

# Workflow when applying for external financing

<b>1) Application and budget</b>	
<b>1a) Application</b>	
<i>The researcher:</i>	<i>IST finance officer:</i>
Writes the application.	(doesn't really do anything at this level)
<b>1b) Budget</b>	
<i>The researcher:</i>	<i>IST finance officer:</i>
Often has the outlines of a budget, should please seek help from the IST finance officer.	Assists in setting up the budget, calculate overhead (OH), anticipate the project fee, etc.
Gather application and budget	Assists in obtaining approval from head of department (and FSØ - if needed).
<b>1c) Submission of application and budget</b>	
<i>The researcher:</i>	<i>IST finance officer:</i>
Submits application and budget. Makes sure that a copy of everything submitted is also mailed to the IST finance officer.	Journalizes in Acadre, fills in SDUpro.
<i>Please note the importance of this happening at the same time with regards to project fee/penalty fee.</i>	
<b>2) If rejected</b>	
<i>The researcher:</i>	<i>IST finance officer:</i>
Forwards mail/letter regarding the rejection to the finance officer.	Journalizes in Acadre, changes the status in SDUpro / case closed.
<b>3) If granted</b>	
<i>The researcher:</i>	<i>IST finance officer:</i>
Forwards mail/letter regarding the grant attachments etc. Included to the finance officer.	Journalizes in Acadre and fills in SDUpro.

*We would rather that you ask for our help once to often than once to little.*

## SDU regulations, that **MUST** be observed:

- All applications and budgets must be approved by head of department.
- Budgets for DKK 1.000.000 should furthermore be approved by FSØ (Research Support).
- All applications must be journalized in Acadre and be filled in in SDUpro.
- All grants must pay a project fee to the university equivalent to 10% of the grant. . This percentage is subject to the application being correctly registered and registered at the time of applying. Should the application not meet these conditions a penalty fee of an additional 10% is added. In other words, you will end up paying 20% of your grant in fees.

Please use this email when you need to contact one of ISTs finance officers:

**IST-economy@sdu.dk**