BESTPRAC

Working Group 1
Administration

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My professional background

1988 – 1994  Biomedical Sciences, Leiden University, NL

1994 – 1999  PhD student, Leiden University

1999 – 2002  Scientist at R&D department of Pharming, Leiden

2002 – 2013  Scientific project manager, Dept. of Urology, Erasmus MC, Rotterdam

2013 – now   Head Grant Support Office, Research Office Sophia, Erasmus MC
WG1 topics so far

- What does administration of EU projects involve?
- Can we identify a uniform job profile for an administrator of European projects?
- What are the skills and competences for an EU research administrator?
- What are the most experienced difficulties/obstacles?
The voice of research administrators
building a network of administrative excellence
A true identity struggle ...
What does “administration of EU projects” involve? Can we identify a uniform job profile?

**WG1 survey**
- Majority administrators has scientific background and is female
- Only few job titles contain “administration”
- Majority is involved in pre- and post-award phase and has legal and financial tasks besides administrative tasks

**WG1 discussions**
- Tasks are too diverse to get consensus on uniform description
- Shared tasks:
  - General advising, informing, training and consulting
  - Helpdesk and problem solver
  - Hands-on support application writing and project implementation
EU-project administrative tasks pre-award

- Other: 16
- Preparing guides for preparation of projects: 11
- Training of researchers on how to prepare a proposal: 13
- Preparing statistics: 13
- Consulting: 19
- Organizing events: 21
- Encouraging participation in EU research: 23
- Answering specific detailed questions: 25
- Advising researchers about new calls: 27
- Communication with NCPs: 29
- General advising and informing: 30
- Providing support with proposals: 36
### EU-project administrative tasks post-award

<table>
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<tr>
<th>Task</th>
<th>Percentage</th>
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<td>Other</td>
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<tr>
<td>Coordination of technical reporting</td>
<td>11</td>
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<td>Organizing events</td>
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<td>Grant agreement preparation (legal)</td>
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<td>Preparing statistics</td>
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<td>Consulting</td>
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<td>Timesheet management</td>
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<td>Preparing guides</td>
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<td>Coordinating project auditings</td>
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<td>Training on project management</td>
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<td>Financial reporting</td>
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<td>Communication with EU funding officials</td>
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<td>Grant agreement preparation (admin)</td>
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<td>General advising and informing</td>
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Problems >> Opportunities for BESTPRAC

Improving our recognition!

Why?
- European Commission: loss of dedicated management budget in H2020
- Home: inappropriate job profiles & limited respect/acknowledgement
- Colleagues: people interested in our jobs lack experience for positions ->
  training programme to support starters

How?
- Guide on process flow from application idea to final report and different
  expertises required in various phases -> outreach to various stakeholders
- Elevator pitches
What are the skills and competences for an EU research administrator?

Skills and competences
- Combination of content-driven, personality and soft skills
- Often depends on the type of job and positioning
- Unique exploration in pan-European group of research administrators >
  we should keep link with other initiatives

Top 5 soft skills
1. English fluency in writing and reading
2. Communication skills (incl. convincing, training, moderation, dissemination)
3-5. Organisational skills, time management skills, analytical skills
What are the most experienced difficulties/obstacles?

1. Lack of acknowledgement, respect and knowledge
2. Communication with different offices/depts involved

BESTPRAC solutions for WG1

- Market place for administrative tools (online available)
- Continuous exchange of best practices
- Communication training
- Inter-WG updates on proceedings
- Handbook of STSM reports
- Training schools
- At the end: BESTPRAC guide/handbook