Management of externally funded projects at ECE

PREPARATION

Step 1

Create a project budget using Nat-Tech Finance's budget template. Make sure to always download the newest version from the ECE Staff Portal

Step 2

Fill out the ECE Cover Letter. More information can be found on the ECE Staff Portal.

Step 3

Discuss the project proposal and budget with your HoS. After discussing with your HoS, send the budget and ECE Cover Letter to Karin Lykke karin.lykke@au.dk (make sure to cc tech.research.support@au.dk)

Step 4

Optimize your budget based on discussions with Karin and your HoS. Adjust the ECE Cover Letter with figures from your optimized budget.

You can expect a processing time of 3 working days for Karin to go over your budget with you and your HoS.

APPROVAL

Step 1

Discuss Karin's approved budget with your HoS. If your HoS also approves, you may continue with step 2 for final approval from HoD.

Step 2

For final approval from HoD: Send an e-mail to the ECE ReAp mailbox: reap@ece.au.dk with the following attached:

- a) Project budget + Karin's approval (e.g., e-mail confirming she's seen and optimized the budget).
- b) The filled out ECE Cover letter.
- c) 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 PI 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 PI.

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

PI must ensure that information about whether the application is accepted is updated in ReAp. PI 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

PI 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 email 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.