

Application Guidelines for Course & Event Grants

To be eligible for funding, the objective(s) of your course/event must align with [DDSA's objectives](#), and contribute to the development of the data science community in Denmark. It must also be strictly non-commercial.

An applicant cannot be granted more than one large and one small course/event grant per calendar year.

If your application is rejected, you can only reapply for DDSA funding of that same event if you are invited to do so in the decision letter.

What can DDSA cover?

A DDSA grant can cover the following types of expenses (as reflected in the application budget form):

- Transport and accommodation for national and international speakers/teachers in accordance with the [rules under the Danish State](#)
- Honorariums for invited speakers/teachers *not* employed at a DK university
- Accommodation and meals for participants
- Social activities in connection with an event/course
- Expenses related to the development and execution of the event (e.g. salary for student assistants developing course material or assisting during the event)
- Venue/facilities and materials

DDSA grants **do not cover** salary for permanent staff, overhead, transport for participants (except if used to support minority inclusion), and expenses related to prizes and awards.

Evaluation process and criteria

The DDSA [Education and Networking Committee \(ENC\)](#) will evaluate and prioritise between applications for large events and courses, and grants must be approved by the DDSA Board of Directors. The DDSA secretariat will process incoming applications for small events and courses continuously under the monitoring of the ENC.

Evaluation and prioritisation will be based on:

- Objective(s) and target group(s), and their alignment with the DDSA's objectives
- Value to the Danish data science community, and alignment between budget and value
- Inclusivity and contribution to community building and translation across disciplines, sectors, and regions
- Transparency and reasonableness of the event budget
- Clarity in the description of content, schedule, speakers/teachers, venue etc. For courses, also learning objectives, teaching methods, and ECTS

Funding conditions

In case of a grant, you must commit to the following:

- The event or course will adhere to the [DDSA Code of Conduct](#)
- The event must promote inclusivity and be open to and broadly announced to participants outside of your institution/company
- DDSA must be properly credited in all announcements, social media posts, and event/course material by name, logo, link, or hashtag, depending on the media
- You must provide DDSA with participant statistics and a participant evaluation according to our guidelines



Payout of grants

Grants are awarded based on the budget submitted with your application.

Grants will be transferred as a reimbursement of the actual costs documented with the final report and account after the event.

If you have any questions regarding your application, please contact Education & Grant Manager Sniff Andersen Nexø at sniff@ddsa.dk

