



FEATURES

- Professional and experienced collaborative research project management and administration with KITE integrated into the consortium as a beneficiary
- Respects the rules of Coordinator responsibilities (distribution and record-keeping of pre-financing/interim payments and final oversight of deliverable reports).

KITE Central Project Office takes responsibility for:

- Monitoring research progress against plans scientific deliverables and milestones
- Developing and maintaining a risk register for the project including scientific risks and uncertainties and feasibility of changes in strategic direction
- Research project administration including ensuring periodic and deliverable reports are prepared and submitted on time
- Organising consortium research meetings
- Gathering and integrating research results and periodic reporting data from all partners
- Ensuring the format of all research reports are compliant with the latest EU guidelines and submitted via the appropriate EU systems
- Supporting partners in Financial reporting (SyGMA, registration, submission)
- Resolving all resource, finance and reporting queries from partners
- Coordinating amendments to the Grant and / or Consortium Agreement

What our clients say:

“Thank you for organizing such a successful event. There were very meaningful discussions and was lovely to meet you all again.”

“Thank you very much for the close support and guidance.”

Further information:
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H2020 PROGRAMMES

- **EXCELLENT SCIENCE:** European Research Council (ERC), Future and Emerging Technologies (FET), Marie Skłodowska-Curie Actions (MSCA), Research Infrastructures
- **INDUSTRIAL LEADERSHIP:** Leadership in Enabling and Industrial Technologies (LEIT), Information and Communication Technologies (ICT), Key Enabling Technologies (KET), Space; Access to Risk Finance, Innovation in SMEs
- **SOCIETAL CHALLENGES:** Health and Wellbeing, Food Security, Transport, Energy, Climate action, Societies, Security



COSTS

- Project Management costs integrated into the project budget
- Project Management costs can be scaled depending on which services (management, dissemination, exploitation) are required by the consortium
- Typically, the time required is between 0.5 FTE and 1 FTE.



BENEFITS

- Relieve the Principal Investigator from the detailed research planning and communications burden of delivering the collaborative project
- Improve management and focus on collaborative research dependencies to enhance the success of the project
- Professional experienced research project coordination support and guidance for partners
- Reduces project difficulties
- Meet reporting requirements
- Ensure regular resource and budget monitoring

OUR APPROACH

The mission for KITE Project Management staff is to create an optimum collaborative research environment in which leading scientists can focus on science and collaboration. This involves deploying experienced and professional research project managers who are entirely familiar with the administrative and management requirements of the Framework Programme. In addition to a detailed understanding of the programme rules and sound resource management skills, research project managers should be familiar with contractual agreements, intellectual property and research publication practices.

This skill set is rarely found in the post-doctoral researchers often recruited to manage projects and required to look after the project research coordination and reporting requirement. Furthermore, unless working regularly in managing collaborative EU projects, the level of experience necessary is seldom found in general re-search management and administrative staff.

Few leading scientists have either the time or inclination to devote to developing a detailed understanding of the collaborative research management requirements of collaborative research, yet failure to implement the necessary processes, plans, procedures and communications from the start of the project can lead to immense frustration and difficulties downstream, diverting focus from the crucial scientific coordination and leadership essential to successful collaborative trans-national research projects.

KITE can provide the necessary skills and expertise to ensure principal investigators coordinating collaborative EU research projects are effectively and efficiently supported in managing the coordination, administration, monitoring, reporting and communication tasks essential to a successful collaboration.

What our Commission reviews say:

The expert panel estimates management during the second year of the project as excellent, including the management of the project as a whole and the management of the individual WPs.

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All changes, recommendations and problems have been handled in a timely manner, documented accordingly and are easy traceable.

Leading scientists deserve the best administrative and management support. Employing KITE also offers the organisation confidence that costs will be eligible, contracted reports and deliverables monitored and as far as possible delivered on time. Proactive communication with the EU Project Officer for early identification and resolution of issues. Fewer disallowed costs at audit, compliance of all submitted reports and financial claims meaning earlier payments and fewer difficulties.

Performing either as a third party cost built into the budget of the coordinator or as a full beneficiary in the projects we manage, KITE Innovation will perform as an integrated element of the coordinators team, interacting with the consortium to elicit best performance and compliance with funder terms. These tasks are undertaken at rates equivalent to those of the client, thus ensuring a straightforward fit with the project budget. Resource can be allocated flexibly and to the percentage (%) FTE level required so that support is there when needed but not an unnecessary overhead when it's not.

MANAGED PROJECT EXAMPLES

