

## CONTACT

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## OVERVIEW OF THE TASKS OF THE PROJECT MANAGEMENT DEPARTMENT

- ▶ Intensive guidance at applications for international collaborative research projects which are to be coordinated at the Goethe-University
- ▶ Based on an agreement: Taking over management tasks at ongoing projects
- ▶ Foresighted planning and allocation of personnel and material costs
- ▶ Setting up a sustainable documentation structure of relevant project files
- ▶ Planning of investments and their cost claims including the necessary depreciation calculation
- ▶ Consultation at financial statements, support at the accounting of your costs in order to achieve the necessary accuracy
- ▶ Preparation and intensive guidance at financial audits

[www.rsc.uni-frankfurt.de](http://www.rsc.uni-frankfurt.de)

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A Service for Researchers  
at Goethe University

## RESEARCH SERVICE CENTER – DEPARTMENT PROJECT MANAGEMENT

Support throughout  
The entire life cycle of a research grant



## OUR SERVICE AT A GLANCE

The **RESEARCH SERVICE CENTER** is your first contact point for third-party funded research projects. It is an interface between the scientific departments, the Administration and the Presidium. At the RSC, all administration services are combined during the lifecycle of a third-party funded project.

The **PROJECT MANAGEMENT DEPARTMENT** of the Research Service Center is meant to support you at ongoing third-party funded research projects. Moreover, we offer you intensive consultation during the application phase of international collaborative research projects which will be coordinated at the Goethe-University.

## PROJECT START

You are informed about the basic principles of cost calculation. Derived from the budget table at the grant agreement, we set up a financial plan and allocate different cost categories. The rules for eligible costs will be explained, which kind of personnel costs can be accounted and how lump sums are calculated.

At special cases, the co-funding or the amount of your own contribution, respectively, will be discussed in order to cover the complete project costs.

Especially at EC funded projects, the purchase of equipment should be initiated at the project start. The principles of procurement have to be complied. Forward planning ensures the full cost-cover of your investments.

The recruitment of human resources may have to comply with certain regulations of the third-party funding donor. We can also offer information here.

## PROJECT IMPLEMENTATION

At the ongoing project, the specific requirements for file or invoice documentation, respectively, have to be complied. Additionally, the project documentation has to be assured in a sustainable way.

Tailored to your project, a lean financial controlling should allow you to have an overview of your spending.

## FINANCIAL STATEMENTS AND AUDITING

The filing of financial statements and the handling of documentary checks by the third-party fund donor (Auditing) is supported by us.

We will inform you about the details how an audit is carried out, how a sustainable documentation is the best preparation to deal with all aspects of an on-the-spot check.

## PROJECT COMPLETION

Especially at the end of the project, the efficient use of the granted budget within its cost categories can be challenging. Here, we can gladly advise you.

## COORDINATED COLLABORATIVE RESEARCH PROJECTS

In order to facilitate your application for a coordinated collaborative research project, we would like to offer intensive guidance. Especially for the case if this is your first application, the barrier might appear very challenging.

Thus, we would like to support you at the following objectives:

- ▶ Setting up a consortium, balancing excellence versus regional variety
- ▶ Budget allocation per partner in reference to the efforts promised at the work packages – as well as the country distribution
- ▶ Implementation of the plan at person months
- ▶ Balancing of the work packages or the different application sections, respectively

At successful applications, we can also guide you on the way to the final grant agreement with the third-party fund donor: The project description has to be transcribed into the grant agreement, your role as Coordinator should be represented with an appropriate consortium agreement.

In order to secure intellectual properties, we will mediate at the interface to the law department and the subsidiary of the Goethe-University, the INNOVECTIS GmbH.

## TAKING OVER MANAGEMENT TASKS

You are welcome to outsource management tasks of your third-party funded project to the Research Service Center.

Depending on the mutual agreement, we would take care for the steering of project deadlines, milestones, deliverables, the reporting obligations as well as the cost accounting.

Project communication with partners or the European Commission, respectively, can be facilitated by us, project marketing and dissemination can also be supported by us.