

FUNDING CONDITIONS

October 2011

The Danish Cancer Society

Strandboulevarden 49
DK-2100 Copenhagen Ø
Telephone +45 3525 7500
Telefax +45 3525 7701
www.cancer.dk

**The Scientific Committee &
The Psychosocial Cancer Research Committee**



PLEASE READ THE CONDITIONS

THEN YOU KNOW WHAT YOU MUST AND CAN DO

Questions in connection with funding should be directed to the persons mentioned below in the Funding Section which is the secretariat of the funding committees:

Secretary Christina Koefoed-Hansen, Tel. +45 35 25 72 59, e-mail ckh@cancer.dk
Secretary AnneMette Bak, Tel. +45 35 25 72 57, e-mail amb@cancer.dk
Head of Section Birgit Christensen, Tel. +45 35 25 72 58, e-mail bc@cancer.dk

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1. GENERAL CONDITIONS

Responsibility in connection with the grant

The grant holder (the main applicant) is responsible for ensuring that the grants are spent for the purpose for which it is allocated, that no spending in excess of the granted amount takes place, and also that the funding conditions are complied with.

The grant holder is also responsible for prevailing laws being enforced with regard to experiments with animals and further that the scientific-ethical committee system for processing of bio-medical research projects etc. is adhered to. This also includes ensuring that the necessary approvals/registrations are obtained from data surveillance, the scientific-ethical committee, the committee for experiments with animals etc. before project start-up.

Further, the grant holder has the responsibility that the prevailing rules with regard to scientific dishonesty and good scientific practice are adhered to.

The grant has been allocated in accordance with the project description and the budget stated in the application and based on a scientific assessment of the project and the applicant's qualifications. Substantial changes in the basis for the project – e.g. that the project or the grant holder is moved to another institution – cannot be made without the prior approval of the committee.

If the funding conditions are not respected, the committees reserve their rights to cancel payment of remaining amounts and to demand repayment of the granted amounts partly or fully.

If funds are allocated from other sources for the same purpose, the Danish Cancer Society must be informed, and if need be, the right to reduce the grant is reserved.

Funds are allocated on the condition that the grant holder has not received nor is expected to receive any financial support from the tobacco industry.

Period of spending

As a main rule the grant has to be spent in the period indicated in the funding letter.

Expenses defrayed prior to the indicated period cannot be covered by the grant.

The grant can be spent until the date mentioned in the funding letter. **Any remaining amounts will thus be cancelled – without further notice – after the indicated date.** However, if a need should arise for spending of the grant after the expiry date, a substantiated application can be submitted to the committee at the latest 3 months after the expiry date.

Types of grants

Funding of projects is allocated either as framework grants or as grants based on a specified budget.

A framework grant is allocated as a fixed yearly amount in accordance with the budget stated in the application. The allocated amount is to be spent on scientific and non-scientific assistance, consumables, travel costs or equipment in accordance with the stipulations of the funding conditions. If the funding is used for other **project-related expenses** other than the ones applied for, this does not require the prior approval of the funding committee. Major deviations from the budget of the application or a major transfer of unspent funds from one allocation year to the subsequent year must be explained in the yearly financial report. **The allocated amount is to cover the costs, including changes of prices and salaries during the complete funding period and must not be exceeded.**

A specified grant is allocated e.g. as a number of months within different categories of staff plus fixed amounts to cover other types of expenses (consumables, equipment etc.). Detailed stipulations as regards employment and salaries are found in section 2b. Remuneration.

The use of specified grants on other budget items than the ones stated in the funding letter is subject to the **prior** approval of the funding committee. Major changes of the spending period must be reported to and approved by the committee. It is not necessary to inform of minor delays (less than 6 months).

Additional grants

Applications for increase of already granted funds will only be accepted in very specific cases (see also section 2 concerning maternity leave and long-time illness). Applications for additional grants must include a detailed justification that the granted amounts are not sufficient. Normally, it will not be considered as an acceptable justification that only part of the amount applied for was actually allocated.

Expenses that cannot be covered by the grant

- administrative fees, general overheads (rent, electricity, water, telephone etc.) or similar
- supervision and overheads in connection with PhD studies and normally excluding expenses for courses related to the studies
- laboratory assistance in connection with junior fellowships
- expenses defrayed before the date of applying
- starting up or operation of bio-banks

Final report

A final report must be submitted for all grants. The deadline for submission of the final report is indicated in the funding letter.

The report form must be filled in and submitted through the electronic application and reporting system of the Danish Cancer Society which is to be found via www.cancer.dk – Research – Funding. If the grant is given before the year 2009 the report form forwarded with the funding letter is to be used. This form can also be downloaded from the website of the Danish Cancer Society.

Research dissemination

The fact that the Scientific Committee and the Psychosocial Cancer Research Committee are able to allocate large amounts of money each year is due to contributions from the Danes that are supporting the Danish Cancer Society relying on the money being spent in the best way. In order for this to continue the Danish Cancer Society must be able to document the purpose for which the money is spent. This is to ensure that people receives as much information as possible about how the money is spent when supporting the Danish Cancer Society.

Consequently, we ask the grant holder to observe the following:

- You will receive a logo which is to be used when presenting the project (lectures, posters, publications etc.).
- After finalizing the project you are asked to prepare a summary as a popular version of the results obtained and forward it to the Head of the Communication Section of the Danish Cancer Society with a view to a possible press release.
- The results of the research project should be published in well-known journals with peer-review.
- When you make statements to the press about the project funded by the Danish Cancer Society or when you publish the results of it you must **always** mention the funding source.
- In case the substance of your project is suitable for general publication, the Danish Cancer Society will contact you in order to prepare articles in a popular version in close collaboration with you.

These articles will be prepared for use in connection with information and/or fund raising activities.

- The local committees of the Danish Cancer Society arrange lectures with a view to disseminating research results. We will therefore ask you to be available for lecturing in local committees.

2. FURTHER GUIDELINES:

2a. Multi-annual grants

General conditions

If the committee has decided to allocate a multi-annual grant to the project, the number of years covered by the funding will appear from the funding letter.

The allocation for the 1st year can be spent from the date stated in the funding letter whereas, normally, the allocations for the 2nd year and subsequent years will be subject to the submission of a release request.

The application for release is to be submitted at the latest on 15 September of the year prior to the start of the project in question, unless a different deadline is stated in the funding letter. An application can be forwarded by filling in an electronic report form "Frigivelse (release)", which is to be found in the electronic application and reporting system of the Danish Cancer Society via www.cancer.dk – Research – Funding. If the grant is given before the year 2009 the report form forwarded with the funding letter is to be used. This form can also be downloaded from the website of the Danish Cancer Society.

Release of funds will thus only take place on the basis of a specific application to this effect prepared by the grant holder. **If the release request has not been submitted before the indicated deadline, the Danish Cancer Society reserves the right to stop payment in accordance with the grant - without notice - when the amount released earlier has been spent.** Further payments will only take place after the release request has been submitted and approved.

Employment of staff should take place as mentioned under section 2b. for the complete funding period even if the granted amounts are released for one year at a time because notice can be given based on collective agreements in case changes of the project should entail that part of the grants cannot be released. With regard to employment periods for research fellowships and scientific assistants the guidelines stated under section 2c. – 2e. will apply.

Special conditions for framework grants

The funding letter includes a specification of the allocated amount for each of the years covered by the grant. The amount is also to cover increase in prices and salaries. When release of framework amounts to cover the 2nd year or possibly subsequent years has been approved, a confirmation letter will be forwarded to the grant holder.

Special conditions for specified grants

The funding letter will include a specified budget for the first year of funding as well as a specification of the amounts allocated for the subsequent year(s). When the release of the amounts to cover the 2nd year or possibly subsequent years has been approved, a specified funding letter will be forwarded covering the released part of the grant.

In connection with the request for release of a part of a specified multi-annual grant it is possible to apply for minor shifting between the different budget items (e.g. shifting of amounts for equipment and consumables) if justification is presented. In special cases minor, substantiated increases of the budget can be applied for at the same time, whereas requests for major increases of the granted framework amounts must be presented in connection with the ordinary main allocation. It should be noted that only exceptionally will applications for increase of multi-annual grants be met, and only in case a specific justification for the increase is provided.

2b. Remuneration

General conditions

The grant cannot be spent on salary for other persons without the prior approval of the committee if a named person is indicated in the funding letter. In case no names are indicated in the funding letter, it is the responsibility of the grant holder to ensure that the persons employed have the qualifications needed for the project work.

Payment of salaries is based on the collective agreement at the place of work concluded with the relevant negotiating association.

Special allowances according to collective agreements are made depending on job category. Salaries must not be paid above the scientific level needed for the completion of the project.

Normally, no individual/personal allowances are granted. This type of allowances is subject to the prior approval of the committee. When applying for allowances, project-related justification must be provided. Framework grants will not be increased even if the committee permits a person paid through these funds to receive an individual allowance. Guidelines for salaries, including allowances, can be changed, however, as a consequence of new collective agreements.

Guidelines for employment of research fellows and scientific assistants are found under section 2c. – 2f.

The managing institution will take care of the specific determination of salaries, also taking seniority into account, as well as the actual payment of salaries.

Any employment is subject to employment contracts being concluded. If the managing institution has not prepared an employment contract, an employment form must be completed and signed both by the employee and the grant holder and forwarded to the Funding Section of the Danish Cancer Society. The relevant form can be downloaded from the website of the Danish Cancer Society, www.cancer.dk – Research – Funding. Salary level and possible allowances as well as the period of employment at the project must appear from the employment contract or the employment form.

In case of a fixed-term agreement the employment will cease automatically without notice by the end of the employment period indicated in the employment contract or in the employment form.

If an employee must be given notice within the employment period, it is **the obligation of the grant holder to ensure that prevailing rules as to notice is observed.** The Danish Cancer Society will not cover additional expenses incurred by the non-compliance with these rules.

In connection with multi-annual grants the grant holder must have in mind that employment contracts are concluded for the complete funding period, as employment could come to an end at a notice given in accordance with the rules of the Salaried Employees' Act, in case changes of the project would entail that parts of the allocation cannot be released. In that case the Danish Cancer Society will cover the salary in the period of notice.

Project employments take place in accordance with the rules of the Salaried Employees' Act, the Holiday with Pay Act, and the Benefits' Act.

The project employees are also subject to the general rules of the workplace as regards employment, work and order, unless this is contrary to the conditions stipulated for the grant, including the responsibility of the grant holder.

The employees are also subject to the local rules as to eligibility and right of voting for the supervisory boards of institutions etc., unless this is contrary to the conditions stipulated for the grant, including the responsibility of the grant holder.

Normally, overtime pay will not be accepted and will always be subject to the approval of the Danish Cancer Society.

Holidays and sick days must always be reported to the payroll office of the managing institution according to the rules applicable to the institution.

In case the employee's institution makes provisions for fictitious holiday pay on a special joint account, **unspent fictitious holiday pay must be added back to the grant account before the final settlement of accounts for the funding is submitted.**

Framework salary grants

If the salary is given as a framework grant for salary, it cannot be exceeded even if the employee's salary exceeds the allocated amount. In connection with framework grants for salaries granted by the Scientific Committee to junior or post-doc fellowships a possible surplus amount can be used for purchase of consumables for the project if no grant otherwise has been given for consumables.

Special stipulations for specified salary grants

The amount for salaries is to cover the number of working months/hours specified in the funding letter.

The specified amount for salaries is an average amount for the staff category in question. This amount is to cover salaries according to collective agreements, including employer's contribution, holiday pay etc. If it turns out that the amount is not sufficient because of the employee's seniority or because of additional expenses in connection with maternity leave or sickness (see the paragraph on maternity leave and sickness), the Danish Cancer Society will pay the difference. If there is a surplus amount, because the employee has less seniority, the surplus amount must be returned to the Danish Cancer Society. **It is not possible to spend the surplus amount on prolongation of the employment or for other purposes.**

If grants are spent on employment of hourly staff, salary transfer will take place on receipt of time cards, signed by the grant holder and the employee and forwarded to the managing institution.

It is the responsibility of the grant holder to ensure that the granted number of months/hours is not exceeded.

If a salary amount is stated without any indication of months/hours in connection with salary grants, it is the responsibility of the grant holder to ensure that the allocated amount is not exceeded.

Maternity and sick leave

In co-operation with the managing institution the grant holder must ensure that maternity leave and sickness will have as little impact on the finalization of the project as possible.

In case of maternity leave or long-term illness (longer than 1 month) within the employment period, this period can be prolonged or a substitute can be employed for a period equivalent to the period of leave. This can take place on the basis of reimbursement payments from the government in connection with maternity and sick leave and/or supplementary grants. Such supplementary grants can only be requested if the expenses for a prolongation or a substitute cannot be covered by reimbursement and in case the funds are not granted within framework funding. It

must appear from the application for supplementary grants for which period the person in question is employed with the project, because normally, substitute assistance and prolongation will only be granted in connection with employments of certain duration (approx. 1 year).

Applications for reimbursement from the government in connection with maternity and sick leave are to be submitted at the earliest opportunity, and such reimbursed amounts must be paid into the project account to cover the employee's salary during the leave.

In case the grant is given as a framework grant, it is not possible to apply for supplementary grants in connection with expenses for substitutes or prolongation of employment.

2c. Post-doc fellowships

Post-doc fellowships are awarded researchers with a PhD or a similar degree who are able to document a certain experience in research work - to process an independent research project. If the PhD degree has not yet been achieved when the funds are granted, the funds cannot be spent until the funding committee has received documentation of the PhD degree being awarded.

The fellowship is awarded for the period indicated in the funding letter.

The fellowship is a full-time assignment. The research fellow must not have any other paid jobs during the fellowship period, unless the funding committee has accepted this. Such permissions are only to be expected in quite extraordinary cases.

Post-doc research fellows will receive no allowance for the status as physician or chief physician at hospitals.

If the post-doc research fellow earlier has received an associate professor's allowance and has had a job as associate professor or has a doctoral degree, the research fellow can be paid a salary equivalent to the salary of an associate research professor at the universities.

2d. Junior fellowships

Junior fellowships are awarded researchers that are able to document some research experience (as a minimum being the first author of an article in an international journal with peer review or similar).

The fellowship is awarded for the period indicated in the funding letter.

The fellowship is a full-time assignment. The research fellow must not have any other paid jobs during the fellowship period, unless the funding committee has accepted this. Such permissions are only to be expected in quite extraordinary cases.

No allowances are paid for the status as a physician or a chief physician at hospitals in connection with junior fellowships.

2e. Scientific assistants

The position as scientific assistant has been established for the following two purposes:

1. To enable young graduates without sufficient qualifications to apply for a fellowship to be trained as researchers when collaborating with a well-known senior researcher within a well-known research project.
2. To enable senior researchers – at their own option – to attach scientific research staff to their projects.

Normally, the grant holder/project leader will hold a position equivalent to head of department, head of laboratory, chief physician or similar. It is first and foremost the qualifications of the project leader and the merit of the project that are decisive for the allocation of funds for scientific assistance.

It is up to the grant holder to decide whom to employ as scientific assistant. The employment of another person within the funding period does not need the approval of the committee, unless the funds are granted for paying salaries to a specific person. Possible dismissals are to take place in accordance with the Salaried Employees Act. When employing scientific assistants the following guidelines **must** be adhered to:

The scientific assistant is working under the supervision of the grant holder with the main task of participating in the project for which the funds have been allocated.

Any granted laboratory and secretarial assistance is attached to the project - not to the position as scientific assistant. This means that it is the grant holder's responsibility to make the necessary arrangements with regard to the distribution of resources for these purposes. It is also recommended that the scientific assistant and the grant holder make an agreement prior to the employment with regard to the concept of being a co-author and other matters of authority.

Scientific assistants are normally paid a salary equivalent to that of junior research fellows. If the grant holder has got the permission to employ a scientific assistant with a PhD degree or a doctoral degree, the researcher in question can be paid according to the terms applicable to post-doc research fellows.

If the grant holder decides to employ a graduate studying for a PhD degree, the guidelines found under section 2f. will apply.

2f. PhD students

Junior research fellows or scientific assistants may register for PhD studies, but it is the research project of the person in question that is funded by the committee and not the fellow's research training.

Normally, PhD students are paid as other junior research fellows and scientific assistants or according to the terms of payment to PhD students.

The Danish Cancer Society does not cover expenses for supervision, study fees or any general overheads in connection with the PhD study, and normally no expenses will be paid for courses connected with the study.

2g. Technical and administrative staff

Specified grants for full-time employment can be used for part-time employment of more persons or employment of the same person for an extended period, provided that the allocated number of months and the expiry date is not exceeded. In a similar way grants for part-time employment can be changed into full-time employment for a short period of time.

Conditions of payment etc. can be found under section 2b.

2h. Consumables

Framework grants or specified grants for consumables can be spent on materials, chemicals, and equipment at a value less than DKK 100,000, excluding VAT, costs of animals for experiments, EDP expenses, publishing and project-related books and journals. **If the grant is spent on purchase of EDP equipment or other electronic equipment, the terms as to property rights stated under section 2i. will apply.**

If during the funding period it appears to be appropriate to spend the grants on other types of consumables in connection with the project than the ones stated in the application, this is accepted if it falls within the above categories.

Grants for consumables cannot be spent on administrative fees and general overheads (rent, electricity, water, telephone etc.).

2i. Equipment – property rights

EDP equipment and other electronic equipment (irrespective of price) as well as laboratory equipment at a value above DKK 100,000, excluding VAT, is regarded as equipment.

Specified grants for equipment can only be spent on purchase of the equipment specified in the application. If it turns out to be more appropriate to purchase other equipment, the prior approval of the funding committee must be obtained.

If no different statement is made in the funding letter, the equipment is owned by the institution where the project is housed, but the grant holder has the right of use of the equipment as long as he/she uses it for cancer research at the institution. The right of use can only be passed on to other cancer researchers when the grant holder has no further need for the equipment.

It is the duty of the institution to pay the expenses for installation, operation and maintenance of the equipment, unless a specific grant has been allocated for that purpose.

Equipment allocated to projects carried out within the research departments of the Danish Cancer Society is always the property of the Danish Cancer Society.

If a grant holder stops using the equipment owned by the Danish Cancer Society for a project for which it is allocated, the Danish Cancer Society should be informed accordingly.

General price increases of equipment specified in the funding letter will be covered if agreed with the Danish Cancer Society.

2j. Travelling & accommodation expenses

The expenses are reimbursed to the managing institution on receipt of the travel expense statement.

Transportation expenses:

The cheapest way of travelling is normally to be used. If more expensive transportation is necessary, this must be substantiated and approved by the Danish Cancer Society.

Original invoices as well as tickets, taxi vouchers, etc. must be submitted to the managing institution as documentation of the defrayed expenses.

Accommodation expenses:

Grants to cover accommodation are allocated as a maximum according to the terms of "Circular of the Ministry of Finance concerning agreement on reimbursement of additional expenses for official trips".

Hotel expenses are reimbursed according to vouchers – however, the maximum amount to be the amount stated in the circular of the Ministry of Finance. **Original hotel vouchers are to be submitted as documentation.**

3. PAYMENT AND ADMINISTRATION OF GRANTS

Any questions related to the administrative rules stated below should be directed to the Funding Section of the Danish Cancer Society – see the details stated on the front page of this document.

Project grants

Project grants are normally managed by the institution where the project is housed. The guidelines below are applicable to the administration of the project:

- The grant must be separated from other funds at the disposal of the grant holder. This means that the grant must not be administered through accounts recording other grants. For specified grants separate accounts must be established for each budget item allocated as months (salary months) and for budget items for which fixed amounts have been allocated, such as consumables and equipment. In case of framework grants only one account is needed.
- New accounts are to be created when a new grant is allocated (new reference numbers indicated by the Danish Cancer Society), whereas multi-annual grants are recorded in the same account(s) during the complete funding period.
- The grant is paid every three months in advance in 4 instalments, usually in January, April, July and October. The basis for the calculation of the instalments is the amounts stated in the funding letter as well as even spending during the funding period. If the pattern of spending deviates considerably from the estimations, the payment rate can be changed. Grants for specified equipment of major value can be paid in one instalment at the actual time of purchasing. Also minor grants can be paid in one instalment according to agreement with the Danish Cancer Society.

The date of payment of the first instalment of the grant is indicated as the date when the funds are actually needed. The earliest date of payment of funds is at the beginning of the period indicated in the funding letter.

Instalment forms (acontoskema) to be used for the preparation of the payment requests are annexed to the funding letters forwarded to the grant holders.

These forms can also be downloaded from the website of the Danish Cancer Society www.cancer.dk – Forskning (research) – Støtte til forskning (funding) – Vejledninger og skemaer (Instructions and forms). Information on the amount of the instalments, the date of payment and the account number of the institution, to which the amount should be transferred, must be stated in the mentioned form. **An agreement should be made between the grant holder and the accounts department of the institution as to who is to complete the form.** The completed forms are to be forwarded to the Danish Cancer Society that will transfer the instalments at the agreed dates to the accounts indicated by the relevant institution.

- The grant cannot be used for payment of administrative fees, but the institution may put the funds into a bank account and keep the interest accrued to cover the administrative costs.

- General overheads cannot be covered by the grant.
- Payment of salaries is carried out by the administrating institution according to the guidelines stated under section 2b. – 2f.
- Amounts for consumables and equipment etc. are paid by the administrating institution on receipt of **original invoices, approved by the grant holder.**
- The grant holder is to submit a financial statement for the funds in accordance with the indicated guidelines. Final settlement of the grant takes place in connection with the final submission of the financial statement after which all accounts will be closed. Remaining amounts below DKK 100 are not settled.

The auditors of the Danish Cancer Society reserve their rights to ask the institution for a meeting in order to check the vouchers.

- The funding must not result in a reduction of the funds being allocated to the grant holder for research by the institution.

The accounts department of the institution will receive a copy of the funding letters sent to the researchers affiliated to the institution. The accounts department will also receive every year a copy of the latest version of the funding conditions.

Payments to grant holders within the Danish Cancer Society will take place in the same way as payments to external grant holders.

Long-time stationing abroad for studying

The Danish Cancer Society normally administers the grants for long-term stationing abroad for study purposes.

If the grant includes payment of salaries, the employment form annexed to the funding letter is to be completed and submitted to the Funding Section of the Danish Cancer Society, and the payroll office of the Danish Cancer Society will pay the salaries. **The forms should be submitted well in advance of the date when payment of the salaries is to take place (at the latest on the 1st day of the month of employment).**

Reimbursement of travel costs is made on receipt of **original invoices. The used tickets are to be forwarded to the Danish Cancer Society after the end of the stationing for studying.**

Allocated amounts for freight costs and health insurance are paid on receipt of **original invoices. A copy of the national health insurance card must also be submitted.**

Grants for additional expenses in connection with board and lodgings are paid on receipt of a written request providing information on a Danish bank account to which

the amount should be transferred. The earliest date for submitting this request is 3 weeks before the start of the stationing.

Financial report

Financial statements must be submitted to the funding committee for each allocation year specifying the expenses incurred through the electronic application and reporting system found via www.cancer.dk – Research – Funding. In case of funds granted before the year 2009 the financial report form forwarded with the funding letter is to be used or - alternatively, a form providing the same information as the form issued by the Danish Cancer Society. (This form can also be downloaded from the website of the Danish Cancer Society).

A statement of the accounts issued by the relevant institution must be annexed to the financial report form. In connection with funding that is spent on salaries, an overview of the staff employed and salaries paid through the funding must be filled in. This is to be done in the electronic application and reporting system. In case of grants given before the year 2009 this form is annexed to the financial report form forwarded with the funding letter. **The grant holder must always sign the financial statement as the grant holder is responsible for complying with the funding terms and conditions.**

Please note – as mentioned earlier – that the Danish Cancer Society does not cover administrative fees and general overheads. Interest accrued is, however, allotted to the institution to cover administrative costs.

The financial statement is to be submitted on the following occasions:

Yearly grants:

The financial statement is to be submitted as soon as the grants have been spent or at the latest before the deadline indicated in the funding letter.

Multi-annual grants:

A partial financial statement is to be submitted for each allocation year. The deadline for submission of the partial financial statement is at the latest 1 June the year following the relevant allocation year unless a different date is indicated in the funding letter. **In case the financial statement has not been submitted by the indicated deadline, the Danish Cancer Society reserves the right to stop the remaining payments according to the grant - without prior notice.** Further payments will only be made after the financial statement has been submitted and approved.

The final submission of the financial statement is to be made as soon as the total grant has been spent or at the latest before the deadline indicated in the funding letter.

FOR THE NOTICE BOARD

The Danish Cancer Society

Strandboulevarden 49
DK-2100 Copenhagen Ø

Telephone 3525 7500

Telefax 3525 7701

www.cancer.dk

The Scientific Committee &
The Psychosocial Cancer Research Committee



PLEASE NOTE!

RELEASE REQUESTS

TO BE SUBMITTED

15 SEPTEMBER

UNLESS A DIFFERENT DEADLINE IS STATED IN THE FUNDING LETTER

PARTIAL FINANCIAL STATEMENTS

TO BE SUBMITTED

1 JUNE

UNLESS A DIFFERENT DEADLINE IS STATED IN THE FUNDING LETTER

FINAL SUBMISSION OF THE FINANCIAL STATEMENT & REPORT

TO BE SUBMITTED

WHEN THE PROJECT HAS BEEN FINALIZED

- OR AT THE LATEST 31 DECEMBER THE YEAR AFTER END OF PROJECT.

UNLESS A DIFFERENT DEADLINE IS STATED IN THE FUNDING LETTER

The Funding Section