

# TOOLKIT WP3 TRAINING DAYS

University of Bologna

I module 10/03/2021

17/03/2021

II module 24/03/2021

31/03/2021

III module 28/04/2021

05/05/2021



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Toolkit

## ONLINE TRAINING first module agenda

### MODULE N.1

#### MODELS OF PROJECT MANAGEMENT FOR UNIVERSITIES: TO ADDRESS INTERNATIONAL CALLS BY ADOPTING A COMPREHENSIVE APPROACH

10 -17 MARCH 2021

The aim of the first module is to present a comprehensive approach towards funding schemes/call for proposals and project design at institutional level that is based on the matching of two main dimensions: one external and one internal.

The first day will be dedicated to deepen all the external factors that impact on the decisions to select, and apply for a specific call for proposals. An analysis of the main actors that open calls and offer financial opportunities will be conducted at regional level. Participants will be asked to contribute to the definition of a taxonomy on the main activities and the main budget units that are usually included in project proposals. Finally, the module aims at identifying the main components of an external call in order to make it more understandable for the university local community.

The second day will be dedicated to the internal factors and to answer a simple but not trivial question: "Are all project funding opportunities relevant for our institutions?" Participants will be asked to evaluate the relevance of a proposal for their own organisation according to a check list. In addition, an analysis of the main principles of collaboration will be conducted in order to identify common criteria to contribute to project proposals, especially when these come from other partners. Finally, once trainees have become familiar with the essential features of a call for proposals and the relevant internal factors that should guide the decision-making process, they will be asked to draft a project proposal starting from the definition of the partnership and the concept note.

#### Main topics:

- ✓ Asian universities and possible impact of external sources of funding;
- ✓ State of the art on the main opportunities offered and on the main actors active at regional level;
- ✓ Main elements of a call for proposals;
- ✓ Matching institutional priorities with the opportunities and requirements of a call;
- ✓ Models and principles of collaboration in drafting project proposal;
- ✓ Organisational models to participate to calls: phases, roles, activities, competences;
- ✓ Networking with the other institutions;
- ✓ Implications in the decision to apply for a call.

**WEDNESDAY MARCH 10<sup>TH</sup>**  
**REGIONAL ACTORS AND EXTERNAL FACTORS AND OPPORTUNITIES RELATED TO PROJECT MANAGEMENT**

Pre – assignments: participants must submit full proposal and short description (attached) of 2 active projects that their own university is already carrying out. We recommend not to include only Erasmus plus capacity building projects. Documents must be available also during the training as they will be used for the exercises. Example of Donors.

**8:30 Opening Session**

brief presentation of participants and short pool to address motivation and expectations.  
*Filippo Sartor- International Relation Division (UNIBO)*

**9:00 Why external competitive funding or project opportunities may be relevant for universities?**

A taxonomy to classify projects in terms of:

- Type of donors
- Type of eligible activities/actions
- Type of eligible budget items

*Filippo Sartor- International Relation Division (UNIBO)*

Exercise: bring 2 projects already carried out by your institution and classify them according to inputs reported in the table A

30 minutes

**10:00 Main actors and donors to support university initiatives in Toolkit partner country region**

*James Kennedy – TOOLKIT Project Advisor*

**10:45** Break

**11:00 Analyse calls and external opportunities:**

Definitions, main documents, key information and features

*Filippo Sartor- International Relation Division (UNIBO)*

**11:45 Exercise:**

fill a call fiche in order to promote a specific call within your institution

*All participants*

**12:20 daily recap**

Assignments for the next week: complete the call fiche and send by Tuesday March 16<sup>th</sup>

**12:30 End of the day**

**WEDNESDAY MARCH 17<sup>TH</sup>**  
**LOOKING INSIDE YOUR INSTITUTION: ARE ALL PROJECT PROPOSAL USEFUL AND FEASIBLE?**

**08:30 Short introduction of the day**

*Filippo Sartor - International Relation Division (UNIBO)*

**8:35**

- Identify and adopt criteria to evaluate your participation to project proposals
- Principles of collaboration in project writing and design

*James Kennedy - TOOLKIT Project Advisor*

**9:30 Exercise**

propose 2 short project descriptions to each group and, according to their own needs and a planned scheme, identify if these project proposals fit with your organisation and if they can be improved adopting a more collaborative approach

*All Participants*

**10:15 recap of the exercise**

**10:30 break**

**10:45 Matching external and internal factors: from a project idea to actual first draft**

- Develop your idea
- Criteria to build a project partnership
- Draft a concept note

*Filippo Sartor- International Relation Division (UNIBO)*

**11:30 Exercise:**

according to a set of calls for proposals offered to the participants (preferably the same calls that have been analysed during the “call fiche exercise”), each group will start working in order to prepare a first concept note of their own idea. At the same time, the group will discuss criteria to identify possible partners. Participants will have the entire next week to complete the concept note.

**12:20 daily recap**

Assignments for the next week: complete the concept note and send by Tuesday March 23<sup>rd</sup>

**12:30 end of the day**