



# The Internationalization of Research Projects - Scientific Projects Offices exchange of experiences

9<sup>th</sup> – 11<sup>th</sup> November 2022























Vice-Rector for Cooperation and Development

prof. dr hab. Sylwia Mrozowska

**Development Projects Office** 



**Project Support Unit** 



**Monitoring Unit** 



Vice-Rector for Research prof. dr hab. Wiesław Laskowski

**Scientific Projects Office** 

#### **Structure**





Programs:
H2020/ HE
Interreg
Erasmus +
others

Development **Projects Office** 



Scientific
Projects Office
7 people

Programs:
National
International
H2020/ HE
others

**Unit**6 people

Monitoring Unit 4 people



# Office's cooperation in preparing and supporting projects





- Office of Legal Affairs
- Project Financial Services Department
- Financial Office
- HR Management Center
- Public Tender Office
- Technology Transfer Center
- 11 Faculties & 2 International Research Agendas



#### What do we do?





Verification of application documents

Adapting internal procedures to the guidelines

Coordinating the signing of contracts

**PROJECTS OFFICES** 

Training for project managers and employees

Maintaining, storing and archiving project documentation

#### **Project Preparation Support**





Verification of formal and legal compliance with guidelines

Obtaining signatures on the request of the persons representing the University

Verification of budget

Preparation of proposal

Support with preparation of internal documentation

Assistance with preparation of the Partnership and the Consortium Agreement

#### **Project Preparation Support**





Consultation with the financing institution

Processing of grant agreements and annexes

# Implementation of the project

Storage and archiving of contracts and project documents

Obtaining the required signatures of the persons representing the UG

### What kind of projects are we involved in?







#### **Projects financed with funds:**

Ministry of Education and Sience,

National Science Centre,

Polish National Agency for Academic Exchange

Foundation for Polish Science,

Community initiatives,

European financial mechanisms,

European Union programmes,

International programmes,

Foreign public and private institutions.

### **Horizon Europe**





- 9 positive funding decision
  - √ 6 signed contracts
  - √ 3 proceeding contracts
  - √ 1 coordination

Type of action: HORIZON Programme Cofund Actions

Project name: Partnership for the Assessment of Risks from Chemicals (PARC)

Total budget: 200 000 000.00 EUR (625 686 EUR for University of Gdansk)



### **Scientific Projects Office**





Number of submitted applications and signed contracts for national research projects in 2018-2021



### The Internationalization of Research Projects





- National or international partnerships? **Responsibilty of Projects Managers**
- **Employees of the University of Gdańsk** - scientists from abroad / The need to adapt internal documents - preparation of bilingual versions

WYKONAWCA/CONTRACTOR NAZWISKO / SURNAME:	Załącznik Nr 3 do umowy o dzieło/ Annex No. 3 to the Contract of Specific Work
IMIĘ (IMIONA) / NAME (NAMES):	
PESEL/NATIONAL IDENTIFICATION ADRES ZAMIESZKANIA/ ADDRESS	
DO UMOWY O DZIEŁ	UNEK z dnia/RECEIPT from (date)
Gdańsk, dnia(date)	completed by foreigners: ne of foreign bank
ny personal data provided to the University ty, for the purposes of applying for funding the funding being granted - 1) also for the cts.	nto zagraniczne) / Currency (indicate in the case of international bank transfers)
sity of Gdańsk with its seat in Gdańsk at ul	

Wyrażam zgodę na przetwarzanie moich danych osobowych przekazanych Uniwersytetowi Gdańskiemu zwanemu dalej Uczelnią na potrzeby ubiegania się o dofinansowanie projektów naukowych a w przypadku przyznania dofinansowania - 1) również na potrzeby przystąpienia do projektów i ich realizacji.

Jednocześnie przyjmuję do wiadomości, iż

- 1. Administratorem moich danych osobowych jest 1) Uniwersytet Gdański z siedziba 1. w Gdańsku przy ul. Jana Bażyńskiego 8.
- Administrator powołał Inspektora Ochrony Danych, z którym można skontaktować się 2. The controller has appointed a Data Protection Officer who may be contacted by phone pod numerem telefonu (58) 523 31 30 lub adresem e-mail: iod@ug.edu.pl.

of Gdańsk, hereafter referred to as the Universi for the scientific projects and in the event of purposes of joining and implementing the proje

At the same time, I acknowledge that:

Zgoda na przetwarzanie danych osobowych w ramach Projektów Consent to the processing of personal data as part of the Projects

- My personal data controller is 1) the Univer
- at (58) 523 31 30 or by e-mail at: iod@ug.edu.pl. The Data Protection Officer may b







## Thank You

#### **Contact us**

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