

# Guidelines for financing via AU funds in AGRO

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01-01-2025

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](#).

## Annual wheel for follow-up on staffing

To ensure follow-up on staffing plans in AGRO, the management team and the project controllers will have four meetings per year with each section leader / unit leader.

There will be short minutes from the meetings to follow up on.

The meeting will be in **January**, and have focus on:

- Imbalances in staffing
- Need for new positions.

The meeting in **April**, and the focus will be on

- New projects that start this year and potential consequence
- Relocation of personnel on projects.

The meeting in **June**, and the focus will be on

- Status and imbalances
- Lack of hiring.

The meeting in **November**, and the focus will be on next years:

- Imbalances in staffing
- Need for new positions.

## Research sections

### Management

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

### IT equipment

DKK 5,000 is set aside per employee per 1/1. To cover expenses for the purchase of computers, mobile phones, tablets, etc.

Master 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 at the policy support 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://aarhusuniversitet.sharepoint.com/sites/Nat-TechkonomiApplication/Shared%20Documents/Forms/AllItems.aspx>).

## 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 30%, 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-% + EBIT. Make sure the “[Priskalkulationsskema for IV-projekter](#)” is filed in and the head of department must approve this before the contract is signed. Such tasks might also be 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, PhD students should be fully externally financed. Granted tuition/bench fee (DKK 80,000 per year) remains on the project account and goes to GSTS, courses, travel, computers, and other costs related to the study. The project controller will transfer 10.000 DKK from the PhD project to the section account the first year, this is to cover for basic IT equipment, etc.

The Tech faculty offers a finishing bonus for external funded PhD projects. The bonus 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. This must be done before the position is posted.

If the bonus from Tech is given, the department will give up to 80,000 DKK each year (per person year). The project leader/supervisor will be consulted on how this funding should be used (supervision time, tuition fee or operational costs). The head of department (Birgit in everyday life) and the project leader/supervisor will agree on the budgeting after the PhD student has started in the department.

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 (Agrobiologi in Aarhus) is responsible. Bo Vangsø Iversen is responsible for Plant and Food Sciences at AU-Viborg.

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.

Field rent 2025 is 5,75 DKK.

## 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, 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 secretariat issues permits to relevant employees.

## Settlement of expenses and reimbursement

On your settlement in RejsUd the following must **always** be evident:

- Detailed occasion for the settlement in the settlement name e.g. "meeting/ conference regarding AU Strategy"
- Correct project and activity number
- Correct cost types
- Specified invoices/receipts

For more information see here: [Four important requirements for settlements](#)

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

#### Teaching at AU-Aarhus (Agrobiology)

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

Budget: Max number of months 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 granted after application

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

#### Teaching at AU-Viborg (Plante- og Fødevarevidenskab)

Teaching at AU-Viborg will be based on confrontation lectures with addition of preparation time and time for transport from Seeland.

#### Other costs

A separate detailed operating budget is prepared for expenses:

- Laboratory experiments and consumables in teaching
- Excursions, including transport and accommodation for the students
- Transport – employees
- Accommodation - employees

Especially regarding summer schools, the department follows AU's guidelines regarding "[Fees and living expenses](#)".

#### Guidance of projects and thesis

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

Thesis	Depending on ECTS funding from the department can be applied for to cover TAP time and costs. 30 ECTS: 10,000 DKK 45 ECTS: 15,000 DKK 60 ECTS: 30,000 DKK 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 does 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 [head.agro@au.dk](mailto:head.agro@au.dk). For thesis projects (MSc). This only applies to students affiliated with the Agrobiology or Plant and Food programme.

Teaching time and costs for transport are posted on project no. 15074 (Agrobiologi) or 45712 (Plant and Food).

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

## Management of AGRO 2025

	Number	Month	Total	Project	Remarks
Section leader - René+Mette+Henrik+Mogens G+Jørgen E+Marie+Mathias+Niels	8	4	32	Sektionskonto	
Indsatskoordinator - Marie+Mathias+Mette+Jørgen E+Mogens G	5	1	5	MHB	Husk Mogens N og Ingrid
Viceinstitutleder - Henrik + Jørgen	2	1	2	33904	
<b>Heading of AGRO committees</b>					
LAMU – Jørgen E. Olesen	1	1	1	913133	
Lab committee - Foulum - Jørgen E	1	0,5	0,5	926487	
Lab committee - Flakkebjerg - Henrik	1	0,5	0,5	926650	
Udendørs feltudstyr - Mogens G	1	0,5	0,5	38409	
Business and innovation committee - Birte	1	0,5	0,5	913134	
Teaching committee – Bo Melander	1	0,5	0,5	45712	
Data Management - Jens	1	0,5	0,5	37383	
PhD-programkomité - Lis	1	4	4	928759	
Menig programkomité - Henrik, Fiona, Jim, Iris, Anne Grete	5	2	10	928759	
Educational coordination, BSc – Bernd – Agrobiologi	1	6	6	15074	
Educational coordination, BSc+MSc - Bo Vangsø Iversen – Plante- og Fødevarevidenskab	1	6	6	45712	
<b>Representation of AGRO /AU</b>					
Admission committee (PhD) - Mathias	1	1	1	928759	
Praksisudvalg - Bo Melander	1	1	1	913134	
Forskningsråd (FTP) -	0	2	0		
ISTRO – Lars M	1	1	1	913108	
Editor - Søren + Davide + Eusun + Iris ++ Diego A	5	1	5	Sektionskonto	
Klimaråd - Marie	1	1	1	913104	
Academic Council - Sabine	1	1	1	913134	
Tech HPC-committee – Christopher James Barnes - PLANMIK	1	0,5	0,5	913133	
VIP-TR* - Johannes + Goswin + Jens + Yoko	4	0,5	2	10917	

\*TAP-TR is financed via unit or lab-project