Project Management

Project Management Tasks that We Can Take on for You:

Negotiation

- We negotiate budgets during application phase and in contract negotiations.
- We negotiate regulations in the Consortium Agreement.

Coordination

- We coordinate administrative activities.
- We take care of the compliance with deadlines and Progress Reviews.
- We stay in touch with other adminstrative units and with project partners.
- We coordinate the management of the consortium.

Communication

- We serve as contact point for project partners, coordinator and academic colleagues.
- We are in Touch with EU and National Contact Points.
- We create posts for project websites and other communication channels.

Reporting

- We write contributions to Periodic Reports (administrative aspects).
. We ensure punctual delivery.
- We coordinate the exchange with project partners.

Financial Issues

- We calculate the budget(s) (for the whole consortium as well as internally.
- We take care of cost control.
- We distribute the funds and organize financial settlement.
- we provide support in preparing the financial statement and obtaining the audit certificate.
- We create, run and collect timesheets.

Contract Management

- We make sure the form A (accession to the contract) is punctually submitted.
- We correspond with the Legal Department and the Coordinator.

Project Meetings and Conferences

- We organize and/or actively participate in project meetings and conferences.

EU Projects in Saxony-Anhalt

› EU Projects in Saxony-Anhalt

Useful Tips

› Work Group Project Management of the BundesArbeitsKreis (BAK) of EU officers at German universities

Project Management Tools

- Currency Converter ECB
- DFN Scheduler

Marie Sklodowska-Curie Actions (MSCA)

› Factsheet MSCA Work Programme 2021-2027

Study shows positive influence of Marie Sklodowska-Curie actions on the career development of female researchers:
› CEWS Journal No. 94

Visa Issues for Foreign Visiting Scholars/ Doctoral Students:

- Euraxess EU Portal für Academic Staff
- BAMF
- German Rectors' Conference: Overview Visa for

Scholars

Net4Mobility cooperation with European National Contact Points responsible for MSCA:

- https://www.net4mobilityplus.eu/
- http://mariecurieactions.blogspot.com