



A Two-Day Workshop on Improving RMA Skills of Academic and Administrative Staff at TLU

March 10-11, 2022
Webinars via ZOOM

Time schedule and program

Thursday, March 10th, 2022

1 DAY: Starting phase	
09:30-10:15	Introduction <ul style="list-style-type: none">- Purpose of the workshop- Design of the workshop- Who is who?
10:15-11:00	Defining different roles within project management <ul style="list-style-type: none">- Discussion of the division of roles within managing an externally funded research project
11:00-11:20	Short Break
11:20-13:15	Preparation for project administration: first steps that the administration needs to take once an EU project has been granted <ul style="list-style-type: none">- Getting access to all project documentation via project leader or via project portal: a) Grant proposal, b) Invitation of funding letter, and c) Final budget- Finding out what the final budget for the institute is. Comparison to the project proposal- Contact between project leader and administration about respective roles- Detailed yearly budgeting with tasks and person months- Exercise: Preparing a project overview
13:15-14:00	Lunch Break
14:00-15:30	Embedding a project in the administrative system I <ul style="list-style-type: none">- Embedding in Excel and in the financial software system- Entering the budget in the system- Guidelines for eligible costs
15:30-15:40	Short break
15:40-17:00	Embedding a project in the administrative system II <ul style="list-style-type: none">- Managing personnel budget- Time registration- Exercise: Designing an appropriate budget structure



Friday, March 11th, 2022

2 DAY: Implementation phase	
09:30-10:45	Monitoring the project throughout its life cycle I <ul style="list-style-type: none"> - Monthly monitoring of progress - Meetings with project leader about progress - Handling major changes in the project
10:45-11:00	Short Break
11:00-12:55	Monitoring the project throughout its life cycle II <ul style="list-style-type: none"> - Obligatory intermediate substantive and financial reporting - Pre-financing and final payments - Exercise: How to deal with differences in pace between realization and budgeting
12:55-14:00	Lunch Break
14:00-15:45	Coordinating an EU (Horizon Europe) project <ul style="list-style-type: none"> - The role of the coordinator and its additional responsibilities, both scientific and administrative/financial - Tasks - Communication with partners (o.a. between project leader and scientific partners and between financial administrations and administrative partners)
15:45-16:00	Short Break
16:00-17:00	Individual consultations/Planning the midterm reporting for YouthLife project

About the workshop: The workshop aims to share experience in best practices of institutional arrangements for administrative research support and provide training in project management support tools, in research projects' scientific and financial monitoring and reporting processes. Central focus of the program is at the following question: An Horizon Europe project has been granted: What can the administration do to turn it into a success?

Duration: 16 contact hours + 10 individual work hours

Target group: Researchers and RMA support staff at TLU

Group size: max 20 persons

The workshop is organized by [the Netherlands Interdisciplinary Demographic Institute \(NIDI\)](#). NIDI is a research institute of the Royal Netherlands Academy of Arts and Sciences and is affiliated with the University of Groningen. NIDI conducts leading, high-level scientific research in the broad field of population studies thereby also contributing to solving societal challenges. The research is organised around four core themes (Ageing & Longevity, Families & Generations, Migration & Migrants, Work & Retirement), is characterised by an interdisciplinary approach and is internationally oriented.



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 952083

YouthLife

Instructors:

Professor Aart C. Liefbroer is Leader of the Research Theme on Families and Generations at NIDI, Professor of Life Course Demography at the University Medical Centre Groningen (UMCG) of the University of Groningen, and Professor by special appointment of Demography of Young Adults and Intergenerational Transmission at the Vrije Universiteit in Amsterdam. He is interested in determinants and consequences of young adults' demographic decisions.

Ben Kuiperbak is Project Controller at NIDI. He has decades long experience in financial administration. He has been a Financial Officer at University of Leiden and a Project Controller in Erasmus MC, Division Brain and Senses, at NIDI and KITLV.

Vanessa Hage is in charge of NIDI Business Operations. Together with her team she ensures that NIDI researchers can do what they do best: research. With her background as a Business Controller, she is a valuable part of the Management Team, where she advises on the financial ins and outs of the institute.

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