

External funding – Process at CAE

PREPARATION

Step 1

Create a project budget using the Nat-Tech Finance's budget template, including the integrated "Cover Letter". Make sure to **always** download the newest version of the budget template [here](#).

In case you need a sparring partner pass by our Project & Funding office (03.087) or contact PFC, HoS or a colleague.

Step 2

Mail a draft budget and cover letter for check/review to:

Kenneth P. Søjberg, Nat-Tech Finance kenneth.soejberg@au.dk,

or

Inge Andresen, RSO ina@au.dk if the grant source is supported by RSO

Always cc funding@cae.au.dk

Processing time at PFC/RSO: 5 workdays

Step 3

If needed, adjust your budget based on discussions with/feed back from PFC/RSO.

APPROVAL

Step 1

No later than 10 days prior to the application deadline:

Mail the budget to your HoS for approval. Once approved continue with step 2.

Step 2

For final approval from HoD:

No later than 5 working days before submission:

Send an e-mail to funding@cae.au.dk with the following attached:

- a) Project budget, Cover Letter, approval from HoS and OK from PFC/RSO (e.g., e-mail confirming PFC/RSO has checked the budget)
- b) Letter of support, letter of commitment, budget confirmation document and other relevant material that must be signed by HoD.

If budget is <500,000 it only requires approval from HoS but the documents/information mentioned above is still mandatory to mail to funding@cae.au.dk

CAE Project & Funding will return the signed documents to CAE-PI.

REGISTRATION

Step 1

As soon as the application has been submitted, CAE-PI forwards the full application including all files & acknowledgement of receipt from the funding source to: funding@cae.au.dk.

Step 2

CAE Project & Funding up-dates ReAp and creates a case file in WorkZone based on the information in the cover letter and informs CAE-PI.

If external funding is received without an application, send a copy of the contract to: funding@cae.au.dk.

ACCEPTANCE OR REJECTION

If your application is accepted

CAE-PI sends the letter of acceptance to funding@cae.au.dk and PFC.

CAE Project & Funding updates ReAp and WorkZone and processes the delegation letter.

If your application is rejected

You sends the letter of rejection to funding@cae.au.dk.

CAE Project & Funding updates ReAp and WorkZone and hereafter close the case file in WorkZone.

DURING THE PROJECT

Approval/update of budget

PFC will contact you concerning your project budget in order to keep it up-dated.

In connection with FF1, FF2 & FF3 CAE-PI must approve the project budget in PowerBI. Nat-Tech Finance provides a link to CAE-PI.

Journalize project documents

CAE-PI sends all relevant project documents to funding@cae.au.dk.

Please remember to indicate WorkZone/Navision number in the subject field).

Mandatory documents to be send:

- NDA's
- Corporate agreements
- Consortium agreements
- Other legal documents
- Reports to grant provider
- Correspondence with grant provider and/or project partners influencing the project
- Project extensions

Find more information on journalizing at CAE [here](#).