

REALISTIC (GA N° 101086690)

Deliverable N°: D4.2

Title: UPC → UR in-person seminar about UPC “support to research” office

Project Reference N°	101086690
Project acronym	REALISTIC
Project full name	centRe of Excellence in AerosoL remote sensing technology and Science in The Indian oCean
H2020 call	HORIZON-WIDERA-2022-TALENTS-01
Project coordinator	Valentin Dufлот
EC project officer	Lia Keune
Project website	https://lacy.univ-reunion.fr/activites/programmes-de-recherche/realistic
Deliverable N°	D4.2
Deliverable title	UPC→UR in-person seminar about UPC “support to research” office
Dissemination level	Public
Contractual delivery date	30/11/2024
Actual delivery date	29/11/2024

Creators: Valentin Dufлот, Michaël Sicard, Camille Bonnet

Affiliation: Université de la Réunion

Project abstract:

The overarching goal of REALISTIC is to develop a Centre of Excellence in aerosol remote sensing technology and science in the Indian Ocean, through the creation of a Chair, with La Réunion, a European Outermost region, as a strategic pivot point of the European Research Area. REALISTIC aims at attracting and maintaining a high-profile researcher (ERA Chair holder) to lead a high-profile supporting team with excellent research and technical capabilities in the aerosol remote sensing domain. In particular, specific applications and research endeavours will be conducted in the area of quantifying the impact of wildfire and volcanic emissions on the tropical atmosphere composition and on the Earth-Atmosphere radiative balance. REALISTIC is designed to catalyse and maximise the impact of the ERA Chair in order to raise the research, technical and innovation excellence of the Laboratory of Atmosphere and Cyclones (LACy), the Observatory of Atmospheric Physics of La Réunion (OPAR), the Observatory of the Universe Sciences of La Réunion (OSU-R), and the University of La Réunion (UR) to a level that makes them unique and essential references in the local R&I ecosystem, at the Indian Ocean-level as well as to the overall international community, and thus filling the R&I gap on atmospheric systems. REALISTIC will contribute to better integrate UR within the European Research Area, and better align with European standards and priorities.

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1. CONTEXT

This deliverable is a preliminary answer to the Task 4.1 Institutional alignment on European Research Area standards and principles. In this task, it was mentioned the drafting of a UR Strategic ERA Alignment plan that will be defined through:

1. feedback from the REALISTIC team on the encountered obstacles whilst accomplishing within UR its actions and tasks in compliance with ERA standards and principles,
2. two seminars (open to all UR members, with a focus on UR governance) involving other Universities (especially UPC) on topics (to be selected after feedback) related to European Research Area standards and principles, and
3. an ERA Alignment workshop with UR governance.

The UPC -> UR in-person seminar about UPC 'support to research office' is therefore one seminar that was directed towards UR governance and "support to research" office team. The talks were provided by UPC personnel Mrs Monica Altimira and Mrs Irene Jorge. A lot of examples of what is being done at UPC have been shown, providing some leads of inspiration for the University of la Réunion.

2. AGENDA

REALISTIC UPC -> UR in-person seminar about UPC "support to research" office
Deliverable 4.2

		Session 1				Session 2		Session 3
		Tuesday 01/10	Wednesday 02/10	Thursday 03/10		Tuesday 08/10	Wednesday 09/10	Thursday 10/10
	Target audience	Project managers, support office				Research community of Université de la Réunion		UR Governance
	09:00-09:15	Welcome meeting(45 mns)	Horizon Europe . EU Research and Innovation Programme 2021-2027	Drafting and submitting a successfull H-E Proposal	Drafting and submitting a successfull H-E Proposal	ERA fellowships - Evelyne Tamus @Nexa	Communication, dissemination and exploitation actions in Horizon Europe Projects including Public engagement	Meeting between UPC speakers, UR governance and REALISTIC team project
	09:15-09:30							
	09:30-09:45	UPC, Research and Innovation Support service, International research projects unit presentation. (1h)		30mns break				
	09:45-10:00							
	10:00-10:15	30mns break	Research Management in Practice: financial, legal, administrative management of Horizon Europe projects					
	10:15-10:30							
	10:30-10:45	30mns break	30mns break					
	10:45-11:00							
	11:00-11:15	UPC, Research and Innovation Support service, International research projects unit presentation. (45 mns)	Analysis of other European Funding Opportunities					
	11:15-11:30							
	11:30-11:45	30mns break	Gender in Research					
	11:45-12:00							
12:00-14:00	12:00-13:00 13:00-14:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK		LUNCH BREAK	LUNCH BREAK	

3. KEY MESSAGES

SESSION 01

UPC RESEARCH AND INNOVATION SUPPORT SERVICE: UNIT PRESENTATION
HORIZON EUROPE: EU RESEARCH AND INNOVATION PROGRAMME (2021-2027)
ANALYSIS OF OTHER EUROPEAN FUNDING OPPORTUNITIES
DRAFTING AND SUBMITTING A SUCCESSFUL HORIZON EUROPE PROPOSAL
RESEARCH MANAGEMENT IN PRACTICE: FINANCIAL, LEGAL, ADMINISTRATIVE MANAGEMENT OF HORIZON EUROPE PROJECTS

1. "Internal kick-off meetings" would be a good idea to be implemented at UR.

A good idea that UR could pick up from UPC is the "internal kick-off meeting" that transfers the project from the pre-award team to the post-award manager. During this meeting, all personnel involved in the project are invited, which is a good way to identify all the partners and participants.

It allows the personnel of the project to clearly identify the points of contact during the lifetime of the project.

In this "internal kick-off meeting", the invited participants are: the main researcher, the pre-award manager, the post-award manager, the librarian of the University (expert in Data Management Plan and Open access practices), the personnel service manager and the accounting manager of the University.

2. Structural organisational issues and under-staffing

A discussion has occurred during the seminar, about the under-staffing of the University in general and in the research support service in particular, which makes it difficult for project managers to actually manage projects smoothly. It has also led a project manager to reject offers to join consortiums because of the lack of support from the University.

3. Put human resources in a support team to help scientists write proposals.

In the case of ERDF funds, the University pays and then gets reimbursed for the eligible costs. It has created a lot of issues in the past for the UR financial balance because money spent in advance by UR was difficult to get reimbursed (when judged ineligible). This experience should trigger the university to go for European funds and have a better organisation to follow-up the expense.

4. SAP as an in-house tool

UPC has presented the SAP in-house tool they use at the service level to monitor the projects.

The University of la Réunion only uses SAP for financial management purposes. It would be good to use it to follow-up the projects. For example, this tool could provide the personal cost of an employee at University of la Réunion in case of a proposal submission to the European Commission and this information is valuable.

5. Suggestion to have a workshop of someone who got an ERC grant.

Proposition of UPC to have someone who managed to get an ERC grant present a workshop on the do-s and don't-s in answering this kind of call.



SESSION 02

DRAFTING AND SUBMITTING A SUCCESSFUL HORIZON EUROPE PROPOSAL RESEARCH MANAGEMENT IN PRACTICE: FINANCIAL, LEGAL, ADMINISTRATIVE MANAGEMENT OF HORIZON EUROPE PROJECTS ERA FELLOWSHIPS COMMUNICATION, DISSEMINATION AND EXPLOITATION ACTIONS IN HORIZON EUROPE PROJECTS GENDER IN RESEARCH

1. Communication tips: networking, using communication tools

Update of Dissemination, Exploitation and Communication plan in the middle of the project will be necessary.

Monica and Irene have provided information on communication tools and toolboxes that exist : Horizon Results Booster Services.

2. Importance of the gender dimension in projects

A gender equality plan is mandatory for the University to be able to sign the Grant Agreement.
Plans for dissemination and communication with a "gender dimension" need to be taken into consideration.
Use of gender-sensitive communication.

SESSION 03

MEETING WITH UR GOVERNANCE

Participants:

UPC:

- Monica ALTIMIRA, Head of International Projects Unit at the Research and Innovation Support Service
- Irene JORGE, Research and Innovation Support Service

UR:

- Elsie DAMOUR (Responsable Administrative et Financière DRIVE),
- Valère LEE-CHING-KEN (online), Directeur de Cabinet de La Présidence
- (only last 5 minutes) Juan MORA-REY, Project Manager (SING - DRIVE)

REALISTIC:

- Camille BONNET, Project Manager
- Valentin DUFLOT (online), Project Coordinator
- Michaël SICARD, ERA Chair

1. All people present agreed on the fact that UR is not prepared enough for accompanying EU projects proposal writing and follow up when granted.
2. All agreed on the fact that ERDF funds should be limited and EU projects encouraged.
3. A document equivalent to the "alignment of University of la Réunion towards the ERA" has already been written with the feedback from other projects. Since it already exists, it gives us a basis to work on. However, at the time of writing of this deliverable, the REALISTIC team members are still waiting for this document to be provided to them.

Conclusion:

A lot of examples of what is being done and implemented at UPC have been shown, providing some leads of inspiration for the University of la Réunion. However, we noted that more members of the UR Governance and/or relevant services could have participated in these seminars, especially during Session 02 when no one from the UR Equality Service attended.

4. SATISFACTION SURVEY

Satisfaction survey - UPC "support to research" office

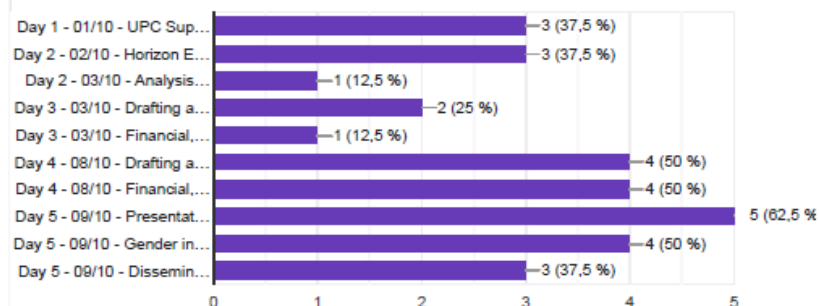
8 réponses

[Publier les données analytiques](#)

Which sessions did you attend?

[Copier](#)

8 réponses

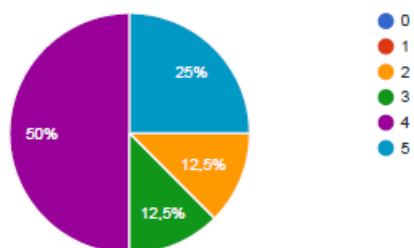


On a scale from 1 to 5, how satisfied were you with the content of the seminars?

[Copier](#)

(0 being the lowest point, and 5 being the highest.)

8 réponses



What were your expectations when you registered for the seminars?

4 réponses

To learn about "best practices" by listening to how project systems work effectively at other institution (UPC).

I thought it would be a more general presentation covering all the different European projects (e.g., ERC, FEDER, HE) and highlighting strategies.

Have a global view

See how other universities work in the international and research field

Have your expectations been met?

8 réponses

[Copier](#)

Response	Percentage
Yes	87.5%
No	12.5%

If you answered "no" to the question before, were some things not covered that you wished you had gotten some insight on?

Une réponse

The presentation was very detailed, and I got lost. Maybe some useful information for me was given, but I didn't catch it because of the details.

After following these seminars, are you interested in participating in projects funded by the Horizon Europe programme (or another European programme)

8 réponses

[Copier](#)

Response	Percentage
Yes	100%
No	0%

Could you please tell us how we could improve the structure, duration and organisation of the seminars. What was missing according to you? Were subjects not treated? What was good?

3 réponses

Shorter sessions would be preferable.

For people like me, it could just be a brief presentation, focusing on general topics like presenting a European project (e.g., ERC, FEDER, HE) and key information about finances, partnerships, gender equality, and the research topic. Detailed information on how to submit a successful HE project is only necessary if you're actually submitting one, in which case sharing the slides might be sufficient.

It was a comprehensive vision of Horizon Europe.

Thank you for taking the time to answer!

5. ANNEXES

Please find here below the certificates of attendance of both speakers and the participants.

CERTIFICATE OF ATTENDANCE OF MRS MONICA ALTIMIRA.



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CERTIFICATE OF ATTENDANCE

Name of the host institution: **Université La Réunion**

IT IS HEREBY CERTIFICATED THAT:

Ms. MÒNICA ALTIMIRA from UNIVERSITAT POLITÈCNICA DE CATALUNYA presented the seminar "**SUPPORT SERVICE TO RESEARCHERS**" under the REALISTIC PROJECT (GA 101086690) between the 1st of October 2024 and the 10th of October 2024 that took place at Université La Réunion, Campus de Moufia, Saint-Denis.

Signature,

Joël VAN BAELEN
Directeur du LACy - UMR8105



Laboratoire de l'Atmosphère et des Cyclones
Université de la Réunion
15 Avenue René Cassin - CS 92003
97744 SAINT DENIS CEDEX 9
Tél : 02 62 93 82 65



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CERTIFICATE OF ATTENDANCE OF MRS IRENE JORGE.



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CERTIFICATE OF ATTENDANCE

Name of the host institution: **Université La Réunion**

IT IS HEREBY CERTIFICATED THAT:

Ms. IRENE JORGE from UNIVERSITAT POLITÈCNICA DE CATALUNYA presented the seminar "**SUPPORT SERVICE TO RESEARCHERS**" under the REALISTIC PROJECT (GA 101086690) between the 1st of October 2024 and the 10th of October 2024 that took place at Université La Réunion, Campus de Moufia, Saint-Denis.

Signature,



Laboratoire de l'Atmosphère et des Cyclones
Université de la Réunion
15 Avenue René Cassin - CS 92003
97744 SAINT DENIS CEDEX 9
Tél : 02 62 93 82 65

Joël VAN BAELEN

Directeur du LACy - UMR8105



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SEMINAR "SUPPORT SERVICE TO RESEARCHERS"

REALISTIC PROJECT. GA 101086690

Date: 01/10/2024-10/10/2024

Place: Université La Réunion, Campus de Moufia, Saint-Denis

Format: *hybrid*

Attendance list – Day 1 – Tuesday 01/10/2024

Face-to-face attendance.

N°	Name	Partner	Signature
1	ALTIMIRA Monica	UPC	
2	BONNET Camille	UR	
3	CHOUKON Mylène	UR	
4	CZAKO Nora	UR	
5	DAMOUR Marie Elsie	UR	
6	JORGE Irene	UPC	
7	MARIOTTI Anne	UR	
8	MORA-REY Juan	UR	
9	NOEL Frédérique	UR	
10	PAYET Ann-Laureen	UR	
11	SICARD Michaël	UR	
12	TARNUS Evelyne	NEXA	
13	VOIVRET Charles	UR	
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ATTENDANCE LIST - DAY 2 - 02/10/2024



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SEMINAR "SUPPORT SERVICE TO RESEARCHERS"

REALISTIC PROJECT. GA 101086690

Date: 01/10/2024-10/10/2024

Place: Université La Réunion, Campus de Moufia, Saint-Denis

Format: Hybrid

Attendance list – Day 2 – Wednesday 02/10/2024

Face-to-face attendance

N°	Name	Partner	Signature
1	ALTIMIRA Monica	UPC	
2	BONNET Camille	UR	
4	CZAKO Nora	UR	
5	DAMOUR Marie Elsie	UR	
6	JORGE Irene	UPC	
7	MARIOTTI Anne	UR	
8	MARS Marie	OSU- Réunion	
9	MORA-REY Juan	UR	
10	NOEL Frédérique	UR	
11	PAYET Ann-Laureen	UR	
12	VOIVRET Charles	UR	
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ATTENDANCE LIST - DAY 3 - 03/10/2024



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SEMINAR "SUPPORT SERVICE TO RESEARCHERS"

REALISTIC PROJECT. GA 101086690

Date: 01/10/2024-10/10/2024

Place: Université La Réunion, Campus de Moufia, Saint-Denis

Format: Hybrid

Attendance list – Day 3 – Thursday 03/10/2024

Face to face attendance.

N°	Name	Partner	Signature
1	ALTIMIRA Monica	UPC	
2	BONNET Camille	UR	
3	CZAKO Nora	UR	
4	JORGE Irene	UPC	
5	MORA-REY Juan	UR	
6	PAYET Ann-Laureen	UR	
7	BOULINGUEZ Maxime	UR	
8	VOIVRET Charles	UR	
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ATTENDANCE LIST - DAY 4 - 08/10/2024



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SEMINAR "SUPPORT SERVICE TO RESEARCHERS"

REALISTIC PROJECT. GA 101086690

Date: 01/10/2024-10/10/2024

Place: Université La Réunion, Campus de Moufia, Saint-Denis

Format: Hybrid

Attendance list – Day 4 – Tuesday 08/10/2024

Face to face attendance.

N°	Name	Partner	Signature
1	ALTIMIRA Monica	UPC	
2	ANDRIANAIVORAVELONA Dina	UR IRJ	
3	BONNET Camille	UR	
4	BOULINGUEZ Maxime	UR	
5	CHANE MING Fabrice	UR	
6	CHUPPA TOSTAIN Graziella	Qualitropic	
7	DAMOUR Marie Elsie	UR	
8	JORGE Irene	UPC	
9	LAXENAIRE Rémi	Météo France	
10	MORA-REY Juan	UR	
11	RADANIELA Harimisa	UR	
12	RAKOTOBÉ Noro	UR	
13	RAMDIALE Isabelle	UR	
14	RECHOU Anne	UR	



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SEMINAR “SUPPORT SERVICE TO RESEARCHERS”

REALISTIC PROJECT. GA 101086690

Date: 01/10/2024-10/10/2024

Place: Université La Réunion, Campus de Moufia, Saint-Denis

Format: Hybrid

15	SICARD Michaël	UR	
16	SOUFFLET Clément	Météo France	
17	VEREMES Hélène	Météo France	



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ATTENDANCE LIST - DAY 5 - 09/10/2024



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SEMINAR "SUPPORT SERVICE TO RESEARCHERS"

REALISTIC PROJECT. GA 101086690

Date: 01/10/2024-10/10/2024

Place: Université La Réunion, Campus de Moufia, Saint-Denis

Format: Hybrid

Attendance list – Day 5 – Wednesday 09/10/2024

Face to face attendance.

N°	Name	Partner	Signature
1	ALTIMIRA Monica	UPC	
2	ANDRIANAIVORAVELONA Dina	IRD	
3	BONNET Camille	UR	
4	BOULINGUEZ Maxime	UR	
5	JORGE Irene	UPC	
6	LAXENAIRE Rémi	Météo France	
7	MORA-REY Juan	UR	
8	RAULT Claire	BRGM	
9	SICARD Michaël	UR	
10	SOUFFLET Clément	Météo France	
11	TARNUS Evelyne	NEXA	
12	VEREMES Hélène	Météo France	
13	VOIVRET Charles	UR	
14	CHAVEZ LING Fabrice	UR	



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SEMINAR “SUPPORT SERVICE TO RESEARCHERS”

REALISTIC PROJECT. GA 101086690

Date: 01/10/2024-10/10/2024

Place: Université La Réunion, Campus de Moufia, Saint-Denis

Format: Hybrid

15	RANDIALE SOUBAYA Isabelle	UR	
16			
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