

## Appendix 4. Guidelines for the budget and the financial and scientific annual report

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The guidelines are aimed at the Danish National Research Foundation's grants. They are considered an integral part of the deal with the grant holders and must be used by all grant holders and their host institutions. Grant holder is used as the common denominators for the center leader, Niels Bohr professor and the DNRF Chair

The guidelines were revised May 1, 2020

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## 1. BUDGET AND ACCOUNTING PROCEDURES

The budget must reflect the grant holder expected scientific activities. The accounting consists of the following documentation, confirming that the dispositions made are in accordance with the budget. Thus, a coherence between the research plan, budget, and actual consumption must be in place.

The foundation recognizes that budgeting and accounting can take many different forms. To ensure the transparency and equal treatment of all of the foundation's grants and to ease the administration of the funds, it is an essential prerequisite for the grant allocation that all grant holders and their institutions follow these guidelines.

The grant holder must dispose of the funds from the Danish National Research Foundation in accordance with the guidelines that are valid for the use of the host institution's funds. Deviations from this must be approved by the institution and the foundation. If deviations are necessary, the grant holder and the institution must give all information necessary to the foundation.

### 1.1. Accounting entries

Accounting entries must comply with the host institution's guidelines but must also meet the financial reporting requirements imposed by the Danish National Research Foundation, including the Danish National Research Foundation's chart of accounts for the budget and accounting. 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 because of the foundation's special requests for the way in which activities are registered for accounting purposes.

When the accounting entries are being done, it may be appropriate to use an analysis or project number to ensure that the foundation's activity categories (which appear on the foundation's chart of accounts) are shown when the host institution's accounting system is applied.

### 1.2. Preparation of the budget

#### 1.2.1. Budgeting and disposals

At the establishment of a new grant, a budget for the entire grant period will be in place, divided into calendar years. The set-up must follow the chart of account used by the Danish National Research Foundation. The budget template can be seen in **Appendix 1**.

The budget must be revised continuously, if necessary, and the revised budgets must be dated and signed by the grant holder when it is submitted.

Apart from the first year, for which there are no accounting figures, the budget scheme must contain the precise, non-cut-off accounting figures for the previous years of the contract period. Equally, the sum of budget figures and accounting figures shall always be equal to the total grant, here understood as the original grant plus potential supplementing grants.

### 1.2.2. Budget changes and dispositions that demand the foundation's approval

If professionally well-argued within the frame of the research plan, changes in the dispositions between each item and between each budget year can be made. Significant changes in the budget, however, must be motivated and **approved** by the foundation.

Essential changes in the dispositions with consequences for the budget must, on the initiative of the grant holder, be discussed with the Danish National Research Foundation as early as possible. This can be conducted either at follow-up meetings or by way of the grant holder, who must send a revised budget to the foundation with explanations of these changes. The foundation will thereafter take a position on the revised budget in question.

If the foundation approves the budget, transactions of funds will be carried out in accordance with the new revised budget and the actual utilities on a quarterly basis.

Expedited spending shall be **approved** by the foundation unless the expedited spending does not exceed more than 250,000 DKK compared to the original budget, including subsequently expedited spending.

In case of an employee's maternity leave extends the grant period, the foundation can provide a supplementary grant, to cover the additional expenses that are after the grant period, cf. the contracts 2.2. To obtain this supplementary grant it requires a formal request including an updated budget with the extra costs the grant holder is obliged to pay during the extended period. The Danish National Research Foundation shall **approve** the request.

If a PhD courses, which are to be financed in whole or in part by the Danish National Research Foundation, is extended beyond the end of the grant period due to maternity leave or illness., it may be possible to extend the grant time wise (without any extra funding). However, any financial actions in the connection must be **approved** by the Danish National Research Foundation.

### 1.2.3. Special guidelines concerning holiday allowance

The host institution's principles for provision of holiday allowance are followed, but it is important, when preparing the budget, to take the holiday allowance obligations into account, if applicable, since holiday allowances must be settled within the total grant.

If the institution does not expense the holiday allowance until the termination of an employment, a provision for holiday allowance must be made in the budget.

Holiday allowances will most conveniently be entered under the same item in the chart of accounting 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 the budget preparation, a combined provision can be made under item 1.6 *Other payroll expenses*. In the subsequent accounts, however, the paid holiday allowance must be entered under the appropriate employee category. In connection with the transition from the first to the second grant period, holiday allowances may create a problem if they are not continuously disposed/expensed.

### 1.3. Transfer of funds

Funds from the foundation will be transferred to the host institution in the middle of each quarter (middle of February, May, August, and November) upon written request from the grant holder. The request must specify the amount to be transferred, and if the budget has been changed, an updated budget sheet and a short explanation shall be included.

For the first quarter, the approved annual report from the preceding year may be deemed to constitute a request for payment.

### 1.4. Preparation of the annual report

One combined annual report shall be prepared for each grant, regardless of whether the grant holder resides in more than one host institution.

The annual report must solely pertain to the grant from the Danish National Research Foundation. The financial year coincides with the calendar year.

The annual report must be submitted on or before March 31 of the year following the end of the financial year and will, as far as possible, be approved by the foundation on or before June 30.

The annual report must be presented as shown in the annual report format in **Appendix 2** with associated notes and tables. All expenses relating to the financial year must be included in the annual report. 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**.

Since co-funding by any other party is not included in the annual report to be submitted to the foundation, the foundation therefore must 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**.

### 1.5. Reconciliation of the grant's annual report and the bookkeeping of the host institution

The grant holder and the host institution ensure that the annual report is accompanied by a statement in which the accounting figures of the grant holder are reconciled to the bookkeeping records of the host institution.

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

The annual report must clearly show how the item *net expenses* (in the accounts format) matches the total in the host institution's combined annual report. These two amounts often differ and need to be adjusted by various items for purposes of comparability. A similar reconciliation must be made for the outstanding amount between the host institution and the foundation, taking the grants "to date balance" into account; see **Appendix 5**.

### 1.6. The grant holder's notification of other employment

The grant holder must notify the foundation of other employment, etc.; see **Appendix 6**.

### 1.7. Staff overview

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 the evaluation of the grant holder. An updated overview of all employees shall be forwarded along with the annual notice of assessment.

### 1.8. Reliability of the information

The combined annual report (financial annual report with specifications as well as the scientific annual report including appendices) must contain a passage (see **Appendix 8**) that confirms the accuracy of the information included in the annual report, dated and signed by the grant holder.

### 1.9. 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 that consumption is lower than that in the budget at the time the grant period expires, the excess amount accrues to the foundation.

The final annual report (financial) must be submitted within three months of the expiration of the grant period. The final annual report must be presented in the same way as a yearly report and in equivalent schemes.

## 2. GUIDELINES FOR THE SCIENTIFIC ANNUAL REPORT

The scientific annual report shall be submitted to the Danish National Research Foundation 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 order to ensure a homogeneous feedback that enables a systematic gathering of information about the development of each grant holder, the appendix, **sections A-I**, must be filled out, including the Excel spreadsheet, and sent together with the written report. The written report accounts for the grant holder's research activities over the past year, and the appendix, **sections A-I**, is filled out. The written report should not exceed seven pages.

Please note that the scientific annual report for DNRF Chair grant holders should only contain 1) annual highlights in Danish and English, 2) section H and a publication list.

Any printed or bound annual reports may be submitted, if they are supplemented with the appendix. Printed material should also be sent in an electronic version.

#### *Purpose*

The scientific annual report is an instrument that assists the DNRF's board in monitoring the development of the grant and its research results.

The scientific annual report can also be used as an internal instrument by the grant holders to evaluate the past year's activities.

#### *Language*

The scientific annual report must be written in English. It must be aimed at the board members of the DNRF, which consists of researchers from a number of different

research fields. The description of the grant holder's research activities must therefore be written in a language accessible to researchers within various research areas.

## 2.1. Written part

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

### 2.1.1. Annual highlight(s)

A short description of the annual highlight(s), which may be accompanied by 1-2 illustrations with captions. Both an English and a Danish version are to be submitted, corresponding to one A4 page in total for each version. Since the description of the annual highlights is posted on the foundation's web page, the text must be written in language that is accessible to a broader audience. The documents must aim to meet Web Content Accessibility Guidelines 2.1 (WCAG 2.1). (See the web page for the Agency for Digitization, Ministry of Finance.)

### 2.1.2. Organization

Any changes to or comments on the organization financed by the grant must be mentioned with reference to the staff list, which is submitted along with the scientific annual report.

### 2.1.3. Recruitment and gender strategy

A short section stating the grant holder's recruitment strategy – including possible considerations with regard to diversity in a broad sense and gender balance of the grant's staff – must be included.

### 2.1.4. Research integrity

A short statement of the center's considerations and possible initiatives regarding research integrity, as stated in the "Danish Code of Conduct for Research Integrity," must be included.

### 2.1.5. Research plan

This document describes the research activities carried out and compares the results achieved to the objectives outlined in the research plan and potentially to those in the last scientific annual report. In particular, high-risk research projects may be presented in more detail.

### 2.1.6. Other (comments to the appendix)

The purpose of the appendix, sections A-I, is to gather information regarding the extent and nature of the grant holder's collaboration with other research groups, both domestic and abroad, as well as with public and private companies. Furthermore, information on the grant holder's production, dissemination, and use of the grant holders research results is requested.

The appendix in itself is not sufficient to give a complete and comprehensive picture of the grant holder's activities within these areas. It would therefore be natural for the written report to supplement and elaborate on the information in the appendix.

## 3. APPENDIX OVERVIEW

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-I**) in the Excel spreadsheet devised for that purpose and submit it along with the written report.

### 3.1. Appendices 1-8 regarding budget and accounting relations (in Danish)

- Appendix 1: Budget template (Skabelon for budget) (All grant holders)
- Appendix 2: Accounting scheme (Regnskabsskema) (All grant holders)
- Appendix 3: Specification of accrued expenses/receivables end of year (Specifikation af skyldige omkostninger/tilgodehavender pr. 31/12 xxxx) (All grant holders)
- Appendix 4: Co-financing commitment (Medfinansieringsforpligtelse)
- Appendix 5: Outstanding amount end of financial year (Mellemværende ultimo regnskabsår) (All grant holders)
- Appendix 6: Center leaders'/Niels Bohr professors' notification of other employment (Centerleders'/Niels Bohr professors erklæring om anden beskæftigelse) (Only Centers of Excellence, Niels Bohr Professors)
- Appendix 7: Staff list (Personaleliste) (All grant holders)
- Appendix 8: Validation of the information (Rigtigheden af oplysningerne) (All grant holders)

### 3.2. Section A-I regarding the textual part

- Section A: Collaboration with private companies and public organizations (Centers of Excellence, Niels Bohr Professors)
- Section B: Conferences (Centers of Excellence, Niels Bohr Professors)
- Section C: Educational activities (Centers of Excellence, Niels Bohr Professors)
- Section D: External funding (Centers of Excellence, Niels Bohr Professors)
- Section E: Awards (Centers of Excellence, Niels Bohr Professors)
- Section F: Public outreach (Centers of Excellence, Niels Bohr Professors)
- Section G: Spin-off companies (Centers of Excellence, Niels Bohr Professors)
- Section H: Publications (All grant holders)
- Section I: Presence in Denmark (Niels Bohr Professors only)

## 4. TEMPLATES FOR PUBLICATIONS

As part of the annual report (Section H), you must enclose a full publication record, including all authors dating back to the center's/professorship's start. Please use the publication templates provided along with the appendices. The publication record appendix/appendices must be submitted as Excel files.

Two templates are submitted along with these guidelines:

- A) A template to be used for automatic generation in the publication registration systems PURE, which is used by all Danish Universities and several Danish Regions.
- B) An excel-template to manually add publications.

The full publication record can be submitted by using one or a combination of the two templates.

Regardless of the template:

- Make sure that all research publications that are in part or in total a result of the grant included, and only those publication.
- The publication list must include Ph.D.-theses authored by Ph.D students affiliated with the grant
- The publication list must also include patent applications and patents granted

Other DNRF policies for publications:

- Publications should, whenever possible, include funding acknowledgement with the grant number DNRFXXX [The specific grant number (XXX) can be found in the contract or on request from the DNRF secretariat].
- The foundation is a signatory of the "Open Access policy for public sector research funds and foundations" (April 2019) which means that grant holders, if the

journal allows it, are requested to parallel publish a digital version of the final, peer-reviewed scientific article [journal articles and conference proceedings], which has been accepted by a scientific magazine. The article, which is a result of full or partial financing by research councils and foundations, must be parallel published in an institutional or subject-specific repository, i.e. a digital archive. See <https://dg.dk/en/open-access-policy/>

#### 4.1 Publication records using template for PURE

This template is designed to be used for automatic generation in the publication registration systems PURE which is used by all Danish Universities and several Danish Regions.

Use of the template requires access to your institutional PURE-system. If you do not have access, please contact your local research library or research support unit. At most institutions the support units will also help in generating the report from the template.

The template will automatically generate a data report for a selected research center, unit or a group of individually selected researchers.

To ease the workload of future annual reports and to reap other benefits of PURE (for instance automatic publication lists for your homepage), you should set up the center/professorship as an entity in PURE and ensure that all relevant publications are affiliated in PURE. However, due to variations in institutional practice, to find out whether to best register the center as a unit, project or something else, please seek the assistance of your local PURE support office first.

Please generate the report as an Excel file with English language settings. Set the time period for the report from the year of the centers/professorships start to avoid redundant records.

The template will automatically generate a report containing the following data:

1. Publication category\* (The category "research" is set to default in the template)
2. Publication year\*
3. Publication month
4. Authors\*
5. Title of the contribution\*
6. Journal
7. Volume
8. Edition
9. Page numbers
10. Digital Object Identifier (DOI)
11. Journal ISSN
12. Publisher
13. Title of host publication
14. Name of editors
15. ISBN, electronic
16. ISBN, printed
17. Peer-review status\*
18. Open Access status\*
19. Publication type\*
20. Number of Authors\*
21. Publication status\*
22. Citations from SCOPUS

Be advised that the individual publication will not contain values across all 22 data fields, as some are dependent on publication type or registration practice at your institution. The data fields marked with a \* should always contain values.

##### Missing or excess publications

It is essential that the generated report is scrutinized carefully, since there is a risk that the report contains too few or too many publications.

Please make sure that publications that were reported in connection with previous annual reports are included in the report.

Publications might be missing from the generated report for instance due to center nodes based abroad, affiliated researchers based at other institutions or simply missing



registrations in PURE. In addition, some institutions do not use PURE to register Ph.D.-theses or patents.

Missing publications, Ph.D.-theses or patents must be added by using the manual publication report template

The report might also contain too many publications, for instance due to registered research projects that are not part of the grant, publication reports that are not limited to the DNRG grant period or a report based on a group of individually selected researchers with involvement in other research projects.

Excess publications must be deleted manually from the generated report.

#### 4.2 Publication records using the Excel template

This publication template is for building a publication record. There are two sheets in the template. One sheet is dedicated to publications, the other sheet to fill in information about patents.

The sheet for publications has the following data fields:

1. Publication year\*
2. Publication type\* [drop-down list with the following possibilities: Journal article, Conference proceeding, Monograph, Book chapter/contribution to anthology, Ph.D.-theses, other (please write type)]
3. Authors\*
4. Title\*
5. Place of publication (Journal/Publisher) \*
6. Volume/edition
7. Page numbers
8. Digital Object Identifier
9. Open Access status\* [drop-down list with the following possibilities; open, closed, embargoed]
10. Peer-review status\* [drop-down list with the following possibilities; Peer-review, Non peer-review]
11. Alternative link to OA postprint edition
12. Comment

The data fields marked with a \* should always contain data/values, while the other data fields depend on publication type and circumstances.

A separate sheet contains a template for patents. The following data fields are included:

1. Year\*
2. Inventors\*
3. Title\*
4. Patent Status\* [drop-down list with the following possibilities; Patent application, Granted patent]
5. Patent application number
6. Patent number

Please make sure that publications and patents that were reported in connection with previous annual reports are included.



**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/DNRF Chair				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
<p>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.</p> <p>MARK WITH X .....</p>	

*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):





*(B) Please choose the appropriate title from the drop-down list [professor, associate professor, postdoc etc.]. the titles in the list reflect the most common job titles in each category. If you cannot find the appropriate title in the list, choose [Other] and type in the correct title.*

*(C) Please type in an Open Researcher and Contributor ID (ORCID), if available.*

*(D) Full-time equivalent is to be calculated with up to two decimals and the foundation is aware that it may be an estimate. Work related to the center is to be included; research, teaching, supervision etc.*

*(E) Only periods longer than 3 weeks are included*

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

## Appendix 8

### PASSUS/SIGNATURE

#### Center/Niels Bohr professor/DNRF Chair

*Rigtigheden af oplysningerne vedr. årsregnskabet og tilhørende specifikationer bekræftes. Det bekræftes endvidere, at den samlede årsrapport og tilhørende bilagsdel er retvisende, dvs. ikke indeholder væsentlige fejlinformationer eller udeladelser, og at midlerne er forvaltet på en økonomisk hensigtsmæssig måde og i overensstemmelse med vilkårene i center-/Niels Bohr professor-kontrakten.*

*(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.)*

Dato/Date:

---

Underskrift/Signature: Grant holder

Dato/Date:

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Underskrift/Signature: Researcher- in-charge (Niels Bohr Professorships only)

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**COLLABORATIONS WITH  
INDUSTRY AND PUBLIC  
ORGANIZATIONS**

**SECTION A**

A) Company/Organization	B) Purpose of the collaboration	C) Outcome of the collaboration
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*(A) Please list (up to) the 10 most important collaborations with industry and public organizations (not universities). Please use the full name of the company/organization, avoiding unexplained abbreviations or acronyms.*

*(B) Please briefly describe the purpose of the collaboration.*

*(C) Please briefly describe the outcome of the collaboration (if possible).*

**CONFERENCES****SECTION B**

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

Title of event

*(A) Please list the international 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) Top 5 invited talks (B)

Title of event	Venue	Name(s) of participant(s)
1.		
2.		
3.		
4.		
5.		

*(B) Please list (up to) the five most prestigious talks that the center/Niels Bohr professorship group member(s) has/have given at international conferences. Please use full event title and venue name, avoiding unexplained abbreviations or acronyms.*

**EDUCATIONAL ACTIVITIES****SECTION C**

## a) Teaching activities

Level	Title of activity (A)	ECTS credit points (B)
Bachelor's		
Master's		
Ph.D.		
Other		

Please list educational activities to which the center/professorship contributed significantly, including Ph.D. courses and courses at the master's and bachelor's level. Also list summer schools and courses taught abroad. Do not include courses where center/professorship members have only given guest lectures, etc., and do not include the supervision for the master's and bachelor's thesis (reported below) Please state ECTS-point rating for each activity (if possible). Do not include the number of students in the ECTS-point rating. Use full activity title, avoiding unexplained abbreviations or acronyms.

(A): List each activity by its full title. Do not use abbreviations or acronyms.

(B): Please only insert numbers into the columns, preferably in the following format as an example (without citation marks): "7,5"

## b) Supervision

Number of Master Graduates (A)	Number of Bachelor Graduates (A)

Please list the number of master graduates and bachelor graduates supervised for their master's thesis or bachelor's thesis at the center/by the Niels Bohr Professorship group members.

**EXTERNAL FUNDING**

**SECTION D**

Funding category (A)	Funding body (B)	Purpose (C)	Grant holder (D)	Activity period (E)	Granted amount in DKK (F)	Partial amount allocated to the reported year (F)
Public Danish Fund						
Private Danish Fund						
International Fund						
Total amount					0	0

Please list all external funding that supports or relates to the center's/professorship's research and has been obtained by the grant holder or members of the center/professorship. List the total amount and the partial amount allocated to the reported year.

(A): Please choose relevant funding category from the drop-down list [Public Danish Fund, Private Danish Fund, International Fund]

(B): Please list the name of the funding body (if applicable, please specify the funding instrument). Please use the full name of the funding body, avoiding unexplained abbreviations or acronyms

(C): Please list the purpose of the external funding. Please avoid using unexplained abbreviations or acronyms.

(D): Please list the full name of the grant holder. Please avoid using unexplained abbreviations or acronyms.

(E) Please list the activity period using the following format, if exact dates are known (without quotation marks): "dd:mm:yy-dd:mm:yy." Otherwise, if exact dates are not known, use the format: 20xx-20yy

(F): Enter the granted amount and partial amount allocated.

**AWARDS****SECTION E**

Awards (A)	Recipient	Granted amount in DKK, if

*(A) Please list awards and prizes the grant holder or the members of the group have received in the reported year. Recipients can include all group members, listed in the staff list submitted in the annual report of the center*



**PUBLIC OUTREACH**

**SECTION F**

Type of outreach activity (Presentation, Event, interview, feature article/program etc.)	Subject	Contributor(s)	Link to event
1.			
2.			
3.			
4.			
5.			

*Please list and rank up to the five most important outreach activities that the center/Niels Bohr professorship group member(s) has/have participated in or organized. Please describe activity and include link if relevant. Avoid unexplained abbreviations or acronyms.*

**SPIN-OFF COMPANIES ESTABLISHED**

**SECTION G**

Names of spin-off companies established

*Please list the name of established spin-off companies.*

**PUBLICATIONS**

**SECTION H**

Total number of publications and patents in the reported year	Peer-reviewed/(Open Access) (A)	Not peer-reviewed
Number of journal articles		
Number of conference proceedings		
Number of monographs		
Number of book chapters		
Ph.D.- theses		
Patent applications		
Patents granted		
Others		

(A) Note the total number of peer-reviewed articles, followed by the number of peer-reviewed articles that are Open Access, enclosed in parentheses, for example, 27(16) .The above example represents 27 peer-reviewed articles, of which 16 are Open Access.

List and rank (up to) the 10 most important publications of the year from the center/professorship:	Journal Impact Factor
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Please list and rank (up to) the top 10 publications of the year according to your own view. Please give the authors, title, year of publication and full name of the publication source (i.e., the full journal name), avoiding unexplained abbreviations or acronyms. Please also include the latest Journal Impact Factor for the publication source (if available).

*Enclose a full publication list (in Excel) including all authors dating back to the center's/professorship's start. Please use one of the two templates provided by the DNRf. See guidelines section 4 for details.*

*Important forthcoming publications may be addressed in the comments to the appendices in the annual report.*

**PRESENCE IN DENMARK (NIELS BOHR PROFESSORS ONLY)****SECTION I**

A) Presence in Denmark		
Date from	Date to	B) Number of days
		0
		0
		0
		0
		0
		0

*A) Please list periods when the Niels Bohr professor has been at the host institution using the following format (without quotation marks): "dd-mm-yy."*

*B) Please note the number of days in the given period.*