SGH
Warsaw School
of Economics

Research Manager and Administrator

Experience from the University of Banja Luka, Republic of Srpska, Bosnia and Herzegovina

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Centre for Development and Research Support
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Established in 1975

1975
Faculty of Electrical Engineering
Faculty of Technology
Faculty of Mechanical Engineering
Faculty of Law
Faculty of Economics

1978
Faculty of Medicine
1992
Faculty of Agriculture
Faculty of Forestry

1994
Faculty of Philosophy

1996
Faculty of Architecture, Civil Engineering and Geodesy
Faculty of Natural Sciences and Mathematics

1999
Academy of Arts

2001
Faculty of Physical Education and Sport

2017
Faculty of Security Science
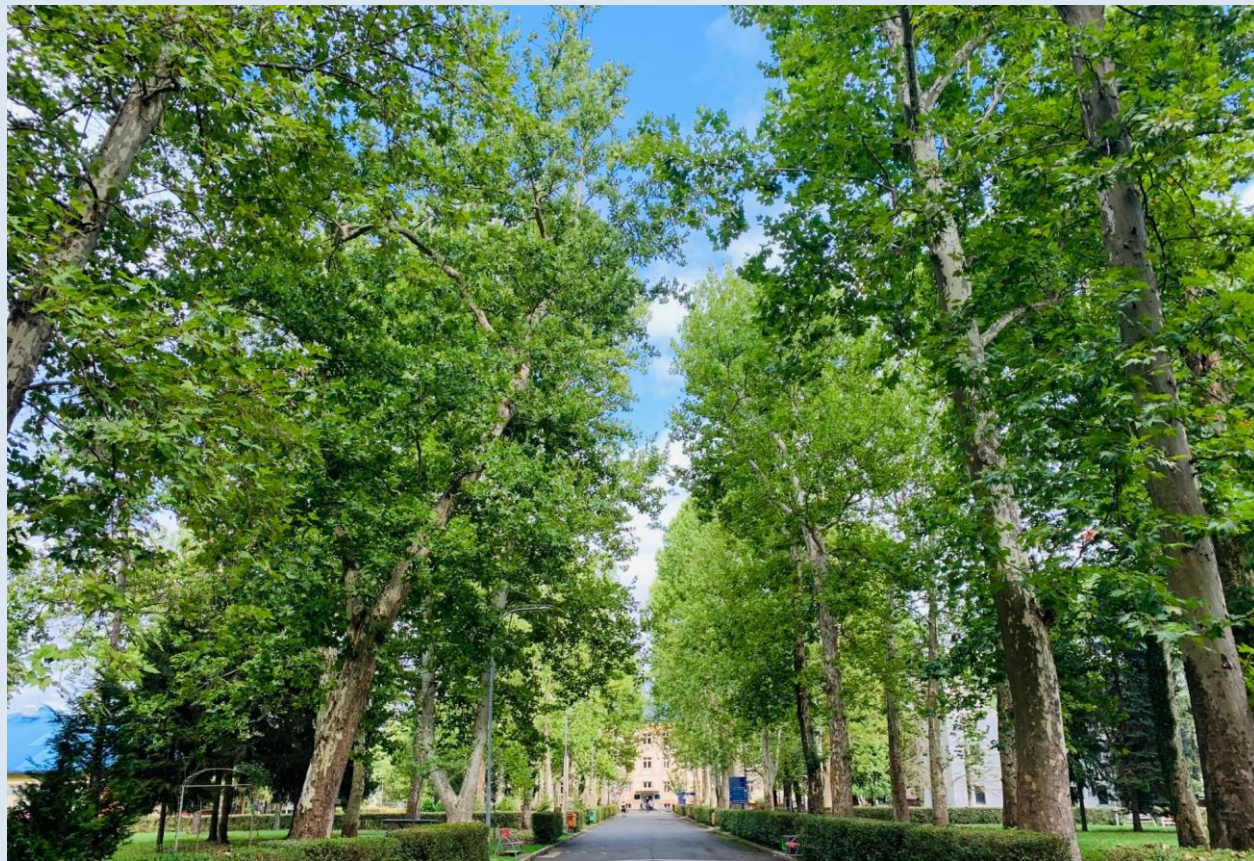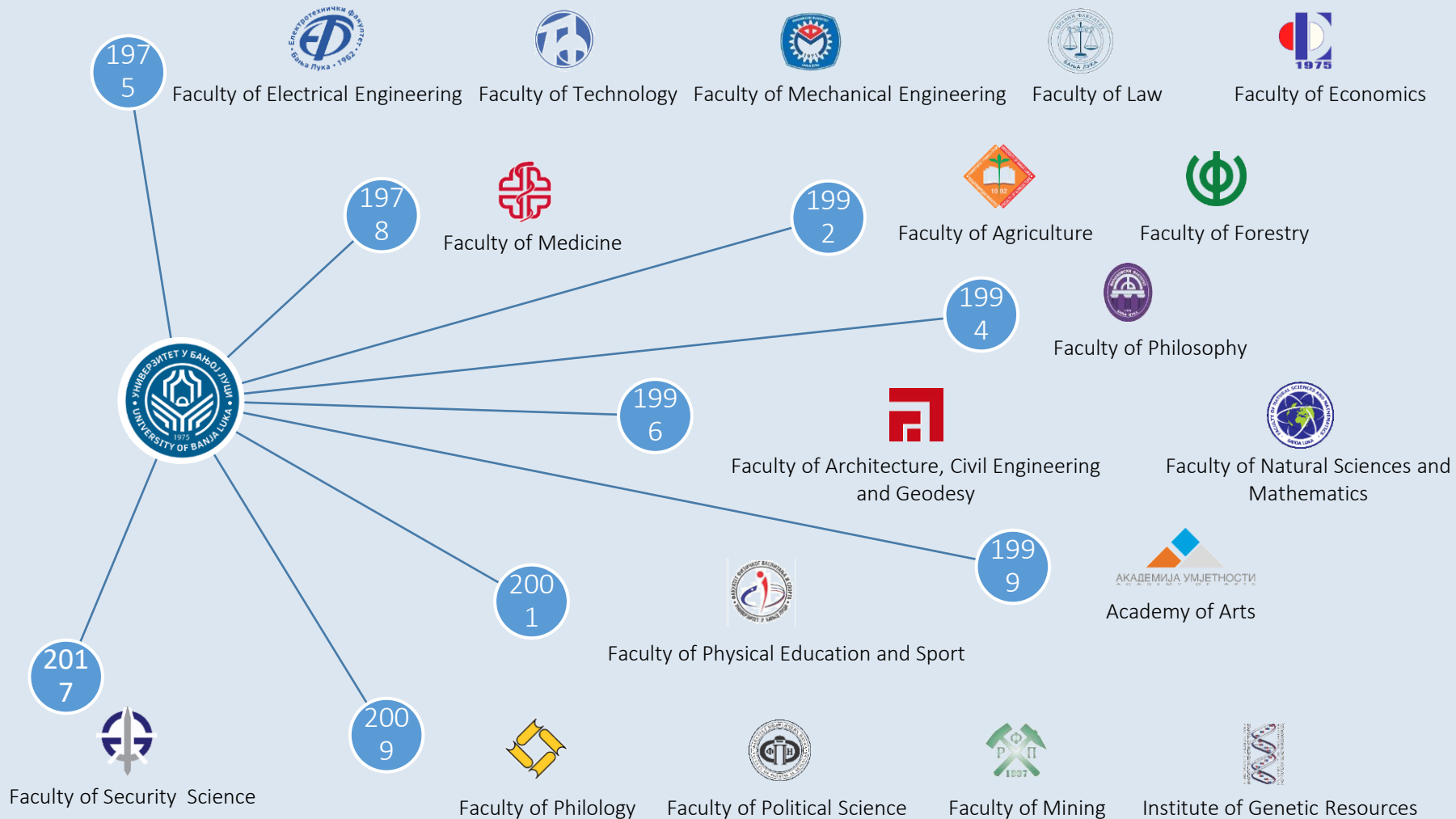
2009
Faculty of Philology
Faculty of Political Science
Faculty of Mining
Institute of Genetic Resources

- **Four student pavilions and 1,600 beds**
- **16,000 m² classroom space**
- **10,000 m² laboratory space**
- **20 computer rooms**
- **Reading rooms, student clinic, psychological counselling centre, sports hall and fields, student clubs**

- **Area of the complex 28 hectares**
- **Rich and diverse flora**
- **Built during the Austro-Hungarian era**
- **Botanical Garden of the University is the only botanical garden in the Republic of Srpska**
- **Declared as protected area with sustainable use of natural resources since 2016 (decision of the Assembly of the City of Banja Luka)**

- **8 active Horizon Europe projects / success rate 17.07%**

- **The European Commission awarded the University of Banja Luka with an HR Excellence in Research in 2013, thus making the University the first HEI institution in Bosnia and Herzegovina as holder of this acknowledgment**

- **Observer in the European Open Science Cloud Network (EOSC)**

- **Regular membership of the Open AIRE LE European Research Network**
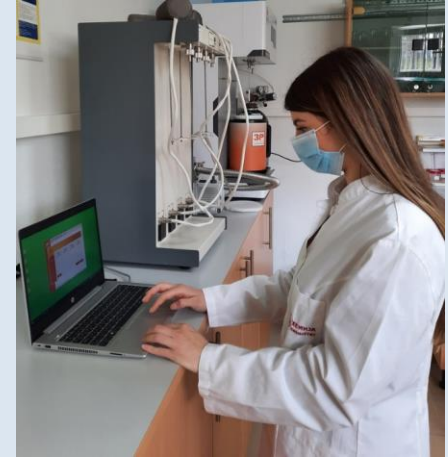
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PRE-AWARD SUPPORT: INFORMATION

- Information on relevant calls for projects and partnerships
- Clarification of programme/grant scheme rules
- Clarification of administrative and financial aspects
- General project management training and programme related info-days
- Knowledge transfer / Intellectual property rights education and training

PRE-AWARD SUPPORT: HANDS ON

- Support in partner search
- Support in development of project idea and concept
- Support in project proposal writing (special emphasis on impact and work plan)
- Review of draft proposals (eye of the evaluator)
- Support in administrative and financial (budget) parts of the proposal
- Proposal development training

POST-AWARD SUPPORT: ADVICE AND HANDS ON

- Support in project management
- Advice on administrative and financial aspects in project implementation
- Support in realization of specific project tasks *(upon request)*
- Support in knowledge and technology transfer (patent application)
- Training on project implementation

Results in the period 2019-2023:

✓ Total 179 project applications/projects supported/prepared/implemented (average 35.8 per year, i.e. 11.93 per person → the number increased by 35% in 5 years)

✓ Support for the development of 95 project applications for members:

- 33 applications for national grants
- 62 applications for international grants including Horizon 2020/Horizon Europe

✓ Support for the implementation of 20 projects in members:

- 7 national
- 13 international

✓ Preparation (26) and implementation (38) projects for CRPI / Rectorate

✓ Percentage of success (number of supported international projects in implementation compared to the total number of applications with CRPI support) = **21%**

Examples of Good Practice
How to make your work visible and valued

- Alone at the office:
  - Providing the basic service
  - Continous training
  - BESTPRAC
- Demand on the rise / Expanding the RMApire
  - Need for additional staff to provide additional services centrally plus at faculties
  - Seizing the opportunities ([WBC-RRI.NET](), [POLICY ANSWERS](), RETLAMI-SEE)

- Office (re)design
  - Learning from others (University of Rijeka)
  - Engaging with the institution's leadership and negotiating
  - Developing the Strategy and Action Plan
- Clearly communicate levels of support you provide at which point in time!

COMMUNICATION, COMMUNICATION, COMMUNICATION

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Doskonałości

Examples of Good Practice
How to clearly communicate levels of service

Basic level of support

If you contact the CRPI team immediately after the call is published, and at the latest 1 month before the deadline for submitting projects in the case of Horizon Europe and other international programmes, you can expect the following services:

- Provision of basic information about the call

- Support in interpreting financial and administrative requirements relevant for writing a project application

- Guidance on internal procedures for submitting an application

Medium level of support

If you contact the CRPI team immediately after the call is published, and no later than 3 months before the deadline for submitting projects in the case of Horizon Europe, or 2 months in the case of other international programs, you can expect the following services:

- Identification of opportunities for researchers (teams)

- Reading and detailed introduction of the call conditions to researchers

- Support in searching for and selecting partners

- Explanation of call forms

- Support in preparing the budget

Advanced level of support

If you contact the CRPI team immediately after the call is published, and no later than 4 months before the deadline for submitting projects in the case of Horizon Europe, or 2 months in the case of other international programs, in addition to the above, you can expect the following services:

- Analysis of team / researcher ideas and alignment with call requirements and donor conditions

- Support in writing the application (with a focus on impact and implementation of activities)

- Review of the application from the evaluator's perspective

Support in the pre-award phase

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Examples of Good Practice
How to clearly communicate levels of service

Basic level of support

If you contact the CRPI team during the implementation of your project, you can expect the following services:

- Providing basic information on financial and administrative rules and procedures (internal to UNIBL or required by the funder) relevant to the implementation of the project

Medium level of support

If you contact the CRPI team immediately after the project funding approval (based on the evaluation results), you can expect the following services:

- Support in the preparation of the consortium agreement and grant agreement

- Adaptation of existing tools for (financial) monitoring of the project implementation

- Support in the preparation of reports, especially from the financial and administrative aspects

Advanced level of support

If you contact the CRPI team during the preparation of the project application or immediately after the approval of the project funding, you can expect the following services:

- Management of the administrative and financial aspects of the project implementation

- Advice and participation in project activities, especially those related to the communication and sharing of project results

- Encouraging the exploitation of research results (search for opportunities)

Support in post-award phase

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