

Management of externally funded projects at BCE

FROM IDEA TO ACTION

PREPARATION

APPROVAL

ACCEPTANCE OR REJECTION

DURING THE PROJECT

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.

Step 1 (mandatory)

Use Nat-Tech Finance's standard budget template for your project budget. The template also includes a cover letter, which must also be filled out.

For every new application always download a current/updated template here.

Step 2

You are encouraged to talk to your PFC regarding your project's coverage, overhead and compliance with the relevant call (find contact information for the department's PFCs here).

Step 3

PL must ensure that all workflows, expenses, and processes have financing, incl. costs for project management, quality assurance, administration, graphic work, translation, data storage (possibly also after project completion), auditing, etc.

Step 1 (mandatory)

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 applied overhead, project supplement, and coverage is balanced and complies with "department standards". If "yes" the budget is approved.

Step 4

If a letter of support is needed for the application, 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.

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.

REGISTRATION

Step 2

PFC 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.

If the application is accepted Step 1 (mandatory)

PL must send 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 send the letter of rejection to journalisering@bce.au.dk.

The Secretariat will update ReAp, journalize in WorkZone, and hereafter close the case file.

Step 1

Approve the project budget in PowerBI in connection with FF1 and FF3 – PL will receive a link from Nat-Tech Finance.

Step 2 (mandatory)

PL must ensure that all relevant project documents/materials are journalized in WorkZone.

PL or project worker must journalize. Alternatively, if deemed necessary, project documents/materials 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 <u>here</u>.