

ReAp guidelines for Health

Introduction

ReAp is an online system for the registration of research applications.

Researchers can view their own applications, whereas Head of Departments, project finance administrators, controllers and other relevant persons have access to an aggregate overview of the department's applications.

This helps to give an overview of the department's future financial situation, and the same time, to provide information about success rates with various foundations.

Data boxes for all applicants

1. **Applicant:** this box is filled in automatically based on your login data (AU ID or AU e-mail address)
2. **Section:** select section from the drop-down menu
3. **Project title:** the title of the application
4. **Grant source category:** select the category from the drop-down menu. Choose 'Other' if the grant source category is not in available in the menu
5. **Grant source:** this box is filled automatically based on the data from "Grant source category". If you have chosen 'Other' in "Grant source category", you must fill in free text
6. **Instrument:** select instrument from the drop-down menu. If grant source is 'Other', you must fill in free text.
7. **Status:** select the status of the application
8. When you have the final answer from the foundation about your application, you must select 'accepted' or 'reject'. If your application is rewarded and you select 'accepted', you are going to fill in additional boxes (see below in 'Data boxes for applicants with 'accepted' applications)
9. **Application date:** select the day for the submission of the application
10. **Next update expected:** select a date to get an automatic reminder when you want to change data, for example to change status to 'accepted' or 'rejected'

11. **Applied amount to the department, incl. overhead:** give the amount applied to the department. The amount is without the amount to the partners outside the department

Click 'DKK' to change currency

12. **Notes:** comments about the application can be added here

13. **Approved by the department:** the Head of Department ticks this box when the application has been approved

Data boxes for applicants with 'accepted' applications

1. **Notification year:** specify the year in which the application has been accepted or rejected by the grant source
2. **Project start** specify the date where the project is expected to start (if uncertain, give an approximate date)
3. **Project end:** specify project end date
4. **Overhead:** Overhead percentage. Automatically filled in for known grant sources
5. **Granted amount to the department, incl. overhead:** The amount granted to the department. The amount is without the amount to the partners outside the department
6. **Grant acceptance file:** if the grant is awarded, the grant file and the grant letter must be uploaded
7. **Notes:** comments about the application can be added here
8. **Economist:** the applicant selects a person from the drop-down menu (if the applicant is new, Health Finance will automatically select a person)
9. **Navision number:** Health Finance will fill in the data