



AU Ideas 2013: Budget Guidelines

The AU Ideas Financial Guidelines are to be followed for the administration of AU Ideas grants issued in 2013 where Aarhus University Research Foundation issues the grant. The financial guidelines are meant to serve as a help to those who administer the grants in order to ensure that all projects under the AU Ideas programme are administered according to and based on the same financial guidelines. The financial guidelines are made by AU Economy in collaboration with AU Research and Talent.

Salary and buy out (workload reduction)

For senior researchers and assistant professors employed by Aarhus University, it is possible to negotiate “buy out” in order to allow for the senior researcher and assistant professor to allocate more time to research and research management on the AU Ideas project. It is, however, only possible to negotiate such a workload reduction with regards to work responsibilities that do not already fall under the category of research (or basic administration). This means that it is possible for an AU senior researcher or assistant professor to negotiate with her/his head of department an exemption from her/his usual teaching obligations so it is possible to allocate more time to research and research management involved with obtaining an AU Ideas grant. For senior researchers a workload reduction of up to 50% can be negotiated, and for assistant professors a workload reduction of up to 40% can be negotiated. The amount or value of the negotiated workload reduction must not exceed the equivalent of the workload reduction’s share of the net salary (i.e. excluding pension contributions).

PhD stipends and postdoc fellowships

The AU Ideas programme may finance PhD stipends and postdoc fellowships.

Partial grant

The research must be done by employees of Aarhus University. However, under special circumstances, permission to extern subcontracting can be allowed. Permission must be obtained beforehand by contacting Tove Østergaard Le (for contact details, please see



below), and if such a permission is granted a copy of the letter must be forwarded to opretdim@adm.au.dk

Lump sum

The AU Ideas grant is allocated as a lump sum for the period indicated in the most recently approved budget. The first project year starts 1 January 2014. The grant is to be used only to cover expenses related to the specific activity applied for and for expenses deemed relevant and necessary to implement the activity. A reallocation of expenses of up to 25% is allowed for the various items included in the budget. If fundamental changes are required to the basis on which the grant was given, a written permission to make such fundamental changes must be applied for and approved. Examples of fundamental changes are e.g. a change of recipient of the grant, a change in the research group, a change in the management group, a change in the funding period, a significant change in the reallocation of the items in the budget, as well as changes related to the research objective of the project. In the case of a fundamental change, it is the grant holder's responsibility to forward to the grant provider all relevant statements and pieces of information in relation to the changes. Changes can only come into effect once a written approval has been obtained by the grant provider. For any questions relating to this matter, please contact: Tove Østergaard Le (please find contact details below).

Delays

If the project is not expected to be done according to the approved end date, an extension of the project end date must be applied for as soon as possible and three months before the originally approved end date, at the latest. For the Pilot Centres, the project end date will be discussed when presenting the annual accounts.

Allocation of funds

When a grant is allocated, an internal invoice must be forwarded to the AUFF account number 108685. The total project amount must be invoiced to this account. AU Economy ensures that the money is allocated by the foundation and the university.



Allocation is based on consumption:

For projects below DKK 1 million, funds are allocated annually.

For projects above DKK 1 million, funds are allocated biannually.

Accounts

The Pilot Centres must deliver both annual accounts and final accounts. The annual accounts must be delivered by April 1st the following year, at the latest, whereas the final accounts must be presented three months after the project end date, at the latest. For projects, final accounts only must be delivered, and these must also be delivered at the latest three months after the project end date.

Contact details

For questions concerning the administration of grants, please contact:

Preben Kappelgaard Krogh, AU Økonomistyring, Projektøkonomi, tel. +45 87152868, pkk@adm.au.dk.

For any other questions and for questions relating to project changes please contact:

Tove Østergaard Le tel. +45 21624921, TOE@adm.au.dk.