

# Grant Guidelines

The grant holder is responsible for following the existing guidelines found at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk).

## General grant guidelines

### Grant period

The grant period is outlined in the grant letter or in the later submitted notice. The Carlsberg Foundation must approve any change in the grant period.

For any postponement of the start date, a written request with a justified reason must be sent to the Carlsberg Foundation before the start date.

For any extension of the grant period, a written request with a justified reason must be sent to the Carlsberg Foundation no later than a month before the expiration date.

Any request of change in the grant period must be submitted via the Carlsberg Foundation application and grant system (Webfond) at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk). The Carlsberg Foundation's template must be used.

If the funding has not been fully used at the expiration of the grant period, the remainder of the grant will be repealed.

### Disbursement of grants

Any grant disbursement requests must be submitted via the Carlsberg Foundation application and grant system (Webfond) at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk). The Carlsberg Foundation's template must be used.

### Administration of the grant

The grant should be administrated at the Danish institution where the project is conducted. This does not apply to the Internationalisation Fellowships and in some cases publication support where the grant is administered by the grant holder.

### Redistribution of budget lines

If the redistribution of individual budget lines exceeds 25%, the redistribution must be approved in advance by the Carlsberg Foundation.

### Employment

If the grant contains salaries for employment of unnamed researchers, their CV must be approved by the Carlsberg Foundation prior to employment.

## Change of grant holder

A grant from the Carlsberg Foundation is given to the main applicant.

In situations regarding job change or death the grant is, by standard, void. Transference of a grant to another person requires an exceptional reason and must be approved by the Carlsberg Foundation.

## Dissemination and publication

It has to be clearly stated that the research project was granted by the Carlsberg Foundation in dissemination activities, publications, press publicity etc. Please find more information at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk).

## Reporting

Reporting of a grant must be submitted no later than three months after the termination of the grant period.

Reporting must be submitted via the Carlsberg Foundation application and grant system (Webfond) at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk). The Carlsberg Foundation's templates must be used.

The grant will terminate when the Carlsberg Foundation has approved the reporting.

If a grant holder does not follow the reporting guidelines, the Carlsberg Foundation has the right to demand the grant either partly or fully repaid.

## Specific guidelines for the individual types of grants

### Internationalisation Fellowships

#### ***Tax***

For further information about taxation conditions regarding the grant we refer to the Danish tax authorities *SKAT*. The audit firm KPMG have compiled a memorandum in 2013 about the general taxation rules in regards to the Internationalisation Fellowships ([see the KPMG memorandum](#) – only in Danish).

#### ***Reporting***

You must submit a scientific report no later than three months after the termination of the grant period, using the template found in the Carlsberg Foundation application and grant system (Webfond) at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk)

### Other Postdoctoral Fellowships

This category includes the following grants:

- Postdoctoral Fellowships in Denmark
- Distinguished Postdoctoral Fellowships
- Postdoctoral Fellowship at the Danish Institute at Athens

- HM Queen Margrethe II's Distinguished Postdoc Fellowships
- HM Queen Margrethe II's Distinguished Postdoc Fellowship on the subject of Danish - French cultural relations 1660 - 1800
- HM Queen Margrethe II's Distinguished Postdoc Fellowships on the subject of Danish-British portraiture
- HM Queen Margrethe II's Distinguished Postdoc Fellowship on the subject of plant science
- HM Queen Margrethe II's Distinguished Postdoc Fellowships in Hans Christian Andersen studies in Denmark

### ***Reporting***

You must submit both a scientific report and a financial statement, no later than three months after the termination of the grant period, using the templates found in the Carlsberg Foundation application and grant system (Webfond) at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk).

## **Distinguished Associate Professor Fellowships**

### ***Reporting***

You must submit both a **scientific** report and a financial statement, no later than three months after the termination of the grant period, using the templates found in the Carlsberg Foundation application and grant system (Webfond) at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk).

## **Special Research Projects**

### ***Reporting***

You must submit both a scientific report and a financial statement, no later than three months after the termination of the grant period, using the templates found in the Carlsberg Foundation application and grant system (Webfond) at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk).

## **Semper Ardens Research Projects**

### ***Reporting***

You must submit both a scientific report and a financial statement, no later than three months after the termination of the grant period, using the templates found in the Carlsberg Foundation application and grant system (Webfond) at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk).

## **Semper Ardens Fellowships within the Humanities and Social Sciences**

### ***Reporting***

You must submit a financial statement with the printing bill, no later than three months after the termination of the grant period.

## Research Infrastructure

The grant is administered by the institution where the project is conducted. VAT is not included in the grant if the institution is a public institution.

### **Reporting**

You must submit both a scientific report and a financial statement, no later than three months after the termination of the grant period, using the templates found in the Carlsberg Foundation application and grant system (Webfond) at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk).

If the grant for research infrastructure is given as part of a larger grant, the financial statement is included in the reporting of the larger grant.

## Field Trips / Research stays at Foreign Institutions

### **Reporting**

You must submit both a scientific report and a financial statement, no later than three months after the termination of the grant period, using the templates found in the Carlsberg Foundation application and grant system (Webfond) at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk).

If the grant for field trips / research stay at foreign institution is given as part of a larger grant, the financial statement is included in the reporting of the larger grant.

## Publication

You must send two copies of the publication to the Carlsberg Foundation. We reserve the right to request five additional copies.

### **Reporting**

You must submit a financial statement with the printing bill, no later than three months after the termination of the grant period, using the templates found in the Carlsberg Foundation application and grant system (Webfond) at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk).

If the grant for publication is given as part of a larger grant, the financial statement is included in the reporting of the larger grant.

## Conferences

### **Program**

As soon as the program is finished you must submit it via the Carlsberg Foundation application and grant system (Webfond) at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk). We must receive the program at least 1 week prior to the conference.

Board members of the Carlsberg Foundation should be given the opportunity to participate in the conference.

### ***Reporting***

You must submit a financial statement, no later than three months after the termination of the grant period, using the templates found in the Carlsberg Foundation application and grant system (Webfond) at [www.carlsbergfoundation.dk](http://www.carlsbergfoundation.dk).

### **Contact information**

The Carlsberg Foundation secretariat:

Email: [carlsbergfoundation@carlsbergfoundation.dk](mailto:carlsbergfoundation@carlsbergfoundation.dk)

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