

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

To make more reliable budgets, monitor the success rates for individual funding sources, as well as manage the coverage of fixed costs, NAT uses 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 submission (or send the application to Anne).
- 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, no further action is needed. Your finance officer 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 AU username and password (= same as your e-mail account). The start page gives you an overview of your previously registered applications and allows you to export data to Excel. Select the desired fields ('dates', 'status', 'granted amounts' etc.) to filter the information displayed.

To register a new application, select 'New application' on the top of the front page.

Explanations for each field:

Application ID: this is automatically assigned when the registration is completed

Applicant: your email address or AUID

Nat-Tech Thematic Center (phase 1/2): not relevant to MBG (unless you're also iNANO)

Section: select your section from the drop-down menu.

Project title: insert the title of your project.

Grant source category: select the relevant category from drop down menu

Grant source: select the relevant funding source 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 the relevant instrument from the drop-down menu. If the instrument is not listed, you can write it in manually

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

GDPR-related: select 'yes' or 'no' depending on the nature of the project

Status: select the project's status at the time of registration (in preparation, submitted, second stage, accepted, rejected).

Application date: Please enter the application deadline (as stated by the foundation)

Next update expected: date of next update. On this date the system will send a reminder to you and your finance officer. If you don't know when to expect an answer from the funding agency, please register a date 6-8 months from the application date.

Project start: insert the expected start date for the project

Project end: insert the expected end date for the project

Overhead: this field is filled in automatically for most foundations but check that it's correct, nonetheless. If the foundation does not cover overhead, you can write 0%.

Applied amount total, incl. partners and overhead: insert the total amount applied for by all co-applicants

Applied amount to the dept., incl. overhead: insert the total amount applied for to MBG, i.e., the amount stated above, minus the external partners' share (if there are 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 per 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) co-funding for a PhD student or 2) salary for a technician or 3) bench fee (for the Novo Nordisk foundation). In case of 1): the coverage of fixed costs is 250.000 DKK – 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, PhD co-funding etc.).

Application file (PDF or ZIP): Please upload either a pdf of the submitted application or the budget in excel format. This step is 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: Please 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 Scientific Coordinator will tick off this box when then application budget has been approved.

Economist: insert the name of your finance officer at AU. If you have previously registered applications in ReAp, the name of your finance officer will appear automatically. If this is your first entry, please add Susanne Vestergaard (dept. controller) and she will assign a finance officer.

Navision number: will be filled in by the finance officer.

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).

When the status of an application is changed to 'accepted', the following fields appear in ReAp:

Notification year: Please insert the calendar year that you were notified of acceptance

Granted amount total incl. partners and overhead: insert the total amount applied for by all co-applicants (may be different from the amount applied for)

Granted amount to the dept. incl. overhead: insert the total amount applied for to MBG, i.e., the amount stated above, minus the external partners' share (may be different from the amount applied for)

Grant acceptance file: please attach the acceptance letter in ReAp.

Move application to other department: leave this field unchanged