

**COST ACTION NUMBER TN1302 THE VOICE OF RESEARCH
ADMINISTRATORS - BUILDING A NETWORK OF ADMINISTRATIVE
EXCELLENCE (BESTPRAC)**

STSM REPORT

STSM PARTICIPANT: Sylwia Kosmala

HOME INSTITUTION: Warsaw University of Life Sciences, Poland

HOST INSTITUTION: Faculty of Sciences, University of Copenhagen, Denmark

PERIOD: 18 – 22 August 2014

SUMMARY

The STSM BESTPRAC is aimed at supporting individual mobility and at strengthening the existing networks and fostering collaborations by allowing in particular early stage administrators to visit an institution in another participating COST Country.

During herby STSM hosted by Faculty of Sciences, University of Copenhagen, 18 – 22 August 2014, following activities were performed to meet above-mentioned criteria. The participants: Lucyna Kejna from Nikolaus Copernicus University of Toruń, Poland and Sylwia Kosmala form Warsaw University of Life Sciences, Warsaw, Poland were acquainted with division of services on project preparation and management between different project support offices at central University level, faculty level and department level. Participants had an opportunity to learn about best practices on proposal preparation including tips on how to write a successful one. Besides, they were also familiarized with the solutions introduced at the University of Copenhagen regarding different aspects of project management such as: time-recording, filing, accounting, reporting. What is more, it was a possibility to get an insight into research policy and the process of research policy making at the faculty of Science and Faculty of Humanities. Lucyna and Sylwia also worked on Best Practices and Learning Points – document jointly prepared by BESTPRAC participants.

All meetings were held mostly with the staff of Research and Innovation Office at Faculty of Sciences (topics: dimension an support provided, Marie Curie Actions, Post-Doc Recruitment, policy making, tools for project management, tools facilitating communication and information) but also with Central EU Support Office, North Campus Administration (project accounting and reporting), Research and Innovation Office at the Faculty of Humanities and Cross-Cultural and Regional Studies of faculty of Humanities and research Support Unit of Department of Food and Resource Economics.

PURPOSE OF STSM

The overall purpose of herby group STSM was to contribute to the policy and objectives of BESTPRAC by enabling the participants activities described in detail below. The one aim of the STSM was to exchange experiences and practices in project management and administration between the University of Copenhagen, Warsaw University of Life Sciences and Nicolaus Copernicus University, identify weaknesses and strengths and share lessons learned. Other aim was to get new ideas that can be introduced to increase efficiency of service provided at WULS.

DESCRIPTION OF THE WORK CARRIED OUT DURING STSM

Most of the work during the STSM BESTPRAC at Copenhagen University consisted of meetings with staff members at different faculties and departments at University of Copenhagen.

Day 1, 18 August 2014

- Presentation of the Program of the STSM Introduction to the Research and Innovation Office Jan Andersen, Senior Executive Advisor and Inge-Sofie Sørensen Head of Research and Innovation
- Introduction of participants: Lucyna Kejna from NCU and Sylwia Kosmala from WULS – discussion on similarities and differences in the structure of research support facilities and sources of funding research between University of Copenhagen and polish Universities
- Work on Best Practices and Learning Points Document
- Closing session

Day 2, 19 August 2014

- Meeting with Chris Sturrock, Head of Section on Marie Curie Actions, discussion on MSCA and other possibilities of researcher's mobility, kind of support provided (reading application, sending feedback, organizing workshops and so called Marie Skłodowska Curie master Class – a kind of training event for possible future fellows and their supervisors, by the office,
- Visit to Library and tour around Frederiksberg Campus
- Meeting with Sille Jørgensen, Head of Section on Communication, discussion on University of Copenhagen Research Portal and other tools used to inform researchers about open and upcoming calls and funding possibilities e.g newsletter, trainings, manulas
- Meeting with Torben Hööck Hansen from Central EU Office. Discussion on support provide for multi-beneficiary projects.
- Meeting with Jan Andersen, presentation of tools for collecting and checking project documentation and monitoring of research funding sources, database of applications and projects conducted at the Faculty of Science.

STSM REQUEST: COST-ONLINE_STSM-TN1302-18977

- Meeting with Trine Buhl Monty, Senior Executive Advisor on Post Doc recruiting, presentation of possibilities for Post Docs and kind of support provided for them, ways of establishing new contacts and increasing internalization, eg. Cooperation with Brasil, describing the role of Danish Innovation Attachés and their support in promoting Danish research worldwide

Day 3, 20 August 2014

- Meeting with Ellen Juel Nielsen, Fundraiser working at Northern Campus Administration. Discussion on structure of the Administration, their tasks connected with day-to-day administration of 290 projects for 4 Departments of Faculty of Science (eg. Collecting invoices, preparing monthly economic report for researchers, follow up the budget, preparing budget part on pre-award phase, preparing financial report). Information on timesheets of KU and accounting system.
- Meeting with Inge-Sofie Sørensen and Pia Fredberg Nielsen, Senior Executive Advisor on Research policy support functions. Discussion on research policy development.
- Meeting with Hans Christian Kjøie Poulsen from the Research and Innovation Office at the Faculty of Humanities, discussion on structure of the office, kind of support provided mostly on pre-award phase at Marie Curie Actions and ERC grants, research policy development.
- Meeting with respresentant of Department support office at Faculty of Humianities. Discussion on support provided.

Day 4, 21 August 2014

- Working with Heidi Weje Pedersen from Research Support Unit at Department of Food and Resources Economics. Discussion on kind of support provided, external funding, time-recording.
- Working on Best Practices and Learning Points.
- Informal meeting with staff across University.

Day 5, 22 August 2014

- Summary of STSM, preparation of final report

CONTRIBUTION TO THE GOALS OF THE COST TARGET NETWORK

This STSM has contributed to the goals of the COST BESTPRAC Targeted Network through the following:

- allowing networking and exchanging financial, legal, and administrative experience with the staff of University of Copenhagen,
- getting insight into internal procedures of University of Copenhagen connected with application and implementation of research projects,
- sharing good practices and lessons learned on project management.

DESCRIPTION OF THE MAIN RESULTS OBTAINED

Main result obtained during STSM:

- to gain new ideas on how to facilitate project management at WULS-SGGW. As the electronic time-recording tool is still the matter of discussion at WULS-SGGW, the information that was provided during STSM was helpful to get ideas how to make it more user-friendly and adaptable not only to EU-funded projects, but also to activities that time-recording is mandatory.
Other idea is to create internal database for WULS-SGGW's staff with all information that can be helpful in project management eg. templates of documents, internal rules, FAQ, charts with most important rules of participation in different research programmers/different funding schemes but also with information about research funding possibilities, important conferences and workshops and success stories to encourage researchers to apply for external funding.
- to establish network of project managers that can be a platform of sharing experience,
- to contribute to Best Practices and Learning Points.

FUTURE COLLABORATION WITH HOST INSTITUTION (IF APPLICABLE)

There is already ongoing cooperation between Warsaw University of Life Sciences and University of Copenhagen in joined research project and also within ELLS and therefore WULS would like to make the cooperation stronger.

FORESEEN PUBLICATIONS/ARTICLES/DISSEMINATION TOOL OR DOCUMENT RESULTING OR TO RESULT FROM THE STSM (IF APPLICABLE)

Contribution to the following documents:

- 1) List of weaknesses in project planning and implementation.
- 2) Draft manual of good practices.

COMMENTS

This STSM was for me an unique possibility to get a deep insight into the process of research support and facilities enabling project management at the University of Copenhagen. Staff of the University provide complex and professional service for all kinds of external funding, from the very beginning of proposal through the post-award phase till the final report. This is from my point of view the best way to succeed in fundraising. Thus I hope that ideas on how to make project support more efficient that I gained during my visit to be introduced at WULS.