Version: 2
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Guidelines

With this guideline, we wish to ensure all aspects of the funding-application process is carefully considered to avoid as many future complications as possible.

- **Has your Head of Department approved of your application**? Whoever is in charge of the department budget needs to be informed about a grant application because at the end of the day, it is their personnel and budget that will be affected, and they need to understand the pros and cons. They have the right to decline it post-award if they see fit.
- Are **terms and condition of the call** clear? Do you have any questions?
- Are **the application and post-grant processes clear**? Are you familiar with the grant application system that the foundation is using? We advise to you to create an account as soon as possible and familiarize yourself with the portal and documents required to be uploaded to the system.

Budget

- Budget negotiations: Start as early as possible. Budget negotiations take time and energy.
- Due to inflation, an annual increase of 3% must be incorporated into the entire budget, particularly for salary expenses. Please also remember to include pension contributions and any other relevant allowances.
- If in doubt, use the overview here (Info on how to use the Dashboard click here (in Danish)).
- Have you investigated what areas/costs the grant supports?
- Overhead
    - **Overhead is not project money**. Overhead supports indirect costs such as the hospitals shared infrastructure so research projects do not draw on clinical

operating budgets.[1] It will go to the hospital and the hospital management will decide what happens to that money.[2]

- Does the call you are applying for allow overhead?
- What overhead rate applies?

- Remember to include the "small stuff" such as[3]
  - Project Management (5% of the budget is a good amount)
  - Travel and conference
  - Publication costs
  - Depreciation
  - Do best value for money at the pre-award stage
  - Studieafgifter (tuition fee)
  - Revision / Audit
  - Other "invisible" costs

Processing major external grants

- Please note! Ensure early involvement (at least three months before contract signing) of the hospital's own finance and infrastructure (In Danish: Planlægning) department and Finance in CØK when applications/grants involve equipment purchase exceeding DKK 10 million or research costs over DKK 20 million:
  - Grants involving specific investments in equipment with a total cost exceeding DKK 10 million must be approved separately by the Regional Council.
  - Research grants exceeding DKK 20 million must be announced in a chairperson's statement to the Executive Committee.
  - Research grants exceeding DKK 75 million must be submitted to the Regional Council as a formal case.

In case of **an invention/patent**

- Are you familiar with Tech Trans Office[4]? Can your invention/project be patented?
- Are you aware that Region H has the IP rights to your project as part of your contract?

[1] Definition of overhead (indirect cost) = *"Overhead is a percentage added on top of the project's direct costs to cover the institutional indirect expenses — such as administration, IT systems, buildings, utilities, cleaning, and other shared services that support research but cannot be tied to one specific project."*

[2] Read more on the current policy concerning the overhead: https://intranet.regionh.dk/koncerncentre/organisation/%c3%b8konomi/regnskaber/forskningsadministration/Sider/Overhead-p%c3%a5-eksternt-finansieret-forskning.aspx?rhKeywords=overhead

[3] All these depend on the terms and conditions of the call. Please read the guidelines carefully.

[4] Tech Trans: techtrans@regionh.dk