BCE procedure for applications for external funding

AARHUS UNIVERSITY
DEPARTMENT OF BIOLOGICAL AND CHEMICAL ENGINEERING

FROM IDEA TO ACTION

- Get an idea for your research project.
- Identify grants and foundations. You can find a funding overview at BCE's employee portal.
- Identify key partners in academia and industry.
- Include and seek advice from relevant colleagues in the department or your section. Here you will gain access to valuable experiences and methods.
- If needed reach out to BCE's PER team. Find contact information at the BCE employee portal.
- RSO and TRS provide support for several grants. Find out what kind of support you can get and for what by following the links above.

PREPARATION*

Step 1 (mandatory)*
Tech's budget template and cover letter must be used for all applications for external funding.
The most recent version must always be used. Download it here.

Step 2 (mandatory)*
PL must include PFC in the budget preparation to optimize and secure the project's coverage, overhead, and compliance with the relevant call (find BCE's PFCs here).

Step 3 (mandatory)*
PL must ensure that all workflows, expenses, and processes have financing, and that the budget complies with BCE's guidelines for project economy.

Step 4 (mandatory)
PL must follow AU guidelines for risk assessment of research and project collaborations (URIS).
Find information here.

APPROVAL*

Step 1 (mandatory)*
No later than 10 workdays prior to application deadline the final budget must be forwarded to PFC and HoS (both in the same mail).

Step 2*
PFC will check if the budget complies with the specific call.

Step 3
HoS will check if the budget complies with BCE's guidelines for project economy.
If "yes" the budget is approved.
If "no" HoS and HoD must discuss if adaptions are needed before final budget approval.

Step 4
If a letter of support is needed the PL forwards a draft letter to bce@au.dk asking for a signature from HoD.
The BCE Secretariat will get signature from HoD and return to PL.

REGISTRATION

Step 1 (mandatory)
PL submits the application and forwards application documents, the final and approved budget, and the cover letter to PFC and journalisering@bce.au.dk in one mail.

Step 2
BCE Secretariat secures that the application is automatically registered in ReAp.

Step 3
The BCE Secretariat creates a case file in WorkZone based on the information in the cover letter and informs PL.
If PL has also forwarded other application documents, the BCE Secretariat will journalize these on the case file.

ACCEPTANCE OR REJECTION

If the application is accepted

Step 1 (mandatory)
PL must forward the letter of acceptance the PFC and journalisering@bce.au.dk.
The Secretariat will update ReAp and journalize in WorkZone.

Step 2
PL coordinates allocation of hours and hiring with the PFC.

If the application is rejected

Step 1 (mandatory)
PL must forward the letter of rejection to journalisering@bce.au.dk.
The Secretariat will update ReAp, journalize in WorkZone, and hereafter close the case file.

DURING THE PROJECT

Step 1
Approve the project budget in Power BI in connection with FR1 and FR3 – PL will receive a link from Nat-Tech Finance.

Step 2 (mandatory)
PL must ensure that all relevant project documents are journalized in WorkZone.

PL or project worker must journalize. Alternatively, if deemed necessary, project documents can be forwarded to journalisering@bce.au.dk (journal number must be clearly indicated in the subject field).

This includes:
- NDA's
- Corporate agreements
- Consortium agreements
- Final report
- Legal documents
- Project extensions

Find more information on journalizing at BCE here.

PER = Partnerships and External Relations, RSO = Research support Office, TRS = Tech Research Support, PFC = Project finance controller, PL = Project leader, HoS = Head of Section, HoD = Head of Department, FR = Financial report

**If the grant source is supported by RSO the steps "PREPARATION" and "APPROVAL" follow different guidelines. In those cases, the RSO takes over the role from the PFC. Tech's budget template must still be used for drafting the budget, to make sure it meets department requirements. Later it might be necessary to transfer the drafted budget to a RSO template, made specifically for the relevant call. See which calls this applies to and find the specific RSO guidelines at RSO's employee portal.*