

# Roadmap of the Project Development Support Office report

Milestone 7 – Task 10.1

FINAL VERSION

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Dissemination level: confidential (for EU-CONEXUS internal use only)

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## Executive summary/abstract:

Within EU-CONEXUS Plus project, Work Package (WP) 10 is in charge of setting up a Project Development Support Office. This office composed of 6 expert staff members aims, on the one hand, at providing support to teachers, researchers, administrative staff and EU-CONEXUS Alliance as a whole to apply to external calls for proposals, and, on the other hand, is in charge of two internal calls for proposals: Seed Funding and Project Development Fund.

This roadmap aims at presenting the rules, the organization of the office and its action plan until the end of EU-CONEXUS Plus project. First, it explains the functioning of the office, second, it presents its action plan divided into 3 main objectives: 1) Increase EU-CONEXUS capacity to win more European funds, 2) Capacity building, exchange of knowledge and expertise in terms of project development, 3) Increase collaboration among the partners / enhance EU-CONEXUS community with regards to SmUCS (Smart Urban Coastal Sustainability) challenges. A GANTT chart is provided as an annex to this roadmap.

**Description:**

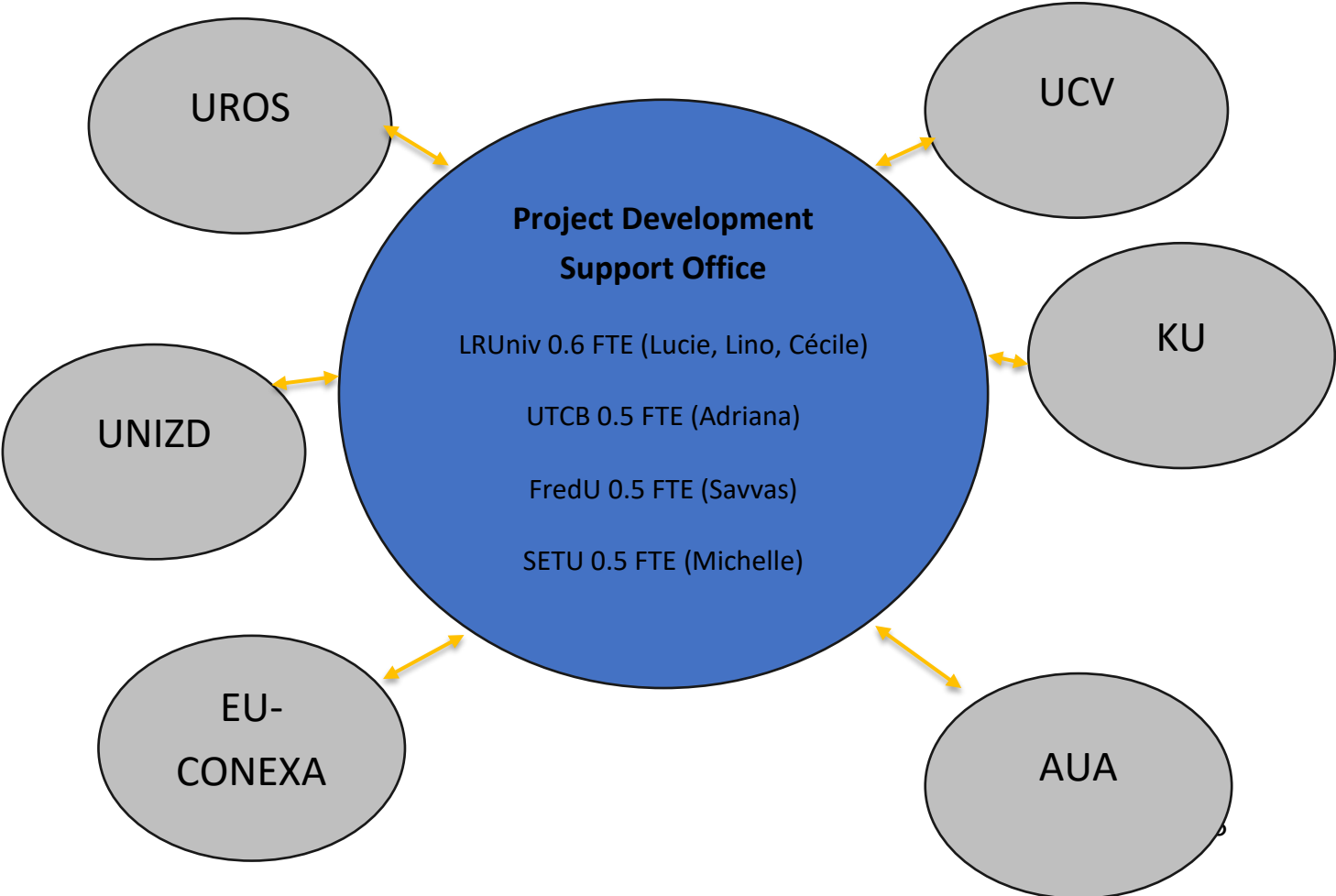
This roadmap was prepared by the Project Development Support Office and submitted for the approval of WP10 members (validation on 31/01/2024), Academic Council (validation on 08/02/2024) and Research Council (validation on 15/02/2024).

**Discussion/content:**

**1) Functioning of the Project Development Support Office**

The Project Development Support Office (PDSO) is composed at the moment of 6 expert staff members: Lucie Vaucel (as PDSO coordinator), Cécile O’Brien and Lino Gruber from La Rochelle Université, Adriana Sumanaru from Universitatea Tehnica de Constructii Bucuresti, Savvas Evripides from Frederick University and Michelle Maher from South East Technological University. In the long term, the office plans on welcoming even more staff from other institutions.

Members of the office meet online on a weekly basis. Besides, as PDSO is part of WP10 they work closely with WP10 members composed of one representative for each partner university. WP10 and PDSO collaborative work can be presented as follows:



PDSO works also in relation with Academic and Research Councils that are the relevant governing bodies that validates the activities of PDSO.

To be clearly identified, PDSO has created a generic email address: [projects@eu-conexus.eu](mailto:projects@eu-conexus.eu). A description of the office and its services has been prepared and is available on the EU-CONEXUS website: <https://www.eu-conexus.eu/en/eu-conexus-project-development-support-office-pdso/>.

A leaflet has also been drafted and printed. It is available as Annex 1 of this document.

The work of WP10 and of the PDSO as originally planned in the project proposal (?) is summarized in the following table:

<b>Task N°</b>	<b>Task Name</b>
T 10.1	Establishment of a Project Development Support Office  ⇒ Milestone at M12 (Nov. 23 postponed to Feb. 24): Roadmap of the office
T 10.2	Support for project preparation and submission
T 10.3	Project development trainings and good practices sharing  ⇒ 2 two-day trainings and good practices sharing for staff organized in the first 2 years
T 10.4	Information sessions/trainings for the community  ⇒ 1 info session per programme and per year organized
T 10.5	Development of incentives to foster collaboration inside the alliance  ⇒ Deliverable at M3 (Feb.23): Framework for Seed Funding (SF) and Project Development Fund (PDF)

Based on this initial plan, the following roadmap was established taking into consideration three main objectives:

- Increase EU-CONEXUS capacity to win more European funds,
- Develop Capacity building, exchange of knowledge and expertise in terms of project development,



- Increase collaboration among the partners / enhance EU-CONEXUS community with regards to SmUCS (Smart Urban Coastal Sustainability) challenges.

## **2) Objectives and action plan of the PDSO**

To facilitate reading and understanding a table is set as follows to present the actions, their outputs, Key Performance Indicators (KPI) and calendar for each objective. A GANTT chart is also provided as Annex 2.

## Objective 1: Increase EU-CONEXUS capacity to win more European funds

Actions	Outputs	KPI	Calendar
<b>1.1 Identify experts evaluators within EU-CONEXUS who could help to improve the quality of proposals</b>	Database of internal experts evaluators (particularly for collaborative projects)	Panels of evaluators are specifically called for proof-reading proposals such as collaborative projects	Call for identification of experts launched in Spring 2024  Database ready in Summer 2024
<b>1.2.A Organise info sessions on funding opportunities (i.e. at the request of JRIs)</b>	Better knowledge of funding opportunities	At least 50 people per year follow the presentations  At least one participation per year in each JRI event	At the request of any JRI meeting (i.e. at research conference/workshop)
<b>1.2.B Organise working sessions for researchers to identify/to analyze relevant Horizon Europe calls for proposals with the help of relevant experts &amp; NCP (i.e. cluster 6)</b>	Better understanding of calls  Mobilisation of groups of researchers who can start preparing projects together	At least one session per year is organised with participation of 50 people from all EU-CONEXUS (during Research Conference)	1 working session is organised per year (Spring or Autumn 2024 & Spring or Autumn 2025 => Research conference / workshops)
<b>1.2.C Organise trainings for researchers in project development/project</b>			

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<p><b>management/writing proposals skills/specific parts of the proposals such as communication, dissemination, exploitation, ethics, gender, etc. (with the support of experts such as NCPs)</b></p> <p><b>See ENABLES project (?)</b></p>			=> Participation in scientific conferences
<p><b>1.2.D Organise working sessions for all to know better Erasmus + calls for proposals with the help of relevant experts</b></p>	<p>Better understanding of calls</p> <p>Mobilisation of groups of academics who can start preparing projects together</p>	<p>At least one session per year is organised with participation of 50 people from all EU-CONEXUS</p>	<p>1 working session is organised per year (Spring 2024 &amp; Spring 2025)</p>
<p><b>1.3 Promote MSCA post-doctoral programme</b></p> <p><b>(see ENABLES project)(?)</b></p>	<p>Coaching sessions for the MSCA Postdoctoral Fellowships (with the help of someone from the MSCA NCPs)</p>	<p>15 projects supported</p> <p>1 info-session per programme / year with 50 participants from all EU-CONEXUS</p>	<p>One programme per year (between April and call deadline in September)</p>
<p><b>1.4 Provide project identification support</b></p>	<p>Identify relevant funding opportunities, especially for EU-CONEXUS core activities (identify funding for the pursuit or creation of activities : open access, innovation, etc.) and on request</p>	<p>Number of programmes proposed to coordination committee</p>	<p>All along</p>

	from the scientific community or EU-CONEXUS staff.		
<b>1.5 Provide project development support</b>	PDSO will provide support to projects' holders for preparation and submission of projects in response to external calls for proposals (Support project leaders with administrative tasks, Set up and lead project meetings, write the minutes, Review the proposal, proofreading, Provide assistance with budget preparation, Help with project submission...)	Min 24 project proposals submitted	All along

**Objective 2: Capacity building, exchanges of knowledge and expertise in terms of project development**

Actions	Outputs	KPI	Calendar
<p><b>2.1 Benchmark the "project support" organisations in partner universities (identify EU officers &amp; collect performance indicators based on common criteria)</b></p>	<p>Enhance EU-CONEXUS community in SmUCS field</p> <p>Exhaustive list of EU-CONEXUS project officers</p> <p>Tables of common indicators</p>		<p>31st of July 2024</p>
<p><b>2.2 Take part to external trainings (for PDSO members - with certification)</b></p>	<p>Improve expertise of PDSO members</p>	<p>1 certified training per PDSO members</p>	
<p><b>2.3 Organise workshops for EU-CONEXUS project support officers &amp; managers to exchange on good practices</b></p>	<p>Increase collaboration among the partners</p>	<p>Two 2-day training &amp; good practices sharing workshops are organised</p>	<p>Summer 2024 (Benchmark on project support organization in partner universities (identification of EU officers), presentation of EU office, good practices, functioning in each university)</p> <p>Summer 2025 (a broad staff week open to people)</p>

			outside the alliance could be organised)
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**Objective 3: Increase collaboration among the partners / enhance EU-CONEXUS community with regards to SmUCS (Smart Urban Coastal Sustainability) challenges**

<b>Actions</b>	<b>Outputs</b>	<b>KPI</b>	<b>Calendar</b>
<b>3.1 Develop &amp; manage internal Seed Funding call</b>	Promote the funding opportunity, centralise the demands, dispatch them for evaluation, manage results (letters, link with EU-CONEXA, information for Councils)	15 "internal" projects supported (SF)	Call 1: June-Oct 2023 Call 2: Jan-April 2024 Call 3: Jan-April 2025  Mid-term assessment on sufficiency of the funding (31st of July 2024).
<b>3.2 Identify and support Project Development Funding demands</b>	Promote the funding opportunity + Centralise information on potential consultant companies	8 "external" projects supported (PDF)	Mid-term assessment on sufficiency of the funding (Summer 2024).
<b>3.3 Contribute to match-making between partners</b>	Answer demands for internal (Seed funding) or external calls ; in cooperation with WP9? or WP 10 members? ; using RIIS, match-making platform & internal networks (labs, etc.).	Efficient process defined	End 2024

<b>3.4 Communicate information within EU-CONEXUS</b>	Communication on funding opportunities / results, using 1/ E-mails to EU-CONEXUS related WP 2/ internal e-mails (inside each university) + 3/ Intranet (to be developed).	Number of PDSO publications in intranet.	All along (especially after each call)
<b>3.5 Contribute to External Communication</b>	Provide information to JCU to promote 1/ successes to internal / external funding 2/ resarch projects & content for stakeholders and citizens.	Number of JCU publications on research & funding	All along
<b>3.6 Develop active collaborations with other relevant WP (especially WP9)</b>	Cross information / participation + review different call dissemination (mobility, research, etc.)	Quality of interactions	All along



## Conclusion:

The roadmap is a key document for planning the actions of the PDSO to come. Actions and tasks will be distributed among PDSO members to continue developing the office and its work as described above.

## **ANNEX 1: Leaflet presenting the Project Development Support Office**

# Project Development Support Office

## Need support in submitting research proposals?

EU-CONEXUS' Project Development Support Office (PDSO) has been set up to support you in applying to external Calls for Proposals.

## Who is it intended for?

Teacher-researchers, researchers or administrative staff working in any University of the alliance, and specifically Consortia involving a minimum of two EU-CONEXUS institutions willing to submit a collaborative research or education proposal in response to a European or international Call.



# What kind of support should you expect?

The PDSO provides guidance to applicants during pre-award phase, by supporting them in the preparation of their applications.



Identifying relevant funding opportunities



Looking for potential partners within or outside the alliance



Supporting the Project Leader with administrative tasks



Setting up and leading project meetings, writing the meeting minutes



Reviewing and proofreading the proposal



Assisting in the preparation of the provisional budget



Taking responsibility for maintaining relations with partners and the funding body, and ensuring proper follow-up



Helping with project submission on dedicated platforms

The PDSO informs the EU-Conexus academic community of upcoming Calls that may be of interest through events and webinars.

## PDSO Funding Opportunities

The PDSO has also put in place its own funding opportunities to enhance collaboration among partners within the alliance.

The Seed Funding aims at developing collaboration between EU-CONEXUS Plus partners in education, research and innovation on Smart Urban Coastal Sustainability (SmUCS) topics, by giving them the opportunity to cooperate in the framework of joint small-scale projects. A Funding Call is announced annually on EU-Conexus website.

The Project Development Fund runs throughout the year. It aims at supporting the development of proposals and increase the participation of EU-CONEXUS Plus partners in education, research and innovation Calls for Proposals by giving them the opportunity to enhance the quality of the proposals through consultancy support exclusively.

## Contact us

For further information or if you wish to benefit from the support of the PDSO, feel free to contact us at: [projects@eu-conexus.eu](mailto:projects@eu-conexus.eu)

## ANNEX 2: GANTT Chart

