

## Programme

### Sunday, 11 September 2011

6.00 p.m. **Registration of participants**

8.00 p.m. **Welcome dinner**

### Monday, 12 September 2011 – DAY 1

9.00 a.m. – 3.00 p.m.

#### **Introduction to grant funding for Research, Technological Development and Innovation**

- Introduction to the methodology and programme of the Academy
- Characteristics of grant funding
- Key programmes and funds for RTDI
- Specificities of RTD grants
- Sources of information about the key EU programmes / funds
- Effective analysis of a call for proposals and other relevant documents

### Tuesday, 13 September 2011 – DAY 2

9.00 a.m. – 3.00 p.m.

#### **Preparation of a project – From the definition of the objectives to the description of the activities**

- Evaluation of the project idea in relation to the call requirements
- How to successfully connect the project objectives to the call objectives?
- Project “Skeleton” and Logical Framework Matrix
- Definition of the research problem
- Description of the “state of the art” and progress beyond it
- Preparation of the Work Programme: Work Breakdown Structure Methodology
- Preparing a good Work Programme – Tips and tricks

5.00 p.m. **Organized boat trip and fish picnic**

### Wednesday, 14 September 2011 – DAY 3

9.00 a.m. – 3.00 p.m.

#### **Project management and project partners – Creating and managing a successful consortium**

- Importance of efficient project management for project's success
- Project management structure
- Roles and responsibilities of project management bodies
- Project partners – creating a successful consortium
- Consortium agreement

### Thursday, 15 September 2011 – DAY 4

9.00 a.m. – 3.00 p.m.

#### **Preparation of the project budget**

- Cost categories
- Different cost models
- Full cost model
- Planning and preparing the project budget
- Justification of project resources

7.00 p.m. **Organized dinner with traditional Slovenian cuisine**

### Friday, 16 September 2011 – DAY 5

9.30 a.m. – 12.30 a.m.

#### **Dissemination, impact, implementation – How to successfully implement your project and make an impact**

- Dissemination and project visibility – Planning and managing the dissemination activities
- Planning project impacts – Making a difference at EU level
- Administrative and financial management of a project – How to successfully manage an EU funded project?
- Preparation of project reports
- Presentation and use of an internet tool EFAMT® Grant Wizard for financial management of grant funded projects
- Audit control – common mistakes found during ex post audit controls
- Consequences of ex ante and ex post audit controls

12.45 p.m. **Certificates – Official closing of the Academy**

3.00 p.m. **Departures (after lunch)**

