

University ____
Dept ____

Dear Project team,

On behalf of the ODIN Steering Group, we are very pleased to inform:

_____ (the 'Grant Recipient')

that the project '_____'

has been awarded an ODIN Grant Type 1

with up to: **DKK** _____

to the **University** _____ (the 'Recipient University')

from **DD/MM/YYYY** to **DD/MM/YYYY**

Below you will find **some important highlights** related to the project and payments. Full details are found in the Project Agreement which must be entered into by all academic and industrial partners in the funded Project.

1. Project period

1.1. Project start requires that:

- a) the Grant Recipient has **confirmed receipt of this Decision Letter** and thereby acknowledges his/her role in carrying out the Project.
- b) all academic/nonprofit partners and companies have signed the Project Agreement.

2. Responsibility

2.1. The Grant Recipient is, on behalf of the Recipient University, responsible for the daily administration and coordination of the project.

2.2. The Project is a joint project between several parties as described in the Project Agreement. As contact person, the Grant Recipient is expected to facilitate the contact between the ODIN Secretariat and the remaining project partners when necessary.

3. Contact between the ODIN Secretariat and the Grant Recipient

3.1. The ODIN Secretariat may be contacted via email at odin@au.dk.

4. Grant Payment

4.1. The fiscal year is January 1 - December 31. The grant will be paid annually according to the expected timeline, the “Payment Schedule” below, which is based on the approved budget.

4.2. Payment Schedule (in DKK excluding in-kind contribution):

- **202X:** _____
Interim (1st) financial report: 28 February 202X
- **202X:** _____
Interim (2nd) financial report: 28 February 202X
- **202X:** _____
Interim (3rd) financial report: 28 February 202X
- **Final financial report:** 28 February 202X

4.3. The first payment must be requested by the Grant Recipient’s project economist **within three months after the start of the Project**. ODIN’s project economist will transfer the funds to the Recipient University in accordance with the Payment Schedule. The Grant Recipient is responsible for distributing the funds to the academic/non-profit project partners.

4.4. Each year, the Grant Recipient must submit a joint financial report to ODIN’s projects economist **by 28 February** on behalf of all project partners. After approval of the financial report, the Grant Recipient must submit a payment request (invoice) for the following year.

Upon completion of the Project, a **final financial report** must be sent to the project economist at ODIN/Aarhus University by February following the Project’s finalization.

The Grant Recipient must submit the following financial reports:

- a) **Interim (1st) financial report:** covering the period from the Project start date to 31 December 202X, due by 28 February 202X
- b) **Interim (2nd) financial report:** covering January 202X to December 202X, due 28 February 202X
- c) **Interim (3rd) financial report:** covering January 202X to December 202X, due 28 February 202X
- d) **Final financial report:** covering the full Project period, due by the end of February following the Project end date.

The project economist at ODIN/Aarhus University will send the financial reporting scheme to the Grant Recipient and their project economist.

4.5. If the Grant Recipient does not use all the funds paid in one year, the Grant recipient may reallocate the unused funds to the remaining years. ODIN requires that the Grant Recipient submits an updated budget (if needed) and Payment Schedule.

4.6. Information to insert in the Grant Payment/invoice:

Danish Universities:

CVR: 31119103

EAN: 5798000433786

Project number: 45573

Activity number: 962XX

5. Reporting on activities and progress

5.1. At the start of the project, the Grant Recipient will be asked to provide basic details about the team and the planned activities/outcomes. In addition, the project partners must complete half-yearly progress reports. The reports will be based on the activities and milestones described in the Grant Application. Reports must be submitted to the ODIN Secretariat on 15 December and 15 June (with the first report submitted 6-12 months after the project starts). **For 202X ODIN Recipients, the first report is due on 15 December 202X.**

5.2. All project partners must contribute to the performance evaluation of the ODIN platform (interviews and surveys) facilitated by the Danish Centre for Studies in Research and Research Policy at Aarhus University (CFA). Furthermore, the Grant Recipient is responsible for mediating contact between the partners and the CFA, including company partners.

5.3. When the Grant ends, the project partners must complete a final report on project outputs and outcomes. The final report is submitted by the Grant Recipient once final end deliverables are initiated, within 6 months after the project ends. A template will be provided by the ODIN Secretariat.

The Secretariat will continue to track outcomes and impact for up to 5 years after the project ends in accordance with reporting procedures to the NNF.

6. Communication and publication

6.1. The project partners must mention that ODIN has supported the project in any communication, dissemination, media coverage or publicity about the project.

Logo options are provided in your ODIN project folder.

6.2. The project partners must ensure that any publication resulting from the project mentions the Novo Nordisk Foundation's grant number: **NNF23SA0088590**

6.3. The project partners must reasonably contribute to ODIN communication and knowledge sharing events about the project, with expected contributions ca. 2-3 times per year. The ODIN Secretariat will contact the Grant Recipient for this purpose.

6.4. All results and outcomes must be openly shared with the public and be made easily accessible for anyone to use. Papers must be submitted as preprints whenever possible. At a minimum, all project outputs must be made accessible via the [ODIN community on Zenodo](#), although other databases may be used in addition to Zenodo.

All project partners will be invited to a workshop on data sharing and openness. At least one person from each academic group within the team must participate. The next openness course will be held in Aarhus on DD MMMM 202X.

7. Termination (compliance)

7.1. In case of critical project plan deviations, the ODIN Project Review Committee can suggest courses of action to the ODIN Steering Group. The Steering Group will decide the course of action and has the mandate to terminate projects before time if the project preforms subpar based on the half-yearly progress reports.

7.2. ODIN is not liable for employed personnel in a project terminated before time. When employing personnel, the project partners are encouraged to make sure that the contracts properly describe the terms of the employment.

7.3. If a Project is terminated by the ODIN Steering Group, the Recipient University and all other academic partners' universities must return unspent and uncommitted Grant funds exceeding DKK 1,000 previously distributed to the project partners by ODIN within 60 calendar days after termination.

Signed by: Name
Dean of the Faculty of Natural Sciences
Aarhus University

Date: _____

Signature: _____