Instructions for applicants MissionGreenFuels pool 4 and 5

This document contains important information about how to write and submit an application for funding from MissionGreenFuels. For more details on themes and content of this call for applications and on the evaluation process, please refer to the call text, the process description document and the assessment criteria to be found on the call site for Pool 4 and call site for Pool 5.

 Application deadline: 12 November 2025, at 11:59 AM (noon).

Application documents

The full application consists of the documents listed below. Appendix A is optional, but the rest are mandatory. You must download and use the provided template for each document. Here you can find the documents for Pool 4 and the documents for Pool 5.

1. Key application information. This document collects core data about the proposed project, the participating partners, and contact information. All sections of the template must be completed. Upload as PDF.

2. Application. This document is for the full description of the proposed project. There is a limit of 30,000 characters including spaces. The 30,000 characters (incl. spaces) can be distributed freely among the various sections of the project description. The template also includes mandatory tables outside of the 30,000-character limit which must also be completed. The template contains further instructions and guidelines for the various sections. The guiding text (written in italic) is not included in the 30,000-character limit and should be deleted before counting the characters. Upload as PDF.

3. Appendix A – Figures, pictures, tables. You are allowed to add up to five pages of figures, pictures, or additional tables related to the proposed project. Upload as PDF, if you wish to make use of this option.

4. Appendix B – Key people. Describe the key people (up to 10 people) in the project and their role in the project. Include a CV of maximum one page for each key person. Upload as PDF.

5. Appendix C – Partner motivation. Describe each partner's relevance to the project, their key competencies, and motivation for participating. Upload as PDF.

6. Appendix D – Gantt chart. Use this template for a Gantt chart showing the timing of the different work-packages, milestones, and deliverables. Upload as Excel file.

7. Appendix E – Budget. Fill in the budget template. Please note that the budget template is set up to comply with budgetary rules regarding funding rates for specific partner types etc. Some of the cells in the template turn red if the figures entered are not in accordance with the underlying rules, and the budget is then invalid. Be specifically aware that the maximum funding rates per partner and in total are presented as whole numbers (e.g., 50%). Any exceedance, even as small as 50.05%, will invalidate this field, regardless of the displayed value appearing as 50%. Upload as Excel file.

All text must be written in English and please use at least font size 11.

For information about how we handle the personal data submitted with your application, please see our Privacy Policy.

Documents containing relevant information about the application and evaluation process are:

- The call text MissionGreenFuels pool 4 and pool 5
- Instructions for applicants, MissionGreenFuels pool 4 and 5 (this document)
- Process for funding MissionGreenFuels pool 4 and 5 projects
- Assessment criteria for MissionGreenFuels pool 4 and 5 projects
- InnoMission Guidelines 2024 and InnoMission Guidelines 2025
- MissionGreenFuels Roadmap
- MissionGreenFuels Impact Framework 2025

Application upload

The completed application documents and all appendices must be submitted by e-mail to missiongreenfuels.applications@aau.dk

Before uploading your MissionGreenFuels application:

- Combine all the documents in your application into one single zip folder. Each document must be named according to its document type (e.g., 'Appendix A') combined with the project's acronym.
- Your zip folder should have a name combining call identifier, project acronym, and applicant's name (e.g. 'MissionGreenFuels_pool4/5-ACRONYM-Peter_Petersen')

Submitting your MissionGreenFuels application

You will receive a confirmation e-mail when we have received your application. Please note that confirmation is not automatically sent by the system but will be sent manually by the MissionGreenFuels secretariat. We regularly check for applications, and during the last two

weeks before the application deadline we do this daily. You may therefore not receive confirmation until a couple of days after having submitted the application.

Please note:

- If you submit more than one application with the same acronym and applicant name combination, only the most recent application will be evaluated.
- If you upload your application in the last hour before deadline and experience technical issues, you must immediately describe and document (e.g. screenshot) your issue in an e-mail to: Michael Hougaard Sandgreen from Innovation Fund Denmark at michael.hougaard.sandgreen@innofond.dk.
- Applications or material uploaded after the deadline of 12:00 noon on 12 November 2025 will not be taken into consideration.

Application checklist

The application is complete and ready for assessment by MissionGreenFuels when the following documents have been completed and prepared for upload:

☐ Key Application Information

☐ Application

☐ Appendix A – Figures, pictures, tables. Max. five pages (optional)

☐ Appendix B – Key persons incl. 1-page CVs for each key person

☐ Appendix C – Partner motivation

☐ Appendix D – Gantt chart

☐ Appendix E – Budget

Your application must be uploaded no later than 12 November 2025, at 11:59 AM (noon).