THE FUNDRAISING AND PROJECT MANAGEMENT OFFICE
The Fundraising and Project Management office (F&P) draws on many years of experience with national and European research funding. The Fundraising and Project Management office provides support to AAU researchers at all levels to target external funding for research and innovation activities at Aalborg University and handles the administrative management of projects.

The services of F&P have evolved over the years offering a “cradle-to-cradle” approach where the team is able to offer strategic and proactive research policy support services at the pre-call level, qualified support in the proposal writing phase and professional project management once the researcher is awarded with a grant. This integrated approach enables the university to pursue its strategic objectives leading to successful, sustainable and complementary results for the different research environments at Aalborg University.

The “cradle-to-cradle” approach is illustrated below:
During the preparation of RIBuild, a successful Horizon 2020 application, my colleagues and I had a very positive experience with the staff of F&P. Their support was very specific and they were good at clarifying the target in the application, especially in relation to focus on excellence, objectives and impact. F&P’s guidance in the specific call particularly pointed out the importance of specific challenges, scope, and helped ensure that the expected impact was clearly addressed. In addition, F&P had good insight into the level of detail in each section, the budget preparation, the scope of deliverables and milestones, and the description of project management.

We were fully responsible for the preparation of the project and the writing process itself, but F&P offered their assistance throughout the entire process.

After the application was accepted, we had (and still have) good support from Project Management on ensuring that the Grant Agreement was put in place, on having a clear understanding of how we should deal with the evaluation report from the EU, and on the design of the project description in a new template.

Senior Researcher, Ernst Jan de Place Hansen, scientific coordinator, RIBuild
Is your research group going international? Do you wish to develop the fields you excel in on a European scale? Then you may need support to liaise with policy makers in Denmark, the EU or outside Europe. Policy activities at AAU are all about providing policy and strategy support to the AAU research community. Our mission is to provide a proactive research policy support service.

During the last three years our group has had a close collaboration with F&P in order to position our research within H2020 as well as to set up an H2020 proposal. F&P provided advice and recommendations, both in relation to policy in Brussels and preparing EU proposals. The collaboration with F&P has ensured that we have a sharper profile with regard to coordinating strategic research initiatives from our group and with regard to prioritizing our focus in different EU fora.

Prof. Brian Vad Mathiesen, Dept.of Development and Planning, Aalborg University
Key points of our national and European policy engagement include:

- Coordinating strategic initiatives to further AAU positions for fundraising together with the AAU management and the AAU research community

- Support in coordinating and writing policy and position papers and research policy consultations

- Targeting information about future research programmes and funds

A central feature of our policy strategy is the promotion of AAU research expertise and outcomes to enable evidence-based policy formulation and implementation. We interact with regional, national and European institutions in order to engage and advocate the positions of Aalborg University research.

More and more research policy in Denmark is being formulated in a European context and therefore it is important that Aalborg University has a supportive organisation very close to the EU, closely follows what is going on and has good contacts in Brussels. We gain by having a presence in Brussels.

Prof. Frede Blaabjerg, Dept. of Energy Technology, Aalborg University
The F&P Office addresses a growing need to be proactive and to nurture policy discussions about future directions with input from you. It’s all about communicating your positions in order to ensure your influence on future programmes.

The F&P team therefore assists you in terms of:

- Raising awareness of your research area and liaising with key stakeholders
- Putting forward your views to policy makers promoting your research area
- Building networks and alliances for strategic cooperation
- Promoting and communicating your research – including organizing meetings with policy officials
- AAU Brussels Office – your platform in the EU offering access to targeted information and raising the profile of AAU. Access to meeting facilities.

The F&P Office provides excellent advice and support to AAU research communities in order to nurture policy discussions and to provide knowledge for tackling societal challenges.

A key task is to provide knowledge and to build links with both private and public sector stakeholders. Knowledge driven development builds on cutting-edge insight for tomorrow’s solutions.
F&P has played an important role by providing us with knowledge about the EU system in general and how to influence the research programme. F&P has contributed with networking and assistance regarding the interpretation of the navigation system within the EU. As a result of this F&P has contributed to the strengthening of our position both in the context of research and in relation to Horizon 2020.

Prof. Hanne Kathrine Krogstrup, Dean, Faculty of Social Sciences
Is the business of writing a proposal for research funding new to you? Are you an experienced researcher who wants to apply for prestigious funding or EU funding? Do you need inspiration for where to apply for funding for your specific research? Or do you need a second opinion on the technical quality of your proposal?

The Fundraising team at the Aalborg University Fundraising and Project Management Office (F&P) offers free, qualified, professional advice and administrative support to researchers. We provide support to all AAU employees in need of assistance in the development phase of their funding application.

The fundraising office was of great help when we applied for a larger strategic research project under DANIDA. Lone and Helle were the toughest sparring partners in the writing process and really got us through that last mile, which made our proposal among the lucky few that passed the first phase.

Par-Ola Zander, Assoc. Professor, Department of Communication and Psychology
WHAT’S IN IT FOR YOU?

Our support gets you to the relevant funding sources more quickly and may improve the technical quality of your proposal so that you avoid failure due to technical reasons.

By involving F&P in your funding plans as early as possible, we will be able to help you and Aalborg University increase external funding.

In order to achieve optimal quality in the application material, I am regularly in contact with the Fundraising and Project Management Office. Researchers at the department and I have benefitted greatly from services like the monthly newsletter “(F&P) New calls + updated funding calendar” and the annual cycle of relevant funds. This information is a key tool in my day-to-day work when it comes to keeping our researchers informed about the current opportunities for external funding. Furthermore, I am often in dialogue with F&P when it comes to feedback on applications where there may be doubts about the next move. Whether it’s the prestigious ERC or Horizon 2020, F&P has extensive knowledge and expertise in the EU area that is important to draw on.

Bo Møller Lange, Fundraiser, Department of Sociology and Social Work
WE OFFER A WIDE RANGE OF TAILOR-MADE FUNDRAISING SERVICES

- Discussion of the project idea and identification of relevant sources of funding, including access to professional funding databases

- Providing general information about Danish, European and other international research programmes (funding newsletter, specific annual funding options, biannual problem-based training programme etc.)

- Strategy development for getting your idea funded

- Putting you in touch with relevant stakeholders in order to promote your idea for adoption in relevant funding programmes (please see the science diplomacy folder)

- Assistance in coordinating interactions with the consortium

- Proofreading, strengthening of the structure and clarity of the application

- Preparation of the project budget, ensuring a reasonable match between project description and budget and its overall correlation to the call and the internal AAU guidelines

- Assistance to the researcher in obtaining the required documentation, letters of support, mandate and necessary signatures etc.

- Bibliometric analyses

All of these services are free of charge. In addition to the above, we offer a variety of other services in conjunction with colleagues dealing with policy and project management.
The F&P Office provides excellent professional service in fundraising. The fundraisers have a good overview of the opportunities for applying to foundations, research councils and the EU, and are happy to help draw up a budget for the application in conjunction with the researcher. They are also good at aligning the budget with the department’s policies for project applications. Additionally, fundraisers also give advice on the content of the project application, such as the description of the project management.

Ole Schjødt Kjær, Head of Administration, Department of Clinical Medicine
With extensive experience in both European and nationally funded projects, the F&P Office helps you maintain focus on the scientific part of your project and get it beyond the state of the art.

"As project management at the F&P Office is characterized by a professionalism and robustness unmatched by anyone, I highly recommend their services to you all."

Professor, Jesper de Claville Christiansen, scientific coordinator of NANOTOUGH and EVOLUTION

"It is a very reassuring feeling for me that I can rely on the competences of our F&P office to take care of all financial and formal issues."

Professor, Volker Krüger, scientific project manager of STAMINA
We are ready to help you with your project management all the way from the early contract negotiation stage until your project has been completed and you are ready to continue with your next project.

We offer assistance with all the project management tasks of a research project. Our support will be customised to the needs of the individual project. The project management tasks can be financed by the project’s administration budget.

Project management tasks may include:

**Project and finance management**
- Contract negotiation
- Financial reporting
- Scientific reporting (collecting, proofreading and submitting)
- Writing management reports
- Preparing for project reviews and audits
- Contract amendment

**General administrative tasks**
- Support to scientific coordinator
- Day-to-day communication within the consortium and with the grant provider
- Planning meetings (agenda, minutes, travel, food etc.)
- Dissemination activities (managing project website)
- Organising conferences, workshops and similar events

**Aligning the project with AAU procedures**
- Internal setup for administrative procedures
- Closing the project after end of the project period
...AND HOW IT ADDS VALUE TO YOUR PROJECT

As an experienced operator of both European and nationally funded projects, F&P tackles administrative obstacles to achieving excellent scientific results. You will get professional and strategic feedback on project issues to help you in your role as head of the project. Projects facilitated by F&P are characterized by:

- Professional setup for the administrative aspects of the project
- Fluent and focused communication with the consortium members and the grant provider
- Carefully planned and well-prepared activities
- Accomplished milestones and progress reports
- Execution on time, within scope and within the budget
- Adequate dissemination of the project results
- Positive reviews and audits

All of the above will enable you to concentrate on your research.

In need of Project Management? #2

The project started a year ago and it is time for the first report. There’s both a technical and a financial report and all partners have to deliver input. Several questions and tasks come to mind: How do you make sure that the Work Package leaders coordinate input from all partners so that all the work in the project is well presented? How do you guide the other partners on how to report their costs in the project? How do you find the time to collect all the input and put it together in a professional report? And when finally everything is finished, you realize that you are supposed to submit the report in an unfamiliar on-line system that isn’t logical at all!

In need of Project Management? #1

You are the coordinator of a well-functioning European research project with 11 partners from 7 different countries. However, some of the results in the project indicate that you need to make some changes to the project plan. This means that you need to apply for an amendment: budget and tasks should be shifted among partners and there is a bulk of administrative work to do before the amendment is in the bag.
APART FROM THE CORE RESEARCH SUPPORT YOU MIGHT BE INTERESTED IN THE FOLLOWING SERVICES WHICH WE OFFER

Funding mail
F&P sends out the funding mail every other week with various information about calls, news and events – national as well as international.

Network for Research Supporters at AAU
We organize meetings for TAP employees in order to address issues related to fund-raising as well as administrating research projects at AAU.

Join the network and meet fellow colleagues with the purpose of exchanging experience and addressing issues related to research support.

Conference service
If you are arranging a conference or the like, we can help you to handle practical and co-ordination issues - from planning to implementation.

H2020 NETWORK
In co-operation with Projektøkonomi, we organize meetings for TAP employees in order to address issues related to administrating European research projects at AAU.

Join the H2020 Network and meet with fellow colleagues with the purpose of exchanging experience and addressing issues related to administrating H2020 research projects at AAU.

Bibliometrical Analysis
A bibliometrical analysis can reveal the strengths of a researcher, a research group or an entire department compared to competing applicants for grants of any kind. We can provide analyses or series of analyses of potential quality measures within publication of research results.

For further information and contact details please see www.funding.aau.dk.