

ENERGY TECHNOLOGY DEVELOPMENT AND DEMONSTRATION PROGRAM (EUDP)

APPLICATION GUIDELINES

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Unofficial translation

I. General Introduction

Portal

Applications must be submitted electronically at the [application portal](#) of the Danish Energy Agency.

Applicants **must set up a user at the portal** by the use of **NemID** and key card or key file, which is procured at NETS. **A NemID issued for the CVR-number of the company** must be used.

Application Set Up at the Portal

The application is usually created and submitted by the project responsible party. Everyone who operates at the portal must utilize their individual CVR-NemID (employee certificate) either as a key card or key file.

Invite Project Responsible Party (Set Up on Behalf of the Project Responsible Party)

If another participant sets up the application on behalf of the project responsible party (as deputy), this participant must tick the box under the headline "Invite project responsible party" and state the name and e-mail address of the project responsible party.

When the application is completed, the deputy invites the project responsible party to submit the application. The deputy does no longer have access to the project when the invitation is sent to the project responsible party.

The project responsible party must have a CVR-NemID (employee certificate) either as a key card or key file in order to finally submit the application.

NB: The application is not submitted before the project responsible party has accessed the application and finally submitted it.

Invite Another Project Participant to Help Finalizing the Application

The project participant who has set up the application at the portal is designated as Administrator. The administrator can after the application set up invite other participants to access the application and contribute to finalize it.

Use the key "Administrate" under the main page and invite participants who wish to be added as participants at the application. Added participants have the same rights as the administrator and are therefore able to finally submit the application.

Everyone who operates at the portal must use their individual CVR-NemID (employee certificate), either as a key card or key file.

Application

The application consists of a number of appendices, which is downloaded at the [website](#) of EUDP under “Application forms”.

At the portal the applicant must:

- State **basic data**, including project type, project period, project participants and budget (transferred from the project economy file).
- Enclose **appendices** included in the application. See the overview below in Table 1.

Appendices 1-6 always must be submitted by enclosing them to the portal. Appendix 7 must be submitted, if content related to research and/or post-graduate studies are included in the project.

Files are not allowed to contain links to other documents, be read-only files or contain e-mails.

The application material must not be signed, except for the participation declaration (appendix 6).

Appendices cannot substitute the completion of the application form, where all sections must be completed substantially.

An application consists of the following **information and documents**:

Application content	
Basic data at the portal	Must be stated at the portal
Appendix 1: Application form (text) ¹	Must be enclosed at the portal (word file)
Appendix 2: Budget ¹	Must be enclosed at the portal (word file)
Appendix 3: Gantt chart (time schedule) ¹	Must be enclosed at the portal (word file)
Appendix 4: Business Model Canvas ¹	Must be enclosed at the portal (word file)
Appendix 5: CVs	Must be enclosed at the portal for all relevant participants – assembled in one file <u>If the application has research content</u> the CVs must for <u>all</u> participants be enclosed (see formal requirements under point 9) – assembled in one file
Appendix 6: Participation declaration from all participants (point 6) ¹	Must be enclosed at the portal for the additional participants – assembled in one file
Appendix 7: Description of the research content (see formal requirements cf. point 9) ¹	Enclosed at the portal in case of research content
Additional appendices <u>can</u> be submitted:	
Appendix X: E.g. business plan, project description, etc.	Enclosed at the portal.

Table 1. Overview of appendices.

¹Appendices 1-4 and 6-7 are completed by the use of files from the [website](#) of EUDP.

Application Process

The received applications are processed following the schedule:

- Application deadline September 6, 2019, 15:00 CET.
- Assessment of applications takes place September-October, 2019. The applications are as a general rule assessed by external evaluators. The external evaluators must declare no conflict of interest, and beforehand undersign a confidentiality agreement. Applications regarding specific projects as construction of partnerships, international collaboration, feasibility studies, dissemination, etc. are as a general rule assessed of the secretariat without external evaluators.
- Applications with research content are sent to Innovation Fund Denmark for research assessment. By decision in this regard, the set point of the secretary is based on the applicant's categorization in the application form.
- A consultation process takes place September-October, 2019. Where external consultancy, including research consultancy by Innovation Fund Denmark, and the assessment are in disfavor of the applicant, the applicant has the opportunity to comment on the external assessment. This process takes place for the purpose of clarifying if the external assessment is based on misconceptions in relation to the application. A response to the consultation can give occasion for that the response is presented to the external evaluators for the purpose of clarifying potential misconceptions.
- The board of EUDP decides upon allocation of funding December, 2019.

Information Regarding Previous Projects

Information regarding previous and ongoing public funded projects is i.a. to be found at:

www.energiforskning.dk.

II. Guidelines for Basic Data (Portal)

Basic data are entered at the portal in 6 different tabs. Entered data are saved automatically.

Tab 1: Project Data

Project Title in Danish

State a short, significant and generally intelligible title without vocational abbreviations in Danish.

Project Title in English

State a short, significant and generally intelligible title without vocational abbreviations in English.

Project Type

State project type: research, development, demonstration and/or other.

Projects regarding participation in the technology network of IEA – Technology Collaboration Programmes (TCPs) – are checked off under “Other”.

Projects regarding technology development activities are checked off as research, development and/or demonstration.

All sections must be answered yes/no.

Check off in “research” means that the project contains research and/or post-graduate studies. Thus, the application must be assessed by Innovation Fund Denmark. For this reason, it is important that section 9 in the application form and appendix 5 and 7 are completed in such a way these can be read and assessed independent from the remaining application.

Research is checked off in compliance with the basic data at the portal and in budget file.

Research means that projects are original for the purpose of acquiring new knowledge and insight in relation to specific goals and applications (EU Technology Readiness Level (TRL) step 2-4 – see [Horizon 2020](#) for more information).

Development means utilization of knowledge for producing new or improves existing materials, products, processes, methods, systems or services (EU TRL step 4-6).

Demonstration means projects that conduct experimental testing of a technology, system or method at realistic conditions with the aim of subsequent market introduction or – if the demonstration prompt for this purpose – further development before market introduction (EU TRL step 6-8).

Short Project Description in Danish for Publication

Describe the objective of the project in a concise, non-technical and intelligible in Danish. *NB: This description is published at the website of EUDP if the project receives funding.*

Short Project Description in English for Publication

Short description in English corresponding to the Danish one above.

Project Start and End of Project

By stating the project start date, the time of decision of the application must be considered.

Information regarding **start date and end date** must correspond to the information in appendix 3, Gantt chart.

Tab 2: Participants and Tab 3: Technical Project Manager

Information Regarding Main Applicant and Additional Companies/Institutions

For the main applicant the contact person from the project responsible company and technical project manager must be stated. This is often the same person.

Furthermore, the additional participants in the project are stated.

All project participants are further specified under section 5 in the application form.

Tab 4: Budget

Project Budget

The budget for the total project must be stated. The information is obtained from the budget, appendix 2.

Tab 5: Enclose Files

Enclose Files

Here the application files are enclosed. Use the original file names with appendix number. If files are re-submitted before the deadline, please state the version number.

Tab 6: Submit

Submit

The entered data at the portal and an overview of the enclosed files appear in this tab. A validation process occurs when pressing "submit". Errors must be addressed if any are indicated.

Press SUBMIT subsequently.

A receipt by mail is not sent, but it is possible to create a PDF file with the overview of the entered data and enclosed files.

The applicant can, before the deadline, correct the application and submit once again.

III. Guidelines for the Application Form (Appendix 1)

The [application form](#) is a word file uploaded at the portal when completed.

The application must be as **short and precise** as possible, but at the same time be adequately informative in order to make a technical and commercial assessment. The application must describe “*state-of-the-art*” for the concerned technology and can advantageously be described by:

- Return of investment,
- Levelized Cost of Energy (LCoE),
- Price per kWh.,
- Energy balance,
- Storage capacity, etc.

The applicant must **respond to all sections** in the application form (appendix 1) adequately. It is not sufficient to refer to an appendix in the individual sections. If the applicant considers certain sections irrelevant in relation to the specific project, the applicant must clarify the reason for this in the application form.

Executive Summary in English and Danish

Summarize in English and Danish:

- The objective of the project.
- The main activities of the project.
- The project’s aim in terms of energy technological and commercial results.

These summaries are expected to be published if funding is granted.

1 Project Description and State-of-the-Art

By assessment of the applications, it is emphasized that:

- There occur an innovative technological development compared to existing technologies and solutions.
- The project contributes to the fulfilment of technology strategies – see the EUDP [strategy](#).
- The projects are well-defined and technically feasible.
- Project results can be replicated and scaled.

EUDP urge to develop demonstration projects and projects that reach to the market, including projects in which several steps of the development and demonstration of the technology is necessary in order to reach this level. Such projects are often characterized by a wider and more extensive group of stakeholders, larger budget and a longer time period.

- 1.1 Project objective. Description of the project's objective.
- 1.2 State-of-the-art. Description of the technology and its current state and development towards the market.
- 1.3 Describe the innovative energy technical content of the project (innovation level of the project).
- 1.4 Does the project build upon previous publicly funded projects?
- 1.5 Describe the technological risks and mitigation measures of the project. Describe the maturity and risk of the project.
- 1.6 Describe the maturity at project start by the use of [TRL levels](#) and to which extend the project expects to mature the technology.
- 1.7 Clarify how the project relates to technology strategies. See the [strategy](#) of EUDP and/or other research, development and demonstration strategies within the energy field.

2 Project Content and Activities

- 2.1 Describe the work packages of the project, which are stated in the Gantt chart (cf. the overview of work packages in tab 2 in the Gantt chart, see section V). Which activities are carried out in each work package? Who participate in the activity? Which equipment and external services are needed in the various work packages? Which results are expected?
- 2.2 Describe in further detail the content of the milestones, which is stated in the Gantt chart.
- 2.3 Describe the deliverables of the project in relation to work packages and sub-activities.

3 The Outcome Measures of the Project in Relation to Energy Political Objectives

The relevance and potential related to the objective of EUDP are strongly emphasized, including that the project supports the long-term objective concerning the transition of the Danish energy system to be independent of fossil fuels.

Projects must as minimum *qualitatively* clarify the expected contribution at each area:

- a) Security of supply.
- b) Independence of fossil fuels.
- c) Climate and environmental concerns.
- d) Cost efficiency (must be clarified *qualitatively* and to the extent possible *quantitatively*).
- e) Financial growth and employment (must be clarified *qualitatively* and to the extent possible *quantitatively* – see explanation below).
- f) Research that prepares development and demonstration of new energy technology (example of contribution: *expected number* of publications in peer-reviewed journals).

Explanation of “financial growth and employment”: EUDP has within this area set up an outcome measure consisting of three sub-measures, which as minimum exceed historical levels measured in the latest assessment of EUDP from 2019, which outlined the following measures²:

- An additional employment effect of 1.5 jobs per million funded.
- An increased turnover effect of DKK 5 million per million funded.
- An additional export effect corresponding to three-quarters of EUDP funded companies are exporting compared to half before project participation.

Please note that it concerns accumulated numbers of measures for a number of finalized projects.

It cannot be expected that all projects in the short term will create results that matches or exceeds the above-mentioned outcome measures, since it depends on the maturity of the technology (TRL level). EUDP strive for a portfolio composition of new projects, which combined and in the short term have the potential for obtaining the stated outcome measures.

4 Dissemination

4.1 Clarify which target groups the project address. *To whom* are the results of the project disseminated to?

4.2 Clarify how the results of the project are going to be disseminated (dissemination products and activities).

5 Organization

It is important that:

- Relevant competencies are involved including research-, industrial- and application-oriented knowledge.
- Commercial competencies are involved, e.g. as consultancy service.
- The project participants demonstrate the ability to realize the potentials.
- Several companies and/or institutions participate in the project, and the participants represent the relevant parts of the value chain.
- The project contributes to knowledge exchange and improvements of professional environments in the energy technology area, e.g. through a clear plan for project result dissemination.
- In projects between companies and universities and government-approved research and organization institutes, EUDP requires that the participating companies take a leading position in the project to ensure subsequent commercialization.

It must be described if foreign partners are participating in the project. Participation takes place at the same conditions as for Danish partners with regard to relevant circumstances in the concerned country. The main applicant must be Danish.

²Determined on the basis of the sum of increased turnover/export at project ending to the time of assessment – the time period can typically variate from 1 to 3 years.

5.1 Organization/management of professional competence.

- Present briefly each of the participating companies and state the main activities, turnover and number of employees of each participant.
- Clarify how the current project fit into the strategic focus of each company (especially for larger companies)
- Clarify the project's organization and areas of responsibilities for the participating companies.
- Clarify the professional competences of the participants, including the management competencies of the project manager. Document management experience for the project manager and key project participants.
- When applying for funding by foreign project participants, the applicant must account specifically for the need of foreign participation in the project.

5.2 State the participant's respective competencies and contributions (hours) in the project work.

5.3 Public/private collaboration and post-graduate studies.

- To which extent does the project build upon collaboration between private and public parties?
- Does the project contain post-graduate studies? Post-graduate studies must be described in point 9 and in appendix 7.

5.4 Distribution of rights/collaboration agreement.

- Describe potential plans for patenting the results of the project.
- Clarify the distribution of rights in the project, e.g. in the form of an agreement draft.
- Final agreement regarding the legal delimitation between project participants as well as questions regarding existing and future patent rights must be available before the project can initiate. The agreement must reflect the participant's interests, work performance and contribution to the project. If the project starts after receiving a funding commitment, but without a collaboration agreement is available, funding is not paid before such agreement is available. Such collaboration agreement must, at the latest, be signed and submitted 6 months after the notification date of the letter of commitment unless otherwise agreed with the EUDP secretariat.

6 Financing

A significant self-financing from project participants is required for development and demonstration projects. The board of EUDP determines the funding percentage for each project participant within the framework of the EU state aid rules. The permitted funding percentages are listed in the [EUDP rules](#). The budget items are further clarified in section IV. Concise information related to the budget figures should be stated in the comment field of the budget file.

6.1 Financing.

- Clarify the private self-financing of the project:
 - Enclose a declaration from all participants regarding their financial contribution of the project, use appendix 6.

- Is co-financing expected from a third party? Is an agreement signed in this regard? If so, it must be enclosed.
- The final financing agreement must be concluded no later than project start.

6.2 Capital expenditure and operating costs during the project period.

- This should not be filled out if the project type is: “International collaboration in the IEA” and “Danish participation in working groups under Innovation Challenges”.
- Describe the capital expenditure and operating costs for the applied project period. **Equipment** costs can be included in the budget corresponding to the extent the instruments and equipment are used in the project. The financial statement must be based on the expected depreciation in the project period. For **demonstration plants** established in the project, the expected value of the plant must by the end of the project be deducted from the costs eligible for funding. Assumptions for calculating depreciation of equipment and of the expected value of the demonstration plant must by the end of the project be available.
- Equipment and demonstration plants must be budgeted at the relevant project participant.

6.3 Conditions after the project period.

- This should not be filled out if the project type is: “International collaboration in the IEA” and “Danish participation in working groups under Innovation Challenges”.
- Clarify the operation of the plant and potential extension and/or reconstruction after the project period, and the plant’s potential alternative applicability after the applied project period.

7 Incentive Effect

Funding from EUDP must have an incentive effect. This means that funding only is granted to project participants, if it entails that the concerned beneficiary increases magnitude, extent or rate of the performance compared to a situation without funding. The incentive effect must be made plausible in the application, and EUDP can request more information subsequently.

7.1 *Each* beneficiary must clarify how funding to the applied project will increase *magnitude, extent and rate* compared to a situation with no funding. Each participant must describe how funding granted influences the completion of the project in the aforementioned areas.

Funding amount above EUR 7.5 million per company per project presumes the European Commission’s approval on the basis of a detailed assessment based on the [EU framework provisions](#) for R&D and innovation.

8 Market

This should not be filled out if the project type is: “International collaboration in the IEA” and “Danish participation in working groups under Innovation Challenges”.

For especially development and demonstration projects it is emphasized that specific marketing plans are available for the developed technologies and new products, including to which degree that:

- The project meets market demands and has a well-defined customer base.

- There is an economic growth potential and prospects of a cost-competitive product.
- The project has a patentable technological content.
- The project has a distinct involvement of private companies responsible for the commercialization of the project results.
- The project can contribute to maintain workplaces and/or to establish new jobs in Denmark.
- There is a prospect for export to global growth markets.
- Commercial perspectives are made plausible in the application.

EUDP will decisively emphasize the commercial perspectives and that these are well described and substantiated in the application. For projects that end at a lower TRL than demonstration projects there is no requirement for actual market analysis, however it is expected that the applicant describes how the project can carry novel solutions to the market and outlines the process subsequent to the stage of research and development.

8.1 Business Model Canvas.

Based on the answers in the questions below in point 8.2-8.5, appendix 4 "Business Model Canvas" is completed for the intended solution/technology developed in the project.

8.2 Target group and value proposition for end-users.

- Who is the final target group for the developed technology? End-users? Other businesses?
- Describe the needs the technology meets at market entry for the target group (can e.g. be split up in end-users and intermediaries).
- Clarify the value proposition of the technology for the target group compared to existing technologies. The value proposition can be economic, e.g. lower price and return of investment, or it can be non-economic, e.g. convenience, design or functionality.

8.3 Competition analysis – describe the competitive situation of the concerned technology.

- Who are the competitors? And the competing technologies?
- Which pros and cons does the technology of the project have compared to competing technologies?
- Furthermore, the applicant can include a SWOT analysis (stands for strengths/weaknesses, opportunities/threats). In the shape of a matrix, the analysis creates a framework for the analysis of internal strengths and weaknesses in a company as well as illustrating the opportunities and threats for market entry.

8.4 Market potential.

- Describe the size of the expected market at market entry and the potential subsequently (magnitude and turnover).
- State *when* the technology is expected to be competitive in the market.
- Describe qualitatively and quantitatively development trends in the demand of the technology.
- Clarify the opportunities on the global growth markets for the developed technology.

8.5 Marketing.

- Describe the plan for the technology after the end of the project and towards the final market introduction/commercialization.
- Clarify *when* the technology is introduced to the market.
- Clarify *where* the technology is introduced (local/regional, national/international).
- Clarify *how* the technology is introduced to the identified target group at market introduction. Include sales and distribution channels, etc.
- Clarify which participant(s) after the end of the project must commercialize the results of the project.
- Clarify the existence of prospective entry/sales barriers and how these are mitigated.

9 Research

Projects containing research and post-graduate studies are forwarded to Innovation Fund Denmark for research assessment pursuant to § 5 in the Act on the Innovation Fund Denmark.

It is essential for the assessment of this project type that the required description and formal requirements are fulfilled (these are described below). Research activities, which are assessed unworthy for funding, cannot receive funding. It is valued positive if post-graduate studies (PhD) are included in a project with a high degree of research content.

Innovation Fund Denmark's treatment of personal information can be read in the privacy policy of the fund: <https://innovationsfonden.dk/en/privatlivspolitik-innovationsfonden>

In relation to the research content the requirements to the description of the commercial aspects are less extensive compared to development and demonstration projects; however it is still essential that a tangible commercial potential is made plausible.

If a project participant conducts both research and development/demonstration it must be clarified in the application with regard to the assessment of the budget. The percentage share of research must be stated in the budget.

9.1 Information for research assessment.

If the project contains research and/or post-graduate studies two appendices must be enclosed concerning CVs and research and/or post-graduate studies written in English.

- Appendix 5: CVs for all participants included in the research activities. The appendix has the following formal requirements: the research responsible can fill up to 2 pages and the remaining participants who contribute to the research must fill up to 1 page.
- Appendix 7: Used for the research assessment (content requirements are listed below) and has the following formal requirements: maximum 5 sites plus 1 site with references.

Content in appendix 7 regarding the description for the use to the research assessment must be as follows:

- 1) The summary must as minimum include a description clarifying why research and/or post-graduate studies are necessary to realize the overall objective of the project. (must be copied to point 9.1 in the application form)
- 2) State-of-the-art: Based on international literature (peer reviewed articles) the applicant must describe the scientific knowledge within the field and identify knowledge gaps, which are expected to be filled out by the concerned project. Please note this description differ from the state-of-the-art description in point 1.2, which primarily concerns the technology and its application.
- 3) Research hypothesis and research objective including the contribution to the overall objective of the project (derived from state-of-the-art).
- 4) Research plan: Beginning with an overview of research activities. Description of PhD or post.doc. if post-graduate studies are included. The percentage share of the budget, which is comprised by research, must be stated. Here it must be stated in which activities they are included in and who the supervisors are. The following must be included in each activity:
 - a. Headline.
 - b. Participants.
 - c. Objective.
 - d. Method.
 - e. Milestones (time). State which specific results and/or data that confirm or disprove the specified hypotheses.
 - f. Results and dissemination activities in the shape of articles and conference presentations, etc.

Appendix 7 must (regardless of applied funding amount) be written in English.

In point 9.1 of the application form a copy of the summary in the separate appendix 7 must be inserted.

10 Applied for Other Programs?

State if the application for funding to the project at the same time is send to other funding programs and if any, which?

11 Reapplication

State if the application is a reapplication from previous application rounds and inform the associated file number and project title.

12 Appendices

In this section of the application form a list of additional appendices to the application must be stated except for the application form, which account for appendix 1. An overview is seen in Table 1.

IV. Budget Guidelines (Appendix 2)

Introduction

The [budget form](#) consist of an excel file, which must be enclosed at the portal when completed.

Information and explanations regarding the budget and financing must be stated in point 6 of the *application form*.

The budget file includes:

- A tab with the budget and project financial statements (Budget & Total). Only this is applicable by application. There are 15 slots for participants.
- 15 tabs (P1 to P15) for periodic reporting and payment (used if funding is granted). These tabs are made visible when needed by right-clicking and selecting show.

Please note that in row 3 in the budget file it is possible to select:

- Version (as the application is adjusted).
- Language (Danish/English).
- xls-version (Danish/English, cell AS3).

Payment of funding takes place according to the [EUDP rules](#).

Company Information

It is only possible to write in the yellow fields. First, the following information must be stated in the budget:

- Company.
- CVR number.
- Company type.
- Type of activity – must comply with the basic data.
- Company size. Must be stated based on the definition of EU regarding small and medium-sized companies with regard to ownership, see the [EUDP rules](#) for further information.
- Research share is filled out in instances where both research and development/demonstration occur in the project for the same participant. NB in case of significant share of research in the project, the research content must be stated in appendix 7, cf. section 9 above.

The funding percentage cannot be entered in the budget until the abovementioned information is stated.

Budget Items

Funding payment occurs as a percentage grant to the project's expenditure on wages and additional costs eligible for support, which is directly related to the project, and overhead expenses directly related to the project.

Please note that funding, which is paid according to the General Block Exemption Regulation of EU, cannot be paid on the basis of approved budget figures, but on the basis of *actual* costs. In cases, where a state-

ment of actual expenditure on wages is *not* available, funding can be granted as funding percentage based on a *fixed hourly wage* of DKK 350.

Profit cannot be included in the budget also with regard to wages.

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

Costs apart from those included in the budget are the responsibility of the project participants.

It is only possible to write in the yellow fields. The costs of the project are stated in the following categories:

- A) Wage costs.
- B) Instruments and equipment.
- C) Buildings.
- D) Other expenses including materials.
- E) External services and subcontracts.
- F) Overhead expenses – are not allowed to be part of wage costs.
- G) Revenues, if any.
- H) Other/travel/dissemination.

Ad A)

- Funding payment occur as a general rule on the basis of *actual* expenditure on wages (determined on the basis of annual gross wage incl. holiday pay, however see above regarding funding based on fixed hourly wage).
- Two different personnel categories are used (research and tech/admin).
- Hourly wages are settled on the basis of a fixed annual number of hours at 1500 for a full-time employee. Funding is paid not exceeding the expenditure on wages corresponding to the approved average hourly wage for each company or institution participating in the project (determined for each company or institution together).
- The amount of hours in the project is used for the assessment of the application (is the amount of hours corresponding to the tasks in the project). Performed work hours in the project must be registered in an hourly timesheet.
- Taxi-meter expenses for a PhD (see point H).
- Expected wage and price increase in the project period must be included in the budget.
- The program can demand documentation for paid wages and for determination of the applied overhead rate.

Ad B) Equipment costs are eligible for funding to the extent, which is necessary for the completion of the project. If such equipment is not utilized during the whole project period, then only the part that is depreciated in the project period can be included in the project. Equipment must be budgeted at the relevant project participant.

Ad C) Expenditures for purchase and establishment of buildings are a cost eligible for funding by principle to the extent those are utilized in the project. Costs related to buildings will however only be co-funded if particular circumstances are justified.

Purchase of ground is not considered as a cost eligible for funding.

Ad D) Other expenses, including materials, e.g. fuels, steel pipes, insulation materials, etc., operation of plants and instruments are costs eligible for funding to the extent those can attribute to the project.

Ad E) Costs for subcontracts are eligible for funding, but is only allowed if these are appropriate activities that cannot be performed by a project participant. If the share of a subcontract is significant, it should be considered if the company must be a project participant instead.

The cost of the subcontract is not allowed to exceed the market price, and subcontracts must be performed at common market conditions. In addition, the subcontract must be delivered to the project participant who is the obvious user of the delivery.

In case of a company, including its affiliated companies, wishes to be both project participant and subcontractor in the same project, an explicit written approval from EUDP is presumed prior to initiation of the subcontract delivery. If such approval from the program is not available the subcontract is not eligible for funding.

The content of the external services must be clarified in the application and associated estimate regarding how the cost is obtained.

Ad F) Overhead is defined as: actual additional overhead expenses, which is directly associated to the project.

- Companies are allowed to include maximum 150 % of expenditure on wages.
- Universities, research institutions, etc. an overhead of 44 % is set for all costs.

The approved overhead rate in the budget for each company or institution is used for payment to the respective participant during the project period. See the [EUDP rules](#) for further information.

Ad G) Here prospective earnings related to the project are stated, which must be deducted from the amount eligible for funding.

Ad H) The category covers first and foremost travel and dissemination activities. The following applies:

- *PhD taxi-meter expenses* at DKK 80,000 annually can be included for education of a PhD (if the student is fully associated to the project). The funding is disposable for the institution and must cover expenses in relation to the scholarship, i.e. supervision, courses, short travels, study abroad, etc.

- Expenses for “other” must be specified in the comment field in the budget.
- Expenses for “travel” must follow the governmental regulations (circulars) for travel of government employees.

Funding is not provided for:

- Construction of new institutions or continuation of existing institutions through *operation-like* grants.
- Operation costs in relation to partnerships since these are expected to be covered by the participants.
- Purchase of *ground* and related costs.
- Completion of *regulatory processes* in relation to construction projects, environmental permits, etc.
- Acquisition of patents and similar rights.

Funding Percentage

Funding is granted in accordance with the EU state aid rules:

- Projects that can be attributed to the EU state aid rules can be granted funding up to the allowed level according to the mentioned regulations.
- Public funding of research and development activities undertaken by non-profit institutions of higher education or public research bodies, and primary research independently from these does not fall within the EU state aid rules for research and development and innovation. For such activities the funding percentage can be up to 90 % depending on the project.
- Participation in projects in relation to the technology network of IEA in the Technology Collaboration Programs (earlier Implementing Agreements) is funded up to 70 %. Participation in actual technology development activities are funded as other technology development projects.
- For research institutions/universities up to 60 % is granted for funding of the costs eligible for support for feasibility studies.

There is no fixed lower or upper limit for funding amount. The funding percentage for each participant is determined by the board of the program within the framework of EU regulations according to company size, project type, commercial aspects and involved technical and economic risks.

The state aid rules and links thereto are described in detail in the [EUDP rules](#). By entering information regarding company size and the nature of the project, the maximum funding percentage is determined in the budget file. Please note that the maximum funding percentage depends on whether it is a collaboration project or not – a specified definition is found in the [EUDP rules](#).

Please note that for companies, which is completely or partially owned by other companies, the owning company can be included completely or partially by determination of the applicant’s size. Take a closer look [here](#) for the EU definition of company size in the EU guidelines regarding SME definition.

If funding is granted by EUDP in dispute with the framework of the EU state aid rules for research and development and innovation, the funding can be reclaimed.

V. Guidelines for Gantt Chart (Appendix 3)

The [Gantt chart](#) consists of an excel file, which must be enclosed at the portal when completed.

- Project parts: The project must be divided into work packages. [Tab 1](#) is filled in with title of **work packages** and the temporal scope of each work package.
- Relevant **milestones** must be established during the course of the project. Furthermore, insert number and title of milestones (both technical and commercial) and mark these temporally with vertical columns.

A milestone is a planned, measureable and visible event indicating that a large task or delivery of the project is completed. Typically, a limited number of decisive milestones are included in a project, e.g. around 3-5 milestones for a three-year project course.

Milestones for both **technical and commercial** activities must be stated. Commercial milestones concerning activities related to market entry, price, distribution channels, competition analysis, risk analysis, etc. and describes events, which assist introducing the technology at the relevant market. They must be specific and precise and indicate how the technology, which is developed and demonstrated through the project, can survive in the future market.

If the project obtains funding, the milestones will be used by EUDP to assess the progress of the project

- In [Tab 2](#) each **project participant's budget** allocated in **work packages** must be stated.