**Training Course in**

**PROJECT MANAGEMENT AND IPR**

**Pisa, October 10th and 11th 2018**

The course aims at providing participants with a complete set of tools to properly managing complex international projects, with particular reference to the research fields.

A first part of the project will be dedicated to project management techniques and procedures to be implemented for a smooth running of projects. A second part will be dedicated to financial reporting rules on eligibility of expenditures, mainly in relation to the EU Horizon 2020 Programme. Finally, the last part will focus on IPR discipline and knowledge transfer in the frame of funded projects.

**Main contents of the training course:**

* **Project management**
* Managing international projects
* Start-up of project activities: conclusion of agreements among participants, organisation and contents of the kick off meeting
* Planning and monitoring project activities
* Coordinating and motivating the team
* Monitoring and managing potential risks
* Reporting duties and payment modalities
* Project changes and amendments to the grant
* Project closure
* **Financial reporting**
* Reporting principles
* Staff costs
* Other direct costs (Consumables, equipment, travels, other goods and services, subcontracts)
* Indirect costs
* Ineligible costs
* Third parties’ participation in project activities
* **Management of IPR and knowledge transfer**
* Intellectual Property Rights and the Open Access discipline
* Patenting research results
* Exploitation of research results and knowledge transfer

**DOCENTI:**

* **Vittoria Colombo**, EU CORE Consulting
* **Roberta Davisod**, EU CORE Consulting

**PROGRAMME**

**Wednesday October 10th 2018**

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| 09.00-09.15 | Welcome and introduction to the course |
| 09.15-10.00 | Managing international projects |
| 10.00-11.00 | Start-up of project activities: conclusion of agreements among participants, organisation and contents of the kick off meeting |
| 11.00-11.15 | Coffee break |
| 11.15-12.00 | Planning and monitoring project activities |
| 12.00-13.00 | Coordinating and motivating the team |
| 13.00-14.00 | Lunch break |
| 14.00-14.45 | Monitoring and managing potential risks |
| 14.45-15.30 | Reporting duties and payment modalities |
| 15.30-16.15 | Project changes and amendments to the grant |
| 16.15-17.00 | Project closure |

**Thursday October 11th 2018**

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| 09.00-10.00 | Reporting principles |
| 10.00-10.30 | Staff costs |
| 10.30-11.00 | Other direct costs (Consumables, equipment, travels, other good and services, subcontracts) |
| 11.00-11.15 | Coffee break |
| 11.15-11.45 | Indirect costs |
| 11.45-12.15 | Ineligible costs |
| 12.15-13.00 | Third parties’ participation in project activities |
| 13.00-14.00 | Lunch break |
| 14.00-15.00 | Intellectual Property Rights and the Open Access discipline |
| 15.00-15.45 | Patenting research results |
| 15.45-16.15 | Exploitation of research results and knowledge transfer |
| 16.15-17.00 | Q&A and course wrap up |