Univerza *v Ljubljani*

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**Short Term Scientific Mission (STSM)**
**REPORT**

COST Action TN1302
*Host institutions*: University of Carlos III de Madrid, Universidad Politécnica de Madrid and
Universidad de Murcia, Madrid, Spain
*STSM Type*: Group STSM
*Period*: 21/09/2012 to 25/09/2015
*Reference code:* COST-STSM-ECOST-STSM-TN1302-210915-062129

## 1.    SUMMARY

The main objective of BESTPRAC STSM is to support individual mobility, establish professional relationships, exchange experiences and strengthen the network among research project administrators. This support is consequently most valuable for early stage research administrators, such as me, as it gives the opportunity to visit an institution in another participating COST country and gain new additional knowledge and hands-on experience to improve the performance and effectiveness of working tasks in home institution.

My STSM was carried out within a group STSM at University of Carlos III de Madrid, Universidad Politécnica de Madrid and Universidad de Murcia. All the participants of this group STSM met the required criteria, as all are employed as an early stage European project administrator/manager/officer in inclusiveness countries (Slovenia, Macedonia and Hungary).

The visit took place from 21 to 25 of September 2015 at three universities (UPM, UC3M and UM) located in Madrid and Murcia in Spain. The programme of the group STSM included a variety of educational, informational and training activities. In addition to meeting and learning from professionals at the universities and getting acquainted with organizational structure of European project offices, I have learned about different administrative issues with in depth look on the pre- and post-award phase, about the instruments and internal procedures on increasing and improving the quality of research proposals, as well as about their EU project management tools (IT tools, Web

site), etc. I have satisfied also my individual professional interests as I had the opportunity to meet the coordinator manager of Marie Skłodowska-Curie actions in UPM: we have discussed their success factors and share experience and best practices in supporting the researchers in the MSCA IF`s application procedure.

**2.      PURPOSE OF THE STSM**

The purpose of this group STSM was mainly twofold: on one side, I had the possibility to make new connections and strengthen existing collaborations with three Spanish universities in the field of European research projects. On the other side, I had the possibility to inquire for my individual professional interests (MSCA) and get to know the offices and other facilities of all involved organisations.

**3.      DETAILED DESCRIPTION OF THE WORK CARRIED OUT DURING THE STSM**

During group STSM different work activities were divided between three universities (UPM, UC3M and UM) located in Madrid and Murcia, Spain. The activities consisted of the meetings with the staff members at the universities, presentations of their institutions and offices, their organization of work and different ways of managing the projects, different administrative issues, etc.

**Monday, 21.9.2015**
**UPM:** Universidad Politécnica de Madrid**,** European Project Office, C/Ramiro de Maeztu, 7, Madrid
**Activities**
Introduction of the STSM participants
Presentation of UPM's European Project Office
Pre and post award phases
IT tool for UPM's EU projects management
Presentation of UPM's Technology Transfer Office


**Tuesday, 22.9.2015**
1.   **UPM:** Universidad Politécnica de Madrid**,** European Project Office, C/Ramiro de Maeztu, 7, Madrid
**Activities**
Presentation of UPM's MSCA actions (IF-ITN-RISE-COFUND)
Meeting with coordinator manager of Marie Skłodowska-Curie actions at UPM

2.   **UC3M:** Universidad Carlos III de Madrid, European Project Office, Av. de la Universidad 30, Leganés (Madrid)
**Activities**
Introduction of the participants
Presentation of UC3M's European Project Office and ResearchService
European projects Office (EPO): Getting to know the daily activities and tasks in the EPO


**Wednesday, 23.9.2015**
**UC3M:** Universidad Carlos III de Madrid, European Project Office, Av. de la Universidad 30, Leganés (Madrid)
**Activities**

European projects management (IT tool, Web site)
OIC – the Office of Scientific Information
Alliance of 4 Universities (A-4U): An strategic partnership_ OPERA: Office for the Promotion of European Research Activities (Brussels)
UC3M Research Program: Increasing and improving the quality of research proposals

**Thursday, 24.9.2015**

**UM Meeting place:** Universidad de Murcia, European Project Office, Edificio Rector Soler, Campus Universitario de Espinardo, Murcia.

**Activities**

Introduction of the participants
Presentation of OPERUM (European Project Office)
Presentation of Research AREA
Pre and post award phases. Getting to know our daily activities and tasks in management.

Administrative Issues: How do we manage a EU project

**Friday 25.9.2015**

**UM Meeting place:** Universidad de Murcia, European Project Office, Edificio Rector Soler, Campus Universitario de Espinardo, Murcia.

**Activities**

Presentation of UMU International Office. TEMPUS projects
Presentation UMU COFUND grants (Guidelines, tools…)
Research´s Night 2015

## 3. CONTRIBUTION TO THE GOALS OF THE COST Targeted Network

The main aim of the STSMs is to contribute to the policy and objectives of BESTPRAC. The specific aims are:

- To allow networking and exchanging financial, legal and administrative experience.
- To share and develop best practices encouraging knowledge sharing, knowledge transfer and increased efficiency in project management.
- Establish a network for the administrative, finance and legal services in universities, research organizations and related entities.

A group STSM in Spain contributed to the goals of the Cost Targeted Network as it combined networking, exchanging experience, sharing knowledge and establishing a network. During the group STSM we shared experiences and best practices in the field of pre- and post-award project management as well as organisational management of the host institutions and our institutions. The benefit of group STSM is also that you learn a lot about universities of other participants, in my case, one was from Central European University, Hungary and the other from Goce Delčev University of Štip, Macedonia. Through sharing their wide range of knowledge and experiences in different work areas in three participating universities we were able to receive a lot of useful information. It was possible to see and be part of their daily tasks, to discuss and compare the way they cope with different issues and the methods and resources they use, which was of a great value for me as an early stage administrator.

## 5.    DESCRIPTION OF THE MAIN RESULTS OBTAINED

Host institutions UPM, UC3M and UM have many successful experiences in EU project management and extensive practical knowledge as they provide organised administrative, legal and financial support to their researchers.

Universidad Politécnica de Madrid

UPM is a high education and research organisation in all engineering fields. The main activities of their European project office are divided in promotion, training, information, proposals services and management of the projects. I was most impressed by the way the office detects opportunities for UPM researchers, also by gathering information through one on one discussion with researchers to identify their field of work and special interests. The institution has a high quality IT Tool which gives an effective and quick gathering of data, detailed statistics and provides correlation between the different offices in UPM. It's a System that gathers all research info relevant to UPM like research structures, researchers, research projects, license exploitation, patents, cooperation grants between business partners and researchers and so forth. The coordinator manager of Marie Skłodowska-Curie actions in UPM presented their success factors, statistics, pre- and post-award phases which is very useful for my career.

Universidad Carlos III de Madrid

UC3M offers internal support for preparing and submitting proposals to international calls and for managing European projects. With their institutional strategy for promoting participation of UC3M research groups in EU framework programmes and other international programmes they tripled their success of the granted projects. UC3M also has a great IT tool and website where they publish events, open calls, different official and non-official information and a dedicated mailing list for the dissemination of information to researchers. They also presented their successful Fellowship Programme *CONEX - CONnecting EXcellence to UC3M* and their strategic partnership with 4 other universities which resulted in establishing an Office for the Promotion of European Research Activities – OPERA in Brussels.

Universidad de Murcia

UM provided the information about their European Project office called OPERUM, with the main function to inform and advice their research groups about European and International RTD Projects. We got the chance to get information from their International office about their successful collaboration in projects (Tempus, Erasmus Mundus projects) mostly with partners from countries in

North Africa and South America. UM gave us an exhaustive insight in to their financial experiences with presentations on detailed financial figures of project and financial Audit reports.

**6.       DESCRIBE WHICH OF THE BEST PRACTICES/TOOLS/SYSTEMS FROM THE HOST INSTITUTION WILL BE (TRIED TO BE) IMPLEMENTED BY YOU WITHIN YOUR INSTITUTE**. Please also describe the reason/benefit of its implementation

Host institutions UPM, UC3M and UM, are top Spanish universities with a lot of experience in successful EU project management and extensive practical knowledge. During the visit I realised how important is a good dissemination of the information about EU projects (open calls, info. about successful projects) to the researchers and wider public. Well designed and practical web site is one of the most important tools, as I learned in this STSM. The other thing I will strive to achieve is the implementation of the IT tool similar to the one in use at UPM, for better management of EU project database.

**7.       FUTURE COLLABORATION WITH HOST INSTITUTION** (if applicable)

Future collaboration with host institutions or more specifically collaboration between European projects offices would allow the exchange of knowledge and experiences as well as other benefits ranging from an international network. Through group STSM we also identified strong research fields in our institutions and I am convinced that we can collaborate in joint European projects. For a potential future collaboration in different project proposals I suggested a Partner search form and dissemination among UPM, UC3M and UM and UL researchers.

**8.       FORESEEN PUBLICATION/ARTICLES/DISSEMINATION TOOL OR DOCUMENT RESULTING OR TO RESULT FROM THE STSM (if applicable)**

Not applicable.