

**Guidelines
for the administration of grants
awarded by the Aarhus University
Research Foundation to Aarhus
University**

The university administers grants in accordance with the rules on *grant-funded research activities* in the Danish Ministry of Finance's budgetary guidelines.

1. Setting up the grant

All AUFF grants must be registered by the project finance administrator at AU when the grant is awarded. It is the responsibility of the grant recipient and the project finance administrator to register the project in AU's financial management system. The grant recipient gains drawing rights to the grant once the final registration has been made through the accounting office. Registration follows the same procedure as for other external grants.

For the funds to be transferred an electronic invoice (debtor number 108685) must be sent to AUFF. The invoice must include a reference to the journal number quoted in AUFF's notice of award.

2. Payroll

The grant recipient is responsible for authorising wages in accordance with the rules in force.

Wages are paid out by the payroll office, which is responsible for ensuring that wages are paid out in accordance with current collective agreements, seniority allowances, ATP, pension, reports to the tax authorities, holiday forms etc.

3. Home writing of funds

The funds may be registered in accordance with the submitted budget. For multiannual grants, the funds can be written for one year at a time in accordance with the budget, while smaller, one-annual grants can be written off immediately or in connection with expenses being incurred.

4. Concluding grants

The grant recipient must contact the department when the last voucher has been sent to payment in order to close the grant.

Grants will not be adjusted to reflect changes in such economic indicators as wage and/or price levels. Any unused grant funds **cannot** be transferred to **other grants** which the grant recipient might dispose over.

The grant must be used before expiry of the grant period. The grant recipient may apply for an extension of the grant; this must be done before expiry of the project period. The research foundation is not obliged to grant an extension.

5. Assistance with financial administration

For assistance with financial administration, please contact the project finance administrator or the accounting office at the relevant faculty. The project finance administrator and the accounting office cannot assume responsibility for ensuring the adequacy of a grant.

Any questions regarding wages should be directed to AU HR.