

To ensure that all our databases are up-to-date, you are all obliged to use below procedure for research applications from the initial idea, submission, and final approval/rejection:

- **When you start working on an application, a WorkZone case number has to be created.**
  - Your secretary will create a Workzone case number for you\*. Do not create the number yourself.
  - All relevant communication during the application process must be filed in WorkZone by yourself
- **When you submit the application – ALWAYS cc: your secretary.**
  - Your secretary will register your application in ReAp
  - Your secretary will inform the project controller
  - Your secretary will file the final application in WorkZone
- **When you receive approval/rejection from the funding body**
  - Send this information to your secretary
  - Your secretary will update WorkZone by filing the documentation for acceptance or rejection.
  - Your secretary will update ReAp:
    - Project is accepted: P-value is changed to '100'
    - Project is rejected: status is changed to 'rejected'
  - Your secretary will inform the project controller.
- **During the project period:**
  - Contracts, reports, and all other relevant material must to be filed in WorkZone. This is your responsibility.