



Miljø- og  
Fødevareministeriet  
gudp

# **Green Development and Demonstration Programme (GUDP)**

Guideline for completing the application forms  
for The Organic Research, Development and  
Demonstration Programme (Organic RDD) 5

**Deadline for applications 21 May 2019 at 12.00**

## Colophon

### **Green Development and Demonstration Programme**

Guideline to grants from the The Organic Research, Development and Demonstration Programme (Organic RDD) 5

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

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# Contents

Introduction .....	4
Form A: Main application form .....	6
Form B: Budget form and Gantt chart .....	24
Form C: Participant form .....	36
Form D: Additional business plans.....	39
Form E: Description of project research.....	41

## Introduction

These guidelines must be followed when applying for funding in relation to the subsidy scheme Green Development and Demonstration Programme (GUDP) under the programme Organic Research, Development and Demonstration Programme (Organic RDD) 5. You will be guided through the GUDP application material consisting of the following forms:

**Form A:** Main application form

**Form B:** Budget form and Gantt diagram

**Form C:** Participant form

**Form D:** Additional business plan

**Form E:** Description of the scientific project research

The entire application must be completed in English. However, a brief project description in Danish is required in Form A.

Forms A, B, C and E must be completed for all applications.

Form D must be completed if a project has more than one business plan.

Form E must be completed. This form must as the rest of the application be completed in English. Innovation Fund Denmark (InnovationsFonden) and an international expert panel will perform a scientific assessment of the application and its research related contents. Please notice that the information for the scientific assessment must constitute an independent description of the research contents. In other words, it must be written in such a way that it is easily read on its own and independently from the main application form A. Form E will be sent to Innovation Fund Denmark as a separate file and the relevant CV's must therefore be attached to Form E even though they are also attached to the main application.

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

The GUDP application forms must be applied. However, other Gantt diagram designs may be used in Form B.

The GUDP purpose, strategy, and practical information on this application round is available in "Invitation of applications for funding under The Organic Research, Development and Demonstration Programme (Organic RDD) 5." You can find the call at the GUDP [website](#).

### **Processing of personal data**

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

## Form A: Main application form

All fields must be completed.

Project	
<b>A1. Project type and contents:</b>	<p>Indicate project type:</p> <ol style="list-style-type: none"> <li>1. Project with research content</li> <li>2. Project with research content focusing on the common goods of organic farming</li> </ol> <p>Tick off activities comprised by your application in addition to the research related content :</p> <ul style="list-style-type: none"> <li>• Development</li> <li>• Demonstration</li> </ul>
<b>A2. Do you apply for earmarked funding?</b>	<i>This application round is strictly for projects under Organic RDD 5.</i>
<b>A3. Project title and acronym:</b>	Indicate a meaningful project title (max 2 lines) as well as a meaningful acronym. We use the project title and/or acronym when project approval is announced and for other mentioning of the project.
<b>A4. Brief project description:</b>	The description should include project purpose, expected results and a realistic (cf. A.22) assessment of achieved project impact. Your language must be readily understood. Max.1,500 characters (per language). The brief project description <u>must</u> be provided in both Danish and English.
Applicant	
<b>A5. Name of main applicant/ coordinating company or institution:</b>	Name of the main applicant. The main applicant is the company or institution in charge of the project.
<b>A6. Municipality:</b>	The municipality of the main applicant.
<b>A7. CVR number:</b>	Indicate the main applicant's CVR number. The stated CVR number must be registered with the Central Business Register (CVR.dk).

<b>A8. P number:</b>	Indicate the main applicant's P number.
<b>A9. Address:</b>	State the main applicant's address. The address must be identical with the address registered in the Central Business Register (CVR) in relation to the CVR and P numbers listed.
<b>A10. Project manager's name and title:</b>	Name and title of the responsible project manager in relation to the GUDP Secretariat and ICROFS.
<b>A11. Telephone and e-mail address:</b>	Indicate the project manager's telephone number and e-mail address. The GUDP Secretariat and ICROFS will use these for future correspondence during and following the processing of the application.
<b>A12. Total amount applied for:</b>	State the total amount applied for – this amount will also appear from field B 16 in the budget form. The total amount must be between 250,000 DKK and 6 million DKK.
<b>A13. Have you applied for funding in relation to this project via other state, regional and/or EU schemes?</b>	Please state if you have applied for project funding via other state (e.g. the Per Mille Levy Fund), regional or EU schemes, including GUDP (covering the entire project and all participants). If this is the case, please state the relevant scheme and year of application. Indicate file no. for previous applications, including GUDP applications, which have been rejected. Please state whether grants were given, and if so please also state the grant percentage.

<p><b>A14. Starting date:</b></p>	<p>State the expected starting date for the project, however not earlier than 1 January 2020.</p> <p>GUDP may allow that the applicant – at his own account and risk – initiates project activities before the GUDP board has made its final decision whether or not to fund the project<sup>1</sup>. The applicant must apply for such authorization when submitting his/her application.</p>	<p><b>A15. End date:</b></p>	<p>Expected end date of the project. The project period is max 4 years.</p>
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### Applicant's confirmation

#### A16. Applicant's confirmation

If your company or institution is the only project participant, then the main application form must be signed by the company's or institution's financial controller. Regarding collaboration projects, the application form must be signed by the main applicant's financial controller or the project manager.

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

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

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

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

## Project type and company size

### A17. Project type:

Tick off either collaboration project or individual/sole participant project.

### A18. Company size:

Tick off company size. The EU Commission's definition of company size should be applied. Cf. guidelines for Form B.

## Key staff

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

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

Name:

Position:

Number of  
hours:

Company/Institution:

## Applications with research contents (all applications under Organic RDD 5)

### A20. Scientific evaluation:

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

Field A20 should thus not be completed by applications under Organic RDD 5.

## Detailed project description

### A21. Project background, purpose and work packages:

Describe how the project contributes with innovative, concrete, practical solutions to the specific conditions and challenges of organic agriculture in relation to climate and the environment and/or in relation to recirculation and nutrient supply.

Please also describe the project's focus on the entire value chain and/or selected areas of this (e.g. primary production, processing, trade or transport). Figures and tables to support the understanding of the project purpose and impact should be submitted as enclosures. Total enclosures should be max 4 pages and solely include intermediate results and illustrations to enhance the understanding of the project purpose and impact.

Please elaborate work package contents in this section. Establish a clear goal, evident milestones and activities for each work package in the project. In addition, activities and milestones must be listed in a Gantt diagram (Form B, sheet 2) and distributed at work package level.

The detailed project description should be max 7,500 characters.

**A22. Novelty value of the project** (max. 1,500 characters)

Describe the novelty value of the project and how the project's output differs from other similar products.

**A23. Specific project impact within green sustainability** (max 2,500 characters excl. the impact form)

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

As a rule, only the primary green effect of the project must be stated. However, if it is a holistic project that has several equally important effects, these can all be specified. Other non-primary effects can be described in prose and will be included in the overall assessment of the project.

Effects that can be quantified under "Limited impact on the environment from nutrients (N and P), pesticides and greenhouse gases" must be quantified in Impact form 1 and described in more detail in text form. The other effects are briefly described in Impact Form 2 and are described in more detail in the text.

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

**Description of green impact in text form**

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

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

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

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

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

## **The three green sustainability criteria**

### **1 Credibility in relation to organic principles**

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

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

### **2 The contribution of organic agriculture to public goods**

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

- Nature and biodiversity
- Environment
- Energy and climate
  - Climate impact: Cover all processes that lead to reduced emission of greenhouse gases (e.g. CO<sub>2</sub>, N<sub>2</sub>O, CH<sub>4</sub>) converted into CO<sub>2</sub> equivalents, and processes that increase carbon sequestration in soil. To be indicated in CO<sub>2</sub> equivalent as e.g. kg CO<sub>2</sub> per hectare or kg CO<sub>2</sub> per. produced unit.
- Human health and welfare
- Animal health and welfare
- Reduced use of antibiotics
- Reduced use of pesticides
  - Includes the pesticides load from herbicides, fungicides, insecticides and growth inhibitors. To be indicated as reduced pesticide load on the basis of the mean database ([www.middeldatabasen.dk](http://www.middeldatabasen.dk)) per hectare (B/ha).
- Industry and rural districts

### **3 Resilient systems**

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

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

### Impact forms – Green sustainability

In the impact forms shown below the primary impact must be indicated. Effects that can be quantified under "Limited impact on the environment from nutrients (N and P), pesticides and greenhouse gases" must be quantified in Impact form 1, where the specific impact, dissemination, total impact (impact x dissemination) and source references for parameters must be indicated. For other effects Impact form 2 must be used, where the impact is to be described briefly.

Impact form 1 – Green sustainability						
Parameter		Impact (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Expected year of achievement	Source reference
Limited impact on the environment from nutrients (N and P), pesticides and greenhouse gases	Nitrogen (N)					
	Phosphorus (P)					
	Pesticides					
	Greenhouse gasses (CO <sub>2</sub> -equivalents)					

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

Impact form 2 – Green sustainability	
Parameter	Short description
Credibility in relation to the organic principles	
The contribution of organic agriculture to public goods	
Resilient systems	

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

### Example of description of green impact

In the following, two fictitious examples on how to indicate green impact for projects are presented.

*Example 1: This project is aiming to create value for pig producers by means of a new feed concept for the sows, and is focusing on reduced piglet mortality. The nutrient discharge of N and P will be reduced and thus help minimize climate and environmental impact. The reduction of nitrogen and phosphorus is considered by the project participants to be equivalent primary green effects, and both of these effects are therefore indicated in Impact Form 1. NOTE: the example is from the ordinary GUDP-round, more relevant examples for organic projects will be presented at the information meetings about Organic RDD 5.*

The project expects to minimize the nutrient surplus for nitrogen and phosphorus for pigs by increasing the number of weaned pigs per sow.

According to standards, the discharge is 21.36 kg N/sow and 5.24 kg P/sow. By increasing the number of weaned pigs, the estimated reduction in nitrogen and phosphorus will be **0.012 kg N/pig** and **0.003 P/pig** (Poulsen, 2016). The dissemination is estimated to comprise 50% of the sows, and will impact **15 million weaner pigs/year** (Statistics Denmark). Total minimization will thus be **180,000 kg N/year** and **45,000 kg P/year**.

A significant part of the climate impact caused by pig production comes from the feed used. By reducing feed consumption per weaned pig, a reduction of 0.56 kg CO<sub>2</sub> eq. per pig is achieved (Mogensen et al., 2009).

#### Impact form 1 – Green sustainability

Parameter		Impact (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Expected year of achievement	Source reference
Limited impact on the environment from nutrients (N and P), pesticides and greenhouse gases	Nitrogen (N)	0.012 kg N/pig	15,000,000 pigs/year	180,000 kg N/year	2025	Poulsen, 2016 and Statistics Denmark
	Phosphorus (P)	0.003 kg P/pig	15,000,000 pigs/year	45,000 kg P/year	2025	Poulsen, 2016 and Statistics Denmark
	Pesticides					
	Greenhouse gasses (CO <sub>2</sub> -equivalents)					

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

### Example of description of green impact

*Example 2: This project is aiming to create value for dairy cattle producers through a system that can identify microbial causes of mastitis in dairy cattle. This leads to rapid diagnosing and treatment of the cows so that less milk is discarded. Sustainable use of resources, which contributes to credibility in relation to the organic principles, is considered by the project participants as the primary green effect and is therefore indicated in Impact form 2. NOTE: the example is from the ordinary GUDP-round, more relevant examples for organic projects will be presented at the information meetings about Organic RDD 5.*

The project is expecting that improved diagnostics of mastitis in dairy cattle will lead to fewer cows being treated with antibiotics. Thus, the amount of milk discarded due to antibiotics will be reduced and allow better resource utilization in the dairies. Proper treatment will also increase health and welfare of dairy cow, which will result in a higher milk yield.

When cows are treated with antibiotics due to mastitis, the milk must be discarded for approx. 6 days, with which the amount of milk that can be sold from the cow decreases while the amount of feed consumed by the cow remains the same. This means that approx. 270 L milk per treatment must be discarded.

It is expected that approx. 5% of cows in Denmark cows can avoid unnecessary treatment with antibiotics, which corresponds to approx. 29,000 cows whose milk should not be discarded. This means that **before the implementation** of the new system, approx. **7.8 million liters of milk with a value of DKK 0** was discarded. **After the implementation** of the new system, the 7.8 million liters of milk could be sold at the current milk price. **With a milk price of approx. DKK 2.50 / L, the value will thus be approx. DKK 20 million.**

#### Impact form 2 – Green sustainability

Parameter	Short description
<b>Credibility in relation to the organic principles</b>	Improved diagnostics of mastitis in dairy cattle will lead to a reduction of the amount of milk discarded due to antibiotics, which will result in a better resource utilization.
<b>The contribution of organic agriculture to public goods</b>	
<b>Resilient systems</b>	

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

**A24. Specific project impact within financial sustainability (not to be completed for project type 2):** (max. 2,500 characters in addition to the impact form)

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

- **Project proceeds** – indicated as the financial return that project results will generate to the grant receivers 1, 2 and 3 years after the conclusion of the project, respectively. I.e. the earnings minus the expenses – the net income – to be distinguished from the turnover. Impact should be indicated in DKK.
- **Further financial impact** – indicated as the annual impact generated by full impact in the food sector at realistic dissemination. Please indicate the expected time of implementation time for the impact. Other socio-economic effects can be described in the text, and may be quantified in the text. Impact should be indicated in DKK.

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

The project's financial impact is used as one of more important criteria when assessing the application, and it is thus essential, that impact and dissemination is described by means of unambiguous and comparable units, and also that the calculation of the impact appears clearly. Please cf. the example of a description of a project's financial impact in text and impact form provided at the end of this section.

**Description of financial impact in text form**

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

- Current level of the parameter in question
- Expected impact to be achieved in the project
- Realistic dissemination of relevant parameters. The dissemination must be based on the output of the project.

Please describe and explain specifically and quantitatively (in figures and unambiguous units) the expected financial impact for relevant parameters to the industry as well as the participating companies that are likely to profit from the products developed in the project period (the project output). The description should be based on sources such as e.g. statistics, published reports or the like. Also additional information, explanations and causal relationships can be specified. The calculation of impact should appear clearly. Intermediate results may be submitted as enclosures. Total enclosures should be max 4 pages and solely include intermediate results and illustrations to enhance the understanding of the project purpose and impact. Financial impact obtained outside Denmark should not be included in the project impact; however, this does not apply to project proceeds.

**Impact forms – Financial sustainability**

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

If the applicant is unable to fill in the impact form for a least one parameter – for both green and financial sustainability – then he/she should reconsider whether GUDP is the appropriate scheme to apply for.

### Impact Form – Project Proceeds

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

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

### Impact Form – Further financial impact of the project

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

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

### Example of description of financial impact

*A fictitious example on how to indicate financial impact for a project aiming to create value for pig producers by means of a new feed concept for the sows, focusing on reduced piglet mortality. NOTE: the example is from the ordinary GUDP-round, more relevant examples for organic projects will be presented at the information meetings about Organic RDD 5.*

#### **Further financial effects**

The project expects a savings potential by weaning more pigs per sow of **116 DKK per sow**. This calculation is based on an estimate according to which 0.53 extra pigs are weaned per sow\*220 DKK per pig (calculated from Smågrisenotering, 2017). The dissemination is expected to include **500,000 sows out of 1 million sows in Denmark (DST, 1 January 2018)**, resulting in a total additional profit within the trade to the amount of **58 million DKK**. Raw material suppliers for the production of the new feed additive can expect a profit of **0.5 DKK per kg** due to the value added to the raw material. It is expected that **15,000 tons** of the raw material will be used for the additive. This gives a total earnings of **7.5 million DKK** for the raw material suppliers.

#### Impact Form – Further financial impact of the project

Further financial impact	Impact (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Implementation expected year	Source reference
Pig producers	116 DKK/sow	500,000 sows	58 million DKK	2027	DST, 1 January 2018
Raw material supplier	0.5 DKK/kg	1,000 t	7.5 million DKK	2023	Statistics Denmark

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

### Project proceeds

Dansk Svinerådgivning (Danish Pig Advisory Center) participates in the project and is expecting a sale of consulting hours in connection with the implementation of the new feed additive. The hourly rate is **1,200 DKK/hour** with proceeds of 300 DKK/hour. They expect to sell **800 hours, 900 hours and 1,200 hours** in years 1, 2 and 3 after project completion. This gives proceeds of 240,000, 270,000 and 360,000 DKK respectively. Total proceeds are therefore 870,000 DKK.

Foderfabrikken A/S is expecting a sale of the new feed additive. The proceeds are expected to be **25 DKK/kg**. In years 1, 2 and 3 after project completion, sales of **36, 48 and 120 tons** respectively are expected. Proceeds are therefore **0.9 + 1.2 + 3 = 5.1 million DKK in years 1, 2 and 3**.

Farm owner Hansen expects increased proceeds from the project due to an increase of weaned pigs per year sow and thus increased sales of weaned pigs. His herd consists of **200 year sows** and he expects that there will be an increase in proceeds of 116 DKK/sow. With a stable herd of **200 year sows** in years 1, 2 and 3 after project completion, this gives proceeds of **23,200 DKK** per year for the 3 years. The total proceeds expected are thus **69,600 DKK**.

#### Impact form - Project proceeds

Project participant	Proceeds in DKK (earnings minus expenses)				Source reference
	Year 1 after project completion	Year 2 after project completion	Year 3 after project completion	Total	
Dansk svinerådgivning	240,000 DKK	270,000 DKK	360,000 DKK	870,000 DKK	Own business plan
Foderfabrikken A/S	0.9 million DKK	1.2 million DKK	3 million DKK	5.1 million DKK	Business plan + food-supply.dk
Farmer Hansen	23,200 DKK	23,200 DKK	23,200 DKK	69,600 DKK	Own business plan

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

**A25. Project organization and management:**

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

The description must be max 2,500 characters.

**A26. Project coherence with other previous and ongoing projects:**

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

The description must be max 2,500 characters.

**A27. The project's expected collaboration with other relevant companies/institutions/projects – national and international**

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

The description must be max 2,500 characters.

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

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

- Decision-makers, with a focus on challenges and solutions
- Professional environments, with a focus on goals, methods and results
- Users, consumers and society as a whole

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

The project should contribute to dissemination in Danish and English through ICROFS.

The project manager and 1-2 project participants must also participate in annual status meetings.

Contact data for a person, who can participate in an interview or an “information campaign” for GUDP is needed.

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

The description must be max 2,500 characters.

## A29. Business plan

### A30. Specify which participant the business plan concerns:

NB! Should not be completed by type 2 projects.

It is of essential importance that relevant project participants provide as accurate a business plan as possible, as this plan constitutes a significant part of the GUDP board’s assessment of the project growth potential. However, not all applicants may be able to present a highly detailed business plan.

The business plan should include information on the financial potential for project output(s) in relation to growth, employment, export and value to the customer. If more partners are to have individual earning possibilities then individual business plans must be prepared for each company. Use Form D if the project includes more business plans.

If GUDP approves the project, the project manager will be asked to update the business plan as results and increased knowledge of opportunities and barriers to commercialization are achieved. This will be done in connection with the annual project progress report to be submitted 1 May for all ongoing projects.

### A31. Project output:

The business plan focuses on the output of the project, e.g. the product, the model or the knowledge the project will generate. Describe and defined the output and indicate the project participant responsible for the output. Please indicate whether you intend to protect the project's output with a patent, trademark or copyright, and describe how it will be accomplished.

The description must be max 2,500 characters.

### A32. Market and customers:

The following should appear from the description:

- Target customers for the project output
- Total market size
- Expected market share for project output
- Whether it is possible to produce the project output in a scale that meets the market demand
- What is the market like 3-5 years from now?

The description must be max 2,500 characters.

**A33. Business foundation:**

It should appear how potential earnings and rights are distributed among project participants.

Please describe:

- The financial potential of project output in relation to growth, employment, export and value to customers/users
- Own production or outsourcing

The description must be max 2,500 characters.

**A34. Business model:**

Indicate:

- Where and how turnover is generated
- Sales targets, including related activities and the responsibility for achieving these
- Pricing, including issues that may influence price and demand
- How to upscale the business model
- Producer's ability to meet demands

The description must be max 2,500 characters.

**A35. Risk analysis:**

Describe:

- Risks in relation to the development and realization of project output and initiatives to counter these
- Competing product output, including turnover, dissemination, strengths and weaknesses of competing output
- Market entry barriers to other producers able to deliver equal or even better output

As the risk evaluation includes consideration of, whether the project could be carried out even without funding, as well as the potential for successful completion, the project may include many or high risks.

The description must be max 2,500 characters.

**Personal data****A36. Publishing personal data on the Internet:**

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

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

## Checklist

### A37. Checklist before you send the application material:

- ✓ Form A – check that all fields are completed.
- ✓ Form A must be signed by the project manager – individual company projects must be signed by the financial controller.
- ✓ Form B – the budget form must be completed for each participant and for each activity type (research, development, demonstration), to be applied for. Thus, a single applicant may have up to 3 budget forms, if he or she applies for funding for a development and demonstration project that includes research.
- ✓ Form C – fill in a participant form for each participant, including the main applicant/project manager. The Form must be signed by the company's financial controller.
- ✓ Form D – additional form for business plans if a project has more than one business plan. The first business plan must appear from the main application form A.
- ✓ Form E must be completed as a supplement to Form A, and relevant CVs must be incorporated.
- ✓ CVs for all relevant project key staff (indicated in A19) must be attached as enclosures; max 1 page per key person and max 2 pages for the project manager.
- ✓ Applications must be submitted via e-mail to the GUDP- Secretariat at [gudp@lbst.dk](mailto:gudp@lbst.dk) – Indicate the project title in the subject field.

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

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

## Form B: Budget form and Gantt chart

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

### General information about funding of GUDP projects

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

### Allowable expenses eligible for funding

The following expenses are eligible for funding:

- Salary during the project period for project participants
- Expenses covering external assistance when this creates added value to the project's sub activities<sup>2</sup>. As a rule, research institutions are not eligible for funds for external assistance as these are expected to possess the highest expertise
- Other activities. Operational costs that are necessary for the accomplishment of the project, including material costs, meeting and transport expenses, etc.
- Expenses for apparatus and other types of equipment that are necessary to accomplish the project. However, as a rule the applicant is expected to finance and provide the necessary equipment. Therefore, funding for apparatus and other equipment is only given to a limited degree and based on specific reasons.

The expenditure items must be specified in the approved project application, the letter of commitment or in the subsequently approved budget change. The scrap value of equipment and apparatus must be calculated. For demonstration activities the max amount granted for apparatus and equipment is 750,000 DKK

- Other: Other direct costs necessary to the accomplishment of the project (audit, communication, etc.)
- Overhead, including indirect costs necessary to accomplish the project (documentation must be enclosed with the claim for the expenses that are included in the calculation of overhead)
- Expenses for PhD salary (max 28 months).

### Expenses that are not eligible for funding

Funding is not provided for:

- Covering of expenses for activities accomplished prior to project approval or after finalization of the project.
- Company-specific process optimization (e.g. LEAN)
- Loss of working hours and production losses due to project participation

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

- Education activities in general, PhD-fees, competence development etc. Funds may be provided for PhD salary, but not for matriculation, courses, teaching, etc.
- Patent expenses for large companies
- Grants are not available for foreign research institutions and companies, but these may be part of a project as external advisors in case the necessary expertise is not available in Denmark
- Preparation of the application
- Depreciation of apparatus and equipment.

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

### **Independent funding and other public co-funding**

In the GUDP budget forms independent funding solely includes private company financing of the company's own project expenses eligible for funding.

Public funding of eligible expenses as well as other public project grants will always be "other public co-funding". Thus, the independent financing of universities and other public institutions as well as grants from the agricultural funds will be "other public co-funding". As a rule, project activities can only be co-funded by means of national public funds up to the current maximum percentage for the relevant activity and company type.

If the maximum subsidy percentage is e.g. 75 percent, and the applicant applies for 50 percent GUDP funding, it will mean that a maximum of 25 percent is eligible for funding by other national, public funds. The remaining 25 percent should be covered by independent funding or other non-public funds.

### **Other supplementary public co-funding**

Demonstration activities may be co-funded by other public funds for up to 100 percent. Development and research activities comprised by the categories mentioned (agricultural products) in Enclosure 1<sup>3</sup> of the Treaty of Lisbon or enclosure 1 to EU regulation no. 1379 on common market organization for fish and aquaculture<sup>4</sup> produce may be eligible for other public funding of up to 100 percent of the eligible expenses.

In this case the total public funding may constitute 100 percent provided that<sup>5</sup>:

- the grant receiver is a research institution or a knowledge dissemination organization according to the definitions provided in the EU rules for government subsidies
- the activities are of general interest to the sector or sub sector in question
- information about the accomplishment of the activities as well as the purpose and aim of same will be published on the internet prior to initiation. The information supplied must

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

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

<sup>5</sup> Consolidation Act no. 1069 of 13.09.2017 § 27

include an indication of the date of publication of the expected results and that they will be available free of charge

- the results of said activities must be available on the internet for at least a 5-year period and they must not be published later than the information is made available to the members of a specific organization.

### **How to fill in the individual parts of the budget form**

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

- Sheet 1: The total project budget
- Sheet 2: Gantt chart (incl. guidelines)
- Sheet 3: A list of delivery types to be used when completing the Gantt chart.
- Sheet 4: Example of a Gantt chart (only in Danish)

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

### **Total project budget**

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

### **Participant budgets**

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

### **Company name**

Fill in the name of the company.

### **Activity type**

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

- **Applied research** includes activities concerning planned research and critical studies with the purpose of achieving increased knowledge and skills to be used in the development of new products, processes or technologies. The results of the accomplished activities may not be readily available for commercialization in a short-term perspective.

- **Development** includes activities that contribute to the development of new or improved products, processes or technologies based on the acquisition and application of existing scientific and other relevant knowledge and skills. Development activities may include commercially applicable prototypes. The results of the accomplished development activities are expected to be directly applicable, and possible to commercialize, in a short-term perspective.
- **Demonstration** includes activities that demonstrate scientific or technical knowledge that does not lead to distortions of competition. Demonstration activities should not be confused with marketing of specific products or services. This means: 1) All interested parties should have access to the knowledge and/or practice demonstrated, and 2) Demonstrations should not deal with specific products or services that must be bought in order to utilize the demonstrated knowledge and/or practice.

### Company size

Following the EU Commission's definition, company size is determined according to the following.

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

For further information regarding the definitions of small and medium-sized companies we kindly refer to the user guide from the European Commission [link](#).

### Subsidy rates

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

Advanced Technology Groups (GTS), industrial organizations, associations and self-governing institutions are considered as private companies in terms of subsidies.

For research, development and demonstration projects the maximum subsidy rates apply (cf. table 1), and – as a rule – they constitute the total maximum public financial support.

In addition, other supplementary public financing of the project is allowed; up to 100 percent of the project expenses eligible for subsidies if they meet the conditions stipulated in the guidelines above under the item "Other supplementary public co-financing". The maximum GUDP rates are stated in the form below; however, the board will always have the right to provide a lower rate following a specific evaluation.

**Table 1: Maximum subsidy rates for GUDP projects**

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

\* Industrial organizations and private research and knowledge dissemination organizations are considered as large companies when determining maximum subsidy rates. However, this rule may be dispensed with in case the organization or institution (the entire organization or institution) is able to provide documentation that it meets the EU Commission's definition of small or medium-sized companies.

\*\* Regarding large companies the collaboration project must include a small company or a research institution. If a research institution and a large company enter into a collaboration project then the research institution should have at least 10 per cent of the total project budget.

\*\*\* In collaboration projects, no individual company must account for more than 70 percent of the total project costs. Project results must be widely communicated via conferences, publications, open access archives, free software or open source software. This does not apply to confidential information.

### Proportionality of budget items

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

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

## Elaboration of individual budget entries

### VIP and TAP salary

#### **Universities and other public institutions**

Payroll costs are divided into scientific staff (VIP), respectively technical administrative or other staff (TAP) participating in the project. Staff salary may as a maximum be accounted in accordance with collective agreements for comparable state employees. Grants are given to cover the employee's specific, hourly pay and social contributions. Social contributions include sickness benefit and parental pay, holiday allowance and other social obligations.

If an employee's specific hourly pay exceeds the average hourly pay, then this must be specified in the relevant field, as hourly pay will otherwise be reduced to the average hourly pay. In the relevant field, you must refer to the individual employee (e.g. by using his/her initials), the salary and the total number of hours spent on the project. An example: HJ, 650 DKK/hour for 47 hours.

Regarding unspecified salaries, we will calculate the average pay by dividing the total salary bill by the number of hours; e.g. total VIP salary divided by total number of VIP hours. The achieved amount is compared to the approved hourly pay in the budget. In case the hourly rate is higher than approved in the budget, the hourly rate will be reduced to constitute the average pay, unless it appears from the specification field. If the hourly rate is lower or equal to the average hourly rate, the pay rate will be approved.

Universities and other public institutions under the obligation to follow the regulations for subsidized research, as laid out in the budget guide from the Ministry of Finance, should settle payroll costs as specific wage costs. Employees with a specific hourly pay, that exceeds the average, must be specified.

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

#### **Companies and private research and knowledge dissemination institutions**

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

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

Salary costs for company owners who are not actually employed by the company may be included and paid at an hourly rate approved by GUDP – typically 150-350 DKK/hour. If salary for company owners is included in the project this must be specified in the relevant field including hourly wage rate and number of hours.

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

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

Please cf. the explanatory footnote in relation to the item "Expenses for external assistance" in this guide, page 24.

**Other activities** Other activities comprise operating costs necessary to accomplish the project, including costs for materials, meeting and travel costs etc. Subsidies are not given to unspecified running of e.g. laboratories, as these are generally included in overhead costs. Please specify costs in the specification field in the budget form (**Form B**). Conference costs (only in relation to present project results) and travel costs must be specified. Grants are not given to cover education and study trip costs; however in special cases grants may be given to company-specific visits if these are of essential importance to the project.

**Apparatus/  
equipment** As a general rule, the applicant is supposed to provide the necessary apparatus/equipment and make sure that it is available for the project. If this proves impossible, a decision will be made regarding the provision of the apparatus applied for. An application for funding of apparatus/equipment must be substantiated by an explanation describing the apparatus or equipment that will be purchased for the project. State the work packages in which the apparatus is used. Use the specification field in the budget form (form B).

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

**Scrap value**

The scrap value is the value of the purchased apparatus/equipment at the end of the project after depreciation. Apparatus/equipment that is not depreciated at the end of the project might be sold at a certain value. This value will be deducted from the grant as the project is not supposed to profit from selling apparatus/equipment provided in support of the project. Thus, the budget must include a deduction of the depreciated value of the purchased apparatus/equipment applied for. This value is automatically deducted and is indicated in red figures in the budget form. Usually, the depreciated value – determined by GUDP – is calculated as a certain percentage of the expenditure (purchase price) according to the regulations of the Act on Depreciation Allowance. If a project has a duration of 2 years and 4 months, then the depreciation value is calculated to 3 years. Please indicate the calculation of the scrap value in the specification field in the budget form (Form B).

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

**Income**

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

**Other**

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

**OH (overheads) – contribution to joint costs**

Grants are provided for documented overheads/administrative contribution costs. Overheads are given to cover indirect costs in connection with the accomplishment of a project. Costs that do not fall

directly within the specific projects. These may include joint costs for rent, premises, administration etc.

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

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

Other applicants must document indirect costs, including overheads/joint costs. Overheads/joint costs are calculated as a percentage rate in relation to the salary costs to be paid by the applicant, and constitutes max 30 percent. In connection with payment of the grant, the calculated percentage must be documented based on entries in the grant receiver's accounts.

### **Completing the Gantt chart**

The Gantt chart should show the duration in time of the individual work packages and the relationship between them. See example of Gantt chart (only in Danish) in sheet 4 in Form B. The applicant is free to use a different format/layout than the Gantt chart provided as part of the application material. However, the following mandatory information must be included:

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

Please note:

- Number of hours: A total number of hours must be indicated for each work package. It is not mandatory to indicate number of hours for each sub element of the work package. The total number of project work hours must be indicated and correspond to the number of hours indicated in the total project budget in the sheet "Total budget".
- WP budget: A total budget must be indicated for each work package (WP). It is not mandatory to provide numbers for each sub element of the work package. The total project budget must be indicated and correspond to the amount indicated in the total project budget in the sheet "Total budget."
- Compliance between activity type and deliverable type is necessary, as deliverable types are connected to activity type.
-

**Activity types to be used when completing the Gantt chart:**

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

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

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

At [www.gudp.dk](http://www.gudp.dk) under the heading "Tilskud (Grants)" in the section "Tilskudsberettigede aktivitetstyper (Grant eligible activity types)" you will find a PDF file comprising an elaborate description of activity types using examples (in Danish only).

## List of deliverable types

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

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

## Form C: Participant form

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

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

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

### Applicant's confirmation

**C12. Applicant's confirmation:**

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

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

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

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

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

<b>C13. Activity type:</b>	
	Tick off the activity types in which the participant is involved. Prepare a budget for each project participant. In case the participant engages in more activity types, a budget for each type must be prepared, as the grant rates vary according to activity type and company size.
<b>C14. Company size:</b>	
	Indicate company size. Company size is according to the EU Commission's definition.
<b>C15. Collaboration agreements:</b>	
	Not relevant in this round
<b>Participants:</b>	
<b>C16. List of participants from the company/institution:</b> <u>REMEMBER</u> that CVs for key staff must be submitted as enclosures.	
Name:	Title:

## Form D: Additional business plans

Business plans do not need to be completed for type 2 projects.

In case a project has more participants, who may – in different ways – derive an economic benefit, or produce their own products or outputs to be commercially utilized, more business plans are required in order to illustrate the different financial benefits. Similarly, it makes sense to prepare a business plan for each product/output if a single company in the project has several products or outputs, in order to illustrate financial benefits.

You may fill in as many D Forms as necessary in the project.

Complete Form D as described in the guidelines for Form A, fields A30-A35.

Additional business plans must be submitted in continuation of application form A.

Project	
<b>D1. Project title and acronym:</b> (max 2 lines)	
<b>D2. Indicate participant related to the business plan</b>	
Business plan	
<b>D3. Project output:</b> (max. 2,500 characters)	
<b>D4. Market and customers:</b> (max. 2,500 characters)	
<b>D5. Business foundation:</b> (max. 2,500 characters)	
<b>D6. Business model:</b> (max. 2,500 characters)	

**D7. Risk analysis:** (max. 2,500 characters)

## Form E: Description of project research

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

Form E has to be completed.

Innovation Fund Denmark (IFD) endorses the scientific research activities in the project applications based on evaluations undertaken by an international expert panel approved by IFD.

The information in Form E as well as in Form A is available for evaluation of the scientific quality by the international expert panel, but IFD will only see Form E, and it must be completed accordingly.

Form E as well as the rest of the application has to be written in English as the applications will be sent into peer review.

CVs of the listed staff must be enclosed or attached to Form E.

If Form E has not been completed, GUDP will be unable to fund the project.

Project			
<b>E1. Project title and acronym:</b> (max 2 lines)	Give the project a descriptive English title.		
Applicant			
<b>E2. Name, title and organisation of main applicant:</b>	Fill in the name and title of the project leader and organisation of main applicant.		
<b>E3. Start date:</b>	The start date of the project	<b>E4. End date:</b>	The expected end date of the project
Key Staff			
<b>E5. Name, title, organisation, and time to be spent of all participants in connection to the scientific research:</b> Fill in the names, titles and organisations of the staff involved in the research activities, as well as their hours to be spend on the research activities. Extra lines can be added if necessary. CVs of the listed staff should be enclosed in E8.			
Name:	Title:	Hours:	Institution/Company:


### Project description

**E6. Short project description of the overall project:**  
(Max 1500 characters)

Describe the significance of the scientific research in relation to the entire project, including goals, expected results and an estimation of the effects of the scientific part.

### Scientific research

**E7. Description of scientific research to be carried out in the project:**  
(max 5 pages)

The description should include:

**E7. a:** The scientific research to be carried out in the project, including how the research activities are necessary to reach the effects and the goals of the project.

**E7. b:** A definition of the scientific problem and hypothesis

**E7. c:** Theoretic background and the scientific “state-of-the-art”

**E7. d:** Methods and analysis to be carried out, experimental design including replications and experimental treatments. How these are connected to the work packages of the project - including an outline of the work packages and how they interrelate. This should be clearly shown in the Gantt chart. List of deliverables and milestones (it is not sufficient to refer to the Gantt chart).

**E7. e:** Risks of the feasibility and success of the project, and plan for mitigations.

**E7. f:** The scientific qualifications of the staff listed in **E6** in relation to the work to be carried out. Relevant information on the division of labour between key scientific staff.

	<p>The number and research area of Ph.D.'s, if any, to be enrolled in the project, and how their work will be integrated in the project.</p>
<b>CVs</b>	
<p><b>E8. CVs for relevant staff in connection to the scientific research:</b></p>	<p>Attach the CVs for the staff relevant to the scientific research activities in the project. CVs of max 1 page per person.</p> <p>As Form E will be sent for review without the main application, CVs must be included in Form E itself or attached to Form E as PDF, do not merely refer to the CVs in the main application.</p>