# Guidance on ReAp

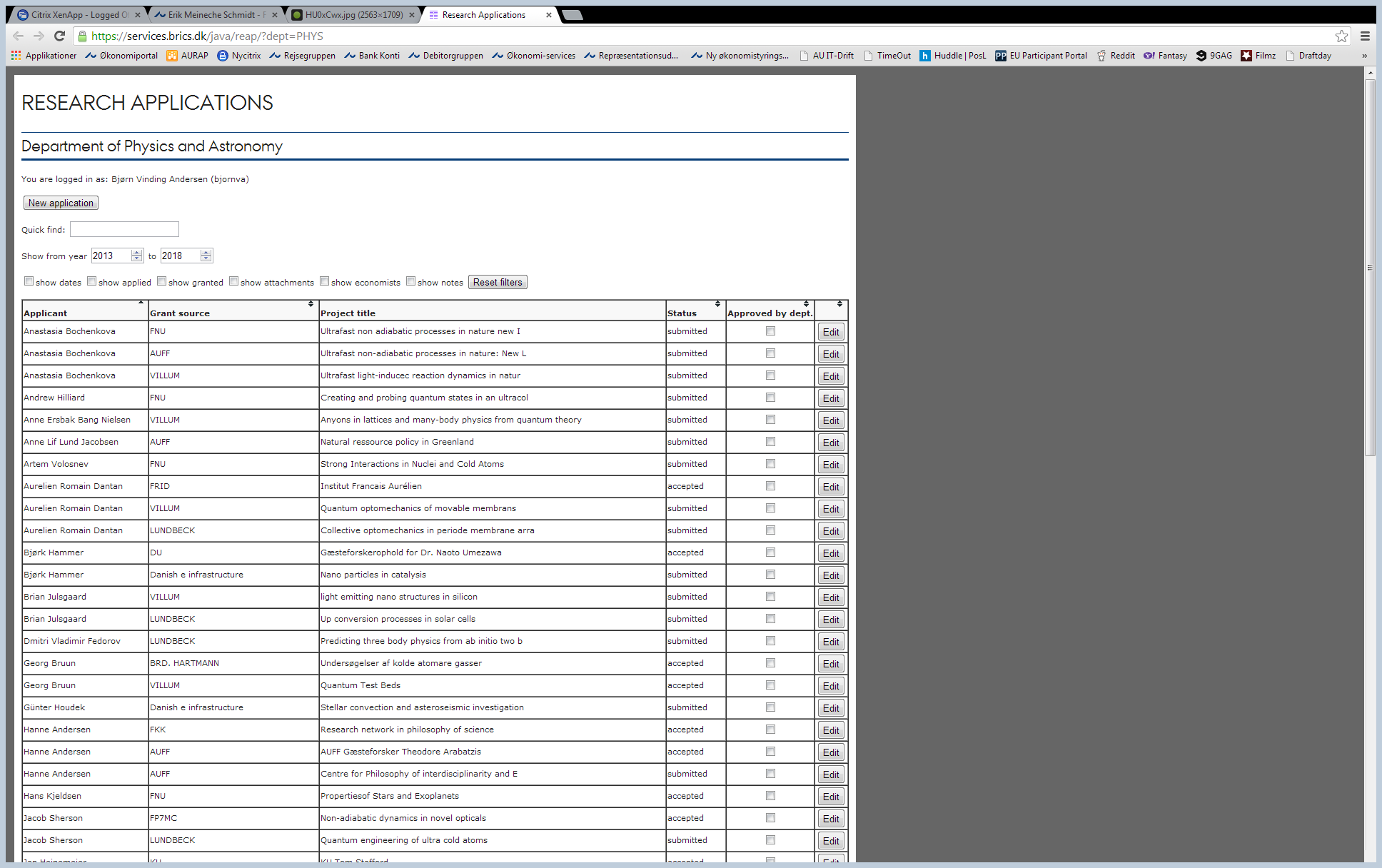
ReAp is an online system which has been developed for the individual departments at ST for registering applications. Researchers can only view their own applications, whereas department heads, controllers and other relevant parties have access to an aggregate overview for the department. This helps to provide a better overview of the department's future economy, while at the same time providing valuable information about success rates with various grant givers. It is an important strategic tool.

Moreover, ReAp is a platform where all the documents needed to create a project are gathered. Project finance administrators can thus access the necessary information and create projects.

To use ReAp, you need a department-specific link, which can be obtained from your department head or secretariat manager. Alternatively, it can be obtained from Bjørn Vinding Andersen ([bjornva@science.au.dk](mailto:bjornva@science.au.dk)).

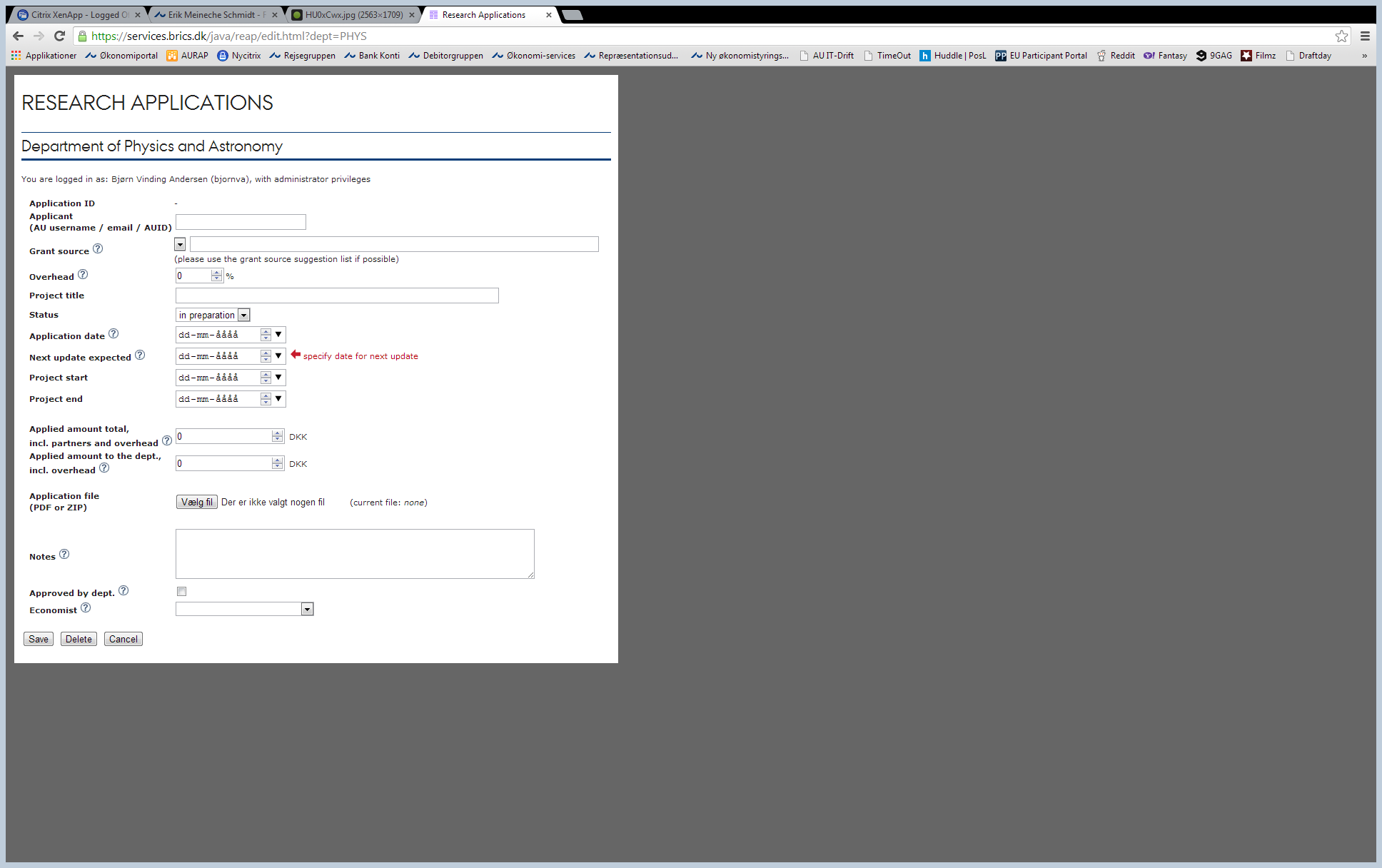
Open the link, and enter your username and password to log on. Use the same login that you use to log on to your computer. If unable to log on, contact Bjørn Vinding Andersen ([bjornva@science.au.dk](mailto:bjornva@science.au.dk)).

The front page appears as follows:



The applications registered by the researcher can be seen here, and by ticking 'show dates', 'show applied' etc., more information is displayed about the applications.

'New application' is used to register new applications and takes you to the page where applications can be entered. It looks as follows:

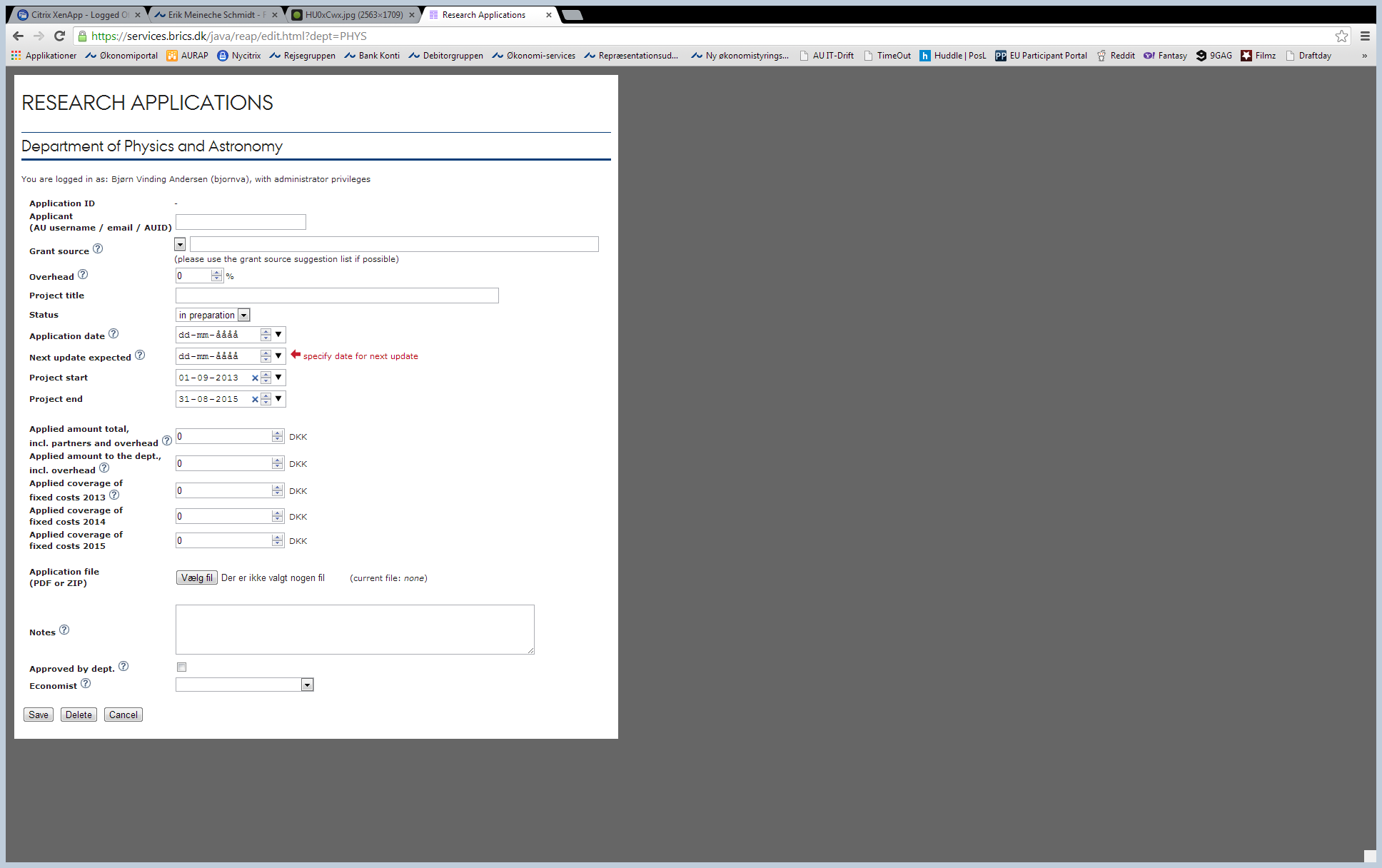


The fields which must be filled in are explained below in order of appearance.

* **Applicant**: The 'applicant' field is filled in automatically based on your login data. The field identifies the applicant. If the field is not filled in, it is because you are logged in as an administrator.
* **Grant source**: Select grant giver via the drop-down menu. If the grant giver is not listed, the name can be entered manually in the field. However, it is recommended that you check the list carefully before entering the name of the grant giver manually. This ensures the best possible master data.
* **Overhead**: Depending on the selected 'grant source', an overhead is generated. If, for example, you choose FNU, 44% will automatically appear in the 'overhead' field. If an incorrect overhead is generated, you can correct the overhead rate manually.
* **Project title**: Specify the project title.
* **Status**: Enter the status of your application. If you are in the process of preparing your application, select '*in preparation*'. If the application has been sent to the grant giver, select *'submitted'*. It is also possible to specify 'second stage', 'withdrawn', 'accepted' and 'rejected' as status.
* **Application date**: State the date on which the application was sent.
* **Next update expected**: State the date of the next update. You will usually know roughly when you can expect to receive an answer to your application. Please enter this date, a reminder will be generated and sent to your AU email address on that date, with a view to ensuring that ReAp is updated.
* **Project start**: Specify the project start date.
* **Project end**: Specify the project end date.
* **Applied amount total, incl partners and overhead:** Specify the total amount applied for. This includes grant portions forwarded to partners and overhead. If you are a partner in a project, the total amount must also be stated, and then you state your share in the field below.
* **Applied amount to the dept., incl overhead:** Specify the amount applied for from the department. This must be exclusive of grant portions forwarded to partners.

When entering the start and end dates, additional fields are generated where 'inddækning' (coverage by external projects of the department's fixed costs[[1]](#footnote-1)) must be stated for the individual years. These are called 'applied coverage of fixed costs'.

In the screenshot below, 1 September 2013 is entered as the start date and 31 August 2015 as the end date. Here, fields are generated for 2013, 2014 and 2015, where applied coverage of fixed costs for the respective years can be stated:



* **Application file:** The application must be uploaded as a PDF or zip file**.** The applicant and department head must sign the front page.
* **Grant acceptance file**: If the grant is awarded, the grant letter must be uploaded.
* **Notes**: Any comments can be added here, including further information about 'agreements on coverage of fixed costs'. If, for example, you have indicated coverage of DKK 100,000 a year, then you can add text that it covers pay for xx technical and administrative staff members.
* **Approved by dept**.: The department head ticks this box once the application has been approved.
* **Economist**: State the name of the project finance administrator. If you have any doubts about the name of the project finance administrator allocated to the project, use the following link: <http://medarbejdere.au.dk/administration/oekonomi/oekonomi-for-hovedomraaderne-og-adm/oekonomi-paa-st/>

Based on this information, the department's controller can follow up on who is responsible for creating the project, if the grant is awarded.

* **Navision number**: To be completed by the associated project finance administrator when the project is created in Navision (the economy system).

Save the application by clicking 'save'.

# When acceptance/rejection of application is received:

If you receive **a rejection** of your application, all you have to do is update the 'status field', where you change the status to 'rejected'.

However, if your application is accepted, you should change the 'status field' to 'accepted'. When changing the status to 'accepted', the 'granted fields' below are generated:

* **Granted amount total, incl partners and overhead:** Enter the total amount granted. This includes grant portions forwarded to partners and overhead. If you are a partner in a project, also state the total amount. It is possible to specify your share in the field below.
* **Granted amount to the dept., incl overhead:** Enter the amount granted to the department. This must be exclusive of grant portions forwarded to partners.

In addition to the above, enter 'granted coverage of fixed cost' per year.

The acceptance letter is uploaded under 'grant acceptance file', and the project is then ready to be created in Navision.

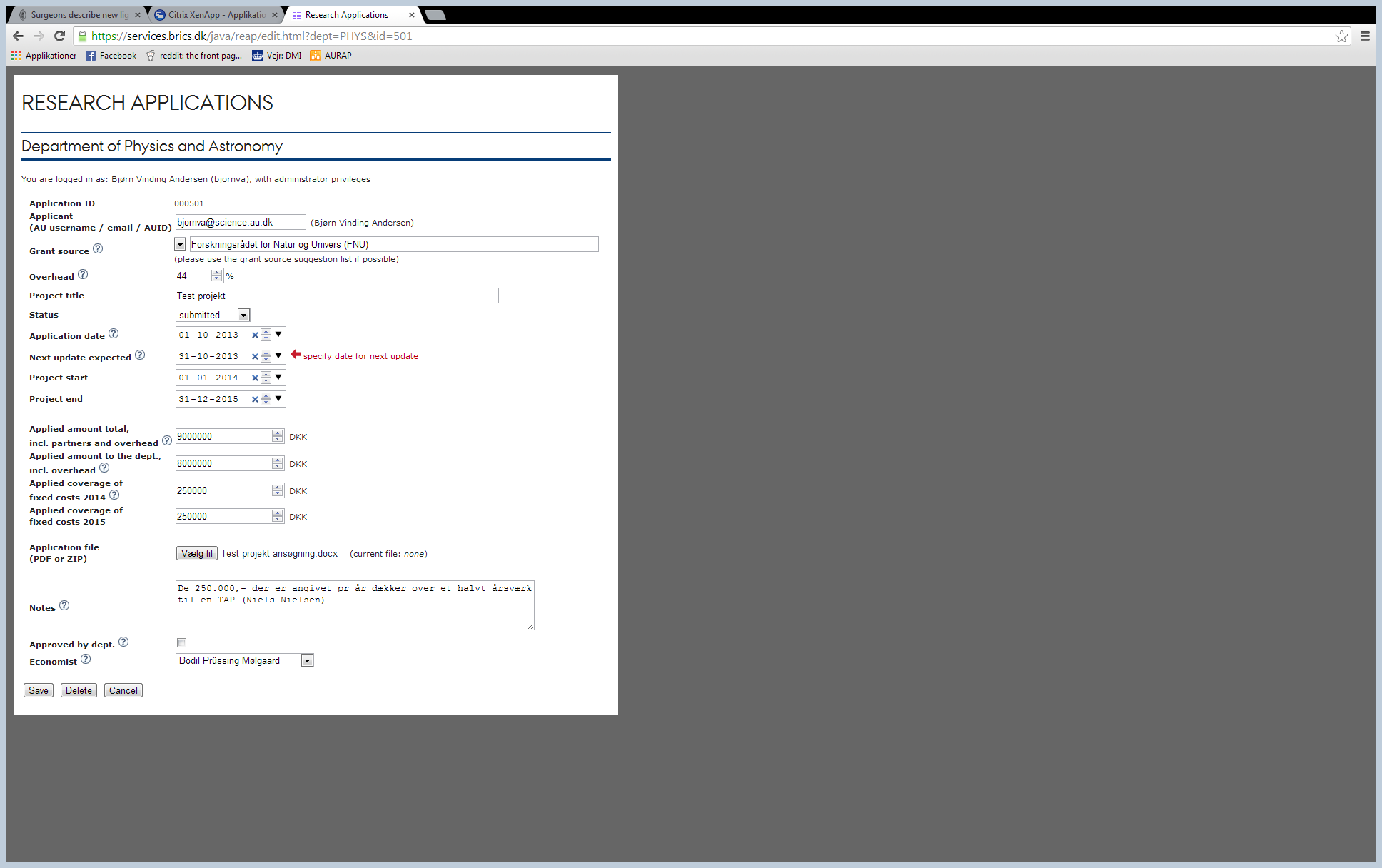
If the original application is changed, the relevant information must be updated. This could concern for example:

* **Project start**
* **Project end**

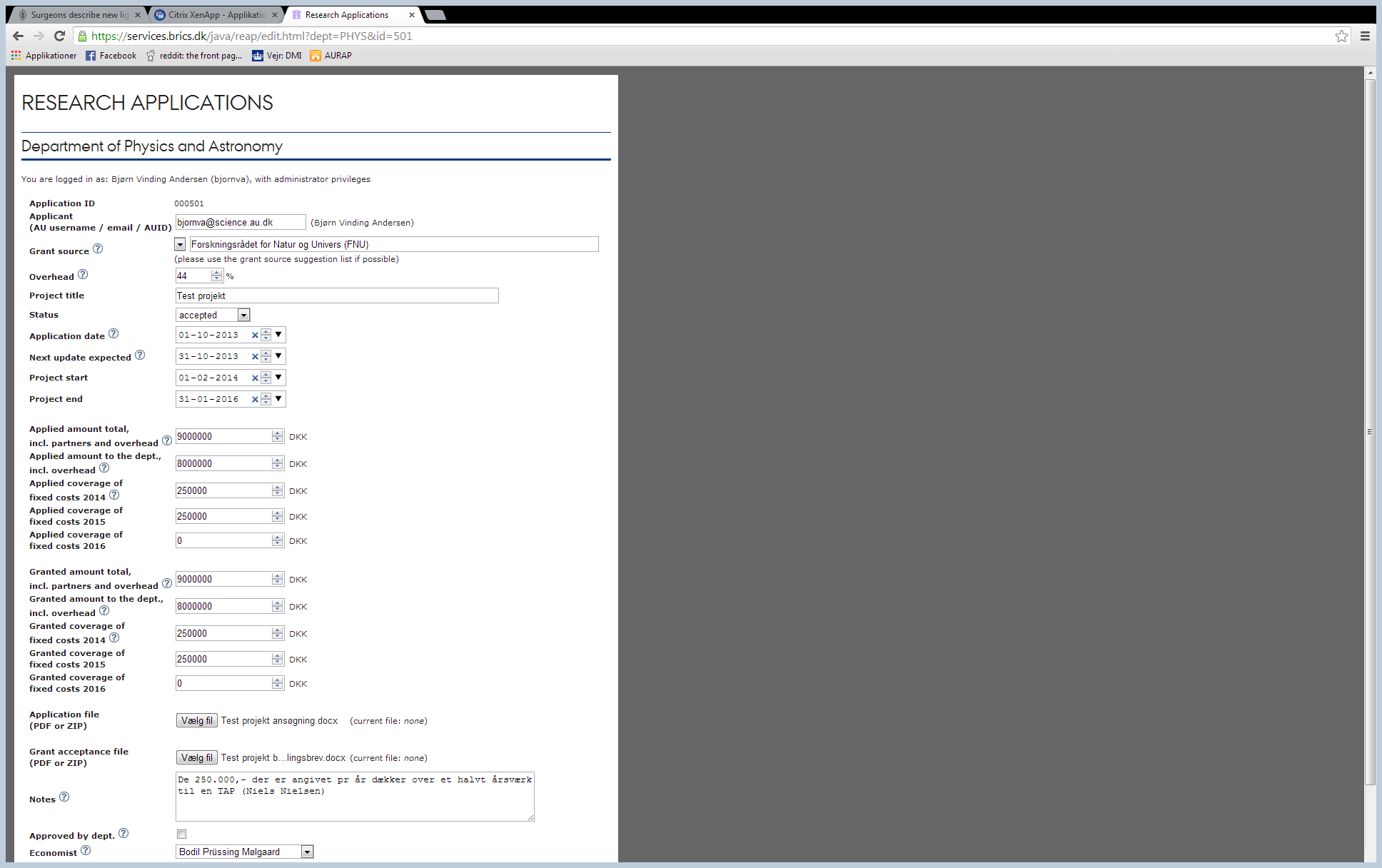
The field 'next update expected' should only be updated if you expect more future updates.

# Example of entering application

A sample application for an amount of DKK 9 million from FNU has been entered below. Out of this amount, DKK 1 million must be forwarded to partners, for which reason DKK 8 million will be paid to the department. The project should ideally start on 1 January 2014 and end two years later. The project involved granted coverage of a fixed cost of 250,000 a year. I expect a reply from FNU at the end of October and will be able to update status on 31st October. The application is attached as a PDF file with relevant signatures, and I have stated the name of the project finance administrator.



Below is an example of what an update of an application will often look like. Here, status is changed to 'accepted'. The grant letter has been uploaded, and any corrections have been made. In this example, a correction is made to the start and end dates. The amounts applied for are granted, and the following should be filled in:

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Click 'save' to save the application. Once the project finance administrator has created the project, the project number is entered (this has been done in the example above), and the registration is complete.

In case of problems with the system, please contact Associate Professor Anders Møller ([amoeller@cs.au.dk](mailto:amoeller@cs.au.dk)), who has developed ReAp.

1. For example covering of own pay, technical and administrative staff, infrastructure etc. [↑](#footnote-ref-1)