

## Grants Administration Office (Faculties 01 to 15 and Faculty 16)

- ▶ Legal contracts management for members of Faculty 16
- ▶ Maintenance of the university's research project registry
- ▶ Financial account management
- ▶ Assistance with the creation and submission of financial reports and invoices related to externally funded projects
- ▶ Administration and distribution of institutional overheads associated with projects sponsored by the EU, DFG, BMBF, and industry partners
- ▶ Budgetary planning assistance

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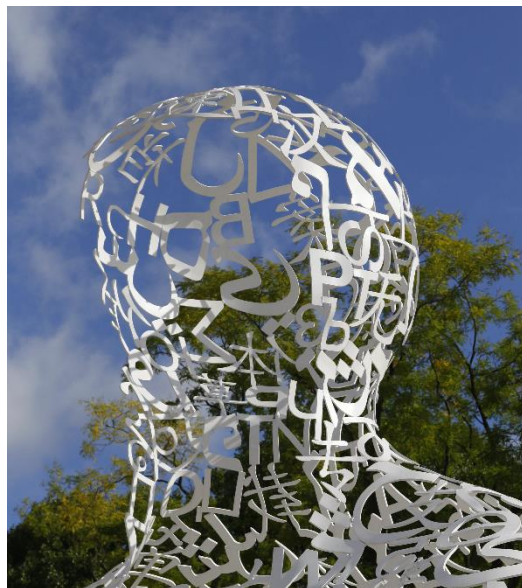
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A Service for Researchers  
at Goethe University

## RESEARCH SERVICE CENTER

Support throughout  
the entire life cycle of a research grant



Research  
Service Center

## OUR SERVICE PORTFOLIO

The Research Service Center is a service unit designed to assist you with all aspects of managing externally funded research projects. Our portfolio includes all administrative services necessary for the successful management of your research grants.

### ► Information & Support

Researchers of all Faculties receive information about calls for research grant applications as well as support with researching suitable funding programmes. Additionally, we assist you during the application phase and maintain the contract management of research projects for members of Faculties 01 to 15.

### ► Project Management

The project management team supports you starting at the grants writing stage up to the management of collaborative projects sponsored by national and international grant providers.

### ► Grants Administration Office (Faculties 01-15)

The Research Administration Office for Faculties 01 to 15 manages the financial accounts associated with third-party funding. Our team sets up project accounts, supports you with the creation and submission of financial reports and invoices and handles the account closeout after the project has ended.

### ► Grants Administration Office (Faculty 16)

The Research Administration Office Faculty 16 manages the financial accounts within Medical Science and is responsible for the legal revision of contracts. Our team sets up project accounts, supports you with the creation and submission of financial reports and invoices, and handles the account closeout after the project has ended.

## Information & Support

- Individual research and information about national, European and international grants
- Events and workshops about national and European funding opportunities
- Grants consultancy targeting national funding opportunities, especially for Early Career Researchers
- Newsletter for Early Career Researchers
- Information about funding opportunities within Goethe University
- Support on the path from the idea to the project: Individual grants consultancy at every stage of your project life cycle
- Strategic and administrative support during the application phase (including questions about eligibility, budgetary planning, and electronic submission systems)
- Contracts management (Faculties 01-15) and negotiation of EU grant agreements (All Faculties)

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## Project Management

### Application support for (EU) collaborative projects

- Reasonable planning and distribution of material and personnel costs
- Consulting on balancing consortia, working packages and structuring the applications
- Design of management structures and protection of intellectual property rights, possibly with the support of Innovectis GmbH
- Support during the grant agreement negotiation phase

### Support of ongoing (EU) collaborative projects

- Provision of project management expertise
- Support with cost statements related to the acquisition of permanent equipment
- Support with the creation of financial reports and preparing for audits
- Support of 2<sup>nd</sup> Level EU Audits

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