EuroTech Universities
Excellence in Science and Technology

SUPPORT FOR
EUROTECH EU PROJECT PREPARATORY WORKSHOPS

The EuroTech Universities Alliance strongly encourages cooperation between its member universities which lead to the preparation of proposals to EU funding programmes, primarily H2020 and ERASMUS+. The principal support measure is the organization of *EuroTech EU Project Preparatory Workshops* which are normally hosted by the Alliance's Brussels office. These workshops help to promote joint learning about the work and interests of colleagues across the EuroTech universities in a given domain and are highly effective in identifying opportunities for joint proposals to H2020.

This leaflet provides information on how to obtain financial and administrative support for these workshops.

PREVIOUS WORKSHOPS (AS OF JANUARY 2014)

→ Smart Mobility
→ Personalized Healthcare
→ Energy Efficient Buildings & Communities

MODEL WORKSHOP

Whilst there is no fixed workshop format (one-day workshop is also feasible), the following model is to be recommended:

DAY 1

12.30-13.30	Arrival at Brussels Office, sandwich lunch provided
13.30-14.30	Welcome, presentation of participants introduction to EuroTech
14.00-15.30	Presentation of relevant work within each EuroTech university
15.30-16.00	Coffee break
16.00-17.30	Presentation and discussion with European Commission official(s)
17.30-18.00	Conclusions from Day 1
Evening	Optional dinner

DAY 2

9.00-9.30	Arrival, coffee
9.30-11.00	Presentation by European Commission officials and/or work in groups
11.00-11.30	Coffee break
11.30-12.30	Next steps, allocation of tasks
12.30	Sandwich lunch, departure

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Technical University of Denmark

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Technische Universität München

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Technische Universiteit
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University of Technology

3 SIMPLE STEPS IN SETTING UP A EUROTECH EU PROJECT PREPARATORY WORKSHOP

1. EXPRESS INTEREST IN A WORKSHOP

→ There should be interest preferably across all 4 EuroTech Universities

→ Topic of the proposed workshop should be directly in line with one or several H2020 topics

2. WORKSHOP ORGANIZATION

→ A researcher/programme manager in at least one of the EuroTech universities should agree to act as "expert champion".

He/she will work in close collaboration with the expert focal points in the other EuroTech Universities and with the "administrative champion" selected by the Brussels office: Together, they will ensure participation of the most relevant experts and prepare the workshop programme.

→ It is recommended that a maximum of 16 researchers participate in each workshop, with a balanced participation across the four partner universities

3. WORKSHOP PROGRAMME

→ No fixed workshop format. However, see workshop model for guidance.

→ Brussels office (administrative champion) can co-moderate workshop with expert champion, as appropriate

→ Brussels office hosts workshop, offers lunch and refreshments; provides info on Brussels hotels and dinner location

→ Travel and subsistence to attend workshop covered by the EuroTech incentive fund

Workshop Follow-up

→ Further development of the proposal(s) undertaken by the researchers as decided during the workshop

→ The Brussels office can provide advice, but does not engage in the preparation of individual proposals

→ A limited EuroTech budget is available for proposal writing or screening, allocated on a first-come first-served basis

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→ **No formal application procedure or application deadline - rapid and light decision process**

→ **Following a non-scientific screening process, workshops are organised on the basis of first-come first served, taking into account the relevant H2020 call deadlines**

→ **Enquiries will be kept confidential**

If you are interested in exploring a workshop, please contact your university's Brussels Group Liaison Officer:

Elena Guarneri, DTU Liaison Officer
elgua@adm.dtu.dk

Olivier Küttel, EPFL Liaison Officer
olivier.kuttel@epfl.ch

Gerard Verschuren, TU/e Liaison Officer
g.n.m.j.verschuren@tue.nl

Maria-Valerie Schegk, TUM Liaison Officer
schegk@zv.tum.de

Andrew Sors, Head of EuroTech Universities Brussels Office
andrew.sors@eurotech-universities.org

Emily Palmer, Advisor, EuroTech Universities Brussels Office
emily.palmer@eurotech-universities.org