

3.1.1. Addition to Applications, Awards, and Projects

Only Editors have the authority to carry out certain workflow steps for Applications, such as “Submit: funder” and “Reply received from funder”.

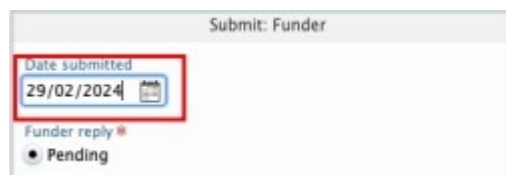
Popup blockers can block the new editor windows; therefore, it is recommended to (temporarily) **disable** your pop-up blocker.

If you (or a researcher from your organisational unit) has **submitted** the application to the funder, you need to

1. Select “Submitted” in the workflow at the bottom:

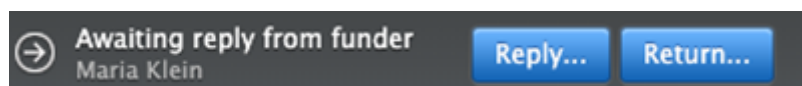


2. Fill in the field “Date submitted”:

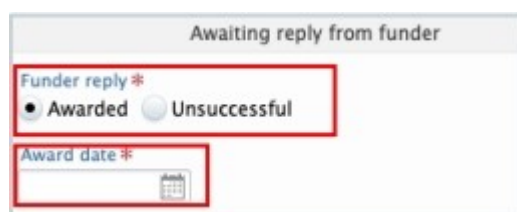
A screenshot of a form titled "Submit: Funder". The "Date submitted" field is highlighted with a red box and contains the date "29/02/2024" with a calendar icon. Below it, the "Funder reply" field is set to "Pending".

If you (or a researcher from your organisational unit) has **received** a reply from a funder, you also need to:

1. Select “Reply..” in the workflow at the bottom:



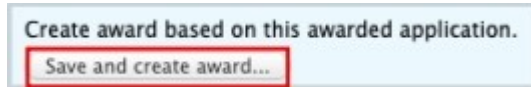
2. Select the type of the reply, and if relevant, fill in the “Award date” field:

A screenshot of a form titled "Awaiting reply from funder". The "Funder reply" field is highlighted with a red box and has radio buttons for "Awarded" (selected) and "Unsuccessful". Below it, the "Award date" field is highlighted with a red box and has a calendar icon.

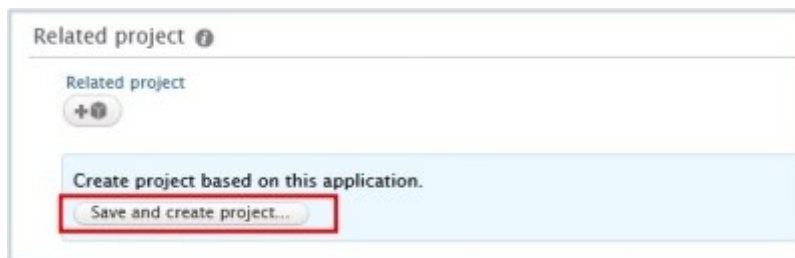
In case of a **positive answer from the funder (awarded application)**, please:

1. **Contact RM** at pure@pmu.ac.at.

2. An **award** need to be created. The easiest way to do it is to open the application and use this shortcut. For the details of projects see section [Awards - Details](#)



3. **Create a project** based on the awarded application by opening the Application and clicking on the "Save and create project" button. For the details of projects see section [Projects - Details](#)).



4. Click on Save.

In summary, in case of a **funded project**, you need to create three data types: an **application**, an **award**, and a **project**. These data types need to be linked to each other:

Award	IDs	Nature of activity	Funder	Awarded	Spend	Funded period	Award date	Applications	Project	Acronym
PMU test for trainings Ebner, P. Award date: 17/02/24 Award: EU > Award			FWF – der Wissenschaftsfonds Österreich	20.00 EUR	0.00 EUR	Mar 2024 – Jun 2024	17/02/24			

In case of **rejection from the funder**, the process ends, and you don't need to create either an award or a project.

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