 pct.	80 pct.	60 pct.	75 pct.	50 pct.	65 pct.
Development	90 pct.	45 pct.	60 pct.	35 pct.	50 pct.	25 pct.	40 pct.
Demonstration	70 pct.	70 pct.	70 pct.	70 pct.	70 pct.	70 pct.	70 pct.

* Research and knowledge dissemination organisations can achieve a maximum subsidy of 100 pct. of the eligible costs for the implementation of non-commercial research and development activities, provided that the research results of the research institutions is subject to continuous publication, including education.

Trade organizations and the like as well as private research and knowledge dissemination organizations

Trade organizations and the like as well as private research and knowledge dissemination organizations are regarded as large companies in connection with the determination of the maximum subsidy rates. If the applicant can present documentation that the organisation or institution (the entire organisation or institution) fulfills the EU Commission's definition of small or medium-sized companies (SME) a subsidy rate corresponding to the size of the company can be given.

Requirements for collaborative projects

In order to receive an increased subsidy for cooperation projects, it must be a collaboration between companies, of which at least one is a SME, and where no individual company holds more than 70 pct. of the eligible costs. Or the collaboration must be between a company (regardless of size) and a research and knowledge dissemination institution, where the latter contribute with a co-financing of at least 10 percent.

In collaborative projects with an increased subsidy rate, the project results must be widely disseminated via conferences, publications, open access archives, free software or open source software. However, this does not apply to confidential information.

Proportionality of budget items

The same subsidy rate is given to all project expenses; i.e. proportionality is required for all expenses (cf. example provided below). Proportionality is required as no individual expense should be given more than the maximum subsidy rate. However, no proportionality is required for the universities.

Company name:	Virksomhed ApS	Main applicant		Company size:	Small company
Activity type	Development	Grant percentage applied for:			
	GUDP	Independent financing	Other public funding	Total	No. of hours
Scientific staff	136.500	91.000		227.500	615
Administrative staff				-	
External assistance	30.000	20.000		50.000	
Other activities				-	
Apparatus/equipment	24.000	16.000		40.000	
Scrap value	4.800	3.200		8.000	
Income, if any				-	
Other	6.000	4.000		10.000	
Total excl. OH	191.700	127.800	-	319.500	615,00
OH	28.665	19.110		47.775	
Total	220.365	146.910	-	367.275	
			Total grant percentage	60,00%	
<i>Part of total budget</i>	100%		OH percentage (University)	14,95%	
			OH percentage (Company)	21,00%	

Elaboration of individual budget entries

VIP and TAP salary

Universities and other public institutions

Guidelines for payroll cost for scientific staff (VIP) and technical administrative or other staff (TAP): Project staff salary paid by universities and other public institutions may as a maximum be in accordance with collective agreements for comparable work carried out in the state.

GUDP provides grants for the employee's specific, hourly pay and social contributions, including sickness benefit and parental pay, holiday allowance and other social, employer obligations.

The salary can either be stated as an average or individually for the individual employee. In both cases, the salary must be entered into the specification field and the total number of hours must be stated. If you refer to the individual employee (e.g. by using his/her initials), you must indicate the hourly pay and the total number of hours spent working on the project. Example: HJ, 350 DKK/hour for 47 hours.

When estimating time consumption, a standard of 1,648 working hours per year should be applied.

Companies and private research and knowledge dissemination institutions

Companies and private research and knowledge dissemination institutions such as GTD institutes, apply specific salary costs (i.e. excluding overheads/general costs) in their budgets.

Salary costs for company owners who are not actually employed by the company may be included and paid at an hourly rate approved by

GUDP – typically 150-350 DKK/hour. If salary for company owners is included in the project this must be specified in the relevant field including hourly wage rate and number of hours.

The salary can either be stated as an average or individually for the individual employee. In both cases, the salary must be entered into the specification field and the total number of hours must be stated. If you refer to the individual employee (e.g. by using his/her initials), you must indicate the hourly pay and the total number of hours spent working on the project. Example: HJ, 350 DKK/hour for 47 hours.

When estimating time consumption, a standard of 1,648 working hours per year should be applied.

External assistance

Expenses for external services such as external analyses, external advisory services, including expert advice to which the institution/company acquires the full right of utilization of the outcome delivered. Applications for funding of external assistance must be substantiated by means of a detailed explanation describing who will provide the external assistance (CVR number), what kind of assistance, expected number of hours and the hourly wage rate. State the explanation in the specification field in the budget form (Form B, sheet 1).

As a general rule, research institutions will not receive grants for external assistance as they are expected to possess the highest expertise.

Please cf. the explanatory footnote in relation to the item 'Expenses for external assistance' in the section 'Allowable expenses eligible for funding' in this guide.

Other activities

Other activities comprise operating costs necessary to accomplish the project, including costs for materials, meeting and travel costs etc. Subsidies are not given to unspecified running of e.g. laboratories, as these are generally included in overhead costs. Please specify costs in the specification field in the budget form (**Form B**).

Costs for conferences where project results are presented as well as travel costs must be specified correctly. Grants are not given to cover education and study trip costs; however in special cases grants may be given to company-specific visits if these are of essential importance to the project.

Apparatus/ equipment

As a rule, the applicant must provide the necessary apparatus and equipment for the project. If this is not possible, you can apply for funding. GUDP will assess the application for funding of

apparatus/equipment if it is substantiated by an explanation describing the apparatus or equipment you need to purchase and the work packages in which the apparatus is used. Enter the explanation in the specification field in the budget form (form B).

If the apparatus/equipment still has a certain value after the project period then the grant will be reduced accordingly. Cf. the following paragraph on calculation of the scrap value.

Scrap value

The scrap value is the depreciated value of the purchased apparatus/equipment at the end of the project. This value will be deducted from the grant as the project is not supposed to profit from selling apparatus/equipment funded by GUDP. The scrap value must be entered in the budget form. The amount is automatically deducted and is indicated in red figures in the budget form.

Usually, the depreciated value is calculated as a certain percentage of the purchase price in accordance with the regulations of the Act on Depreciation Allowance. For example, if a project has a duration of 2 years and 4 months, the depreciation value is calculated as the annual depreciation over 3 years.

Please indicate the calculation of the scrap value in the specification field in the budget form (Form B).

Depreciation			
	Linear depreciation – 5-year period	Balance depreciation 25 pct.	Linear depreciation – 3-year period (used for IT equipment)
	pct. of purchase value	pct. of purchase value	pct. of purchase value
Purchase value	100	100	100
Value year 1	80	75	66
Value year 2	60	56,3	33
Value year 3	40	42,2	0
Value year 4	20	31,6	0
Value year 5	0	23,7	0

Income

Income from sale of test products, prototypes etc., in relation to which materials used are included in project costs. This amount is automatically deducted and will appear in red figures in the budget form. Please provide an elaboration of the income in the specification field in the budget form (Form B).

Other Indicate other expected costs in relation to the project. This entry also includes communication and audit costs. If you apply for funding for the item *Other* a detailed elaboration describing the content must be submitted. Please explain this in the specification field in the budget form (Form B).

OH (overheads) – contribution to joint costs Grants are provided for documented overheads/administrative contribution costs. Overheads are given to cover indirect costs in connection with the accomplishment of a project. Costs that do not fall directly within the specific projects. These may include joint costs for rent, premises, administration etc.

GUDP provides differentiated overheads/administration contributions according to the legal status of the participating institutions:

Research and knowledge dissemination institutions, comprised by the regulations on subsidized research as stipulated in the budget guidelines from the Ministry of Finance and with authority to perform subsidized research, may receive an overhead grant of up to 44 percent.

Private companies can apply for overheads of up to 30 percent of the salary costs. In connection with the request for payment, the overhead percentage applied for must be documented based on entries in the grant receiver's accounts.

Completing the Gantt chart

The Gantt chart should show the duration in time of the individual work packages and the relationship between them.

The applicant is free to use a different format/layout than the Gantt chart provided as part of the application material. However, the following mandatory information must be included:

- Involved project participants for each work package
- Total number of hours for each work package
- Total budget for each work package
- Total budget
- Milestones for each work package. Deliverable type should be indicated for the milestones, cf. the list of abbreviations 'List of deliverable types' mentioned in Form B, sheet 3 as well as in this guide to Form B.

Please note:

- Number of hours: A total number of hours must be indicated for each work package. It is not mandatory to indicate number of hours for each sub element of the work package. The total number of project work hours must be indicated and correspond to the number of hours indicated in the total project budget in the sheet 'Total budget'.

- WP budget: A total budget must be indicated for each work package (WP). It is not mandatory to provide numbers for each sub element of the work package. The total project budget must be indicated and correspond to the amount indicated in the total project budget in the sheet 'Total budget.'
- Compliance between activity type and deliverable type is necessary, as deliverable types are connected to activity type. That is, if you have not applied for a project with research share, the deliverable types under 'Application-oriented research' cannot be used. If research deliveries are included in the Gantt diagram, the project must include research and Form E (research description) must be completed.

Activity types to be used when completing the Gantt chart:

Applied research (F) – activities in relation to planned research and critical studies with the purpose of achieving increased knowledge and new skills to be used to develop new products, processes or technologies. The results of the accomplished activities may not be readily available for commercialization in a short-term perspective. Applied research must be accompanied by research deliverables in the Gantt chart.

Development (U) – comprises activities that contribute to the development of new or improved products, processes or technologies based on the acquisition and application of existing scientific and other relevant knowledge and skills. Development activities may include commercially applicable prototypes. The result of accomplished development activities are expected to be directly applicable and possible to commercialize in a short-term perspective.

Demonstration (D) – includes activities with the primary purpose of demonstrating/disseminating scientific or technical knowledge or the like, that does not lead to distortions of competition. Demonstration activities should not be confused with marketing of specific products or services. This means: 1) All interested parties should have access to the knowledge and/or practice demonstrated, and 2) Demonstrations should not deal with specific products or services that must be bought in order to utilize the demonstrated knowledge and/or practice.

At www.gudp.dk under the heading 'Tilskud (Grants)' in the section 'Tilskudsberettigede aktivitetstyper (Grant eligible activity types)' you will find an elaborate description of activity types using examples (in Danish only).

List of deliverable types

List of deliverable types and abbreviations to be used when completing the Gantt chart for development and demonstration projects with or without research	
APPLIED RESEARCH	
Scientific production	
International journal (peer reviewed)	FV1
Danish journal (peer reviewed)	FV2
Proceedings and working papers	FV3
Research report	FV4
Conference presentation incl. paper/abstract and presentation or poster	FV5
Commercialization and application	
Patents <ul style="list-style-type: none"> - Novelty study - Submission of application - Patent approval - Agreement on commercial application 	FK1
Strategic method development and authority procedure	FK2
Other type of commercialization	FK3
Software programmes	
Internal application	FS1
External application	FS2
Communication and dissemination	
Major reports and analyses, more than 50 pages	FF1
Minor reports/briefs incl. teaching material	FF2
Articles in subject specific journals and newspapers	FF3
Thematic issues in relation to the project	FF4
Thematic meetings / Workshops / Meetings / Open house arrangements / Training	FF5
DEVELOPMENT	
New products, processes etc.	
New or significantly improved product	UP1
New or significantly improved production process	UP2
New concepts etc.	UP3
Prototypes	UP4
Pilot plant	UP5
Commercialization and application	
Patents <ul style="list-style-type: none"> - Novelty study - Submission of application - Patent approval - Agreement on commercial application 	UK1

Trademark protection	UK2
Certification/test (not required by law)	UK3
Other kinds of commercialization, including changes in technical standards, changes in advisory standards etc.	UK4
Software programmes	
Internal application	US1
External application	US2
Communication and dissemination	
Major reports and analyses, more than 50 pages	UF1
Minor reports/briefs incl. teaching material	UF2
Technical manuals, fact sheets etc.	UF3
Articles in subject-specific journals and newspapers	UF4
Thematic meetings / Workshops / Meetings / Open house arrangements / Training	UF5
DEMONSTRATION	
Communication and dissemination	
Dissemination via practical showcasing	DF1
Technical manuals, fact sheets etc. incl. teaching material	DF2
Articles in subject-specific journals and newspapers	DF3
Thematic meetings / Workshops / Open house arrangements / Training	DF4

Form C: Participant form

All projects must complete a participant form for each participating company/institution, including the main applicant (the company/institution acting as project manager).

Project	
C1. Project title and acronym: (max 2 lines)	Indicate project title and acronym – it should comply with the title indicated in the main application.
Applicant	
C2. Participant:	Name of the institution/department/company/division.
C3. Municipality:	Municipality of domicile of the institution/department/company/division.
C4. CVR number	Indicate the applicant's CVR number. The stated CVR number must be registered with the Central Business Register (CVR.dk). The CVR number is an eight-digit identification number unique for the individual Danish company, and it is used as identification in relation to the authorities.
C5. P number:	Indicate the applicant's P number. In addition to the CVR number, each company is also given a production unit number (P number) for each physical location from which the company runs its business. The P number is a unique 10-digit number. A CVR number may thus comprise more P numbers. The P number is important with regard to payment of funds.
C6. Address:	State the address. The address listed in this field must be identical with the address registered in the Central Business Register (CVR) in relation to the CVR and P numbers indicated.
C7. Participant's name and title:	Name and title of the participant as well as telephone number and e-mail address which may be used by the

C8. Telephone and e-mail address:	GUDP-secretariat and ICROFS for corresponding purposes.		
C9. Application amount for this participant:	State the total amount for which the project participant has applied. The amount should cover all the activities (research, development and demonstration) that the project participant will participate in – up to three amounts, if the participant engages in all three activity types.		
C10. Starting date:	Expected starting date for the project – 1 January 2020 at the earliest.	C11. End date:	Expected end date. Please be aware that it may be necessary to allot time for the preparation of reporting. The project period must be max 4 years.

Applicant's confirmation

C12. Applicant's confirmation:

By his/her signature, the financial controller confirms the budget and – at the same time – approves that the company/institution participates in the project, cf. the information provided.

The applicant is under the obligation to inform the GUDP-secretariat immediately in case of significant changes to the information submitted; thus including additional funding granted for the entire project or parts of the project by other parties, of which the applicant had no knowledge at the time when the application was submitted.

The applicant hereby confirms that all data and information provided in the application material are correct, and that all indicated green and financial effects are estimated in the best possible way.

Please notice that some of the information provided may be published on the Internet, cf. the call section 'Procedure for assessment of applications'.

Date:	Signers name/stamp:	Signature:
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Please enter the company/institution stamp or the signer's name in capital letters.

Activity type and company size

C13. Activity type:

Tick off the activity types in which the participant is involved. Prepare a budget for each project participant. In case the participant engages in more activity types, a budget for each type must be prepared, as the grant rates vary according to activity type and company size.

C14. Company size:

Indicate company size. Company size is according to the EU Commission's definition.

Participants:

C16. List of participants from the company/institution:

REMEMBER that CVs for key staff must be submitted as enclosures.

Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:

Form D: Additional business plans

Business plans do not need to be completed for type 2 projects (focus on contributions to public goods).

In case a project has more participants, who may – in different ways – derive an economic benefit, or produce their own products or outputs to be commercially utilized, more business plans are required. The business plans must illustrate the different financial benefits. It may make sense to prepare a business plan for each product/output if a single company in the project has several products or outputs. Thus, you may fill in as many D Forms as necessary in the project.

Complete Form D as described in the guidelines for Form A, fields A29-A33, and submit an additional corresponding Form G.

Additional business plans (Form D) must be submitted in continuation of application form A.

Project	
D1. Project title and acronym: (max 2 lines)	
D2. Indicate participant related to the business plan:	
D3. Project output:	
Business plan	
D4. Competitor analysis: (max. 2,500 characters)	
D5. Market potential: (max. 2,500 characters)	
D6. Marketing plan: (max. 2,500 characters)	
D7. Commercial risk analysis: (max. 2,500 characters)	

Form E: Description of scientific research within a project

Guide for completing Form E: Description of the scientific research in the project to be evaluated by the international expert panel approved by Innovation Fund Denmark.

Please note that if Form E has not been completed and submitted, the application will be rejected.

The international expert panel approved by Innovation Fund Denmark evaluates the scientific quality of the planned research activities of the project on basis of the information given in Form E and may comment on the relevance of the project based on Form A. Form E as well as all other forms has to be written in English as it will be sent into international peer review.

CVs of the persons involved in the research must be enclosed/attached to Form E (it is not sufficient that they are attached to Form A).

Project			
E1. Project title and acronym: (max 2 lines)	Give the project a descriptive English title.		
Applicant			
E2. Name, title and organisation of main applicant:	Fill in the name and title of the project leader and organisation of main applicant.		
E3. Start date:	The start date of the project	E4. End date:	The expected end date of the project
Key Staff			
E5. Name, title, organisation, and number of working hours allocated to the scientific research by the individual participants. Extra lines can be added if necessary. CVs of the listed persons should be enclosed in E8.			
Name:	Title:	Hours:	Institution/Company:

Project description			
E6. Short project description of the overall project: (Max 1500 characters)	Describe how the scientific research will benefit the over-all project. Also, include a description of the targets, the expected results and an estimation of the effects of the scientific part of the project.		
Scientific research			
E7. Description of scientific research to be carried out in the project: (max 15,000 characters (five pages) including spaces – excluding questions)	<p>The description should include:</p> <p>E7. a: Describe the scientific research to be carried out within the project and explain why the research activities are necessary in order to obtain the effects, meet the targets and fulfil the project objectives.</p> <p>E7. b: A definition of the scientific problem and hypothesis</p> <p>E7. c: Theoretic background and the scientific ‘state-of-the-art’</p> <p>E7. d: Methods and analysis to be carried out, experimental design including replications and experimental treatments. Describe, how these are connected to the project’s work packages and give an outline of the work packages and how they interrelate. This information should be illustrated by the Gantt chart, but it is not sufficient to refer to the Gantt chart. Furthermore, include a list of deliverables and milestones.</p> <p>E7. e: Describe the risks that may challenge the feasibility and success of the project, and present a plan for mitigation.</p> <p>E7. f: The scientific qualifications of the persons listed in E6 in regard to the scientific work to be carried out. Relevant information on the labour division between key scientific staff. The number and research area of Ph.D. students involved, if any, and how their work will be integrated in the project.</p>		

CVs

E8. CVs for relevant persons in connection to the scientific research:

Attach the CVs of the persons involved in the scientific research activities of the project. As Form E may be sent into peer review without the main application it is important to include the CVs in Form E or attached them directly to Form E as PDF.

Form G: Business Model Canvas

When assessing development and demonstration projects with and without research share, emphasis will be placed on whether there are concrete plans for the dissemination of the developed technologies and new products to the market.

The Business Model Canvas is a tool that can help guide and highlight the path to the market for the technology or product for which funding is sought. Fill out the form with key words and short sentences, cf. if further inspiration is needed see the book [Business Model Generation](#). On our website there is also a Business Model Canvas with suggestions for questions that can be considered in connection with the completion. It can be found [here](#).