



**Ministry of Environment
and Food of Denmark**
Environmental
Protection Agency

Guidelines

for

applications for funding

from

the Danish Environmental Protection Agency

**Pesticide and Biocide Research Programme
for the period**

2020 - 2023

Deadline for applications: 2 December 2019

Contents

1	CALL FOR APPLICATIONS - FINANCIAL FRAMEWORK AND DEADLINE
1.1	DEADLINE FOR SUBMISSION OF APPLICATIONS
1.2	REQUIREMENTS FOR SUBMISSION OF APPLICATIONS
2	HOW SHOULD THE NOTICE BE READ?
3	WHAT IS THE DANISH EPA PESTICIDE AND BIOCIDES RESEARCH PROGRAMME?
3.1	GENERAL BACKGROUND FOR THE RESEARCH PROGRAMME
3.2	DANISH EPA PESTICIDE RESEARCH PROGRAMME
4	WHO CAN QUALIFY FOR FUNDING?
5	WHAT RESEARCH AREAS ARE ESPECIALLY IN FOCUS FOR APPLICATIONS UNDER NOTICE 2020-2023?
6	HOW TO APPLY
6.1	GENERAL REQUIREMENTS FOR THE APPLICATION
6.1.1	<i>Processing time</i>
6.2	APPLICATION FORM
6.3	DESCRIPTION OF THE PROJECT
6.4	TIMETABLES
6.5	INFORMATION ABOUT THE APPLICANT
6.6	BUDGETING AND BUDGET ITEMS
6.6.1	<i>Salary costs</i>
6.6.2	<i>Operating costs</i>
6.6.3	<i>Materials (consumables)</i>
6.6.4	<i>Services from subcontractors</i>
6.6.5	<i>Transport and travelling costs</i>
6.7	CALCULATION OF COSTS AND OVERHEAD/ADMINISTRATION CONTRIBUTION
6.8	STATEMENT OF SIGNIFICANT BUDGET MATTERS
7	HOW IS THE APPLICATION PROCESSED AND ASSESSED?
7.1	RESEARCH-TECHNICAL ASSESSMENT BY INNOVATION FUND DENMARK
7.1.1	<i>Criteria for quality assessment</i>
7.2	RELEVANCE ASSESSMENT BY THE DANISH EPA ADVISORY COMMITTEE FOR PESTICIDE RESEARCH
7.2.1	<i>Criteria for relevance assessment</i>
8	PROJECT MANAGEMENT AND ORGANISATION
8.1	GENERAL INFORMATION
8.2	PROJECT ORGANISATION
8.2.1	<i>Monitoring group</i>
8.3	REPORTING
9	DANISH EPA ADDRESS AND SECRETARIAT FOR THE RESEARCH PROGRAMME
ANNEX 1:	GUIDELINES FOR COMPLETION OF THE APPLICATION FORM

1 Call for applications - financial framework and deadline

The Danish Environmental Protection Agency (Danish EPA) hereby calls for applications for funding for research projects on pesticides or biocides.

The projects should be planned for commencement on 1 July 2020 and with conclusion no later than 30 June 2023.

The Danish EPA has approximately DKK 16.8 mill. for this call for applications.

1.1 Deadline for submission of applications

Deadline for receipt of applications: 2 December 2019.

1.2 Requirements for submission of applications

Applications must be submitted by email to the **Danish EPA primary email: mst@mst.dk**

The application and annexes must be collated and submitted in PDF format. Note that signatures should not be submitted on paper, but the signed and stamped application forms should be scanned and used in the collated PDF file.

In addition, the application form (without signatures and stamps), the description of the project incl. annexes, timetables, time lines and CVs etc. must also be submitted in separate files in MS Word or Word-compatible format.

The collated application in PDF format is the only document that will go to the Innovation Fund Denmark and the Danish EPA Advisory Committee for Pesticide Research and therefore it should contain all important information for use in technical processing (application form, description of the project, timetables, CVs and specified budget estimates etc.), see also section 6.

The application cannot be withdrawn electronically after submission and after submission there is no possibility to change and/or resubmit the application. If the applicant wants to withdraw the application, reference should be to the Danish EPA Secretariat, see section 9.

2 How should the Notice be read?

This Notice describes the funding possibilities and formal requirements for applications to the Danish EPA Pesticide and Biocide Research Programme.

As the Danish EPA makes adjustments to the instruments, research themes, closing dates for applications, requirements for applications etc., it is recommended that the applicant read these guidelines thoroughly before completing the application.

The Danish EPA Secretariat for the research programme is available by telephone to provide advice about formal and technical aspects. The address and telephone no. are in section 9.

3 What is the Danish EPA Pesticide and Biocide Research Programme?

3.1 General background for the research programme

The Chemical Substances and Products Act no 115 of 226 January 2017, section 36 (3) allows for funding of research aiming at reducing the overall load on health and the environment from the use of pesticides. Pesticides include plant protection products and biocides (e.g. disinfectants, mouse and rat poisons and wood protection products), and it is possible to apply for funding for research projects on chemical and microbiological products as well as to methods that reduce the load from chemical pesticides.

3.2 Danish EPA Pesticide and Biocide Research Programme

In Denmark, a number of initiatives have been implemented for the pesticides area in order to support the goals of minimising consumption of pesticides and to ensure utilisation which, as far as possible, takes account of the environment and health. One of the most important initiatives is the Danish EPA Pesticide and Biocide Research Programme.

The research programme is to enhance overall research into pesticides in order to secure a solid scientific foundation for administration of legislation and action plans in the pesticides and biocide areas, with the overall objectives that:

- use of pesticides is appropriate and rational and that use of chemical products is limited as far as possible,
- varied plant and animal life is maintained in the countryside,
- pollution of the water in the subsurface, watercourses, lakes and the sea does not occur,
- agricultural and industrial products do not contain harmful or quality-impairing residues of pesticides,
- use of pesticides does not lead to health impacts at the workplace.

The objects of the research programme are therefore to describe the spread and impact on the environment and health in order to achieve a better understanding of the environmental impacts and health impacts of the products and a better foundation for regulation of pesticide consumption.

Moreover, there is a requirement for better possibilities to reduce the overall load on the environment and health, including contributing to the development of alternative prevention methods and methods to control pests etc. The research efforts should be based on the principles of "integrated protection", whereby both protective and preventive measures are incorporated with the least possible use of chemical products. Undesirable impacts on the environment should also be limited.

4 Who can qualify for funding?

Funding is available for public and private research institutions which work on strategic research within the pesticides area. As a general rule, research should have an application perspective aimed at solving problems associated with use of pesticides and establishing targets for pesticides use and measurability of these targets, e.g. using indicators; or aimed at new methods to reduce the negative impacts of pesticides on the environment and health.

The application should be submitted by the researcher taking part in the project and with primary responsibility for its completion.

Foreign nationals and Danish nationals employed abroad may apply for funding, but the application will be assessed on the basis of whether the project under application improves or strengthens the foundation for Danish administration of pesticides.

5 What Research Areas Are Especially In Focus For Applications Under Notice 2020?

This Notice describes research areas which are particularly in focus for research applications.

The Danish EPA Advisory Committee for Pesticide Research has recommended the areas proposed on the basis of expectations for new research-knowledge needs over the next 3-5 years. Furthermore, the areas identified in the Danish government's pesticides strategy 2017-2021 (see, <http://mst.dk/media/132927/hoering-af-udkast-til-pesticidstrategi-2017-2021.pdf>) (in Danish) and in the overall research areas described in the Danish EPA Pesticide Research Strategy 2015-2020 and in the Notice itself have also been taken into account, see <http://eng.mst.dk/chemicals/pesticides/grant-programmes/the-pesticide-research-programme/>

6 How to apply

An application for funding for pesticide research should always include:

- completed application form, <http://eng.mst.dk/chemicals/pesticides/grant-programmes/the-pesticide-research-programme/>
- description of the project in English (max. 10 pages, excl. references and annexes),
- timetables and schedules,
- *curriculum vitae* in English (max. 1 A4 page per person) and list of publications (relevant publications in the past five years max. 1 A4 page). The CV for the main applicant may be up to two pages,
- legally binding cooperation agreements between the institution of the main applicant and institutions of other parties regarding the main applicant's technical and financial administration of the overall project.
- supplementary information about budget, e.g. break-downs of expenses for materials and quotes for services from subcontractors etc.,
- job descriptions or draft advertisements for unnamed project employees and agreements with landowners, descriptions of other projects directly related to the project under application as well as supplementary descriptions, e.g., descriptions of methodologies, memos and similar relevant for the application.

6.1 General requirements for the application

If the application is for several projects as part of a research package, there must be a completed application form and description of the project for each of the sub-projects.

The project application must state the relationship with previous projects or current projects in progress which can support the project, and other knowledge, including from abroad, which should be included.

Collaboration projects should be submitted in a collated application (application form, description of the project and timetable). However, the application form must include a clear division of the financial share of the individual institutions.

For collaboration projects, a project manager with primary responsibility must be appointed, who is responsible for coordination between the collaboration partners.

The application must state all the scientific project participants. The employment situation of the applicant/applicant group must also be stated in the application. If any positions are to be advertised, this must appear in the application and a draft description of the position must be enclosed.

Application forms must be written in Danish or in English. The summary in the application form should always include a version in Danish.

Application guidelines and templates for application forms (MS Word), budget forms (Excel), timetables, and schedules (Excel) can be downloaded from the Danish EPA website <http://eng.mst.dk/chemicals/pesticides/grant-programmes/the-pesticide-reseach-programme/>.

6.1.1 Processing time

The processing time for applications will be 6 months. Immediately after the closing date for applications, applicants will receive a receipt for their applications. Immediately after the closing date for applications, the Danish EPA will send the applications to Innovation Fund Denmark with a request for a research-technical assessment.

After the Danish EPA has received the assessment of applications from Innovation Fund Denmark, the research-technical applications judged not to be eligible for funding and the Fund's reasons will be sent for consultation to the applicant, with a deadline for replies of 14 days. Applicants whose applications have been deemed eligible for funding will be informed about this immediately after the Danish EPA has received information about this.

Applications eligible for funding will be assessed for relevance by the Danish EPA Advisory Committee for Pesticide Research at a meeting in April 2020.

After this meeting, applications selected by the Danish EPA to receive funding will be given conditional consent if any content in the application is to be adjusted. The conditional consent will state any technical or budget descriptions in the overall application to be adjusted before final consent can be given. The requirements in the conditional consent will be discussed as soon as possible afterwards. Applicants which are assessed as not eligible for funding will be notified immediately after the meeting of the Danish EPA Advisory Committee for Pesticide Research.

6.2 Application form

Applicants must use a special application form and annex templates for timetables to apply for funding from the Danish EPA Pesticide Research Programme. The form and annex templates can be downloaded from the Danish EPA website, <http://eng.mst.dk/chemicals/pesticides/grant-programmes/the-pesticide-reseach-programme/>

The application form is in MS Word, and while it is being completed in this format, it is possible to adapt the size of the individual box to suit the relevant text.

Involvement of all participating scientific staff in other funded research activities should be stated and inserted in annex 1 of the application form with the name of the applicant, the title of the project, the provider of the funding and annual budgets, as well as what other applications the scientific staff are taking part in.

Description of the project, timetables (see section 6.4) and CVs etc. are considered as annexes to the application form.

Signatures

By signing and stamping, each partner approves the budgets and confirms that the proposed activity can be completed for the amount applied for and that the joint financing stated is available. Furthermore, each partner declares that all the information stated is correct.

By stamping and signing the application form, the institution of the project manager also declares that it will be responsible for administration of the overall project within the stated financial framework.

Note that signatures should not be submitted on paper, but that the signed and stamped annexes should be scanned in and attached to the electronic application form.

Annex 1 includes guidelines for completion of the application form.

6.3 Description of the project

The description of the project is to be written in English and may fill **a maximum of 10 A4 pages** (excl. references and annexes). If the application is for a package of several sub-projects, separate project descriptions must be prepared for each sub-project, which should then be annexes to an overall description of the project.

The description of the project should account for the entire content of the project and it should be written in easily understood language which is suitable for publication for a broad group of pesticide-research users.

The description of the project should contain:

- the research-technical content of the project in relation to 'state-of-the-art'.
- the research question and hypothesis/hypotheses of the project, its theoretical foundation, methodology, and overall project plan with milestones, output and important risks.
- the research qualifications of the project participants directly relevant for the project under application, including in particular the project managers and relevant information on division of responsibilities between the scientific participants.
- detailed description, including of the size (dimension) of the project (e.g. number of samples and experiments/trials etc.).
- strength calculations on the basis of pilot projects, literature or previous experience in connection with controlled studies (possibly enclosed as annexes).
- assessment of the expected significance of the results for future research, application or administration in the area.
- assessment of estimated risks preventing the project activities described from being carried out as planned.
- information on how the results of the project are to be published and communicated in addition to the mandatory reporting to the Danish EPA that is made available to the public on the Danish EPA web site.

If the description of a project breaks down into work packages, a description must be included with reasons and rationale for the breakdown and how results from each work package are to be grouped into a single whole in the project report.

The description of the project should form the basis for the collaboration between the project manager and other project parties, the monitoring group and the Danish EPA throughout the operating period. If technical changes are agreed, the description of the project should be updated with a description of these changes during the operating period.

6.4 Timetables

On the basis of the description of the project, two timetables should be drawn up using templates. The templates can be downloaded from the Danish EPA website. The first timetable should state in hours and on a monthly basis when the individual, planned activities are expected to be conducted. The second timetable should state in hours and on a monthly basis who of the individual project participants is to carry out the activities stated in the first timetable.

The full time consumption budgeted within the project should be included, i.e., jointly financed time consumption should be stated in both timetables.

The timetables should be divided into all the sub-elements and they should be readily identifiable in the description of the project. Sub-activities lasting for longer periods (more than 4-6 months) should be divided up and milestones should be established.

A second timetable should contain budgeted time consumption for each of the persons participating. The time consumption of project participants should be allocated over the same activities as used in the timetable.

The timetables should be used in the operating period as the basis for collaboration between the project participants, the monitoring group and the Danish EPA, and should be kept up-to-date by the project manager at all times.

6.5 Information about the applicant

Curriculum vitae written in English and lists of articles etc. published (relevant publications over the past five years) must be enclosed for the main applicant (project manager) and other scientific participants for whom salaries funding is being applied. *Curriculum vitae* and list of articles etc. published may fill max. two A4 pages per participant.

The important points in the *curriculum vitae* are the applicant's educational qualifications, research experience (participation in or management of larger research projects) and international network.

The list of articles etc. published should be limited to the most relevant:

- "peer reviewed" publications in the past five years,
- any relevant reports and chapters in books etc. in the past five years.

6.6 Budgeting and budget items

The budget, accounts and subsequent invoices must be in DKK.

For projects with several institutions, the Danish EPA will only enter into agreements with the institution of the project manager. Administration (technical and financial) in relation to other parties and subcontractors is to be carried out by the project manager according to the Danish EPA guidelines. Therefore, legally binding specific cooperation agreements between the institution of the project manager and other parties in the application consortium must be enclosed with the application.

The budgets should be drawn up at actual prices on the date of the application and any seniority increases or other pay increases over the funding period should be taken into account. It is recommended that the applicant applies to the institution which is to administer the funding for assistance in preparing budgets.

It is difficult to make precise estimates of costs and when they will be incurred for research activities. There may also be uncertainty with regard to valuing the human resources to be used in the work, acquisition costs of consumables and operating costs etc. The Danish EPA fully understands these uncertainties.

Nevertheless, as a basis for preparing the application, to the best of its ability, the applicant is expected to complete a budget process which ensures that reasonable resources are allocated to complete the work, and that, as far as possible, the budget is based on actual hourly rates incl. any pay increases etc. Note that it will not be possible to obtain supplementary funding in the project period. It is also expected that the applicant will submit a financing plan which ensures that all costs can be covered.

The financial annexes have been included to provide an insight into the scope of the activity, the commitment of the research institutions involved, the scope of participation in the activity by the individual employees, as well as the expected operating costs. All these aspects are significant for assessing the application.

The aspects mentioned above are also key parameters to be included in follow-up to the funding, see also point 6.1.1. For example, they mean that it is important to have approval from the Danish EPA for changes in the scientific staffing of the project or significant changes in the involvement of individual employees, changes because partners resign and/or new parties join, large changes in budget allocations between parties and changes in postdoc scholarships, etc. The Danish EPA should also be contacted for large changes in joint financing which affect the overall budget of the activity. The Danish EPA approvals will be made on the basis of a specific assessment of the individual case. The Danish EPA Secretariat is always available for information about whether a specific reallocation etc. requires approval.

Furthermore, the budget annexes to the application serve to ensure that the Danish EPA and the project manager can check whether the correct overhead rates are being applied, whether the prices/rates applied seem reasonable, and whether the regulations for state aid are being observed.

Finally, it should be noted that other publicly financed activities should be included in the budget, except for activities financed via the basic appropriations for public institutions or through general performance-contract funds. Activities which should not be included in the budget include; projects funded by other research councils, EU projects or PhD grants from the business community. The Danish EPA is keen that there is cohesion and synergy in such activities, but if these were included in the budget, they may blur the picture of the activity supported by the Danish EPA and complicate budget follow-up for both the recipient of funding and the Danish EPA. If the applicant wishes to illustrate the financial aspects for the scientific activities being supported by other public sources, information on the projects which are incorporated into the project can be included in point 13 on the application form (...state whether the application is associated with other funding) and the description of the project. If such activities are included in the description of the project, it must be stated clearly that these activities are being funded by another party.

Final financial statements for such "external" activities should not be submitted, but the progress reports during the research process should account for the progress and results of the activities, if they are closely related to the activity being funded by the Danish EPA.

6.6.1 Salary costs

Salary costs should be included for the number of hours the relevant employee is to work on the research activity (current hourly rate and the number of hours). The hourly rate and number of hours that form the basis of the budget must be stated in the budget in the application form and the timetable for each employee/employee group.

The actual hourly rate for project participants must be calculated by dividing the gross annual salary of the employee by 1,628 hours. The gross salary is the salary paid to the relevant employee working 37 hours per week in Denmark or in the project country if the project is carried out outside Denmark.

The gross monthly salary, see the most recent payslip, comprises:

- Fixed monthly salary
- + pension contribution paid by the enterprise
- + holiday supplement (usually 1%)
- + benefits liable to A income tax
- + statutory benefits less compensation

Danish and Greenlandic public institutions: The budget should be based on the expected actual salary costs per hour over the funding period.

Foreign research institutions otherwise: The budget should be based on the expected actual salary costs per hour, if necessary with a modest supplement (max. 20% of the actual salary costs).

Approved technological service (in Danish 'GTS') institutes: The budget should be based on the expected actual salary costs per whole hour (i.e. without overhead/general costs).

Danish enterprises, including private research institutions and hospitals: The budget should be based on a fixed hourly rate of DKK 600, or a calculated rate per hour used (cost plus overhead). A statement of how any calculated rates for scientific staff salaries of more than DKK 600 per hour have been calculated should be enclosed.

Foreign enterprises: The budget should be the same as for Danish enterprises with a fixed hourly rate, but adjusted for the pay levels in the relevant country.

Other costs

Operating costs etc. calculated at expected actual price, excl. VAT.

Scientific salaries

The application form must clearly state who is to be paid by the Danish EPA and the relevant period concerned. The job category of the person must also be stated.

The researchers taking part in the project must have a master's degree or similar to qualify for support. Specific funding for PhD programmes and PhD students is not available. However, a salary subsidy for active project participation by PhD students is available, if their project directly contributes to the goals of the specific research project and these can be included as an integrated part of the overall project.

Funding is not normally available for faculty and other senior scientific employees with unlimited contracts on core funding at universities. However, in exceptional circumstances it is possible to apply to buy out such employees for a limited period. The application should always account for the exceptional circumstances which justify that the project cannot be completed within the normal research hours of the applicant. Any buy-out may amount to a maximum of 60% of the current salary of the applicant, incl. pension contributions etc. and the actual buy-out should be documented in the application (certificate or similar).

The name, hourly rate and number of hours for funding must be stated for all scientific project participants. The hourly rates should be documented for each project participant.

For applications for unnamed researchers, the position must be advertised in accordance with the current regulations for the institution. The application should clearly state the positions to be filled through advertisements. The draft job descriptions should be enclosed as annexes with the overall application.

Co-financing may be stated as number of hours and an amount in DKK.

Technical and administrative salaries etc.

Funding to pay for technical assistance, including student assistants can be applied for to the extent that the relevant person is linked to the project under application. The application should specify in detail the person's tasks.

Either name or job description as well as hourly cost and number of hours should be stated for technical and administrative salaries. The contribution may be stated as number of hours and an amount in DKK for workplace and other funding.

Consultant fees

If funding for consultant fees is also being applied for, a detailed offer from the consultant for the amount under application should be enclosed with the application. Funding for consultant fees is usually only granted for specific, short-term activities in a project requiring special expertise, e.g. specialist analyses. Participation of statistical expertise is regarded as an integrated part of the project, and therefore, this activity should be included as a fully fledged part of the project group.

6.6.2 Operating costs

Operating costs must be divided into materials, stating the type, as well as transport and any sundry. Description of the individual operating costs should be included under point 12a etc. of the form or in a separate annex, see point 6.8.

All operating costs (excl. VAT) should be stated, broken down into:

- 1 Materials (consumables),
- 2 Animals for experiments,
- 3 Services from subcontractors,
- 4 Transport and travelling costs

6.6.3 Materials (consumables)

Only costs of materials to be used directly in the project can qualify for funding.

Materials include glass products, chemicals and other items which will only be used in the relevant project. The application should always include an annex with a detailed list of the materials for purchase. The list must be by financial year indicating annual expenses.

Funding is **not** available for permanent activities such as permanent funding for operations, purchase of devices, computer software, networks of researchers, databases, exchange scholarships, guest lecturers, research trips abroad, publication of articles in journals, organisation and participation in scientific conferences, workshops, seminars and similar as well as funding for preparing EU applications, see section 6.6.

Participating institutions may **not** receive funding to rent or operate their own experiment areas, greenhouses, animal pens and lab facilities etc. Such rentals may, however, be included as part of the institution's own financing.

6.6.4 Services from subcontractors outside the project consortium

If there is a need to use subcontractors, e.g. to analyse samples or to lease equipment from, there should be a specific reason for this, see point 4.1.

The name of the subcontractor should also be stated and there should be documentation that the subcontractor possesses the knowledge necessary to perform the task. Offers etc. from the subcontractor should be enclosed as annexes to the application. Overhead is not available for large subcontractor costs.

A subsidy for direct expenses may be achieved for purchasing of experimental animals and pesticides for experiments. Normally it will not be possible to apply for an overhead on the purchase price.

If the involvement has the nature of a **large sub-supply** (procurement of a specific service, e.g. an analysis, procurement of animals for experiments, a survey or subcontracted research), a total price could be budgeted. The name of the supplier of such services should be stated at the date the funding is granted, because the overall activity depends on the contribution from this specific supplier. A notice/quote from the supplier must always be enclosed.

Funding for overheads is not available for a **large sub-supply** to the project consortium and affiliated collaboration partners.

6.6.5 Transport and travelling costs

Transport

The budget can include costs of transport to and from trial/experiment areas.

Use of own car is paid for in accordance with the lowest rate in the relevant circular from the Danish Ministry of Finance (*Finansministeriets tjenesterejsecirkulær*) unless otherwise approved by the institution of the applicant or the co-applicant.

Travelling costs

Only travelling costs for participation in project coordination meetings, meetings of the monitoring group and the Danish EPA's Pesticide Research Conference can be included in the budget for the project.

Funding is **not** available to participate in conferences, workshops or similar meetings. If necessary, funding may be granted for study visits in connection with phasing in new methodologies. There should be a specific reason for this and this should be described in an annex.

6.7 Calculation of costs and overhead/administration contribution

An overhead is provided for certain types of institution to cover costs that cannot be directly attributed to the research activity (cf. Ministry of Higher Education and Science <https://ufm.dk/forskning-og-innovation/tilskud-til-forskning-og-innovation/administration-af-bevilling/sporgsmaal-og-svar/overhead>).

The overhead is calculated as a fixed percentage of the direct costs, see the rates below. Overheads should be added in the budget for Danish EPA funding and in the joint financing budget.

Type of institution/enterprise	Overhead
Danish institutions (including universities and government research institutes), which are subject to the regulations on funding-financed research activities in the budget guidelines from the Danish Ministry of Finance, and are authorised to carry out funding-financed research activities.	44%
Danish approved technological service (in Danish 'GTS') institutes.	20%
Danish institutions which meet the following criteria: <ul style="list-style-type: none">• Receives and is expected to receive permanently a minimum of 25% fixed state funding to cover operating costs (measured in relation to annual turnover).• Is a non-profit institution for which any surplus may not be distributed to its owners.• Has the performance of research as a primary object.	20%
Public research institutions in Greenland.	20%
Public Danish and Greenlandic hospitals.	3.1%
State-recognised Danish museums (see the Danish Museums Act).	3.1%
All other Danish and foreign institutions and enterprises	0%

6.8 Statement of significant budget matters

The applicant can account for relevant matters of significance in the budget in a normal text document of maximum two A4 pages. The annex should **not** contain information which has already been stated in the financial forms or has otherwise been described in the application form.

The annex can include matters that the applicant finds relevant for the application such as:

- a statement of total costs of management functions,
- a statement of large items in the operating budget, including costs linked to expected smaller sub-supplies, particularly cost-demanding experiment activities, logistics and procurement of small items in large quantities,
- a statement of the budgetary conditions in connection with any large sub-supplies of consumables,
- supplementary information regarding the funds included in the financing from external sources of finance. Including information on any co-financing which has not yet been finalised,
- other matters which could help create an overview of the financial aspects of the project application.

If necessary, the Danish EPA will ask for supplementary information regarding the budgets before entering into an agreement on funding.

7 How is the application processed and assessed?

Processing of applications is divided into two parts between Innovation Fund Denmark and the Danish EPA.

Applications received will be assessed pursuant to section 5 of the Innovation Fund Denmark Act, see Statutory Order no. 306 of 19 March 2014 on the Innovation Fund Denmark Act. Innovation Fund Denmark will make a research-technical assessment of applications received. On the basis of this, the Danish EPA grant the funds among the applicants which the Innovation Fund deems eligible for funding, and which the Danish EPA finds most relevant.

The applications which do not meet the requirements and guidelines in the application form and in these guidelines may not be processed. Applications received after the closing date for applications will not be processed.

7.1 Research-technical assessment by Innovation Fund Denmark

The applicant must account for the following points for the research-technical assessment by Innovation Fund Denmark in the description of the project:

- the research-technical content of the project in relation to 'state-of-the-art'.
- the research question and hypothesis of the project/research part, its theoretical foundation, methodology, and overall project plan with milestones, output and important risks.
- the research qualifications of the project participants, including in particular the project manager and heads of work packages as well as relevant information on division of responsibilities.

This information may be included as points 1-3 in the description of the project, see section 6.3.

The CVs of the project manager and other scientific participants in the project are also included as an important element in the research-technical assessment by Innovation Fund Denmark.

7.1.1 Criteria for quality assessment

In assessment of applications, priority will be given to the following criteria:

- The quality of the description of the project, the originality of the research and the scientific and societal perspectives.
- The scientific qualifications of the applicant, including peer-reviewed publications.
- Description of the principle suitability of the proposed methodology and the possibility for practical completion of the task,

The criteria for quality assessment include two main dimensions: quality of methodology and news value.

Quality of methodology

The quality of methodology is a question of the degree of cohesion between the elements in the research process (research question, hypothesis, research design and methods). This research should meet accepted research norms and standards.

The quality of methodology is assessed with regard to:

- cohesion between the research question, the proposed collection and analysis methods, and the conclusions expected (i.e. good/bad cohesion between problems raised, hypothesis and research design as well as the suitability of the proposed methods),
- Expected quality of data (high/low degree of reliability, validity and generalisability).

Novelty value

The novelty value is measured on the extent to which research contributes to existing scientific knowledge in

the field. This means primarily the news value of empirical findings because originality in the form of development of a theory is usually not a requirement in an applied-oriented strategic research programme.

The news value is assessed with regard to:

- wording of the research question (is it interesting and innovative for research in the area?).
- applied methodology (innovative use of methods or new combination of known methods).
- theory (are contributions made to theory development in the field?).
- empirical results (do the expected results contribute to completing (or challenge) research knowledge?).

Prior to submission for relevance assessment (7.2), the Danish EPA may reject applications on an administrative basis if they are assessed by the Agency to have such a poor budget that completing the projects is deemed to be associated with significant administrative costs.

7.2 Relevance assessment by the Danish EPA Advisory Committee for Pesticide Research

Among the applications approved in the research-technical assessment and in relation to the funding available, the Danish EPA Advisory Committee for Pesticide Research will recommend projects for funding on the basis of an assessment of the relevance of the expected project results for the task portfolio of the Danish EPA within the pesticides and biocides area.

Priority will be given to the relationship of the projects with existing knowledge and international research in the area, in order to ensure that the projects contribute new and important knowledge. Finally, areas will be prioritised in which national knowledge is crucial due to national specific situations.

Moreover, priority will be given to results directly applicable in relation to the issues listed in the project.

7.2.1 Criteria for relevance assessment

The relevance assessment is a matter of the practical or societal relevance.

In this context, relevance is defined in relation to the objectives of the programme to describe the impact of pesticides or biocides on the environment and health and to reduce the use and load of pesticides or biocides. Therefore, relevance is assessed on the basis of the contribution of the projects to achieving one or more of the following goals:

- Increased understanding of the environmental impact and health effects of the products.
- Improved basis for regulating pesticides or biocides.
- Reduction in the overall load on the environment and health.
- Contribution to development of alternative pest control or preventative methods.

The assessment will also include suitability of the workplace (access to laboratories, equipment, offices, expertise, scientific guidance, etc.). It is a requirement that the workplace approves in writing that the project be conducted at the workplace. It is usually expected that the host institution will actively be involved in the project, and often provide co-financing.

8 Project management and organisation

8.1 General information

The following material can be found on the internet:

- Innovation Fund Denmark Act, (in Danish). See Consolidation Act no. 306 of 29 March 2014, <https://www.retsinformation.dk/Forms/RO710.aspx?id=162389>.
- Danish Chemicals Act, (in Danish). See Consolidation Act no. 115 of 26 January 2017, <https://www.retsinformation.dk/Forms/RO710.aspx?id=186352>.

- Statutory Order on Pesticides, (in Danish). See Statutory Order no. 815 of 18 June 2018, <https://www.retsinformation.dk/Forms/R0710.aspx?id=202144>.
- Statutory Order on Use of Chemical Substances and Mixtures in Pesticides, (in Danish). See Statutory Order no. 1149 of 18 September 2018, <http://www.fm.dk/publikationer/2010/budgetvejledning-2011/>.
- Budget guidelines, section 2.6.9 on activities financed by subsidies, (in Danish). See, <http://www.fm.dk/publikationer/2010/budgetvejledning-2011/>
- The Government's Pesticides Strategy 2017-2021. See, (<https://mst.dk/media/141516/pesticidstrategi2017-2021.pdf>).
- EU (2009): Directive 2009/128/EC of the European Parliament and of the Council of 21 October 2009 establishing a framework for Community action to achieve the sustainable use of pesticides. See, <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32009L0128&from=en>

8.2 Project organisation

The Danish EPA will enter into an agreement with the main applicant on funding for the projects selected, only. The technical and financial administration in relation to other parties within projects with several participating institutions and for universities with several departments will be carried out by the project manager according to the Danish EPA guidelines. The project manager will refer to the Danish EPA.

The project manager is responsible for the financial and scientific progress and the internal coordination of the project, including coordination with other participating research institutions.

Each participating institution must appoint a project participant to be the contact person for the project manager and the Danish EPA in relation to the project. The project manager must always be the contact person for his/her own institution.

8.2.1 Monitoring group

All projects will be monitored by a monitoring group with representatives from research institutions, administrative authorities and stakeholder organisations. In order to ensure coordination among the projects within the respective monitoring group, the project manager must be ready to take part in the discussions of the monitoring group regarding the other projects assigned to the group.

At present there are four permanent monitoring groups which cover the specialist areas for the current projects in progress.

The current four permanent monitoring groups are:

- Human Health
- Exposure
- Water
- Agriculture

In exceptional circumstances, if the project is very cross-disciplinary with many participating institutions, a special monitoring group can be set up.

The tasks of the monitoring groups are to:

- guide and advise so that the project can be completed in accordance with the requirements for the commitment of funding.
- assess the progress of the project and its results.
- coordinate the project with other relevant projects.
- advise such that communication of the results of the project is as appropriate as possible.

The monitoring group should be considered as an important sparring partner for project participants so that all important scientific and timetable issues can be presented and discussed at meetings. Therefore it is required that, at least 14 days before each meeting, the project manager submits a status memo for the entire

project describing what has been done since the last meeting and how the results can influence the onward process of the project. Proposals for the effects on the timetable and budget of any changes should also be included in the status memo. A template has been drawn up for preparing a status memo.

The Danish EPA is responsible for chairmanship and the secretarial tasks linked to the monitoring groups.

The monitoring group usually prepares written comments to the first draft project report. These comments are used as the basis for the discussions by the monitoring group on the draft report. The second amended draft report is discussed at the subsequent meeting of the monitoring group.

8.3 Reporting

The respective monitoring groups convene every six months. For these meetings progress reports must be prepared for the respective projects in the groups. At the end of a project a report must be prepared according to the design guide of the Danish EPA. After review in the monitoring group the report will be published open access on the Danish EPA website.

It will also be possible to establish binding agreements that, as part of the mandatory reporting, draft scientific articles intended for peer-reviewed open access publication or published papers in open access journals can be included in the final project report for the Danish EPA.

Current guidelines for preparation of research reports for the Danish EPA are available on the Danish EPA website, see <http://mst.dk/service/om-miljoestyrelsen/designguide-og-publikation/> (in Danish).

9 Danish EPA address and Secretariat for the research programme

Danish Environmental Protection Agency
Tolderlundsvej 5
5000 Odense C, Denmark
URL: <http://www.mst.dk>

Secretariat for the Danish EPA Pesticide and Biocide Research Programme

Henrik F. Brødsgaard, hefbr@mst.dk

Annex 1: Guidelines for completion of the application form

The numbers stated refer to the numbers in the application form.

Re: point	Description
Re: 1	<i>State name of project manager (main applicant) for the overall project. Other project participants, including participants from other institutions should be stated under point 9.</i>
Re: 2	<i>State the position and educational qualifications of the main applicant.</i>
Re: 3	<i>State the workplace, address, tel. no. and email of the main applicant.</i>
Re: 4	<i>State the sites where the project is to be carried out. These include institutions, laboratories and test locations. State as far as possible addresses, tel. nos. and emails. In cases where agreements with landowners and similar have been made, the names and addresses of these must be stated, either in point 13 on the form or in a separate annex.</i>
Re: 5	<i>State the title of the project in Danish and in English.</i>
Re: 6	<i>State the total amount applied for (excl. VAT) for the entire project period. The total amount applied for is calculated on the basis of adding together the amounts in point 11 on the form.</i>
Re: 7	<i>The duration of the project should be stated in months. State the project start (date and month) Completion date should be the date on which there is a final report for the project. Special conditions should be described either in point 13 on the form or in a special annex.</i>
Re: 8	<i>State whether the amount applied for (in full or in part) has been applied for from other places (e.g. the Danish Council for Independent Research, Innovation Fund Denmark, the Green Development and Demonstration Programme (GUDP), the EU, Carlsbergfonden, the Danish National Research Foundation as well as other foundations and research programmes). State where applications have been made and the amount applied for, the budget items and when a decision can be expected.</i>
Re: 9	<i>State the name, position, institution, address, tel. no. and email of all the other scientific participants in the project. Contact persons should be appointed from among participants from each of the other participating institutions as contacts for the project manager and the Danish EPA during the operating period of the project.</i> <i>Note that CVs for the main applicant, the contact persons and other scientific project participants for which funding for salaries is requested must be sent with the application.</i>
Re 10	<i>Give a summary (max. 400 words) of the description of the project in easy-to-understand language (Danish and possibly English) which is appropriate for publication and which enables a non-expert to understand what the project is about. Requirements for the content and scope of the description of the project itself are in section 6.3.</i>
Re 11	<i>State the overall budget for the amount applied for, including overhead for each project year (2020, 2021, 2023, and 2023).</i>
Re: 12a	<i>State the detailed project budget for the main applicant and its institutions. State the budget for the funding required from the Danish EPA, the budget from the workplace, and what has been</i>

Re: point	Description
	<p><i>applied for, or granted, from other sources. The budget should be stated analysed by financial year.</i></p> <p><i>The project grants will be grants for each budget item.</i></p> <p><i>The recipient of funding may not reallocate funding between budget items in the funding commitment, unless permission has been received in advance from the Danish EPA.</i></p>
Re: 12b	<p><i>State the detailed project budget for other institutions, see point 12a.</i></p> <p><i>A budget should be completed for each of the other participating institutions, i.e. a point 12c should be inserted etc.</i></p> <p><i>Budgets should be signed by each of the participating institutions with a date and stamp.</i></p>
Re: 13	<p><i>State other relevant information, including whether funding has previously been granted for the project from this or other research programmes. If the project has previously applied for funding, but not been granted funding, this should be stated.</i></p> <p><i>Furthermore, information about any participation in national projects and international collaboration within the focus area under application should be stated.</i></p> <p><i>This information should be inserted in annex 1 of the application form.</i></p>
Re: 14	<p><i>State annexes enclosed.</i></p> <p><i>Annexes will always include description of the project, CVs for main applicants, contact persons and all other scientific project participants for whom funding for salaries is applied. Furthermore a detailed timetable should be enclosed, see section 6.4.</i></p> <p><i>Other annexes.</i></p> <p><i>Legally binding cooperation agreements between the institution of the main applicant and institutions of other parties regarding the main applicant's technical and financial administration of the overall project, if the project group consists of a consortium of several institutions.</i></p> <p><i>Supplementary information about budget, e.g. break-downs of expenses for materials and quotes for services from subcontractors etc.</i></p> <p><i>A copy of the project descriptions must be enclosed, to which funding has been applied for or granted and which directly relate to or overlap the present application.</i></p> <p><i>Other annexes could be descriptions of agreements with landowners, see 04, special circumstances regarding the project period required, see 07, offers etc. from subcontractors outside the project consortium, see 12a, other project descriptions, see 14 and supplementary descriptions, memos and similar relevant for the application.</i></p>
Re: 15	<p><i>The application form should be signed by the main applicant (project manager).</i></p>