

Guidelines for applications, preparation and approval of budgets

Please remember the Faculty of Science's internal approval procedures, when applying for external funding:

Budgets must be prepared in cooperation with Support Office, Science (SOS), and requests for budget assistance from applicants must be sent to SOS no later than 10 working days before application deadline.

Preparation and approval of budget

SDU's budget template is available at SDU WARM, incl. instructions. Please see link in the margin.

1. A draft budget and the possible co-financing must be discussed with/approved by the head of the department **well ahead** of application deadline.

!!!! Please remember SDU's 10 % rule for applications to non-governmental foundations: If at all feasible, the budget must include an amount corresponding to 10 % of the total budget for indirect costs. In case this is not possible an agreement with the head of the department must be made.

2. The final budget must be prepared in cooperation with SOS. SOS will subsequently forward the budget by mail to Forskerservice Økonomi (FSØ) for their written approval and (if requested by the foundation) their signature.

You need to contact SOS **no later than 10 working days before the application deadline.** Please remember to add extra time, if you need to collect budgets from several partners to one application.

3. Subsequently, the budget must be approved in writing and (if requested by the foundation) signed by the head of the department (see "Final approval by the head of the department" below).

Horizon 2020 applications:

In case you plan to submit an EU application as a **coordinator** you must contact SOS for budget preparation **no later than 30 days prior to application deadline.**

<https://syddanskuni.sharepoint.com/sites/For skerportalen-backup/default.aspx>

For budget assistance, please contact:

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Letter of Support

The researcher writes a draft support letter, if required by the foundation.

Templates to support letters are available at Support Office, Science's (SOS) web page.

Horizon 2020 applications:

Certain calls require a special EU Support Letter. Please contact SOS for the preparation of Support Letter in case you plan to submit an EU application.

Links/details:

http://www.sdu.dk/en/Om_SDU/Fakulteterne/Naturvidenskab/Forskning/SOS/Stottebrev

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Final approval by the head of the department

ALL applications must be approved by the head of the department before they are submitted from SDU!

1. When the original budget has been approved in writing and (if requested by the foundation) signed by FSØ, SOS will forward the budget documents by mail to the applicant and the head of the department (and department secretary if requested).
2. The applicant should mail the following documents to the head of the department/department secretary, in order to get the approval in writing and (if requested by the foundation) the signature of the head of the department:
 - a. a short project description/synopsis (½ page)
 - b. a draft support letter (if requested by the foundation)

This must be done **NO LATER than 5 working days before the application deadline.** If necessary, please contact the head of the department for a different arrangement.

3. Subsequently, the department secretary returns the signed support letter as well as the signed budget (if requested by the foundation) to the applicant either electronically or to the applicant's pigeonhole.

A copy of the submitted proposal must be sent to **NATApplications@sdu.dk** for registration in our application database (SDUPro) according to SDU regulations.

Additional support

In case you need additional help with your application, please feel free to contact Support Office, Science **well ahead of deadline** for assistance.

SOS/11-2017