General overview over Project Management services provided to H2020 Coordinator projects & Other Complex projects:

IN CONTRACT NEGOTIATIONS:

- Evaluation Summary Report
- Attending to the recommendations. Helpdesk to partners: responding to very specific items.
- Preparation of the Annex I
- Coordination: formal obligation: Funding providers requires a formal obligation of all project partners.
- Contract agreement between the project consortium and the funding provider.
- Consortium Agreement: Contribution with the AU –legal officer in the preparation of a draft of the Consortium Agreement and moderates contract negotiations.
- Signing of the Contract agreement.
- Coordination: Distribution of all relevant documents to all partners, collection and submission of the signed documents to the funding provider.

IN FINANCIAL MANAGEMENT:

- Finance management in the course of the project
- Calculation of the whole budget
- Calculations of the amounts to be transferred to the partners after payment by the funding provider.
- Support in all financial queries.
- Continuous controlling of the finances during the entire project duration
- Reporting to the funding provider.
- All these tasks are carried out in close cooperation with the Coordinator. It is also important that the finances are continuously monitored during the whole project duration.

REPORTING DURING THE PROJECT LIVE CYCLE:

We take over the coordination of the entire Reporting. We create reports according to the guidelines of the funding provider and guarantee a timely submission of the reports.

- Timely submission of the reports
- Carrying out the Reporting
- Preparation of the reports
- Communication during the Reporting

- Scrutiny of the Report.
- Quality check (Total Quality Management)
- Submission of the reports via funding provider system.
- Interactions between the funding provider and the partners in the Consortia
- Admin -Helpdesk function to the partners.

WE OFFER:

- We are the central contact point for any questions during or after the Reporting.
- We take over the entire coordination of the Reporting.
- We directly communicate with your partners and disburden you at most.

In this way, you win time and can concentrate on the essentials: your research.

- We set the highest standards for our work and also on the reports.
- We take care of the reports being submitted in a high quality and in due time and according to the funding provider guidelines.
- Excellent reports mirror excellent work and increase your acceptance and your image at the funding provider. This might be the opportunity for further projects.
- We have profound knowledge of the requirements of the funding provider.
- We are helpdesk for you and also the project partners.

For more information about our service and/ or a tailored individual package, please contact Pernille von Lillienskjold.

Project Management Support team have Professional Experience in the follow areas: