

The Danish Cancer Society
Funding & Follow-up

Strandboulevarden 49
2100 København Ø

Tlf +45 35 25 75 00

forskningsbevilling@cancer.dk
www.cancer.dk

UNDER PROTEKTION AF
HENDES MAJESTÆT DRONNINGEN

Funding conditions 2023

The Scientific Committee of the Danish Cancer Society - Biology & Clinic (KBVU-BK)
The Scientific Committee of the Danish Cancer Society - People & Society (KBVU-MS)
Knæk Cancer Committees (KC) and ad hoc committees



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1. General Conditions

1.a. Grant responsibility

The Danish Cancer Society's funds for research grants consist of collected funds, and grants are given for the research project itself and not for overhead etc. It is, therefore, assumed that the institution hosting the project makes the facilities available for the research project.

The grantee (main applicant) and the host institution are responsible for ensuring the following:

- That the grant is spent for the allocated purpose
- That no spending above the granted amount takes place
- That the funding conditions are followed

This responsibility also applies to services delivered by collaborating partners.

The grant has been allocated based on a scientific assessment of the project description, the applicant's qualifications, and an assessment of the application budget. Substantial changes to the basis of the project – e.g. if the project or the grantee is moving to another institution – cannot be made without prior approval of the committee.

If funds are allocated from other institutions for the same purpose, the Danish Cancer Society must be informed and, if need be, reserves the right to reduce the grant.

The results of all granted research projects must be implemented in the healthcare system as widely as possible to benefit the patients.

Besides the general funding conditions, you must adhere to the following conditions:

The Danish Cancer Society's ethical guidelines

The grantee, the host institution, and collaborators affiliated with the research project are responsible for adhering to all relevant existing laws and rules. The responsibility includes ensuring that the necessary approvals and registrations are obtained from the data protection agency, the national committee on health research ethics, the animal experiments inspectorate, etc., before the project start-up. The Danish Cancer Society accede to '[Joint European funding principles for research involving animals](#)' (opens in pdf). The projects, which receive funding, must follow the '[3R-principles](#)'.

Funds are allocated provided the grantee has not received, does not receive, or is expected to receive any financial support from the tobacco industry within the last ten years. That means the Danish Cancer Society does not collaborate with private individuals/companies/groups/foundations, etc., whose production or turnover largely includes current income from the production and sale of obvious carcinogens, particularly tobacco. See 'Ethical Guidelines of the Danish Cancer Society': www.cancer.dk/ethical-guidelines



The Danish Code of Conduct for Research Integrity

The grantee is also responsible for adhering to the rules concerning scientific dishonesty and good scientific practice.

Therefore, the Danish Cancer Society has joined [the Danish Code of Conduct for Research Integrity](#) (opens in pdf). It is a prerequisite that researchers who receive a grant from the Danish Cancer Society comply with the codex.

The Data Protection Act

In connection with the research project, a plan for storing, securing, and sharing data must be prepared by the Data Protection Act.

If the funding conditions are not respected, the committees reserve their right to cancel payment of the remaining amounts and demand partial or complete repayment of the granted amounts.

1.b. Spending period

The grant can be spent in the period indicated in the funding letter.

The grant cannot cover expenses incurred before the indicated period.

The grant can be used until the end date stated in the funding letter. **Any remaining amounts after the indicated expiry date must be reimbursed.** However, suppose there is a need to prolong the spending period. In that case, a substantiated application can be submitted by e-mail to the committee no later than **three months** before the expiry date.

1.c. Types of grants

Funding of projects is either allocated as framework grants or as grants based on a specified budget.

Framework grant

A framework grant is allocated as a fixed yearly amount **to be used for project-related expenses specified in the application budget and in accordance with the funding conditions and the funding letter.** The allocated amount should cover the expenses, including price and salary regulations, during the entire funding period and must not be exceeded. Be aware of expenses not covered by the grant (see [section 1.d.](#))

Significant deviations from the application budget must be approved by [Funding & Follow-up](#). See examples of significant changes and deviations in [section 4.c.](#) Minor deviations from the application budget for similar **project-related** expenses do not require prior approval.



Specific grant

A specific grant is allocated, e.g. as a number of months within different staff categories or as fixed amounts to cover other expenses (running costs, equipment, etc.). Detailed stipulations regarding employment and salaries can be found in [section 2.b](#).

The use of a specific grant for other budget items than those stated in the funding letter is subject to **prior approval** from the funding committee. Significant changes in the spending period must be reported to and approved by Funding & Follow-up and possibly the funding committee. It is only necessary to inform about minor delays (less than 6 months) if it is a question of using the grant **after the expiry date** - see [section 1.b](#) about the spending period.

1.d. Expenses that are not covered

The grant does not cover the following expenses:

- Administrative fees, banking charges, interests rates, and general overheads (rent, telephone, electricity, water, office supplies, etc.) or similar
- Tuition fee, supervision, and overheads in connection with PhD studies nor expenses for courses related to the studies
- Computer and computer equipment, unless it is specialised hardware/software (in that case, it must be applied for and approved beforehand)
- Expenses incurred before the project start date of the funding letter
- Starting up or operating biobanks
- Running costs in connection with research stays abroad
- Childcare, diets, or local transport during stays abroad
- Scholars/research year students (the student must apply for a scholarship instead)

1.e. Research Dissemination

The Danish Cancer Society's scientific committees can allocate large sums every year to Danish cancer researchers due to contributions from the Danish population supporting the Danish Cancer Society in confidence that the money is spent in the best way. For this to continue, The Danish Cancer Society must document how the funds are allocated and ensure that the population has the greatest possible knowledge of the spending. Consequently, we ask the grantee to observe the following:

- When you comment to the media about the funded project or when you publish the results of the project, you should always mention the Danish Cancer Society as the source of funding
- You will receive a logo to be used when presenting the project (lectures, posters, publications, etc.)
- The results of the research project should be published in well-known journals with peer-review
- We ask you to contact the Danish Cancer Society editorial team by e-mail at forskningsopfølging@cancer.dk when your article is about to be published. Please get



in touch with us **well in advance before your article is published in a scientific journal**. Preferably already when you send it to the journal. In this way, we have time to prepare the press release and other material to be ready the same day as the article is published. We will also be more than happy to collaborate with the communications department of your workplace.

Please indicate the grant number, name, telephone number, project title, and publication in the e-mail. Please also write even though you did not make it in time before your article was published. Please see additional contact information regarding questions about research follow-up, professional report, research results and communication in section [6.2](#).

1.f. Reporting

Aside from asking you to contact us regularly if you are about to publish an article, it is mandatory to submit professional reporting to the Danish Cancer Society, even if you achieve results after the end of the grant period. Reporting takes place via the annual progress reports for multi-year grants, and the year after the grant period has ended, where you must complete a professional report on the project's results. Information about deadlines is listed in the funding letter. **The reporting is mandatory to get the next instalment released or have a new project application assessed.**

1.g. Open Access policy

The Danish Cancer Society has joined the Open Access policy for public research foundations.

It is requested that Open Access is used as a standard in connection with scientific publishing. The aim is to ensure that all scientific articles, assured by peer review and published in a scientific magazine, can be read and distributed without financial, technical, or legal restrictions.

If and when permitted by the magazine, the published scientific articles resulting from research projects wholly or partly financed by the Danish Cancer Society must be made freely available to everybody via Open Access. (green Open Access).

Please note that the grant can normally not cover expenses related to Open Access (gold Open Access). The exception is if the journal is a core Open Access journal. The total costs for any APC (article processing charge) for a core Open Access journal and publication costs, generally, can amount to a maximum of DKK 25,000 per granting year.

Researchers who obtain a grant from The Danish Cancer Society must follow the demands and requirements connected with Open Access. See more details here: www.cancer.dk/open-access.



2. Specific Guidelines

2.a. Multi-annual grants

If the committee has decided to allocate a multi-annual grant to the project, the number of years will be stated in the funding letter. The amount must cover the increase in prices and salaries in the period.

The grant for the 1st year can be paid out and spent from the start date of the indicated project period stated in the funding letter. In contrast, the allocations for the 2nd and subsequent years will usually be subject to the submission of a progress report, please see [section 4.c](#).

2.b. Salary and employment

Employment of staff should be made for the entire grant period even though funds are released for a year. Then dismissals can be done with proper notice according to the collective agreements in case funds cannot be released due to changes in the project course.

The grant can only be spent on salary for other persons with the committee's prior approval if a named person is indicated in the funding letter. If no names are indicated in the funding letter, the grantee's responsibility is to ensure that employed persons have the qualifications needed for the project work.

The guidelines described in sections 2.c - 2.e are also applicable to research fellows and scientific assistants.

Salary rates

Payment of salaries is based on the workplace's collective agreement concluded with the relevant negotiating association. Regarding employment abroad - see [section 2.c](#).

According to collective agreements, special allowances are made depending on the job category. **Salaries must not be paid above the scientific level needed to complete the project.**

Individual/personal and special allowances unrelated to the project work are generally not granted. This type of allowance is subject to prior approval by the committee. Project-related justification must be sent for approval to Funding & Follow-up when applying for allowances. Framework grants will not be increased even if the committee permits a person paid through these funds to receive an individual allowance.

The host institution will take care of the specific determination of salaries, considering seniority, and the actual payment of salaries.

The grant does not cover overtime pay and supplement pay for night and weekend work.



Any employment is subject to employment contracts being concluded or a confirmation letter from the host institution's HR department. Salary level, allowances, pension plan, holiday allowance, and the period of employment must appear in the employment contract or the employment form.

Project employment must be according to the regulations of the Salaried Employees Act, the Holiday with Pay Act, and the Benefits Act. The project employees are also subject to the general rules of the workplace regarding employment and work rules unless this is contrary to the conditions stipulated in the grant, including the grantee's responsibility.

Always report holidays and sick days to the host institution according to the applicable regulations of the institution. If the institution makes provisions for fictitious holiday pay on a separate joint account, the **unspent fictitious holiday pay must be reimbursed to the grant account before the final accounts for the funding are submitted.**

In the case of a fixed-term agreement, the employment will cease automatically without notice by the end of the employment period indicated in the written employment contract.

If an employee must be given notice within the employment period, the grantee must ensure that rules in force are followed regarding the term of notice. The Danish Cancer Society will not cover additional expenses incurred by non-compliance with these rules.

Framework salary grants

If the salary is given as a framework grant for salary, it cannot be exceeded even if it exceeds the allocated amount.

Maternity and sick leave

In cooperation with the host institution, the grantee must ensure that maternity and sick leave will have as little impact as possible on the finalisation of the project.

In case of maternity leave or a long-term illness of more than one month, the employment period can be prolonged, or a substitute can be employed for a period equivalent to the leave period. The reimbursement can be made based on national or local reimbursement payments for maternity and sick leave. Applications for refund are to be submitted earliest possible. The reimbursed amounts must be transferred to the project account to cover the employee's salary during the leave.

2c. Postdoc fellowships in Denmark and abroad

Postdoc fellowships are awarded to researchers with a PhD or a similar degree who can document a specific experience in research work - to process an independent research project. If the PhD degree has yet to be achieved when the funds are granted, the funds can only be spent once the funding committee has received documentation of the PhD degree being awarded.



The fellowship is a full-time assignment. The research fellow must not have any other additional employment during the fellowship period unless the funding committee has accepted this. Such permissions are only to be expected in quite extraordinary cases.

No allowance for a physician or chief physician at hospitals will be provided for postdoc fellowships. If the postdoc fellow is already being paid an associate professor's allowance, has had a job as an associate professor, or has a doctoral degree, the fellow can be paid a salary equivalent to the salary of associate research professors at the universities.

A postdoc fellowship is personal and cannot be assigned to someone else if the postdoc fellow wants to end the grant before the expiry date.

Postdoc fellowship in Denmark

A possible surplus amount can also be used for running costs within the granted project period in connection with a salary framework grant for a postdoc fellowship in Denmark.

Postdoc fellowship abroad via a Danish institution

A framework salary grant for a postdoc fellowship abroad provided for employment via a Danish institution can only be used for the fellow's salary. Any remaining amount of the framework salary grant must be paid back and will be saved.

The postdoc fellowship for a stay abroad is only granted to researchers employed at a Danish institution.

2.d. Scientific assistants

The position as a scientific assistant has been established for the following two purposes:

1. To give the possibility to young graduates that need more qualifications to apply for their salary to be trained as researchers through the collaboration with a recognised senior researcher within a recognised research project.
2. To enable senior researchers of their own choice to link scientific research staff to their projects.

The qualifications of the grantee and the merit of the project are the main objectives for the allocation of funds for scientific assistance. Typically, the grantee will hold a position equivalent to the head of the department, head of the laboratory, chief physician, or similar.

It is up to the grantee to decide whom to employ as a scientific assistant. The employment of another person within the funding period does not need the committee's approval unless the funds are granted for paying salaries to a specific person.



When employing scientific assistants, you **must** adhere to the following guidelines:

- The scientific assistant is working under the supervision of the grantee. The main task is participating in the project for which the funds have been allocated.
- Any granted laboratory and secretarial assistance are attached to the project - not to the position as a scientific assistant. Therefore, the grantee's responsibility is to make the necessary arrangements to distribute resources for these purposes. The scientific assistant and grantee are recommended to agree on co-authorship and other authority matters ahead of employment.
- Scientific assistants are typically paid a salary equivalent to junior fellows. If the grantee has permission to employ a scientific assistant with a PhD degree or a doctoral degree, the researcher in question can be paid according to the terms applicable to postdoc fellows. See the applicable salary rates defined in '[Funding possibilities and application guidelines](#)'.
- If the grantee decides to employ a graduate studying for a PhD degree, the guidelines found in [section 2.e](#) will apply.

2.e. PhD students

Scientific assistants may register for PhD studies, but it is the research project the committee supports, not the person's research training. Usually, PhD students receive the salary as other scientific assistants or according to the salary regulations for PhD students.

The Danish Cancer Society does not cover expenses for supervision, tuition fees, or any general overheads connected with the PhD study, nor costs for courses related to the study.

2.f. Technical and administrative staff

Grants for full-time employment can be used for part-time employment of more persons or the same person for an extended period if the allocated number of months and the expiry date are not exceeded. Similarly, grants for part-time employment can be changed into full-time employment for a shorter period. Conditions of payment can be found in [section 2.b](#).

2.g. Running costs and equipment

Grants for running costs can be spent on materials, chemicals, and equipment (maximum DKK 100,000, excluding VAT), test animals, publishing (max. DKK 25,000), and project-related books and journals.

Suppose it is necessary during the funding period to spend the grant on other types of running costs on the project than the ones stated in the application. In that case, it can be accepted, as long as the expenses are within the categories mentioned above.

The total costs for any APC (article processing charge) for a core Open Access journal and publication costs, generally, can amount to a maximum of DKK 25,000 per granting year.



Grants for running costs cannot be spent on administrative fees and general overheads (rent, electricity, water, computer, telephone, bench fee, office supplies, etc.).

The institution must pay the expenses for installation, operation, and maintenance of the equipment unless a specific grant has been allocated for that purpose.

2.h. Travels in connection with a project grant

In connection with a project grant, a minor part of the grant can be used for travel costs to project employees to visit cooperating partners or present the project results. Only travel and accommodation expenses related to the project can be reimbursed. Generally, the cheapest means of transport should be applied, and costs must not exceed the rates defined in the circular of the Danish Ministry of Taxation ([Medarbejder- og Kompetencestyrelsen](#)) regarding the regulation of rates in connection with business travel. For further information, see [section 4.d](#).

2.i. Grants for stays abroad less or more than 1 month without salary

Stays abroad for less than one month

Granted to shorter travels abroad to participate in meetings or congresses; see more in [section 4.d](#).

Stays abroad for more than one month

Allocated to younger Danish researchers, like PhD-students, postdocs, lecturers, and junior doctors in training, who travel abroad to conduct an unassisted cancer research project, to gain knowledge and experience in an international research environment, and who have already received a grant for their salary, see more in [section 4.d](#).

2.i. Junior Researcher Awards

The award must be used for research-related expenses, e.g. travel costs in connection with conferences, courses and meetings with collaborators and the purchase of a research-related computer, laboratory equipment, and other material.



3. Payment and Administration of Grants

3.a. Project grants

The host institution normally manages the project grants.

The guidelines below apply to the administration of the project:

- A separate project account must be established to separate the grant from other funds at the disposal of the grantee, and multi-annual grants are recorded in the same account during the whole funding period
- The grant cannot be used before the start date of the project indicated in the funding letter
- The Danish Cancer Society uses an e-invoice system to pay external grants. The grant is released in instalments one year at a time, and payment (e-invoice) is made via EAN no. 5790001660413. IMPORTANT! Remember to indicate the project/grant number (RXX-AXXXXX) and the contact person in [Funding & Follow-up](#). Please also be aware of the procedure for the progress report - see [section 4c](#). Payments to grantees employed at the Danish Cancer Society will be made based on the submission of the instalment form once a year
- The grant cannot be used to pay administrative fees and general overheads (rent, electricity, water, computer, telephone, bench fee, office supplies, etc.)
- The host institution carries out the payment of salaries according to the guidelines stated in sections 2b-2f
- Amounts for consumables, equipment, etc., are paid by the host institution on receipt of **original invoices**, approved by the grantee
- According to [section 4.d](#), the grantee must submit a financial statement of the funds. The grant's final settlement occurs in connection with the submission of the final accounts, after which all accounts will be closed. Any remaining amounts below DKK 1,000 are not settled
- The Danish Cancer Society and its auditors reserve the right to ask the institution for a meeting concerning access to accounting and salary receipts
- The funding must not result in a reduction of research funds allocated by the institution to the grantee



4. Guidelines for templates for the progress report, accounting and professional report

4.a. General information about reporting

According to the funding letter, a grant holder awarded a grant from the Danish Cancer Society must submit accountings and professional reports. For multi-year grants, an annual progress report must also be submitted.

4.b. Forms in the application and reporting system

The forms are used for the submission of

- Progress report (for multi-year grants)
- Interim accounts
- Final accounts
- Professional reporting

Access to the electronic forms is done via the [electronic application and reporting system](#) in which the application was initially submitted and granted.

Login is made with the e-mail address and password the grant holder used when applying. If the grant holder has changed the e-mail address in the meantime, log in with the old e-mail address and then change the address under 'Personal information' at the bottom of the page. In case of login problems, please get in touch with [Funding & Follow-up](#).

The grant in question can be found in the directory. Click on 'report' and choose the form you must fill in. The form can be worked on until the 'submit' button is applied.

Remember to save information or corrections you have entered before leaving each step. Click 'save changes', which can be found at the top and bottom of the page of each step.

Some boxes are mandatory. If not completed, they are marked red in the left margin of the current step but also in the last step. All mandatory boxes must be completed before submitting the form. Almost all boxes have a help text with instructions on filling in the boxes.

In several boxes, a minimum or maximum of characters is stated (including word spacing). If not respected, it is not possible to submit the form.

The forms are divided into 4 - 6 steps.

4.c. Progress report

The progress report is a short report with information about remaining funds, possible deviations and changes in the project, preliminary results as well as publications. Submission of



the progress report is a **precondition for receiving the instalment of the subsequent funding year.**

The progress report is submitted in the [electronic application and reporting system](#), and submission can be up to two months before the start of the following project year unless another deadline is stated in the funding letter.

In any case, it applies that payment can only be made after the progress report is submitted and approved. The grantee will receive an e-mail when it is approved.

The form contains the following:

Step 1 Personal information

Step 2 Progress

Step 3 Review the report

Step 4 Submit the report

Step 1 Personal information

Please make sure that personal information is continuously updated and correct.

Step 2 Progress

Information about remaining funds, possible substantial changes, preliminary results and publications is stated here.

Remaining funds

The balance of the project account at the time of the progress report must not exceed 50% of the amount for the coming funding year, which is to be released. However, this only applies if the remaining funds are used within the last two months of the current funding year. Please get in touch with the responsible funding coordinator in case of questions.

Information about possible changes

Suppose substantial deviations from the application budget or changes in the plan or timetable of the project occur. In that case, they must be reported in the progress report and be approved by Funding & Follow-up. The progress report must contain a statement of the cause, a revised project plan, and, if necessary, a revised budget.

Preliminary results and publications of the project must also be described.

Remember clearly to point out changes and, if necessary, requests for prolongations in the progress report. Furthermore, a request should also be submitted by separate e-mail to the relevant funding coordinator in [Funding & Follow-up](#).



Examples of substantial changes:

- Changes in the end date of the spending period
- Substantial budget deviations per budget category in correlation to the granted amount
- Changes in the purpose of the grant, including major changes in method, design, or research plan
- Change of host institution
- Change of grantee or specified scientific persons whose salary has been applied for in the application (see section 2.b.)
- Other

Minor deviations from the application budget for similar project-related expenses do not require prior approval.

Step 3 Review report

The progress report can be viewed as a pdf file in this step - click on 'See PDF' to view the completed progress report.

Step 4 Submit report

When the form is completed, tick the box and click 'OK' next to 'Jeg har læst vejledningen og står inde for oplysningerne i ansøgningen' (I have read the guidelines and can confirm the information in the application) whereafter you click on 'Send' (submit).

4.d. Interim or final accounts

Accounts of the project expenses should be presented for each funding year. The accounting form is filled in and submitted electronically with documentation of the expenses.

The deadline for submitting interim accounts usually is at the latest 1 June the year after the past funding year, unless another deadline is stated in the funding letter. Final accounting must be presented as soon as the total funds are used or before the latest accounting deadline stated in the funding letter.

If the accounting is not submitted by the stated deadline, the Danish Cancer Society reserves the right to withhold future instalments without further notice. The payments will only be resumed after the accounting is submitted and approved.

The form contains the following:

Step 1 Personal information

Step 2 Project information, list of employees, and misc.

Step 3 Accounting

Step 4 Attach figure (jpeg file)

Step 5 Review report

Step 6 Submit report



Step 1 Personal information

Please make sure that personal information is continuously updated and correct.

Step 2 Project information, list of employees, etc.

As statements of accounts from the institution's finance department typically do not hold information about who has been employed on the grant or how many hours/week and how many months they have been employed, it is necessary to give information about the employments on the grant to compare the grant and expenditure. An overview of the employments must be completed for all grants used for salary. Any employee who has had maternity or sick leave and temp work or renewal of employment must be included in the overview. Periods of leave without salary should not be included but should be mentioned under comments.

If the grant has not been used for salary, indicate an X in step 2A; otherwise, the accounting report cannot be submitted.

Step 3 Accounting

The accounting consists of several items (Step 3A), which will be accumulated into an account overview. The items must be allocated to each project year. All amounts must be in Danish Kroner **without separating by the thousand or decimal point**, and please state the year the cost relates to under 'Details'. In connection with salary costs, the name of the employees and the length of employment (hours, months, or years) should be stated for the relevant financial year. If there are special circumstances concerning an item, these can be given under 'Details'. **The item will not be saved if 'Details' are not filled in.**

The grant should only be used for the project-related expenses specified in the application budget.

Please be aware of the expenses that the Danish Cancer Society cannot cover; see [section 1.d](#).

The detailed accounts are to be specified in the following cost categories

1. **Salary, scientific work**
2. **Salary, non-scientific work**
3. **Equipment** (purchase and leasing, maximum DKK 100,000)
4. **Running costs** (e.g. materials, chemicals, test animals, publications (max. DKK 25,000), and project-related books and magazines)
5. **Travel costs** (travel/transport and accommodation)
6. **Other**
7. **Transferred from the previous interim account** (the result from the previous interim accounts indicated as 'restbeløb')
8. **Assigned from the Danish Cancer Society** (the amount that, according to the statement of accounts, is transferred by the Danish Cancer Society for the relevant accounting period)



Salary costs

In connection with grants used for salaries, a list of employees must be submitted in the accounting form's step 2. The list must contain the persons the grant has paid in the relevant accounting period and the number of hours that should be converted into person-months.

Documentation must be attached to explain the relevance if an employee has received one or more individual/personal allowances (function, qualification, etc.).

The hourly rate must be stated in connection with an **honorarium and hourly pay**.

Equipment and running costs

Grants cannot be used to cover administration fees and overhead in general (rent, electricity, water, computer, telephone, bench fee, office supplies, etc.)

Researchers affiliated with institutions with VAT exemption must state the amount for running costs excluding VAT.

Travel in connection with a project grant

Only project-relevant travel and accommodation costs can be covered by the grant. The expenses should be specified as transport, accommodation, conference costs, etc. The cheapest means of transportation should normally be used, and the expenses cannot exceed the rates stated in the circular on rate regulations for business travels from the '[Medarbejder - og Kompetencestyrelsen](#)' (Danish Ministry of Taxation). For more information, see [section 4.d](#).

Unspecified travels will not be granted – information about the event, participants, travel period, and the purpose of the travel must be stated.

Suppose it is a specified project grant, which does not cover expenses for travel of less than one month's duration, e.g. in connection with attending a meeting or conference. In that case, the expenses will not be covered by the grant and must not be included in the accounts.

Stays abroad for less than one month

The cheapest means of transport should normally be used. If a more expensive way of travelling is necessary, this must be substantiated by the grantee and approved by the Danish Cancer Society.

Hotel expenses cannot exceed the rates stated in the circular on rate regulations for business travels from the '[Medarbejder - og Kompetencestyrelsen](#)' (Danish Ministry of Taxation).

Expenses for travel, hotel, conferences, etc., will be reimbursed according to '[Funding possibilities and application guidelines](#)'.

Travel accounts, including original invoices, tickets, taxi vouchers, etc., must be submitted to the host institution to document the defrayed expenses.



Stays abroad exceeding one month

The Danish institution will handle salary administration if salary has been granted in connection with a long-term stay abroad (postdoctoral fellowship abroad).

Expenses for travel, freight, health insurance, etc., will be reimbursed according to '[Funding possibilities and application guidelines](#)' against submission of original receipts to the administrating institution as documentation of defrayed expenses. Travel expenses cannot exceed the amount granted as defined in the funding letter.

Grants for extra costs for stay and accommodation are paid via e-invoice to the institution and do not require any further documentation. The invoice request can be submitted earliest three weeks before the stay.

Step 4 Attach figure (enclosures)

Receipts for the accounts should be attached here. Up to 10 figures (jpeg, PDF, xlsx, docx) can be attached. Remember to write an explanation for all figures.

The following receipts **must be** attached when submitting the account:

- **Summary of posting**
- **Statement of account indicating each posting**
- **Printout from the salary system (without CPR-no.) for employees remunerated by the grant – basic salary, allowances, pension, holiday allowances, etc., for the settled period, must be evident from the printouts - this also applies to employees of collaborators.**

Step 5 Review report

In this step, the report can be reviewed in a pdf format with the signature page - click on 'See PDF' to check the completed accounting report and print the signature page.

The grantee must always sign the accounting as the responsible person for complying with the Funding conditions.

Step 6 Submit report

If the form is ready to be submitted, tick off the box to confirm that you have read the guidelines and confirm that the information submitted in the application is correct. Click 'OK' and click 'Submit application'.

IMPORTANT! After submitting the form in the system, the signed signature page (page 1 in the pdf version of the accounting) must also be sent by e-mail to forskningsbevilling@cancer.dk, with attention to the responsible funding coordinator of the scientific committee, see [section 6](#).



4.e Examination of accounts

Funding & Follow-up typically receives grant accounts in June and December, respectively and has approximately 6 months to go through the accounts from the reception date.

After critically examining the accounting, statement of account, etc., we assess whether the defrayed expenses are consistent with the funding conditions and the implementation of the funded project, including the type and extent of costs. If the expenses defrayed are found unclear, Funding will contact the grantee, either requesting further information in the form of copies of invoices and letters of appointments or requesting that the costs are withdrawn from the accounts or reimbursed, depending on whether it is an interim or final accounting. The grantee is obligated to find and send the information we request.

The approval of the account appears in the electronic application and reporting system in the overview of reports of the relevant grant.

If the final accounts show remaining funds of more than DKK 1,000, the funding coordinator will e-mail the administrative contact person upon accounting approval with information about reimbursement via e-invoice in the form of a credit note. Any remaining funds below DKK 1,000 are not settled.

4.f. Professional report

The form contains

Step 1 Personal information

Step 2 Report

Step 3 Document upload

Step 4 See report

Step 5 Complete/send the report

One year after the end of the grant period, you must send a professional report on, among other things, the project's results and publications. The professional report is completed and sent via the electronic application and reporting system. The deadline for submitting the professional report is stated in the funding letter.

Grantees, who have received large Knæk Cancer Center funding, are obliged to contribute and allocate funds to a midterm and final evaluation (with site visit) of the centre. A specific form has been developed in the application and reporting system to report Center grants. The grantee will be contacted in due time.



5. Misuse of Research Funds and Scientific Misconduct

5.a. Handling of scientific misconduct and dubious research practice

The Danish Cancer Society complies with the Law on Scientific Misconduct. The law lays down the framework for:

- Scientific misconduct
- Dubious research practice

The Danish Cancer Society consents that cases in this regard will be dealt with as stated in the law.

5.b. Misuse of research funds

Payment of research grants from the Danish Cancer Society will be suspended if it is confirmed or it is suspected that

- A grantee supported by the Danish Cancer Society has misused research funds from the Danish Cancer Society
- A grantee supported by the Danish Cancer Society has misused research funds from another funder
- A grantee has severely neglected the code of good research practice

The Danish Cancer Society will demand a refund of the grants in connection with confirmed misuse. On behalf of a recommendation from the granting committee, the Executive Committee will decide if the person in question should be excluded from receiving grants in the future.

By suspicion of misuse, the Danish Cancer Society will, as soon as possible, gather information to clarify the suspicion and assess the matter in question. Payments to the researcher in question will be suspended until the suspicion is cleared.

In case of misuse of research funds by several researchers from the same unit, the Executive Committee of the Danish Cancer Society can decide not to make payments to the unit in question until a statement is given by the National Audit Office of Denmark or another impartial party. The statement must verify that sensible and effective precautions are made to prevent future misuse and that the units' reputation once again meets the codes of good research practice, including the use of research funds.



6. Funding & Follow-up - The committees' secretariat

The Danish Cancer Society

Funding & Follow-up

Strandboulevarden 49

DK-2100 København Ø

Tlf. +45 3525 7500

E-mail: forskningsbevilling@cancer.dk

6.1 Funding

Please get in touch with one of the below-mentioned persons if you have questions regarding the application system, the application process, or an ongoing grant:

KBVU-BK project and Junior Researcher Award

Funding coordinator **Henriette Millschou Christensen**, henchr@cancer.dk, tel. 35 25 72 68

KBVU-MS project, stays abroad less than/exceeding 1 month without salary and scholarships

Funding coordinator **Michelle Malou Speiermann**, mimas@cancer.dk, tel. 35 25 72 58

Knæk Cancer project, Young Talented Researchers, and professorships

Funding coordinator **Anne Mette Bak**, amb@cancer.dk, tel. 35 25 72 57

General questions of fundamental importance

Head of Funding & Follow-up **Christina J. B. Koefoed-Hansen**, ckh@cancer.dk, tel. 35 25 72 59

6.2 Follow-up

Questions about research follow-up, professional reports, research results and communication can be answered by contacting forskningsopfolgning@cancer.dk or directly to one of the persons below.

Regarding grants to researchers not employed at the Danish Cancer Society

Research follow-up consultant **Lea Helqvist**, leah@cancer.dk, tel. 35 25 72 67 or

Research follow-up consultant **Jonas H. Schrøder**, josc@cancer.dk, tel. 35 25 72 69 or

Research editor **Marianne Vestergaard**, marves@cancer.dk, tel. 35 25 72 36

Regarding grants to researchers employed at the Danish Cancer Society

Research editor **Mette Weber**, mvw@cancer.dk, tel. 35 25 72 35

