

# DDC x TrygFonden Fellowship programme budget guidelines

These guidelines explain what applicants may apply for as part of the DDC x TrygFonden Fellowship Program. The budget should support activities that are necessary for the fellowship project, the collaboration with the Digital Democracy Centre (DDC), and the expected outputs of the fellowship.

All requested expenses must be stated in Danish kroner (DKK).

The budget must be realistic, clearly justified, and directly related to the proposed fellowship project.

The final budget and form of support will be subject to approval by DDC and must comply with the rules and procedures of the University of Southern Denmark (SDU).

The first section below provides an overview of the types of support applicants may apply for. The following sections provide more detailed descriptions of each type of support, along with more general information about budget requirements and limitations.

## 1. What applicants may apply for

Applicants may apply for financial support for one or more of the following categories:

Budget category	What may be included
Travel	<p>Travel, such as (economy) flight or train tickets, conference hotel expenses, workshops, fieldwork, project meetings, or other approved project activities; travel to and from Odense for shorter research stays.</p> <p>Please note that travels to and from Odense cannot be covered if the applicant will be employed on a short-term contract at SDU during the fellowship.</p>
Accommodation in Odense	<p>Hotel, Airbnb, or similar short-term accommodation during planned fellowship stays at DDC for stays shorter than one month.</p> <p>Please note that if the fellowship is organized as short term employment at SDU, accommodation in Odense cannot be covered.</p>
Subsistence support	<p>Support for meals and other necessary living expenses during shorter fellowship stays, if the fellowship is not organized as a short-term employment at SDU.</p>
Stipend	<p>Minor salary compensation for fellows who are not employed by SDU during the fellowship. A stipend can normally amount to a maximum of approximately one to two months of salary in total, depending on the length of the fellowship period and the individual case. Stipends are tax liable where the fellow is taxed. DDC cannot advise on tax issues.</p>
Short-term employment	<p>Short-term employment at SDU when the project requires a longer work period or more substantial salary compensation.</p>
Research costs	<p>Costs such as survey expenses, transcription, data access, software, participant compensation, or student assistance</p>
Events and outreach	<p>Costs related to workshops, seminars, public talks, policy events, communication materials, travel and hotel expenses for invited speakers or collaborators, or other project outputs</p>
Equipment	<p>Necessary equipment for the project, subject to SDU procurement rules and ownership requirements.</p> <p>Please note that equipment purchased by SDU is the property of the university and must be returned after the fellowship period.</p>

Applicants should only include costs that are necessary for carrying out the proposed project. Each budget item should be briefly explained.

## **2. The form of support matters**

The type of support that can be granted depends partly on how the fellowship is organized. Some fellows may visit DDC without being employed by SDU. Others may need to be employed by SDU for a shorter period as part of the fellowship.

This applies both to applicants who already have another job elsewhere and to external applicants who are not currently employed by SDU. If the requested support is substantial, or if the fellowship involves a longer work period, DDC may have to organize the support as a short-term employment at SDU rather than as accommodation, subsistence support and/or a stipend.

### **Visiting fellows without employment at SDU**

Visiting fellows who are not employed by SDU during the fellowship may apply for support for shorter stays in Odense. This may include travel to and from Odense, accommodation in Odense, and subsistence support, provided that the costs are directly related to the fellowship. Travel to and from Odense can only be covered if the applicant does not apply for short term employment at SDU.

This model is intended for shorter visits and limited support. It is not intended to replace salary for a longer period.

### **Fellows employed by SDU during the fellowship period**

If the fellowship is organized as short-term employment at SDU, DDC cannot cover the fellow's private accommodation in Odense or travel to and from Odense. These costs are normally considered private living or commuting costs for employees.

This applies regardless of whether the fellow was already employed elsewhere before applying or becomes temporarily employed by SDU as part of the fellowship.

However, DDC may cover approved work-related travel to other destinations, for example conferences, fieldwork, workshops, or project meetings outside Odense, if the travel is directly related to the fellowship project.

### **Danish fellows with a CVR (VAT) number**

Fellows from Denmark who have a CVR (VAT) number may be able to invoice SDU for salary compensation and other approved project expenses. This is one of the preferred methods where applicable.

This model may be relevant when the fellow is self-employed, works through their own company, or can otherwise invoice SDU through a registered CVR number. The invoiced costs must still be approved as part of the fellowship budget and must comply with SDU's rules.

### **Stipends**

Applicants may apply for a stipend as minor salary compensation if the fellowship is not organized as employment at SDU. A stipend is tax liable.

As a general rule, a stipend can amount to a maximum of approximately one to two months of salary in total over the full fellowship period, depending on the length and structure of the fellowship.

If the project requires a longer full-time stay, a larger amount of compensation, or a work arrangement that resembles employment, applicants should apply for short-term employment at SDU.

Applicants can find information about salary levels at SDU on SDU's Working in Denmark page:

<https://www.sdu.dk/en/om-sdu/job-sdu/international-staff/working-in-denmark>

Salary levels depend on the type of position, seniority, pension, tax, and other employment conditions.

### **3. Accommodation in Odense**

Applicants may apply for accommodation support for planned fellowship stays in Odense.

DDC cannot pay rent or accommodation for more than one month at a time. Applicants planning a longer stay should therefore consider whether the stay should be organized differently, for example through short-term employment or a combination of shorter visits and remote work.

Expected price levels in Odense are generally:

Type of accommodation	Typical price level
Hotel	Approximately DKK 500 to DKK 1,000 per night, depending on standard and availability
AirBnb or similar short-term accommodation	Approximately DKK 5,000 to DKK 10,000 per month, depending on standard and availability

SDU and the Danish state has formal hotel allowance rules. In 2026, the hotel allowance for overnight stays in Denmark is DKK 1,844 per night, which may be adjusted slightly in 2027. This amount includes VAT but excludes breakfast and other meals. This is an upper limit under SDU/state rules, not a recommended budget level. Applicants should budget at a reasonable and realistic price level.

AirBnb and similar accommodation may be used if the cost is reasonable. More expensive accommodation may only be accepted in exceptional cases.

#### **4. Subsistence support**

Applicants may apply for subsistence support for shorter fellowship stays in Odense. Subsistence support may cover meals and other necessary living expenses during the stay.

For travel within Denmark, SDU's 2026 daily allowance rate is up to DKK 538 per day for trips with overnight accommodation lasting at least 24 hours. The rate is reduced if meals are provided. The applicable rates may change, and the final amount will always depend on SDU rules at the time of the stay.

Receipts must be provided for all expenses for which reimbursement is requested. Fellows can only be reimbursed for their actual expenses.

Subsistence support is intended for shorter stays and is separate from salary compensation. Applicants who need minor salary compensation may apply for a stipend.

## **5. Travel**

Applicants may apply for travel support when the travel is necessary for the fellowship project. Travel support may include transport, hotel expenses, and other necessary travel related costs connected to approved conferences, workshops, fieldwork, project meetings, or public outreach activities.

Travel to and from Odense can only be included if the applicant does not apply for short-term employment at SDU.

This may include:

- travel to and from Denmark for shorter fellowship stays, if the fellow is not employed by SDU during the fellowship
- travel between Copenhagen Airport and Odense, if the fellow is not employed by SDU during the fellowship
- travel and hotel expenses related to conferences, workshops, fieldwork, project meetings, or public outreach activities
- local transport directly related to approved project activities.

Travel must be reasonable and proportionate to the project. Economy class should be used unless otherwise agreed in advance. As a general rule, public transport should be used.

Applicants should include the expected purpose, accommodation needs, and estimated cost in the budget. For conferences, workshops, or external meetings, the application should explain how the travel supports the fellowship project.

## **6. Research costs**

Applicants may apply for research costs that are necessary for the proposed project. Examples include:

- survey costs
- transcription
- data access
- software licences

- participant compensation
- student assistance
- minor technical services
- fieldwork related costs

The application should explain why each cost is necessary and how it contributes to the project.

## **7. Events, workshops, and outreach**

Applicants may apply for costs related to events, workshops, seminars, public talks, policy activities, or other forms of outreach, if these activities are part of the fellowship project.

Relevant costs may include:

- room rental (using seminar rooms at campus is free)
- catering
- travel and hotel expenses for invited speakers or collaborators
- communication materials
- small scale event production costs
- dissemination activities

The application should describe the purpose of the activity, the expected participants, and the expected output or impact.

## **8. Equipment**

Applicants may apply for equipment if it is necessary for the fellowship project.

Any equipment purchased through the fellowship budget is the property of the University of Southern Denmark. The equipment cannot be kept by the fellow after the fellowship period and must be returned.

Equipment must be justified in the application and must be purchased according to SDU procurement rules. If a grant is awarded, we will investigate whether any necessary or alternative equipment can be borrowed internally at SDU before making any purchases.

## **9. Procurement rules and SDU suppliers**

All purchases made through the fellowship budget must comply with SDU's procurement rules. As a general rule, goods and services must be purchased through SDU's existing suppliers and framework agreements where these are available.

This applies, for example, to equipment, software, technical services, event related purchases, and other project costs. Applicants should therefore not assume that they can freely choose a supplier or purchase items independently. The final purchasing process will be agreed with DDC if the fellowship is granted.

## **10. Costs that are normally not covered**

The fellowship budget cannot normally cover:

- private living costs outside approved fellowship stays
- private rent or accommodation beyond the approved period
- accommodation in Odense for fellows employed by SDU on a short-term contract during the fellowship
- travel to and from Odense for fellows employed by SDU on a short-term contract during the fellowship
- commuting costs for employees on a short-term contract
- private holidays or leisure travel
- costs for accompanying family members or guests
- equipment that the fellow wishes to keep after the fellowship

Visa, residence, work permit, tax, and insurance matters depend on the individual case. Applicants are responsible for checking which rules apply to them. DDC may be able to advise on relevant

SDU procedures, but applicants should not assume that such costs can be covered unless this has been agreed in advance.

## 11. Budget format

The budget should be submitted as a clear overview of the requested financial support. All amounts must be stated in DKK.

Applicants may use the following format:

<b>Budget item</b>	<b>Estimated amount in DKK</b>	<b>Explanation</b>	<b>Expected timing</b>
Example: Flight to Denmark	DKK 3,500	Travel to Odense for fellowship stay	March 2027
Example: Accommodation in Odense	DKK 8,000	AirBnb for one month	March 2027
Example: Conference fee	DKK 4,000	Presentation of fellowship output	June 2027

## 12. Changes to the approved budget

If a fellowship is granted, the approved budget will form the basis for financial support. Fellows must contact DDC if they wish to request changes to the budget or move funds between budget categories within the granted amount. Please note that approval of such changes cannot be guaranteed.

DDC cannot guarantee financial support for costs that fall outside the approved budget.