

CROPINNO

STEPPING UP SCIENTIFIC EXCELLENCE AND INNOVATION CAPACITY FOR CLIMATE-RESILIENT CROP IMPROVEMENT AND PRODUCTION

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D4.4 – Report on establishment of Research Funding Office



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EXECUTIVE SUMMARY

Report on establishment of Research Funding Office is a deliverable of the CROPINNO project, funded as a HORIZON Coordination and Support Action by the European Commission under its Horizon Europe (HE) Programme. It is produced in the scope of Task 4.4 within Work Package 4: Strengthening research management and administration capacity. This document describes the establishment, organization and auspices of IFVCNS Division for Project Management.

Report on establishment of Research Funding Office was drafted by IFVCNS, which is the leader of T4.4, with input from all partners.

1. INTRODUCTION

The aim of the Work Package 4 was to improve project proposal preparation skills of the IFVCNS through boosting research administration skills and competences to support to researchers in preparing their research funding proposals, providing information and advice on grant opportunities and guidance throughout the application process. In this context, one of the main activities of the Task 4.4 was to set up the preconditions and support the establishment of Research Funding Office, that would further promote and support project application and management at IFVCNS.

2. DESCRIPTION

2.1 Establishment of Project Management Office

Based on experiences and best practices for research management and administration of the project partners, IFVCNS has established Division for Project Management (DPM). The establishment of the DPM was planned at the end of the project (M36), but due to support and enthusiasm of CROPINNO partners and IFVCNS staff, it was achieved in the early stages of the project, that is in M13.

2.2 Organization

Division for Project Management has been established within the Research Administration Department of IFVCNS, with the aim to perform professional and administrative tasks related to scientific research programs and projects, implement general and individual acts regulating the participation of employees in projects, and tasks related to the preparation of project applications, use project management tools, implement projects, report on project activities and results, and monitor and inform employees about project calls and programs.

At the moment DPM consists of Head of DPM and two administrative staff members. The organizational scheme of the Research Administration Department and DPM is presented in the Figure 1.





Figure 1. Organizational scheme of DPM and Research Administration Department

2.3 Work description

Besides management and coordination of the Division, Head of DPM is also responsible for:

- professional tasks related to monitoring the implementation of projects;
- providing expert and advisory assistance and providing information about projects;
- collecting documentation and processing data on projects;
- organizing, coordinating and preparing proposals for the content of scientific projects according to competitions;
- ensuring the implementation of scientific research and professional work programs and programs for the development of young scientists;
- processing and analysing research results and preparing them for publication;
- preparing cooperation programs with scientific and other institutions in the country and abroad.

Administrative staff engaged in DPM is responsible for:

- monitoring calls for international and national projects and informing the researchers;
- providing expert and technical assistance in the development and preparation of project proposals;
- monitoring information on international exchange calls and organizing the exchange of personnel;
- keeping records of submitted, implemented and current international and national projects;
- keeping records of signed international agreements and contracts;

- preparing internal and external reports on submitted and implemented projects and cooperation programs.

3. IMPLEMENTATION

Besides active participation in staff trainings organized within CROPINNO, which are described in detail in D4.1 and D4.2, members of DPM started to implement the knowledge and skills acquired and contributed to:

- Organizing training of researchers regarding deposit procedures in the institutional repository, as well as other topics related to open science and the implementation of the Open Science Platform of the Ministry in charge of scientific research;
- Supervision of the implementation of the Open Science Platform in accordance with the Open Science Regulation at the Institute;
- Informing researchers on available online training opportunities regarding project proposal preparation, project management, and implementation of relevant national and international regulations
- Regular updating of database on submitted and approved projects
- Preparation of CROPINNO deliverables related to the data management;
- Initiation and support of new research collaborations with other research institutions which resulted in signing of new collaboration agreements (example of MoU with NCSU, USA)
- Networking and knowledge share with other RI through participation in relevant projects (example of COST Action CA 23107 EU-NESA, MC member for Serbia).