# **BESTPRAC Training School**

# “Administration of research funding: dealing with several funding sources: for non-university research organisations in Inclusiveness Targeted Countries”

**September 27-29, 2016 | Vienna, Austria**

Please complete this form and return it to [Martina.Poell@tuwien.ac.at](mailto:Martina.Poell@tuwien.ac.at) **by June 20, 2016**, at the latest.

**Contact Author Information**

First Name:

Last Name:

Email:

Organisation:

Department:

**Additional Information**

🞎 I am a member of the Management

Committee of COST Targeted Network TN1302 (BESTPRAC).

🞎 I am a member of the Working Groups of COST Targeted Network TN1302 (BESTPRAC).

🞎 I am an early stage administrator *(max. 8 years after the last education attainment or years in the profession as research administrator)*

🞎 I am working primarily in the pre-award phase

🞎 I am working primarily in the post-award phase

1. **Description of your job and organisation:**

1.1 Please describe briefly the general tasks of the organisation you are working for (e.g. finance, grants office, …):

1.2 What are your personal tasks in the current position?

1.3. How many years of experience do you have in this position?

1. **Questionnaire for the preparation of the Training School**
   1. In which R&D and Innovation funding programmes is your organisation already participating?
   2. With which R&D and Innovation funding programmes do you have personnel experience?
   3. What are the main administrative challenges for participation in R&D and Innovation funding programmes for your organisation?

* *Complex bureaucratic procedures*
* *High administrative workload*
* *Criteria for eligibility of costs are unclear*
* *Delay of payments*
* *Rules are not harmonized*
* *Reporting*
* *Audit*
* *Documentation requirements*
* *Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please prepare for the Training School a short presentation on the “ways of dealing with documentation of different cost categories, reportings and audits” in your organisation.*

1. **Motivation to apply for Training School**

*Please describe briefly (max. 300 words) your motivation to participate in the Training School and your expectations, e.g. how you can benefit from the Training School.*