

SHORT TERM SCIENTIFIC MISSION (STSM) SCIENTIFIC REPORT

This report is submitted for approval by the STSM applicant to the STSM coordinator

Action number: TN1302

STSM title: Best practices in EU research support and project management

STSM start and end date: 01/04/2019 to 05/04/2019

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PURPOSE OF THE STSM:

BESTPRAC's STSM is designed to provide the applicant with a beneficial overview of the research management activities at the host, provide a platform for a knowledge-share, experiences and to discuss cross-cutting European research policy/management issues. This purpose of this STSM was to improve and strengthen my knowledge and skills which I will consequently share with my colleagues, apply at work and at the same time contribute to the capacity building at my own home institutions. The intended STSM at Amsterdam UMC was designed to provide a significant contribution to clarify the main methodological, operative issues related to the assessment of research impact as well as to exchange information and best practices as examples so as to set up new internal procedures at my home institutions as well as to establish personal contacts with administrative staff as a basis for future co-operation.

The STSM encompassed the following set of objectives:

- sharing project management skills, best practices and internal grant processes,
- specifics on internal grant IT tools.
- possibilities of collaboration at different levels.

DESCRIPTION OF WORK CARRIED OUT DURING THE STSMS

During the STSM I learned the organizational structure of the RA office and the division of tasks in both the pre and post award phase, and then within each phase as well. I learned and I saw the importance of such an office and how it simply is impossible to be replaced by the IR office. We do not have such an office at my institution, and my idea is to propose this to our management and to consider the possibilities for establishing such a department because I see it simply as a necessity if we would like to be effective and efficient in the management of the EU programs and projects.

According to the agenda, the following activities were held during the STSM stay at VUmc:

- Participation in authentic meetings: a) with the Communication department about arranging the up-coming conference for RA in the Netherlands b) with the staff experiencing issues during the implementation of their projects and looking for support at the RA.
- Participation at a workshops in ethics in research held at the Royal Dutch Academy of Science and Arts which was very useful for upgrading my knowledge in this field. The workshop was followed by a discussion in a form of a "Dillema" game referring to everyday issues that researchers are facing at their job positions.
- very useful and applicative share of knowledge and best practices in PM2 accompanied by a Book of Recipes created by VUmc.
- Visit to the International relations office and an outlook on their organization chart and activities, as well as discussions for possibility for a future cooperation within Erasmus+ projects.
- Participation at a RDM support network meeting held at the Library of VUmc.

-Overall visit within the campus and getting introduced with the various departments, facilities and offices they have.

DESCRIPTION OF THE MAIN RESULTS OBTAINED

During this STSM I learned from the different approaches at the project administration office and the true productivity when implemented appropriately. I had the opportunity to be part of a busy dynamic working team and to experience at first-hand the RA everyday working atmosphere. The hosts were very pleasant, kind and ready for knowledge sharing and administrative experience. This STSM was very beneficial for improving and strengthening my knowledge, skills and capacities, and I shared this experience internally at my home institution, among colleagues from other national universities that we have a good cooperation.

The main results obtained are:

- Extended knowledge on PM2 which will be directly implemented at my institution;
- Information on Trello where the current projects of my institution will be moved;
- Strengthened knowledge in ethics in research and RDM support.

Besides this all, a very creative approach that I introduced to was the Recipe Book prepared by VUmc, which I will share with my colleagues and we may extend the edition as per our way of working.

This STSM definitely contributed in terms of networking. During the five working days I had the opportunity to meet new colleagues working in the same area as me, and together we discussed issues relating to our everyday work, which led me to confirm to myself that besides the size and age of a university, the administrative staff is facing similar problems and striving to find the best solution for the sake of efficiency. This new network will be very useful for me for the future activities at work, and the communication is always easier when people know personally. In terms of networking, I couldn't but notice that at VUmc people had coffee breaks and lunch within the university restaurant which looks very sympathetic, but I believe the deeper purpose besides is again the networking even within the institution. This is something that I would really like to share as a best practice at my home institution, because working in the IR I noticed too many times that my co-workers hardly know each other. I truly see this "method" of informal lunch very beneficial for easier coordination and more productive utual activities with colleagues from different departments.

FUTURE COLLABORATIONS (if applicable)

The future cooperation is foreseen through a mutual participation in EU projects. Currently, VUmc department fro International Relations is highly operating Erasmus+ K1 Action and is in the phase of making rearrangements for streghtening their participation within Erasmus+ K2 Action. Contacts were shared with the staff from the IR and the possibility is for a future open call to make an attempt to work on a project application together.

Another opportunity is within HORIZON 2020 program. Even though there is no a wide opportunity of options the initial discussions were made and both parties will suggest the institutions to colleagues working on project applications as potential partners, and I believe on that way we could establish a very productive long-term cooperation.