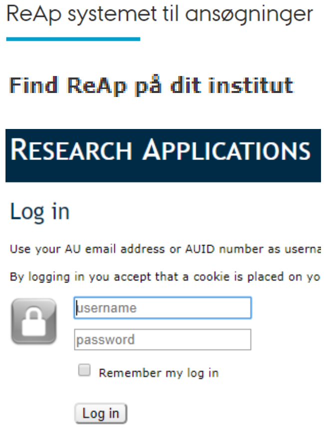
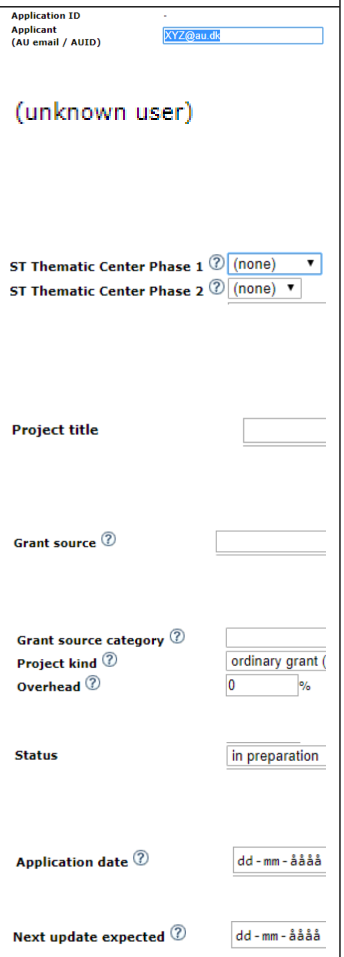
NAME: ReAp – Item 6b in process description

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.	
Create a new application	Create a case by clicking 'New Application'	
Fill in the application	1. Fill in the 'Applicant' field with the relevant researcher's AUID (only the number)/email 2. Check that the name of the researcher is shown to the right of the field 3. If relevant, fill in the 'ST Thematic Centre Phase 1' field from the drop-down menu. 4. If relevant, fill in the 'ST Thematic Centre Phase 1' field from the drop-down menu. 5. Fill in the 'Project title' field. Structure: 'acronym: title of the research project'. 6. Fill in the 'Grant Source' field with a foundation from the drop-down menu. 7. The system will then update the fields 'Grant Source Category', 'Project Kind' and 'Overhead'. 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 grant call.	

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

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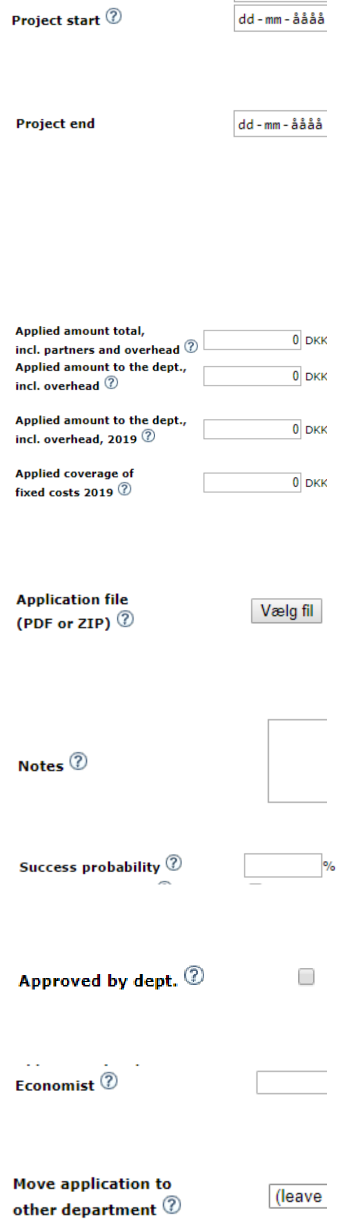
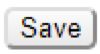
	10. Fill in the 'Next update expected' field if relevant. (The project finance administrator receives reminders regarding this date if this field is filled in) 11. Fill in the 'Project start' field with the project's assumed start date. 12. Fill in the 'Project end' field with the project's assumed end date. 13. A number of budget fields are now displayed. 14. Fill in the following fields: 'Applied Amount Total, including partners and overhead', 'Applied Amount to the Department, including overhead', 'Applied amount to the Department, including overhead, *year*'. 15. If it appears from ReAp: Fill in the ''Applied coverage of fixed costs, *year*' field. 16. Where it says 'Application file' you can upload 'project application, incl. budget' OR: 17. Fill in the 'Notes' field with the case number in Work Zone (NOTE: the project finance administrator must be able to access this case, cf. insight). Here you can add any other comments regarding the application. 18. If possible, fill in the 'Success Probability' field to indicate the probability of receiving a grant for the application. 19. Tick the 'Approved by department' field if the head of department has approved the budget. 20. Fill in the 'Economist' field with the relevant project 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	

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Guidelines (ReAp)

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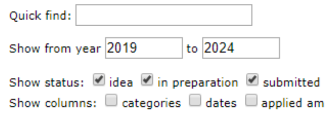
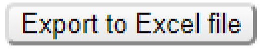
Tips:

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.	
Export of application data	You can export all application data to Excel by clicking the button at the bottom of the list page.	
Notes	Notes on the application, including on the budget, of relevance to the project finance administrator should be stated in the 'Notes' field.	

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