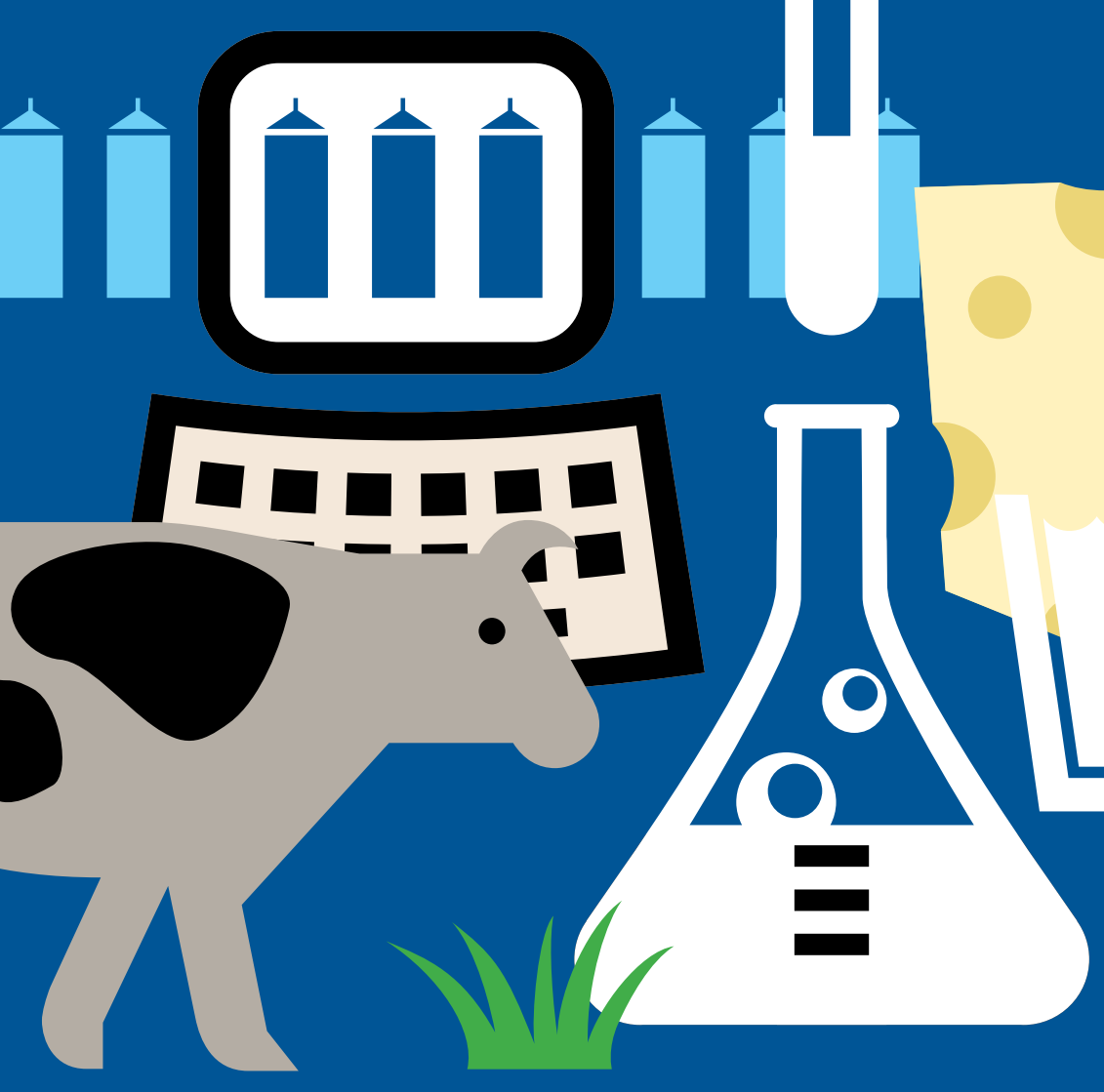


Danish Dairy
Research Foundation



Project Guide

March 2021

TABLE OF CONTENTS	PAGE
Who is DDRF?	3
Application phase	4
Prior to project start	5
During the project process	6
At project completion	9
Annual cycle	10
Contact DDRF	11

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March 2021

Helpful hints for your projects

This is the Danish Research Foundation (DDRF) Project Guide. The objective of the guide is to provide answers on how to optimally manage your DDRF projects.

The guide is intended to be a tool to be used when the project manager and project participants have doubts about the guidelines, which – as a starting point – also appear in the project’s cooperation agreement.



Who is Danish Dairy Research Foundation, DDRF?

DDRF is a non-commercial foundation, established by the Danish Dairy Board in 1990. Today, DDRF is administered by the Danish Agriculture & Food Council and the Danish Dairy Board.

DDRF initiates and coordinates basic dairy research projects in close interaction with the dairy industry and, e.g., universities, hospitals, and the suppliers. The projects are pre-competitive in nature and underpin research-based innovation at the dairies.

The objective is to support dairy research in addition to strengthening training and education of future candidates and PhDs of relevance to the dairy industry, to include training and education of dairy engineers. The dairy industry is convinced that a strong and dynamic dairy research environment nourishes strong candidate programs which, looking forward, remain attractive to young people and secure the recruitment basis for the sector.

DDRF's research initiatives focus on four core areas:

- Food design, technology & biotechnology
- Food safety & analyses
- Health & nutrition
- Food aid & better food for more people

DDRF consists of a Board of Directors and a Secretariat. The board consists of 13 members from the dairy industry and the Danish universities. Two members are appointed by relevant ministries. Lars Dalsgaard, Arla Foods, is the chairman of the Board of Directors. The total composition of the board appears at the foundation's website www.mejeri.dk/forskning.



Lars Dalsgaard
Arla Foods
Chairman,
Danish Dairy
Research Foundation

Application phase

As a starting point, DDRF initiates one annual call for expressions of interest. We try to adjust the application deadline to coincide with other application deadlines. The calls will highlight what DDRF attaches particular importance to, such as priorities for which the Board of Directors would welcome project applications.

Follow the guidelines on application requirements. It is important to provide a layman's description of the project, clearly specifying how the dairy industry can benefit from the project results. To be true, errors and missing information in the application may not directly result in the application being rejected, but if the application appears sloppy and incomplete, it leaves a bad first impression. The Secretariat welcomes your questions during the whole application phase.

Once we have received your application, we acknowledge receipt. Then the Secretariat will start preparing the application for the board. In this connection, we make an initial assessment of the project's relevance to the industry, its research qualities, capabilities for interplay with the industry and public research institutions as well as management and organization.

Other specific evaluation criteria will appear from the wording of the call.

The Board of Directors will make the final project selection based on the selection criteria specified in the call and will nominate the projects in prioritized order within the available financial framework. Prior to selection, each project is reviewed and discussed.

The Secretariat will provide applicants with answers to their applications as soon as the minutes of the board meeting have been approved. Please contact the Secretariat at any time for further clarification on rejections and commitments.

If the project has been professionally recommended, the applicant will receive either a grant letter (if the remaining funding is in place) or a letter stating that the project has been professionally recommended and that remaining funding is required from external sources and from, e.g., the Milk Levy Fund. Applications to the Milk Levy Fund are typically made prior to the summer vacation period. The Secretariat will assist in this phase.



Prior to project start

Prior to project start, the remainder of the funding must be in place – i.e., typically a minimum of 50 percent, which must be provided by external sources and/or own financing. You have more than 18 months to get the remainder of the funding in place – as appears from your grant letter. At this point, you must present written documentation that all financing is in place.

When applying to funding providers (public authorities), a copy of the application should be forwarded to DDRF, and the DDRF Secretariat should be informed of the process. Therefore, DDRF must receive a copy of the final grant letter. DDRF is also happy to assist with writing letters of support and reading through applications prior to forwarding to external national and international funding bodies.

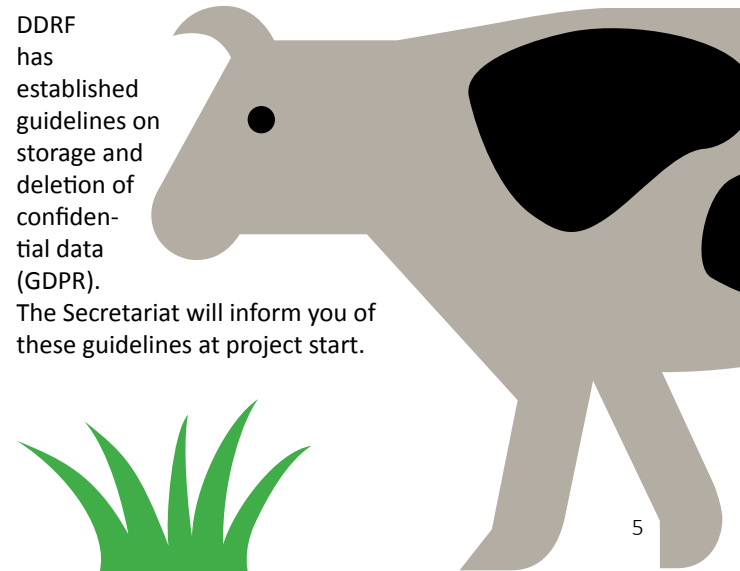
When the final grant has been approved, a grant letter will be forwarded to the project manager. The letter provides information about project scope, grant amount, and financial reporting.

The DDRF Secretariat now prepares a proposal for a cooperation agreement to be approved and signed by all

parties to the project. It is often advantageous to have lawyers do what they do best, namely the legal aspects. It is your task to provide information on project organization, time frame, professional scope, foreground matters, etc. As a point of departure, the DDRF standard contract is tailored to the project, unless other grant authorities require that their templates be used. At this time, it is determined in which coordination group the project belongs.

DDRF has established guidelines on storage and deletion of confidential data (GDPR).

The Secretariat will inform you of these guidelines at project start.



During the project process

Coordination groups and status reporting

Normally, biannual meetings are held in the interdisciplinary coordination groups. Once a year (typically in the month of March), the project manager will prepare a brief impact assessment (progress report) to be forwarded to the Milk Levy Fund (if financing is obtained here) and to DDRF. The report must contain a brief review of the results achieved and list any deviations from timetables, budgets, and/or objectives. Please also refer to instructions on impact assessment.

New projects are introduced at the first available coordination group meeting (background, objectives, hypotheses, work packages/experimental design, organization, relevance to the dairy industry, etc.). At the following meetings, the project status will be reported until project completion, at which time a detailed final report is made. The Secretariat and the project manager will agree on which time in the process the different reporting forms should be used. First and foremost, the coordination group meetings function as a professional forum where industry and university participants meet and discuss plans, results, and progress, and where everyone contributes to further optimizing the projects.

The meetings are characterized by active participation, good professional and open discussions, and two-way exchange of knowledge between the industry and universities, and between juniors and seniors. Most of the participants consider the coordination group meetings a fantastic networking opportunity.



Poul J. Pedersen
Thise Dairy
Chairman,
Technology & Safety



Henrik J. Andersen
Arla Foods Ingredients
Chairman,
Health & Nutrition



Communication about the project

One of the most important DDRF objectives is to ensure transfer of knowledge to the dairy industry. This is done at, e.g., coordination group meetings and via articles, conferences, project meetings, etc.

Once a project has been approved, it is the obligation of DDRF to publish information about the project on the Foundation website.

As part of the dissemination and publication of project results, the project manager/project group will prepare short popular science articles for publication in the magazine, Maelkeritidende. As a starting point, an article is published at project start, as an introduction to the project. Another article is published towards the end of the project, summarizing project results. The DDRF Secretariat distributes guidelines for the articles to be published in Maelkeritidende, when applicable.

Prior to submission of articles, theses, conference contributions, etc., for publication, these will be forwarded to DDRF. The Secretariat will do its utmost to provide a quick

response in order not to delay publication for that reason. “The approval stage” has been added to ensure that the material does not conflict with any dairy industry patent applications and to ensure that the Danish Dairy Research Foundation and any other financial support entity are included in the “Acknowledgement”.

Also, please remember that results presented orally at a conference may have difficulty being patented subsequently. Reference is made to the cooperation agreement, for more specific disclosure requirements.

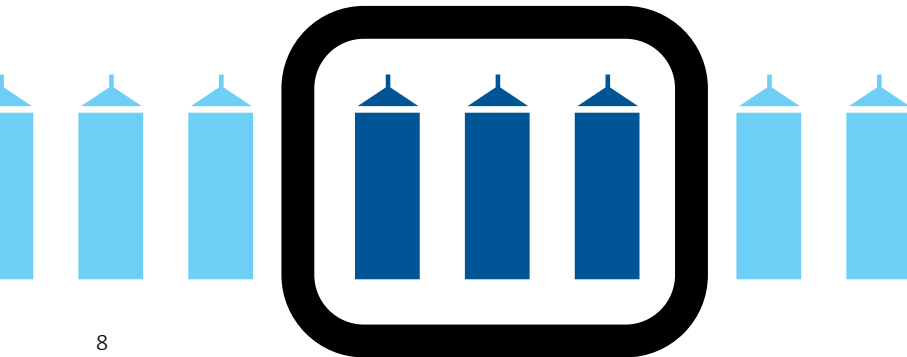
Copies of the final, published articles, theses, etc., should also be forwarded to DDRF for information (preferably in a PDF file). In addition, DDRF strives to communicate project results to the broader public. If you have suggestions for good research-based stories, we will be happy to help you with distribution.

Economy and application to the Milk Levy Fund

Each calendar year, financial statements will be prepared. DDRF or the Milk Levy Fund (dependent on who provides the remaining funding) will send the paradigm at year-end. The deadline for returning the financial statements is around 1 March.

Any changes to the project (extension, budget, maternity/paternity leave, etc.) must be reported, and subsequent application must be made to DDRF and the Milk Levy Fund (if project commitment originates here).

See also grant letter for specific details.





At project completion

Final report

Immediately following project completion, the project manager prepares a detailed final report on the research results achieved. The report will be approved by the Secretariat and will be presented to the coordination group. DDRF will forward the report to legal deposit at the Royal Library. The specific deadlines appear in the cooperation agreement; however, final reporting must often be completed within three months. Guidelines for the final report will be provided by DDRF in connection with project completion.

Maelkeritidende

As described earlier, an article is prepared for Maelkeritidende, summarizing project results and underlining the impact, the research results have on the dairy industry. Guidelines may be obtained from the Secretariat.

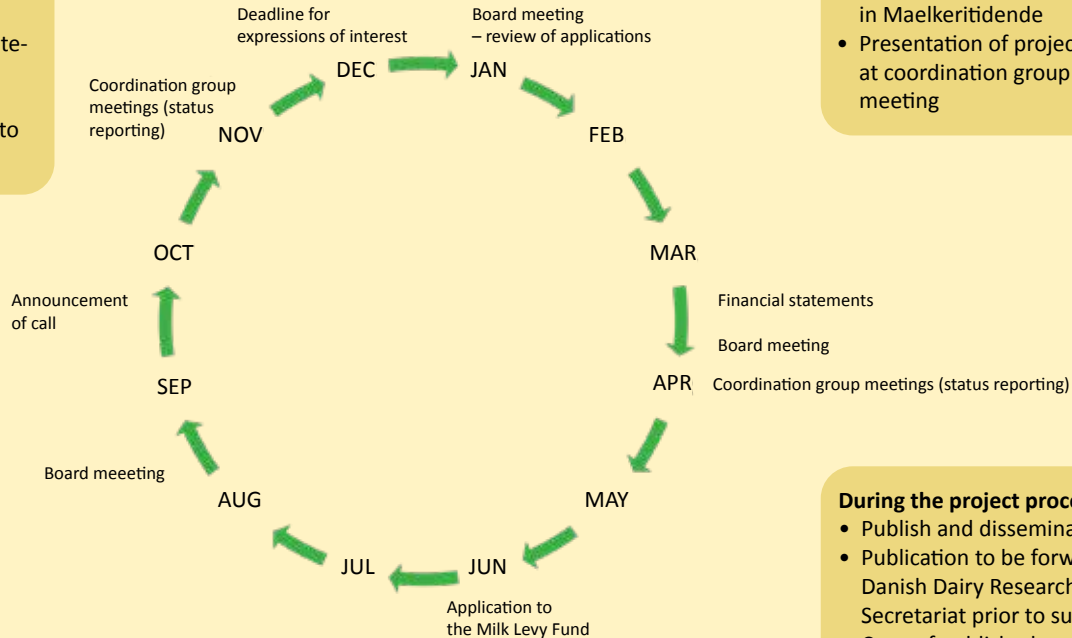
Final accounts and cooperation agreement

Specific final accounts are not prepared for DDRF, the reason being that an annual statement will be submitted. The grant recipient will notify DDRF when the project has been completed, i.e., when the final article for Maelkeritidende has been written, the final report has been approved, and when last year's accounts have been completed and approved.

At project completion:

- Submit final report in writing
- Final oral reporting at coordination group meeting
- Latest financial statements provided
- Article on project results forwarded to Mælkeritidende

Annual cycle



At project start:

- Documentation of total financing
- Cooperation agreement
- Presentation of project in Mælkeritidende
- Presentation of project at coordination group meeting

During the project process:

- Publish and disseminate results
- Publication to be forwarded to the Danish Dairy Research Foundation Secretariat prior to submission
- Copy of published material to be submitted to the Secretariat

Contact DDRF

The Secretariat welcomes your questions. We are always ready to enter into dialogue with you to ensure the very best project process.



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Research issues,
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Finance, cooperation
agreements, applica-
tions to foundations,
Board of Directors



food design,
technology &
biotechnology



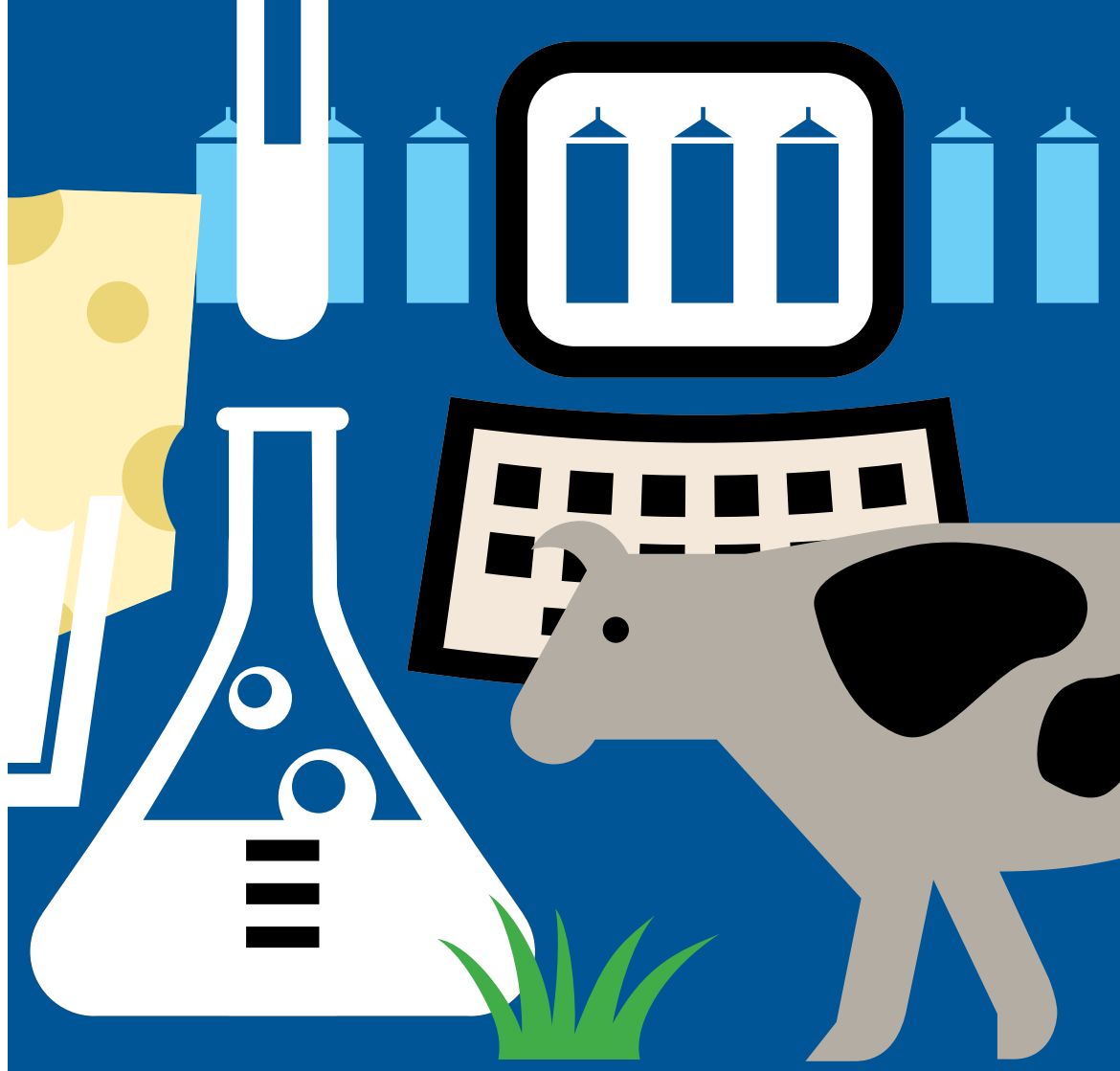
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