Danmarks Grundforskningsfond
Danish National Research Foundation

User Guide for the DNRF Application Portal

Version 1.0

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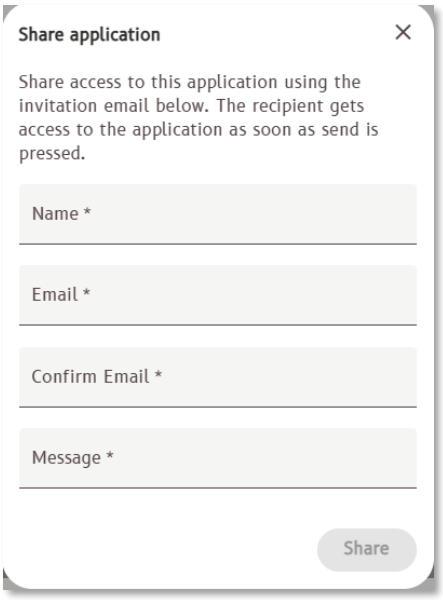
Draft application

Share draft with others

You can share your draft with others by clicking the Share icon.

Note: When you share your draft with others, they will have the same permissions as the applicant. This means that they can also view CPR numbers, share the draft with others, and invite and remove others from the draft.

To share your draft, enter the contact information for the person you wish to share it with. They will then receive an email with a link to create their own profile and will gain access to the draft.



Delete draft

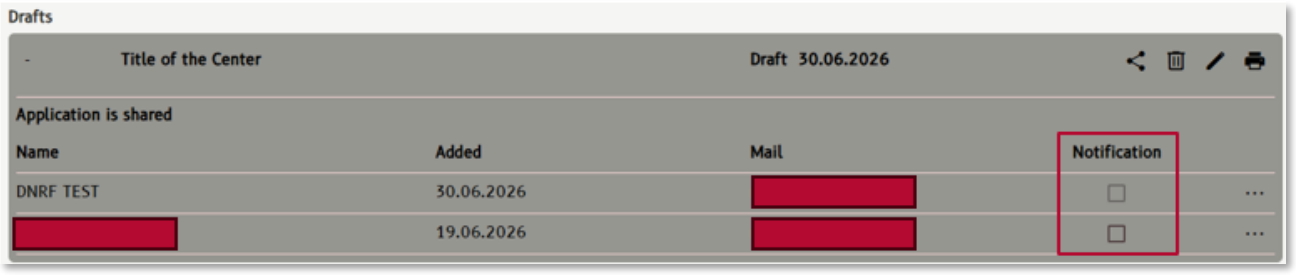
Click the trash icon in the overview if you want to delete a draft.

Edit draft

You can log in and edit your application at any time if it has not been submitted.

Note: If you need to edit an application that has already been submitted before the deadline, see "Edit submitted application."

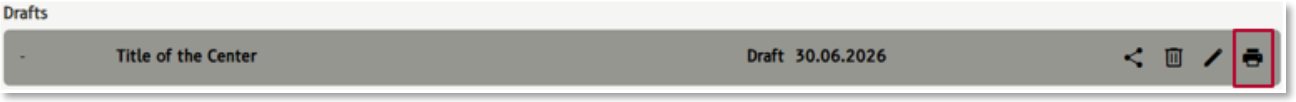
To receive notifications about the application, select the "Notifications" checkbox. Please note that you can only enable notifications for yourself, not for others.



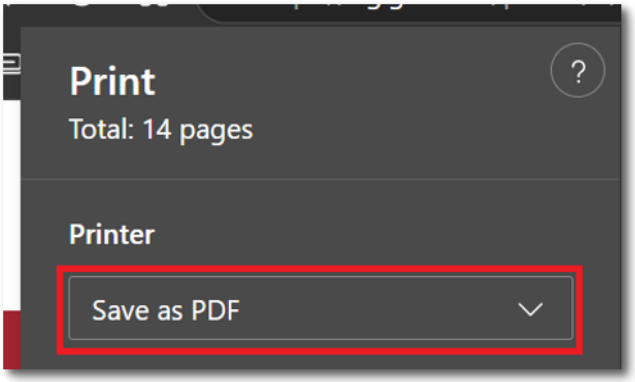
Note: Individuals the application is shared with are not considered part of the application and co-applicants mentioned in the application will not automatically be invited to the proposal. They therefore must be invited separately if they require access to view or edit it.

Print/download draft

Print or download a draft by clicking the printer icon.



This will open a new window where you can choose to save the draft as a PDF or print a physical copy.

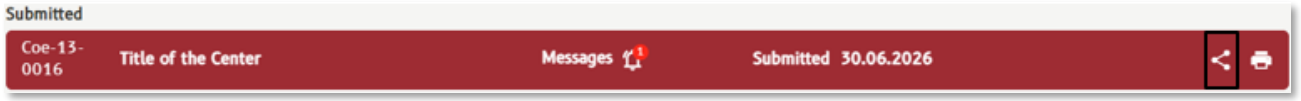


Submitted application

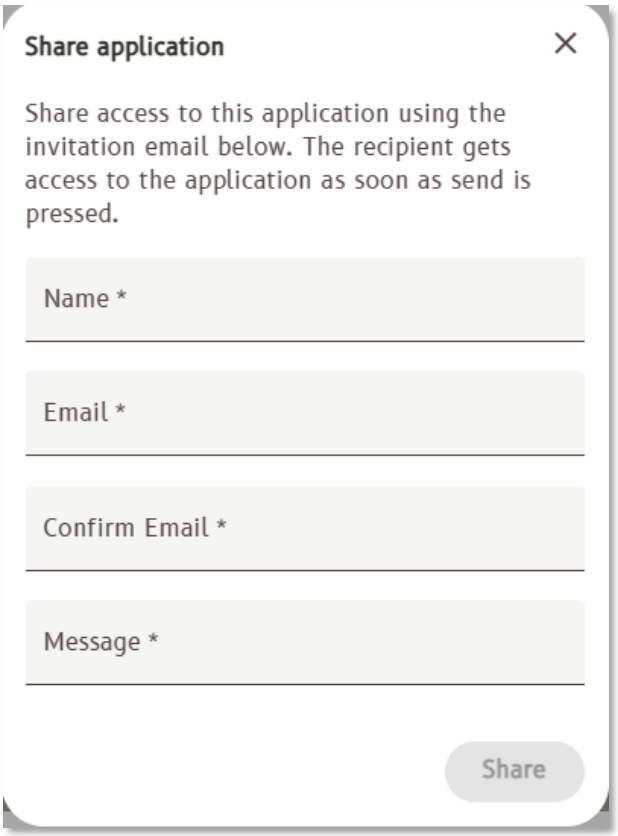
Share submitted application with others

You can share your submitted application with others by clicking the Share icon.

Note: When you share your application, everyone you share it with will have the same permissions to the application as you do.



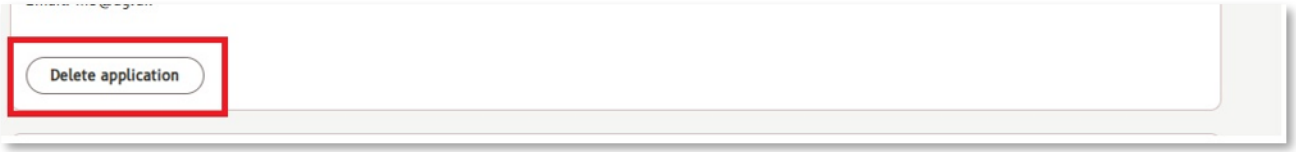
To share your submitted application, enter the contact information for the person you wish to share it with. They will then receive an email with a link to create their own profile and will gain access to the application.

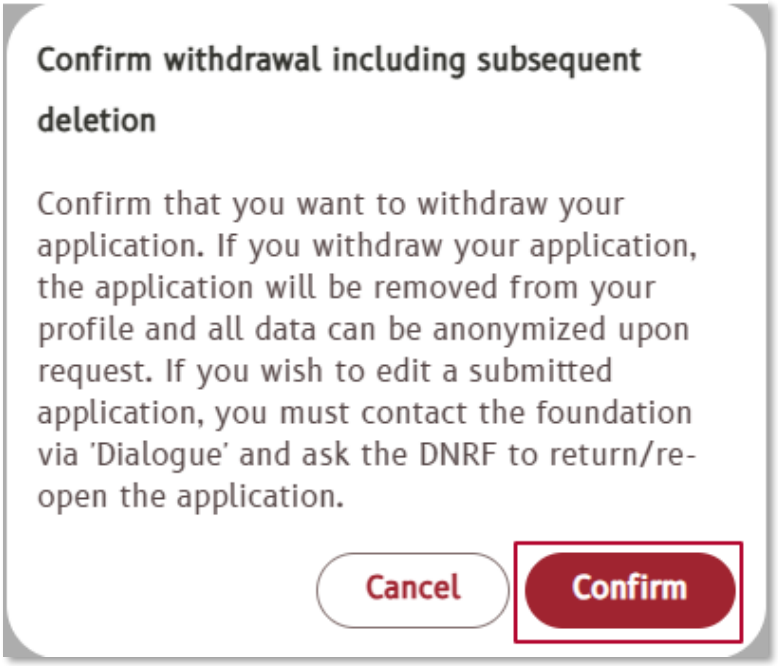


Delete submitted application

If you wish to delete your submitted application, click your application in the overview.

Click "Delete application" and confirm.



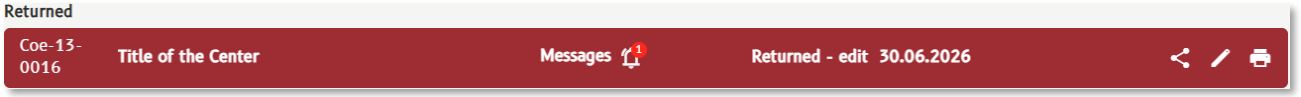


Edit submitted application

If you wish to edit a submitted application before the deadline, please contact DNRF at dg@dg.dk / +45 33 18 19 50. We will then reopen the application so you can edit it when you log in to the application portal. You must still submit the revised application before the deadline.

Note: The opportunity for having your application reopened will only be done by the foundation during opening hours (approximately between 09:00 and 16:00).

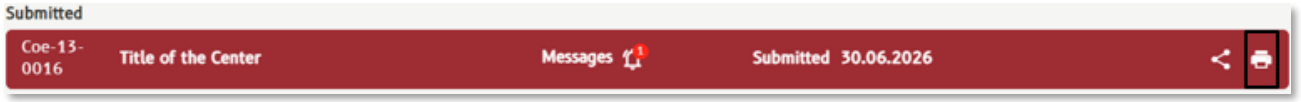
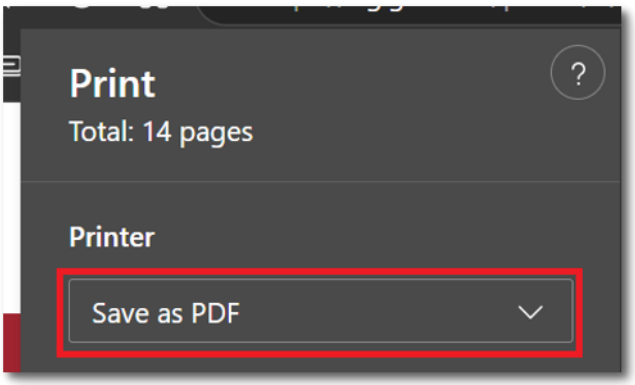
The reopened application will be marked as Returned.



Note: If DNRF reopens your application, please be aware that the individuals you have shared it with will still have access to the application and will still be able to view the CPR number you entered.

Print/download submitted application

Print or download a submitted application by clicking the printer icon.



This will open a new window where you can choose to save the application as a PDF or print a physical copy.