



ReAp guidelines for Nat-Tech

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1. Introduction

ReAp is an online system for the registration of research of applications for research funding. Researchers can only view their own applications, whereas department heads, project finance administrators, controllers and other relevant parties have access to an aggregated overview of the department's applications. This helps to provide a better overview of the department's future financial situation, while at the same time providing valuable information about success rates with various foundations. ReAp is also a platform where all the required documents for creating a project are gathered.

ReAp is accessed by department-specific links. Links are available on Nat-Tech staff page under "Økonomi på Nat-Tech" -> Ansøgninger -> ReAp systemet til ansøgninger":
<http://medarbejdere.au.dk/index.php?id=1432395>.

After opening the link, you must enter a username and password. Here you should use the same login information that you use to log on to mit.au.dkyour AU computer. Please contact Allan Bøge Ochwat (Allan.Ochwat@au.dk) if you are experiencing problems when login in.



2. ReAp front page

The front page is the first thing you see, and it looks like this:

RESEARCH APPLICATIONS

Department of Physics and Astronomy

You are logged in as: Bjorn Vinding Gulbech (bjornva@au.dk) [Log out](#)

[New application](#)

Quick find:

Show from year: to

Show status: in preparation submitted second stage withdrawn accepted rejected

Show columns: dates applied amounts granted amounts yearly amounts attachments economists notes

[Reset filters](#)

Click on column headers to sort the rows.

Applicant	Grant source	Project title	Status	Approved by dept.	
Jeffrey S. Hangst	CARLSBERG	The ALPHA-g Project	submitted	<input type="checkbox"/>	Edit
Jonathan P. Merrison	FNU	Climate change on Mars	rejected	<input type="checkbox"/>	Edit
Lars Bojer Madsen	FNU	Attosecond transient absorption spectroscopy in molecules	submitted	<input type="checkbox"/>	Edit

Applications registered by the researcher can be seen here, and by ticking 'show dates', 'show applied' etc., further information about the applications may be viewed.



3. Creation of a new application in ReAp

Click 'New application' to register a new application. This takes you to the page where applications can be entered, which looks like this:

Department of Chemistry

You are logged in as: Allan Bøge Ochwat (allan.ochwat@au.dk), with administrator privileges [Log out](#)

Application ID	-
Applicant (AU email / AUID)	<input type="text"/>
ST Thematic Center Phase 1 [?]	(none) ▼
ST Thematic Center Phase 2 [?]	(none) ▼
Project title	<input type="text"/>
Grant source [?]	<input type="text"/>
Grant source category [?]	<input type="text"/>
Project kind [?]	ordinary grant ("tilskudsfinansieret") ▼
Status	in preparation ▼
Application date [?]	dd - mm - åååå
Next update expected [?]	dd - mm - åååå ← specify date for next update
Project start [?]	dd - mm - åååå
Project end	dd - mm - åååå
Overhead [?]	0 <input type="text"/> %
Applied amount total, incl. partners and overhead [?]	<input type="text"/> 0 DKK ← amount should be a positive number
Applied amount to the dept., incl. overhead [?]	<input type="text"/> 0 DKK ← amount should be a positive number
Application file (PDF or ZIP) [?]	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil (current file: none)
Notes [?]	<input type="text"/>
Approved by dept. [?]	<input type="checkbox"/>
Economist [?]	<input type="text"/>
Move application to other department [?]	(leave unchanged) ▼



Nedenfor er en gennemgang af de felter, man skal udfylde. De gennemgås fra toppen og ned.

- **Applicant:** feltet "Applicant" udfyldes automatisk ved login. Feltet angiver, hvem der er ansøger. Står der ikke noget i dette felt, skyldes det, at man er oprettet som administrator. Indtast mail-adressen for den pågældende forsker, for at få ham/hende til at stå som ansøger.
- **Nat-Tech Thematic Center Phase 1:** Valgtfrit. Her vælges om projektet er tilknyttet ARC, CBIO, DIGIT, ICLIMATE, IFOOD, IMAT eller WATEC.
- **Nat-Tech Thematic Center Phase 2:** Valgtfrit. Her kan vælges iNano.
- **Project title:** projektets titel angives.
- **Grant source:** man vælger bevillingsgiver via drop-down menuen. Er bevillingsgiveren ikke på listen, kan man skrive navnet i feltet. Det anbefales dog, at man kigger grundigt efter inden man selv indtaster. Det sikrer bedst mulige stamdata.
- **Grant source category:**
- **Project kind:** Her vælges om projektet er 'Tilskudsfinansieret' eller 'Indtægtsdækket virksomhed'
- **Status:** her indtastes status for ansøgningen. Er ansøgningen under udarbejdelse, vælges '*in preparation*'. Er den afsendt til bevillingsgiver, vælges '*submitted*'. Det er også muligt at angive '*second stage*', '*withdrawn*', '*accepted*' og '*rejected*' som status.
- **Application date:** dato for afsendt ansøgning angives.
- **Next update expected:** dato for næste opdatering indtastes. Man vil ofte vide, hvornår man cirka får svar på sin ansøgning.
- **Project start:** projektets start-dato angives i dette felt.
- **Project end:** projektets slut-dato angives i dette felt.
- **Overhead:** alt efter hvilken 'grant source' man vælger genereres der en overhead-sats. Vælger man f.eks. FNU, vil der automatisk stå 44% i 'overhead-feltet'. Genereres der en forkert overhead kan man i feltet selv taste den korrekte overhead.
- **Applied amount total, incl partners and overhead:** I dette felt angives det totale ansøgte beløb. Dette inkluderer videreforsendelser og overhead. Er man partner i et projekt, skal det totale beløb også angives. Der er mulighed for at angive egen andel i feltet nedenunder.
- **Applied amount to the dept., incl overhead:** indtastning af, hvor meget der er ansøgt til instituttet. Dette er excl. videreforsendelser
- **Application file:** Ansøgningen uploades som pdf. eller zip. På forsiden underskriver ansøger og institutleder.
- **Notes:** Eventuelle kommentarer kan tilføjes her. Det vil typisk være yderligere information omkring 'inddæknings-aftalen'. Har man f.eks. angivet, at man hvert år inddækker 100.000, så kan man tilføje en tekst om, at det er TAP-løn for xx person.
- **Approved by dept.:** Institutlederen afkrydser i denne boks, når ansøgningen er godkendt.
- **Economist:** Projektøkonomens navn indtastes her. Er man i tvivl om, hvilken projektøkonom man er tilknyttet, kan følgende link benyttes:
<http://medarbejdere.au.dk/administration/oekonomi/oekonomi-paa-fakulteterne/oekonomi-paa-st/kontaktinformation/>
På baggrund af denne angivelse kan instituttets controller følge op på, hvem der har ansvaret for at oprette projektet, hvis bevillingen gives
- **Move application to other department:** Mulighed for at flytte ansøgningen til et andet institute, hvis ansøgningen er registreret forkert.

Ansøgningen gemmes ved at trykke 'save'



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

- **Applicant:** the "Applicant" field is filled out automatically based on your login data. The field identifies the applicant. If this field is empty, it is due to the fact, that you have administrator-access. Enter the email-address of the applicant to associate the application with the applicant.
- **Nat-Tech Thematic Center Phase 1:** Optional. Select the center the project concerns ARC, CBIO, DIGIT, ICLIMATE, IFOOD, IMAT eller WATEC.
- **Nat-Tech Thematic Center Phase 2:** Optional. Select iNano
- **Project title:** Title of the project
- **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.
- **Project kind:** Select if the project is 'Tilskudsfinansieret' or 'Indtægtsdækket virksomhed'
- **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:** The date of the next update must be specified. You will usually know roughly when you can expect to receive a response to your application
- **Project start:** Specify the project start date.
- **Project end:** Specify the project end date.
- **Overhead:** Depending on the selected 'grant source', an overhead is generated. If, for example, you choose FSS, 44% will automatically appear in the 'overhead' field. If an incorrect overhead is generated, it is possible to enter the correct overhead in the field.
- **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, you must also state the total amount. It is possible to specify 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
- **Application file:** The application must be uploaded as a PDF or zip file. The applicant and department head must sign the front page.
- **Notes:** Any comments can be added here, often as 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 stating 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. The following link may be used if you are unsure about which project finance administrator is assigned:
<https://medarbejdere.au.dk/administration/oekonomi/oekonomi-paa-fakulteterne/nat-tech-oekonomi/kontaktinformation/kontaktpersoner-i-nat-tech-oekonomi/>
- **Move application to other department:** Possibility to move the application to another department.

Based on this information, the department's controller can follow up on who is responsible for creating the project, if the grant is awarded. **Ansøgningen gemmes ved at trykke 'save'**



4. Coverage of fixed cost

When entering the start and end dates, additional fields are generated to enter applied amounts for each year. If you are applying for 'inddækning' (coverage by external projects of the department's fixed costs¹) please specify the amount for each year.

In the screenshot below, 1 /1-2017 is entered as the start date and 31/12-2019 as the end date. Here, fields are generated for 2017, 2018 and 2019, where applied coverage of fixed costs for the respective years can be stated:

Project start	<input type="text" value="01-01-2017"/>
Project end	<input type="text" value="31-12-2019"/>
Applied amount total, incl. partners and overhead ?	<input type="text" value="0"/> DKK
Applied amount to the dept., incl. overhead ?	<input type="text" value="0"/> DKK
Applied amount to the dept., incl. overhead, 2017 ?	<input type="text" value="0"/> DKK
Applied amount to the dept., incl. overhead, 2018	<input type="text" value="0"/> DKK
Applied amount to the dept., incl. overhead, 2019	<input type="text" value="0"/> DKK
Applied coverage of fixed costs 2017 ?	<input type="text" value="0"/> DKK
Applied coverage of fixed costs 2018	<input type="text" value="0"/> DKK
Applied coverage of fixed costs 2019	<input type="text" value="0"/> DKK

¹ F.eks. dækning af egen løn, TAP-personale, infrastruktur osv.



5. Acceptance/rejection of an application

If the application is rejected, the applicant should update the 'status field' to 'rejected'. If the application is accepted, the 'status field' should be updated to 'accepted'. Changing the status to accepted generates the 'granted fields' below:

- **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, you must 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.

- **Grant acceptance file:** If the grant is awarded, the grant letter must be uploaded.
- **Navision number:** filled out by the economist when the project is created in Navision (the economy system)

If there are any changes in relation to the application, these should be corrected in the relevant fields. For instance: project start or project end.



6. Example on how to enter an application

Below you can see an example of an entered application for a total of DKK 3 million from FNU. DKK 500K must be forwarded, meaning that DKK 2,5 million goes to the department. The project should ideally start on 1 July 2017 and end two years later. A total amount of DKK 250K goes to the coverage of fixed costs, and a response from FNU is expected at the end of may, which is why the updated status is set to 1 June. The application is attached as a PDF file with relevant signatures. The name of the project finance administrator is stated.

Department of Physics and Astronomy

You are logged in as: Bjørn Vinding Gulbech (bjornva@au.dk), with administrator privileges [Log out](#)

Application ID	006849
Applicant (AU email / AUID)	<input type="text" value="bjornva@au.dk"/> (Bjørn Vinding Gulbech)
Grant source ?	<input type="text" value="Forskningsrådet for Natur og Univers (FNU)"/> <small>(please use the grant source suggestion list if possible)</small>
Overhead ?	<input type="text" value="44"/> %
Project title	<input type="text" value="Test projekt"/>
Status	<input type="text" value="submitted"/>
Application date ?	<input type="text" value="01-10-2016"/>
Next update expected ?	<input type="text" value="01-06-2017"/>
Project start	<input type="text" value="01-09-2017"/>
Project end	<input type="text" value="31-08-2019"/>
Applied amount total, incl. partners and overhead ?	<input type="text" value="3.000.000"/> DKK
Applied amount to the dept., incl. overhead ?	<input type="text" value="2.500.000"/> DKK
Applied amount to the dept., incl. overhead, 2017 ?	<input type="text" value="500.000"/> DKK
Applied amount to the dept., incl. overhead, 2018	<input type="text" value="1.000.000"/> DKK
Applied amount to the dept., incl. overhead, 2019	<input type="text" value="1.000.000"/> DKK
Applied coverage of fixed costs 2017 ?	<input type="text" value="50.000"/> DKK
Applied coverage of fixed costs 2018	<input type="text" value="100.000"/> DKK
Applied coverage of fixed costs 2019	<input type="text" value="100.000"/> DKK
Application file (PDF or ZIP) ?	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil (current file: Ansoegning - Test projekt.pdf)
Notes ?	<input type="text" value="De 250.000 der er angivet som inddækning skal finansiere TAP, Niels Nielsen"/>
Approved by dept. ?	<input type="checkbox"/>
Economist ?	<input type="text" value="Maja Bay Christiansen"/>
Move application to other department ?	<input type="text" value="(leave unchanged)"/>



7. Example on how to update an application

Below is an example of a typical update of an application. Here, the status is changed to 'accepted'. The grant letter has been uploaded and any corrections have been made. In this example, the start and end date has been corrected. The amount applied for is granted, and the following fields must be completed:

Department of Physics and Astronomy

You are logged in as: Bjorn Vinding Gulbech (bjornva@au.dk), with administrator privileges [Log out](#)

Application ID	006849
Applicant (AU email / AUID)	<input type="text" value="bjornva@au.dk"/> (Bjorn Vinding Gulbech)
Grant source [?]	<input type="text" value="Forskningsrådet for Natur og Univers (FNU)"/> <small>(please use the grant source suggestion list if possible)</small>
Overhead [?]	<input type="text" value="44"/> %
Project title	<input type="text" value="Test projekt"/>
Status	<input type="text" value="accepted"/>
Application date [?]	<input type="text" value="01-10-2016"/>
Project start	<input type="text" value="01-09-2017"/>
Project end	<input type="text" value="31-08-2019"/>
Applied amount total, incl. partners and overhead [?]	<input type="text" value="3.000.000"/> DKK
Applied amount to the dept., incl. overhead [?]	<input type="text" value="2.500.000"/> DKK
Applied amount to the dept., incl. overhead, 2017 [?]	<input type="text" value="500.000"/> DKK
Applied amount to the dept., incl. overhead, 2018	<input type="text" value="1.000.000"/> DKK
Applied amount to the dept., incl. overhead, 2019	<input type="text" value="1.000.000"/> DKK
Applied coverage of fixed costs 2017 [?]	<input type="text" value="50.000"/> DKK
Applied coverage of fixed costs 2018	<input type="text" value="100.000"/> DKK
Applied coverage of fixed costs 2019	<input type="text" value="100.000"/> DKK
Granted amount total, incl. partners and overhead [?]	<input type="text" value="3.000.000"/> DKK
Granted amount to the dept., incl. overhead [?]	<input type="text" value="2.500.000"/> DKK
Granted amount to the dept., incl. overhead, 2017 [?]	<input type="text" value="500.000"/> DKK
Granted amount to the dept., incl. overhead, 2018	<input type="text" value="1.000.000"/> DKK
Granted amount to the dept., incl. overhead, 2019	<input type="text" value="1.000.000"/> DKK
Granted coverage of fixed costs, 2017 [?]	<input type="text" value="50.000"/> DKK
Granted coverage of fixed costs, 2018	<input type="text" value="100.000"/> DKK
Granted coverage of fixed costs, 2019	<input type="text" value="100.000"/> DKK
Application file (PDF or ZIP) [?]	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil (current file: Ansøgning - Test projekt.pdf)
Grant acceptance file (PDF or ZIP)	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil (current file: Tilsagnsbrev - Test projekt.pdf)
Notes [?]	<input type="text" value="De 250.000 der er angivet som inddækning skal finansiere TAP, Niels Nielsen"/>
Approved by dept. [?]	<input type="checkbox"/>
Economist [?]	<input type="text" value="Maja Bay Christiansen"/>
Navision number	<input type="text" value="28000"/> (filled in by economist)
Move application to other department [?]	<input type="text" value="(leave unchanged)"/>

When 'Save' is clicked at the end, the application is saved. Once the project finance administrator has created the project, he/she enters the project number in ReAp, and the registration is complete.