

Operational management of externally funded research projects

Support and services available at AU for externally funded projects

Purpose:

The purpose of the course is to provide junior researchers with valuable knowledge about the support and services available to them at AU. The course focuses primarily on operational management of externally funded projects and on how to optimise and create valuable synergies between the project's administrative and scientific processes. The course is a supplement to project management training courses.

Outcome:

Course participants will become familiar with the administrative support system at AU, the administrative services available and how and when these services can be used to support research projects and to make more time available for research.

Target group:

All researchers who for the first time are in the preparation phase of or who for the first time are managing an externally funded research project. The course is *not* intended for EU grant recipients. In relation to EU projects, please contact the Research Support Office: <http://medarbejdere.au.dk/administration/forskning-talent/forskningsstoetteenheden/forskningsstoette-projektadministration/>

Format:

Relevant specialists from AU's administration will present their services during the course. The list of specialists includes: Project finance administrator(s) from relevant parts of the faculties, legal advisors from Corporate Relations and Technology Transfer, and HR expertise on relational management from AU, HR, Organisational Learning and Development.

The course is in English.

Practical information:

The course will be held at AU twice per year (in April and August) from 13:00 to 15:45.

Date: April meeting 23.04.2018

Time: 13:00 to 15:45.

Place: Aarhus University, Katrinebjergvej 107, 8200 Aarhus N, Room 5530.02.07

Register here:

<https://auws.au.dk/forms/frm1Arrangement.aspx?value=636574045805153170&id=35788>

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| 13:00 to 13:15 | Welcome/opening remarks | AU HR & Talent Development |
| 13:15 to 13:35 | Operating an external project – experience from a post doc. researcher | Heide Wrobel Nørgaard, Post doc. From School of Culture and Society - Department of Archeology and Heritage Studies |
| 13:35 to 13:55 | Legal support for projects with focus on collaboration agreements and data protection. | Jasper Kloster Pingel, Legal Advisor Corporate Relations and Technology Transfer |

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| 13:55 to 14:15 | The employment process in relation to projects including the employment of PhD students, collaboration agreements, joint/double degree | | Jakob Feldtfos Christensen, International coordinator, AU Research Support and External Relations - Talent Development |
| 14:15 to 14:30 | Break | | |
| 14:30 to 14:50 | The project manager's role with focus on relations to colleagues and between researcher and manager. | | Astrid Viola Hornbech Svendsen, Development Consultant AU HR, Development and Work Environment |
| 14:50 to 15:30 | Project finances | | |
| | Financial centre, Health Karsten Vraa Nielsen | Financial centre, Arts/Aarhus BSS Jesper Fristrup Skovmøller Mia Just Pedersen | Financial centre, Science and Technology Jonas Fabian Knuppert Lene Søgaard Gravesen |
| 15:30 to 15:45 | Course wrap-up | | AU HR & Talent Development |