

Procedure for budget approval before external grant application

What to do when you apply for grants

According to SDU's financial report directive, all grant **application budgets must be approved before application** electronically through the system SDUpro.

Budget and application information

Two weeks before application deadline, please send the budget to imm@health.sdu.dk. The secretariate will then register the budget and application information in SDUpro and Acadre as required. Your mail must include this information:

- Name of the foundation and grant
- Project title
- Start and end date
- Amount applied for at the specific foundation

Budget approval

Depending on the total amount in the application, the budget will be sent to [ForskerService Økonomi \(FSØ\)](#)/Head of Department/Head of Secretariat for approval. You will receive a confirmation of the final approval on email.

Remember to send the application to imm@health.sdu.dk when it is ready.

Budget elements considered before approval

It is recommended to draw up a budget in SDU's budget template "[Budgetark](#)" and if you apply for more than DKK 8,000,000 it is mandatory to use SDU's budget template.

The following elements will be considered before the budget can be approved:

Salary – are the salary levels accurate?

To get the salary rates as accurate as possible, the standard calculations from SDU budget template ([SDUbudgetark](#)) should be applied, either with standard rates or with a known person.

Indirect cost – is the total coverage high enough?

It is important for the long-term financial wellbeing of the department that project seek to cover indirect cost to the largest possible extent. This means there will be a focus on maximizing budget categories such as

- Overhead
- Direct administrative cost
- Bench fee (in accordance with SDU's bench fee policy)

The maximal overhead, direct administrative cost, and bench fee must always be applied for.

Running cost

Running costs will not be considered in any details in the approval process, as this is your scientific specialist domain as researchers. However, the total amount set aside for running costs should be balanced in relation to other elements in the budget.

Total budget balance

Each application should aim towards dedicating at least 15 % of the total budget to covering common department expenditure. For applications with little or no overhead, this can be achieved by including other departments expenses, such as salary for a lab technician working on the project or applying for the applicant's own salary if that is allowed.