

support services overview

PREPARATION OF DOCUMENTS FOR THE CONTRACT

- ✓ Fill out electronic forms and starting schemes
- ✓ Draft the contract or consortia agreement
- ✓ Help negotiating practical aspects, such as grant starting dates
- ✓ Prepare administrative forms

BUDGET REVISION AND UPDATE

- ✓ Prepare a revised version of the budget
- ✓ Outline the spending plan for the life of the project
- ✓ Prepare drafts for communicating with the funding agency

ETHICS REVIEW & OTHER ISSUES

- ✓ Support for drafting the ethics review response
- ✓ Help with unexpected administrative procedures