

HYBRID - WORKSHOP 3 for UNSPMF research supporting administration and research community

Subtask 1.3.7. Implementation of Study Visit 2; Task Leader: Loughborough University (LU)

Subtask 1.3.7. is part of WP1, Task 1.3. Building Capacities of UNSPMF research staff, leadership and dedicated research supporting staff in research management and administration;

GOAL: to increase the number of successful grant applications, to improve proposal writing, management and implementation skills, and efficient administrative support to researchers.

WORKSHOP PROGRAMME JUNE 6 & 7, 2022

Venue & registration	<u>HYBRID EVENT</u> - REGISTRATION IS MANDATORY! ALL applicants are required to register via Google form: https://docs.google.com/forms/d/e/1FAIpQLSd2r68eKRDwKsk-rltZzA3Slkeqtc7m4DCYlrKwLI15cJBNLQ/viewform?usp=sf_link ONSITE: University of Novi Sad Faculty of Sciences, Klub nastavnika (DF/DMI building, 2nd floor), Novi Sad Serbia IMPORTANT: Onsite capacity is 20 places and these will be filled on a ‘first-come, first-served basis’. Attendance will be confirmed to you by email. Onsite participation will be confirmed to you by email. ONLINE: for participants who wish to participate <u>online only</u>, separate registration is required for both days. Online Zoom link June 6, 2022 You are invited to a Zoom meeting. When: June 6, 2022 09:30 AM Belgrade, Bratislava, Ljubljana Register in advance for this meeting: https://us06web.zoom.us/meeting/register/tZEIc-6orjwrH9Cw96Z_KQQBKognxP5NQ4q5 After registering, you will receive a confirmation email containing information about joining the meeting. Online Zoom link June 7, 2022 You are invited to a Zoom meeting. When: June 7, 2022 09:30 AM Belgrade, Bratislava, Ljubljana
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Host	University of Novi Sad Faculty of Sciences, UNSPMF
Dates	6 & 7 June 2022 (10:00 – 15:00h CET)
 	Loughborough University trainers from Research & Enterprise Office: 1. Clare Edwards (Research Development Manager) 2. Adam Wood (Research Contracts Manager) UNSPMF Workshop moderators: 1. Gordana Vlahovic (Head of IRO/project team member UNSPMF) 2. Miroslav Vujicic (Deputy head for international collaboration at the Department of Geography, Tourism and Hotel Management/project team member UNSPMF)

NOTE THAT SESSIONS MARKED *IN BLUE COLOR AND ITALICIZED* ARE MORE SUITABLE FOR ONSITE PARTICIPANTS

Workshop Day 1 Proposal Development	
6 June 2022 (Monday) 10:00 – 15:00	10:00 – 10:10 Welcome and introductions 10:10 – 10:30 Horizon Europe ‘must know’ (Gordana Vlahovic) 10:30 / 10:35 SHORT BREAK Workshop: Proposal Development (Clare Edwards, Adam Wood) 10:35 - 11:30 - How to read the call? - <i>Defining concepts and methodology</i>

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	- How to formulate objectives according to SMART principle (Specific, Measurable, Achievable, Relevant and Timely) 11:30 – 11:40 SHORT BREAK 11:40 – 12:15 - How to connect objectives with work packages and keep the proposal cohesive and consistent? 12:15 – 12:45 BREAK 12:45 – 14:30 - <i>writing timelines, work plans</i> - submission checklist and communication and collaboration aspects within the partnership 14:30 – 15:00 Wrap up Day 1 Q& A, discussion with the workshop participants
Workshop Day 2 How to write 'IMPACT' section in HE Grants and Contracts	
7 June 2022 (Tuesday) 10:00 – 15:00h	10:00 – 10:05 Welcome and Introductions Workshop: Expected Impact in Horizon Europe (Clare Edwards, Adam Wood) 10:05 -11:30 <i>Proposal Development Workshop: Impact</i> • <i>Impact, Innovation and Exploitation in Horizon Europe proposals</i> 11:30 – 12:00 BREAK 12:00 – 13:30 Contracts and Grants (Adam Wood) - Consortium Agreements ('red flags') - IP contracts DO's & DON'T's

	13:30 – 13:45 SHORT BREAK
	13:45 – 14:30 - Dissemination & Communication in Horizon Europe proposals
	14:30 – 15:00 Wrap up Day 2 Q&A, discussion with the workshop participants

To receive EXtremeClimTwin event notices and news, please visit the project website:
<https://extremeclimtwins.pmf.uns.ac.rs>

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