

TRAININGS AND INFO-DAYS PROVIDED BY GRANT OFFICE

Overall objective: Increase the competitiveness of CEITEC MU in national and international calls, while also honing the skills and knowledge of Grant Office staff through preparation of lectures and interaction with participants.

Overall actions:

- prepare and promote “Grants Info and Training Calendar” each year in December (starting 2018), with certain dates defined and other indicated with links to events at CEITEC website (dedicated site under GO web; included in Training at CEITEC MU website; promotion in Internal Newsletter, Events of the Week), where they will be later specified
 - distribute also printed version (bookmark): leave it at the reception of A35, bring copies to MU Headquarters, REGON (network of grant support offices in South Moravia) members

The events organized by CEITEC MU Grants Office can be allocated to two major categories: **a. information sessions; b. training workshops.**

Below, we describe our motivation for particular events, what where our proceedings so far, and what do we plan for the future, including the immediate next steps. A comprehensive overview of the full portfolio is available as Annex 1. Proposal of a yearly schedule of trainings and information sessions is attached as Annex 2.

a. Information sessions

Portfolio (details in table below):

1 Current Calls – Overview; 2 Funding Landscapes; 6 Funding Opportunities for Postdocs; 8 MSCA-RISE; 9 MSCA-ITN; 10 MSCA-IF for Supervisors; 11 MSCA-IF for Applicants; 13 GAČR; 14 AZV; 15 INTER-EXCELLENCE; 16 Operational Programmes; 17 H2020 WIDESPREAD; 18 Applied Research Funding Landscapes; 19 Introduction to ERC; 20 Getting ready for Horizon Europe

Goal: Ensure that all CEITEC researchers are well-informed about current funding opportunities, help them identify relevant opportunities, and increase awareness about suitability of particular funding schemes for specific purposes.

Situation: Most information is currently distributed via e-mail. Specific information sessions are annually organized on GAČR, AZV, MSCA-IF and funding for applied research. In addition, several sessions (GAČR, TAČR, INTER-EXCELLENCE) were available within Grants Week, which is going to be more distributed across the year and has unclear perspective beyond the CEITEC-ERA project. While there is a steady interest in GAČR and AZV, seminars on MSCA-IF and applied research funding were poorly attended this year.

Outlook: We will work on increase of direct contact with group leaders – not all of them are used to consult us frequently and might thus miss on some upcoming opportunities, if not carefully reading infomails. Coupling short info-sessions on upcoming opportunities with RGL meetings and increasing the use of meetings and seminars on the level of CEITEC MU research centres to convey information on relevant grants will be our preferred approach. As the ITN and RISE MSCA are among the most widely usable funding schemes, we will open a specific info-session on collaborative MSCA in reasonable advance before the call deadlines. If there is significant interest in EXPRO, we will organize introductory information session about ERC grants to prepare the applicants for their future obligation. In 2019, we will introduce the research community of CEITEC to new European Framework Programme (for now called Horizon Europe).

Actions:

- pilot info-session on collaborative MSCA projects (ITN, RISE): 9/2018 (8,9)
- offer 1-hour session on upcoming opportunities right before RGL meeting at least twice per year: starting 10/2018 (1)
- keep on with established regular info-sessions (AZV, GAČR, MSCA-IF for Supervisors and Applicants – 10,11,13,14)

b. Trainings

Portfolio (details in table below):

3 How to Write a Competitive Proposal? (H2020 Collaborative); 4 How to Manage H2020 Projects? (Administrative); 5 Financing of Research for PhD Students; 7 Financial Aspects of H2020 Projects; 12 Hands-on Workshop for MSCA-IF

Goal: Use the experience of Grant Office to increase the grant writing skills of CEITEC researchers. Young researchers shall thus be enabled to pursue careers of scientific leaders with independent financing, while senior researchers shall become more competitive in initiation and design of challenging collaborative projects.

Situation: We have well-established trainings for potential MSCA-IF candidates, both those currently writing their projects and those heading to scientific careers from PhD stage. Trainings for senior researchers who may be aiming for international collaborative projects were last implemented in 2013, since then, lectures of Sean McCarthy were part of each Grants Week. Sean is great motivator and focus of his lectures changed each year, from strategic approach to funding, through proposal writing, to understanding of the impact section. Nevertheless, attendance from CEITEC could be stronger and the future beyond CEITEC-ERA is unclear.

Outlook: We plan to standardize a session on H2020 proposal writing to make sure researchers understand the specific basics, such as proposal structure and evaluation criteria, formulation and understanding of topics, time-scale needed to develop a competitive proposal etc.

Actions:

- pilot How to Write a Competitive Proposal? training for H2020 collaborative projects: 10/2018 (3)
- keep on with established regular trainings (Financing Research for PhD; Hands-on MSCA-IF – 5,12)

Offering lectures beyond CEITEC MU (2,3,6,7,8,9,10,11,12,17,18,19,20):

Goal: Pool resources with MU faculties and CEITEC OUs to increase attendance at info-sessions and trainings, when not in direct competition. Strengthen the scientific institutions in Czech Republic and other Widening countries through sharing of experience and knowledge.

Situation: Several trainings and info-sessions implemented by CEITEC staff are already open to researchers from the whole MU. The training for Financing Research for PhD students is included in the PREFEKT course on soft-skills which is offered to the whole MU (we train students from FSci, FMed, and marginally from FI). We regularly co-organized the Grants Week, though we did not directly provide trainings. We also co-organized Research Funding Academy, a forum for sharing experience of successful investigators of H2020 projects from MU. Even with the whole MU being invited (and other regional universities and research centres), the attendance is usually tragic.

Outlook: Considering our experience with Grants Week and Research Funding Academy, offering our courses on international funding to anything less than the region would not be very efficient. Therefore, we plan to share selected events first at the level of MU, CEITEC, and South Moravian Region, second on the level of Alliance4Life and EU-LIFE. Another option is to offer our courses for a fee, to other Czech universities and research institutes and/or research organizations from Widening countries. Going commercial would, however, require certain marketing insight and active promotion. Currently, we do not have the capacity available to do that.

Actions:

- share information on info and training events within MU and CEITEC (except for AZV, GAČR, and tailored information service – 1,13,14,16), Alliance4Life (not suitable for short info sessions; most relevant will be training on collaborative H2020 projects and Hands-on MSCA-IF – 3,12), and EU-LIFE, if considered relevant
- keep on with participation in preparation and implementation of MU-wide grants-related events

Feedback

Goal: Ensure development of the training portfolio to suit the needs of research community at CEITEC MU. The main indicators that will be tracked are:

- number of participants in information sessions and trainings
- perception of necessity of the topics to participants
- perception of quality of lecturers/trainers

Approach: At the start of each session/training, we will have the participants sign an evidence sheet. This will allow tracking of attendance in terms of volume and structure. At the end of each session/training, we will distribute feedback forms (Annex 3) to monitor the perception of topic and quality of lecturers/trainers. At the end of each year, we will prepare a summary report proposing changes to structure and contents of sessions/trainings based on attendance and feedback.

Annex 1: Training and info session portfolio

Trainer acronyms:

from GO: LČo=Ladislav Čoček; VMi=Veronika Mikitová; JZe=Jakub Zeman; ZŽa=Zdenka Žampachová

not from GO (listed to present a complete information, but not intended to participate in the trainings and information sessions as intended now): MHo=Martin Hovorka; DHu=Dagmar Huňková; ZNo=Zlataše Novotná)

No.	Title	Trainers	Target Groups	Implementation 2018	Implementation regular
1	Current Calls – Overview (30 min)	LČo, JZe, VMi, ZŽa	Senior researchers (CEITEC MU)		(RP/RGL meetings)
2	Funding Landscapes (4 hours)	LČo	All researchers, managers and administrators (CEITEC; MU; external)		to be piloted
3	How to Write a Competitive Proposal? (H2020 Collaborative; 1 day)	LČo, VMi, JZe	Students, postdocs, senior researchers (CEITEC; MU; external)	pilot 10/2018	October
4	How to Manage H2020 Projects? (Administrative; 1 day)	LČo, ZŽa	Project Managers and Administrators (CEITEC; MU; external)	pilot with GAD 07/2017	ad hoc
5	Financing of Research for PhD Students (two 4 hour blocks – project management in light of MSCA-IF and hands-on evaluation session)	LČo, VMi, ZNo, JZe, ZŽa	PhD students (CEITEC; MU)	CEITEC PhD School S4004/PREFEKT (since 2015)	April
6	Funding Opportunities for Postdocs (2	VMi	PhD students, junior postdoctoral		to be piloted

	hours)		researchers (CEITEC; MU; external)		
7	Financial Aspects of H2020 Projects (1 day)	MHo, DHu, LČo, ZŽa	Project Managers and Administrators (CEITEC; MU; external)		to be piloted (similar provided for free by NCPs)
Specific Calls					
8	MSCA-RISE (1 hour)	JZe	Senior researchers (CEITEC; MU; external)	pilot 9/2018 (with ITN)	September (with ITN)
9	MSCA-ITN (1 hour)	LČo, VMi	Senior researchers (CEITEC; MU; external)	pilot 9/2018 (with RISE)	September (with RISE)
10	MSCA-IF for Supervisors (2 hours)	JZe	Postdocs and supervisors (CEITEC; MU; external)	pilot 2/2018	February
11	MSCA-IF for Applicants (2 hours)	JZe	Postdocs and supervisors (CEITEC; MU; external)	since 2016, 5/2018 + Moderated discussion at JIC REGON (1/2018)	May
12	Hands-on Workshop for MSCA-IF (2 days)	JZe	PhD students, postdocs (CEITEC; MU; external)	since 2017, 6/2018	June
13	GAČR (how to deal with funding rules and administrative issues in project development and implementation; 2 hours)	ZŽa	All researchers (CEITEC MU)	since 2017	March
14	AZV (how to deal with funding rules and	ZŽa	All researchers (CEITEC MU)	since 2017	May

	administrative issues in project development and implementation; 2 hours)				
15	INTER-EXCELLENCE - Interpretation of Calls (2 hours)	LČo	All researchers (CEITEC; MU)		to be piloted
16	Operational Programmes (current ESIF calls; 1 hour)	LČo	Senior researchers (CEITEC MU)		ad hoc
17	H2020 WIDESPREAD (1 hour)	LČo, VMi, ZNo, JZe	Grant writers (external)	Moderated discussion at JIC REGON (1/2018)	ad hoc
18	Applied Research Funding Landscapes (2 hours)	LČo, ZŽa	Students, postdocs, senior researchers (CEITEC; MU; external)	since 2017	ad hoc
19	Introduction to ERC (2 hours)	VMi	Group leaders (CEITEC; MU; external)		ad hoc
20	Getting ready for Horizon Europe (2 hours)	LČo, JZe	All researchers (CEITEC; MU; external)		ad hoc (1 or 2 sessions in 2019)

Annex 2: Yearly schedule of regular internal info-days and trainings for CEITEC MU

Month	Trainings	
January	Info: Applied Research Funding Landscapes	
February	Info: MSCA-IF for Supervisors	
March	Info: GAČR	
April	Training: Financing Research for PhD	
May	Info: MSCA-IF for Applicants	Info: AZV
June	Training: Hands-on MSCA-IF	
July		
August		
September	Info: MSCA RISE & ITN	
October	Training: How to Write a Competitive Proposal?	
November	Info: INTER-EXCELLENCE	
December	Info: Funding Opportunities for Postdocs	

Annex 3: Feedback Form

1. How important is the topic of the information session/training to you?

(extremely important) 1 2 3 4 5 (absolutely useless)

2. How would you rank the quality of the lecturer/trainer?

(excellent quality) 1 2 3 4 5 (low quality)

3. Do you have any comments or recommendations for future information sessions/trainings?