Coordination of collaborative EU research projects

Svjetlana Stekovic
EU Senior Research Coordinator
Senior Lecturer

svjetlana.stekovic@liu.se
Content

Background

Grants Office and Program Office

Coordination

Summary
Background

EU Senior Research Coordinator

Senior Lecturer at IEI/Engineering Materials

Coordinator and Principal Investigator of two EU projects from Horizon 2020/Clean Sky 2

Manager and administrator of three EU projects
Grants Office and Program Office

Grants Office:
Pre-grant (proposals, budgets, ...)

Program Office:
Post-grant (programme and project coordination, administration, reporting...
Coordination

What it means to be an EU project coordinator?

Roles and responsibilities

Tips for excellent coordination
EU project coordinator

A Legal Entity, e.g. Linköping University, with special managerial tasks

A Person, listed in the grant agreement

Which one is more important?
EU project

- Coordinator
  - Main contact with the EC
  - Initiator, editor, delegates, submits proposal, sign grant agreement, lead
  - Administration

- Partners
  - Work package leader, task leader or
  - Partners
  - Support coordinator

- Grants and Program Office
  - Support Coordinator with proposal writing, budget, submission, project management, administration, audit, etc.
Roles and responsibilities

(b) The coordinator must:

(i) monitor that the action is implemented properly (see Article 7);

(ii) act as the intermediary for all communications between the beneficiaries and the [Commission][Agency] (in particular, providing the [Commission][Agency] with the information described in Article 17), unless the Agreement specifies otherwise;

(iii) request and review any documents or information required by the [Commission][Agency] and verify their completeness and correctness before passing them on to the [Commission][Agency];

(iv) submit the deliverables and the report to the [Commission][Agency] (see Articles 19 and 20);

(v) ensure that all payments are made to the other beneficiaries without unjustified delay (see Article 21);

(vi) inform the [Commission][Agency] of the amounts paid to each beneficiary, when required under the Agreement (see Articles 44 and 50) or requested by the [Agency][Commission].

The coordinator may not delegate or subcontract the above-mentioned tasks to any other beneficiary or third party (including linked third parties).

[OPTION to be used when the coordinator is a secondary or higher education establishment or public body and there is an ‘authorisation to administer’ given to a third party created, controlled or affiliated to the coordinator: As an exception, the coordinator delegates the tasks set out in Point 2(b)(v) and (vi) above to [insert name of third party with an authorisation to administer]. The coordinator retains sole responsibility for the EU contribution and for compliance with the obligations under the Agreement.]
Roles and responsibilities

But there is more:

- Organise project meetings, set up agenda, produce minutes, etc.
- Set up and implement quality procedures,
- Financial management,
- Dissemination, exploitation, innovation,
- Data management,
- Handle risks, problems, conflicts, etc.
- Marketing, lobbying, etc.
Tips for excellent coordination

**Scientific/technical skills:** understand project objectives

**Administrative skills:** knowledge about administrative, financial and legal rules

**Other skills:** communication, ability to listen, decision making, mediation, problem-solving, motivating, leadership
Tips for excellent coordination

Excellent team
Patience and more patience
Sense of politics
Build and maintain trust through the project
Be timely, well organised, transparent with the partners and the project officer
Be positive
Be mindful of cultural differences
Start well and end well
“Good judgment comes from experience. Experience comes from bad judgment.”

Questions

svjetlana.stekovic@liu.se
+46 13 28 69 55