

Eurescom Management Support

Professional support for coordinators of EU research projects

Eurescom has 17 years of experience in providing management support for collaborative projects performed under the Eurescom programme, the European Framework Programmes (FP5 to FP7) and the Celtic Eureka Cluster. Eurescom's management support services enable project coordinators to focus on managing the general direction of the project and the research results, instead of administrative details. A major part of the administrative work on micro-management level can be performed by experienced personnel at Eurescom. The services are provided for FP7 projects on the basis of sub-contracting.

Please contact us via e-mail at services@eurescom.eu to discuss the management support services you need.

Description of Eurescom Management Support services

Resource management

Reporting and controlling support*

- Entering partner data into EuresTools Reporter and maintaining it based on input from the project management
- Tracking inputs and reminding authors to contribute to the periodic work reports
- Preparing reported data from EuresTools Reporter for reports to the Commission (e.g. interim reports, periodic reports)
- Planning, tracking and analysis of the project's financial performance, and report to the project management

Financial statement support

- Tracking, collecting and summarising Form C from project partners
- Tracking and collecting audit certificates from project partners

Information management

Web support

- Editing and maintaining of the project's Web content (HTML, CMS, Wiki) based on input from the project

* *This support service is only provided in combination with EuresTools Reporter.*

Deliverable support

- Maintaining list of deliverables based on input from the project management
- Tracking and collecting due deliverables
- Reviewing quality of deliverables and feedback to the authors/project management

Communication management

Mailing-list support

- Maintaining mailing-lists (via EuresTools Mail-List or an alternative tool used by the project)

Audio conferencing support

- Planning of audio conferences (scheduling, drafting an agenda, sending invitations, etc., via EuresTools Audio-Conferencing or an alternative tool used by the project)

Web conferencing support

- Logistics support for web conferences (invitations, structuring of agenda, capturing and processing recorded audio and speech; etc.)
- Coaching of web conference moderator for an effective, objective-driven communication process

Event support

- Hosting of project meetings at Eurescom facilities in Heidelberg, Germany (up to about 30 participants)
- Providing support for meetings at other venues (e.g. venue preparation, production of badges and proceedings, etc.)
- Organising the collection of participation fees for workshops and conferences
- Organising the on-site registration desk for workshops and conferences
- Organisation of brainstorming meetings, e.g. in Research Café format

Service fee

We offer our management support services on a sub-contractual basis at a fair fee. Our transparent and reliable price offer will allow you to include the management support services you require into the budget of your FP7 project proposal so that our services as a sub-contractor can be fully funded by the EC when your project starts.

Contact

If you have questions or would like to receive an offer for your project, please send an e-mail to services@eurescom.eu or call Mr. Milon Gupta at +49 6221 989-121.

Eurescom Management Support on the Web: <http://eurescom.eu/services>

Postal address: Eurescom GmbH, Wieblinger Weg 19/4, 69123 Heidelberg, Germany