

DCitizens Fostering Digital Civics Research and Innovation in Lisbon

DELIVERABLE 5.3:

Mid-term Report on Management Training

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D5.3: Mid-term Report on Management Training

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Contributors	Hugo Nicolau (IST-ID), Dina Dionísio (IST-ID)
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Executive Summary

This deliverable describes the activities that have been provided by IIT to strengthen the research management capacities and administrative skills of the IST-ID staff (WP5, T5.3). Moreover, we report a summary of the IST-ID team visit in Genoa related to the expected staff exchange in the project. In more detail, in D5.2, we rationalised and clustered the training topics offered by IIT in six different areas: project management, proposal writing, data management, research ethics, and intellectual property. Then, IST-ID identified the priority topics for the staff and researchers, and IIT provided a scheduled course agenda. IST-ID priorities have also driven the structure of the one-week exchange program meeting in May 2023 at IIT in Genoa. The meeting provided a general overview of the research management directorate of IIT, together with hands-on sessions on EU proposal selection and writing. This deliverable then concludes with a plan of activities until the end of the project to fully cover the training of IST-ID staff in the context of DCitizens.

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1 Introduction

This document presents the mid-term report on management training for IST-ID partners within the framework of the DCitizens European Project. The training plan was designed initially in D5.2 with the target of improving research management skills and increasing the success rate of funding acquisition and project execution of the IST-ID team. This training plan is based on the current formative program IIT offers to its research and administrative staff and is further reinforced with specific hands-on sessions with IST-ID. These sessions are organised in a dual way, during the exchange visits of IST-ID staff in Genoa at IIT or with visits of IIT research organisation staff in Lisbon at IST-ID.

2 Macro Areas of the Training Program

As defined in D5.2 and briefly summarised here, IIT and IST-ID have developed a training program for different basic and advanced courses that cover the skills required for project preparation and management. The courses have been grouped into different macro areas or clusters that have been ranked in order of importance by IST-ID partners. The ranking of topics was related to a current gap of expertise in the IST-ID partner and their strategic importance for the IST-ID research unit. The following figure shows the training topics; the colour coding is related to the ranking (darker colours are more important than lighter colours).



For the sake of completeness, we briefly summarise the content of each topic, more details are given in Section 2 of Deliverable 5.2.

Project and Proposal Management. The training aims to improve skills in managing scientific projects and deploying successful grant proposals. It includes navigating the landscape of funding opportunities and understanding the requirements of different funding bodies.

Open Science and Research Data Management. Training in this area focuses on open-access scholarly communication and the complexities of managing and sharing

research data. The goal is to equip researchers with the skills to contribute in an open, data-centric scientific environment.

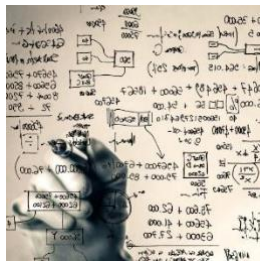
Ethics. This training emphasises the critical importance of ethical conduct in research, ensuring participants understand ethical principles and responsibilities integral to the research process.



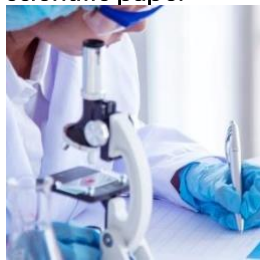

Intellectual Property Rights and Entrepreneurship. Participants learn about intellectual property rights, confidentiality, and the basics of entrepreneurship, including patenting and copyrights.




Career Development and Diversity. Courses prepare participants for diverse scientific careers and emphasise understanding human resource processes and diversity in science. The training also focuses on job market presentation skills and promotes inclusivity and gender balance in scientific roles.




Publication and Communication Skills. Training is centred on enhancing scientific writing, publishing, and communication skills, including the ability to publish effectively in reputable journals and present scientific results. The curriculum also includes developing public speaking and scientific reporting skills.




Table 1 describes relevant courses in chronological order offered by IIT from February 2023 (M2) till April 2024 (M16) in both online and in-person format.





Course Name	Priority Level	Macro Area	Month	Description Legend: Speaker (S), Host (H)	IST-ID attendance
Scientific Communication Skills 	Low	Publication and Communication Skills	M2	Scientific reporting: preparing figures and talks, creating a written or oral story Speaker: Roman Krahne (S) Genova, Center for Convergent Technologies February 23rd 2023, 15:00-17:00; February 28th 2023, 10:00-12:00 Series of two lectures, in person, open to all	No
Scientific publishing - How to write for high-impact factor journals	Low	Publication and Communication Skills	M2	Wiley webinars co-organized by IIT Speaker: Gaia Tomasello (S)	No

				Genova, Center for Convergent Technologies February 23rd 2023, 10:00am Webinar, remote, open to all	
Editorial Career - From research in the lab to peer review editors 	Low	Career Development and Diversity	M2	Wiley webinars co-organized by IIT Speaker: Gaia Tomasello (S) Genova, Center for Convergent Technologies February 24th 2023, 10:00am Webinar, remote, open to all	No
How to write a scientific paper 	Low	Publication and Communication Skills	M3	Writing style & content structure Speaker: Ana Helena Dias Francesconi (S) Genova, Center for Convergent Technologies March 27th-28th 2023 (1.5 day) Workshop, in-person, limited to 20 participants	No
GDPR Corner 	Medium	Ethics	M4	Information about GDPR regulation and how it impacts research Speakers: Carlo Tacchino (S), Marzia Vona (S) Genova, Center for Convergent Technologies April 4th 2023 Workshop in-person and online	No
Scientists surfing the social media: a	Low	Publication and Communication Skills	M6	To provide the tools to navigate and thrive in increasingly competitive science	No

<p>guide</p> 				<p>communication platforms</p> <p>Speakers: Anne Marie Conlon (S), Roberta Villa (S), and Valentina Polini (H)</p> <p>Genova, Center for Convergent Technologies</p> <p>June 15th 2023, 14:30-17:00</p> <p>Workshop, hybrid format, in-person and remote</p>	
<p>Funding your research and beyond - Individual grants from ERC (European Research Council)</p> 	High	Project and Proposal Management	M11	<p>Five events, each dedicated to a specific funding stream</p> <p>Speakers: Claudia Schiaffino (S), Antonio Bicchi (S), and Velia Siciliano (S)</p> <p>Genova, Center for Convergent Technologies</p> <p>November 6th 2023, 14:00-15:30</p> <p>Workshop, in-person and remote, for final year PhD students and postdocs</p>	YES
<p>IIT Startup - How to start</p> 	Medium	Project and Proposal Management Career Development and Diversity	M11	<p>From researcher to startupper: the story of Andrea Antonini and SmartMicroOptics</p> <p>Speakers: Andrea Antonini (S), Giorgia Dominici (H), and Fulvio Puzone (H)</p> <p>Genova, Center for Convergent Technologies</p> <p>November 24th 2023, 15:00-15:45, only remote</p>	No
<p>Funding your research and beyond - Consortium grants</p>	High	Project and Proposal Management	M11	<p>Five events, each dedicated to a specific funding scheme</p>	YES

<p>from framework programmes (Horizon Europe, European Innovation Council)</p> 				<p>Speakers: Francesco Piacentini (S), Barbara Mazzolai (S), and Giulio Sandini (S)</p> <p>Genova, Center for Convergent Technologies</p> <p>November 28th 2023</p> <p>Workshop, in-person and remote, for final year PhD students and postdocs</p>	
<p>Clinical trial information day</p> 	Medium	Ethics	M11	<p>How to prepare, submit and implement clinical trials</p> <p>Speakers: Carlo Tacchino (S), Marzia Vona (S)</p> <p>Genova, Center for Convergent Technologies</p> <p>November 23rd 2023</p> <p>In-person and online</p>	No
<p>Funding your research and beyond - Charities (no-profit), national agencies</p> 	High	Project and Proposal Management	M12	<p>Five events, each dedicated to a specific funding stream</p> <p>Speakers: Antonella Schito (S), Francesco Nicassio (S), and Fabio Benfenati (S)</p> <p>Genova, Center for Convergent Technologies</p> <p>December 12th 2023</p> <p>Workshop, in-person and remote, for final year PhD students and postdocs</p>	No
<p>High-tech Entrepreneurship</p>	Medium	Intellectual Property Rights and Entrepreneurship	M12	<p>Two sessions, the first dedicated to generalities and Horizon Europe, the second to the IIT's Dataverse</p> <p>Speakers: Valentina Pasquale (S) and Elda Osmenaj (S)</p>	No

<p>Workshop</p> 				<p>Genova, Center for Convergent Technologies</p> <p>December 13th 2023, 10:30-12:30; December 15th 2023, 10:30-12:30</p> <p>In-person and remote, for post-docs, researchers, and technicians</p>	
<p>Funding your research and beyond - Venture capital and other private sector funding</p> 	Medium	Intellectual Property Rights and Entrepreneurship Ethics	M13	<p>Five events, each dedicated to a specific funding stream</p> <p>Speakers: Fabrizio Tubertini (S), Laura Cancedda (S), Marco De Vivo (S), and Remo Proietti (S)</p> <p>Genova, Center for Convergent Technologies</p> <p>January 10th 2024, 14:00-15:30</p> <p>Workshop, in-person and remote, for final year PhD students and postdocs</p>	No
<p>Beyond the Exit Workshop</p> 	Medium	Intellectual Property Rights and Entrepreneurship	M13	<p>The successful story of Umberto Malesci, founder of Fluidmesh Network, startup acquired by Cisco in 2020</p> <p>Umberto Malesci (S)</p> <p>Genova, Center for Convergent Technologies</p> <p>January 19th 2024, 11:30-12:30</p> <p>Seminar, in-person and remote</p>	No
<p>Funding your research and beyond - Marie Curie Postdoctoral</p>	High	Project and Proposal Management	M13	<p>Five events, each dedicated to a specific funding stream</p> <p>Speakers: Federica Dallan (S), Costanza</p>	YES

<p>fellowships</p> 				<p>Demergasso (S), Isabella Poli (S), Corinne Portioli (S), Roberta Bianco (S)</p> <p>Genova, Center for Convergent Technologies</p> <p>January 22th 2024, 15:00-17:00</p> <p>Workshop, in person and remote, for final year PhD students and postDocs</p>	
<p>Open Science and Research Data Management</p> 	High	Open Science and Research Data Management	M14	<p>Five lectures, each dedicated to a specific Open Science & RDM topic</p> <p>Speakers: Valentina Pasquale (S) and Anna Maria Pastorini (S)</p> <p>Genova, Scuola Politecnica, University of Genova (POLO Villa Cambiaso)</p> <p>February 5th - 9th 2024, 10:00-12:00 AM</p> <p>In person and remote, for PhD students</p>	YES
<p>Research ethical guidelines</p> 	Medium	Ethics	M14	<p>Provide ethical guidelines related to the scientific activities of researchers</p> <p>Speakers: Carlo Tacchino (S), Marzia Vona (S)</p> <p>Genova, Center for Convergent Technologies</p> <p>February 21st 2023</p> <p>Only online</p>	No
<p>IP Rights and Antitrust</p> 	Medium	Intellectual Property Rights and Entrepreneurshi p	M16	<p>Strategies for developing and managing R&D and technology transfer agreements in compliance with the exemption regulations established by the European Commission</p>	No

				Speaker: Dario Paschetta (S) Genova, Center for Human Technologies April 9th 2024, 10:30 - 12:00 Workshop, in person and remote	
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Table 1. IIT training in research management skill courses offered between 2023 and April 2024.

IST-ID participation and feedback over the courses organised by IIT is positive, with the Portuguese team taking advantage mostly of topics related to high-priority areas such as project management and grant writing.

3 Training Courses Taken by IST-ID

Overall, the IST-ID team participated in eight research management courses between the kick-off and the mid-term progress report. These courses were offered by the Italian Institute of Technology (4 courses), Instituto Superior Técnico (2 courses), European Commission (1 course), and external institutions (1 course). Topics covered several macro areas, from project management and open science to publication and communication skills, and proposal management.

Most courses targeted the newly created Research Management Unit, which includes an executive director, three project managers, and a communication manager. Grant writing courses also involved researchers who hold a PhD degree. Below, we list all the courses.

Recruitment Procedures	
Macro area:	Project Management
Description:	Internal procedures for hiring research fellows; Managing research grants and hiring processes at an institutional level
Offered by:	Human Resources Division in Instituto Superior Técnico
Date:	January 16th 2023
Duration:	2 hours
Participants:	<ul style="list-style-type: none"> - Susana Nóbrega (project manager) - Dina Dionísio (project manager) Certificates of attendance are detailed in the Appendix (pages 21-22).

Open Science and Research Data Management

Macro area:	Open Science and Research Management
Description:	The course was composed of two modules: <ul style="list-style-type: none"> - Module 1: open science and research data management; general introduction; open access in scholarly communication - Module 2: open science and research data management policies in Horizon Europe; planning research data management; open data sharing and repositories.
Offered by:	IIT's Research Data Management Office
Date:	February 13th-17th 2023
Duration:	10 hours of online training
Participants:	<ul style="list-style-type: none"> - Susana Nóbrega (project manager) - Dina Dionísio (project manager) Certificates of attendance are detailed in the Appendix (pages 23-24).

Post-award Project Management

Macro area:	Project Management and Proposal Management
Description:	Post-award support in project management; Project lifecycle first steps, ongoing and final reports.
Offered by:	IIT's Project Office
Date:	May 17th 2023
Duration:	1h30
Participants:	<ul style="list-style-type: none"> - Hugo Nicolau (coordinator) - Nuno Nunes (researcher) - Valentina Nisi (researcher) - Vanessa Baptista (executive director) - Susana Nóbrega (project manager) - Dina Dionísio (project manager)



Financial Procedures	
Macro area:	Project Management and Proposal Management
Description:	Financial Procedures of projects; Administrative and financial management of projects covering the negotiation process, opening, execution and preparation of financial reports at an institutional level
Offered by:	International Projects Office in Instituto Superior Técnico
Date:	January 12, 2023
Duration:	2 hours
Participants:	<ul style="list-style-type: none"> - Susana Nóbrega (project manager) - Dina Dionísio (project manager) Certificates of attendance are detailed in the Appendix (pages 19-20).

Horizon Results Booster: Steering Research Towards a Strong Societal Impact	
Macro area:	Publication and Communication Skills
Description:	Identifying and creating the portfolio of Research & Innovation project results; Helping projects form the portfolio to design and execute a portfolio dissemination plan; Research Infrastructures for Open Science; Assisting projects to improve their existing exploitation strategy and Business Plan Development.
Offered by:	European Commission, Horizon Results Booster
Date:	14 November 2023 Online Session
Duration:	2h30min
Participants:	<ul style="list-style-type: none"> - Daniel Ribeiro (communication manager)

Individual Grants from ERC	
Macro area:	Project and Proposal Management
Description:	Introduction to ERC programme and individual grants; Presentations from ERC holders at IIT; Sharing personal experiences and tips.

Offered by:	IIT's Project Office
Date:	November 6th 2023
Duration:	1h30
Participants:	<ul style="list-style-type: none"> - Hugo Nicolau (researcher) - Ana C. Pires (researcher) - Filipa Correia (researcher)

EU Consortium Funding from Framework Programmes (Horizon Europe & EIC)

Macro area:	Open Science and Research Management
Description:	Introduction to consortium funding schemes; Presentations from HE coordinators at IIT; Sharing personal experiences and tips.
Offered by:	IIT's Project Office
Date:	November 28th 2023
Duration:	1h30
Participants:	<ul style="list-style-type: none"> - Hugo Nicolau (researcher) - Ana C. Pires (researcher) - Filipa Correia (researcher)

Horizon Europe/H2020 Master of Finance and EC Audits

Macro area:	Project and Proposal Management
Description:	<p>A 3-day exclusive training course that assisted in gaining a comprehensive understanding of the financial regulations and reporting protocols of the Horizon Europe and Horizon 2020 programs and their practical application in day-to-day operations.</p> <ul style="list-style-type: none"> - Day 1: Hands-on Introduction to Horizon Europe and Horizon 2020 Financial Rules. - Day 2: Workshop on Learning by Doing with Horizon Europe and Horizon 2020 Cost Reporting - Day 3: Workshop on Becoming an EC Auditor for a Day
Offered by:	Europa Media Training by Gábor Kitley
Date:	15-17 November 2023

Duration:	3 full days in person.
Participants:	<ul style="list-style-type: none"> - Dina Dionísio (project manager) - Susana Nóbrega (project manager) - Luisa Seixas (project manager) Certificates of attendance are detailed in the Appendix (pages 25-27).

4 Hands-on Activities

As a crucial component of the DCitizens training program, we also organised hands-on sessions in data management and project writing during the visit of IST-ID staff on May 15th -18th, 2023, at the partner institution (IIT). Six staff members visited IIT, including Hugo Nicolau (project coordinator, researcher), Nuno Nunes (researcher), Valentina Nisi (researcher), Vanessa Batista (executive director), Dina Dionísio (project manager), and Susana Nóbrega (project manager). The meeting agenda is detailed in the Appendix. This practice-based approach aims to improve IST-ID staff's skills in essential tasks that will significantly contribute to their future careers. We aligned these activities with the Staff Exchange Plan (Deliverable 1.1). Similar events will also occur in November 2024 and May 2025.

During these hands-on sessions, participants had the opportunity to simulate the various steps involved in project writing and data management. To make the most of these sessions, participants have been paired with an expert in the field during their visit to IIT. This mentorship model was tuned for individualised feedback and guidance, fostering a learning environment tailored to each researcher's unique needs and skills. The visit was organised in four days, with a different set of activities, which are detailed below.

Day 1. The IIT research management infrastructure was presented by the Directors that are heading each unit, focusing on the Research Organization Directorate (ROD) that helps researchers by supporting the negotiation of institutional research and doctoral agreements, supporting the scientific evaluation process, organising IIT's publication repository, and producing scientific digital material. This IIT team also assists researchers in grant submission, oversees tenure track procedures, and manages outreach, scientific dissemination, and scientific web content. Then, a second cardinal unit, the Technology Transfer Directorate, was presented, which brings research knowledge to the market. The team protects new technologies via patents and valorises IIT's intellectual property. They support and manage the disclosures of inventions and IIT's patenting activity. They also help to negotiate agreements with industrial partners concerning industrial research and development, Joint Labs, and the licensing of IIT technology. After this general overview of IIT's research management, the first hands-on section started with a presentation by the Projects office (F. Piancentini, Pre-award support) on grant proposal preparation,

followed by an interactive session of presentation and discussion of pre-ranked proposals given IST-ID group expertise. The session's objective was to indicate a maximum of 3 proposals to further develop in the next sessions.

Day 2. The following day kicked off with a presentation about data management by V. Pasquale, defining the roles and activities of this specific unit. A particular focus was put on FAIR data management for the Horizon Europe project and how to put the basis for the deployment of a data management plan, including the importance of data integrity and security. Additionally, the session included modules on ethical considerations in data handling, strategies for data sharing and open access compliant with EU directives, and training on how to handle data breaches. The hands-on session was related to the practical deployment of the data management plan of DCitizens, describing the procedure for asking for information from partners by using specific forms developed by IIT and covering the different types of data collected in the project. The session was instrumental in finalising deliverable 7.2. Finally, the day ended with a discussion of the next priorities of the management training plan, followed by an overview of IIT laboratories and scientific research related to robotics and computational domains.

Day 3 started with a presentation of the hosting PAVIS group scientific activities and a demo session of the Assistive Artificial Intelligence systems deployed by the research line. Following the selection of the Horizon Europe projects call on Day 1, IIT organised a mock-up session to select a potential consortium for addressing the call. The analysis started by carefully reading the project call, analysing the scope and objectives of the call and identifying which partner would be required to cover all the expertise needed to fulfill the project. A proposal idea was defined together with a first proposal of the objectives the hypothetical consortium could address. The second part of the day scheduled a presentation by I. Santori (Post-award support or project management) regarding the management of ongoing European projects, especially focussed on the day-by-day activities of financial management and project reporting. The session explained best practices implemented by IIT and presented a set of administrative tools. The day ended with IIT presentations and demos related to RNA technology and microscopy facilities.

Day 4. The half-day was dedicated to testing and discussing the opportunity of using the Apps developed in the H2020 RIA project MEMEX¹ in digital civics activities by testing the system capabilities for digital storytelling in a realistic scenario. The IST-ID was trained on the use of the system and provided feedback on the potential reuse of the technologies developed in MEMEX for digital civics scenarios.

¹ <https://memexproject.eu/en/>



Figure 1. MEMEX App testing and discussion on a local neighbourhood in the city of Genoa.

Overall, the IST-ID team has been guided through the process of planning a research project, drafting a proposal, collecting and managing data, and finalising a report. This practical immersion into the fundamental aspects of research management has provided important insights and improved the participants' necessary competencies to handle realistic project management.

The following tables summarise the hands-on training of IST-ID at IIT. The IST-ID team referred to these sessions as “Enlightening and extremely informative. It will allow us to put in place adequate processes, tools, and practices for project management, from finding appropriate calls, planning grant writing, and monitoring ongoing projects” (Hugo Nicolau).

Hands-on Training: Pre-Award Project Management	
Macro area:	Project and Proposal Management
Description:	Project Writing: the process of planning a research project and drafting a grant proposal; Project’s Office: IIT team structure; Horizon Europe: Context and framework; Applied research projects; Future calls presentation and discussion.
Offered by:	Francesco Piacentini @ IIT
Date:	May 15th 2023
Duration:	2h
Participants:	<ul style="list-style-type: none"> - Hugo Nicolau (researcher) - Nuno Nunes (researcher) - Valentina Nisi (researcher) - Vanessa Baptista (executive director) - Susana Nóbrega (project manager) - Dina Dionísio (project manager)

Hands-on Training: Data Management	
Macro area:	Open Science and Research Management
Description:	Data management plan in the context of Horizon Europe projects; How to elaborate a data management plan; Presentation of IIT's internal tools and processes; Hands-on work on DCitizens data management plan.
Offered by:	Valentina Pasquale @ IIT
Date:	May 16th 2023
Duration:	2h30
Participants:	<ul style="list-style-type: none"> - Hugo Nicolau (researcher) - Nuno Nunes (researcher) - Valentina Nisi (researcher) - Vanessa Baptista (executive director) - Susana Nóbrega (project manager) - Dina Dionísio (project manager)

Hands-on Training: Proposal Writing	
Macro area:	Project and Proposal Management
Description:	Follow-up session of the pre-award project management course; Drafting a mock-up proposal, collecting and managing data.
Offered by:	Francesco Piacentini and PAVIS research line @ IIT
Date:	May 16th 2023
Duration:	2h30 group workshop
Participants:	<ul style="list-style-type: none"> - Hugo Nicolau (coordinator) - Nuno Nunes (researcher) - Valentina Nisi (researcher) - Vanessa Baptista (executive director) - Susana Nóbrega (project manager) - Dina Dionísio (project manager)

5 Next actions for the IST-ID training program

Figure 2 shows the proposed training timeline for IST-ID staff submitted in Deliverable 5.2. It is important to note that both teams have respected the overall plan so far. The timeline of IIT courses is less predictable than that of other scheduled activities as it requires the availability of different experts in administration; for this reason, sessions may be moving at different months of the year. However, the overall planned courses have been made available, and the IST-ID team has diligently followed the most strategic ones.

The second year already reinforced the team's skills with additional online courses related to different granting scheme applications (*Marie Skłodowska-Curie Actions*) and a refocus on project data management. The schedule of the courses by IIT will follow similarly the last year's schedule, so IST-ID will be involved if new courses take place that are on the priority list of the Portuguese team. On the other hand, the second year will provide training on practical project proposal writing. A first session is scheduled for July 2024 during DCitizen's Summer School in Lisbon. An expert member from the IIT research management team will be present in person. Activities will include training on writing specific parts of the project proposal (Excellence, Impact, and Implementation) while being operative on a specific grant proposal selected by the consortium. The objective is to build the foundation for a proposal submission in the last quarter of 2024. This hands-on session will be preceded by a tutorial on project writing that will be open to the school attendees. The second-year training program has a last scheduled event during the consortium meeting and ESR training program in Genova (yearly lab retreat). IIT will provide courses for young researchers to approach the several opportunities offered by the EU to support their careers with current granting schemes. IST-ID research administrative staff will have a more detailed course on EU projects post-award support related to managing financial reports with multiple partners and dealing with criticalities such as project amendments or issues with partners. This session would be supported by studying realistic cases that IIT has successfully solved in more than 15 years of granting experience.

The third year will be dedicated to advanced training, and the last remaining skills to be refined by the IST-ID team. IIT will schedule a hands-on training in May 2025 in Genova, where the plan is to focus on how to successfully close an ongoing European project with training related to financial management and final reporting finalisation. IIT will also schedule a specific section on data management, with a particular emphasis on how to preserve and open data for further reuse after the project ends. A further course on protecting personal and sensitive data will complete the activities on data management, while a dedicated course on cybersecurity will dive deep into the technicalities of securing the data.

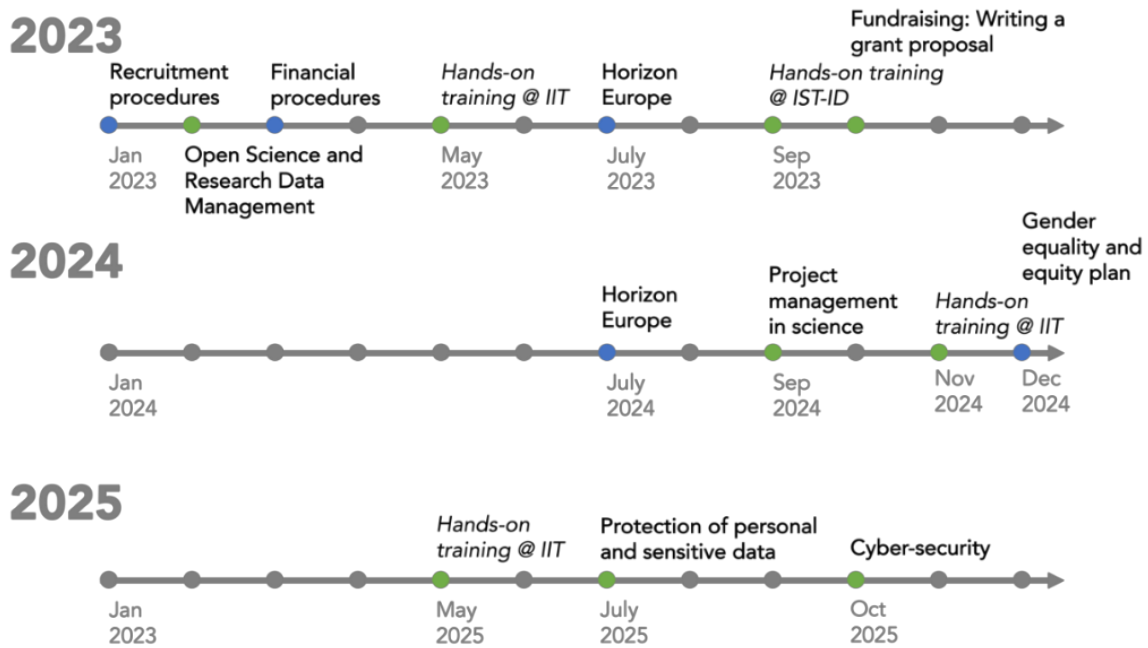


Figure 2. Timeline of the research management training.

6 Conclusion

In this deliverable, we presented the Mid-term Report on Management Training for IST-ID partners within the framework of the DCitizens European Project. The plan describes the activities so far scheduled and executed in the plan, together with the plan for the next activities until the end of the project. Overall, the project achieved all proposed KPIs in the Grant Agreement and the submitted Training Plan.

7 Appendix



IIT visit 15th-18th of May

Day 1 – 15th of May - Center for Convergent Technologies (CCT) – Morego, Genova

- Morning: Trip to Genova
- Lunch at IIT Canteen
- 14:00 - 14:30: IIT and ROD introduction (F. Cagnoni)
- 14:30 - 15:00: Technology Transfer presentation
- 30min break
- 15:30 – 17:00 Projects Office presentation and future calls discussion (F. Piacentini)

Day 2 – 16th of May - Center for Convergent Technologies (CCT) – Morego, Genova

- 10:00 – 10:30: Research Data Management presentation (V. Pasquale)
- 10:30 – 12:30: Data Management Plan (D7.2) finalisation + break (30min)
- 12:30 – 14:00: Lunch
- 14:00 – 16:00: Management training plan (D5.2) finalisation + break (30min)
- 16:00 – 17:00: Visit at Center for Robotics and Intelligent Systema (CRIS) robotic research lines

Day 3 – 17th of May - Center for Human Technologies (CHT) – Erzelli, Genova

- 10:00 – 10:30: Presentation of PAVIS research line (A. Del Bue)
- 10:30 – 11:00: Lab visit and demos (PAVIS staff)
- 11:00 – 12:30: RIA mockup proposal writing organisation (A. Del Bue, S. James)
- 12:30 – 14:00: Lunch
- 14:00 – 15:30: Project management (I. Santori)
- 30min break
- 16:00 – 17:00: Nanoscopy and CHT Labs visit

Day 4 – 18th of May - In Genova city center

- Morning: MEMEX app testing, storytelling, and redeployment in Dcitizens
- Afternoon: Trip to Lisbon

Via Morego 30
16163 Genova Italy
Tel +39 010 28961

www.iit.it



DECLARAÇÃO DE PARTICIPAÇÃO

O Núcleo de Formação e Desenvolvimento (NFD) da Direção de Recursos Humanos do Instituto Superior Técnico, declara para os devidos efeitos que, **Dina Natércia Gomes Dionísio** participou no webinar **Procedimentos Financeiros dos Projetos – 3ª Edição**, no dia 12 de janeiro de 2023, das 10:00 às 12:00 com uma duração total de 2 horas.

Assinado por: **Ana Filipa Agante Lucas**
Num. de Identificação: 12147542
Data: 2023.01.25 14:43:31+00'00'

Ana Agante Lucas

Coordenadora NFD

DECLARAÇÃO DE PARTICIPAÇÃO

O Núcleo de Formação e Desenvolvimento (NFD) da Direção de Recursos Humanos do Instituto Superior Técnico, declara para os devidos efeitos que, **Susana Sofia Sousa Nóbrega** participou no webinar **Procedimentos Financeiros dos Projetos – 3ª Edição**, no dia 12 de janeiro de 2023, das 10:00 às 12:00 com uma duração total de 2 horas.

Assinado por: **Ana Filipa Agante Lucas**
Num. de Identificação: 12147542
Data: 2023.01.25 14:43:32+00'00'

Ana Agante Lucas

Coordenadora NFD

DECLARAÇÃO DE PARTICIPAÇÃO

O Núcleo de Formação e Desenvolvimento (NFD) da Direção de Recursos Humanos do Instituto Superior Técnico, declara para os devidos efeitos que, **Dina Natércia Gomes Dionísio** participou no webinar **Procedimentos de Contratação de Bolseiros de Investigação**, no dia 16 de janeiro de 2023, das 10:00 às 12:00 com uma duração total de 2 horas.

Assinado por: **Ana Filipa Agante Lucas**
Num. de Identificação: 12147542
Data: 2023.01.25 14:40:45+00'00'

Ana Agante Lucas

Coordenadora NFD

DECLARAÇÃO DE PARTICIPAÇÃO

O Núcleo de Formação e Desenvolvimento (NFD) da Direção de Recursos Humanos do Instituto Superior Técnico, declara para os devidos efeitos que, **Susana Sofia Sousa Nóbrega** participou no webinar **Procedimentos de Contratação de Bolseiros de Investigação**, no dia 16 de janeiro de 2023, das 10:00 às 12:00 com uma duração total de 2 horas.

Assinado por: **Ana Filipa Agante Lucas**
Num. de Identificação: 12147542
Data: 2023.01.25 14:40:46+00'00'

Ana Agante Lucas
Coordenadora NFD

CERTIFICATE OF ATTENDANCE

This is to confirm that Dina Dionísio
has attended the training module titled:


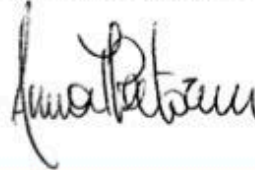
"Open Science and Research Data Management"

without taking the final assessment.

Faithfully yours,

Genova, April 11th, 2023

*Signatures of the organizers
Valentina Pasquale
Anna Maria Pastorini*

CERTIFICATE OF ATTENDANCE

This is to confirm that Susana Nóbrega
has attended the training module titled:



"Open Science and Research Data Management"

without taking the final assessment.

Faithfully yours,

Genova, April 11th, 2023

*Signatures of the organizers
Valentina Pasquale
Anna Maria Pastorini*

CERTIFICATE

completion of the training course

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Gábor Kitley
CEO

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Gábor Kitley
CEO

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completion of the training course

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