Management of externally funded projects at ECE

PREPARATION

Step 1
For all projects, a plan must be drawn up for how the project can balance financially. Make a project budget with the RSO or your PFC.

Step 2
Talk to the RSO or your PFC regarding your project's coverage and overhead and eligibility of specific expenses. (If you're unsure who your PFC is, you can find contact information for the department's economists 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 4
RSO or PFC must provide an acknowledgment of the budget.

APPROVAL

Step 1
Your HoS must approve the project budget (based on the red, yellow, green criteria). More information can be found on the ECE Staff Portal.

Step 2
Fill out the ECE Cover Letter. Make sure to fill out all the mandatory input fields and optional input fields where relevant.

Step 3
Send an e-mail to the ECE ReAp mailbox: reap@ece.au.dk with the following attached:
a) Project budget + RSO/PFC acknowledgment (e.g., e-mail).
b) Filled out ECE Cover letter.
c) Preapproval from your HoS (e.g., e-mail).
d) The application, any letter of support, letter of commitment and other relevant material that must be signed by the HoD.

If all the above is attached, the secretariat returns the signed documents to the researcher and the PFC within 3-5 working days.

REGISTRATION

Step 1
The Secretariat creates a case file in ReAp and WorkZone based on the information in the ECE Cover letter and informs the PL.

Step 2
When the application has been submitted, forward it to the ECE ReAp mailbox: reap@ece.au.dk

If the project arrives without an application, send a copy of the contract to: reap@ece.au.dk

ACCEPTANCE OR REJECTION

If your application is accepted
Step 1
PL must ensure that information about whether the application is accepted is updated in ReAp.
PL must send the letter of acceptance to the ReAp mailbox: reap@ece.au.dk and your PFC.

Step 2
Coordinate with your PFC regarding allocation of hours and hiring.

If your application is rejected
Step 1
PL must send the letter of rejection to the ReAp mailbox: reap@ece.au.dk

DURING THE PROJECT

Step 1
Approve the project budget in PowerBI in connection with FF1 and FF3 – you will receive an e-mail with a link.

Step 2
Send all relevant materials on the project case to the ECE WorkZone mailbox: journalisering@ece.au.dk

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

See more information about registration at ECE, including a quick guide for researchers here.

RSO = Research support Office, PFC = Project finance controller, PL = Project leader, HoS = Head of Section, HoD = Head of Department