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STSM SCIENTIFIC REPORT

COST Action TN1302

Host institution: University of Copenhagen

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SUMMARY

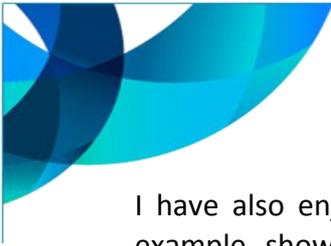
Lucyna Kejna employee of the International Research Projects Office at the Nicolaus Copernicus University in Torun. Together with Sylwia Kosmala research administrator from the WULM have participated in STSM at the University of Copenhagen.

The visit took place 18 – 22 August. During my stay in Copenhagen I attended Faculty of Sciences where I participated in the meetings and discussions with the Research and Innovation Office of the Faculty of Science members, who provide support to the international research projects. I have also visited the departmental supporting staff and similar offices at the Faculty of Humanities.

The visit gave me the unforgettable possibility to observe the wonderful machinery of the research support office at the University of Copenhagen Faculty of Science. The host institution provides their scientists with comprehensive and overwhelming support at every stage of the project, starting with the very idea of applying for one. The Faculty of Science staff provide their services even to the potential fellows applicants, informing them, encouraging and showing the way to success. Their administrative excellence gave me inspiration to implement some of their brilliant solutions at the Nicolaus Copernicus University International Research Projects Office.

I was familiarized with the solutions introduced at the University of Copenhagen regarding different aspects of project management from the application and pre awarding phase, through all the administrative, legal, accounting and organizational aspects of conducting a project, to the final reporting. I also was introduced into the central EU-Office Post Award, where I got an insight into EU-coordinator program management. I had an opportunity to meet administrative support staff across the University. I specially appreciate the meeting with the members of the Research and Innovation Office at the Faculty of Humanities of the University of Copenhagen.

I was given opportunity to exchange experiences and views on research communication with the Head of Section of Communication at the Faculty of Science and to explore their research portal.



I have also enjoyed meeting at the Department of Food and Resource Economics. Their example shows that research support offered to the scientist in their own working environment is also a key to success. The administrative staff provide their expertise in acquiring external funding and they do it in the closest proximity – they sit just across the hall.

I also appreciate a very fruitful discussion on strategic partnerships, internationalization and building networks of academic and industrial cooperation, this will most certainly help me and my colleagues to create a new strategy for internationalization of the Nicolaus Copernicus University.

PURPOSE OF STSM

The STSM BESTPRAC is aimed at supporting individual mobility, sharing knowledge and at strengthening the existing networks and fostering collaborations by allowing in particular early stage administrators to visit an institution in another participating COST Country. The STSM, which took place at the University of Copenhagen meets that criteria, moreover both of the participants come from Poland, which is one of the inclusiveness country.

The Short Term Scientific Mobility is a form of informal education and training that can not be exercised otherwise than through a personal contact. This visit was an occasion to familiarize with the best professional research administrators practices of the one of the best universities in the world. It was also the great opportunity for my personal development. Special added value of this event I find in the opportunity to network with other professional research administrators from the best European research institutions, which was an exceptional opportunity for horizontal exchange of experience. These goals could only be reached through a personal visit.

DESCRIPTION OF THE WORK CARRIED OUT DURING STSM

Most of the work during the STSM BESTPRAC at Copenhagen University consisted of meetings with staff members at the Faculty of Science, discussions on organizational differences between UC, NCU and WULS, but also on defining of project management cycle weaknesses, and on good practice which should be applied in the future projects.

Day 1, 18 August, 2014

- Introduction to the University of Copenhagen and the Faculty of Science
- Presentation of the Program of the STSM
- Introduction to the Research and Innovation Office: Jan Andersen, Senior Executive Advisor and Inge-Sofie Sørensen Head of Research and Innovation
- Introduction of Lucyna Kejna from NCU and Sylwia Kosmala from WULS
- discussion on organizational differences and similarities of institutions
- work on drafting of list of identified weaknesses and best practices



Day 2, 19 August, 2014

- meeting with the Head of the Section on Marie Skłodowska –Curie projects support on the pre award stage, encouraging potential fellows, Chris Sturrock
- research communication, importance of informative function in international projects application, exchange of experience, Sille Jørgensen
- presentation on documentation and monitoring of research funding,
- discussion on post-docs recruiting, research projects for post-docs, internationalization, strategic partnerships, industrial partnerships, matchmaking events, exposing PhD students for industry, Trine Buhl Monty

Day 3, 20 August, 2014

- fundraising at the University of Copenhagen, Ellen Juel Nielsen
- Research support policy functions Inge-Sofie Sørensen, Pia Fredberg Nielsen,
- Meeting with the Research and Development Office at the Faculty of Humanities of Copenhagen University, Hans Christian Køle Poulsen

Day 4, 21 August, 2014

- meeting with the Department of Food and Resource Economics Research Support Unit, Heidi Weje Pedersen, Leise Kjaer
- discussion on best practices, in-house support

Day 5, 22 August, 2014

- presentation on findings, evaluation and feedback on the program, discussion
- practical follow up on reporting

CONTRIBUTION TO THE GOALS OF THE COST TARGET NETWORK

The aim of STSMs is to contribute to the policy and objectives of BESTPRAC, namely

- to allow networking and exchanging financial, legal, and administrative experience;
- knowledge sharing, knowledge transfer, and increased efficiency in project management; and
- to establish a network for the administrative, finance and legal services in universities, research organizations and related entities.

During STSM at the Copenhagen University we have achieved and developed all of the above:

- We have shared our experiences and presented all of our best practices in project support and management at every stage of conducting of the research project. The University of Copenhagen is clearly more advanced in organizing and administering research. The structure of the University forces different solutions. Big faculties with greatest research potential provide better administrative, legal and financial support to project coordinators and fellows. They identify in which situations the support is needed and provide it at every stage of the project. The office provide information for the potential Marie Skłodowska-Curie Fellows and offers them workshop on writing application, also guides them through the application forms and assures



feedback. The CU staff was very fond of learning how we conduct our work in the new EU countries.

- It is obvious that the more successful and experienced partner will be the one we learn from. I will surely strive to implement some of the solutions from the University of Copenhagen at the NCU. I also hope that our colleagues from the University of Copenhagen have learned if not from me, they have learned through the interaction with me something about themselves.
- I hope that we will continue this fruitful cooperation and this STSM will be the beginning of further cooperation and many excellent projects.

DESCRIPTION OF THE MAIN RESULTS

During this visit I have identified a few of the success factors, which made University of Copenhagen Faculty of Science become one of the best EU projects participants and external funding beneficiaries. From my observations, their success is based on 4 pillars: **strategy, proactive actions, support placed in close proximity of the researcher and offering the most comprehensive support at every level of the organisation.**

1. Strategic actions are shown in many levels and fields, Departments, faculties and the entire University presents strategy on: raising quality of research, external fundraising, expanding research themes – at this point they show two way approach; they answer state needs but also present their own academic creativity at that matter.

Another example of strategic actions is shown in their initiative to organise bottom up actions, gather experts and lobby about the shape and range of the future EU research programmes. While the common approach is to wait for the right call or tender, which may never happen.

They write the strategy for Faculties and departments on research projects and external funds application and foresee in which fields of science their help will be necessary. Most of the European institution still work without any strategy.

2. As it comes to proactive actions University of Copenhagen support staff identifies their clients, potential project coordinators and fellows of the individual projects, they inform them about opportunities, they find the funding opportunities and communicate them to the scientists. While the common approach of the project administrators is to wait for the researcher to come and ask for help.

3. The University of Copenhagen has discovered that the close proximity of the support staff make researchers more eager to apply for external funding, therefore most of the Departments have their own research support teams.

4. Also structured and comprehensive (administration, finances, peer review, consultation team) support offered to the researchers make them feel more secure about applying and conducting projects at the University of Copenhagen. With that approach they feel they will not be left alone and will be offered support at every stage. Encouraged and secured scientist fell more eager to apply for external funding.

On this basis I have contributed to the documents prepared by Andjela Pepic:

- 1) List of weaknesses in project planning and implementation.
- 2) Draft manual of good practices.



FUTURE COLLABORATION WITH THE HOST INSTITUTION

I am looking forward to future collaboration. As research administrators we will surely opt for shared projects. I am also convinced that many scientists from NCU have a strong research potential to participate in a collaborative projects. And with the administrative, legal and financial support from the NCU International Research Project Office, they will be properly supported and desired as a project partner.

OTHER COMMENTS (if any)