



Online Procedures for www.forskel.dk

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1. Online application procedure

All applications for funding under the ForskEL-programme must be submitted electronically on www.forskel.dk. Please follow this procedure, in order to submit your application.

[Sign In](#)

R&D APPLICATION PORTAL

<p>ForskEL Support R&D projects in environmentally friendly technologies for electricity generation. The invitation of tenders is also called the ForskEL-programme. The annual financial frame is DKK 130 million.</p>	<p>ForskNG Support to biogas and bio-SNG R&D activities with relevance for the gas system. For 2010, a budget of DKK 4 million is available.</p>	<p>NOTE: Password expires after 42 days! To generate a new password, select "Forgot your password" Login Log on New user Forgot your password</p>
<p>ForskVE Supports projects with the purpose of spreading small renewable-technologies as photovoltaage, wave-energy and biogas. Grid connection is required. For 2010, a budget of DKK 25m is available.</p>	<p>PSO and R & D As the transmission system operator, Energinet.dk is obliged to ensure that research and development (R&D) is conducted for the benefit of Danish society and the electricity and gas sector.</p>	



<p>Energinet.dk finances its R&D activities on the basis of tariffs charged for the transmission of electricity in the high-voltage grid and natural gas in the natural gas grid. Energinet.dk ensures that R&D within the electricity system is paid for by electricity consumers, while similar R&D within the natural gas system is paid for by gas consumers. Deadline for applying for funds in 2011 are 17. September 2010. To get access to upload applications, you need to be registered as a project administrator at Energinet.dk. Please read the guidelines found under "Links". For further information on any of the programmes please send a mail to forskel@energinet.dk. For technical support please contact Nanna Stubholm Poulsen +45 26 84 59 35</p>	<p>Energinet.dk finansierer sine F&U-aktiviteter ved at opkræve tariffer for transport af el i højspændingsnettet og naturgas i gæstransmissionsnettet. Energinet.dk sikrer, at F&U inden for elsystemet betales af elkunderne, mens tilsvarende F&U inden for naturgassystemet betales af gaskunderne. Deadline for ansøgninger til 2011 udbuddet er 17. september 2010. For at få adgang til at uploade ansøgninger skal du være registreret som projektadministrator hos Energinet.dk. Læs venligst Guidelines, der findes under "Links". For yderligere information kontakt ForskEL på forskel@energinet.dk. For teknisk support til hjemmesiden kontakt Nanna Stubholm Poulsen +45 26 84 59 35</p>	<p>Links Guidelines for application for PSO funding Rules applying to PSO applications News can at present be viewed at www.energinet.dk</p>
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ENERGINET/DK

1.1 Already a user

Note that your password expires after 90 days. After this period a new password must be acquired in order to get access to the site (**Issues regarding login, please contact Energinet.dk, ServiceDesk +45 76224455 or servicedesk@energinet.dk**). Your account will be deactivated if not used in 150 days. As an existing user, proceed to section 1.3 and follow the procedure in order to submit your application.

1.2 New user

In order to get access to the website where you submit your application, you must be registered as a project manager. In order to do so, go to www.forskel.dk, press 'New user', fill in and submit the form shown below. Within 1-2 working days you will be approved by Energinet.dk. **REMEMBER to register well in advance of the application deadline.** When registered, you will receive an email with your username and password.

Note that your password expires after **90 days**. After this period a new password must be acquired.



**NOTE: Password expires after 42 days!
To generate a new password, select "Forgot your password"**

Login

[Log on](#)

[New user](#)

[Forgot your password](#)

If you wish to register as a project administrator with Energinet.dk R&D Application Portal please fill in the form. Fields marked with * are mandatory.

As a registered project administrator you can create and submit an online application for the associated research programmes. In addition you will be assigned a project room for each of your projects.

FrontpageCreateUser

User Name *	<input type="text"/>	City *	<input type="text"/>
First Name *	<input type="text"/>	Phone *	<input type="text"/>
Last Name *	<input type="text"/>	Mobile Phone *	<input type="text"/>
Address *	<input type="text"/>	E-Mail *	<input type="text"/>
Zip Code *	<input type="text"/>	Company *	<input type="text"/>

I have read and accept the [Terms & Conditions](#)

* All marked fields are required

1.3 Create new application

When approved by Energinet.dk you will receive an email and an SMS on your mobile with your password. You will now be able to log on to www.forskel.dk and create your personal project site, where applications can be submitted.

HOME PROJECT LIST DOCUMENTS ADMINISTRATION Welcome Martin Høegh Jensen ▾

ENERGINET/DK PROJECT LIST

Information
The list on this page shows all the projects you are permissioned to see. To create a new application click the link below. Fill in a project title and click OK. You'll be returned to this page and the application will appear on the project list under status "Not Startet".

Click on the project number to reach the applications project site. From the project site there is access to a Data sheet, project specific document libraries and a project room.

The data sheet must be filled out with the basic information of the project.

The application is written offline in a free format like PDF og Word and must be uploaded to the library "Application" together with all the relevant attachments. Please refer to the [Guidelines](#) for application structure and required content.

The library "Budget" only holds the file Budget specification, that must be filled out and resaved to that library.

Be sure to have uploaded the application and any enclosed documents before you press submit on the project site.

Project Rooms is intended for the project administrator and invited partners' coordination and cooperation. Access to the project room is administrated by the project administrator. The use of the project room is determined by applicants as long as it doesn't conflict with our [Terms and Conditions](#). Administrative officers and reviewers have no access to view material in the project room. The evaluation of applications will only be based on the official application and attachments uploaded and submitted via the project site.

[Create New Application](#) ← **'Press Create New Application'** [To edit your user information click here.](#)

Project List

Project No	Title	Project Url	Project Administrator	Case Manager	Call	Status
New ▾ Actions ▾						

In order to create a new application, press 'Create new application' Enter the title (maximum 60 characters), and press 'OK'. A project site with a unique project number will be created. This can take up to a minute.

HOME PROJECT LIST DOCUMENTS ADMINISTRATION Welcome Niels Ejnar Helstrup Jensen ▾ Site Actions ▾

ENERGINET/DK Project List 

Project List: New Item

* indicates a required field

Project Title * **Enter project title and press OK**

It may take up to a minute to create a new application.
Please be patient.

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After the project site is created, the project list will reappear containing a link to the newly created project. The new project site can be found under the status: Not Started. Click on the project number to open the project site (example below).

[-] Status : Not Started (1)		
10711	TEST 1.1	Martin Høegh Jensen
Project number	Project title	Project Manager

1.4 Project site

The project site is where all the documents for the application must be uploaded. Furthermore, the project site is where you must fill in the Data Sheet which contains basic company and project information. The project site is maintained by you as project manager.

The project description must be filled in and all appendices, except the 'Project Economy', are uploaded under 'Application' by pressing 'Add new item'. In order to fill in the budget, it is important that you use the template 'Project Economy'. All templates are found on our website 'www.energinet.dk -> FORSKNING'. It is essential that only one file containing the budget is uploaded in the section 'Project Economy'.

If other project participants must be able to use the project site, you can type in a username under 'Information' and press request (the requested user must be registered as project manager before requesting access to the project site). Additional users are approved manually by the ForskEL administration. This may take a few working days. The additional user will then be able to log on to the project site using his or her username and password.

Project Site



10833

TEST NANNA 110512

Evaluation

[Go to Room](#)

Type in the username which the additional user will use in order to log on and press request

Data Sheet

Project Manager	Company name	E-mail	Telephone
	Sunny Choice		
Total budget	PSO	PSO %	Start date
0	0	0	01-01-0001
			End date
			01-01-0001

Information

Project Administrators
[Nanna Stubholm Poulsen](#)

Username:

Case Manager

Call

Project Description

Press "Edit/view Data Sheet" to edit project description

Last updated: 21/06/2012 08:25 PM by SHAREPOINT\system

Evaluation

Fill in the Data sheet

Evaluation Forms

Type	Name	Modified By
No items		
<input type="button" value="Add new document"/>		

Attachments

Application

Type	Name	Modified By
	Template - Application	System Account
<input type="button" value="Add new document"/>		

Economy

Type	Name	Modified By
	Appendix A - Budget specification	Andreas Rud
<input type="button" value="Add new document"/>		

Evaluation Discussion

Subject	Created By	Replies
No items		
<input type="button" value="Add new discussion"/>		

Add Project description and Gantt Diagram

Add the budget in the Project Economy - Template.

1.5 Submission

When the application including relevant documents has been uploaded and the Data Sheet with updated project and key budget figures has been filled in, you can submit the project to Energinet.dk for evaluation by pressing '**Submit**'. Then the application can no longer be edited by the applicant. If you need to make any adjustments before or after the deadline for submission, please contact Energinet.dk. The application will then be released again, and is no longer considered as submitted to Energinet.dk.

Please note that the '**Submit**' button will not appear on the project site until you have filled in the Data Sheet.

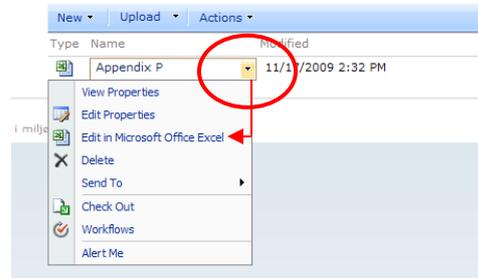
1.6 Legally binding

By requesting a username and password and subsequently submitting an electronic application, the enterprise/institution responsible for the project and the other project participants confirm that they are willing to complete the project, and this is therefore considered to be legally binding in the same way as a signature. No funding will be granted until the relevant project agreement, if any, has been signed.

2. Updating Project Economy to the interim report

The interim report and the financial aspects of the individual phase must be reported in the financial appendix at www.forskel.dk under the section 'Economy'. Invoices and credit notes pertaining to material costs and expenses must be sent via e-invoice. Single expenses exceeding DKK 100,000 must be specified, describing the nature of the expense. The financial appendix covers all project phases and must continuously be updated with financial data for the project phases.

The financial appendix is edited by pressing the **'small arrow'** at the top right corner and then you can choose **'Edit in Microsoft Office Excel'**. Remember to save the changes when the document has been edited.



3. Submission of the final report

When submitting the final report, the 'Data Sheet' on www.forskel.dk must be updated with a brief summary of the results obtained which are to be published on www.energiforskning.dk. Energinet.dk must be informed when the final report has been uploaded and the Data Sheet has been updated.

The final report must be uploaded under the section **'Final reports'** by choosing 'Add new document'.

Attachments

Application

Type	Name	<input type="checkbox"/> Modified By
No items		
 Add new document		

Economy

Type	Name	<input type="checkbox"/> Modified By
No items		
 Add new document		

Final reports

Type	Name	<input type="checkbox"/> Modified By
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The final report and appendices must be uploaded on www.forskel.dk no later than the date of project completion. An email must be sent to the responsible project coordinator at Energinet.dk stating that the final report has been uploaded.

Energinet.dk has the right to have the final report evaluated by external evaluators; this may lead to a revision of the final report before approval.

4. Updating Project Economy to the final report

The financial statement is the same document as the one used during the project interim reporting, which is the 'Project Economy'. The document is located in the section '**Economy**' on www.forskel.dk.

Attachments

Application			Economy		
Type	Name	<input type="checkbox"/> Modified By	Type	Name	<input type="checkbox"/> Modified By
No items			No items		
+ Add new document			+ Add new document		

Final reports		
Type	Name	<input type="checkbox"/> Modified By

The Project Economy must be updated with the economy for the last project period. Then the actual project economy must be compared to the original budget, and major deviations must be accounted for. If deviations have occurred, comments describing the reasons why must be made in the comment box.

The Project Economy must include an auditor's report signed by a state-authorized accountant, though this is not a demand for universities and other public institutions subject to the Audit of the State Accounts (Rigsrevisionen). Please view the 'Rules for ForskEL' for instructions concerning audit of accounts.

4.1 Submission of Project Economy (front page)

The front page of the Project Economy which sums up the entire project costs must be signed by the project manager and sent to Energinet.dk as a PDF file at the time of project completion. An auditor's report must be forwarded to Energinet.dk no later than two months after project completion.