# CEC Checklist when applying for funding

**All project applications to all funders** **all year around** where CEC is taking part have to be approved by the head of the department (Henrik Smith), at least two days before deadline! NB. All applications need a full cost application (including BECC/MERGE).

To make the administration effective and easy for all researchers, please use the checklist below to make sure you don´t miss any important parts.

Checklist:

* **Get an approval from the head of the department before deadline!**

All applications where CEC is taking part have to be approved by the head of the department (Henrik Smith). This is the case if (1) a researcher at CEC is main or co-applicant, (2) the application involves funding of positions at CEC. This is the case whether the application involves co-funding or not. It is advisable to do this ***at least a week before deadline***.

To get an approval: send a short description by mail to the research coordinator (Cerina.Wittbom@cec.lu.se) including:

* Preliminary title
* Applicants
* A sentence about the aim/content
* Funder
* Amount asked for (approximately),
* Is co-funding required?
* Names of any named person expected to achieve salary or any positions expected to be created (e.g. post-doc, PhD-student)
* **If you intend to use Biology's lab in your project:** An agreement between CEC and Biology has to be established and signed by both directors. Contact the research coordinator to get support and the template to budget for the premises costs and the OH-difference.

To get an approval: send the budget to the research coordinator ***at least*** ***one week before deadline***. (Cerina.Wittbom@cec.lu.se)

* **Get the *“fullkostnadskalkyl”* (*full cost application)* approved and signed by the head of department before deadline!**

The “*fullkostnadskalkyl*” of all applications where CEC is taking part have to be reviewed and approved by the economist. This is the case if (1) a researcher at CEC is main or co-applicant, (2) the application involves funding of positions at CEC. This is the case whether the application involves co-funding or not. It is advisable to do this ***at least two days before deadline***.

To get an approval: send the “*fullkostnadskalkyl*” to the CEC economist (Eva.Stengard@cec.lu.se)

The final approval will often be that the head of department sign in Prisma, but by following the above guidelines, you avoid unnecessary hassle.

Also, please put your project at the white board in the CEC corridor. You are welcome to contact the research coordinators (Cerina.Wittbom@cec.lu.se or Marianne.Hall@cec.lu.se) for support during the writing of your application. At last, it´s a good idea to start fill out the on-line application already, as it takes time! Make sure to put the CV of all named participating researchers in Prisma.