Operational management of research projects funded by Horizon Europe Programme

-Basic course in English for Horizon Europe beginners -

5, 7, 12, 14, December 2023, 9.30 - 12.30

Venue: Trieste - Area Science Park – Campus Padriciano- Centro Congressi

Tuesday, December, 5th 2023	

9.30-12.30
 	
Building C1 -
Meeting Room
	Module I - Grant Agreement Preparation Phase and the definition of the Consortium Agreement
	1) The evaluation result letter and the evaluation summary:
	    a) Understanding the evaluation summary
	    b) Kicking off the grant agreement preparation phase
	2) From project proposal to grant agreement
	    a) Roles in the Funding & Tenders Portal
	    b) Validation of all beneficiaries
	    c) Description of the action (Part A and Part B)
	    d) Grant agreement core (understanding it and what can be negotiated)
	    e) The other annexes
	3) The consortium agreement
	    a) Purpose and scope of a consortium agreement
	    b) The DESCA model
	4) Finalizing the grant agreement phase:
	    a) Signing the grant agreement
	    b) Start date of the project
	
	Lecturer:
	Fabio Tomasi (Area Science Park)

Thursday, December, 7th 2023	

9.30-12.30
 	
Building C1 -
Meeting Room
	Module II - Project start-up, internal management, communication management with the managing authority and the project officer assigned to the project, time and project risk management;
	
	1) Project initiation:
	    a) Organization of the Kick-off meeting (logistics, communication, and agenda).
	    b) Definition of Work Plans, and Methodologies.
	    c) Establishment of project Boards.
	2) Internal management:

	a) Human resource management (internal resources or new hires? Training needs?)
	b) Role assignments (responsibility assignment matrix, who does what, how, and when).
	c) Importance of soft skills and brief insights into conflict management (internal and within the partnership). Internal communication: the importance of team communication.
	d) Partnership coordination: regular meetings (where we are, where we are heading, monitoring, and corrective actions), day-to-day communication channels.
	3) Time management:
	a) Task execution (subdivision of activities into subtasks, responsibility assignment, definition of intermediate deadlines), continuous update of GANTT charts.
	b) Deliverables and Milestones.
	4) Project risk management:
	a) Continuous update of the risk table with the forecast of new risks and mitigation actions.
	b) What is a Contingency plan and why is important.
	5) Communication management with the funding agency and the project officer assigned to the project:
	c) Informal communications, when and why (email, phone calls, online meetings).
	d) Formal communication channels: use of the Horizon portal.
	e) Official reporting (brief mention).
	6) Project modifications: when to request a formal modification (Amendment)?
	Lecturer:
	Laura Chessa (Area Science Park)
Tuesday, December, 12th 2023	
9.30-12.30 Building C1 - Meeting Room	**Module III - Financial Monitoring, Technical Reporting and Project Review**
	"Horizon Europe Financial Monitoring"
	1) Financial monitoring basics: why is it important and who is involved?
	2) Eligible and non-eligible costs
	3) Horizon Europe costs categories:
	a) direct / indirect
	b) Personnel costs, subcontracting, purchase costs (travel, equipment, other goods and services), other cost categories: definition, eligibility and documentation to be archived
	4) Budgeting vs reporting: overview on budget changes
	5) Financial monitoring:
	a) Role of the coordinator and partners
	b) Financial reporting (Who? When? What? How?)
	"Understanding Horizon Europe Technical reporting and project review"
	1) General reporting principles:
	a) Why do you have to report?
	b) What does reporting mean?
	c) How can you report to the European Commission?
	2) Reporting in Horizon Europe:
	a) The reporting modules
	b) Continuous reporting
	c) Periodic reporting: Technical report and financial report (Who? When? What? How?)
	d) Final report

	3) Project review (Who? When? What? How?) **Lecturer:** Silvia Zampese (Area Science Park)
Thursday, December, 14th 2023	

9.30-12.30
Building C1 -
Auditorium
	Module IV – Navigating Communication, Dissemination and Exploitation in Horizon Europe Projects
	
	1. Introduction
	    a) Welcome and course overview
	    b) Brief introduction to the work-package(s) of Communication, Dissemination and Exploitation
	    c) Objectives and role of communication, dissemination and exploitation in project success
	2. Communication and Dissemination Plan
	    a) What is it and why is it important?
	    b) Defining goals and objectives
	    c) Identifying target audiences
	    d) Messages
	    e) Tools and Channels
	    f) Dissemination platforms
	    g) Monitoring Tools
	3. Case Studies and Best Practices
	    a) Real-world examples of successful communication and dissemination in European Horizon projects (Imptox and Impress)
	    b) Lessons learned from previous projects
	    c) Best practices for overcoming challenges
	4. Practical Workshop
	    a) Hands-on exercise: Create your own communication and dissemination plan for a research project of your choice
	    b) Peer review and feedback
	5. Open-Source Publishing
	    a) Horizon rules on Open-source
	    b) Open-source repositories (Zenodo, institutional repositories, etc.)
	6. IPR Management
	    a) IPR in Horizon
	    b) Open-Access versus protection
	    c) IPR Management Plan
	7. Wrap-up and Resources
	    a) Summary of key takeaways
	    b) Providing additional resources for further learning
	
	Lecturer:
	Sabine Kienzl (Promoscience)

A maximum of 30 participants will be admitted.

Attendance certifications will be realised to participants attending at least 75% of the training course (9 hours).