NAME: Research applications – Item 2, 3 and 5 in process description

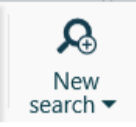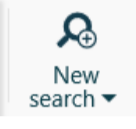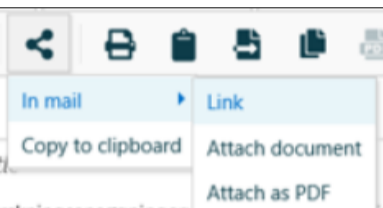| Phase	Explanation	Navigation
Create case	Click on **case** and select **Forskningsbevillingsansøgning**.	Case
Fill in the Title	Fill in the Title box including some or all of the following information (arbitrarily listed below): **NAME OF RESEARCHER, PROJECT TITLE, ACRONYM, FUNDER, YEAR OF GRANT CALL (e.g. INSTRUMENT)**	Title *
Select case group	Select case group from the case journal folder. Select one of the following case groups: - **622 Forskningsstøtte, ansøgninger nationalt** (research support, national applications) - **623 Forskningsstøtte, ansøgninger internationalt** (research support, international applications) - **730 Samarbejde med andre myndigheder og erhvervslivet, generelt** (Collaboration with other authorities and businesses, general) Alternatively, case group *621, Forskningsprojekter, konkrete* (research projects, specific) can be used for pool funds, strategic funds, etc.	Case group 623, Forskningsstøtte, ansø...
Case handler	The person who is responsible for the case or the person who files on the case must be a case handler. Here you select project manager / grant recipient.	Case handler
Fill in Acting unit	Select your department's general unit number. See Appendix 1.	Acting unit
Fill in Read access (read access; limited access only for people who needs to be able to see the case and any material filed on it)	Always select the following access code: - **Personal access code for the grant recipient/project manager** and other parties involved - **Department: ST_'dep.'_adm.** See Appendix 1. - **Nat-Tech Finance: ST_OKO** The following insight recipients must be selected if they are involved in the application/project: - **FSE: 1615 Research Support Office** - **ET: 8224 Corporate Relations and Technology**	Read access Access code
Save case	To create the case, click **Save**. A WorkZone case no. is now displayed at the top.	Save
Close case	Once the case is terminated, **Archive** all documents on the case, then click **Close**.	Close

Tips:

Add party	After the case has been set up, you can add relevant external partners such as companies or collaboration partners etc. under the *Parties* tab. Click the **Parties** tab Add the name or CVR number of the party in the free text field and click **Search**. To add the party to the case, double-click the name or click the arrow button. Click the **Save** button *Note: If the company is not in the system, you have to create a company contact.* *See how to in this guide:* https://medarbejdere.au.dk/fileadmin/site_files/scitech.medarbejdere.au.dk/WorkzoneST/Guide_Create_company_contact.pdf	Parties Free text Search Save
Reopen case / Application granted funding	When the case is to be reopened, click on the '**Reopen**' button. This can be useful in situations where the research application is granted the necessary funding and thus relevant academic material, correspondances etc. *NB: When funding is granted to an application, Nat-Tech Economy creates a project with a unique project number in the Economy system. You can freely add this project number* fra Nat-Tech Finance in the Title field.*	Reopen

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	The project finance administrator ('projektøkonom') sends the project number to the project owner.	
Browser	Work in WorkZone through *Microsoft Edge* to ensure that all functions in the system are available. *Chrome* can also be used for read-only access.	
Reminders	After a case has been created, a reminder can be set up for replies from the funder in the *Påmindelser* (reminders) tab. See deadlines from FSE, Appendix 2.	
Fields in the master record	The step-by-step guide describes the minimum requirements. If this makes sense, please fill in more fields in the master record.	
Searching for a researcher's cases	When searching for a researcher's cases, fill in the following fields in *Sagssøgning* (case search): - *'Forskernavn'* (researcher name) in the free text field - Case category: Forskningsbevillingsansøgning *(research funding application)* - FANSØG	New search ▾
Searching for a collective case list for the department	When searching for all of the department's research application cases, fill in the following fields in *Sagssøgning* (case search): - Performing unit: Find the unit no. of the department/school/centre in Appendix 1. - Case category: *FANSØG, Forskningsbevillingsansøgning* (research funding application) NOTE! The search result can be exported to Excel and it can be saved. When saved, the list will automatically be updated when new cases are created within the department/school/centre. You can manage your dashboard settings in order to have this list appear on your dashboard.	New search ▾
Send an email with a link to the case (e.g. ST Finance, if funding is granted)	Click **Del** (share) on the menu in the case and then select **In mail** and **Link**.	In mail ▸ Link Copy to clipboard Attach document Attach as PDF

Appendix 1.

Overordnet enhedsnr. og indblik på institutter / centre			
Institut	*Forkortelse*	*Enhedsnr.*	*Indblik*
Agroøkologi, Institut for	AGRO	1036	1036, Agroecology, Dept. Of
Bioscience, Institut for (RKS)	BIOS	5500	ST_BIOSRKS_adm
Biologi, Institut for	BIO	2847	ST_BIOSAAR_adm
Datalogi, Institut for	CS	5150	ST_CS_adm
Fysik og Astronomi, Inst. f.	PHYS	5200	ST_PHYS_adm
Geoscience, Institut for	GEO	5600	ST_GEO_adm
Husdyrvidenskab, Institut for	ANIS	1037	ST_ANIS_adm
Ingeniørhøjskolen AU	ASE	1945	ST_ASE_adm
Ingeniørvidenskab, Institut for	ENG	1247	ST_ENG_adm
Institut for Fødevarer	FOOD	1039	ST_FOOD_adm
Kemi, Institut for	CHEM	5300	ST_CHEM_adm
Matematik, Institut for	MATH	5100	ST_MATH_adm
Miljøvidenskab, Inst. f.	ENVS	1807	ST_ENVS_adm
Molekylærbiologi og Genetik, Inst.	MBG	5400	ST_MBG_adm
Center			
Bioinformatik, Cent. f.	BIRC	5114	ST_BIRC_adm
Interdisciplinær Nanotek., Cent.f.	INano	5213	ST_INANO_adm
Øko. Jordbrug og Fødev,Int.cent.f.	Icrofs	1769	ST_ICROFS_adm
Center for Kvantitativ Genetik og Genomforskning	QGG	1038	T_QGG_adm
Nationalt center			
Fødevarer og Jordbrug (DCA), Nat.C.	DCA	1015	ST_DCA_adm
Miljø og Energi (DCE), Nat.C., Roskilde	DCE	1040	ST_DCE_adm
Museerne mv.			
Science museerne	STENO	3812	N_adm_STENO

Appendix 2.

Science and Technology - Overview 2019

Funder	Council/Theme	Instrument	January	February	March	April	May	June	July	August	September	October	November	December
H2020	MSCA	ITN	15											
		IF		medio (2018 call)							11			
H2020	FET	FETOPEN												
		FETPROACT	24				ultimo				18			
H2020		CoG				step 2 (2018 call)					24			
H2020	ERC	AdVG	7				medio			29	ultimo (PE)	primo (1S)	step 1 (ultimo)	
		StG					step 1 (medio)		step 1 (primo)	step 2 (ultimo)	medio	medio (2020 call)	step 2	
		SyG						18			medio	step 3 (ultimo)	8	
		ICT												
H2020	LEIT*	NMBP	15	28	5						3. (phase 2)			
		Space	22 (phase 1)	21	5, 12	step 1 (medio)								
H2020	Societal Challenges*	SC1 (Health)			16, 16, (phase 2), 24									
		SC2 (Food Security)	23, 23 (phase 1)	5		25 (phase 2)				27	3	medio (step 1)	medio	medio
		SC3 (Energy)				25						primo		
		SC4 (Transport)	16, (phase 1)	19, 19, (phase 1)							4, 4, (phase 2)			
		SC5 (Climate)								20	12, (phase 2)		ultimo	
DFF	FNU/FTP/FSS	Sapere Aude		9		ultimo (2018 call)					medio	medio	medio	
		FP1				ultimo (2018 call)					primo	primo	ultimo	
		FP2	19			30	medio	ultimo		24		8	ultimo	
novationsfond	Grand challenges	Open call												
		Industrial PhD/Postdoc (private)												
		Industrial PhD/Postdoc (public)												
EUDP**		Projects												
GUDP***		Projects												
DG		Centre of Excellence (phase 1)	ultimo (phase 1)			25. (phase 2)					medio	primo		
	Projects	Projects					primo				medio	medio		
	Project grant	Endocrinology and Metabolism				ultimo (expected)								
		Biotechnology-based synthesis and production		medio (step 1, 2018)		25. (step 2, 2018)					medio (step 2)	primo (2020 call)		
		Bioscience and Basic Biomedicine												
...ovo Nordisk Fon	Challenge (2019)													medio
	Synergy													
		Tandem Programme	15	7.		ultimo			primo					
	Infrastructure	Excellence Emerging	8		14.	medio		4.						
		Ascending Investigator	8			medio								
		Distinguished Investigator	8			4.	primo							
	Investigator Grants	Hallas Møller Emerging Inv.	9			ultimo								
		Hallas Møller Ascending Inv.	9			ultimo								
		Distinguished Investigator	9			medio								
		Emerging Investigator	11			medio								
		Ascending Investigator	11		14.	medio								
		Distinguished Investigator	11			medio								
Lundbeckfonden		Ascending Investigators	11			medio								
		Professors	31				3. maj						5.-7.	medio
		Postdoc			pirmo (2018 call)		medio (2018 call)					primo	ultimo	
Villumfonden		Fellowship					ultimo					medio	medio	
		Young Investigator												
		Investigator			20.									
		Experiment									medio			
Carlsbergfondet		Postdoc										1		medio
		Disting. Associate Prof.										1		medio
		Semper Ardens***										1		ultimo (step 2)
		Infrastructure												medio

DEADLINE	EXPECTED ANSWER	INTERVIEW