

Research project – from idea to reporting

It is important that AGRO have the financial obligations of the department under control. Therefore, project managers are asked to use the procedure described in this outline.

This is to make sure that we are always up to date with our obligations towards our funding provider and at the same time to ensure that we have a general idea of the co-financing from the department.

This is done on a day-to-day basis in a collaboration between the project manager, secretary and project finance administrator and by means of the surveys:

- Submitted applications – ReAp
- Staffing plans for each section, providing a survey of the projects for which time is allocated to each employee in the coming year
- PowerBI report

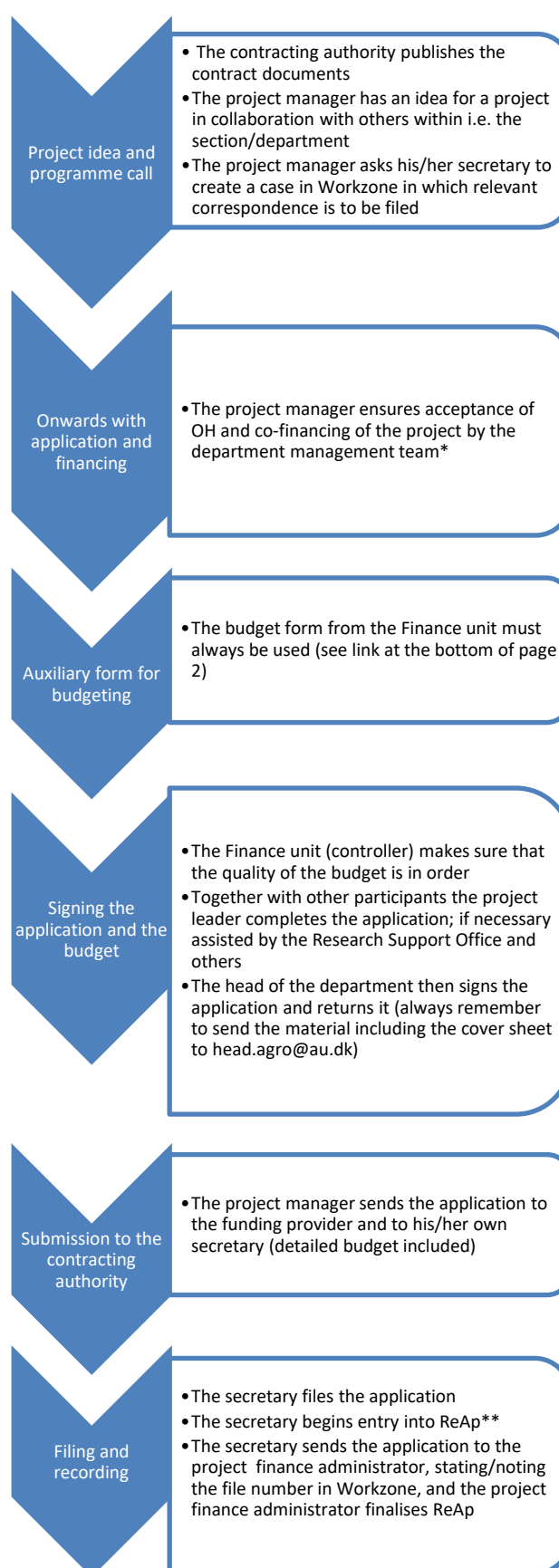
The section secretaries are responsible for beginning the entries into ReAp and assisting the project manager in the actual filing:

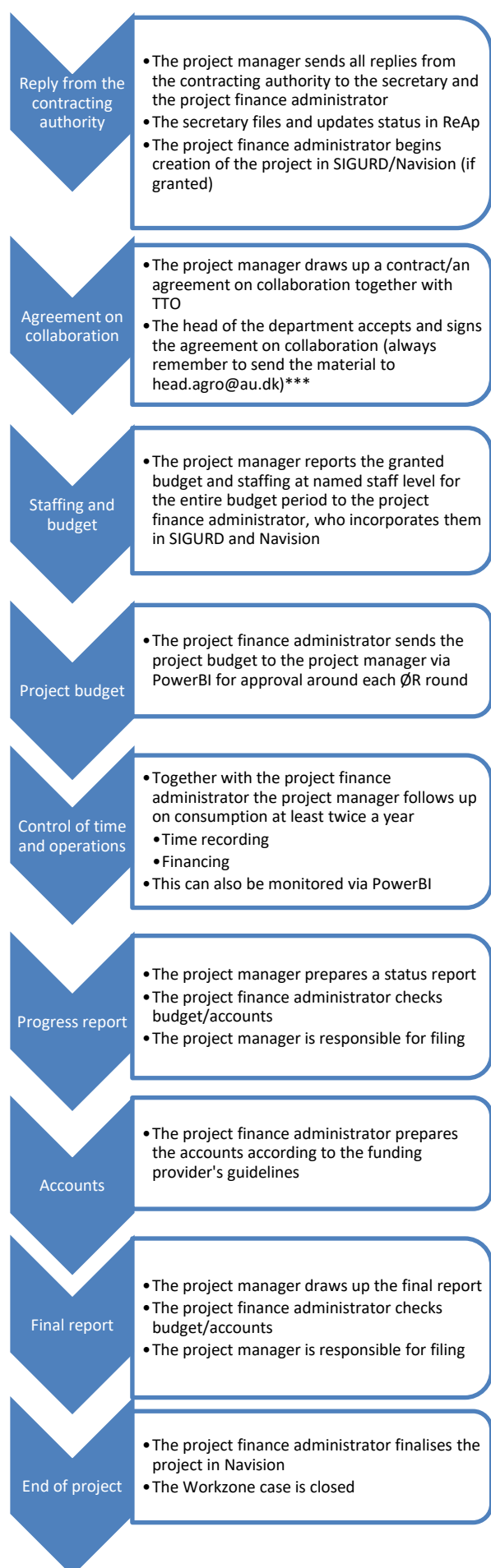
Section	Responsible
CGB	Sonja Graugaard / Charlotte H. Knudsen
CROP	Sonja Graugaard / Charlotte H. Knudsen
JORD	Karina R. Christensen
JORNÆR	Anna Dorthe Østergaard
KLIMA	Jytte Christensen
MARK	Flakkebjerg: Charlotte H. Knudsen Jylland: Birgit S. Langvad
PATENT	Sonja Graugaard / Charlotte H. Knudsen
STAB	Birgit S. Langvad
SYSTEM	Anne Sofie Nielsen

The controller for AGRO is Carsten Sødrup

Project finance administrators who service the sections:

Section	Project finance administrator
CGB	Henrik Wrem
CROP	Inge Harbo
JORD	Jeanett L. B. Frederiksen
JORNÆR	Alice Mørup
KLIMA	Britta Breinbjerg Andersen
MARK	Carsten Sødrup / Henrik Wrem
PATENT	Henrik Wrem
STAB	Carsten Sødrup
SYSTEM	Alice Mørup





Follow up on projects

The project managers are twice a year asked to update the project status in PowerBI. If the project manager does not do this, the head of the department will be the one who gives the approval.

In addition, the project managers are invited to budget follow-up meetings with their project finance administrator at least twice a year.

*Concerning Interreg applications

- The projects must be strategically important. The head of department decides on this, and therefore a comment from the head of the department must be attached when the application is submitted to the administration centre manager of Nat-Tech for approval.
- We have to seek/set aside funding for administration of the project if the project is granted – 1 month per year for as long as the project is running.

**Specification of procedure regarding ReAp

The secretary is responsible for entering:

- Applicant
- Section
- Project title
- Funding provider and category
- Status
- Application date
- Project starting date
- Project completion date
- Amount applied for, in total
- Amount applied for, department
- Under “Remarks” the secretary enters the Workzone file number of the application

Applications and other material are not uploaded to ReAp. Instead, a reference is made to the file number in Workzone as this is where the Project unit demands that we can find the information on the creation of the project

All other information regarding financing is entered by the project finance administrator.

The heads of the sections can continuously get an extract from their own section which they can use as a follow-up at section meetings. Both the secretary and the project finance administrator will be able to report a change in status.

***Agreements concerning EU projects

Please notice that there are special rules concerning signature. Therefore, the Research Support Office must be involved even in the application process. It is also this way that our contracts and various forms are signed.

Links

[Budget templates](#)

[Cover sheet for the head of the department](#)

[PowerBI](#)