

BESTPRAC Training School:

“Administration of research funding: dealing with several funding sources (for non-university research organisations in inclusiveness targeted countries)”

September 27-29, 2016

Centre for Social Innovation, Vienna

Objectives

Research organisations from COST inclusiveness target countries have the possibility, but also the challenge to use several different funding sources for R&D and Innovation such as Structural Funds (INTERREG, ESF, EDRF, etc.) as well as Horizon 2020. Research administrators face several difficulties in this respect.

The BESTPRAC training school provides know-how and the possibility to discuss and exchange experiences. Furthermore, the training gives an input on the conditions of multi-project management with different funding sources from the points of view of project planning, implementation and reporting, audits, documentation requirements, etc.

The training school concentrates on practical examples, exercises and how to deal with multiple funding sources related to the financial administration.

Special attention will be given to:

- Session 1: *Project planning* (financial tools, budget calculations, cost categories, overheads, Consortium Agreement etc.)
- Session 2: *Project implementation and reporting* (personnel costs and timesheets, other costs, financial controlling, amendments, internal and external communication and commitment etc.)
- Session 3: *Audits* (preparation and implementation for audits)
- “exchange mart” in groups to encourage the participants to exchange their experiences and discuss challenges and best practices

Application

The participants are asked to indicate already in the application form the different funding sources their institutions deal with. They will receive preparatory questions in the application form highlighting the challenges which they see. Participants will also be requested to prepare a presentation on the "way of dealing with documentation of different cost categories, reportings and audits" in their institutions.

In general, the focus in this training school is on non-university research organisations.

Trainers

Anne-Katrin Werenskiold, Head of the EU-Office at the Max Planck Institute of Biochemistry Martinsried, Germany

Jaco de Graaf, Project Administrator/ Advisor Projects at Leiden University Medical Center

Katarina Rohsmann, European and International Programmes, Austrian Research Promotion Agency

Wolfgang Michalek, Business Manager, Centre for Social Innovation

Andrea Mayr, Financial Controlling, Centre for Social Innovation

Carmen Siller, Senior Project Manager, Centre for Social Innovation

Gorazd Weiss, Senior Project Manager, Centre for Social Innovation

Location

Centre for Social Innovation (ZENTRUM FÜR SOZIALE INNOVATION GmbH)

Linke Wienzeile 246

1150 Vienna

Tel. +43-1-4950442-0

<http://www.zsi.at>



Programme

DAY 1: September 27, 2016 | 9:00 – 17:00

9:00 – 13:00

9:00-9:30 Registration

9:30-9:45 Welcome

9:45-11:45 Short presentation of evaluation results of the preparatory questionnaire and presentations of the participants

10:40-11:00 Coffee Break

11.45-13:00 Presentation and discussion of results from the "BestPrac Survey on European Structural and Investment Funds" **Jaco de Graaf**

Best practices related to "enabling synergies with other financing programmes" **Jaco de Graaf**

13:00 – 14:00 Lunch

14:00 – 17:00

- Session 1: *Project Planning*

Introduction **Anne Katrin Werenskiold**

Legal and Financial Issues in H2020 and Audits **Katarina Rohsmann, Austrian Research Promotion Agency**

DAY 2: September 28, 2016 | 9.30 – 17:00

9:30 – 12:30

- Session 2: *Project Implementation and Reporting*

9:30-10:45 Scientific reporting and communication **Anne Katrin Werenskiold**

Financial reporting – ZSI examples **Andrea Mayr**

Amendments **Anne Katrin Werenskiold**

10:45-11:00 Coffee Break

11:00-12:30 Project management **Gorazd Weiss**

12:30 – 13:30 Lunch

13:30 – 17:00

- Q&A session on the Synergies topic with Mrs. Dace Karkle, Latvian Institute of Organic Synthesis

Exchange Mart

- Based on the concept of an "exchange mart", participants will discuss in 3 groups/rounds their current solutions and existing challenges
- Key questions (i.e. documentation of different cost categories and the reporting and audit requirements that research administrators face when dealing with different funding sources at the same time). Participants will be encouraged to discuss best practices as well as worst practices.

DAY 3: September 29, 2016 | 9.30 – 14.30

9:30 – 12:30

- Bringing together results/conclusions from the bilateral and group discussions, extracting key good practices and recommendations

10:30-10:45 Coffee Break

- Session 3: *Audits*

Preparation and implementation for first and second level control

Jaco de Graaf, Carmen Siller, Andrea Mayr

12:30 – 14:30 Sandwiches and further exchange