

## **FINAL REPORT FOR THE SHORT TERM SCIENTIFIC MISSION (STSM) BEST PRACTICES EXCHANGE BETWEEN CARDIFF UNIVERSITY (CU) AND UNIVERSIDAD POLITÉCNICA DE MADRID (UPM)**

**COST STSM Reference Number:** COST-ONLINE STSM-TN1302-27664

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**HOME INSTITUTION:** UNIVERSIDAD POLITÉCNICA DE MADRID. Contact: Eva Baguena, R&I Programmes Coordinator at European Projects Office, UPM.

**VISIT:** From July 20<sup>th</sup> to July 24<sup>th</sup>, 2014.

### **Summary**

The main focus of the STSM is best practices exchange on management issues related to European research and innovation projects in the Framework Programme, with special emphasis in the programmes related to Energy sector.

### **Purpose of the STSM**

The main purpose was to establish a strong link between the European Project Office (EPO) at UPM and the European Office (EO) at CU in order to exchange best practices on management issues of European R&I projects.

Universidad Politécnica de Madrid and Cardiff University take part in Vision2020, a network of Universities, Research Technology Organizations, SMEs and Large companies which work together for a better participation in the European Programme Horizon 2020. The network was created by UCL in 2013 and represents an appropriate framework for collaboration.

The STSM was focused on 3 main objectives:

- Exchange best practices about the way CU and UPM promote the participation in International R&I projects.
- Exchange methodologies used in both universities for financial, legal and administrative tasks.
- Share knowledge and interests related to the Energy Work Programme in order to identify potential future collaborations.

### **Description of the work carried out during the STSM**

In the framework of the above mentioned vision2020 network, personnel of the European R&I Offices of both institutions have been exchanging common interests.

The staff from European Office at CU arranged different meetings that were carried out the 5 days of stay. The following table shows the final planning:

<b>Agenda</b>	
Day 1	<p><b>European Office and School of Engineering</b></p> <p><i>Services to promote participation at CU and UPM</i></p> <p>Contract Management &amp; Pre-Award Services</p> <p>Supporting the grant process: support services to researchers, interaction, providing information on funding opportunities, dissemination, pre-award European Proposal Management service.</p> <p><u>Agenda:</u></p> <p>9am-10am – Nick Bodycombe &amp; Eevi Laukkanen – European Office</p> <p>10am-11am – Debbie Taylor, European Officer, College Physical Sciences &amp; Engineering</p> <p>1:30pm-2:30pm – Laura Williams &amp; Catrin Williams, Contracts Officers</p> <p>3pm-4pm – Chris Matthews, European Officer, School of Engineering</p>
Day 2	<p><b>European Office and</b></p> <p><i>Services to support project management at CU and UPM</i></p> <p>Post-award services</p> <p>Project management services used at CU and at UPM</p> <p><u>Agenda:</u></p> <p>10am-11am – Ian Horton, Innovation and Partnership Officer– meeting with researchers from School of Biosciences</p> <p>11am-1pm – European Team Meeting</p> <p>2pm-3pm – Rachel Baker, Sam Haven &amp; Claire Harvey , Research Development Officers, Research and Innovation Services</p>
Day 3	<p><b>European Office – Vission2020</b></p> <p>Networking event with the institutions interested in participating in R&amp;I Energy Projects</p>
Day 4	<p><b>European Office – Vission2020</b></p> <p>Bi-lateral meetings for interests exchange related to Energy WP 2016-17</p> <p>Definition of next steps for consortia building</p>
Day 5	<p><b>European Office</b></p> <p>Identifying areas for potential future collaborations between CU and UPM</p> <p>Definition of actions points</p> <p>Conclusions</p> <p><u>Agenda:</u></p> <p>9am-2pm – Nick Bodycombe &amp; Eevi Laukkanen – European Office</p>

### **Contribution to the goals of the COST Targeted Network**

According to the main objective of BESTPRAC, this Short-Term Scientific Mission has contributed to promote a better administration of international research projects throughout

the work developed at the European Offices. This Mission has allowed establishing connection between project managers and project administrators of both universities in order to improve their professional development. This will emphasise the need of professional people in the International R&I field. Furthermore, this mission will encourage the high quality support to researchers in R&I projects.

On the other hand, the network establish between both universities will pave the way for stable and stronger collaboration in best practices exchanges: H2020 guidelines, "twinning services", electronic tools, etc.

The applicant has transmitted the main results of the mission to the colleagues at the European Project Office in UPM in order to analyse main practices learnt to be transfer to UPM.

### **Description of the main results obtained**

Cardiff University has a central university administrative division organise in different departments. One of these departments is "Research and Innovation Services" where is located the European Office and the Grants Office. This department supports researchers from the three different colleges: "Colleges of Arts, Humanities and Social Sciences", "College of Biomedical and Life Sciences", "College of Physical Sciences and Engineering". In each College there are different Schools. People from the European office collaborate with the European and Innovation officers located in each College and/or School.

This structure is quite different in UPM where Research Services are centralised in the Rectorate. From UPM, we are learning about these kinds of "des-centralised" structures than may be closer for researcher's day-to-day work.

The main results obtained can be structured according the three objectives of the STSM:

- **Best practices exchange about the way CU and UPM promote the participation in International R&I projects.**

The mission has allowed an in-depth knowledge about Research and Innovation Services at CU. The meetings with people from different services were focused on analyse the practices used in each institutions for the different goals:

- Finding funding opportunities: CU offer advice and guidance on funding opportunities
- Support in proposals: CU organize workshops with the aim to help researchers in writing high quality proposals
- Innovation Service: CU has an "Innovation Network" which organize different events for researchers and people coming from the industry in order to identify potential collaborations

- **Exchange of the methodologies used in both universities for financial, legal and administrative tasks. Electronic tools.**

CU and UPM have different departments to carry out these activities. Both universities have large experience in participating in International R&I Projects but the tools and resources are different in each case. This mission has been an opportunity to learn

how research services can be organized and take the best practices used in. For example, CU has a large legal department devoted to contracts where all Consortium Agreements are reviewed. In UPM, this work is carried out by the European Officers. People from CU were really interested on the electronic tool developed by UPM staff for the financial and administrative tasks.

- **Interest sharing related to the Energy Work Programme. Future collaborations in topics for the 2016 and 2017 calls.**

To identify potential future collaborations is a key point for institutions interested in participating in international R&I Programmes. The Energy Cluster event organized by Vision2020 network was focused on identifying these potential collaborations among the network members. Furthermore, researchers accompanied by the European officers from both universities had the opportunity to meet and exchange interests in future topics. A Break-out groups session was organized around selected topics from WP 2016-17: "Secure, clean and efficient energy". This activity was really useful because it was focused on real cases of future proposals. People managing this activity were very active and near collaborations between researchers, and also between European officers, were opened.

## **Conclusions**

Individual mobility allows knowledge sharing and enhances efficiency in project management. Cardiff University and UPM have large experience working in R&I sectors of common interest. Both universities have leader research groups in different fields but have not been much collaboration between them. For this reason, this mobility has allowed not only best practice exchange between European office but also interests exchange in coming calls of International R&I Programmes in order participate in consortia of R&I Projects.

On the other hand, UPM will improve some of services taking into account the practices developed in CU:

- **Networks of collaborators:** bilateral agreements with "Top" Universities in Europe
- **Training and development:** courses, workshops and careers advice specifically aimed at researchers interested in writing a proposal for a R&I Project
- **Innovation service:** development of an Innovation Network that allow to organize networking event between researchers and industry partners

## **Future collaboration with host institution**

In the framework of the above mentioned vision2020 network, personnel of the European R&I Offices of both institutions have been exchanging common interests on European Programmes, thus this STSM would pave the way for a more fruitful collaboration. The Energy Cluster event had allowed to exchange interests in future topics of the Work Programme 2016-17.

In addition, directors of the two Offices have met before in different events organized by the network with the aim of foster collaboration in management and financial issues of European

Projects. People from Cardiff University are interested in visiting UPM in order to better know the University.

This STSM has opened a new field of collaboration between the two Offices. Exchange of information will be made as a regular basis, and physical meetings will be planned take advantage of other events where personnel of the both Offices will be present.

### **Confirmation by the host institution of the successful execution of the STSM**

\*\*\*\*Attached document\*\*\*\*

### **Other comments**

I would like to take advantage of this report to kindly thank to CU personnel, especially Nick Bodycombe, Head of the European Office, Eevi Laukkanen, Deputy of the European Office and Sian Jones for their priceless and excellent support the whole week for the development of this mission.