Process description – Research applications, collaborations with companies, public authorities and other binding projects – from application to grant

The researcher is responsible for making sure to create a case in WorkZone and that relevant application material is filed on this case.

Please be aware of local guidelines in your department/centre regarding who is the responsible person for opening cases, filing application material on cases etc., as this varies from department to department.

1. **Research application:** the researcher commences the work on the application

2. **A research application case** is created in WorkZone
   If two or more researchers make a joint application across departments, each department creates a case on the application.
   a. The department secretariat / WorkZone responsible / researcher creates a case in WorkZone (see "Guide for research applications – item 5")
   b. NB! The Research Support Office creates the case, if they are involved:
      i. Researcher contacts RSO
      ii. RSO creates the case in WorkZone and adds access codes to researcher(s), department and Nat-Tech Finance

3. **Researcher files the application material on the case** in WorkZone and / or send the material via e-mail to the filing responsible in the department.
   a. Relevant correspondence (i.e. agreements, e-mail correspondence etc.)
   b. Supporting letters
   c. Budget
   d. Application etc.

4. **Approval of the economics in the project** by Head of department/centre (= signature on the project application)

5. **Researcher applies** for the foundation and **files the any additional material in WorkZone.**

6. Researcher / filing responsible in the department makes sure that **the application is registered in ReAp (see "Guide for item 8b in Process for research**

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applications").

7. **Researcher is notified of grant /rejection** from the foundation.

8. **Researcher files the grant / rejection letter in WorkZone** and / or sends the material via e-mail to the filing responsible* at the department.
    a. If funding is granted:
        i. **Nat-Tech Finance shall receive a link to the case in WorkZone**
        (after this, Nat-Tech Finance will create a case reference from the Finance case to the Department case)
        ii. Optionally, Corporate Relations and Technology Transfer (if collaboration agreement required): notified by email on case number in WorkZone.
    b. If rejection:
        i. **Researcher/ filing responsible closes the case in WorkZone.**
        (the case can be reopened if relevant)

9. Filing responsible at the department closes the case, if the researcher did not close it.

<u>*REQUIREMENTS:</u>
Every department is responsible for appointing one or more person(s) responsible for filing.

Filing documents on the case in WorkZone

The following documents must be named as follows:

- Application: *Application (date/version)*
- Budget: *Budget (Date/version)*
- Approval/OK from the head of department: *Approval/OK from the head of department*
- Letter of support: *Letter of support*
- Grant letter, commitment, collaboration agreement, contract, contractual basis, etc.: *Grant approval*
- Optionally, the collated application material: *Concluded / final application material*
- Grant approval / rejection: *Grant approval / rejection of application*

Any other relevant material can be filed on the case.