POLICY ANSWERS

Research Management and Administration capacity building

POLICY ANSWERS Task 3.2 | Action 1 / Workshop 2 / Day 1 / 27 February 2023, 13:00-18:00 CET

Banja Luka - Faculty of Philosophy, UNIBL **|** Address: Blvd vojvode Petra Bojovića 1a, Reading room

Agenda - Day 1	
12:50 - 13:00	**Registration of participants** **Welcome Remarks and Introduction**
13:00 - 14:15	**Training part 1 – introduction to the rules before application** • Using Funding and tenders portal to find a call Practical on screen tutorial on how to use the portal • Identifying call and how to read it Practical on screen tutorial how to read chapters within the call page • How to create a consortium and find a partner Presentation on how to create consortium and what makes a consortium solid
14:15 - 15:30	**Training part 2 – introduction to the application** • Evaluation criteria Presentation on evaluation criteria and how to apply them • Evaluation process Presentation on evaluation process • Application forms – Part A and Part B On screen tutorial how to find a template and how to complete it per chapter.
15:30 - 16:00	**Coffee and Snack break**
16:00 - 17:45	**Training part 3 – define your project** • Participants divided into groups Participants shall be divided into groups to be able to make a proposal • Defining project idea and identifying the call Each group defines project idea, search for call and creates a consortium • The first draft of proposal During the event the participants are composing the proposal and completing the application on their laptops – min. 1 laptop per group
17:45 - 18:00	**Q&A. Closing remarks** Conclusion and end of Day 1