

Handbook for researchers with external grants

The aim of this handbook is to give researchers at the School of Communication and Culture a single source of information about what happens when they receive an external grant, and to help project managers find any advice they may need.

The handbook is a working document which will be updated and revised on a regular basis following input and feedback from project managers. It is designed as a work of reference to answer FAQs. But you are of course welcome to contact your research consultant or project finance controller if you have any other questions.

Creating your project

Each department has a project finance controller who supports the department's externally financed projects. This project finance controller is responsible for creating the project and assigning a project number to it.

The project budget is normally binding, and the project finance controller follows up and makes any necessary adjustments once a year. The school will be informed if there are any significant budgetary changes.

Responsibilities of the project manager when creating a project

- The project budget can only be drawn up and created if the project manager sends the application, project description, budget and grant approval document plus a [collaboration agreement \(if there is one\)](#) to the research consultant, who will contact Arts Finance with a view to creating the project.
- The project manager is responsible for allocating salary funding to named researchers at the school before the project is created. If any unnamed postdocs or PhD students are involved in the project, funding should be allocated to the category of position in question. Workload reductions are registered in the Vipomatic system based on the project budget.

Support functions

- Research consultant Helle Breth Klausen (hbk@cc.au.dk)
- Coordinator at Arts Finance, Thor Fris Jespersgaard (thor.jespersgaard@au.dk)

WorkZone

Workzone is AU's ESDH (electronic case and records management system). Workzone is used to file decisions made by AU as an authority, as well as relevant documentation of the university's case processing in the administrative units and research related administration.

All employees at the school are responsible for filing according to the current legislation. This is also true of all records tied to your external research project.

Support functions

- Write to workzonesupport@cc.au.dk or contact the school's [TAP Support](#).

- Read more about WorkZone [here](#).

Collaboration agreements

Projects involving collaboration with external partners normally require a collaboration agreement before they can be created. To start the process involved in collaboration agreements, the research consultant sends the application, project description, budget and grant approval document to the Technology Transfer Office (TTO).

Collaboration agreements are subject to the approval (and signature) of the head of school.

All communication with external partners relating to collaboration must be filed in WorkZone. To reduce the project manager's workload, the school's research consultant can coordinate the dialogue with external partners when collaboration agreements are finalised, as well as making sure that the documents are signed and filed. Please inform the research consultant from the outset if you would like any help with this.

Negotiations and contracts for EU projects are dealt with by [the Research Support Office's project administration staff](#).

Responsibilities of the project manager when entering into collaboration agreements

- The application, project description, budget and grant approval document must be sent to the research consultant in order to create the project.
- Correspondence with external partners must be filed in WorkZone. If necessary, correspondence can be sent on an ongoing basis to the research consultant, stating the project number and title. It will then be filed in accordance with the guidelines.

Information security and GDPR

Any projects which deal with personal data must be registered in AU's project register. The application form for this can be found [here](#). The guidelines relating to personal data, including the obligation to provide information and data processing, can be found via the following links:

- [Data protection \(GDPR\): Personal data and research](#)
- [Protection of personal data \(GDPR\)](#)
- [Instructions for storage and processing of research data](#)
- [Research Data Management](#)

If you can't find answers to your questions on AU's GDPR website, please contact the [faculty's data protection coordinator](#).

It is important that the data used in the project is encrypted. If you are unsure whether the IT equipment used in your project complies with requirements, please contact Arts IT.

Responsibilities of the project manager in connection with personal data

- The project manager is the internal data controller for the project and has overall responsibility for ensuring that AU's rules are complied with and that the project data is used in accordance with the Danish Act on the Processing of Personal Data.

- You must register your project and start the production of the necessary documentation (letters of consent and data processing agreements, for instance).

Support functions

- Advisor Pernille Roholt (pero@cc.au.dk)
- Research consultant Helle Breth Klausen (hbk@cc.au.dk)
- Legal advisor Louise Buchhave (lobu@au.dk)
- Technology Transfer Office (TTO@au.dk)
- Arts IT (arts.it@au.dk)

Appointments

All appointments are subject to the approval of the head of school.

The appointment of postdocs named in the application in connection with externally financed projects starts by sending a signed project budget, a salary calculation by a project finance controller, the name of the postdoc concerned and the period of the appointment to Anne Overballe.

If unnamed postdocs are to be appointed, please send a signed project budget to Jody Pennington (engjwp@cc.au.dk), the deputy head of school. You will then receive a template for use in advertising the position(s), as well as information about what happens next.

To complete the employment contract and salaries for new employees before the employment, Arts HR must have received notice according to the timeframes below:

- Citizens from Denmark: 30 days before employment start
- Citizens from EU/EEA: 60 days before employment start
- Citizens from outside the EU/EEA: 90 days before employment start

If questions regarding this, please contact Jody Pennington.

If you are intending to appoint PhD students, please contact Anna Louise Plaskett at Arts PhD Administration. Please note that the Graduate School has two rounds of appointments each year: 15 March and 1 October respectively. The Graduate School will inform you of the deadline for submitting job advertisements. You will find more information [here](#).

If you want to appoint a student worker or research assistant in the project, please contact the department secretary. When appointing student workers or research assistants, please state the project number of the grant which is to finance the appointment(s) concerned.

If you need work permits or residence permits when appointing staff from abroad (or extending their contracts), please contact Louise Søndergaard from Arts HR.

Responsibilities of the project manager in connection with personal data

- The project manager is responsible for launching the appointment procedure by contacting Anne Overballe, Anna Louise Plaskett or the department secretariat concerned. When contacting Anne Overballe and the department secretariat, please attach the project budget and a salary calculation produced by the project finance controller, stating the duration of the appointment and the number of hours involved.

Support functions

- Anne Overballe (overballe@cc.au.dk)
- [Department secretariats](#)
- Anna Louise Plaskett (plaskett@au.dk)
- Louise Søndergaard (louises@au.dk)

Useful links

- [Agreement on working hours at the Faculty of Arts \(2023-2025, in Danish\)](#)
- [Note on 'institutarbejde' for postdocs at the school \(in Danish\)](#)

International staff or visitors

AU International Academic Staff Services (IAS) offers support when recruiting researchers from abroad – for instance in connection with residence permits, housing and relocation services.

The AU Relocation Service is tailored to suit the needs of the individual concerned, and covers the entire duration of the appointment. It's a service for international staff and expats who are employed at postdoc level or above. You will find more information about the AU Relocation Service [here](#).

IAS (International Academic Staff) can help visiting researchers who are not employed by AU to apply for residence permits and work permits. You will find more information about IAS [here](#).

You will find information about housing and accommodation [here](#). Please note that accommodation in the Nobel Park is only possible subject to an application from the school and a recommendation from the dean.

Responsibilities of the project manager in relation to international visitors

- The project manager is responsible for starting the process by contacting IAS.
- Hosts must help to produce the necessary invitation material (the actual invitation, for instance).
- When international visitors are to be accommodated in the Nobel Park, the project manager is responsible for starting the application procedure by contacting the research consultant.

Support functions

- International coordinator Inge Aachmann Pedersen (iap@au.dk)
- [Department secretariats](#)

Post-award support for EU projects

[The Research Support Office](#) offers expert consultancy services and administrative support to manage externally financed research projects.

This project administration service is divided into two teams: the Partner Project Administration Team, and the Coordinator Project Administration Team.

Partner projects (compulsory)

The Project Administration Team approves projects under the EU's framework programmes both when contracts are being prepared, and when reports are being submitted. This provides quality

assurance, and anchors the process in central decision-making forums. The team is also responsible for contact to auditors in connection with project audits, and is authorised to sign on behalf of Aarhus University.

Support functions

- Jesper Juel Holst (jjh@au.dk) and Morten Hollænder Beeck (mhbe@au.dk) from AU's Project Administration

Coordinator projects (additional services)

The Project Administration Team offers administrative support in connection with large and complex research projects which are coordinated by researchers at Aarhus University and Aarhus University Hospital. This service is a supplement to the general services offered by other parts of the central administration and is provided subject to a user fee. The support service will be customised to meet the needs of the project concerned. The school recommends that researchers who are coordinators of EU projects under H2020 make sure that their applications include funding for project administration support by the Research Support Unit's post-award team.

Support functions

- Mette Søgaard Presser (mesp@au.dk) and Emilia Alegria (esa@au.dk)

Communication

Arts Communication has produced templates for use with the kind of news items that occur on a regular basis.

- [News about research](#)
- [News about grants](#)
- [News about awards](#)
- [News about books](#)
- [News about appointments](#)

Responsibilities of the project manager when communicating about their project

- The project manager is responsible for contact with Arts Communication. When news items lie within one of the categories for which templates have been developed, we recommend that these templates are used.
- If you have any other questions, you are always welcome to contact Arts Communication for further advice.

Support functions

- Arts Communication (arts.kommunikation@au.dk)
- Research consultant Helle Breth Klausen (hbk@cc.au.dk)

Websites

If a project website is required, please inform your local department secretaries. Websites are set up by Arts Web Support and maintained by the local secretariats. Please note that the school cannot offer to update websites on an ongoing basis.

Responsibilities of the project manager in connection with project websites

- The project manager must start the process of creating a project website by contacting [Arts Web Support](#)

Support functions

- [Arts Web Support](#) (arts.websupport@au.dk)
- [Department secretariats](#)

Conferences and support

Support is provided for planning conferences with a minimum of 25 participants. Please contact [Arts Communication](#). This support includes an advice service, setting up a conference website, internal advertising, booking rooms, setting up a registration system for participants and online lists of participants, and following up on the payment of conference fees.

The school's department secretaries can help to organise workshops, meetings and minor conferences (this usually involves student assistants). If you need help in connection with these events, please contact the secretaries in good time.

Responsibilities of the project manager in connection with conferences and support

- The project manager is responsible for contacting Arts Communication at least four months before the conference (and preferably even earlier).

Support functions

- [Gitte Grønning Munk](#) at Arts Communication can help to plan major international conferences.
- [Department secretariats](#)

Translation and proofreading

[Language Services](#) offer to proofread academic articles written in English by the faculty's researchers and PhD students. There is an annual quota of 18,000 words per member of staff. This quota is available each calendar year but cannot be transferred to subsequent calendar years.

If you know that you are going to exceed this quota, you need to apply for funding to cover the costs of proofreading and translation between Danish and English. Translation and proofreading can then be purchased under AU's *binding* framework agreement with Global Denmark. Each faculty has one or two regular external suppliers, while the central administration's language services work with a large translation agency which will also provide backup for the faculties.

Responsibilities of the project manager in connection with proofreading and translation

- The project manager must contact Language Services for proofreading assistance. Proofreading services are allocated on a first-come-first served basis, so we recommend that you order proofreading in good time – preferably 2-3 weeks before you would like your text to be returned, unless your text is a short one (max. 1,500 words).

Support functions

- Language Services, Arts (sprogservice.arts@au.dk)

Publication support

If funding for publication has been included in external grants, it can be used for publication in Open Access journals. The school does not give any support for publication costs in Open Access.

Workload reductions

If applications for workload reductions have been made for tenured staff involved in external projects, Tina Pabst and Pia Gjermandsen at the school secretariat will register this in Vipomatic in connection with the creation and approval of the project budget.

As a rule, all workload reductions with external financing must be allocated to named researchers when the project is created. For EU projects in which the hours are registered based on timesheets, the time consumption of tenured academic staff must be estimated as accurately as possible when the project is created.

Workload reductions are calculated in accordance with the school's rules. The basic idea behind workload reductions is that the workload of academic staff should normally be divided 60-40 (teaching and research respectively), and that the external grant should cover the time spent on both teaching and research. So when external grants are involved, any workload reductions are calculated by taking the commitments of the staff concerned to the school (tasks relating to teaching and administration at the school) and reducing this figure by the percentage corresponding to their commitment to the project minus the proportion of their research time. You will find some examples of how to calculate workload reductions [here](#)

Responsibilities of the project manager in connection with workload reductions

- The project manager is responsible for defining workload reductions for the project participants involved when the project budget is created.
- If there are any changes during the project rendering it necessary to redistribute these hours, please inform arbejdstid@cc.au.dk so Vipomatic can be updated.

Support functions

- Tina Pabst and Pia Gjermandsen, arbejdstid@cc.au.dk
- Research consultant Helle Breth Klausen (hbk@cc.au.dk)
- Coordinator at Arts Finance, Thor Fris Jespersgaard (thor.jespersgaard@au.dk)

Working abroad

Any periods spent working abroad must be arranged with your head of department in good time. If you are going to stay abroad for a lengthy period of time, it may be an advantage to check [AU's international department website](#). The most important aspects of working abroad are presented on this website.

Support functions

- IAS@au.dk

Project management

Research management is a central aspect of project management, and the time spent on it is taken from your research time.

If this is the first time you have received a major grant (more than DKK 3 million), AU might be able to offer a research management course with a view to improving your skills as a research manager. The course helps you to understand (and gives you options for taking action in) the interplay between your personal qualities and the institutional conditions of the special framework that characterises management at AU.

If you want to take part in a research management course, you can apply to the head of school for funding via your head of department. You can learn more about your options on [HR's website on competence development](#).

Please note that the time spent on this course is regarded as research related, so it does not generate hours of work in Vipomatic. This is described in [the agreement on working hours](#). When your total research output is assessed in connection with the research review, the research management of external grants is taken into consideration.

Responsibilities of the project manager in connection with the research management course

- Project managers must contact their head of department if they wish to take part in a research management course.

Support functions

- [AU HR, Organisational and Learning Development](#)
- Head of department

PURE

Publications which are produced under the auspices of AU must be [registered in PURE](#).

Publications must be categorised according to their type. Most types of publication have sub-types, each of which has its own template in PURE. You should start the registration process by selecting the sub-type and template that suits the publication in question best. You will find a list and description of the various types of publication [here](#).

It is important to [create external projects](#) in PURE so they appear on your website and in your PURE data. Research management is regarded as a central aspect of your research output.

You should create externally financed projects in PURE's project module. Projects contain various types of content. For instance, they combine publications and applications with each other, and provide an overall picture of the types of content involved.

The types of content known as Applications and Grants can also be found in PURE. Applications and Grants enable you to register detailed financing data in connection with projects. You can read more about creating projects in PURE [here](#).

Responsibilities of the project manager in connection with PURE

- Project managers must create their own projects in PURE. It's important to register your publications regularly and correctly.

Support functions

- [AU Pure Support \(pure@au.dk\)](mailto:pure@au.dk)

Purchasing

When you make purchases on behalf of Aarhus University, you must always observe the [current purchasing agreements](#) and the rules for [entertainment expenses, refreshments etc.](#) AU's purchasing policy and rules for refreshments and entertainment expenses must also be observed in connection with external grants.

Purchasing agreements apply regardless of whether purchases are invoiced directly to Aarhus University, or whether you pay first and then have your expenses reimbursed.

You will find more information about guidelines and procedures in connection with purchasing [here](#).

Responsibilities of the project manager in connection with purchasing

- The project manager is responsible for observing the current guidelines for purchasing.

Support functions

- [Department secretariats](#)

Rules regarding refreshments

Refreshments to be served at meetings, seminars and academic events can be ordered via the department secretaries, or via student assistants connected to external projects.

Specific rules apply to refreshments in connection with internal meetings and entertainment expenses. Please check the current rules for [refreshments for internal meetings](#) and [entertainment expenses](#) before ordering. As a general rule, no refreshments are available for internal meetings unless they last all day.

It is very important that AU's [current purchasing agreements](#) are observed. Purchasing agreements apply regardless of whether purchases are invoiced directly to Aarhus University, or whether you pay first and then have your expenses reimbursed.

Responsibilities of the project manager in connection with refreshments

- Please remember to state the occasion, the number of participants and the payment details (project number + activity number).

Support functions

- [Department secretariats](#)

Reporting

The funder will present certain demands regarding reporting and documentation. These are normally stated in the grant approval document or grant guidelines. Your project finance controller is often familiar with these guidelines, and can help with the financial aspects of reporting.

For major projects (EU applications, for instance), the school recommends that you purchase the Research Support Office's post-award support.

Responsibilities of the project manager in connection with reporting

- Being familiar with the demands for reporting
- Assuming responsibility for academic and (when necessary) formal reporting

Support functions

- Coordinator at Arts Finance, Thor Fris Jespersgaard (thor.jespersgaard@au.dk)
- Research consultant Helle Breth Klausen (hbk@cc.au.dk)