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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