

Step-by-step guide to ReAp system for funding applications

What do I have to do, and why?

As of August 2015, IFSK researchers are required to register all applications for external funding in the ReAp system. Applications should be entered into the system as soon as the application is complete (right before submitting it to the funder). *The Head of the Department will not sign/approve applications that are not entered into ReAp.*

Who needs to use ReAp?

Everyone who applies for external funding. This includes applications where the Principal Investigator is from another university, as long as some of the money would come to IFSK.

I'm very busy. How much time will this take me?

It takes 5-7 minutes to enter a new application into the system, and it is very easy. This guide takes you step-by-step through the process.

How do I use the system?

Step 1: Finish your application. Write your proposal, complete your budget, etc. For many applications (including FSE), you are required to get a signature from the Head of the Department in order to submit your application. To obtain that signature, you need to...

Step 2: Enter your application in ReAp. (See steps with screen shots below.)

Step 3: Contact the Head of the Department to alert him that your application is in the ReAp system and awaiting signature. He will then retrieve the application from the system, look it over, print it, sign it, and return it to you.

Step 4: Submit your application to the funder! Afterwards, log back in to ReAp and mark your application as "Submitted." This takes about 30 seconds.

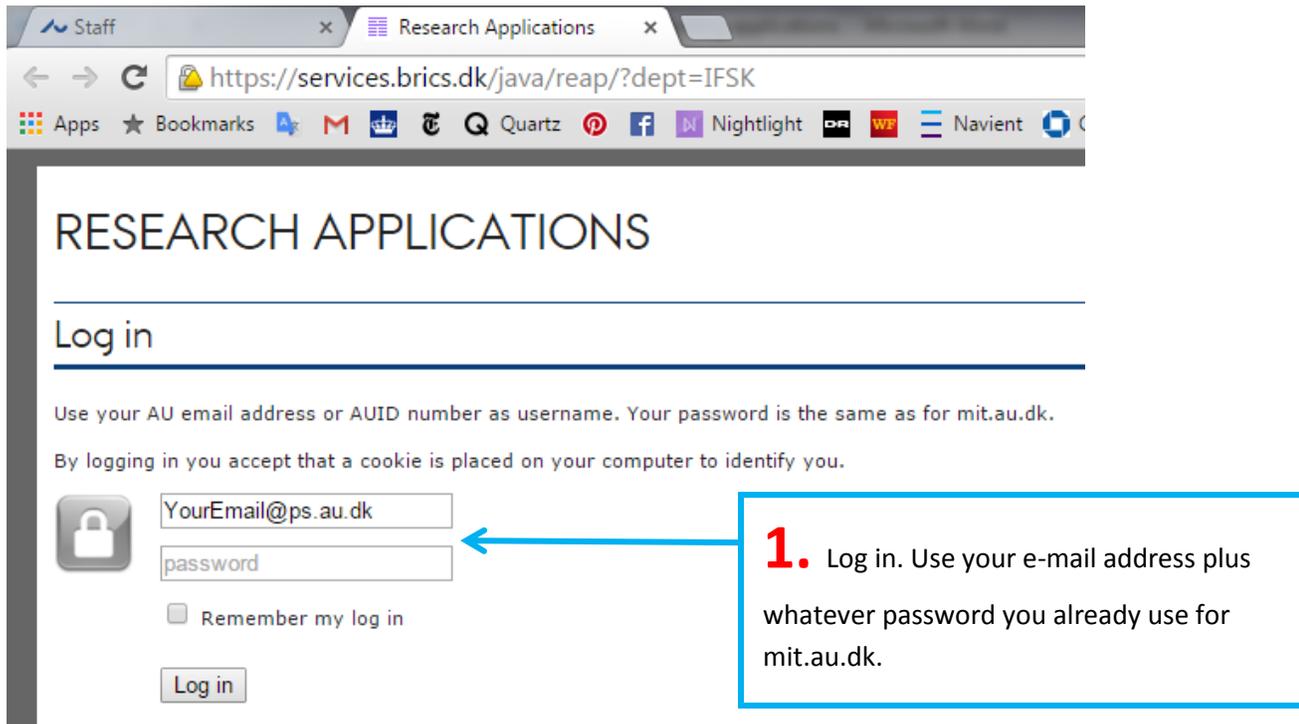
Step 5: Update ReAp once you receive an answer from the funder. ReAp will send you an automatically generated reminder. This guide also shows you how to do this.

What if I need help?

You can always contact Kate Thulin (k.thulin@ps.au.dk), Henrik Friis Bach (hfbach@ps.au.dk) or Malene Poulsen (malenep@ps.au.dk).

Screen shots (step-by-step guide):

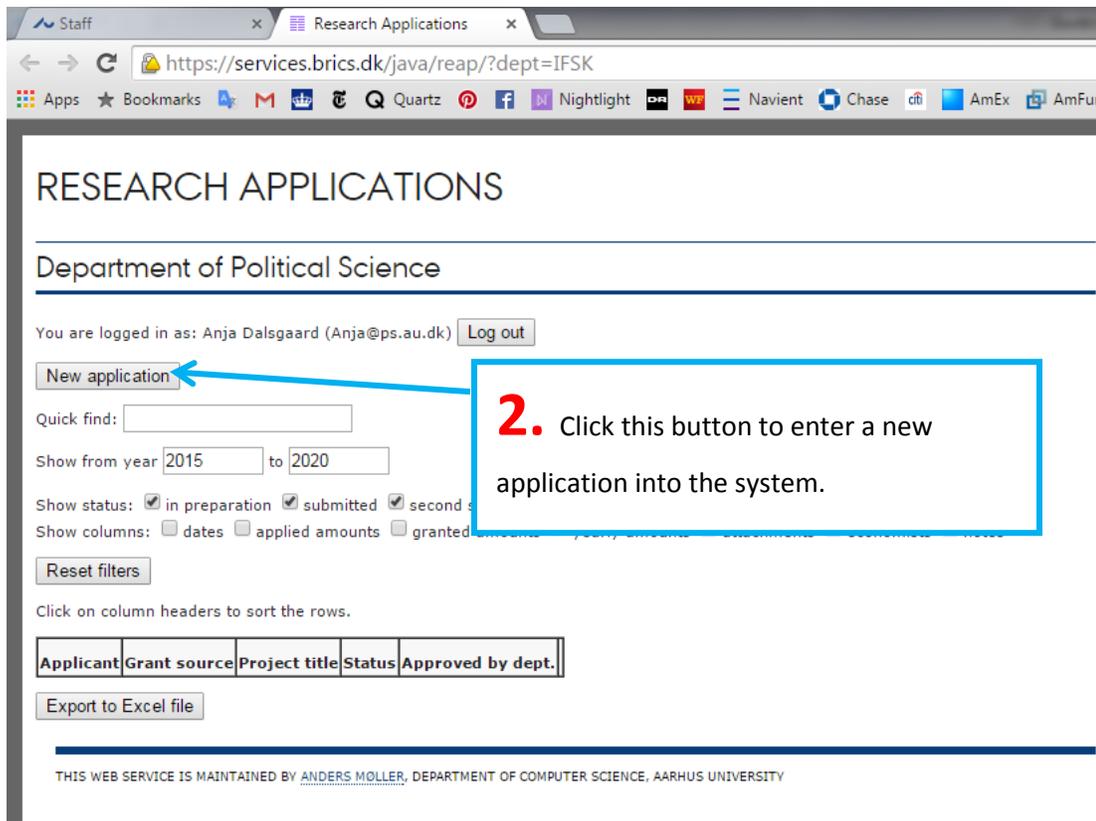
ReAp can be accessed here: <https://services.brics.dk/java/reap/?dept=IFSK>



A screenshot of a web browser showing the login page for Research Applications. The browser tabs include 'Staff' and 'Research Applications'. The address bar shows the URL <https://services.brics.dk/java/reap/?dept=IFSK>. The page title is 'RESEARCH APPLICATIONS'. Below the title is a 'Log in' section with a horizontal line. The text below the line reads: 'Use your AU email address or AUID number as username. Your password is the same as for mit.au.dk. By logging in you accept that a cookie is placed on your computer to identify you.' There are two input fields: the first contains 'YourEmail@ps.au.dk' and the second contains 'password'. Below the fields is a checkbox labeled 'Remember my log in' and a 'Log in' button. A blue arrow points from a text box on the right to the first input field.

1. Log in. Use your e-mail address plus whatever password you already use for mit.au.dk.

After you log in, your screen will look like this:



A screenshot of the ReAp dashboard after login. The browser tabs include 'Staff' and 'Research Applications'. The address bar shows the URL <https://services.brics.dk/java/reap/?dept=IFSK>. The page title is 'RESEARCH APPLICATIONS'. Below the title is the text 'Department of Political Science'. Below that, it says 'You are logged in as: Anja Dalsgaard (Anja@ps.au.dk) Log out'. There is a 'New application' button with a blue arrow pointing to it from a text box on the right. Below the button are search filters: 'Quick find:' with an input field, 'Show from year' with '2015' and '2020' selected, and 'Show status:' with checkboxes for 'in preparation', 'submitted', and 'second s'. There are also 'Show columns:' checkboxes for 'dates', 'applied amounts', and 'granted'. A 'Reset filters' button is below the filters. Below the filters is the text 'Click on column headers to sort the rows.' and a table with columns: 'Applicant', 'Grant source', 'Project title', 'Status', and 'Approved by dept.'. Below the table is an 'Export to Excel file' button. At the bottom of the page, it says 'THIS WEB SERVICE IS MAINTAINED BY ANDERS MÖLLER, DEPARTMENT OF COMPUTER SCIENCE, AARHUS UNIVERSITY'.

2. Click this button to enter a new application into the system.

Research Applications

https://services.brics.dk/java/reap/edit.html?dept=IFSK

RESEARCH APPLICATIONS

Department of Political Science

You are logged in as: Anja Dalsgaard (Anja@ps.au.dk)

Application ID
Applicant (AU email / AUID)
Anja@ps.au.dk (Anja Dalsgaard)

Grant source
(please select from the list below)

Overhead

Project title

Status

Application date

Next update expected

Project start

Project end

Applied amount total, incl. partners and overhead

Applied amount to the dept., incl. overhead

Application file (PDF or ZIP)

Notes

Approved by dept.

Economist

The Danish Council for Independent Research | Natural Sciences (FNU)
AKF (AKF)
Augustinus Fonden (AUG)
Carlsbergfondet (CBG)
CFK - Folkesundhed og Kvalitetsudvikling
Danida
Danske Regioner
Danske Skoleelever
Den kommunale Momsfond
Det Danske Institut
Dronning Margrethe den II's Rejselegat
EU-Other
Forskningsrådet for kultur og kommunikation (FKK)
Forskningsrådet for Samfund og Erhverv (FSE)
Forsvarsministeriet
EU FP7
EU Horizon 2020
EU Marie Curie actions
European Research Council (ERC)
Göteborg Universitet
InnovationsFonden
Institut for Samfunnsforskning
Kommunernes landsforening
Krevi
Krista og Viggo Petersen Fond

Your e-mail address is automatically entered in the first field.

3. In the second field, choose your funder.

Note: A list of our most common funders is already in the system. Choose from this list. If your funder is not on the list, you can type their name manually (but please double-check the list before you do this!).

If you type the first letter of a funder's name, it will narrow down the list. (But note that in order for this to work, you must type the name exactly as it appears on the list--for example "EU Horizon 2020," not just "Horizon 2020," and "Forskningsrådet for Samfund og Erhverv," not just "FSE.")

Research Applications

https://services.brics.dk/java/reap/edit.html?dept=IFSK

RESEARCH APPLICATIONS

Department of Political Science

You are logged in as: Anja Dalsgaard (Anja@ps.au.dk) [Log out](#)

Application ID -

Applicant (AU email / AUID) Anja@ps.au.dk (Anja Dalsgaard)

Grant source Forskningsrådet for Samfund og Erhverv (FSE)
(please use the grant source suggestion list if possible)

Overhead 44%

Project title Sample Project

Status in preparation

Application date mm/dd/yyyy

4. After you select your funder and click into the Project Title field, the funder's overhead amount fills in automatically. If your funder is not on the list, enter their overhead percentage yourself (for some funders, this is 0. Check with the Research Support Office or Niels Gørtz Hørstrup if you are in doubt.)

5. Then enter your project title in the next field.

6. You can leave the "Status" field as it is ("in preparation"). Once you have submitted your application, be sure to come back to ReAp and change the status to "submitted."

7-10. Then you need to enter some dates (application date, next update expected, project start, and project end):

Project title Sample Project

Status in preparation

Application date 05/27/2015

Next update expected

Project start

Project end

Applied amount total, incl. partners and overhead

Applied amount to the dept., incl. overhead

Application file

May, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

You can either enter the date yourself, or select it from a calendar. To jump to a different year, click on the arrow next to the month and year in the upper left-hand corner and scroll down until you find the year you want. Then select the month within that year, and then the day.

Application date is the deadline, or the day you submitted your application.

Next update expected is the day you expect a decision (either a final decision or, in multi-round calls, a preliminary decision). If you only know the month but not the day of the expected decision, make a guess--you can always come back and change it (see last page of these instructions).

(AU email / AUID) (Anja Dalgaard)

Grant source [?]
 (please use the grant source suggestion list if possible)

Overhead [?] %

Project title

Status

Application date [?]

Next update expected [?] ← specify date for next update

Project start

Project end

Applied amount total, incl. partners and overhead [?] DKK

Applied amount to the dept., incl. overhead [?] DKK

Applied amount to the dept., incl. overhead, 2016 [?] DKK

Applied amount to the dept., incl. overhead, 2017 DKK

Applied amount to the dept., incl. overhead, 2018 DKK

Application file No file chosen

Note: This little notice is always there. It doesn't mean you've done anything wrong.

11 & 12. Next is budget info. Copy these numbers directly from your budget. (See next page for a sample FSE budget that shows you where to find the numbers for each field). If you have no external (non-IFSK) partner institutions who will be receiving money from this funder, these two fields will be the same (see note on next page).

13. Once you have filled in the project's start and end dates, new fields will pop up--one for every year of the proposed project.

Here's how it might look while you're entering your information:

Applied amount total, incl. partners and overhead [?] DKK

Applied amount to the dept., incl. overhead [?] DKK

Applied amount to the dept., incl. overhead, 2016 [?] DKK

Applied amount to the dept., incl. overhead, 2017 DKK

Applied amount to the dept., incl. overhead, 2018 DKK ← sum of amount applied per year is not equal to the total amount

Note: This notice will be on your screen until the yearly amount fields add up to the amount you entered in "Applied amount to the dept., incl. overhead" (Step 12).

Here is an actual FSE budget spreadsheet. This page shows where you would find the information you need for each budget field in ReAp (see previous page).

11. On an FSE budget, this is the line to insert in the ReAp “Applied amount total, incl. partners and overhead” field. Because this budget has no external partners, it should also be the figure used for the “Applied amount to the department” field **(12)**.

Be sure to use the numbers that include overhead (if your funder gives overhead), not the sub-totals before overhead is included.

Note: Remember that ReAp is asking what you have applied for from **one particular funder**, not the overall total budget numbers that include co-financing from other sources. (So in this example, the relevant numbers are from box “B: DFF grant applied,” not “A: Total expenditure budget.”)

		2014	2015	2016	2017	2018
Aarhus University						
A: Total expenditure budget	Total					
VIP salaries	3,024.741	0	569.245	1,522.180	558.244	375.073
TAP salaries	157.055	0	42.196	40.357	41.568	32.934
Equipment expenses	0	0	0	0	0	0
Operating expenses	1.714.210	0	291.000	671.105	396.105	356.000
Overhead	3.186.378	0	507.183	1.295.341	785.059	598.794
Total budget	10.428.145	0	1.659.873	4.239.298	2.569.285	1.959.689
B: DFF grant applied	Total					
VIP salaries	3.024.741	0	569.245	1.522.180	558.244	375.073
TAP salaries	157.055	0	42.196	40.357	41.568	32.934
Equipment expenses	0	0	0	0	0	0
Operating expenses	1.714.210	0	291.000	671.105	396.105	356.000
Total excl. overheads	4.896.006	0	902.440	2.233.642	995.917	764.007
Overheads	2.154.243	0	397.074	982.802	438.204	336.163
Total DFF grant applied	7.050.249	0	1.299.514	3.216.444	1.434.121	1.100.170
C: Co-financing	Total					
VIP salaries	2.345.761	0	250.249	710.315	783.309	596.888
TAP salaries	0	0	0	0	0	0
Equipment expenses	0	0	0	0	0	0
Operating expenses	0	0	0	0	0	0
Total excl. overheads	2.345.761	0	250.249	710.315	783.309	596.888
Overheads	1.032.135	0	110.110	312.539	345.856	252.631
Total Co-financing	3.377.896	0	360.359	1.022.854	1.135.164	859.519
D: Funding from other sources	Total					
VIP salaries	0	0	0	0	0	0
TAP salaries	0	0	0	0	0	0
Equipment expenses	0	0	0	0	0	0
Operating expenses	0	0	0	0	0	0
Total funding from other sources	0	0	0	0	0	0

Note: Because this project **does not include money being paid to any institutions other than AU/IFSK**, the “Applied amount total” (Step 11) and “Applied amount to the dept” (Step 12) fields are the same. On a budget where external partners also receive some of the project money from the funder (e.g. for an EU project), those fields would be different.

13. These are the cells that correspond to the yearly fields in ReAp.

14. After you have filled in your budget numbers, you upload your application. This includes the budget, the proposal narrative, and any other supporting documents. This is what the Head of the Department will print and sign. It is also the document that you will send to the funder.

Note: You can only upload ONE file to the system. Many applications are packaged into one file in their final version anyway. If yours is not, you need to create a ZIP file of all the documents and then upload that.

Application file (PDF or ZIP) ? No file chosen (current file: none)

Notes ?

Approved by dept. ?

Economist ?

15. You can type anything you want in Notes. You can list your partners, explain something, or just leave it blank.

16. Select the Project Economist you worked with on your budget. These are also the people you should contact if you have questions about your budget or the budget fields in ReAp. When in doubt, select Niels.

The Head of the Department will check this box once he has approved and signed your application.

17. Finally, click “Save” at the bottom of the page, and tell the Head of the Department that your application is ready to be approved and signed!

Important notes:

You can save an incomplete form if you need to come back to it later, or if you are in doubt about something.

Be sure to notify the Head of the Department once your application is in the system—and give him enough time before the deadline to access the system, print the application and sign it!

It is your responsibility to collect the signed application from the Head of the Department and submit the completed application to the funder by the deadline.

When your “Expected Decision Date” comes, you will get an automatically generated e-mail from ReAp asking you to update your application information in the system. To do this, simply log in to ReAp...

Research Applications x Staff x

https://services.brics.dk/java/reap/main.html?dept=IFSK

Apps ★ Bookmarks M YouTube Quartz Pinterest Facebook Nightlight DR WP Navient Chase citi AmEx AmFun

RESEARCH APPLICATIONS

Department of Political Science

You are logged in as: Kate Thulin (K.Thulin@ps.au.dk) [Log out](#)

[New application](#)

Quick find:

Show from year to

Show status: in preparation submitted second stage notes

Show columns: dates applied amounts grants

[Reset filters](#)

Click on column headers to sort the rows.

Applicant	Grant source	Project title	Status	Approved by dept.	
Kate Thulin	FSE	Sample Project	submitted	<input checked="" type="checkbox"/>	Edit

[Export to Excel file](#)

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Department of Political Science

You are logged in as: Kate Thulin (K.Thulin@ps.au.dk), with admin rights

Application ID 003351

Applicant (AU email / AUID)

Grant source (please use the grant source)

Overhead %

Project title

Status [▼](#)

Application date

Next update expected

Project start

Project end

submitted
in preparation
submitted
second stage
withdrawn
accepted
rejected