University of Pécs
Directorate for Grants and Innovation

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Technology Transfer Office

Aims:

- Managment of Intellectual Property Rights
- Collecting elements of Research and Innovation Portfolio of University of Pécs
- Capacity building of the researchers of the University
- Teaching and attitude forming in connection with IP and Technology Transfer among researchers
- Source finding
- Keep connection with local industrial partners
- Creating R&D&I strategy

We are open to discuss any further questions tomorrow morning.

Department of Project Coordination

Aims:

- Creating and implementation R&D and Institutional Development strategies
- Generating projects and finding financial sources for their implementation
- Writing projet applications for both domestic and international grants
- Managing all the administrative issues in connection with applications – for example entering into contract with the National Authorities, submiting reimbursements and reports, cooperation with the research groups – serving all their professional needs for the research work in the projects.
- Managing issues on project closing and maintaining period.

Workflow of project management in UP

Project management structure:

Each project has a project manager and a financial manager. They are responsible for all the project tasks.

There are three supporting groups, that serve project implementation.

Administrative groups for:

1. Human Resources
2. Travelling
3. Contracts and services

Human Resources

- The leader of the research group fills out a formula for the demand. (The demand has to be approved by the Dean of the Faculty or by the Rector)
- The project manager has to control the eligibility of this demand accoring to project rules.
- After this controll all further administrative issues will be handeled in a workflow software called REDMINE.
- The manager instructs the responsible members of the group to manage the tasks and can follow the implementation of each topic.
- Main tasks of the HR group: handling all HR contracts, documentation of holidays, managing resingnations, collecting documentation for payments

Travelling

- The administrative flow of the tasks is all the same from the demand to the instructions trough REDMINE
- All costs in connection with travelling must be covered with public procurement procedure – the UP is in a national system for govermental institutes.
- This is on oline surface where we can ask three travel agencies for their offers and according to the rules always the cheapest must be chosen.
- All the reservations are made by the members of the group: airplane ticket, travelling insurance, registration fee, accomodation, airport transfer, train, bus, ferry tickets

Group for contracts and services

- In general services – priting, catering, organisation of an event – the responsible member of the service group asks for offers and makes and evaluation, and makes the contracts
- In special professional cases (research services, markers, reagens, laboratory consumables) the researcher asks for offers in cooperation with the manager. The contract will be made by the responsible member of the service group in this case as well.
- Documentation of performances and preparation of payments of invoices belong to the this group.

International projects

Aims:

- Continous information collection on open and active applications – transnational projects and international research grants.
- Providing consultation for researchers on applications especially on financial rules.
- Partners searching – consortia building
- Project generating – both individual and in consortia
- Submission of the project
- Cooperation in implementation of the projects
- Capacity building for both colleagues of the directorate and the researchers

Thanks for your attention!