

**The Danish Cancer Society  
Funding & Follow-up**


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## Funding Conditions 2025

### **The Scientific Committees of the Danish Cancer Society**

- Biology & Clinic (KBVU-BK)
  - People & Society (KBVU-MS)
  - Knæk Cancer Committees (KC)
  - Young Talented Cancer Researchers (UTK)
  - Joint 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 awarded for the research project itself, not for overhead, etc. It is therefore assumed that the institution hosting the project makes the necessary 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 – see [section 4.b.](#)

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.

In addition to the general conditions, the below guidelines, principles, and laws must also be observed.

### 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 starts. The Danish Cancer Society approves the '[Joint European funding principles for research involving animals](#)' (opens in PDF). The projects that 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, or other entities whose production or turnover is largely based on current income



from the production and sale of obvious carcinogens, particularly tobacco. See the Danish Cancer Society's Ethical Guidelines [here](#).

### 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. It is a prerequisite that researchers who receive a grant from the Danish Cancer Society comply with the code. See the Danish Code of Conduct for Research Integrity [here](#).

### The Data Protection Act

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

**If the funding conditions are not respected, the Danish Cancer Society reserves the 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 email to the committee no later than **three months** before the expiry date.

## 1.c. Types of Grants

A project grant is typically allocated as a framework or, in special cases, as a specific grant based on a specified budget. Detailed stipulations regarding employment and salaries can be found in [section 2.b](#).

### 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 all expenses, including salary and price regulations, for 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 and Follow-up](#).** See examples of significant changes and deviations in [section 4.b](#).



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.).

The use of a specific grant for items other 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, as well as the funding committee, if applicable. It is not necessary to notify of minor delays (less than 6 months) unless we discuss using the grant **after the end date of the project period specified in the grant letter**. 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 fees, interest rates, and overhead (rent, telephone, electricity, water, bench fees, office supplies, etc.) and generally not expenses that are fixed as a percentage, etc.
- Tuition fees, supervision, and overheads in connection with PhD studies, nor expenses for courses related to the studies
- Computer, computer equipment, iPads, software, etc., 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 and Publication

The reason the Danish Cancer Society is able to allocate substantial sums to Danish cancer research every year is due to contributions from the Danish population. We therefore document how the funds are used to provide the public with the greatest possible insight into what their support helps achieve.

Consequently, we have the following requirements for you as the grantee and for your team

- When publishing based on the grant, you must state that the Danish Cancer Society has supported the project and include the exact grant number. For example 'Funded by the Danish Cancer Society, Application ID XXX'
- You should publish in relevant scientific and professional journals, and disseminate your results within relevant professional communities, preferably both nationally and internationally



- When you comment to the media about the funded project, you must 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.)
- You are asked to contact one of our research editors by email when you have accepted articles about to be published. Please also contact us regarding any articles that have already been published based on the grant. Write a short text of approximately three lines in layman's language about the results and their significance for the cancer field, patients with cancer, and their relatives. We use your information when disseminating research results from grants supported by the Cancer Society, and we may contact you to learn more about your project. We are also more than happy to collaborate with the communications department at your workplace

**See contact information regarding research results and dissemination in section [6.2](#).**

## 1.f. Professional Reporting

A Status Report must be completed annually for multi-year grants.

A Research Report must be completed the year after the grant period has ended and until no further grant results occur. Information about deadlines is stated in the funding letter, and an email will be sent from the system when the report is ready for completion.

**Reporting is mandatory to get the next instalment released or to have a new project application assessed.** Read more in section 4.

## 1.g. Open Access Policy

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

Researchers who obtain a grant from The Danish Cancer Society must follow the demands and requirements connected with Open Access. See more details [here](#).

The aim is to ensure that all peer-reviewed scientific articles, published in a scientific magazine, can be read and distributed without financial, technical, or legal restrictions.

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

Please note that the grant typically cannot cover Open Access (gold Open Access) expenses. 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 in general can amount to a maximum of DKK 25,000 per granting year.**



## 2. Specific Guidelines

### 2.a. Multi-year Grants

If the committee has decided to allocate a multi-year 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 used and spent from the start date of the indicated project period stated in the funding letter, while the use of grants for the 2nd and subsequent years usually requires the submission of a status report; please see [section 4.b.](#)

### 2.b. Salary and Employment

Staff employment should be made for the entire grant period, even though funds are released on an annual basis. Then, dismissals can be made with proper notice, as per the collective agreements, in cases where funds cannot be released due to changes in the project course.

It is the grantee's responsibility to ensure that the individuals employed possess the necessary qualifications to carry out the project to a high scientific standard.

The guidelines described in sections 2.c. - 2.e. apply 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.](#)

The host institution calculates the exact salary, including determining seniority, and pays the salary. Collective agreement-based salary supplements are provided 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 are generally not granted.**

This type of allowance is subject to prior approval by the committee. When applying for a salary allowance, a project-related justification must be sent for approval in Funding & Follow-up. If the allowance is not approved, it must be covered by the host institution. Framework grants will not be increased even if the committee permits a person paid through these funds to receive an individual allowance.

**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. The salary level, allowances, pension plan, holiday allowance, and the period of employment must be specified in the employment contract or employment form.

Project employment must comply with 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 these are contrary to the conditions stipulated in the grant, including the grantee's responsibilities.

Always report holidays and sick days to the host institution in accordance with the institution's applicable regulations. Suppose the institution makes provisions for fictitious holiday pay on a separate joint account. In that case, 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, employment will cease automatically without notice at the end of the employment period specified in the written employment contract.

If an employee must be given notice during the employment period, the grantee must ensure that the applicable rules regarding the notice period are followed. 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 lasting more than one month, the employment period can be prolonged, or a substitute can be employed for a period equivalent to the leave period. Employment can be based on reimbursement from the national or local maternity fund and the municipality. Reimbursement must be applied as early as possible and transferred to the grant account to cover the employee's salary.

## 2c. Postdoctoral Fellowships in Denmark and Abroad

Postdoctoral fellowships are awarded to researchers with a PhD or a similar degree, who can document a specific experience in research work, to pursue an independent research project. The postdoctoral fellowship can only start when the PhD degree has been obtained and proof of this has been submitted.



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

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

### Postdoctoral 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 postdoctoral fellowship in Denmark.

### Postdoctoral Fellowship Abroad via a Danish Institution

A framework salary grant for a postdoctoral 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 to the Danish Cancer Society and will be saved.

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

## 2.d. Scientific Assistant

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

1. To give the possibility to young graduates who need more qualifications to apply for their salary to be trained as researchers through 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 grantee may choose whom to employ as a research assistant, but it is the grantee's responsibility to ensure that the individuals employed have the necessary qualifications to carry out the project to a high scientific standard. The employment of another scientifically equivalent individual does not require the committee's approval.

See the salary frames outlined in '[Funding possibilities and application guidelines](#)'.

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

- The scientific assistant is working under the supervision of the grantee to participate in the project for which the funds have been allocated
- The scientific assistant and grantee are recommended to agree on co-authorship and other authority matters ahead of employment
- Scientific assistants are typically remunerated at a maximum in accordance with the salary scale for scientific assistants/PhD students



- If the grantee has permission to employ a scientific assistant with a PhD degree or a doctoral degree, the researcher in question can maximum be paid according to the terms applicable to postdoctoral fellows
- 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, remunerated by a project grant, 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 same 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, any general overheads connected with the PhD study, or costs for courses related to the study.**

## 2.f. Full-time or Part-time Employment

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. Payment conditions 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 (up to a maximum of DKK 100,000, excluding VAT), test animals, publishing (up to a maximum of DKK 25,000), and project-related books and journals.

Suppose it is necessary during the funding period to spend the grant on running costs for the project other than the ones stated in the application. In that case, it can be accepted if the expenses are within the abovementioned categories.

The total of general publishing costs, including any APC costs (article processing charge) for a core Open Access journal, may not exceed DKK 25,000 per grant year.

**Grants for running costs and framework grants cannot be spent on administration and bank fees, interest rates, and overhead (rent, electricity, water, computer, telephone, bench fees, office supplies, etc.). They also generally cannot be spent on expenses that are determined as a percentage.**

**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 portion of the grant can be used to cover travel costs, enabling 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 business travel rates. For further information, see [section 4.c.](#)

## 2.i. Grants for Stays Abroad

### Stays Abroad For Less Than One Month

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

### Stays Abroad For more Than One Month (without salary)

Allocated to early-career researchers, such as PhD students, postdocs, lecturers, and junior doctors in training, employed at a Danish institution, who travel abroad to conduct an unassisted cancer research project, to gain knowledge and experience in an international research environment, see more in [section 4.c.](#)

## 2.j. Research Talent Awards

The award must be used for research-related expenses, such as travel costs associated with conferences, courses, and meetings with collaborators, as well as the purchase of research-related computers, laboratory equipment, and other materials.



## 3. Payment and Administration of Grants

### 3.a. Project Grants

The host institution normally manages the project grant.

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-year 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 grant is released one year at a time and paid in a single instalment. Please note the procedure for submitting the status report, as outlined in [section 4.b.](#)
- Payment of grants to external researchers is made by the institution submitting an e-invoice via EAN number 5790001660413, and payment to researchers employed at the Danish Cancer Society is made by submitting a payout form (acontoskema) – IMPORTANT! Please state the case number/grant number and the contact person at [Funding & Follow-up](#)
- The grant cannot be used to pay administration and bank fees, interest rates and overhead (rent, electricity, water, computer, telephone, bench fees, office supplies, etc.) and generally not expenses that are determined as a percentage
- The host institution carries out the payment of salaries according to the guidelines stated in sections 2.b. – 2.f.
- Amounts for consumables, equipment, etc., are paid by the host institution on receipt of **original invoices**, approved by the grantee
- According to [section 4.c.](#), the grantee must submit a financial statement of the funds
- The grant's final settlement occurs 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. Guidance On Forms For Status Report, Accounts and Research Report

### 4.a. General Information About Reporting

Grantees awarded a grant from the Danish Cancer Society are required to submit accounts and professional reports. For multi-year grants, an annual status report must also be submitted.

**Please always check and, if necessary, update the personal information in 'My Profile'.**

#### Co-writing Associate

You may assign one or more Co-writing Associates to assist you in creating, completing, and submitting reports related to your grant.

The association applies only to the specific grant in question. This means that you can assign different individuals to different grants.

#### The forms are used for the submission of

- Status Report (for multi-year grants)
- Interim and final accounts
- Research Report

Access to the forms is via the [application and reporting system](#). Submitted grants from 2009-2024 in the 'old' system are transferred to the 'new' system.

Log in is made with your work email and a password. If you have received a new email, you log in with the old email and change the email under 'Personal information'. In case of login problems, please contact [Funding & Follow-up](#).

In the overview, select 'Pending Reports' and complete the form. You can work on each form continuously until it is submitted. Remember to save your work each time you write or make changes to the form. This must be done before leaving a step – click on the 'Save my work' tab.

Some fields are mandatory. If not completed, this will be indicated at the top when you click 'Submit'. All mandatory fields must be completed before submitting the form. Most boxes are accompanied by help text above them to guide you in completing the form.

Several fields have a minimum or maximum character limit. If not respected, it is not possible to submit the form. The report can be viewed and saved as a PDF file by clicking on the 'View/Print' above the tabs.



## Submit

Remember to click on 'Submit' when the form has been completed.

## 4.b. Status Report

The status report must include information about remaining funds, any deviations and changes in the project, preliminary results, and publications. Submission and approval of the status report is a **precondition for receiving the instalment for the subsequent funding year**.

The status report may be submitted no earlier than two months before the start of the next project year, unless a different deadline is stated in the funding letter. You will receive an email when the report is ready to be completed and when it has been approved.

### The form contains

- General
- Report

### General

Please indicate the administrative contact person

### Report

Please indicate information about remaining funds, possible substantial changes, preliminary results and publications.

### *Remaining funds*

The balance of the project account at the time of the status 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 contact the responsible funding coordinator if you have any 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 status report and approved by Funding & Follow-up. The status report must contain a statement of the cause and, if necessary, a revised project plan and budget.

### *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



Minor deviations from the application budget for similar project-related expenses and up to three months' salary do not require prior approval.

#### 4.c. Interim and Final Accounts

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

The deadline for submitting interim accounts is usually, at the latest, 1 June of the year after the past funding year, unless another deadline is stated in the funding letter. Final accounting for the last grant year 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

- Accounting
- Attachments

#### Accounting

##### List of Employees

As statements of accounts from the institution's finance department typically do not include information about who has been employed on the grant, the number of hours worked per week, and the duration of their employment, it is necessary to provide this information to compare the grant and expenditure. An overview of the employment must be completed for all grants used to cover salary expenses. Any employee who has been on maternity or sick leave must be included in the overview. Periods of leave without pay should not be included; however, they should be mentioned in the comments.

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

##### Accounting – Edit Accounting

The accounting consists of several items, 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 being separated by the thousand or decimal point.** Please state the year the cost relates to under 'Details'. In connection with salary costs, the names of the employees and the length of their employment (in hours, months, or years) should be stated for the relevant financial year. If there are special circumstances concerning an item, these can also be given under 'Details'. **'Details' must be filled in, and it must be clearly stated what the monthly or annual salary is for the person being paid.**



The grant should only be used for project-related expenses specified in the application budget and as outlined in the funding letter.

**Please be aware of the expenses 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 a possible previous interim account** -the result from the previous interim account (positive amounts must be indicated with a minus sign in front)
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 (please indicate with a minus sign in front)

### *Salary Costs*

**Documentation must be attached to explain the relevance if an employee has received one or more individual/personal allowances (function, qualification, etc.). See the rules [here](#).**

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 and bank fees, interest rates and overhead (rent, electricity, water, computer, telephone, bench fees, office supplies, etc.) and generally not expenses that are determined as a percentage.

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 transport, accommodation, conference costs, etc. The cheapest means of transportation should normally be used, and the payments cannot exceed the rates stated in the circular on rate regulations for business travel from the '[Medarbejder - og Kompetencestyrelsen](#)' (Danish Ministry of Taxation). For more information, see [section 4.c](#).

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



If it is a specified project grant that does not include expenses for travel of less than one month's duration, e.g. attending a meeting or congress, costs for this will not be covered by the grant and cannot be included in the accounts.

#### *Stay 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 travel from the '[Medarbejder - og Kompetencestyrelsen](#)' (Danish Ministry of Taxation).

Travel, hotel, conferences, etc., expenses 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.

#### *Stay Abroad Exceeding One Month*

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

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

Grants for additional costs of stay and accommodation are paid via e-invoice or a payout form (acontoskema) to the institution and do not require any further documentation. The invoice request can be submitted three weeks before the stay.

#### *Attachments (enclosures)*

Receipts for the accounts should be attached here.

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**

## **4.d. Examination of Accounts**

Funding & Follow-up typically receives grant accounts in June and December, respectively, and has approximately six months to review the accounts from the receipt date.



When reviewing accounts, statements of accounts, 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 and Follow-up will contact the grantee, either requesting further information in the form of copies of invoices and letters of appointment or requesting that the costs be withdrawn from the accounts or reimbursed, depending on whether it is an interim or final accounting.

The grantee is obligated to send the information we request.

The approval of the account is displayed in the electronic application and reporting system, within the overview of reports for the relevant grant.

If the final accounts show remaining funds of more than DKK 1,000, the funding coordinator will email 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 will not be settled.

## 4.e Research Report and Research Center Report

### Research Report

One year after the end of the grant period, you must send a Research Report on the project's results. You will receive an email when it is time to complete the report.

### Research Center Report

Grantees who have received Knæk Cancer Center grants are obliged to contribute and allocate funds to the center's midterm and final evaluation (with a site visit) of the center. 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 agrees that cases in this regard will be handled in accordance with 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 multiple researchers from the same unit, the Danish Cancer Society Executive Committee may decide not to make payments to the unit in question until a statement is provided by the National Audit Office of Denmark or another impartial party. The statement must verify that sensible and effective precautions are taken to prevent future misuse and that the units' reputation once again meets the standards of good research practice, including the proper 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 35 25 75 00

[forskningsbevilling@cancer.dk](mailto:forskningsbevilling@cancer.dk)

[forskningsopfolgning@cancer.dk](mailto:forskningsopfolgning@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 Research Talent Awards

Funding coordinator **Sofie Mogensen**, [sofmog@cancer.dk](mailto:sofmog@cancer.dk), tel. 35 25 71 37

Funding coordinator **Henriette Millschou Christensen**, [henchr@cancer.dk](mailto:henchr@cancer.dk), tel. 35 25 72 68  
(Maternity leave from January 2025 until January 2026)

#### KBVU-MS project, Stays abroad less than/exceeding 1 month *without* salary and Scholarships

Funding coordinator **Michelle Malou Speiermann**, [mimas@cancer.dk](mailto:mimas@cancer.dk), tel. 35 25 72 58

#### Knæk Cancer project, Young Talented Cancer Researchers, and Professorships

Funding coordinator **Anne Mette Bak**, [amb@cancer.dk](mailto:amb@cancer.dk), tel. 35 25 72 57

#### General questions

Funding coordinator **Louise Elberg Pedersen**, [louped@cancer.dk](mailto:louped@cancer.dk), tel. 35 25 77 57

#### General questions of fundamental importance

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

### 6.2 Follow-up and Dissemination

#### Research follow-up and professional reporting (Research Report)

Questions can be answered by contacting [forskningsopfolgning@cancer.dk](mailto:forskningsopfolgning@cancer.dk) or directly to one of the persons below

Research follow-up consultant **Lea Helqvist**, [leah@cancer.dk](mailto:leah@cancer.dk), tel. 35 25 72 67 or

Research follow-up consultant **Henriette S. Gärtner**, [hengar@cancer.dk](mailto:hengar@cancer.dk), tel. 35 25 72 69 or

#### Dissemination of results from funded projects outside the Danish Cancer Society

Research editor **Marianne Vestergaard**, [marves@cancer.dk](mailto:marves@cancer.dk), tel. 35 25 72 36

#### Dissemination of results from funded projects at the Danish Cancer Society

Research editor **Mette Weber**, [mvw@cancer.dk](mailto:mvw@cancer.dk), tel. 35 25 72 35

