

H2020 Coordinator Role - Project Management Considerations

If an academic in one of the departments in the Faculty of Medicine would like to become a coordinator of a H2020 EU consortium project, the department should consider the following:

- Does the PI have the relevant experience of being a participant of previous EU project(s) to become a coordinator of a consortium?
- Has the PI considered the resource and can devote enough time to handle the administrative burden, along with the Project Manager, to carry out the coordination duties of a H2020 EU project?
- Consortium bids should be worked up at least 10 weeks before the call deadline, preferably 6 months for really large bids.
- An appropriate budget must be costed for Project Management on the consortium project. Project (Consortium) Management, not the same as Research Management should also include elements of Dissemination, Exploitation and Stakeholder Engagement., alongside with Event Management. The Project Management could be achieved through one of the following:
 1. PMO ([Programme Management Office](#), part of Enterprise Division within Imperial College)
 - Preferred approach
 - The PI should contact the PMO to discuss using them as the management role on the project (Contact Radu Rautiu)
 - PMO is able to support proposal development and project delivery
 - Proposal support (pre-award) is available free of charge, although this is provided on the basis that PMO is costed into the project to support the delivery stage
 - PMO could also support in the delivery phase Dissemination, Exploitation and Stakeholder Engagement activities.
 - Added to InfoEd as a separate subproject with Dr Radu Rautiu as co-investigator
 2. A Project Manager paid directly through the project.
 - The Project Manager should be fully trained and understand the management, and financial requirements of H2020
 - Added to InfoEd as Directly Incurred under the main award
 3. Outsourcing to an external management company, please note:
 - Outsourcing the management of the consortia to an external company has very high risks associated with it – **please see footnote**.
 - If not managed efficiently and effectively can result in reputational risk to the college.
 - Does the external company have the relevant skills to engage in conversation and necessary dialogue with different member states of the European Union?
 - Added to InfoEd as a Professional Service and will not attract overheads.
- The department should be aware of the administrative and management risks if a project manager is not appointed appropriately. (The EU JRO team DOES NOT have the resource to take on coordination responsibilities).

Option 3: The EU Research Office/College would be against this, both for the loss of financing to the College and for the extra layers of legal responsibility which would have to be formalised in written agreements to protect College who ultimately would be responsible for all project management activities irrespective of who they are delivered by. It might be appropriate in a particular case to include an external company as a beneficiary for a discrete tasks – e.g. running the project dissemination/outreach activities/running the project conferences. Again, for project management purposes ultimately it would be a Faculty decision in the particular case.

- Project Management will be required after the end date of the project to carry out finalisation/coordination of final reports, calculation and payments to partners, reconciliation of the project, along with being an EU liaison. Provision should be made in these instances to ensure that the project management staff are still in place after the project end date to continue in this activity. Please note, these costs can be included in the final claim.
- There is greater financial risk in managing a consortium because of the additional complexity and responsibility for multi-partners budgets, and as a result it is essential the JRO receives applications **AT LEAST 10 DAYS AHEAD** of submission in order to carry out the necessary due diligence.
- All InfoEd proposals MUST be supported by an InfoEd Recovery page to match the H2020 Budget Calculator and marry to the budget submitted on the ECAS portal – Participant Proposal Submission System (PPSS)