

COST Targeted Network TN1302 BESTPRAC 2013-2017

Nik Claesen

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NARMA conference

28/03/2017



The main objective of the Targeted Network is to network the administrative, finance and legal services in universities, research organisations and related entities supporting researchers involved in the lifecycle of European funded projects in order to exchange experiences and share and develop best practices, encourage knowledge sharing, knowledge transfer and increased efficiency.

400 Participants
40 countries

3 Working Groups:
ADMIN
FINANCE
LEGAL

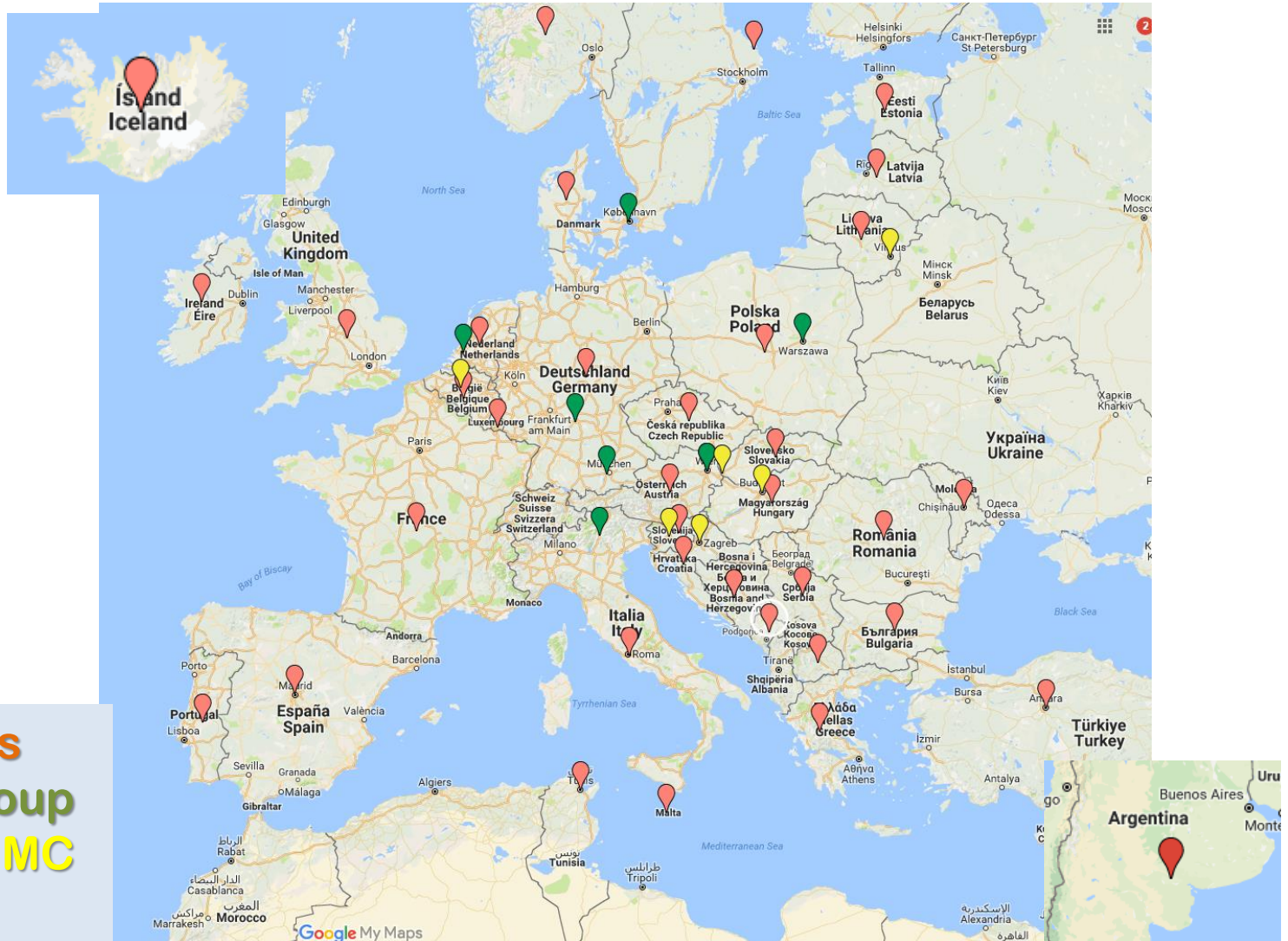
ACTIVE TRAINING
CROSS-WG SESSIONS
VIRTUAL MC-MEETINGS
TS – STSM

HOT TOPICS:
H2020 RULES - ETHICS – OPEN SCIENCE – SCIENCE COMMUNICATION
ALONE IN THE OFFICE

	Gender balance	Early Career Invest.	Inclusiveness
MC	72 % f / 28 % m	17 %	
Core Group	89 % f / 11 % m	22 %	
WG Members	80 % f / 20 % m	51 %	
Meeting participants			
Zagreb (66)	78 % f / 22 % m	28 % (61 % without MC)	
Bratislava (89)	89 % f / 11 % m	59 %	27 %
Ljubljana (83)	84 % f / 16 % m	70 %	45 %
Budapest (76)	82 % f / 18 % m	54 % (72 % without MC)	43 %
Sofia (83)	77 % f / 23 % m	51 %	48 %
Vilnius (92)	79 % f / 21 % m	58 %	46 %
Lisbon (124) / Mar 23-24, '17	82 % f / 18 % m	48 %	46 %
Training Schools			
Warsaw (22)	90 % f / 10 % m	85 %	30 %
Nuremberg (24)	87 % f / 13 % m	92 %	33 %
Verona (20 + 8 own costs)	90 % f / 10 % m	100 %	45 %
Vienna (15)	80 % f / 20 % m	80 %	93 %
STSM	88 % f / 12 % m	94 %	66 % (appl.) / 9 % host)

Target group:

Research Administrators (non-academic), with emphasis on Inclusiveness Countries and Early Stage Administrators (>8 Y)



Welcome to
the
BESTPRAC
Website:
Bestprac.eu

And learn
more...



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building a network of administrative excellence

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Welcome to COST Targeted Network TN1302

The main objective of this Targeted Network is to establish a network for the administrative, finance and legal services in universities, research organizations and related entities supporting researchers involved in the lifecycle of transnational external competition based (in particular European funded) projects in order to exchange experiences and share and develop best practices, encourage knowledge sharing, knowledge transfer and increased efficiency.

Information on the Targeted Network is also available at the official [COST webpage](#).

What is COST?

COST - European Cooperation in the field of Scientific and Technical Research - is one of the longest-running European instruments supporting cooperation among scientists and researchers across Europe. COST is also the first and widest European intergovernmental network for coordination of nationally funded research activities.

More information on COST can be found at the [COST webpage](#).

Search...



Updated Information

NEW!

[WG1 / WG2 / WG3](#) documents

[Training School "Administration of research funding in inclusiveness targeted countries"](#)

September 27-29, 2016 | Vienna, Austria

presentations and report available!

[Working Group Meeting](#)

September 22-23, 2016 | Vilnius, Lithuania



BESTPRAC

Research Support Staff Framework

Nik Claesen

Member of BESTPRAC WG1

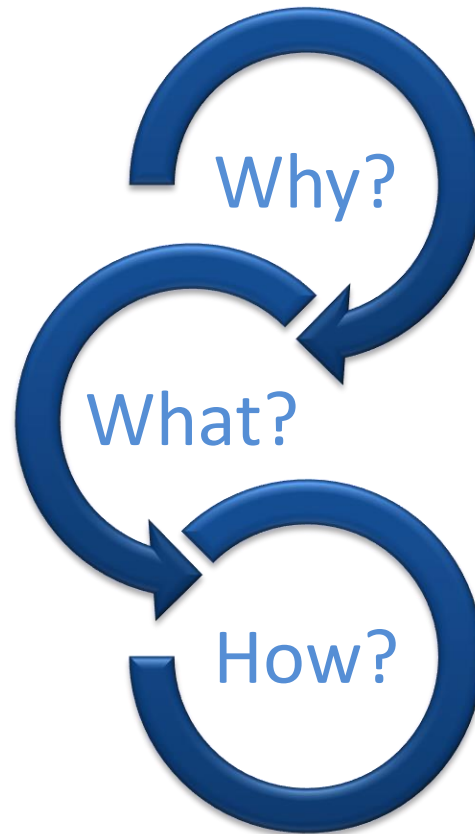
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Why?

- WG 1 (administration) consists of EU project support staff but this is not one homogeneous group.
- All the WG 1 participants cannot be included in one definition unless it is very general and therefore not a useful tool
- How can we define best practices if we cannot define the group we are using them for?

Approach

Build a framework which allows us to define different groups which we call types

We then can define who the groups are and come to a more meaningful discussion on best practices

What?

Mapping of the tasks the WG1 members perform and putting them one of the three types.



How?

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How?

Bottom up break out sessions

Survey

Processing by type leaders and WP leaders



EU – Research
Administrator

EU – Funding
Advisor

EU – Project
Manager

Before the proposal

Proposal

Grant preparation

Project

**EU – Research
Administrator**

List of
tasks per
phase of
the
project
lifecycle

**EU – Funding
Advisor**

List of
tasks per
phase of
the
project
lifecycle

**EU – Project
Manager**

List of
tasks per
phase of
the
project
lifecycle

EU – Research Administrator

E.g. Check compliance with internal + EC budget rules

EU – Funding Advisor

E.g. Optimise budget based on technical annex and internal + EC budget rules

EU – Project Manager

E.g. Draft budget with PI, Consortium and other research support staff

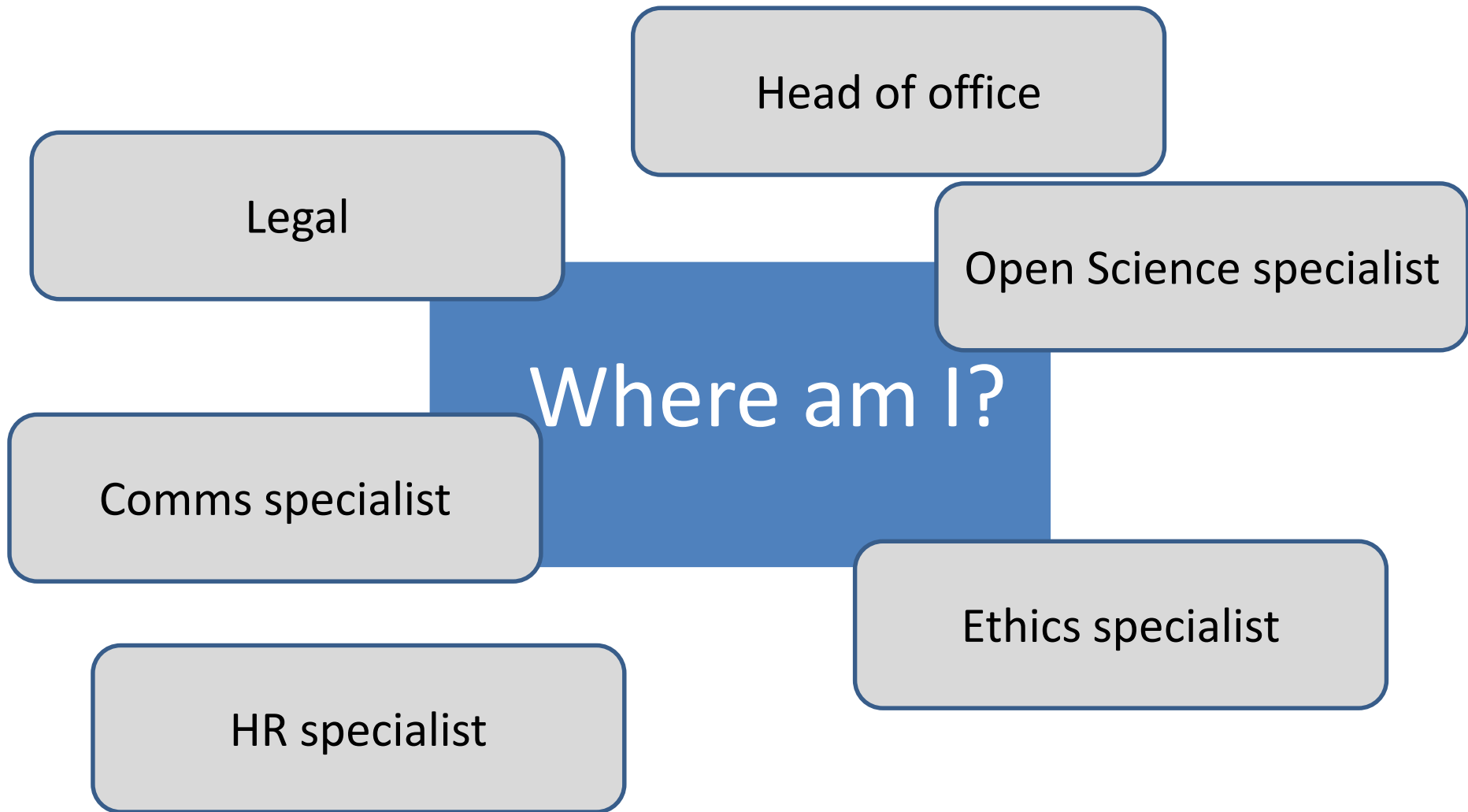
Time intensity per project

How?

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How?

- To create different types you need a defining criterion to separate them
- Defining criterion = Time (estimated!)



**EU – Research
Administrator**

Compliance

**Many
projects**

**EU – Funding
Advisor**

**Improving
participation**

**Intermediate
amount**

**EU – Project
Manager**

**Hands-on
day-to-day
support**

Few projects

Enabling Network

TN1302: BESTPRAC



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Type 3

Every stage along the '[process]' - [before the proposal], [proposal], [grant preparation] and [project] contains a specific set of tasks.

Contents [\[hide\]](#)

- 1 Before the proposal (A)
 - 1.1 [Task 1 A 3- Support funding strategy](#)
 - 1.2 [Task 3 A 3- Advising on funding opportunities =](#)
 - 1.3 [Task 5 A 3- Targeted networking](#)
- 2 Proposal (B)
 - 2.1 [Task 1 B 3- Manage the \(electronic\) proposal submission](#)
 - 2.2 [Task 2 B 3- Obtain internal approval and signature according to internal procedures](#)
 - 2.3 [Task 3 B 3- Set up the budget](#)
 - 2.4 [Task 4 B 3- Decide on a methodology of the writing proces \(deadlines, tools, division of labor, level of trust vs NDA,...\)](#)
 - 2.5 [Task 5 B 3- Write or revise the proposal content](#)
- 3 Grant preparation (C)
 - 3.1 [Task 1 C + 4 C 3- Manage the preparation and signature of the grant agreement](#)
 - 3.2 [Task 2 C 3- Initiate and/or check internal setup of the project](#)
 - 3.3 [Task 5 C 3- Managing the creation of a consortium agreement \(always involve legal when possible\)](#)
 - 3.4 [Task 6 C 3- Communicating project success \(internal and external\)](#)
- 4 Project (D)
 - 4.1 [Task 1 D 3- Supporting financial and technical reporting](#)
 - 4.2 [Task 2 D 3- Consortium management](#)
 - 4.3 [Task 3 D 3- Communicating internal procedures](#)
 - 4.4 [Task 5 D 3- Contracts management and archiving](#)
 - 4.5 [Task 6 D 3- Support for amendments of the Grant Agreement and Consortium Agreement](#)
 - 4.6 [Task 7 D 3- Management and dissemination](#)
 - 4.7 [Task 8 D 3- Liaison between the coordinator and the European Commission and the consortium](#)

[Before the proposal \(A\)](#) [\[edit\]](#)

[Task 1 A 3- Support funding strategy](#) [\[edit\]](#)

Task 1 B 1- Providing general information and support regarding proposal submission

Contents [hide]

- 1 1 B - Providing general information and support regarding proposal submission
 - 1.1 Subtask 1 - Help and advice on the information and submission system
 - 1.2 Subtask 2 - Providing or linking to all relevant proposal documents
 - 1.3 Subtask 3 - Advising on eligibility and linking to the detailed rules
- 2 Related skills and competences
- 3 Related content from BESTPRAC

1 B - Providing general information and support regarding proposal submission [\[edit\]](#)

Subtask 1 - Help and advice on the information and submission system [\[edit\]](#)

Subtask 2 - Providing or linking to all relevant proposal documents [\[edit\]](#)

Subtask 3 - Advising on eligibility and linking to the detailed rules [\[edit\]](#)

Related skills and competences [\[edit\]](#)

Skills

Accuracy - attention to detail

Communication - briefing colleagues *Communication - preparing written/verbal briefings, conveying information clearly*

Communication - verbal and written *Communication - writing/communicating clear specifications*

Influencing - ensuring that colleagues meet deadlines

Information management - keeping 'up to date'

IT - Powerpoint, Outlook, Excel"

Related content from BESTPRAC [\[edit\]](#)

File:Non-disclosure agreements and essentials of the Grant Agreement and Consortium Agreement.pdf



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Wiki demo:

http://www.bestprac-wiki.eu/Main_Page

What do we want to achieve in the end?

- A tool to structure the work of individuals and offices
- A tool to create clear job descriptions
- A tool for greater job satisfaction
- A tool to discuss with internal policy makers
- A tool for expectation management towards researchers

Main goal:

A tool to think about how we set up research offices
and how we enable people supporting EU research
projects



Questions?

Nik Claesen

Managing Director of EARMA



EARMA

EUROPEAN ASSOCIATION OF
RESEARCH MANAGERS AND ADMINISTRATORS

Nik Claesen

Managing Director

EARMA

European Association of Research Managers and Administrators

EARMA introduction @
NARMA Vårkonferanse

28th March 2017

EARMA Mission

Excellent research requires excellent research support. EARMA is the European organization for professional development of research funding support. Research managers and administrators are key players in research, and the profession must be recognized as a fundamental component of the complete research process.

Established 1994 and now has more than 1,100 members

EARMA for members by members

- EARMA is a notprofit organisation fully funded by income from events, members and a number of sponsors
- Fully independent from any government or interest group
- **EARMA exists to be useful to its members with the goal of contributing to science**

Challenges: Recognition of RMA as a Profession

- Relatively new profession Development of job families and career paths
- Career choices Just who is a typical research manager and administrator?
- **Key enabling role for researchers, enabling our research to spend as much time on research as possible**

EARMA Benefits of membership

- A professional **network** of research managers and administrators based in 38 countries.
- The International Research Management Fellowship Exchange Programme
- **An annual conference attracting more than 800 participants**

EARMA Benefits of membership ...

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- **An annual conference attracting more than 800 participants**
- A continuous series of training and information workshops and seminars.
- Part of the International Network of Research Management Societies (INORMS)
- A hard copy publication provided at the EARMA conference and regular email Newsletters & News flashes
- Member discounts from our sponsors; [Karlsruhe Institute of Technology](#), [Hyperion](#) & Research Research
- **Access to an internationally accredited, certified Professional Development Programme.**

EARMA Conference Malta 24th – 26th April 2017

<http://www.earmaconference.com>



Questions?

