

Getting started with your externally funded research project

Abbreviations:

PFA= project finance administrator; PR = Pernille Roholt

The table below presents an overview listing tasks typically encountered as project manager. The list does not provide exhaustive descriptions of how each task should be completed, but briefly outlines what is expected of you and where you can get help.

	Possible tasks	What do you need to do/who can help	What are other people doing
Start-up phase	Receipt of grant approval letter	<ul style="list-style-type: none"> Send the grant approval letter and the budget from your application to PR (pero@cc.au.dk). Put your head of department cc so they are in the loop. 	<ul style="list-style-type: none"> PR will explain the procedure for accepting the grant. PR forward the grant approval letter and budget to Jesper Fristrup at Arts Finance. Jesper will assign a PFA who will set up and manage the project's financial administration.
	Planning meeting – project overview and tasks during the start-up phase	<ul style="list-style-type: none"> If your grant is higher than 2. Mio. Kroner, please wait for an invitation to a planning meeting While you wait: Revisit your project description and budget from your application and consider whether any adjustments are needed. Bring them to the planning meeting. 	<ul style="list-style-type: none"> PR arranges a planning meeting with you, your head of department, your PFA and PR where a plan will be drawn up for the remainder of the start-up phase and negotiating any adjustments to the budget. Potential risks involved in the project are identified and countermeasures agreed.
	Setting up the project in AU's financial management system and allocating a project number	<ul style="list-style-type: none"> The PFA will send you the project's budget for signature once any negotiations are completed. 	<ul style="list-style-type: none"> PR procures the head of school's signature approving the project's budget.
	Ongoing financial management	<ul style="list-style-type: none"> You are responsible for the correct use of the awarded funds in partnership with the PFA. As such, you need to familiarise yourself with the funder's rules for the use of funds. You are responsible for settling your own expenses. 	<ul style="list-style-type: none"> The PFA takes care of ongoing financial management and administration tasks including: a) transfer of funds from the funder, b) payments to external partners, c) providing you with regular updates on spending regarding various budget items, d) any revisions to the budget resulting from changes in the project, e) financial reports/accounts to funder, f) advising you on the correct use of funds.

Employment	Employing a postdoc	<ul style="list-style-type: none"> Specified or unspecified postdoc: Contact Anne Overballe (overballe@cc.au.dk) 	
	Employing a PhD student	<ul style="list-style-type: none"> Specified or unspecified postdoc: Contact Anna Louise Plaskett (plaskett@au.dk) 	
	Employing a research assistant or student worker	<ul style="list-style-type: none"> Contact your department administrator. For an up-to-date list, see 	<ul style="list-style-type: none"> Your department administrator can advise you regarding employment rules and regulations (both with and without advertising), rehiring etc.
Collaboration and data processing agreements, project registration	If there are external partners:	<ul style="list-style-type: none"> Feedback on the collaboration agreement compiled by AU Research Support and External Relations – you will be contacted either directly or via PR. IKK’s liaison at AU Research Support and External Relations is Eva Bang-Christiensen (ebc@au.dk) 	<ul style="list-style-type: none"> PR ensures – via AU Research Support and External Relations – that collaboration agreements and, where necessary, data processing agreements are compiled. The agreement is sent via AU Research Support and External Relations to the partner organisation for any comments. PR procures the head of school’s signature once the agreement has been approved by both parties, including yourself as project manager.
	If you will be working with individually identifiable and/or sensitive data:	<ul style="list-style-type: none"> Register your project by submitting the necessary information to AU via the following link You do not need to obtain additional approval, but are obliged to observe all rules stipulated by the GDPR. For further information follow the two links here and here Send a mail to PR once the project is registered. 	<ul style="list-style-type: none"> PR will archive the registration along with the grant letter.
	If you are a data processor for an external data controller:	<ul style="list-style-type: none"> Register your project via the following link 	<ul style="list-style-type: none"> PR ensures – via AU Research Support and External Relations – that data processing agreements are compiled.
Data manage	Research data management plan	<ul style="list-style-type: none"> Draw up a plan for how you will collect, store, share and use data during and, if relevant, after the project. You can use the following platform, which is supported by AU 	<ul style="list-style-type: none"> PR can provide support and guidance.

	If you need a common IT-platform for sharing data and analysis with an external partner or partners:	<ul style="list-style-type: none"> • Contact Arts.it@au.dk to set up a SharePoint site. • Find more information about SharePoint and other tools via the following link 	
Dissemination/events	Publication/dissemination of your project	<ul style="list-style-type: none"> • Press releases and/or AU's website and social media: Contact Anja Kjærgaard (anjak@au.dk). • Registration in PURE: Enter details regarding your project in PURE (for your personal webpage). 	
	Dissemination of results	<ul style="list-style-type: none"> • Conferences and seminars: Contact Gitte Grønning Munk (ggm@au.dk) 	
	Meetings	<ul style="list-style-type: none"> • Please book meeting rooms yourself via Outlook. For meetings at Campus Aarhus, order coffee/tea via the local Secretariat 	
International	Guest researchers	<ul style="list-style-type: none"> • Contact AU International Academic Staff Services (IAS) for help with access, equipment, work visas, housing etc. 	