RMA Mobility and network brochure

D3.3 Research Management Administrators' Community of Practice + RMA Mobility Exchange program brochure

EU-CONEXUS ENABLES

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1.   Introduction

The RMA Mobility and Network Program is a strategic initiative under the EU-CONEXUS ENABLES project aimed at fostering collaboration and knowledge exchange among Research Management Administrators (RMA) across EU-CONEXUS. This program is designed to enhance the professional development of RMAs, particularly from widening countries, by providing opportunities for mobility, networking, and training. The program focuses on building a robust Community of Practice (CoP) that supports the exchange of best practices, skills, and knowledge in research management and administration, by:

- Establishing a network of RMAs who can share experiences, resources, and support each other in their professional roles. This community will be instrumental in fostering long-term collaboration and continuous professional development.
- Providing short term virtual and physical mobilities exchange for RMAs, with emphasis given on these from widening universities to visit non-widening partner institutions. These exchanges aim to facilitate knowledge transfer and the establishment of mentoring relationships that can support future collaborative research proposals.
- Offering a series of trainings and workshops focused on key aspects of research management and proposal preparation, including funding instruments, partner identification, budget preparation, data management plans, ethics, and gender considerations. These trainings and workshops are designed to build capacity among RMAs and early career researchers, equipping them with the skills needed to navigate the complexities of research funding and project management.

At the level of EU-CONEXUS ENABLES Research Management Administrators (RMAs) are professionals responsible for overseeing and supporting the administrative and operational aspects of research activities within academic and research institutions. This community includes:

• Research Management Administrators (RMAs)
• Research Career Managers
• Coordinators of research groups/ departments
• Research coordinators from each partner university
• Grant managers and coordinators from associated partners
• Research quality officers
• Policy makers from associated partners
• Representatives from funding structures from associated partners
• Institutional representatives from universities and research organizations

Their importance can be outlined in several key areas:
1. Once funding is secured, RMAs manage the administrative and financial aspects of research projects, ensuring that they remain on track and within budget. They coordinate between different stakeholders, including researchers, funding bodies, and institutional administrators, to facilitate smooth project execution.
2. RMAs ensure that research projects adhere to ethical standards, legal requirements, and funding agency guidelines. They are responsible for preparing and submitting progress reports and final reports to funding bodies, maintaining accurate and up-to-date project documentation.
3. By organizing training sessions and workshops, RMAs contribute to building the research capacity of their institutions. They help researchers develop skills in areas such as data management, dissemination, and communication, which are essential for successful research outcomes.
4. RMAs play a vital role in developing strategies for the dissemination and exploitation of research results, ensuring that research findings reach relevant stakeholders and

have a real-world impact. They assist in identifying opportunities for collaboration and networking, which can enhance the visibility and reach of research projects.

2. Building the RMA Community of Practice

The Research Management Administrators (RMA) Community of Practice within EU-CONEXUS ENABLES is an initiative aiming to enhance cooperation and communication within the Alliance. It will be an established group/network of administrative staff from all the partners who share passion for research management and support researcher's activities. It will also be built in close collaboration with the PDSO. The RMA's Community of Practice will be defined by its **common goal, shared/common location (EU-CONEXUS ENABLE Waller dedicated sphere)**, a specific **domain/ area of learning and practice** and by its **CoP activities and recurrent meetings**.
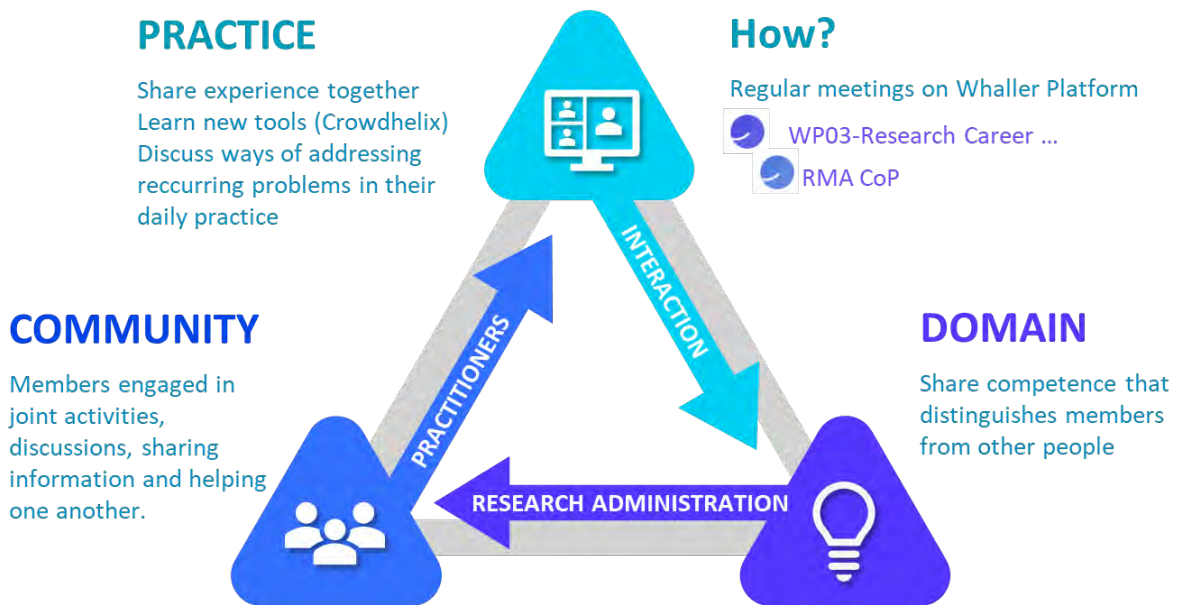

PRACTICE
Share experience together
Learn new tools (Crowdhelix)
Discuss ways of addressing reccuring problems in their daily practice

How?
Regular meetings on Whaller Platform
WP03-Research Career ...
RMA CoP

COMMUNITY
Members engaged in joint activities, discussions, sharing information and helping one another.

DOMAIN
Share competence that distinguishes members from other people

PRACTITIONERS
INTERACTION
RESEARCH ADMINISTRATION

Figure 1. RMA's Community of Practice scheme.

2.1. Goals of the RMA CoP

Goals of the RMA Community of Practice established within EU-CONEXUS ENABLES: facilitate the exchange of information, experiences, and best practices among RMAs, provide training and development opportunities to enhance the skills and competencies of RMAs, collaboration on projects, support of each other, encourage the adoption of innovative practices in research management and administration.

2.2. RMA Domain/areas of learning and practice

The domain/ area of learning and practice of this CoP focuses on the broad area of research management and administration, research career management specifically:

- Grant application and management / funding proposal preparation and post-award management

- Research compliance and regulatory affairs

- Project planning and budgeting

- Data management and open research practices

- Policy and impact assessment

- Ethics and gender considerations in research

- Dissemination and communication strategies

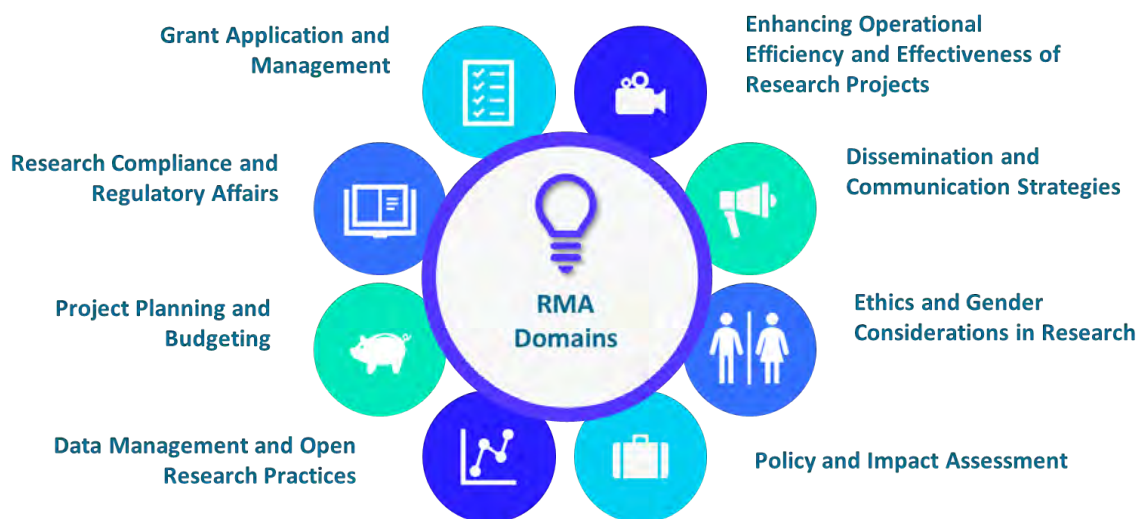- Enhancing operational efficiency and effectiveness of research projects

Figure 2. RMA domain

2.3. RMA space/ location/ repository of resources

For bringing people together, but also for resource development, a repository of useful resources will be created and maintained, including toolkits, manuals, and policy documents on a dedicated **Whaller sphere**.

2.4. RMA activities and meetings

We will start building the community once the call for the first training will go out. Participants of the first training/ workshop will be the first members of the community. And after the trainings/ workshops the networking events/ meeting will follow.

The building of the community will start with the dissemination of the program's brochure and first call for trainings.

The activities under this CoP (which will also attract the CoP members) are:

- **Trainings and workshops**: Workshops covering topics such as funding proposal preparation, project management, data management plans, ethics, and dissemination strategies. Webinars on specific issues related to research management, providing opportunities for real-time interaction and Q&A.
- **Short-term mobility programs**: Funded mobility opportunities for RMAs to visit partner institutions, facilitating knowledge transfer and networking.
- **Support and Mentoring:** Providing advice, mentorship, and support to members, particularly those new to the field.

The proposed subjects of the CoP meetings include:

- **Knowledge Sharing**: Exchanging best practices, templates, guides, and case studies.
- **Collaborative Projects**: Working together on joint initiatives, pilot projects, and research proposals. Other collaborative projects will be mentioned/ suggested.
- **Networking:** Facilitating connections among members through regular meetings, discussion forums, and networking events.
- **Feedback and Evaluation**: surveys and feedback sessions will be conducted after events and trainings to assess their effectiveness and identify areas for improvement.

2.5. RMA impact

By joining RMA Community of Practice established within EU-CONEXUS ENABLES the members will gain access to a wide range of resources, including training materials, templates, guidelines, and toolkits tailored to research management. They will also gain opportunities to connect with peers, share insights, and collaborate on research projects and initiatives, have access to training sessions, workshops, and webinars on various aspects of research management, from proposal writing to compliance and reporting, troubleshoot common issues, and stay informed about the latest trends and developments in research administration. In total they will have the opportunities for professional growth and career development through continuous learning and networking.

List of figures

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ENABLES

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EU-CONEXUS ENABLES: Promoting Excellence Through Innovative Ecosystems

Research Management Administrators Mobility and Network

Share your knowledge, train, and develop within our Community of Practice!

The Research Management Administrators (RMA) Mobility and Network Programme is a strategic initiative aimed at fostering collaboration and knowledge exchange among RMAs across the EU-CONEXUS ENABLES alliance.

Find more information and register on our website to join the Community of Practice (CoP)!

Training and Workshops Programme

Enhance the skills of RMAs and early-career researchers in preparing funding proposals and managing projects in the post-award stage. The programme covers:

Tools and platforms for finding partners and funding calls

Crowdhelix: Overview of the platform, functionalities, networking, and collaboration opportunities.

Principles of fund writing

— Key components of a successful funding proposal;
— Effective writing strategies for articulating project goals, methods, and impact;
— Avoiding common mistakes in fund writing.

Funding instruments and project preparation

— Overview of different types of funding (grants, fellowships, consortium grants, industry partnerships);
— Guidelines for selecting suitable funding instruments based on project objectives and eligibility;
— Steps involved in preparing a comprehensive and competitive project proposal.

Identifying suitable partners and relevant funding calls

— Techniques for defining project requirements and identifying gaps;
— Methods for building and leveraging professional networks;
— Criteria for assessing potential partners' expertise and reliability;
— Identifying and selecting appropriate funding opportunities that align with project objectives.

Budget preparation

— Methods for accurately estimating project costs;
— Justification of costs to funding bodies;
— Ensuring budget compliance with funding agency guidelines and requirements.

Open Research

— The importance and benefits of open access to research data and publications;
— Implementing open research practices in project proposals;
— Platforms and tools for open research dissemination.

Data Management Plans (DMP)

— Creating a DMP with essential components;
— Best practices for data storage, backup, and security;
— Policies for data sharing in compliance with funder requirements.

Policy and Impact

— Articulating the potential impact of research in proposals;
— Strategies for engaging with policymakers;
— Assessing and measuring the impact of research projects.

Dissemination and Communication

— Techniques for communicating research findings to various stakeholders;
— Developing a comprehensive dissemination plan within a proposal;
— Leveraging media and social networks for wider dissemination.

Ethics

— Key ethical issues in the research process;
— Ensuring compliance with ethical guidelines and regulations;
— Understanding the ethical review and preparation process.

Gender and Wider Horizontal Principles

— Integrating gender perspectives into research proposals;
— Promoting diversity and inclusion in research teams and methodologies;
— Addressing broader horizontal principles such as environmental sustainability and social responsibility in research projects.

The programme will be held online or in a hybrid format and is open to all Research Management Administrators and early career researchers. Find more information and register on our website.

Research Management Administrators Mobility Exchange Programme EU-CONEXUS ENABLES offers a series of funded mobilities for RMAs. Unlock new opportunities and enhance your career by participating in a 1-day Training Programme designed for Research Management Administrators.
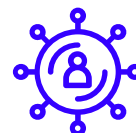
Programme Objectives:

Foster professional development through hands-on learning.

Share best practices and innovative solutions in research management.

Meet in-person with RMAs across institutions to promote collaboration within the alliance.

Who Can Apply:

— Trainees from widening universities:
— Current Research Management Administrators;
— Grant managers, compliance officers, and project coordinators;
— Professionals in research administration seeking to expand their expertise
— Trainers from non-widening universities:
— Experts in research management and administration willing to share their knowledge and upskill young RMAs.

Programme Details: Trainings and workshops will be provided in-person and online on Whaller.

Host Institution: Agricultural University of Athens, Greece

Eligibility for Funded Mobilities:

1. Trainees: Participants from Widening EU-CONEXUS ENABLES partners
2. Trainers: Participants from Non-Widening EU-CONEXUS ENABLES partners.

Application Process: Complete the online application form on our website and include your resume and a cover letter.

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