Instructions for registration of grant applications in "ReAp - Research Applications"

In order to make better department budgets, monitor the success rates at individual funding sources, as well as manage the coverage of fixed costs, we use a web-based registration of applications (ReAp), intended for **all applications above 50,000 DKK**.

Important notes:
- Please register your application as soon as possible after the submission.
- Please update the registration when you receive an email from ReAp (change status to accepted or rejected). In case of acceptance, your project finance administrator will be notified automatically.
- If everything is properly registered in ReAp, it is not necessary to do anything further. Your project finance administrator will have access to all required information in case of funding.

Registration in ReAp – detailed procedure:

The system is accessed via this link: https://services.brics.dk/java/reap/?dept=MBG and by using your NFIT username and password (= same as your e-mail account).

The start page gives you an overview of your registered applications, and it is also where you have the ability to export data to Excel. Select the desired fields ("show dates", "show applied", "show granted" etc.) to filter the information displayed.

Select "New application" to register a new application.

Explanation of each field:

Application ID: is automatically assigned when the application is registered

Applicant: your email address or AUID

Nat-Tech Thematic Center (phase 1/2): not relevant to MBG

Section: select your section from the drop down menu.

Project title: title of the project.

Grant source category: select from drop down menu

Grant source: select from drop down menu. Many foundations are already registered in the system. If the present foundation is not included, consider if you have the right name.

Instrument: select from drop down menu.

Project kind: select **"**Ordinary grant (tilskudsfinansieret)" unlees it is a commercial project (very rare).

Status: the project's status (in preparation, submitted, second stage, accepted, rejected). In most cases, it will be "submitted" when registering.

Application date: Please enter the application deadline

Next update expected: date of next update. On this date the system will send a reminder to you and your project finance administrator. If you don't know when to expect the next up-date, register a date 8 months from the application date.

Project start: date of start of the project

Project end: date of the termination of the project

Overhead: is filled in automatically for most foundations. If the foundation does not cover overhead, write 0%.

Applied amount total, incl. partners and overhead: the total amount applied for

Applied amount to the dept., incl. overhead: the total amount applied for to MBG, i.e. the amount stated above, subtracted the external partners' share (if no external partners, it will be the same amount as stated above).

Applied amount to the dept., incl. overhead, 2022/2023/2024 etc.: If the budget is pr. calendar year, the figures can be transferred directly. If the budget is in "budget years", the figures must be re-calculated into calendar years.

Applied coverage of fixed costs 2022/2023/2024 etc.: This is usually 1) a fully financed PhD student or 2) salary for a technician. In case of 1): the coverage of fixed costs is 500.000,- kr. – the amount is to be written the year the student starts. In case of 2): the salary should be distributed over the years according to the budget.
Remember to state in the Notes field, the total amount that contributes to the coverage of fixed costs and the *budget heading* (technician salary, fully financed PhD stipend etc).

Application file (PDF or ZIP): Complete application or *at least the budget* is attached. **VERY IMPORTANT,** since this is how the project administrator gains access to the budget. If only the budget is attached the complete application should be send to your project finance administrator when the project is granted (see below).

Notes: State the total amount covering the fixed costs and explain how the coverage of fixed costs is calculated. Other relevant information may also be mentioned here.

Success probability: Leave blank (the head of department will fill in)

Approved by dept.: The department will tick off here to approve the application.

Economist: fill in the name of your project finance administrator. If you have registered in ReAp before, the project economist will appear automatically. If this is your first entry, please add Susanne Vestergaard (dept. controller) and she will assign a project economist.

Navision number: will be filled in by the project finance administrator.

Save the registration by clicking "Save"

When you receive a reminder from ReAp "Please update your application", you should change the status of the application (accepted/rejected). You can attach the acceptance letter in ReAp or send it by email to your project finance administrator.