

Guidelines for financing via AU funds in AGRO

01-12-2022

The department's ordinary funds consist of three parts, the grant from FVM, AU basic funds and special grants such as GSTS and various strategic funds.

These funds are among other things used for:

Common expenses

The department pays expenses such as rent and the joint administration.

Expenses for telephone subscriptions for employees are covered by the department from 2021, if it is not project related.

DKK 200 per employee for fruit schemes per year.

DKK 200 per employee for staff associations per year.

In connection with work related occasions receptions are covered, cf. [AU's guidelines](#).

Research sections

Management

Funds are set aside for section management in each research section.

IT equipment

DKK 4,000 is set aside per employee per 1/1. To cover expenses for the purchase of computers, mobile phones, tablets, etc.

Mater and bachelor students can use a common computer.

Longterm guests are offered a used computer.

Various

In each section, DKK 7,000 is set aside per employee per 1/1, except for PhD students. This is to cover expenses, such as courses, non-locatable travel expenses, etc.

Journal editor, committee posts

Editors of recognized journals at a certain level can get up to 1 month per year, provided the journal does not pay a fee to the individual.

Committee positions are covered by the section account and indirect time. You can apply for department funds for committee positions with a large workload.

Coordinator of large applications

Up to three scientific staff, months can be granted.

Action coordinator for action areas in the authority agreement

One month is set aside per area of action for coordination.

Laboratory account

There is a laboratory account in Foulum (JORNÆR) and Flakkebjerg (CGB); the account covers the entire location. This account should cover costs for safety management, general repairs of laboratory equipment, purchases. A decision is made every year on the order of magnitude of the operating part of the project in connection with the internal projects.

Each permanent laboratory assistants/technicians gets about 0.5 month for general things (cleaning, courses, etc.) around the laboratory. In addition to this staff with purchase or union representatives can apply for up to 0.5 month.

Field Equipment Account

An account is set up for investments in field equipment (JORD), the account covers the entire department and grants from the account will have to be approved by the department management.

Co-financing and OH for external applications

The budgeting forms from Economy must be used in connection with applications:

(<https://medarbejdere.au.dk/administration/oekonomi/oekonomi-paa-fakulteterne/nat-tech-oekonomi/ansoegninger/ansoegningsskemaer/>).

Grant-sponsored activity (research)

If the grantor requires co-financing; then up to 10% of applications can be co-financed from the department. All co-financing must be agreed with the head of department before submission of the application. It is expected that co-financing can be found for ongoing ordinary projects if possible. If applying funds where OH is below 44%, the head of department should also be asked in advance.

Commercial activity (consulting)

All requested tasks are basically income funded enterprise (IV). Here we calculate a higher OH-%, everything else should be agreed with the head of department. Such tasks are part of the quality management system, and the task must therefore be coordinated with DCA and registered there.

Cooperation agreements

There must be collaboration agreements and contracts on all projects where there are business partners. AGRO currently has cooperation agreements regarding research projects with SEGES and the Danish Plant Protection Agency, which means that they can enter as a grant-sponsored company instead of an income funded enterprise. If there is a need for such cooperation agreements in other areas, this can be discussed with the head of department.

Please find current paradigms from TTO for collaboration agreements here

<https://medarbejdere.au.dk/administration/forskning-talent/erhvervssamarbejde/samarbejdsaftaler/fast-track-agreements/> .

Internal projects

The department management invites proposals for internal funded projects when needed.

These project proposals must contain a description, expected yield, budget for staffing, and other operations. Forms for registration can be obtained from the head of secretariat and should also be returned here. After receiving the application, a decision will be taken on the application at the department management level.

The head of the secretariat reports grants to ØC, and all changes must also go through the head of the secretariat.

These projects can be used to co-finance external projects.

Talent and Education

PhD student

In AGRO, as a starting point, all requests for PhD students must be fully externally financed. Granted tuition fee remains on the project account and goes to GSTS, courses, travel, computers, and other costs related to the study. The project controller will transfer costs for computers from the section account to the project.

The Tech faculty offers a finishing bonus for external funded projects, and qualifying future bonus will normally be required for approval of a PhD project. Supervisor time can be up to 1½ months per year per PhD student. This is given on the basis of the [PhD financing plans](#), and these plans must be filled in by the Project leader in collaboration with the Project controller and the Head of Department must approve afterwards. The project leader decides if the time is for VIP- or TAP-supervision.

Visiting PhD students must be paid from home institution and contribute to the research at AGRO. Additional expenses/guidance must be covered via the supervisor's external projects.

BSc and MSc students

Teaching time and tutor time are budgeted according to guidelines drawn up by the department management and the department's education committee (see appendix a).

These expenses are posted to a joint project for the entire department, for which Bernd Wollenweber is responsible.

There are external funds that support special equipment, study trips, etc. for our students. Make sure to apply for these.

Field trial and semifield

Management

Manager of field stations can have allocated time for management

- 12 months to Flakkebjerg,
- 9 to Foulum and
- 6 to Askov

per year to the units' management; this is estimated in relation to the number of employees and complexity in the unit.

Other costs

Upon application, an amount is set aside for the field units. This is for preparing facilities, as well as for courses, trips, excursions etc. for the unit's employees.

Investments

Priority investment plans (>DKK 100,000) are drawn up for laboratories (Flakkebjerg and Foulum), field equipment and the field units. The plans are updated annually and presented to the department management.

Events, excursions and team building in AGRO

For the events, there must be a relevant professional/academic/social content, in order for the department to cover these costs.

Types of arrangements

One-day meetings

The section can cover expenses for morning coffee, lunch (sandwiches and soft drinks) and afternoon coffee/fruit, cf. AU's rules regarding internal meetings.

Excursions

The sections can choose to have individual excursions. The sections must finance the costs themselves. Only costs for transport, professional input and catering can be covered, cf. the above rules.

Team building

If the sections wish to have a team-building trip, the program for the trip must be sent to the head of secretariat well in advance of the trip, for information.

Working hours for a team building trip will be a standard day of 7 hours and 24 minutes.

It is mandatory for the section's employees to attend, and individual cancellation are agreed with the section leader. The sections must cover the costs themselves.

Driving in own car

It is possible for individual employees to get a general driving authorization. AGRO looks at the need— i.e. employees who can demonstrate a driving requirement of more than 5000 km/year in the previous year. The head of the department secretariat issues permits to relevant employees.

Guidelines for budgeting for staffing and operations on courses as well as guidance in connection with theses

AGRO

Table 1: Standard rates for budgeting confrontation time in connection with teaching

Budget: Max number of month for teaching at a course incl. preparation				
Points per course	First completion of the course	Second and following completion of the course		
		5-12 students	13-24 students	25-48 students
5 ECTS	1.9 months	1.3 months	1.4 months	1.8 months
10 ECTS	3.6 months	2.4 months	2.8 months	3.3 months
15 ECTS	5.5 months	3.3 months	3.9 months	4.7 months

The above monthly work can be increased by an additional 5% if internal censorship (from AGRO) is also used. It will be the course manager who is responsible for adding planned internal examiners to the staffing plan.

Table 2: Time consumption for the individual lecturer is budgeted with the following factors for preparation and transport.

Scientific staff	hours = confrontation time×2.5
Course responsible	Max 0.5 month per 5 ECTS in addition to table 1
New educations/courses	Extra funds can be used on demand

Conversion of hours to monthly work. 1 month = 121.67 hours.

A separate detailed operating budget is prepared for expenses:

- Laboratory experiments and consumables in teaching
- Excursions, including
 - Transport – students
 - Accommodation – students
- Transport – employees
- Accommodation - employees

Especially regarding summer schools, the department follows AU's guidelines regarding "Fees and living expenses".

Table 3: Standard rates for principal supervision of ECTS-paying student projects*

Thesis	15,000 DKK to cover TAP time and costs. Supervision time is taken from own projects. In special cases the department can fund up to 0.3 month to the supervisor, if the supervisor do not have own projects where the student can fit in.
Bachelor project	Bachelor projects are given 0.16 month for the supervisor
Open project	Open project work is given 0.13 month for the supervisor

* In order to be awarded the above, the signed agreement is sent to the head of the secretariat in AGRO. For thesis projects (MSc), justification and budget are also sent for registration to finance. This only applies to students who are affiliated with the Agrobiology or AgroEnvironmental Management programmes.

Teaching time and costs for transport are posted on project no. 15074.

Thesis supervision time/operation cf. table 3 is posted on project no. 924472.

Ledelse af AGRO

	Number	Month	Total	Project	Remarks
Sektionsleder - Per+Mogens N+Henrik+Mogens G+Jørgen+Tommy+Mathias	7	4	28	Sektionskonto	
Indsatskoordinator - Tommy+Mathias+Mogens N+Jørgen+Mogens G	5	1	5	MHB	Husk Annemarie og Ingrid
Viceinstitutleder - Per + Jørgen	2	1	2	33904	
Formandskab for AGRO udvalg					
LAMU - Mogens N	1	1	1	Sektionskonto	
Laborarieudvalg - Foulum - Jørgen E	1	0,5	0,5	926487	
Laborarieudvalg - Flakkebjerg - Henrik	1	0,5	0,5	926650	
Forsøgsudstyr - Mogens G	1	0,5	0,5	38409	
Erhvervsudvalg - Birte	1	0,5	0,5	913134	
Data Management - Jens	1	0,5	0,5	Projekt	
PhD-programkomité - Lis	1	4	4	928759	
Menig programkomité - Henrik, Per, Jim, Lars, Chris	5	2	10	928759	
Uddannelseskoordinering, BSc og studieleder - Bernd	1	8	8	15074	
Uddannelseskoordinering, MSc - Bo Vangsø Iversen	1	3	3	15074	
Repræsentation for AGRO /AU					
Admission committee - Mathias	1	1	1	928759	
Praksisudvalg - Bo Melander	1	1	1	913134	
Forskningsråd - Lis	1	2	2	928759	
ISTRO - Lars	1	1	1	913107	
Redaktør - Søren + Mathias + Davide	3	1	3	Sektionskonto	
Klimaråd - Marie	1	1	1	913104	
Akademisk Råd - René	1	1	1	913134	
Tech HPC-udvalg - Maria	1	0,5	0,5	913107	
VIP-TR* - Johannes + Goswin + Jens	3	0,5	1,5	10917	

*TAP-TR is financed via section or lab-project