NAME: ReAp – Item 8b in process description

Phase	Explanation	Navigation
Log in to ReAp	Go to https://medarbejdere.au.dk/administration/oekonomi/oekonomi-paa-fakulteterne/oekonomi-paa-st/ansoegninger/reap-systemet-til-ansoegninger/ Select department Log in using AUID and password for mitAU.	ReAp systemet til ansøgninger **Find ReAp på dit institut** **RESEARCH APPLICATIONS** Log in Use your AU email address or AUID number as userna By logging in you accept that a cookie is placed on yo username password ☐ Remember my log in Log in
Open relevant application	Find the application in the list and click on 'Edit' in the right-hand column	Edit
Update information in the application	1. Fill out the 'Status' field by selecting the relevant status for your application from the drop-down menu. Fields are updated automatically. 2. Fill in the following fields: 'Granted Amount Total, including partners and overhead', 'Granted Amount to the Department, including overheads', 'Granted amount to the Department, including overhead, *year*'. 3. If it appears from ReAp: Fill in the field 'Granted coverage of fixed costs, *year*' 4. Where it says 'Grant acceptance file' you can upload your 'Grant letter', if relevant. 5. The 'Navision number' field is filled in by the project finance administrator when the project is created. 6. If the project has been set up under the wrong department, it can be relocated using the 'Move application to other department' field.	Status — in preparation Granted amount total, incl. partners and overhead ⑦ Granted amount to the dept., incl. overhead ⑦ Granted amount to the dept., incl. overhead, 2018 ⑦ Granted amount to the dept., incl. overhead, 2019 Granted coverage of fixed costs, 2018 ⑦ Granted coverage of fixed costs, 2019 Grant acceptance file (PDF or ZIP) — Vælg fil **Navision number** Move application to other department ⑦ — (leave
Save the application	1. Click 'Save' to save your application	Save

Note: Note that these guidelines are updated regularly and posted on the website:

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Tips:

Filtering the database	In ReAp, you can filter the database content and see e.g. all 'accepted' or 'submitted' applications, etc. at the top of the list.	Quick find: ___ Show from year 2019 to 2024 Show status: ☑ idea ☑ in preparation ☑ submitted Show columns: ☐ categories ☐ dates ☐ applied am
Export of application data	You can export all application data to Excel by clicking the button at the bottom of the list page.	Export to Excel file
Notes	Notes on the application, including on the budget, of relevance to the project finance administrator should be stated in the 'Notes' field.	Notes ⑦

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