Instructions for creating the *Form for external funded projects* in Raindance

The *Form for external funded projects* is created within the financial system Raindance.

In connection to developing the project budget, the financial officer creates a new unique application number within the Raindance project portal. At the same time, the financial officer also invites the project manager, to allow access to the project portal.

The first part of the project portal is then filled out by the project manager, with support from the financial officer. This includes administrative facts in relation to the project, eg. project manager, funder, collaboration partners. The second part, the financial section, is filled out by the financial officer. The project manager has access to see what is registered in relation to the project budget. The third, and final, part of the form is the authorisation and the sign-off section.

When all the requested information is registered and the project budget is completed, the financial officer will print out the *Form for external funded projects* and the SUHF-budget. The form is then passed on to the project manager who is responsible for printing the document\(^1\) and getting the signatures. After the deadline of the call the project manager is responsible for sending the *Form for external funded projects* and the proposal to the registrar.

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\(^1\) As for now the Internal form for external funding still needs to be printed. We are still in the progress of allowing for digital signatures.