

Workzone for academic staff: external funding – what should I file?

As a rule of thumb, academic staff should file all relevant and important administrative correspondence that are not filed elsewhere at Aarhus University, including exchanges with the funding body and other parties concerning the framework for the research. Oral exchanges should be recorded in a memo and filed in Workzone.

The following should always be filed for your grant:

- Any correspondence with the funding body concerning applications, such as discussions of objectives, success criteria etc.
- Documentation if there is a risk of the content of research resulting in conflict with the funding body, such as any threat to scientific integrity
- Reviews conducted outside a journal or publisher's formal review system
- Any comments by the funding body during the project or on the results (such as via a representative on the project's steering group)
- Emails from the record with serial number (only relevant for projects involving personal data)

The following should also be filed when relevant:

- Confidentiality statements specific to the project (and not filed by the secretariat at DPU)
- Technical reports
- Relevant documents concerning visits by outside parties (create separate cases if necessary), such as:
 - o Visitor agreements
 - o Programmes and any deliverables
- Documents concerning conferences, seminars etc. (create separate cases if necessary), such as:
 - o Agreements with speakers
 - o Clearance to record video footage and for publication on the university's website
 - o Any reports
 - o Budgets and programmes if these are not filed by the secretariat or Gitte Grønning Munk

All formal agreements are filed by other units at AU and therefore do not need to be filed by academic staff.

Agreements with organisations such as schools concerning data collection do not need to be filed.