

Arctic Science Partnership

ASP handbook

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## Purchasing, billing and cost recovery

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|  | **ARC** | **CEOS** | **GINR** |
| Introduction |  | The steps below are related to Purchasing, Billing and Cost Recovery |  |
| Process steps | Purchases from Danish companies   * When placing your order, supply EAN no., order no., name, requisitioner/recipient in IndFak and delivery address (Arctic Research Centre (ARC), Ny Munkegade 114, bldg. 1540, DK-8000 Aarhus C, Denmark)   Purchases from overseas companies   1. When placing your order, supply order no., name and delivery address (as above).   If ARC is paying, *always* contact Egon before ordering.  If you are billing ARC for something, send the invoice to Egon (incl. a description of items/services), and Egon will forward to the AU Finance Department. | 1: PI authorization and fund allocation  2: New vendors to the UofM must be pre-approved by Purchasing by filling out a New Supplier Request Form  3: Quote is entered into an online Purchasing System (submitted prior to the start of fieldwork/services)  4: Purchase Order (PO) can then be generated after the quote has been approved  5: Vendors must provide an invoice for payment (invoice must note billing address UofM/CEOS and PO# | Purchases:  1: Identify needed items and total expense  2:Identify project and GINR project number for the expense  3: Fill in applicable GINR form  4: Get written approval from the project responsible person (PI)  5: Execute the purchase as agreed with the project PI  6: E-mail a copy of invoice / bill to GINR administration  If GINR is paying, *always* contact PI before ordering. |
| Needed information / documents | If the cost of an item >500.000 DKK, it must be put to tender. This is handled by Procurement (http://medarbejdere.au.dk/en/administration/finance/procurement/). | * For expenses (including taxes, etc) between $2,500-$24,999 CAD require supplier justification * For expenses between $25,000-$99,999 CAD require 3 quotes and supplier justification * For expenses over $100,000 CAD requires public tender (minimum post 10 days) | GINR form “Rekvisition”  Project number / invoice address  PI name |
| Contact person | Egon Randa Frandsen: [erf@bios.au.dk](mailto:erf@bios.au.dk)  Tage Dalsgaard: [tda@bios.au.dk](mailto:tda@bios.au.dk) | Emmelia Wiley: For field expenses and shipping  [Emmelia.Wiley@umanitoba.ca](mailto:Emmelia.Wiley@umanitoba.ca)  Linda Chow: For all others [Linda.Chow1@ad.umanitoba.ca](mailto:Linda.Chow1@ad.umanitoba.ca) | GINR Administration: [adm@natur.gl](mailto:adm@natur.gl) |
| Timelines |  | ~4-8 weeks to purchase, receive goods and payment |  |

## Travel

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|  | **ARC** | **CEOS** | **GINR** |
| Introduction | The below steps are related to general travel activities (for info on travel re. field campaigns, refer to Egon’s site manual) | The steps below are related to all travel for PI’s, RA’s, Post Docs, Students, Technicians and Guests. | The below steps are related to ordering airline tickets, hotel rooms, etc. |
| Process steps | *BEFORE THE TRIP*  *The steps depends on whether you are employed at AU or not*   1. Get approval from Søren/Tage 2. Order tickets (economy only) 3. If going to Canada: do you need [electronic travel authorization](http://www.cic.gc.ca/english/visit/eta.asp) (eTA)?   *AFTER THE TRIP*   * 1. If claiming back as a personal expense, contact Susanna who will forward a reimbursement form and ask for copies of invoices/boarding passes   2. If claiming back as an institution, send an invoice to Susanna, incl. description of costs and attach documentation of expenses   Note: If travelling to Canada, make sure to check the Canadian Government website if an eTA (Electronic Travel Authorization) is needed:  <http://www.cic.gc.ca/english/visit/eta.asp> | *BEFORE TRAVEL*  1: Grant authorization and justification is required from PI’s (cc’d to Linda)  2: For PI’s, RA’s, Post Docs, Technicians and Students, contact CEOS Admin before booking through CONCUR (WestJet flights and economy class preferred)  3: For Guests, contact Linda with required travel dates, hotel if needed, date of birth, full name as it appears on your passport and frequent flyer number if available  *AFTER TRAVEL (EXPENSE CLAIM)*  3: Claims will be processed through CONCUR or Guest Form. Provide CEOS Admin with all original receipts and boarding passes.  Note: If travelling to Canada, make sure to check the Canadian Government website if an eTA (Electronic Travel Authorization) is needed:  <http://www.cic.gc.ca/english/visit/eta.asp> | 1: Identify your need for travel and room, and expected total expense  2: Identify project and GINR project number for the expense  3: Get written approval from the project responsible person (PI)  4: Order travel through an approved travel agency/airline, e.g. Grønlands Rejsebureau, Tupilak Travel, Air Greenland, Air Iceland (ask GINR administration)  5: E-mail a copy of invoice / bill to GINR administration  If GINR is paying, *always* contact PI before ordering.  Note: If travelling to Canada, make sure to check the Canadian Government website if an eTA (Electronic Travel Authorization) is needed:  <http://www.cic.gc.ca/english/visit/eta.asp> |
| Needed information / documents | Documentation of expenses, incl. tickets/boarding passes etc. | Conference Agenda, Bank information for international guests | Project number / invoice address |
| Contact person | Tage Dalsgaard: [tda@bios.au.dk](mailto:tda@bios.au.dk) | Linda Chow:  [Linda.Chow1@ad.umanitoba.ca](mailto:Linda.Chow1@ad.umanitoba.ca) | GINR Administration: [adm@natur.gl](mailto:adm@natur.gl) |
| Timelines | Reimbursement process may take 2-3 weeks as there are several steps of approvement in the AU Finance system. | Reimbursement process may take between 3 – 6 weeks to go through all levels of approval.  International reimbursements by bank wire transfer only. |  |

## Booking of facilities (accommodation, meeting rooms, labs / office space)

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|  | **ARC** | **CEOS** | **GINR** |
| Introduction |  | The steps below are related to booking CEOS Facilities | The below steps are related to ordering logistics/facilities at GINR |
| Process steps | For accommodation / office space / meeting rooms, contact ARC as early as possible. If ARC is paying for accommodation, get approval beforehand.  AU employees can book ARC meeting room (1540-020) directly in Outlook calendar.  For info on labs, contact Tage Dalsgaard ([tda@bios.au.dk](mailto:tda@dmu.dk)). | 1: Contact Linda as soon as possible for all CEOS facility bookings and orders.  2: If CEOS is paying for the services, grant authorization and justification is required from PI’s (cc’d to Linda) | 1: Go to the “Book facilities” on GINR website (<http://www.natur.gl/index.php?id=819&L=3>)  2: Fill in relevant application form, and e-mail this to GINR booking administration at [booking@natur.gl](mailto:booking@natur.gl)  3: Await written answer/approval on your request from the GINR booking administration.  If GINR is paying, *always* contact PI before ordering. |
| Needed information / documents |  |  | Relevant booking application form, including invoice address |
| Contact person | Tage: [tda@bios.au.dk](mailto:tda@dmu.dk) | Linda Chow: [Linda.Chow1@ad.umanitoba.ca](mailto:Linda.Chow1@ad.umanitoba.ca) | GINR booking administration: [booking@natur.gl](mailto:booking@natur.gl) |
| Timelines |  |  |  |

## Shipping cargo *from* ARC, CEOS, GINR *to* other destinations

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|  | **ARC** | **CEOS** | **GINR** |
| Introduction |  | The steps below are related to shipping paid for by CEOS/U of M. | The below steps are related to shipping cargo *from* GINR/GINR |
| Process steps | This procedure is very specific for each destination and depends on the type and quantity of the cargo. Please contact Egon Randa Frandsen every time.  Isaaffik Arctic Gateway gives further information about planned and scheduled logistics, research, education and consultancy options (www.isaaffik.org/). | 1: All shipping (inbound or outbound) must be arranged by Emmelia Wiley. Sierra Courier is our preferred courier, except where unsuitable due to locations or shipment sizes (exceptions must be pre-approved by Purchasing Services with justification)  2: Grant authorization and justification is required from PI’s (cc’d to Emmelia)  3: Provide Emmelia with Dimensions, weight, destination, manifest, delivery date and preferred mode of transport  4: For small packages and envelopes, contact Chantalle for delivery | **Shipping from GINR (Nuuk)**  1: Identify project and GINR project number for the expense  2: Get written approval from the project responsible person (PI)  3: Contact GINR operations team  4: Receive instructions from GINR operations team  If GINR is paying, *always* contact PI before ordering. |
| Needed information / documents |  | Goods to United States: Department of Homeland Security Form, Federal Communications Identification Form and Pro Forma Commercial Invoice  Goods to all other countries: Statistics Canada/Canada Customs B13a Export Declaration and Commercial Invoice | Proforma invoice |
| Contact person | Egon Randa Frandsen ([erf@bios.au.dk](mailto:erf@bios.au.dk)) | Emmelia Wiley: Large Shipments & Dangerous Goods [Emmelia.Wiley@umanitoba.ca](mailto:Emmelia.Wiley@umanitoba.ca)  Linda Chow:Small packages & envelopes  [Linda.Chow1@umanitoba.ca](mailto:Linda.Chow1@umanitoba.ca) | GINR operations team:  Carl Isaksen [cais@natur.gl](mailto:cais@natur.gl) |
| Timelines |  | Process may take from 1 – 6 weeks. |  |

## Funding proposal and budgetary support + reporting

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|  | **ARC** | **CEOS** | **GINR** |
| Introduction | The Research Support Office at Aarhus University (http://medarbejdere.au.dk/en/administration/researchandtalent/research-support/) provides support during all stages of externally funded research projects.  The office is organized in 4 teams:   * Proposal Development: advice and support for research funding opportunities and proposal preparation * Project Management: administrative and project management support in all research project phases * Strategy: Engagement with national and international research agendas * Internal Support |  |  |
| Process steps |  |  |  |
| Needed information / documents |  |  |  |
| Contact person | Contact person for ARC (Bioscience) fundraiser Rikke Märcher Rochat rmr@au.dk | Linda.Chow1@umanitoba.ca |  |
| Timelines | Depends on the actual call |  |  |

## HR

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|  | **ARC** | **CEOS** | **GINR** |
| Introduction | Guests  If you are visiting ARC for a shorter period (less than 3 months), ARC will assist you in finding a place to stay and other practical issues.  Academic staff  International academic staff (incl PhD students) can get assistance and services from AU, see http://ias.au.dk/international-academic-staff-ias/ | The below steps are related to all new or existing hires in CEOS | If you are moving to Nuuk for a longer period you may find some useful advice at: <http://www.natur.gl/en/the-institute/jobs/advice-for-newcomers-to-nuuk/> |
| Process steps | The procedure depends on the length of your stay and whether you are Nordic, EU or non-EU citizen.  Specific rules apply for Greenland | *FOR INTERNATIONAL STUDENTS/EMPLOYEES*  1: Require a study/work permit and may need an entry VISA to enter Canada  2: To apply for a Social Insurance Number (SIN) you must apply in person with supporting documentation at a Service Canada Office (see [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) for office location) |  |
| Needed information / documents | Depends on your nationality |  |  |
| Contact person | Tage [tda@bios.au.dk](mailto:tda@bios.au.dk) | Linda Chow:  [Linda.Chow1@umanitoba.ca](mailto:Linda.Chow1@umanitoba.ca) | Klaus Nygaard: [klny@natur.gl](mailto:klny@natur.gl) |
| Timelines | Depends on your nationality, but be prepared that the bureaucracy will take some time | Variable depending on start date and application status |  |