

COST Targeted Network

TN1302: BESTPRAC

Aim / objectives

- 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

Target group

- **staff in universities and research institutions carrying out administrative tasks in support of European projects during the post-award phase**
- often with low salaries, without any possibility to travel and to network and share experiences about carrying out administrative tasks in European research projects
- The target group does not include: researchers, European project officers focussed on the pre-award phase of the project lifecycle, managers/ directors, people with PhDs.

AIM: improved administrative, financial and legal procedures of research projects carried out with European funding

◆ **WG1 – Administration:** overall management of externally funded projects

◆ **WG2 – Finance:** financial aspects of preparing and running cross-European projects

◆ **WG3 – Legal:** legal framework of the projects

WG1 – Administration

Topics: overall management of externally funded research projects

- project establishing (tools, methods, and procedures)
- cross-cultural barriers
- overall reporting
- timesheets and closing of projects
- audits

Deliverables:

- deepened understanding of topics mentioned above
- checklists and templates
- case stories “good practice and experiences”

Output WG1

1. Inventory profiles of research administrators in Europe

- Majority has scientific background and is female
- Only few job titles contain “administration”
- Tasks too diverse for consensus on uniform description
- Shared tasks in **pre- and post-award** phase:
 - General advising, informing, training and consulting
 - Helpdesk and problem solver
 - Hands-on support application writing and project implementation



Output WG1

2. List of skills and competences for an EU research administrator

- Conclusion: it depends on the profile
- English fluency, communication, organisational, time management, analytical skills

3. List of most experienced difficulties/obstacles

- Lack of acknowledgement, respect and knowledge
- Communication with different offices/depts involved

4. Market place with practical tools (available on www.bestprac.eu)



BESTPRAC solutions for WG1

- Market place for administrative tools
- **Continuous exchange of best practices**
- **Communication training**
- **Inter-WG updates on proceedings**
- Handbook of STSM reports
- Training schools
- At the end: BESTPRAC guide/handbook



Questions?

www.bestprac.eu

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