Guidelines (ReAp) NAME: ReAp – Item 6b in process description

Phase	Explanation	Navigation
Log in to ReAp	Go to	ReAp systemet til ansøgninger
	https://medarbejdere.au.dk/administration/oekonomi/oeko	
	nomi-paa-fakulteterne/oekonomi-paa-	Find ReAp på dit institut
	st/ansoegninger/reap-systemet-til-ansoegninger/	
		RESEARCH APPLICATIONS
	Select department	Log in
		Use your AU email address or AUID number as userna
	Log in using AUID and password for mitAU.	By logging in you accept that a cookie is placed on yo
		username
		password
		Remember my log in
		Log in
Create a new	Create a case by clicking 'New Application'	New and testing
application		New application
		Application ID -
Fill in the	1. Fill in the 'Applicant' field with the relevant researcher's	Applicant (AU email / AUID)
application	AUID (only the number)/email	
		(unknown user)
	2. Check that the name of the researcher is shown to the right of the field	
	right of the field	
	3. If relevant, fill in the 'ST Thematic Centre Phase 1' field	
	from the drop-down menu.	ST Thematic Center Phase 1 (none)
	nom the drop downment.	ST Thematic Center Phase 2 🕐 (none) 🔻
	4. If relevant, fill in the 'ST Thematic Centre Phase 1' field	
	from the drop-down menu.	
		Project title
	5. Fill in the 'Project title' field. Structure: 'acronym: title of	
	the research project'.	
		Grant source 🕐
	6. Fill in the 'Grant Source' field with a foundation from the	
	drop-down menu.	
		Grant source category (2)
	7. The system will then update the fields 'Grant Source	Project kind ⑦ ordinary grant (Overhead ⑦ 0 %
	Category', 'Project Kind' and 'Overhead'.	
		Status in preparation
	8. Fill in the 'Status' field by selecting the relevant status for	
	your application from the drop-down menu.	
	9. Fill in the 'Application Date' field with the deadline for	Application date 🕜 dd - mm - åååå
	Fill in the 'Application Date' field with the deadline for grant call.	
		Next update expected ⑦ dd-mm-åååå

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	10. Fill in the 'Next update expected' field if relevant. (The project finance administrator receives reminders regarding	Project start 🕐	dd-mm-åååå
	this date if this field is filled in)		
		Project end	dd-mm-åååå
	11. Fill in the 'Project start' field with the project's assumed		44 - 1111 - 8888
	start date.		
	12. Fill in the 'Project end' field with the project's assumed		
	end date.		
		Applied amount total,	0 DKK
	13. A number of budget fields are now displayed.	incl. partners and overhead ⑦ Applied amount to the dept.,	0 DKK
		incl. overhead 🕐	
	14. Fill in the following fields: 'Applied Amount Total,	Applied amount to the dept., incl. overhead, 2019 ?	0 DKK
	including partners and overhead', 'Applied Amount to the	Applied coverage of	0 DKK
	Department, including overhead', 'Applied amount to the	fixed costs 2019 🕐	
	Department, including overhead, "year".		
	beparanent, moluting overhead, year .		
	15. If it appears from ReAp: Fill in the "Applied coverage of	Application file (PDF or ZIP) ?	Vælg fil
	fixed costs, *year*' field.		
	16. Where it says 'Application file' you can upload 'project		
	application, incl. budget' OR:	Notes 🕐	
	17. Fill in the 'Notes' field with the case number in Work		
	Zone (NOTE: the project finance administrator must be able	Success probability 🕐	%
	to access this case, cf. insight). Here you can add any other		
	comments regarding the application.		
		Approved by dept. 🕐	
	18. If possible, fill in the 'Success Probability' field to indicate		
	the probability of receiving a grant for the application.		
		Economist (?)	
	19. Tick the 'Approved by department' field if the head of		
	department has approved the budget.		
		Move application to	(leave
	20. Fill in the 'Economist' field with the relevant project	other department 🕐	.,
	finance administrator from the drop-down menu.		
	21. If the project has been set up under the wrong		
	department, it can be relocated using the 'Move application		
	to other department' field.		
Save the application	Click 'Save' to save your application		
Save the application		Save	

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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:
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 🖗