

GUIDELINES FOR GRANTS AWARDED BY THE DANISH NATIONAL RESEARCH FOUNDATION
- BUDGET AND ACCOUNTS AS WELL AS SCIENTIFIC ANNUAL REPORT

January 2016

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GUIDELINES FOR THE SCIENTIFIC ANNUAL REPORT

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Signature:

The compiled annual report (annual accounts, including itemizations, and the scientific annual report, including appendices) should conclude with the following passage, dated and signed by the center leader/Niels Bohr professor and researcher in charge:

I hereby confirm the correctness of the information concerning annual accounts, including itemizations. Also, I confirm that the compiled annual reporting, including the appendices, is correct, i.e., it is free of material misstatement or omissions, and that the administration of the funds has been secure and sound, and in accordance with the conditions of the center/Niels Bohr professorship agreement.

BUDGET AND ACCOUNTING PROCEDURES

1. Preparation of budgets and handling of funds

At the time of the establishment of the center/Niels Bohr professorship, a budget covering the entire period of the grant must be available, divided into budgets for each calendar year. The format (see **Appendix 1**) must follow the chart of accounts that reflects the types of activity used by the Danish National Research Foundation (the foundation).

Within the individual budget year, which coincides with the calendar year, the budget must be revised on an ongoing basis.

At the time of forwarding, budgets and revised budgets must be dated and signed by the center leader.

Except for the first year, when no accounting figures are available, the table must contain the precise, non-rounded accounting figures for the previous years of the contract period. Moreover, the sum of budget figures and accounting figures must at all times equal the total grant, to be understood as the original grant with the addition of any supplementary grants, if applicable.

The center leader handles the foundation's funds within the guidelines applicable to the use of the institution's ordinary means. Deviations shall be approved by the institution and the foundation.

Budgetary spending in excess of the approved research plan must be presented to the foundation for approval.

Any decision to meet additional expenses incurred in connection with maternity/paternity leave, as the case may be, is subject to the prior grant approval of the foundation.

If Ph.D. programs to be funded by the foundation throughout the duration of the programs are initiated so late that they will continue beyond the end date of the grant period, the related expense needs to be approved by the foundation as parts of the grant will in such cases need to be postponed in time (without being a supplementary grant).

The budget reflects the expected scientific activities of the center/Niels Bohr professorship, whereas the financial reporting provides the subsequent documentation that the actual expenses in the accounts have indeed been in compliance with the budget assumptions. This link between research plan, budget and actual consumption reflects a *documentation* requirement on the part of the foundation that does not conflict with the freedom to operate and meet expenses in a scientifically optimum manner.

Where it is scientifically well founded *within* the framework of the research plan, changes may be made to the distribution between the individual budget items and between the individual budget years. Significant changes in expenses must be discussed with the foundation at the earliest possible stage - at the initiative of the center leader/Niels Bohr professor - at follow-up meetings or in any other fashion. Accelerated consumption, however, is allowed only if approved by the foundation (except for a special limit of DKK 50,000 in connection with the annual closing of accounts).

The foundation must be notified of changes to scientific expenses that have budgetary consequences to ensure that the budget can be adjusted and the transfer of funds in the quarter concerned can be brought into line with actual consumption. Changes to the budget must be briefly described and explained.

Special guidelines concerning holiday pay

The host institution's principles for providing holiday pay are followed, but it is important to ensure sufficiently early, when preparing the budget, that due account has been taken of holiday pay obligations, if applicable, since holiday pay must be settled within the total grant.

If the institution does not charge holiday pay to the income statement until the termination of employment, a provision for holiday pay must therefore be made in the budget.

Holiday pay will most conveniently be entered under the same item in the budget table as the salary payable to the employee category in question, e.g., 1.2 Salaries to scientific employees. If it is difficult to display a breakdown by employee category in connection with the budget preparation, a combined provision can be made under item 1.6 Other payroll expenses. In the subsequent accounts, however, the paid holiday pay must be entered under the appropriate employee category.

In connection with the transition from a first to a second grant period, holiday pay may present a special problem.

2. Accounting entries

Accounting entries must comply with the host institution's guidelines, but must also meet the financial reporting requirements imposed on the foundation.

The foundation's chart of accounts appears in Appendices 1 and 2.

The foundation's chart of accounts is usually not identical to the host institution's chart of accounts. This is due to the foundation's special requests for the way in which activities are registered for accounting purposes.

In connection with the making of accounting entries, it could therefore be appropriate to use analysis or project numbers to ensure that the foundation's activity categories (which appear from the foundation's chart of accounts) are shown when the host institution's accounting system is applied.

The use of expense accounts (or "shadow accounts") may be appropriate in the event that the host institution's accounting services do not sufficiently quickly provide the necessary documented overview of incurred expenses.

3. Transfer of funds from the foundation to the grant recipient

Funds from the foundation will be transferred to the host institution in the middle of each quarter at the written request of the grant recipient. The request must specify the amount to be transferred and, if the budget basis has been changed, must contain an updated budget sheet and a short explanation; see above.

For the second, third and fourth quarters, funds will be transferred only insofar as the request has been forwarded to the foundation at least one week prior to the payment date. For the first quarter, the adopted accounts for the preceding year may be deemed to constitute a request for payment.

4. Preparation of annual accounts

One combined set of accounts will be prepared for each center/Niels Bohr professorship, even if the center/Niels Bohr professorship is domiciled at more than one host institution.

The accounts must solely pertain to the grant from the Danish National Research Foundation.

The financial year coincides with the calendar year.

The accounts must be submitted on or before March 31 of the year following the end of the financial year and must be adopted by the foundation on or before June 30.

The accounts must be presented as shown in the accounts format in **Appendix 2** with related notes and tables.

All expenses relating to the financial year must be included in the accounts. This also applies to expenses that have not been paid by December 31 in the financial year. Such expenses are specified as payables in **Appendix 3**.

Co-funding by any other party is not included in the actual accounts to be submitted to the foundation. The foundation therefore has to be notified briefly whether the host institution's co-funding obligation in the financial year has developed as expected in the contract. This may be done by filling in the text field in **Appendix 4**.

5. Reconciliation of the accounts of the center/the Niels Bohr professorship with the bookkeeping records of the host institution

The annual accounts must be accompanied by a statement in which the accounting figures of the center/Niels Bohr professorship are reconciled to the bookkeeping records of the host institution. The reconciliation is a task to be performed jointly by the center/Niels Bohr professorship and the host institution.

A transcript of the host institution's financial report must be forwarded with the accounts, clearly showing the figures and aggregated totals - with a specification of corrections - that are included in the individual items of

the foundation's accounts format. The balance of the center's/Niels Bohr professorship's account at the close of the year must appear from the financial report.

The accounts must clearly show how the item net expenses (accounts format) matches the total in the host institution's combined tax assessment notice. These two amounts often differ and need to be adjusted by various items for purposes of comparability.

A similar reconciliation must be made of the outstanding balance between the host institution and the foundation; see **Appendix 5**.

6. Center leader's/Niels Bohr professor's notification of other employment

Together with the annual accounts, the center leader/Niels Bohr professor must notify the foundation of other employment, etc.; see **Appendix 6**.

7. Termination of grants

When the grant expires, all expenses need to be correctly accounted for on an accrual basis. This means that no expenses may be incurred after the termination date of the grant and that no services for future delivery may be prepaid. Moreover, in connection with the expiration of a grant, large amounts may not be reclassified between the individual budget items unless expressly agreed with the Foundation. In the event of a smaller consumption at the time of the expiration of the total grant period, the amount saved will accrue to the foundation.

Final accounts must be submitted within three months of the expiration of the grant period.

8. Staff list

The staff list in **Appendix 7** represents the updated list of employees by employment category as provided for in the contract. The overview is presented in such a way that it also contains the information the foundation will need at a later time in connection with an evaluation of the center/Niels Bohr professorship.

	Budget for calendar year 1	Budget for calendar year 2	Budget for calendar year	Budget for calendar year 6	Total
1.0 Salaries:					
1.1 Center leader/Niels Bohr professor					
1.2 Scientific personnel					
1.3 Guest researchers					
1.4 Technical personnel					
1.5 Administrative personnel					
1.6 Others					
TOTAL SALARIES	0	0	0	0	0
2.0 Ph.D. students					
3.0 Travels, conferences, meetings, etc.					
4.0 Materials, equipment, etc.					
5.0 Office space					
6.0 Payment to host institution/overhead					
7.0 Other					
8.0 Budget reserve					
GROSS EXPENSES	0	0	0	0	0
9.0 Income/reimbursements (to be deducted)					
NET EXPENSES	0	0	0	0	0
Original budget acc. to contract, DKK ´000					
Supplementary grant, DKK ´000					
Original budget+supp. grant, DKK ´000	0	0	0	0	0

Original budget DKK ´ 000	Supplementar y grant DKK ´ 000	Original budget + supp. Grant DKK ´000
		0
		0
		0
		0
		0
		0
0	0	0
		0
		0
		0
		0
		0
		0
		0
0		0
	0	
		0

Date:

Center leaders/Niels Bohr professors signature:

For each year in which there are accounts, replaced with budget accounts. Accounting and budget always add up to the overall budget.

The columns at the far right and bottom of the table filled with the budget that was valid at the conclusion of the contract. Specify any additional appropriations in the same place.

ACCOUNTS FORMAT

Center/Niels Bohr professor:

	Notes to accounts	Accounts 1. Jan - 31. Dec.	Latest approved budget (Q4)	Variance (budget figure less accounting figure)	Notes to variance
1.0 Salaries:					
1.1 Center leader/Niels Bohr professor				0	
1.2 Scientific personnel				0	
1.3 Guest researchers				0	
1.4 Technical personnel				0	
1.5 Administrative personnel				0	
1.6 Other				0	
TOTAL SALARIES					
2.0 Ph.D. students				0	
3.0 Travels, conferences, meetings, etc.				0	
4.0 Materials, equipment, etc.				0	
5.0 Office space					
6.0 Payments to host institution/overhead *)				0	
7.0 Other *)					
8.0 Budget reserve					
GROSS EXPENSES				0	
9.0 Income/reimbursements (to be deducted) *)					
NET EXPENSES			0	0	0

**A note is compulsory if accounting figures are provided*

The main items of the accounts format may be subdivided as and when needed. For example, a subdivision of account 4.0 (Materials, equipment, etc.), account 2.0 (Ph.D. students) and account 7.0 (Other) may be appropriate. Each main item must end with a total.

The accounts format must contain both realized figures and budget figures for the year in question.

Expenses must be stated exclusive of VAT. Centers not registered for VAT are required to state expenses inclusive of VAT, however.

NOTES TO THE ACCOUNTS

The 1st and 5th columns of the accounts format, under the headings "Notes to accounts" and "Notes to variance," will - if needed - be provided with numbers referring to subsequent notes, which contain further information to elaborate or specify the items of the format. Notes to the accounts must always be stated in case of significant variances between an accounting figure and the latest budget figure.

SUPPLEMENTARY COMMENTS ON THE CHART OF ACCOUNTS

- Account 1.0. *Salaries (in general): This includes all expenses relating to salaries and the like. An exception, however, is salaries to Ph.D. students, which are entered in account 2. Holiday pay provisions or payments are included in the individual employee categories. To the extent that employees are paid salaries on termination of employment because of insufficient accumulation of holiday pay, this is included in the calculation for the relevant employee categories.*
- Account 1.3 *Guest researchers: A guest researcher is typically understood to be a researcher who is temporarily affiliated with the center/Niels Bohr professorship and has permanent employment elsewhere. This expense item also includes fees to guest researchers.*
- Account 2.0 *Ph.D. students: This includes all expenses that, offhand, are attributed to the center's / Niels Bohr professorship's Ph.D. students. This means payroll expenses, educational contributions, travel expenses, etc. Expenses relating to Ph.D. students that are difficult to separate from the other expenses must be entered in the same account as these.*
- Account 3.0 *Travel, conference fees, meetings, etc.: This also includes travel expenses, etc. incurred in connection with visits of external researchers. As far as Ph.D. students are concerned, see account 2.0 above.*
- Account 4.0 *Materials, equipment, etc.: This account is both for expenses in connection with the acquisition of equipment, etc. and for expenses incurred in the course of day-to-day business. Examples: machinery, furniture, books, journals, postage, paper, publications, telephone, servicing agreement, maintenance of equipment, etc.*
- Account 5.0 *Office space: The foundation usually does not accept expenses for premises. In quite exceptional cases, expenses for alteration and renovation, rent, maintenance of premises, etc. may be entered. Furniture, fixtures and equipment are entered in account 4.0.*
- Account 6.0 *Payments to host institution(s), usually overhead: This must clearly specify the calculation of the amount of the payment. Does not include expenses that can be separated as belonging to one of the other items, for instance, expenses relating to Ph.D. students or payment for materials consumption and the like.*
- Account 7.0 *Other: Includes expenses that cannot be entered under any of the other items. Used only in exceptional cases. Nature and amount must be specified in a note.*
- Account 8.0 *Budget reserve: Only appears in the budget. In connection with the quarterly transfer of funds, the budget reserve is not included in the calculation, since these are funds whose application has not yet been decided on. The reserve will, by definition, have been exhausted in the accounts.*
- Account 9.0 *Income/reimbursements: This includes any income or reimbursement received by the center/Niels Bohr professorship, for instance, reimbursements concerning Ph.D. students, payment for requested training, government reimbursements, sale of publications, etc. Nature and amount must be specified in a note. However, reimbursements may also be set off directly against the type of expense to which the reimbursement relates if this is more appropriate for purposes of the reconciliation.*

SPECIFICATION OF PAYABLES/RECEIVABLES AT DECEMBER 31, XXXX

Center/Niels Bohr professor:

Description	Amount
Total	0,00

Alternatively:

In accordance with the accounting policies of the host institution, payables at December 31 will not be shown separately in the accounts. Any expenses relating to the financial year that are unpaid at December 31 but are paid and entered in the books within the supplementary periods will be included in the accounts on equal terms with other expenses.

MARK WITH X

If expenses are included in the supplementary periods of the host institution's accounting system, the expenses must not be entered in the table of payables above. Instead, this should be indicated with an X at the bottom of the table.

Expenses not included in the supplementary periods must be included in the accounts and specified as payables.

CO-FUNDING OBLIGATION

Center/Niels Bohr professor:

Appendix 3b to the contract shows the host institution's co-funding obligation in the individual years.

State whether co-funding developed as expected during the financial year.

OUTSTANDING BALANCE AT THE END OF FINANCIAL YEAR

Center/Niels Bohr professor:

The center's/Niels Bohr professorship's outstanding balance with the foundation at the beginning of the financial year ("+" = amount payable to the foundation) ("- " = amount receivable from the foundation)	
Transferred from the foundation during the financial year (will usually be a positive amount)	
Net expenses, see Accounts format (will usually be a negative amount)	
The amount derived is the outstanding balance with the foundation at the end of the financial year ("+" = excessive transfer) ("- " = insufficient transfer)	

The outstanding balance in the table must be checked off with the balance in the host institution's transcript of accounts. If the outstanding balance in the table does not match the account balance at first glance, the difference may be due to payables at the beginning and end of the financial year.

Any differences, as the case may be, must be explained by a note to the table.

CENTER LEADER'S/NIELS BOHRS PROFESSOR'S NOTIFICATION OF OTHER EMPLOYMENT

Center/Niels Bohr professor:

At the time of the conclusion of the contract, the center leader/Niels Bohr professor must notify the foundation of any other employment, positions of trust, national and international positions, projects or the like in which the center leader/Niels Bohr professor is involved as an owner, consultant, employee or unpaid volunteer to the extent that such employment, positions, etc. would have an impact on the position of center leader/Niels Bohr professor. In keeping with the ongoing duty of disclosure, an updated version of the earlier notification is required, in connection with the preparation of the annual accounts, to be submitted as a separate appendix or stated below (in case of doubt about the extent of the information, notification may be omitted if it is evident that the employment, position, etc. is of no relevance):

STAFF LIST

Appendix 7

Center/Niels Bohr professor:

Personnel		Periods of employment in financial year (**)	Funded by (state in full time equivalent*)			Foreign employee (mark with X)	Ph.D. stud. and post-docs: State prev. Master's degree (cand.scient. etc.)	Ph.D.-stud.: Mark with X when Ph.D. has been obtained	Gender: M/F
Name	Position		Danish National Research Foundation	Host institution	Other funding (***)				
Center leader / Niels Bohr professor									
Scientific personnel									
Guest researchers									
Technical personnel									
Administrative personnel									
Others									
Ph.D. students									

*) Calculated with up to one decimal and the foundation is aware that it may be an estimate

**) Only periods longer than 3 weeks are included

***) Incl. employees without financing, if applicable

GUIDELINES FOR THE SCIENTIFIC ANNUAL REPORT

The scientific annual report is submitted electronically to the Danish National Research Foundation (DNRF) by e-mail to dg@dg.dk no later than March 31. The scientific annual report consists partly of a written report and partly of an appendix. In the written report the center's/Niels Bohr professorship's research activities of the past year are accounted for, and in the appendix, sections A-H are filled out. The written report should not exceed seven pages.

Any printed or bound annual reports may still be submitted as the written scientific report, as long as they are supplemented by an electronic version of the appendix. Kindly submit any printed material electronically as well as one hard copy by regular mail.

Purpose

The scientific annual report is an instrument that assists the DNRF's board in monitoring the development of the center/Niels Bohr professor and its research results. The annual scientific report can also be used as an internal instrument at the center/Niels Bohr professorship to take stock of the past year.

The scientific annual report must contain information about the center's/Niels Bohr professor's development and research results. The appendix (sections A-H) is intended to provide a systematic collection of knowledge on how the individual center develops over time and must be filled out in addition to the written report.

Language

The scientific annual report must be written in English. It must be aimed at the members of the DNRF's board, which consists of researchers from a number of different fields. The description of the center's/Niels Bohr professor's research activities must therefore be written in a language accessible to researchers from other fields.

THE WRITTEN REPORT:

The scientific annual report must, at a minimum, contain the following:

Annual highlight(s)

This section contains a short description of the annual highlight(s), which may be accompanied by 1-2 illustrations with captions, corresponding to one A4 page in total. Both an English and a Danish version are to be submitted, corresponding to one A4 page in total for each version. Since the annual highlights are posted on the foundation's web page, the text must be written in a language that is accessible to a broader audience.

The organization

Any changes to or comments on the organization of the center/Niels Bohr professorship must be mentioned with reference to the staff list, which is submitted along with the scientific annual report.

Recruitment and gender strategy

A short section stating the center's recruitment strategy – including possible considerations with regard to the gender balance of the center's staff – must be included.

Research integrity

Please include a short statement of the center's consideration of and possible initiatives regarding research integrity as stated in the "Danish Code of Conduct for Research Integrity."

Research plan

Research activities are described, and the results achieved are compared to the objectives outlined in the research plan and possibly to those in the last scientific annual report. In particular, high-risk research projects can be presented in more detail.

Any other business (comments to the appendix)

The purpose of the appendix is to gather information regarding the extent and nature of the center's/Niels Bohr professorship's collaboration with other research groups, both domestic and abroad, as well as with public

and private companies. Additionally, information on the center's/Niels Bohr professorship's production, dissemination, and use of the center's/Niels Bohr professor's research results is requested.

The appendix alone is not sufficient to give a complete and comprehensive picture of the center's/Niels Bohr professorship's activities within these areas. It would therefore be natural in the written report to supplement and elaborate on the information in the appendix.

APPENDIX:

In order to ensure uniform feedback from all centers, which will enable the DNRF to systematically collect data about each individual center's/professorship's development, kindly fill out the appendix (sections A-H) in the Excel file devised for that purpose, and submit it along with the written report.

EXTERNAL RELATIONS

SECTION A

Collaborator Name (Person, Institution, Country *)	Collaboration subject	Output of collaboration	Collaboration with: (Please check the appropriate box)			
			Danish universities, research groups and institutions	Foreign universities, research groups and institutions	Danish companies	Foreign companies

Please list collaborations and state subject and output where relevant

***) Please use full institution name, avoiding unexplained abbreviations or acronyms. Names of persons can be omitted when not applicable.**

CONFERENCES

SECTION B

a) Organization of international conferences, symposia, seminars etc. (*)

Title of event

(*) Please list the number of conferences, symposia, seminars etc. the center/Niels Bohr professorship has arranged or participated in the planning of. **Please use full event title, avoiding unexplained abbreviations or acronyms. Do not include minor internal meetings in the list.**

b) Number of Invited Talks (**)

Title of event	Venue (Conference location, Country)	Name(s) of participant(s)

(**) Please list the number of times the center/Niels Bohr professorship group members has/have been invited to talk at international conferences. Please use full event title and venue name, avoiding unexplained abbreviations or acronyms.

EDUCATIONAL ACTIVITIES

SECTION C

Title of activity	ECTS	Length of course (number of hours)

*Please list all educational activities to which the center contributed, including Ph.D. courses and courses at the master's and bachelor's level. Also list summer schools and courses taught abroad. Please state ECTS points for each activity (if possible) and length of the course (in hours). **Please use full activity title, avoiding unexplained abbreviations or acronyms.***

Number of Master Graduates	Number of Bachelor Graduates

Please list the number of master graduates and bachelor graduates supervised at the center/by Niels Bohr professorship group members.

EXTERNAL FUNDING

SECTION D

	Funding body (*)	Purpose	Grant holder	Activity period	Granted amount in DKK	Partial amount allocated to the reported year
Public Danish funds						
Private Danish funds						
International funds						

Please list all external funding obtained by the center leader or center members/the Niels Bohr professor or professorship group members. List the total amount and the partial amount allocated to the reported year.

(*) Name of funding body (if applicable, please specify specific funding instrument). Please use full name of funding body, avoiding unexplained abbreviations or acronyms.

AWARDS**SECTION E**

Awards	Recipient	Granted amount in DKK, if relevant

Please list awards and prizes the center leader or center members/ the Niels Bohr professor or professorship group members have received in the reported year.

PUBLIC OUTREACH

SECTION F

a) Electronic media

Specific media (TV, radio, other)	Type of communication (interview, commentary, debate, feature program, etc.)	Subject	Contributor from the center

b) Press

Specific media (newspapers, journals, magazines, other)	Type of communication (interview, commentary, debate, feature, etc.)	Subject	Contributor from the center

c) Other

Specific type of communication (presentation/lecturing at open university, high school, etc.)	Subject	Contributor from the center

Please list public outreach activities in electronic media, press, high schools, etc.

PATENTS AND APPLICATIONS

SECTION G

Number of inventions reported to institution	Number of submitted patent applications	Number of granted patents	Number of mutually agreed license, sale and option agreements	Names of spin-off companies established

List the number of inventions reported to the institution, submitted patent applications, patents granted, etc., gained by the center/Niels Bohr professorship group members in reported year. Also, list possible spin-off companies and collaborations/partners.

TOTAL NUMBER OF PUBLICATIONS IN THE REPORTED YEAR	Peer reviewed / (Open Access) (*)	Not peer reviewed
Number of journal articles		
Number of conference proceedings		
Number of monographs		
Number of book chapters		
Others		

(*) In addition to the total number of peer-reviewed articles, please note in brackets how many of the peer-reviewed publications are Open Access.

List the 10 most prestigious publication sources (**) within the center's/professorship's research area and prioritize:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

() Please note that this should not merely be a list of the most prestigious papers already published. Please use full name of publication sources (typically the journal name), avoiding unexplained abbreviations or acronyms.**

Supplemental documentation:

State information regarding any bibliometric analyses about the center/professorship.

Furthermore, please enclose, in a separate appendix (preferably in Word format), a full publication list, including all authors dating back to the center's/professorship's start:

- Divide the list into types of publications, including conference proceedings as well as master's and Ph.D. theses authored by center members/professorship group members.
- List only accepted publications.
- If the publication has been peer reviewed, please note in brackets: **(PR)**
- Also, if the publication is co-authored by another international research institution, please note in brackets: **(CO)**

Regarding publications from 2012 onward:

- For each publication, where available, please provide a link to the publisher's version, preferably to a digital object identifier (DOI). **Please provide full DOI or a readable web address of the article page.**
- For all peer-reviewed publications freely available on the Internet (Open Access), please note in brackets: **(OA)**
- If an Open Access version exists and the publisher's version is NOT the Open Access version, please insert an additional link to a parallel-published digital version of the final, peer-reviewed scientific article that has been accepted by a scientific magazine (***).

(*) Pre-print versions of subsequently peer-reviewed articles are not OA-compliant – only post-prints or full publisher's PDF versions, parallel published in an institutional or subject specific digital repository, are accepted.** See also "Open Access policy for public-sector research councils and foundations" as of June 21, 2012. [[http://dg.dk/filer/fonden/open_access/Final Open Access policy English.pdf](http://dg.dk/filer/fonden/open_access/Final%20Open%20Access%20policy%20English.pdf)]