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.

1. 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. **Project title**: the title of the application
3. **Grant source**: select foundation from the drop-down menu
4. **Instrument**: select instrument from the drop-down menu
5. **Grant source category**: this box is filled automatically based on the data from "Grant source"
6. **Status**: select the status of the application. When you have the final answer from the foundation about your application, you must select 'accepted' of '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)
7. **Application date**: select the day for the submission of the application
8. **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'
9. **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
10. **Notes**: comments about the application can be added
11. **Approved by the department**: the Head of Department ticks this box when the application has been approved
12. M**ove application to other department**: select another department, if you have registered the application at a wrong department

2. Data boxes for applicants with 'accepted' applications
1. **Granted amount to the department, incl. overhead**: give the amount granted to the department. The amount is without the amount to the partners outside the department
2. **Grant acceptance file**: if the grant is awarded, the grant file and the grant letter must be uploaded
3. **Economist**: the applicant selects a person from the drop-down menu (if the applicant is new, HE Økonomi will automatically select a person)
4. **Navision number**: HE Økonomi will fill in the data

Help
All information about ReAp on Health is here: http://health.medarbejdere.au.dk/en/research-support/reap/

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