



COMP-ECO

PROJECT DELIVERABLE

D4.2 REPORT AND MATERIALS FROM WORKSHOP ON PROJECT MANAGEMENT AND ADMINISTRATION

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DATE OF ISSUE:	28 February 2024
DISSEMINATION LEVEL:	Public

<https://www.comp-eco.eu/>



This project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101079250



DOCUMENT HISTORY

Version and date	Changes
1.0 – 05/02/2024	First version, developed by Nan Tao (TU Delft)
1.1 – 23/02/2024	Reviewed and edited by Otto Bergsma (TU Delft)
1.2 – 27/02/2024	Reviewed and edited by Anna Zmiiievska (TPF)
2.0 – 28/02/2024	Reviewed and approved by Michal Towpik (TPF)
3.0 – 24/06/2024	Added summary section by Nan Tao & Otto Bergsma (TU Delft)

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CONTENTS

1. Introduction	4
1.1. About the COMP-ECO project.....	4
1.2. Scope of this deliverable.....	4
2. Report on workshop	5
2.1. Objectives	5
2.2. The focus of the workshop	5
2.3. Workshop agenda.....	6
2.4. Participants	7
2.5. Impressions.....	7
3. Workshop materials.....	8
4. Deliverables and dissemination	13
5. Evaluation of the workshop	14
6. Summary.....	17
Appendix 1. List of participants	18
Appendix 2. Workshop genda	22

1. INTRODUCTION

1.1. ABOUT THE COMP-ECO PROJECT

The COMP-ECO project is aiming at improving the research excellence of the Polish Mazovia region-based ecosystem in the field of Fibre-Reinforced Polymer (FRP) multifunctional composites and smart structures. The ecosystem is formed by 3 organizations: Technology Partners Foundation (TPF), Air Force Institute of Technology (AFIT) and Warsaw University of Technology (WUT). These 3 Polish partners will be supported by two leading EU universities: Delft University of Technology from the Netherlands and Technische Universität Dresden from Germany.

For 3 years the COMP-ECO partners jointly implement exploratory research work to develop a technology for a permanent on-line non-destructive quality assessment of composite structures. For this purpose, 2 possible innovative sensing capabilities are being developed: (1) self-diagnostics capabilities through the introduction of electroconductive carbon nano tubes in the composite's matrix during the manufacturing process and (2) self-sensing capability through embedding PZT sensors, encapsulated in a thermoplastic fibrous material (veils), in the composite structure.

In addition to the research work, the project will organize technical workshops aimed on raising the research profile of Mazovian composite community, and management and administrative training workshops to strengthen research management capacities and administrative skills of the Polish partners' administrative staff.

The COMP-ECO activities will establish and strengthen a regional competence hub formed by TPF, AFIT and WUT, whose increased science and innovation capacities will lead to more ambitious collaboration with top EU research organisations and industry, higher participation in Horizon Europe, and a more attractive educational offer for students and young researchers.

1.2. SCOPE OF THIS DELIVERABLE

The scope of this deliverable is to provide a comprehensive overview of the organised Project management and administration workshop that took place in Warsaw in January 2024. The report encompasses selected materials prepared for and generated during the workshops which could be used for further trainings of staff of the consortium partners, but also disseminated externally.

This document constitutes a short report on the workshop. The following sections of this deliverable include:

- The objectives of the workshop
- The focus of the workshop
- An overview of the agenda and participants

- Impressions
- Workshop materials and disseminations

2. REPORT ON WORKSHOP

2.1. OBJECTIVES

Polish institutions have a very low number of H2020 participations and a very low number of H2020 project co-ordinations. This is partly due to: (1) the lack of leadership in topics interesting to the international research community, (2) the low level of networking with high profile institutions willing to join a consortium led by a Polish co-ordinator, but also to (3) lack of skills and resources necessary for efficient, effective and successful proposal writing and co-ordination. A successful implementation of a state-of-the-art science is facilitated by an appropriate supporting framework covering all stages from a) identification of funding opportunities, b) proposal preparation, through c) project management and administration until d) scientific paper writing and e) implementation of appropriate commercialisation and patenting strategies. The COMP-ECO Project addresses all these issues through a series of 5 research management and administration workshops addressed mainly to young researchers and administration staff without extensive European project experience.

In January 2024, the workshop dedicated to the Project Management and Administration was organized in Warsaw for improving TPF-AFIT-WUT capacity to participate in Horizon Europe with more consortium leadership roles and a higher success rate.

The workshop was combined with the Commercialisation and Patenting Strategies Workshop under the Task 4.5 which is reported in detail in the Deliverable D4.3.

The workshop was delivered by 3 representatives of TU Delft:

- **Anna Gralka**, Project Manager of the Project Management Team of Innovation & Impact Centre
- **Heather Andrews Mancilla**, Data steward of Faculty of Aerospace Engineering
- **Imge Goren**, IP Manager, Innovation & Impact Centre

2.2. THE FOCUS OF THE WORKSHOP

The preparation of a successful proposal needs to be supported by appropriate management skills, and then followed by appropriate project co-ordination and administration competences. The workshop, based on Horizon Europe requirements, addressed such areas as: key provisions of the Grant Agreement (obligations of the parties, especially of the coordinator, financial rules - cost eligibility, cost accounting); key provisions of a Consortium Agreement (project management structure, project bodies, intellectual property rights management). The Project Coordination Team at TU Delft Innovation & Impact Centre takes over the financial, legal and administrative tasks of coordination projects such as internal communication, contract negotiations, financial, reporting & meeting coordination, ethics, open access & data management, day-to-day contact with the partners and the funding agency. The staff of the

Team is experienced with management of projects funded under the Horizon 2020, Horizon Europe, EFRO, INTERREG, RVO, NWO, NWA, LIFE.

The workshop also included a block dedicated to Research Data Management (RDM), allowing for effective organisation of data, from the start when data are collected to the dissemination and archiving of valuable results, ensuring their reliable verification, and supporting new and innovative research built on existing information. In TU Delft the data stewardship is organized, which includes taking care of data management during the regular research, preparation of competitive proposals and implementation of research and collaborative projects.

2.3. WORKSHOP AGENDA

The workshop was a one-day event and it was combined with the workshop of task 4.5 commercialisation and patenting strategies. The training was designed by combining with collaborative and interactive methods, including presentations, hands-on exercises and group works.

The combined workshop was organized in 2 parts:

Part 1 of was dedicated to the Horizon Europe project administration by Anna Gralka. It was interactive presentation and discussion focused on the project administration practices, coordination tips, consortium communication, and financial aspects according to the HE rules.

Part 2 was dedicated to Data management by Heather Andrews Mancilla and IPR by Imge Goren. First, the data management block facilitated effective data organization, from collection to dissemination and archiving, ensuring reliable verification and supporting new research initiatives. Second, the effective strategies for commercializing of Intellectual Property Rights, including patenting, has been presented, supplemented with the practical work for the participants.

The agenda of the workshop was as follows:

Tuesday 30.01.2024	
PART 1 – Project administration 9:00 – 10:15 <i>For administrative staff (managers, accountants). Research staff was welcome if interested.</i>	
08:30 – 09:00	Arrival and coffee
09:00 – 09:20	Welcome & tour de table I by Otto Bergsma & Nan Tao
09:20 – 10:05	Project coordination by Anna Gralka
10:05 – 10:20	Break, coffee & tea
PART 2 – Data management and IPR & Patenting strategies 10:20 – 17:00 <i>For research staff. Administrative staff (managers) was welcome if interested.</i>	
10:20 – 10:30	Welcome & tour de table II by Otto Bergsma & Nan Tao
10:30 – 12:00	Data Management – presentation & workshop drafting DMP by Heather Andrews Mancilla
12:00 – 13:00	Lunch
13:00 – 14:30	Data Management by Heather Andrews Mancilla

14:30 – 14:45	Break, coffee & tea
14.45 - 16:30	Commercializing of Intellectual Property Rights and Patenting Strategies by Imge Goren
16:30 – 17:00	Coffee & tea & Questions / Feedback by Otto Bergsma & Nan Tao

2.4. PARTICIPANTS

36 participants took part in the Workshop and 3 more have connected online. They represented both the administrative staff (managers, accountants) and research staff of the Polish partners of COMP-ECO: TPF, WUT (Faculty of material Science and Engineering) and AFIT. The registration table is below, the signed list of participants is presented in Appendix 1 in an anonymized form.

No.	Name	Organization	Position	Experience in Horizon Europe, H200 or previous programmes FP7:			Data/code management	
				Do you have experience in a proposal writing/submission? (Y/N)	Have you participated in an EU funded project as a partner? (Y/N)	Have you coordinated an EU funded project? (Y/N)	How familiar are you with proper research data/code management practices?	Have you prepared a Data Management Plan?
1		WUT	Young Scientists	N	Y	N	I'm not familiar	No
2		WUT	Senior Scientists	Y	Y	N	I'm not familiar	No
3		AFIT	Young Scientists	N	N	N	I'm not familiar	No
4		AFIT	Engineer	N	N	N	I'm not familiar	No
5		AFIT	Accountant	N	N	N	I'm not familiar	No
6		AFIT	Senior Scientists					
7		AFIT	Young Scientists	Y	N	N	I'm not familiar	No
8		AFIT	Senior Scientists	Y	N	N	I'm not familiar	No
9		AFIT	Administration					
10		AFIT	Young Scientists	N	N	N	I'm not familiar	No
11		AFIT	Young Scientists	N	Y	N	I'm not familiar	No
12		AFIT	Young Scientists	N	Y	N	I'm not familiar	No
13		AFIT	Young Scientists	Y	Y	N	I'm not familiar	No
14		AFIT	Young Scientists	Y	Y	N	I'm not familiar	No
15		AFIT	Senior Scientists	Y	Y	N	coding	
16		WUT	Senior Scientists	Y	Y	N	I'm not familiar	Yes
17		WUT	Senior Scientist	Y	Y	N	I'm not familiar	No
18		WUT	Young Scientists	N	N	N	I'm not familiar	No
19		WUT	Young Scientists	N	N	N	I'm not familiar	No
20		WUT	Senior Scientists	Y	Y	N	I'm not familiar	No
21		WUT	Administration					
22		AFIT	Senior Engineer	N	N	N	I'm not familiar	No
23		WUT	Financial manager					
24		TPF	Accountant	Y	Y	Y	I'm not familiar	
25		TPF	Project director	Y	Y	Y	Familiar	
26		WUT	Dean of the faculty	Y	Y	Y	Familiar	
27		TPF	Vice-President	Y	Y	Y	Familiar	
28		TPF	Vice-President	Y	Y	Y	Familiar	
29		WUT	Senior Researcher	Y	Y	N		
30		TPF	Senior R&D Specialist	Y	Y	Y	Familiar	
31		TPF	Technical Researcher	N	Y	N	I'm not familiar	No
32		TPF	Project director	Y	Y	N	Familiar	
33		AFIT	Senior Scientists					
34		AFIT	Administration					
35		AFIT	Young Scientists					
36		AFIT	Young Scientists					

2.5. IMPRESSIONS

All participants took part very actively and engaged in the workshop. The following pictures give a short impression.



3. WORKSHOP MATERIALS

In this section, a brief description of each activity taken place on the framework of the workshop is given.

- Project Management and Administration

The session on project coordination of EU funded projects was an introduction into the main aspects of non-technical project coordination. During the presentation, besides the essential

skills and the role of a project coordinator, the financial, legal, and administrative tasks were discussed throughout different stages of a project, from a grant preparation to a successful project completion.

Participation in EU funded projects is an efficient method for tackling global challenges by stimulating the technology transfer to society and bringing innovations closer to the market, where they can make impact. However, coordinating an international project is not only about the research related tasks. Next to the legal aspects of signing contracts with the European Commission (EC) and the project partners or organisational and financial tasks, there are also other aspects to be considered, like open access, ethics, and data management. At TU Delft, the coordination of non-content and content parts has been split: the I&IC takes care of all legal, organisational, and financial tasks so that the researchers can focus on what they do best: figuring out the science.

The responsibilities of a non-content or administrative project manager is to coordinate the project activities efficiently, with respect to time, budget and quality. Moreover, a project manager is an intermediary for all communication between co-beneficiaries and the European Commission. A comprehensive role.

The presentation slides are available at the project website: [Project management – Presentation slides](#)

- [Research Data Management and Data Management Planning](#)

During the first part of this session, participants were introduced to Research Data Management (RDM) covering questions such as 'what data/code should be preserved for the long-term?'; 'what is Data Stewardship?'; 'what are FAIR principles and how do we put them into practice?'. During the second part of the session, participants prepared a Data Management Plan (DMP) following the UK Digital Curation Centre DMP template using the DMP Online platform. While doing so, participants were introduced to proper data and code management practices, including Open Science practices such as data/code publication.

The presentation slides are available at the project website: [Data management – Presentation slides](#)

The Mentimeter interactive tool was used during the workshop to interact with the audience.

What (English) word comes to mind when you think of successful workshops?

57 responses



Project Coord. - What cultural differences can you think of?

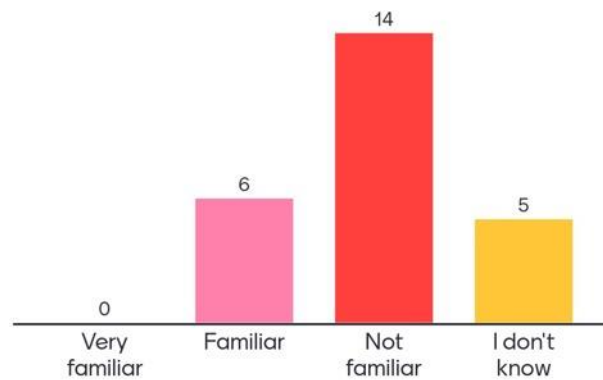
Different holidays breaks	different work times	time shift	holiday breaks
Breaks during the day	Hierarchy	Different work ethic	Different approach to set hierarchy and taking initiative



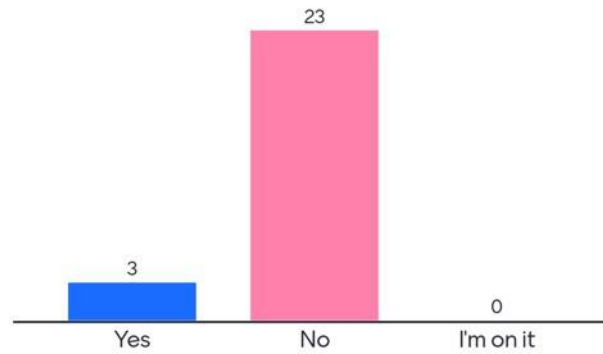
Project Coord. - What cultural differences can you think of?

The way of working and cultural constraints	You can offend people proposing to have a meeting during lunch time	Visit new places and taste culture	Meeting dynamics
time shift	holiday break	different work timetable	Power level of people

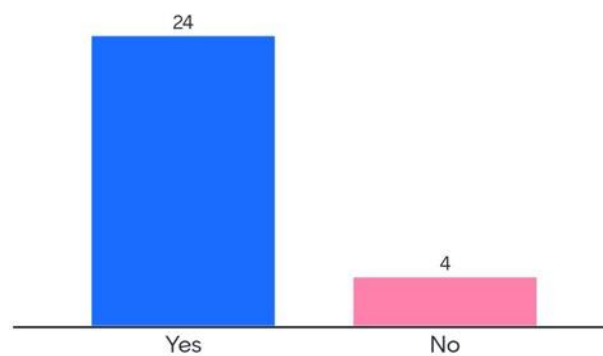
RDM - How familiar are you with proper research data/code management practices?



RDM - Have you prepared a Data Management Plan (DMP)?



RDM- Have you created an account on DMPOnline (dmponline.dcc.ac.uk)?

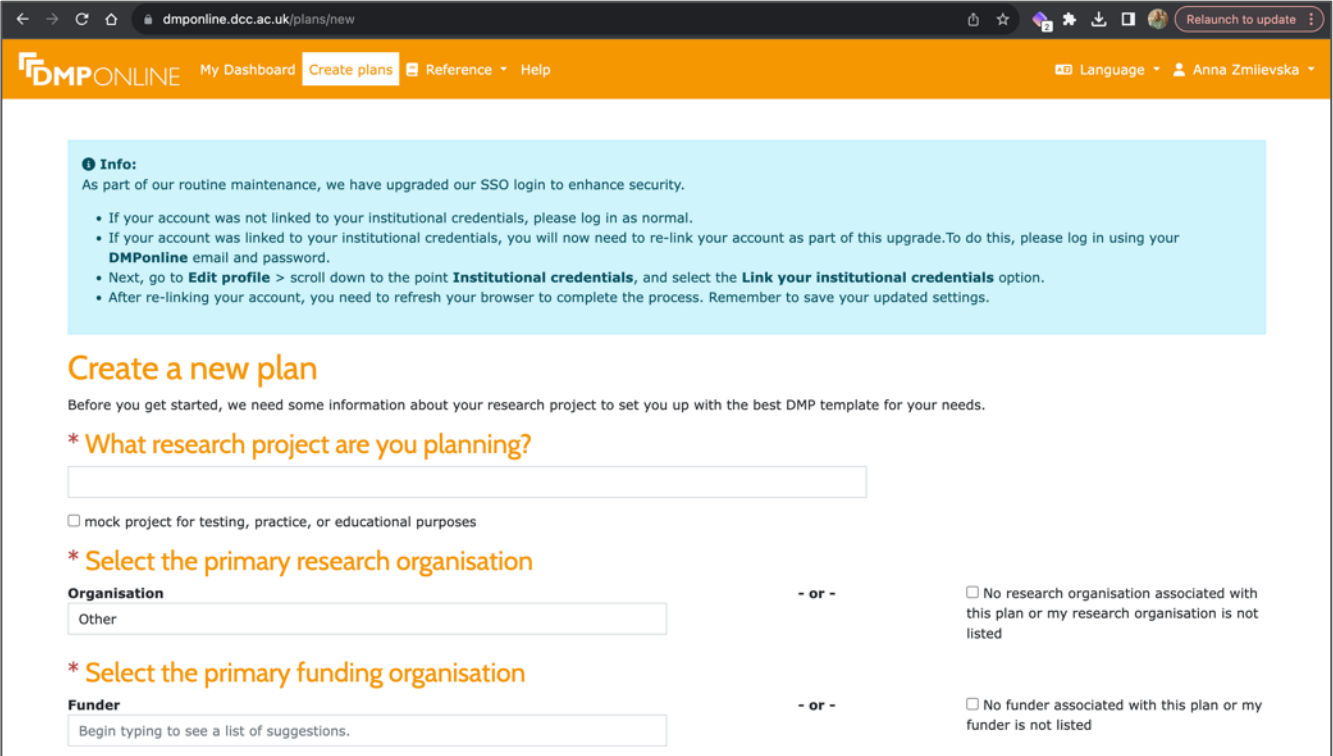


For the research data management part all the participants had been asked in advance to perform the following preparatory work:

- To create an account in <https://dmponline.dcc.ac.uk/> :
- To create a Data Management Plan using the Digital Curation Centre (DCC) Template (https://dmponline.dcc.ac.uk/public_templates) .

The participants had been filling own DMPs in during the session. Together with the speaker they went question by question, and covered the following concepts:

- What do we mean by ‘data’ and ‘code’?
- What do we consider as ‘sensitive data/code’?
- What should researchers pay attention to when reusing data/code?
- What do we mean by data/code publication?
- How can researchers decide what to publish and what not to publish?
- What should be consider when publishing data/code?



The screenshot shows the DMPonline interface. At the top, there is a navigation bar with 'DMPONLINE', 'My Dashboard', 'Create plans', 'Reference', and 'Help'. A user profile for 'Anna Zmilievska' is visible. Below the navigation bar, there is an 'Info' box with a message about SSO login upgrades. The main content area is titled 'Create a new plan' and includes a form with the following sections:

- What research project are you planning?**: A text input field.
- Select the primary research organisation**: A dropdown menu with 'Other' selected, and a checkbox for 'No research organisation associated with this plan or my research organisation is not listed'.
- Select the primary funding organisation**: A dropdown menu with 'Begin typing to see a list of suggestions.', and a checkbox for 'No funder associated with this plan or my funder is not listed'.

4. DELIVERABLES AND DISSEMINATION

To effectively disseminate the workshop's outcomes and facilitate access for managers, scientists, and researchers an open-access repository is established on the COMP-ECO webpage: <https://www.comp-eco.eu/open-repository> .

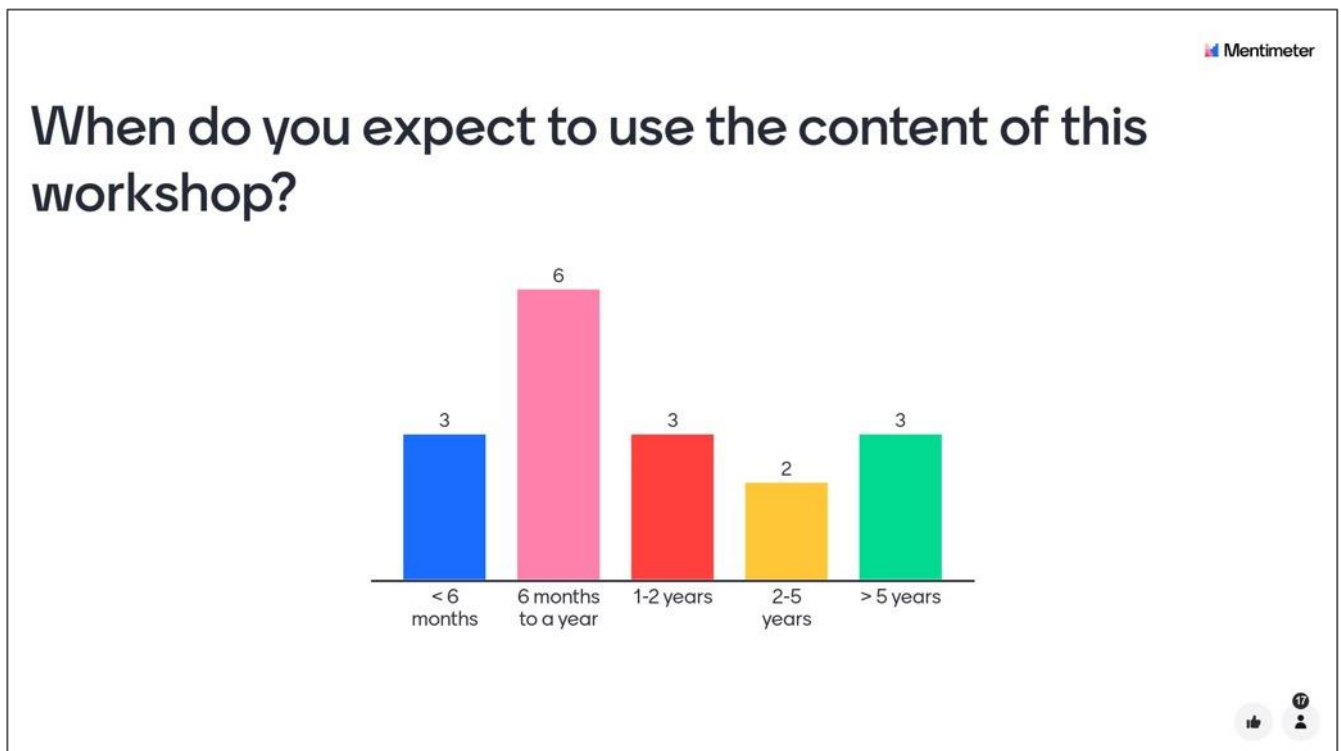
This repository serves as a comprehensive platform for sharing state-of-the-art knowledge, not only among the participating partners but also with researchers around the world. The presentations rials from the workshop on Project Management and Administration are published in the Repository via this link: <https://www.comp-eco.eu/workshop-on-project-management>

These valuable resources are readily available and easily accessible to a diverse audience seeking to enhance their understanding in the field. By uploading this content to the repository,

we aim to foster knowledge exchange and contribute to the advancement of the scientific community on a global scale.

5. EVALUATION OF THE WORKSHOP

The feedback from the participants has been collected at the end of the workshop using the Mentimeter online tool. The questions and answers are presented below.



Which unexpected result did you obtain from this workshop?

Possibility to deposit slides from the workshops in open repository

extra calories :)

new knowledge

Ideas for new collaboration possibilities

free food

how to clean a cow

how difficult is to write a patent

extra food



Which unexpected result did you obtain from this workshop?

risk paths anticipating



Which topics would you like to gain more knowledge about?

data management

Project management

Practices of Internal reporting in projects

how to properly use some of presented tools for data management

automatisation of data management

how to decrease the number of data created

data flow between project participants

Case studies of project officer evaluation



Which topics would you like to gain more knowledge about?

Reporting personnel costs (actual / unit, etc.) , required evidence

how to write patents shorter and simpler

Cow cleaning device

how to write a patent in fast and easy way

more specific knowledge how to use presented tools for data management

fonding cow not cleaning



6. SUMMARY

This section summarises the materials and knowledge generated during the workshop and also summarises achievements from the workshop.


This workshop aimed for improving TPF-AFIT-WUT capacity to participate in Horizon Europe with more consortium leadership roles and a higher success rate, which was combined with the Commercialisation and Patenting Strategies Workshop under the Task 4.5. During the workshop, 39 participants of the Polish partners of COMP-ECO (i.e., TPF, WUT and AFIT) have took part in, which represented both the administrative staff and research staff.

Part 1 of the workshop was with a focus on the Horizon Europe project administration, the participants acquired knowledge on the project administration practices, coordination tips, consortium communication, and financial aspects according to the HE rules.

Part 2 of the workshop was dedicated to Data management and Intellectual Property Rights. The participants achieved their own Data Management Plan (DMP) following the UK Digital Curation Centre DMP template for their project. They acquired knowledge on effective data organisation, from collection to dissemination and archiving, ensuring reliable verification and supporting new research initiatives. The acquired knowledge helped also to revisit the COMP-ECO Data Management Plan. Furthermore, the effective strategies for commercialising of Intellectual Property Rights and patenting, was included into the practical work for the participants.

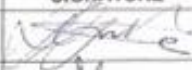

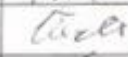

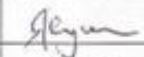
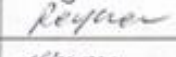


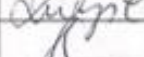

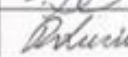
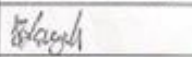

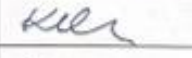
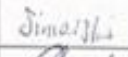



After the workshop, the consulting services on the related topics of project administration, data management, and IPR are available for the participants during the COMP-ECO project. All materials from the workshop are available in an open-access repository established on the COMP-ECO website to effectively disseminate the workshop's outcomes and facilitate access for managers, scientists, and researchers. By doing this, we aim to foster knowledge exchange and contribute to the advancement of the scientific community on a global scale.


APPENDIX 1. LIST OF PARTICIPANTS




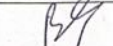
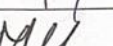
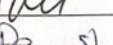
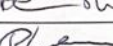
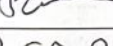
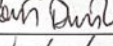
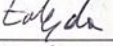
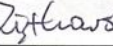
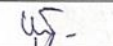
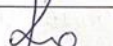
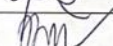
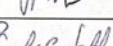
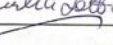
 COMP-ECO

WORKSHOP "Project Management and Administration. Commercialisation and Patenting Strategies"

PART 1 - Project administration, 30 January 2024

#	NAME	ORGANIZATION	SIGNATURE
1		TU Delft	
2		TU Delft	
3		TU Polte	Nan Tan
4		TU Delft	
5		ITWL	
6		ITVL	
7		ITWL	
8		ITWL	
9		ITWL	
10		ITWL	
11		ITWL	
12		ITWL	
13		ITWL	
14		ITWL	
15		ITWL	
16		ITWL (AFIT)	
17		ITWL	
18		TU Delft	
19		TPF	

 Funded by the European Union

20		ITUL	
21		ITWL	
22		WUT	
23		WUT	
24		WUT	
25		WUT	
26		WUT	
27		TPF	
28		WUT	
29		WUT	
30		TPF	
31		TPF	
32		TPF	
33		WUT	
34		ITWL	
35		ITUL	
36			
37			
38			
39			
40			





**WORKSHOP "Project Management and Administration.
Commercialisation and Patenting Strategies"**

PART 2 - Data management and IPR & Patenting strategies.

30 January 2024

#	NAME	ORGANIZATION	SIGNATURE
1		ITWL	<i>[Signature]</i>
2		ITWL	<i>[Signature]</i>
3		ITWL	<i>[Signature]</i>
4		ITWL (AFIT)	<i>[Signature]</i>
5		ITWL	<i>[Signature]</i>
6		ITWL	<i>[Signature]</i>
7		ITWL	<i>[Signature]</i>
8		ITWL	<i>[Signature]</i>
9		ITWL	<i>[Signature]</i>
10		ITWL	<i>[Signature]</i>
11		TU Delft	<i>[Signature]</i>
12		TU Delft	<i>[Signature]</i>
13		TU Delft	<i>[Signature]</i>
14		WUT	<i>[Signature]</i>
15		TU Delft	<i>[Signature]</i>
16		TPF	<i>[Signature]</i>
17		ITL	<i>[Signature]</i>
18		ITWL	<i>[Signature]</i>



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19		WUT	Bj
20		WUT	uy
21		WUT	De shi
22		WUT	m. kushorska
23		wNT	Ra
24		TPF	SP
25		WUT	tab, da
26		WUT	Zistkarska
27		TPF	wj
28		TPF	je
29		TPF	AM
30		wut	Pedro de Barros
31		ITWL	DP
32		ITHL	DP
33		ITWL	Lujoje
34		ITWL	Lujoje
35		ITWL	Lujoje
36		TU DELFT	Hull
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APPENDIX 2. WORKSHOP GENDA



WORKSHOP

Project Management and Administration. Commercialisation and Patenting Strategies

Delivered by TU Delft, Innovation & Impact Centre



DATE: 30 January 2024

LOCATION: 141, WOLOSKA STREET, ROOM 215, Warsaw University of Technology, Faculty of Materials Science and Engineering

AGENDA

PART 1 – Project administration 9:00 – 10:15

For administrative staff (managers, accountants). Research staff are welcome if interested.

TOPIC	TIMING	WHO
<i>Arrival and coffee</i>	08:30 – 09:00 (30 min)	
Welcome & tour de table Part 1	09:00 – 09:20 (20 min)	Otto Bergsma, Nan Tao
Project coordination	09:20 – 10:05 (45min)	Anna Gralka
<i>Coffee break</i>	10:05 – 10:20 (15min)	

PART 2 – Data management and IPR & Patenting strategies 10:20 – 17:00

For research staff. Administrative staff (managers) are welcome if interested.

TOPIC	TIMING	WHO
Welcome & tour de table Part 2	10:20 – 10:30 (10 min)	Otto Bergsma, Nan Tao
Data management – presentation + workshop drafting DMP	10:30 – 12:00 (2,5 h)	Heather Andrews Mancilla
<i>Lunch break</i>	12:00 – 13:00 (1 h)	
Data management	13:00 – 14:30 (1,5 h)	Heather Andrews Mancilla
<i>Coffee break</i>	14:30 – 14:45 (15 min)	
Commercializing of Intellectual Property Rights and Patenting strategies	14:45 – 16:30 (1 h 45 min)	Imge Goren
<i>Coffee/drink and chat > Questions / Feedback</i>	16:30 – 17:00 (30 min)	Otto Bergsma, Nan Tao



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