

EUROTECH EU PROJECT PREPARATORY WORKSHOPS

SUPPORT MEASURES FOR EUROTECH UNIVERSITIES PARTICIPATION IN EU FUNDING PROGRAMMES

The EuroTech Universities Alliance strongly encourages cooperation between its member universities which leads to proposals for EU funding programmes, primarily Horizon 2020 and ERASMUS+. The principal support measure is the organisation of *EuroTech EU Project Preparatory Workshops* which are primarily hosted by the EuroTech Brussels Office. Based on experience, these workshops aim to promote joint learning about the work and interest of colleagues across the EuroTech Universities in a given domain and the identification of opportunities for joint proposals to e.g. Horizon 2020.

This document provides information about the support measures offered by the EuroTech Brussels Office. All staff at the four EuroTech universities can express interest and take initiative in leading a workshop.

HOW TO SET UP A EUROTECH PROJECT PREPARATORY WORKSHOP?

1. Express interest in a workshop

There should be interest preferably across all four EuroTech Universities.

Topic of the proposed workshop should be in line with Horizon 2020 or ERASMUS+.

2. Workshop organisation

A researcher/programme manager should agree to act as academic lead for the workshop. The academic lead work in close collaboration with the lead from the EuroTech Brussels Office. Together they will ensure participation from the most relevant peers across the four universities and prepare the agenda for the workshop.

The workshops are normally hosted by the Brussels Office in Brussels as this location makes contact to the European Commission and their agencies easier. Refreshment/lunch/dinner is offered by the EuroTech alliance. The Brussels Office furthermore provides information on hotels in Brussels etc.

[Travel reimbursements](#) for participation in the workshop are covered by the EuroTech incitement funds at the participant's university. Please see list of [Operation Board Members](#).

3. Agenda for the workshop

The Brussels Office normally hosts three kinds of workshops:

- First workshop within a focus area¹
- Workshop outside a specific focus area
- Follow-up workshop, which can be focused around a specific call

There is no fixed format; however the following formats are the most used:

- Fly-in/fly-out (11.00-17.00)
- Dinner on the evening, full day meeting the following day (09.00-17.00)
- Midday to midday, including dinner

¹ EuroTech's four focus areas: Entrepreneurship & Innovation, Health & Bio Engineering, Smart & Urban Mobility and Data Science & Engineering



The agenda for the workshop often consists of an overview of research interests and participation in existing projects provided by each of the four partner university, an overview of European funding possibilities within Horizon 2020, ERASMUS+ etc. and discussions relating to developing potential joint research projects and how to further the collaboration. In addition to this, the Brussels Office recommends inviting an official from the European Commission for an informal exchange on current policy developments within the area of interest. Experience shows that the officials can provide information which is relevant for the proposal writing process.

The agenda is always adjusted according to needs and aims of the academic lead responsible for the workshop.

The Brussels Office can help moderate the workshop in close cooperation with the academic lead, as appropriate.

4. 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 fully engage in the proposal writing process, as the universities' research offices can provide more in detail coaching and advice.

A limited EuroTech budget is available for proposal writing. This is allocated on a first-come first-serve basis and should be [applied](#) for via the [Operation Board Members](#).

APPLICATION PROCESS

There is no formal application procedure. The Liaison Officer at the Brussels Office can help organise the workshop.

If you are interested in exploring a EuroTech Universities Alliance workshop, please contact your university's Brussels Office Liaison Officer:

- Victoria Fuglsang-Damgaard, DTU Liaison Officer
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