

Improving your grant applications

When you apply for funding, we offer different types of counselling. It is shown that the more feedback you ask for the better the chances are for your application to be successful. The department management has formed the following local guidelines.

Major foundations

For applications to the Independent Research Fund Denmark, the Novo Nordisk Foundations, Innovation Fund Denmark, the Lundbeck Foundation and the Velux Foundations the department recommends internal reviews. Contact your speciality's Professor and Chair¹ for applications for 500,000 DKK or more, so that you can plan the further steps of the process; including which fellow researchers will be able to give you feedback regarding your application. Please note that you can get help from [The Research Support Office](#) as well as the department's guidelines regarding time management, below.

EU programmes

For applications for the FP7 and Horizon 2020 programmes [The Research Support Office](#) has to be involved in all steps of the application process. This applies to all applications; both the ones you initiate on your own as well as the applications you are asked to submit by the head of the department.

Make sure to contact both The Research Support Office as well as the head of the department before you start your application and make sure to start as early as possible as to be able to meet the deadline. When the applicant is also the coordinator [The Research Support Office](#) has to be contacted as soon as possible and no later than two months before the application deadline.

Time management

The management has decided that applications for 500,000 DKK or more enables the offer for internal reviews from fellow researchers. 500,000 DKK is also the starting amount for applications that have to be registered in ReAp.

The timetable below shows the tasks and options for each step of the application process. The times mentioned is the ideal, deviations may occur. If you want the best possible help, you need to comply with the deadlines mentioned in the timetable below.

Please note that the timetable does not include applications for the EU programmes, as you need to be in even better time and involve [The Research Support Office](#) from the beginning of the process.

¹ Specialets kliniske lærestolsprofessor

Timetable for application for 500,000 DKK or more (not EU programmes)

Time	The researcher's tasks – step by step
12 weeks before the deadline or when the call is available	Let your Professor and Chair know that you are interested in applying for the grant. Lead with a draft for the application, but do not finish it before you have discussed the application and budget with your Professor and chair. He/she will then help to find fellow researchers to give feedback/internal reviews, if needed. (Recommended by the head of the department.)
4 weeks before deadline	Contact the Research Support Office to arrange for further help with the application's overall presentation and wording as well as making sure that the application conforms to the formal requirements.
3 weeks before deadline	If the application has to be submitted via an online system, you can now make sure to sign up for the website as well as reading the requirements for the application, so you are not caught off guard later.
No later than two weeks before deadline	Send the budget for approval to the head of department ² who ensures that the budget includes funding for the derived costs as well as making sure the information regarding any co-financing from the department is correct. The head of the department has to sign the final application before submission so make sure to contact the department secretary to get the signature.
Deadline	You submit the application as mentioned in the call and at the same time enter the application in ReAp. It takes approximately 5-10 minutes and it is your responsibility that the information in ReAp are correct. Visit the AU Health's website with links and guidelines for using ReAp.
When you receive a grant	Enter the awarded amount in ReAp. HE Finance will as usual help set up the project for the grant. Please contact your project finance administrator.
If there are changes made in the original budget	If you need to make significant changes to the submitted and approved budget, please notify the head of the department as well as update the information in ReAp.

² Institutlederen