

RPA PROJECT COORDINATION/ MANAGEMENT

WHAT YOU NEED TO KNOW

The RPA Team includes a dedicated research project team with many years' experience and knowledge of the administrative and financial requirements of all major funding agencies.

Enterprise Ireland	EPA	ERASMUS+ Programme
EU COST Actions	EU Horizon Europe	EU ERC
Fáilte Ireland	HEA, PRTL I	Marine Institute
Interreg Atlantic Area	Interreg Europe Programme	Research Ireland
Marie Skłodowska-Curie Actions (RISE, ITN, Doctoral Networks (DN) etc.)	EaSI Programme	

RPA *DEDICATED - EU PROJECT CO-ORDINATION

***A trained and experienced administrator is assigned as a one-stop contact point/resource to an individual PI.**

Dedicated administrative support is available to Principal Investigators who are Coordinators of, or partners on, EU projects. Supports may include project management, administrative and financial support – packages may be customised according to available post award budget.

EU Coordinator support provides comprehensive project management, including elements such as financial reporting, communications, meeting planning (from kick-off to final meeting) and assistance and completion on all key project functionality (procurement, timesheet maintenance, staffing, monitoring of deliverables, event management, project dissemination, etc.).

The dedicated support service is self-financing via direct funding, e.g. from coordinator or administration budgets in research projects including Horizon Europe; specific budget lines in approved project proposals or from overheads recouped from research projects.

WHAT SUPPORTS ARE INCLUDED IN RPA EU PROJECT COORDINATION?

- General enquiries, first point of contact - DCU operations set-up and project liaison with DCU Departments (RS/Finance/HR)
- Liaise with EU Project Officer and consortium partners on all aspects of the project - finance, reports, deliverables, milestones
- Consortium legal agreements (Grant Agreement, Consortium Agreement) - support regarding legal matters that may arise
- Grant Amendments/Finance Reallocations - No Cost Extensions
- Prepare deliverable updates as agreed in Grant Agreement

Contd. overleaf

- HR/Recruitment/Staffing Support including ESR's (and Garda vetting where required)
- Advice, planning, processing, and tracking of all project spend ensuring eligibility of costs
- Cumulative financial reporting - EU Portal
- Co-ordinating audit certification (if applicable)
- Project cumulative periodic reports to EU: collating, formatting, editing, updates, and metrics
- Tracking project deliverables and uploading to the EU Portal
- Internal tracking of DCU based deliverables and milestones
- Project Event Support (workshops; research days; 'Training and welcome weeks')
- Arranging all meetings (kick-off, consortium meetings, conference calls, focus group meetings, review meetings in Brussels, wrap-up meetings)
- Dissemination, Metrics
- Public advertising - maintain/update project websites and newsletters, liaison with DCU Communications Office
- All final wrap-up details for the project

RPA *DEDICATED - EU PARTNER LEVEL SUPPORT

*A trained and experienced administrator is assigned as a one stop contact point/resource to PI.

WHAT SUPPORTS ARE INCLUDED IN RPA EU PARTNER LEVEL SUPPORT?

- General enquiries, first point of contact - DCU operations set-up and project liaison with DCU Departments (RS/Finance/HR)
- Liaise with EU Project Officer and consortium partners on all aspects of the project
- HR/Recruitment/Staffing Support including ESRs (and Garda vetting where required)
- Advice, planning, processing and tracking of all project spend, ensuring eligibility of costs
- Project cumulative periodic reports to EU - collating, formatting, editing, updates and metrics
- Project Event Support (workshops; research days; Training and welcome weeks)
- Arranging all meetings (kick-off, consortium meetings, review meetings, e.g. in Brussels, wrap-up meetings)
- Dissemination, Metrics, Public advertising - project websites and newsletters
- All final wrap-up details for the project

WHAT OTHER BENEFITS ARE THERE TO RPA SUPPORT?

We can provide a range of bespoke packages and cater for additional items on individual research projects: Budget build, Website build for research projects (WordPress), Conference/event planning and support. In addition, access to the RPA purchasing card is built in, which is an invaluable resource for non-standard research requirements.

Services available to: All with a dedicated support package in place.

CONTACT

To contact us with any queries regarding dedicated support, email step.finance@dcu.ie