

AGRO process for budget and application approval

1) Identify the right support	2) Prepare the Internal Budget	3) Prepare the External Budget	4) Submit Budgets for Internal Review	5) Final approval by the Head of Department	6) Submit the proposal	7) Post-submission Workzone and ReAp	8) Upon approval/rejection
A. Read the call guidelines and reach out to the funding team if you have questions. Please note <i>who supports</i> the call in the AGRO Funding Wheel – it can be either the Central Research Support Office (RSO) or the AGRO Funding Team (funding@agro.au.dk). B. Make sure your research idea matches the call scope/topic.	A. Use the TECH budget template to create your budget. Note: Make sure your budget aligns with AGRO's internal guidelines. C. Request a WorkZone number from your section coordinator. They need: <i>Name of the main applicant, Project title and acronym, Name of the funder/programme.</i> D. Complete the Cover Letter sheet in the budget file (Excel).	Create the budget according to the funder's format and requirements, and matching the internal budget	Send both: - Internal budget, incl. cover sheet - External/funder budget to the AGRO department controller (if AGRO Funding team is supporting), <i>or</i> the RSO shared mailbox for the call. for review, no later than 10 working days before the deadline.	Forward the reviewer's response including attached budgets, and all documents that require signature to head.agro@au.dk for approval, cc funding@agro.au.dk. This must be done no later than 5 working days before the deadline.	After receiving approval from the Head of Department: Submit your proposal to the funder.	A. Archive Head of Department's approval, the final submitted version of the proposal, and submission confirmation mail in Workzone. B. Send the budget, including cover sheet, to your Section coordinator for ReAp recording. This must be done no later than 5 working days after submission. After this, it is <i>your (the researcher's) responsibility to file</i> all relevant project-related information in Workzone.	When you receive funder's decision: A. Archive it in Workzone B. Update the status in ReAp. C. In case of approval, inform your project economist for creation of a project number. D. Projects with external collaborators require a signed collaboration agreement. A fast-track template can be found here. Please consult AU TTO at tto@au.dk for assistance if needed.

Read more here: <https://agro.medarbejdere.au.dk/en/funding>

Contact the AGRO Funding team here: funding@agro.au.dk

[Find your section coordinator here.](#)

Central Research Support Office supports	Local Funding Team supports
HORIZON Europe – Pillar 1 – Excellent Science: European Research Council, Marie Skłodowska-Curie Actions – Pillar 2 – Global Challenges: Clusters, Missions, Partnerships – Pillar 3 – Innovative Europe: European Innovation Council – Widea – Widening Participation and Spreading Excellence Innovation Fund Denmark – Grand Solutions – Innomissions – Horizon Europe partnerships Danish National Research Foundation - Centers of Excellence	All other national and international foundations and programmes
Danida: ordinary calls	
Other foundations and programmes – US Public Foundations – NordForsk, – Office of Naval Research	
<i>Use the corresponding shared mailbox per funder</i>	
	<i>funding@agro.au.dk</i>