Programme example based on a one day training session
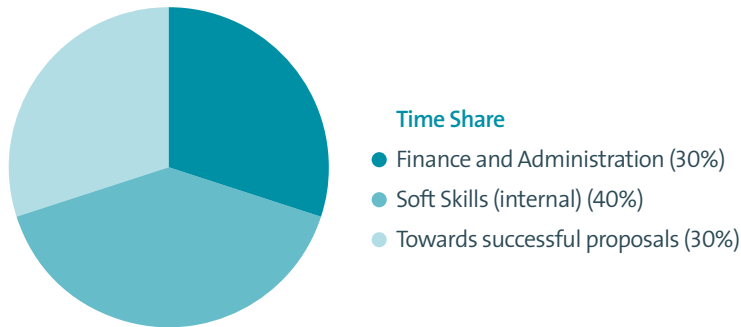
Focus on: Finance and Administration, Proposal writing and Soft Skills

Time Share
- Finance and Administration (30%)
- Soft Skills (internal) (40%)
- Towards successful proposals (30%)

Finance and Administration

- Budgetting;
- Reporting;
- Financial procedures (internal and external);
- Accounting principles;
- Case study (hourly rates/internal invoicing/allocation of equipment).
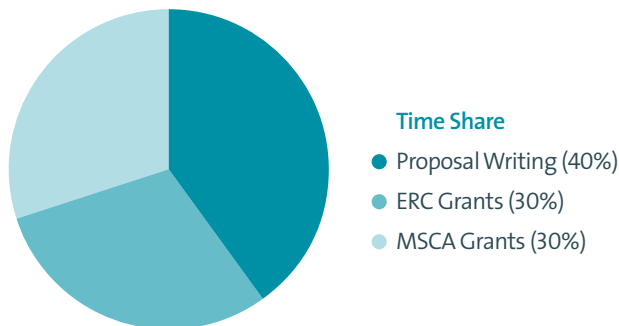
Towards successful proposals

- Where to get your information, and use your influence on programmes;
- Internal promotion;
- Mobilising researchers;
- How to gain from your losses;
- Case study (researchers' attitudes and behaviour/proposal reviews);
- Tools.

Soft Skills (internal)

- Process of involvement and commitment;
- How to mobilise 'the others';
- Organizational culture and behaviour (and how to use this);
- Intercultural communication;
- Case study (1-on-1 testing/researcher profiling/sharing best practice).

Programme example based on a one day training session

Focus on: Proposal writing, ERC grants and MSCA grants

Time Share
- Proposal Writing (40%)
- ERC Grants (30%)
- MSCA Grants (30%)

Towards successful proposals

- Where to get your information, and use your influence on programmes;
- Internal promotion towards improved proposals;
- Mobilising researchers;
- How to gain from your losses;
- Case study (researchers' attitudes and behaviour/proposal reviews);
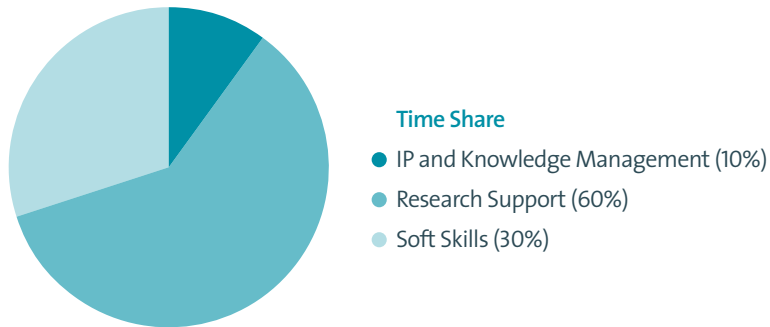- Tools.

ERC grants

- Grant scheme explained;
- Excellent researchers and how to get them to apply;
- Towards ERC level;
- Grant application process and how to embed this;
- Data Management Plan;
- Reporting and administration;
- Case study (excellence/researcher's dream).

MSCA grants

- Grant scheme explained;
- Target group and how to reach out;
- Grant application;
- Reporting and administration;
- How managing a network differs from your day-to-day consortia;
- Case study (maternity leave/CDP/hopping around).

Programme example based on a one day training session

Focus on: IP and Knowledge Management, Soft Skills and Research Support Office (re-structuring)

Time Share
- IP and Knowledge Management (10%)
- Research Support (60%)
- Soft Skills (30%)

IP and Knowledge Management

- When to protect IP and how to protect it;
- Knowledge Management tools;
- To have impact on Impact.

Soft Skills (internal and external)

- What is communication and where does it go wrong?
- How to mobilise people?
- Getting what you want efficiently (interactive role play)
- Pre-award catches and how to avoid them?
- Communicating with a consortium, to cross a bridge;
- Case study (the nutty professor/expect the unexpected/to win or lose).

Research Support

- Overlooking the current set-up and processes;
- Profiling internal/external needs;
- Identifying the gaps (interactive group process);
- How to fill the gaps (interactive group process);
- New set-ups and potential outlook;
- Commitment and how to get leverage;
- Towards the next success, involve key players;
- Case study 'Building a Bridge', a plan to move forward.

Programme example based on a two day training session

Focus on: Project Management (post-award), Soft Skills (internal and external) and Building a Research Support Office

Time Share
- Project Management (25%)
- Soft Skills (international and external) (25%)
- Research Support Office (50%)
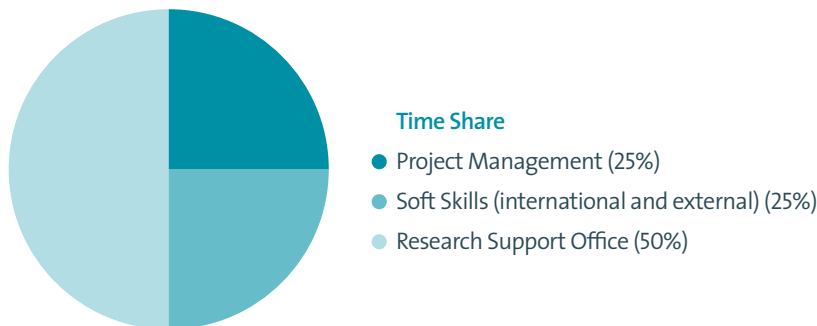
25% Project Management

- Pre-award: how to organize a non-existing consortium, time management, funding structures, the process of proposal writing, proposal writing, to add value to a proposal, how to determine excellent proposals; how to make best use of your Research Support services;
- Post-award: monitoring progress, monitoring proper decision-making, reporting and planning, consortium management, organizing project meetings, financial and administrative monitoring and management, amendments, liaison with Brussels, tools and portals.

25% Soft Skills (internal and external)

- What is communication and where does it go wrong?
- Intercultural communication;
- How to mobilise people?
- Getting what you want efficiently (interactive role play);
- Pre-award catches and how to avoid them?
- Communicating with a consortium, to cross a bridge;
- Sponsors and how to deal with them, a win-win strategy;
- Case studies (the nutty professor/expect the unexpected/to win or lose/ 1-on-1 testing/researcher profiling/sharing best practice).

50% Research Support (interactive group process)

- Overlooking the current set-up and processes;
- Profiling internal/external needs;
- Mapping your vision on Research Support;
- Possible models and how to work them;
- Choosing model(s) as a focus point;
- Identifying the gaps;
- How to fill the gaps;
- New set-ups and potential outlook;
- Commitment and how to get leverage;
- How to use the new soft skills' set in your advantage;
- Towards the next success, involve key players;
- Case study 'Building a Bridge', a plan to move forward