



Project management : grant handling from start to end

support services overview

PROJECT START-UP

- ✓ Coordinate with the administration of the corresponding department
- ✓ Set up monitoring tools (timesheets, reporting documents etc)
- ✓ Support to prepare data management plans & career development plans
- ✓ Assist the preparation of communication and dissemination plans for the project
- ✓ Sourcing of advisory board members if applicable




GRANT MANAGMENT

- ✓ Overseeing and monitoring the project's procedures
- ✓ Oversee the financial reports
- ✓ Follow up on the scientific monitoring of the project
- ✓ Assist with communication and dissemination plans for the project
- ✓ Administration of project resources included budget-related issues
- ✓ Oversee the keeping of financial records for potential EU financial audits
- ✓ Handling complex administrative matters such as contract amendments or audits

practical tips

- ✓ Daily running of the project is administered by each department with coordination from FAA.
- ✓ FAA provides calendar and filling system for monitoring and periodic reporting.

click for additional info

-  [Open access & data management plans information](#)
-  [Social sciences data privacy & ethics information](#)
-  [NHH Career development plan template](#)