

**SDU** 

University of  
Southern Denmark



# **Welcome to the Project Management Team at the Faculty of Engineering**

This presentation introduces our project management team, their key roles, and the benefits they offer for engineering projects within the Faculty. Dive into discover how we drive excellence in engineering endeavors.

# Inspiring Innovation in Engineering Research

At the Faculty of Engineering, we understand that groundbreaking research in engineering is far from business as usual. It's about pushing the boundaries of knowledge and addressing society's most pressing challenges.

However, we also recognize the significant administrative load that comes with leading or partnering in complex national and international research projects. We are here to reduce your administrative burdens in collaborating seamlessly across diverse support units within the university, serving as the intermediary between researchers and grant providers, ensuring meticulous adherence to all stipulated regulations and guidelines.

## Guiding Research Excellence

Our Project Management team of four Special Consultants at TEK Innovation are dedicated in providing crucial direction and support you need to navigate the intricate world of project management.

# Comprehensive Support

- **Contract Management:** We handle contracts, cooperation agreements, and amendments, allowing researchers to focus on your research.
- **Reporting:** We assist in scientific and management reporting, ensuring project deliverables are met.
- **Guidance:** We provide guidance to project leads and partners, helping you navigate complex project landscapes.
- **Dissemination:** We help you share your project activities and results with the broader community.
- **Event Organization:** From project kick-offs to workshops and conferences, we organize essential events for your project's success.
- **Economic Support:** We offer economic support for Research Units, including financial oversight and budget management.
- **Project Portfolio Management:** We assist unit heads in managing project portfolios, ensuring alignment with budgets and accounts.
- **Resource Optimization:** We help you forecast expenses and manage resources efficiently.
- **Tailored Services:** We understand that every research project is unique. We offer tailor-made service packages.

# Get in Touch

We encourage you to reach out early in the application phase so we can discuss our role and budget. Our team is here to collaborate with you across various facets of the faculty's operations, ensuring that your research receives the dedicated support it deserves.

Your research is our priority, and we are committed to helping you achieve success. Together, we'll inspire innovation in engineering research.

Welcome to the Faculty of Engineering's Project Management Team. Your research journey starts here.

# Benefits of receiving administrative support

- One contact point at SDU TEK for Project monitoring
- Contract, cooperation agreements, partnership agreements, amendments, registration for project and compliance with the signed terms
- Monitor content and activities to comply with approved project plan and budget
- Quality control of financial / scientific reporting, project deliverables ensuring compliance with funds specifications
- Meeting facilitation Kick-off's, workshops, conferences, steering committee meeting and similar events
- Communication through the dissemination of projects progress and research findings with stakeholders and focus audiences
- Presenting activities through project webpage, social media, press-release, posters, logo, newsletters, and reports.
- Creating increased awareness of the research project to maximize the impact
- Ensuring the correctness of its own expenditure
- Retaining all documentation related to the project for possible audits

# Who we are

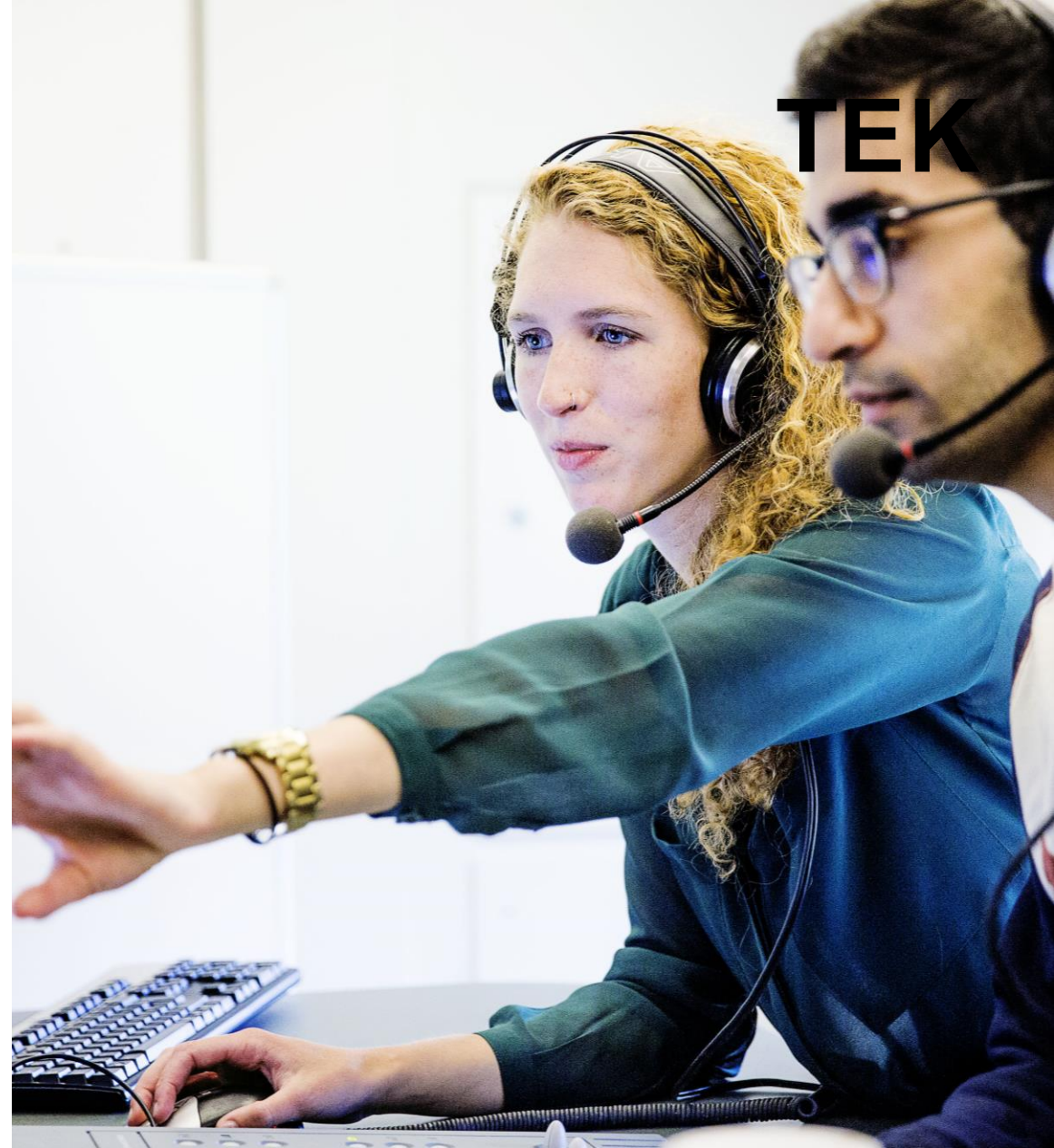
- Serve as the focal point for optimal coordination, knowledge sharing and academic reporting on externally funded National and International principal research projects.
- Responsible for the administration of the faculty's various post-award support activities to ensure coordination, start-up and best use of resources across institutions and administration.



**TEK**

# Research Support

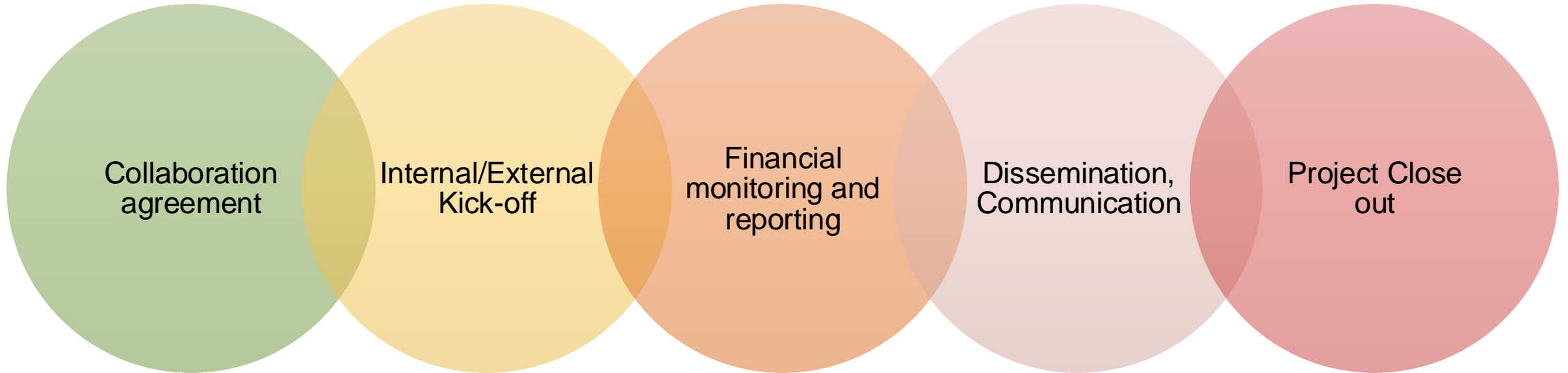
- Depending on the size of the project administrative tasks may be more or less time-consuming and demanding.
- We support our academic environments in the effort to administer major research projects by closely following the quality and timeliness of your project's deliverables and milestones and to help ease the cooperation between the project partners.
- Ensuring the overall collection of projects is aligned with SDU's strategic goals and mission.





# At-Award

# Post-Award



## Project Administration

# At-Award

Collaboration  
agreement

- **Project Registration & Number Assignment**
  - Official acceptance initiates project registration.
  - Unique project number assigned for tracking.
- **Contract Management & Advisory**
  - Facilitate contract negotiations.
  - Preparatory agreements: Consortium, Grant, NDAs.
  - Expert guidance on Data Management, Ethics, and GDPR compliance.

# Post-Award

## Internal and official Project Kick-off

### •Recommended Practice

- Involve key SDU stakeholders for inaugural steering committee meeting
- Initiate all externally funded projects with a formal internal then external kick-off meeting.

### •Purpose

- Transition information from pre-award to post-award phase.
- Discuss funder's administrative requirements and SDU regulations.

### •Our Role

- Facilitate the kick-off meetings.
- Communicate project foundations, funders' regulations, and reporting procedures.
- Formalize communication practices among project partners.

# Post-Award

## Financial monitoring and reporting

- **Strategic Partnership with TEK Economy**
  - We maintain a strong collaboration with TEK Economy for meticulous financial monitoring and reporting.
- **Ongoing Financial Management**
  - Timely disbursements to consortium partners.
  - Rigorous time-sheet management.
- **Continual Budget Supervision**
  - Essential for precise and punctual fund allocation.
- **Ensuring Compliance**
  - Harmonizing financial expenditure with grant provider and SDU standards.
  - Achieved through our partnership with TEK Economy.

# Post-Award

## Dissemination Communication

- **External Communication**

- Vital for project promotion and results dissemination.
- Includes press releases, web pages, social media, presentations, newsletters, and professional photos.

- **Event Planning Support**

- For large-scale projects, we assist in planning events such as workshops, information meetings, conferences, exhibitions, study trips, and fairs.

- **Intermediary Role**

- Facilitate interactions with external professionals.
- Liaison with external consultants, photographers, and creative agencies.

# Post-Award

## Project Close out

- **Grant Closure Phase**
  - Marks the culmination of the grant process.
- **Final Deliverables**
  - Submission of conclusive financial and scientific reports to the grant provider.
- **Audit Possibility**
  - Official audits may be conducted for select projects.

# Research Unit Support

## •Admin & Portfolio Management

- Admin and portfolio support for unit projects.

## •Financial Precision

- TEK Manager aligns with unit budgets and TEK Economy's accounts.

## •Project Tracking & Adjustment

- Effective project tracking, adjustments, and scientific reporting assistance.

## •Financial Forecasting

- NN applications estimation.
- Five-year expense forecasting and updates.

## •Streamlined Processes

- Management of new positions and postings via TEK Manager.

## •Comprehensive Oversight

- Grants, projects, applications, staff workload, costs, and more in TEK Manager.

## •Event Coordination

- Facilitation of unit events, meetings, and workshops.



# Unit Support and Resource Agreements

## •Projects: Administrative Cost Allocation

- Administrative fees are covered by allocated administration funds specifically designated for approved projects.
- This is recorded in the budget as an administrative cost to TEK Innovation.

## Customized Resource Allocation

- Agreements are tailored to meet unit needs and the level of support requested.
- Collaborative agreements are established between Heads of Units (HoU) and the Project Management team.
- Booking hours are funded directly by the research unit, engaging TEK Innovation Project Management team members, and meticulously tracked in TEK Manager.

