



**R&F**  
**KN • WLEDGE**  
**CENTRE**  
SOLUTIONS. FOR GRANTED.

**Portorož,**  
popular Slovenian resort  
at the Adriatic Sea

All you need to know to prepare a successful project proposal and manage EU grant-funded projects

# INTERNATIONAL SUMMER EU GRANT ACADEMY

from **11 September**  
to **16 September 2011**

The best experts in the region will share with you their knowledge and experience on grant funding for Research, Technological Development and Innovation (RTDI). You will study practical cases of successful RTDI project proposals funded by the European Commission.

Great opportunity for international networking and future cooperation between Industry and Research Organisations

## About the International Summer EU Grant Academy

The five-day International Summer EU Grant Academy for Research, Technological Development and Innovation focuses on **the key skills and competences** that each organisation needs to develop in order to **build and increase its absorption capacity and establish a continuous process of obtaining grant funding for Research, Technological Development and Innovation:**

- Identification and evaluation of project ideas
- Identification of project ideas suitable for grant funding
- Searching for appropriate calls for proposals
- Preparation of a project proposal
- Finding the right partners and creating a complementary consortium
- Administrative and financial management of grant funded projects
- Preparation of project reports
- Efficient preparation for audit controls

**The International Summer EU Grant Academy, therefore, aims at providing you with the necessary knowledge and skills to successfully implement and manage the process of obtaining grant funding within your organisation.**

The Academy targets institutions that want to develop their absorption capacity and provide their staff with specific practical skills for preparing competitive project proposals, coordinating the planned project activities among their partners and preparing financial reports of the project.

The International Summer EU Grant Academy for Research, Technological Development and Innovation is a result of a series of seven EU Grant Academies since 2008, organised by RR & CO. Knowledge Centre Ltd. in Slovenia and abroad.

**Upon completion of the training participants will know how to answer the following questions:**

- For which projects within the organisation is it possible to obtain grants?
- Where can programmes or funds and the respective calls for proposals be found?
- Which programmes are and will be available for the organisation?
- How to start preparing a project? How to define the project's objectives and activities in relation to what is expected from the applicant?
- How to define the costs of a project?
- How to protect one's own interests in the process of preparation and implementation of a project?

**To be able to participate, it is expected that you:**

- Are fluent in English language
- Can use electronic communication (email)
- Have a personal notebook (laptop) to be used during the training

### Target groups

- Managers / CEOs
- Research managers
- Project managers
- Present and future project coordinators
- Consultants

### Target organisations

- Large companies
- SMEs
- Universities / Faculties
- Research Institutions
- R & D performing Institutions
- Ministries
- Municipalities



### Venue

The Academy will take place at the LifeClass hotel Riviera \*\*\*\* in the centre of Portorož, at the Mystica hall offering a wonderful view on the blue Adriatic Sea.

### Portorož

Sea, wind, salt, Mediterranean aromas, palm trees, roses and evergreen plants, relaxation, entertainment and companionship are the words that best describe Portorož, a coastal town at the heart of Europe.

## Programme

### Sunday, 11 September 2011

6.00 p.m. **Registration of participants**

8.00 p.m. **Welcome dinner**

### Monday, 12 September 2011 – DAY 1

9.00 a.m. – 3.00 p.m.

#### **Introduction to grant funding for Research, Technological Development and Innovation**

- Introduction to the methodology and programme of the Academy
- Characteristics of grant funding
- Key programmes and funds for RTDI
- Specificities of RTD grants
- Sources of information about the key EU programmes / funds
- Effective analysis of a call for proposals and other relevant documents

### Tuesday, 13 September 2011 – DAY 2

9.00 a.m. – 3.00 p.m.

#### **Preparation of a project – From the definition of the objectives to the description of the activities**

- Evaluation of the project idea in relation to the call requirements
- How to successfully connect the project objectives to the call objectives?
- Project “Skeleton” and Logical Framework Matrix
- Definition of the research problem
- Description of the “state of the art” and progress beyond it
- Preparation of the Work Programme: Work Breakdown Structure Methodology
- Preparing a good Work Programme – Tips and tricks

5.00 p.m. **Organized boat trip and fish picnic**

### Wednesday, 14 September 2011 – DAY 3

9.00 a.m. – 3.00 p.m.

#### **Project management and project partners – Creating and managing a successful consortium**

- Importance of efficient project management for project's success
- Project management structure
- Roles and responsibilities of project management bodies
- Project partners – creating a successful consortium
- Consortium agreement

### Thursday, 15 September 2011 – DAY 4

9.00 a.m. – 3.00 p.m.

#### **Preparation of the project budget**

- Cost categories
- Different cost models
- Full cost model
- Planning and preparing the project budget
- Justification of project resources

7.00 p.m. **Organized dinner with traditional Slovenian cuisine**

### Friday, 16 September 2011 – DAY 5

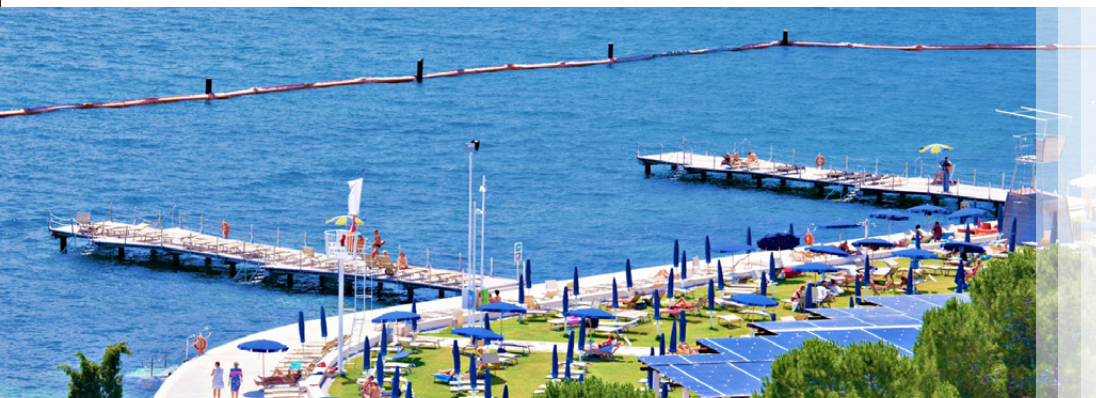
9.30 a.m. – 12.30 a.m.

#### **Dissemination, impact, implementation – How to successfully implement your project and make an impact**

- Dissemination and project visibility – Planning and managing the dissemination activities
- Planning project impacts – Making a difference at EU level
- Administrative and financial management of a project – How to successfully manage an EU funded project?
- Preparation of project reports
- Presentation and use of an internet tool EFAMT® Grant Wizard for financial management of grant funded projects
- Audit control – common mistakes found during ex post audit controls
- Consequences of ex ante and ex post audit controls

12.45 p.m. **Certificates – Official closing of the Academy**

3.00 p.m. **Departures (after lunch)**



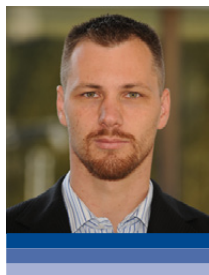
## About RR & CO. Knowledge Centre Ltd.

RR & CO. Knowledge Centre Ltd. is the leading Slovene consulting company in the field of grant funding, this year celebrating its 20<sup>th</sup> year of existence. Our clients are companies, research organisations, different private and public bodies and they know us as a steady and trustworthy company. We offer full and quality assistance in the area of increasing of absorption capacity as well as grant funding. Our experts possess in-depth knowledge and rich practical experience of all the administrative and financial aspects of obtaining national and European grants. We have participated as partners or coordinators in more than 25 projects in FP5, FP6, FP7, Eureka!, national research programs and programs financed through structural funds. We are also proud of our own development and experience, which lead us towards future success, broadening of our activities and recognition of our company in Slovenia and abroad.

**Our experienced lecturers are looking forward to meeting you.  
Get to know them through a short presentation:**



**Mojca Dušica Zajc, Ph.D.**, is the Director of Consulting at RR & CO. She is a senior consultant with more than 10 years of experience and is an excellent expert in the field of analysis of provisions of public policies and implementations of programme evaluations. Her Ph.D. work focused on the cooperation between the small and medium-sized enterprises (SMEs) and public research organizations (PROs) with the focus of innovative capacities of SMEs. She is an experienced consultant and lecturer and an evaluator of project proposals for the Slovenian Technology Agency. She was also a local expert for the Delegation of the European Commission in Slovenia for "PHARE Assessment and Audit of CFCU and Other Intermediary Organisations Implementing PHARE Grant Schemes", leader of the Structural Funds programme evaluation – PPS EQUAL in the Republic of Slovenia, administrative and financial coordinator of GENEPARK – Genomic Biomarkers for Parkinson's Disease (FP6), expert consultant for the project EASIER, coordinator of the MINATUSE and many more. She led various workshops and held a number of lectures related to preparation and implementation of grant funded projects and was a lecturer at the EU Grant Academies in Slovenia, Croatia and Bosnia and Herzegovina.



**Aljoša Kocjančič**, Senior Consultant, holds a Bachelor's degree in economics and is part of the company for more than 7 years. He is an excellent expert and lecturer in the field of finances, preparation of financial plans and justifying the costs of grant funded projects and implementation of full-cost model of indirect costs to various organizations. During his work, he gained extensive working experience, especially in coordinating large international projects, individual preparation of in-depth analysis of managing financial support documentation and in preparations for project audits. In 2006 he presented a working paper on problems of implementation of full-cost model in projects, financed with public means, at the world conference of project managers ICEC & IPMA. He has actively taken part, as financial expert, in the projects: EASIER (FP6), GENEPARK (FP6), SUCCESS (EUREKA), CytoThreat (FP7).



**Damjan Struna, M.Sc.**, Consultant, obtained his Master's degree in Economics at the Faculty of Economics at the University of Ljubljana and has additional knowledge and experience in creative writing. He has been working on the preparation and implementation of a number of RTDI projects and is also well known to the audience in Slovenia, Croatia, Bosnia and Herzegovina and Macedonia, where he has held a number of lectures, seminars and workshops on topics related to grant funding. He is an evaluator at the Slovenian Technology Agency (TIA) and has several years of experience in evaluating project proposals as well as in implementing administrative and financial controls. He was part of the RR & CO. team working involved in the projects: EASIER (FP6), GENEPARK (FP6), SUCCESS (EUREKA), CytoThreat (FP7).



**Ilna Hristova, M.A.**, Consultant, holds a Master's degree in East European Research and Studies from the University of Bologna. She has worked at a consultancy company in Brussels and at the EU and International Project Service of the University of Parma, Italy, before joining the team of RR & CO. She has worked on the preparation and management of several projects, mainly FP7, and has held a number of lectures and seminars on topics related to project preparation, management and FP7. She currently works as administrative and financial coordinator of the CytoThreat project (FP7). She has also lectured at the EU Grant Academies in Bosnia and Herzegovina and Croatia.



**Ivica Ilić, M.A.**, Consultant, holds Master's degree in comparative local development. He has 9 years of experience, starting at regional NGO in Serbia, up to the consultant for grant funding at RR & CO. He has worked on more than 30 projects financed by national (Serbian) and international, mostly EC, funds. He has participated in the creation of local and regional strategic plans for municipalities and districts in the south of Serbia as well as in implementation of 4 research works in agriculture, SME development, industry and FDI attraction. Moreover, he is an author of "Start your business" manual for internally displaced population in Southern Serbia. In addition, he is co-author of "Strategy for common market approach Serbia – Bulgaria" and "Pool of business ideas (given by young potential entrepreneurs)". In 2010 he published "Territorial Pact Leskovac: Toolkit for sustainable development of City of Leskovac", by Lambert Academic Publishing. His fields of expertise are: strategic management, financial management, operational management, foreign direct investment, youth development in local community, NGO development, etc.

## Testimonials

*The "Practical Project Proposal Development Academy" represents a highly professional approach to the complex and important subject of EU grant funding, from which the Republic of Croatia can benefit significantly.*  
– **Dario Corić, head of treasury & financial services at SIEMENS d.d.**

*The school was very interesting, dynamic and most of all useful. My previous knowledge regarding the EU funds was limited to the information regarding the possibilities these funds offer, while thanks to this training, I have learnt how to use these possibilities. A lot of enthusiasm has been invested in the preparation of the programme and the lecturers complemented each other in an excellent manner and brought dynamism to the training keeping the attention of all the participants. The school is very useful and inspiring and it is up to us to develop further the acquired skills.*  
– **Hrvoje Novosel, manager of the directorate for credit analysis at Hrvatska banka za obnovu i razvitak** (Croatian Bank for Reconstruction and Development)

*The Academy is created in a way to combine the theoretical with the practical part. Many examples have been given and with a bit of personal effort, the participant can benefit greatly from the participation in this school. In my opinion, however, the real training begins when we start participating in the projects on our own. We have been given the basics of grant funding and now it is up to us to strengthen that knowledge and make the best use out of it. The lecturers have shared with us their experience which could be of great help. All in all, I find the Academy very useful because of the knowledge I have gained and the acquaintances I have made.*  
– **Zoran Prskalo, board member at Naftni terminali federacije d.o.o. Ploče** (Oil Terminals of the Federation Ltd.)

## Some of our the most important projects

- Project CytoThreat – Fate and effects of cytostatic pharmaceuticals in the environment and identification of biomarkers for an improved risk assessment on environmental exposure (2011 – 2014); programme FP7
- Project iPASS – Development of methodological instruments and informational supported technology instruments for establishment of standard procedures of monitoring and evaluation in Structural Funds and Instrument for Pre Accession Assistance (2009 – 2010); programme: ESRR priority 1.1, Structural Funds
- Public procurement USAID Human and Institutional Development Programme: IPA Training for Municipalities for Macedonia (2008)
- Project GENEPARK – Genomic Biomarkers for Parkinson's Disease (2007 – 2009); programme: FP6
- Project SUCCESS – Uniting Europe through cost management: Development of universally applicable state-of-the-art data model for successful trans-European cost management (2007 – 2008); programme: EUREKA!
- Public procurement for Ministry of the Interior: Evaluation of actions reception of asylum seekers and integration of refugees from the European Refugee Fund Programme in the Republic of Slovenia for 2006
- Project MINATUSE – Micro Nano Technology Use by SME's (2005 – 2012); programme: EUREKA!
- Project EASIER – Engaging regional SMEs within the ICT sector in the EU research (2005 – 2008); programme: FP6
- Public procurements for Ministry of Labour, Family and Social Affairs: The evaluation of the EQUAL Community Initiative Programme in Slovenia 2004 – 2006 (2005 – 2008)
- Project Development of internet application EFAMT® PROFESSIONAL (2005 – 2006)
- Public procurement for Municipality of City of Ljubljana: Updating and adjusting the tender documentation to EU standards (2004)
- Project PHARE Assessment and Audit of Administrative Capacity of CFCU and other PHARE Grant Schemes Implementing Agencies (2002); programme: Phare programme; task: Local expert for Delegation of European Commission in Slovenia
- Project SLORITTS – Regional Innovation and Technology Transfer Strategies for Slovenia (2001 – 2004); programme: FP5
- Project EFAMT® – Easy Financial Accounting and Management Tools for EU Projects (2001 – 2002); programme: FP5

## Fees

Standard rate: 2.190 EUR + VAT

**Early bird rate: 1.970 EUR + VAT (for payments made until 7 July 2011)**

VAT is charged in accordance with the legislation.

### Rates include:

- Training (lectures and exercises) in English
- Official training material (hard copy) in English
- Certificate of RR & CO. Knowledge Centre Ltd.
- Accommodation at LifeClass hotel "Riviera \*\*\*\* superior" for 5 nights, room 1/1 (11, 12, 13, 14 and 15 September 2011)
- Coffee breaks, breakfasts and lunches (12, 13, 14, 15, 16 September 2011)
- Welcome dinner
- Boat trip and fish picnic
- Organized dinner with traditional Slovenian cuisine
- Free entrance to the hotel swimming-pools with warmed sea water
- Hotel entertainment and recreation programme
- Free entrance to the Portorož Grand Casino
- Free entrance to the Riviera Casino
- Parking place close to the hotel
- 10 % discount on all wellness services at hotel Riviera

For additional stays (additional reservations) please contact us.

## Registration Procedures

**Please register early. We can accept only a limited number of participants to encourage personal interaction.** You can register by submitting the application form (by e-mail or fax). Upon registration, applicants will receive quotation with all the accounting details (invoice will be sent after the Academy).

**The registration is formally valid after a deposit of 500 EUR + VAT per applicant is paid. Early registration, before 7 July 2011, offers a reduced fee (early bird rate).** The final date for registration is 11 August 2011 or when the maximum number of participants is reached. The rest of the fee should be paid at the latest by 1 September 2011.

## Cancellation Policy

Should you not be able to attend, you are welcome to send a substitute. Alternatively, you can cancel your attendance by sending a notice of cancellation by e-mail or fax. **For cancellations until 11 August 2011, we will issue a full refund of the fee paid.** For cancellations after that date and until 1 September 2011, we will issue a full refund minus a 500 EUR + VAT fee for cancellation. Refunds will not be granted for cancellations made after the 1 September 2011. RR & CO. Ltd. reserves the right to cancel the event due to unforeseen circumstances. In that case, you will receive a full refund of the fee paid.



**RR & CO. Knowledge Centre Ltd.**  
**Dunajska c. 20, SI-1000 Ljubljana, Slovenia**

Company Registration No.: 5545005000  
VAT No.: SI20429525



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GSM: +386 41 310 955

## Application form for the International Summer EU Grant Academy Portorož, 11 September – 16 September 2011

Please write clearly and in CAPITAL LETTERS. If you have any questions about your application please do not hesitate to contact us.  
Filled application please send to e-mail address: bojan.lipovac@rr-co.eu or fax number: +386 5 627 93 85.

### PERSONAL INFORMATION – Participant 1

First name: .....  
Surname: .....  
Position the organization: .....  
E-mail: .....  
Phone: .....

*Please select your choices by marking with X:*

- I am applying to attend the International Summer EU Grant Academy which will take place from 11 September to 16 September 2011.  
 I am interested in staying in Portorož some additional days and I request more information about this option.

Signature: .....

### PERSONAL INFORMATION – Participant 2

First name: .....  
Surname: .....  
Position the organization: .....  
E-mail: .....  
Phone: .....

*Please select your choices by marking with X:*

- I am applying to attend the International Summer EU Grant Academy which will take place from 11 September to 16 September 2011.  
 I am interested in staying in Portorož some additional days and I request more information about this option.

Signature: .....

### INVOICING INFORMATION – Payer

Name (of the organization / company): .....  
Address (street name, number, etc.): .....  
Postal code: ..... City: ..... Country: .....  
VAT No.: ..... E-mail: ..... Phone: ..... Fax: .....  
Contact person, if not equal to participant(s): .....

**I have carefully read the terms and by sending this application form to RR & CO. Knowledge centre Ltd. hereby agree to be bound by the terms outlined therein.**

Date and place: ..... Signature of the legal representative: ..... Stamp (if necessary): .....

#### TERMS:

**RR & CO. Knowledge Centre Ltd. guarantees protection of personal data in accordance with valid laws.** • Accounting details will be provided on the quotation.

**Fees:** Standard rate: 2.190 EUR + VAT • **Early bird rate: 1.970 EUR + VAT (for payments made until 7 July 2011)** • VAT is charged in accordance with the legislation.

**Rates include:** Training (lectures and exercises) in English • Official training material (hard copy) in English • Certificate of RR & CO. Knowledge Centre Ltd. • Accommodation at LifeClass hotel "Riviera \*\*\*\* superior" for 5 nights, room 1/1 (11, 12, 13, 14 and 15 September 2011) • Coffee breaks, breakfasts and lunches (12, 13, 14, 15, 16 September 2011) • Welcome dinner • Boat trip and fish picnic • Organized dinner with traditional Slovenian cuisine • Free entrance to the hotel swimming-pools with warmed sea water • Hotel entertainment and recreation programme • Free entrance to the Portorož Grand Casino • Free entrance to the Riviera Casino • Parking place close to the hotel • 10 % discount on all wellness services at hotel Riviera • Additional stays (additional reservations) are paid extra.

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