

SHAPING THE FUTURE - IX EDITION

IST Organization and Services

PROJECTS OFFICE





**ADMINISTRATIVE AND FINANCIAL MANAGEMENT OF
RESEARCH PROJECTS
FINANCED BY NATIONAL AND INTERNATIONAL AGENCIES*
(from application stage to closure)**


* Includes consulting and service projects

Projects Management STRUCTURE



**Projects Office
Coordination
DP**

Responsible: Teresa Malhoa



National Projects
(National and Regional
Funds)



International Projects
(European Funds and
other International
Funds)

Team
42 collaborators

**FINANCIAL
REPORTING**

COMPLIANCE
GRANTS TERMS AND
CONDITIONS

**INTERNAL
RULES AND
REGULATIONS**

**AUDIT
FOLLOW-UP**

Project Manager



**COST
CONTROL**
BUDGET AND
TREASURY

**COST ELIGIBILITY
CHECK**

COMMUNICATION
FINANCING AGENCIES

General competencies:

- Support in the preparation actions for new projects;
- Opening of projects;
- Control of overheads;
- Follow-up of the financial execution of the project budget;
- Verification of expenditure procedures as to eligibility and legality;
- Verification of financial responsibility and consequent expenditure authorization;
- Revenue management (including transfer of funding in IST-led consortia);
- Preparation and execution of financial reports;
- Closing of projects;
- Monitoring of financial audits.

WHAT WE DO?

PROPOSAL PHASE

Support in the preparation and submission of applications for national and international funding

APPLICATION



Institutional documents and
signatures
BUDGET (preparation and check)
Eligibility criteria

WHAT WE DO?

POST-AWARD PHASE

Financial execution of approved projects

PROJECT



Project Manager



IMPLEMENTING THE GRANT
PROGRESS REPORT (FINANCIAL REPORTS)
CLOSURE

WHAT WE DO?

**Collaboration with Pre-award
Network
(Research Units/Science Managers)**

**Networking
Consortium Strategy
Identification of Calls (Horizon
Europe)**



- **Pre-Award Network meetings (sharing information and good practices)**
- **working groups to develop application support materials: Administrative Forms/Part A/Budget**

**Check if your Research Unit already has a
Science Manager – get in touch for support in
your research strategy**



FACTS AND FIGURES

Around 600
active
projects

Budget/year
40M€

130 European
projects (HE)

214 National projects
(FCT, PT2020, PT2030
and
PRR/Recovery and
Resilience Plan)

241
consulting
and services
projects

CONTACTS



- Home
- Events
- News
- Framework
- Prizes
- Technical Support for Applications
- Horizon Europe (2021-2027)
- IST ERC Acceleration Programme
- MARIE SKŁODOWSKA-CURIE ACTIONS
- Funding Programmes
- Funding Opportunities
- Projects (Co)funded by the EU
- Projects
- Internal support documents
- Frequently Asked Questions
- Newsletter
- Contacts

News

FCT launches Call ERC-PT Careers 2024

21 June, 2024

Annual Report 2023 on the European Union's R&TD activities published

17 June, 2024

COST (European Cooperation in Science and Technology) launches 60 new actions

17 June, 2024

European Statistics Awards stimulate innovation in the field of Web Intelligence

14 June, 2024

Applications are now open for the CMU Portugal Academy Advanced Training Program in Digital Technologies

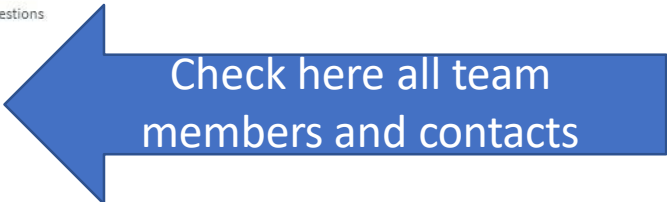
11 June, 2024

<https://dp.tecnico.ulisboa.pt/en/>

Thank you!

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Check here all team members and contacts