

Job Shadowing Programme

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Please note that the document is directed only to participants of the RSO job shadowing project and should not be distributed further.

University of Bern



b
**UNIVERSITY
OF BERN**

Name

Maddalena Tognola

E-mail address

maddalena.tognola@unibe.ch

Approximately how many staff members (full time equivalent) does your Research Support Office have?

In your unit: 7

Across the university (including central and local support):

Another 6-10 (not under my leadership): open science team, grant developers in the bio-medicine and RMA in psychology.

Funding schemes

Which programmes are supported by the Research Support Office?

- Horizon Europe
- National funding schemes
- International funding schemes

Please share areas where you have developed particular experience/strength:

- Dealing with associated partners in HEU (many practical issues)
- Reviewing applications for ERC grants (and MSCA Postdocs... in H2020).
- Financial risk management for countries without EUR.
- Swiss funding opportunities that fund foreign partners.
- US Grants capture and internal policies.
- Leadership: developing the RSO services with the team ("researchers' expectations).
- Setting up a database of proposal and grants.
- Surviving EU Audits -and have no relevant findings.

Are there funds that participants in the job shadowing scheme can apply for (beyond Erasmus+)? As Sender or as Host?

Not specifically. Would be addressed on a case-by-case.

Application process

Are there application deadlines or can applicants apply throughout the year?

No deadline. But no hosting possible before Jan 2023.

What is the expected duration of a job shadowing programme (in days)? 4(-5).

Would the opportunities for job shadowing be open to more people from one institution? If so, what is the maximum number you can accommodate? 2

Capacity-building

Do you have experience in capacity-building (in relation to Research Support)? No

Contact

Who is the university's contact point on job shadowing?

- maddalena.tognola@unibe.ch

Additional information

Does your office have a template for job shadowing programmes? No

Does your office have someone who speaks multiple languages and/or has knowledge of multiple cultural backgrounds?

- Languages: German (local: all), Italian (one) & French (2), little Spanish.
- Only white people from Switzerland/Germany/Australia.

Add additional information (incl. any restrictions/specific requirements for incoming visitors, or unexpected offers like free accommodation, bicycles, ...)

- In summer, you can swim with us in the river. Well, with some of us (not me)
- Simple private accommodation for one person could be organized for free.
- Switzerland is not EU but is part of the Schengen area.

Babes-Bolyai University



UNIVERSITATEA BABEȘ-BOLYAI
BABEȘ-BOLYAI TUDOMÁNYEGYETEM
BABEȘ-BOLYAI UNIVERSITÁT
BABEȘ-BOLYAI UNIVERSITY
TRADITIO ET EXCELLENTIA

Name

Alina Marcoci

E-mail address

alina.marcoci@ubbcluj.ro

Approximately how many staff members (full time equivalent) does your Research Support Office have?

In your unit: There are 8 full time staff members.

Across the university (including central and local support):

The university has additional centers in charge of different programs: the Centre for European Programs (Structural funds, etc.), the Centre for International Cooperation (ERASMUS, CEEPUS, LEONARDO, DAAD, etc.) and the Centre for Technological and Cognitive Transfer (programs related to technological transfer). Together with the Research Support Office, there is a total of 37 full time staff members.

Funding schemes

Which programmes are supported by the Research Support Office?

- Horizon Europe
- National funding schemes
- International funding schemes
- Other

Are there funds that participants in the job shadowing scheme can apply for (beyond Erasmus+)? As Sender or as Host?

There are occasional funds on different institutional projects.

Application process

Are there application deadlines or can applicants apply throughout the year?

The application deadlines would be September 15th for the first semester and February 15th for the second semester.

What is the expected duration of a job shadowing programme (in days)?

The expected duration would be between 3 to 5 days.

Would the opportunities for job shadowing be open to more people from one institution? If so, what is the maximum number you can accommodate?

Yes, the job shadowing can be open to more people from more than one institution. The maximum number is 4.

Capacity-building

Do you have experience in capacity-building (in relation to Research Support)? No

Contact

Who is the university's contact point on job shadowing?

- Ms. Alina Marcoci (Research Support Officer) - alina.marcoci@ubbcluj.ro
- Prof. Adrian Petrusel (Vice-rector for Research-development-innovation, doctorates) - adrian.petrusel@ubbcluj.ro

Additional information

Does your office have a template for job shadowing programmes? No

Add additional information (incl. any restrictions/specific requirements for incoming visitors, or unexpected offers like free accommodation, bicycles, ...)

The university can provide free accommodation at Hotel Universitas - Babes-Bolyai University Hotel.

University of Göttingen



GEORG-AUGUST-UNIVERSITÄT
GÖTTINGEN

Name

Nadja Daghbouche

E-mail address

nadja.daghbouche@zvw.uni-goettingen.de

Approximately how many staff members (full time equivalent) does your Research Support Office have?

In your unit: The EU Office of the University of Göttingen contains nearly 7 FTE (8 persons).

Across the university (including central and local support):

The UGOE RSO is organised centrally. It contains a division on national research funding and a division on EU funding (ca. 21 persons FTE). A third division is responsible for innovation and transfer activities (another 21 persons FTE).

Funding schemes

Which programmes are supported by the Research Support Office?

- Horizon Europe
- Structural/Regional funds or funding schemes
- National funding schemes
- International funding schemes
- Other

Please share areas where you have developed particular experience/strength:

The EU Office of the University of Göttingen developed e.g. particular experience in ERC practices.

Are there funds that participants in the job shadowing scheme can apply for (beyond Erasmus+)? As Sender or as Host?

Unfortunately, the University of Göttingen cannot pay for any costs of the job shadowing programme (e.g. travel, accommodation).

Application process

Are there application deadlines or can applicants apply throughout the year?

It would be important that the interested Guild colleagues contact us min. 3 months in advance of the favored time where they want to visit Göttingen, so that we have enough time to decide whether it suits and if so, to prepare everything (e.g. agenda of the stay).

What is the expected duration of a job shadowing programme (in days)?

We can only offer stays of 2-3 working days.

Would the opportunities for job shadowing be open to more people from one institution? If so, what is the maximum number you can accommodate?

Usually, we only host one person. However, if there is another colleague with the same interest(s), we could exceptionally host a second person (not more than two Guild colleagues at the same time).

Capacity-building

Do you have experience in capacity-building (in relation to Research Support)? No

Contact

Who is the university's contact point on job shadowing?

- There is no general contact person at UGOE. Interested persons can contact André Schulte (andre.schulte@zvw.uni-goettingen.de), who is the advisor to the head of the EU Office.

Additional information

Does your office have a template for job shadowing programmes? No

Does your office have someone who speaks multiple languages and/or has knowledge of multiple cultural backgrounds?

Yes, the EU Office team in Göttingen unites several persons with different cultural backgrounds (e.g. from Croatia, Romania, Algeria).

Add additional information (incl. any restrictions/specific requirements for incoming visitors, or unexpected offers like free accommodation, bicycles, ...)

The EU Office (not RSO which is a larger administrative unit) of the University of Göttingen welcomes the Guild job shadowing programme. We look forward to hosting colleagues from other Guild EU Offices (not RSOs). It would be important that the Guild colleagues assure that they have the necessary insurances in place (e.g. travel health insurance, accident insurance). Maybe it will become necessary to sign a declaration of keeping GDPR/ confidentiality rules concerning the (personal) information obtained during the job shadowing programme.

Jagiellonian University



JAGIELLONIAN UNIVERSITY
IN KRAKÓW

Name

Katarzyna Kubica-Oron

E-mail address

katarzyna.kubica-oron@uj.edu.pl

Approximately how many staff members (full time equivalent) does your Research Support Office have?

In your unit: 60

Across the university (including central and local support): 50

Funding schemes

Which programmes are supported by the Research Support Office?

- Horizon Europe
- Erasmus+
- Structural/Regional funds or funding schemes
- National funding schemes
- International funding schemes
- Other

Are there funds that participants in the job shadowing scheme can apply for (beyond Erasmus+)? As Sender or as Host? No

Application process

Are there application deadlines or can applicants apply throughout the year?

The application process is carried out in accordance with internal regulations.

What is the expected duration of a job shadowing programme (in days)? 5.

Would the opportunities for job shadowing be open to more people from one institution? If so, what is the maximum number you can accommodate? 2.

Capacity-building

Do you have experience in capacity-building (in relation to Research Support)? Yes

Would you be willing to open up the opportunity for job shadowing to universities identified by The Guild as strategic partners (currently ARUA; and possibly Karazin National University in Kharkiv)? Yes

Contact

Who is the university's contact point on job shadowing?

- Elbieta Wito elzbieta.wito@uj.edu.pl

Additional information

Does your office have a template for job shadowing programmes? No

King's College London



Name

Rasangika Pelpola-Aladekomo

E-mail address

rassi.pelpola@kcl.ac.uk

Approximately how many staff members (full time equivalent) does your Research Support Office have?

In your unit: 21 (pre-award level)

Across the university (including central and local support):

100+ (across departments and post-award teams)

Funding schemes

Which programmes are supported by the Research Support Office?

- Horizon Europe
- Structural/Regional funds or funding schemes
- National funding schemes
- International funding schemes

Please share areas where you have developed particular experience/strength:

- Proposal development for coordination
- ERC StG Interview trainings
- Management of projects

Are there funds that participants in the job shadowing scheme can apply for (beyond Erasmus+)? As Sender or as Host? Not at present.

Application process

Are there application deadlines or can applicants apply throughout the year?

Can apply through the year.

What is the expected duration of a job shadowing programme (in days)? 1 to 2 weeks.

Would the opportunities for job shadowing be open to more people from one institution? If so, what is the maximum number you can accommodate?

We should be able to accommodate 1 to 2 posts at any one time.

Capacity-building

Do you have experience in capacity-building (in relation to Research Support)? No

Contact

Who is the university's contact point on job shadowing? Need to check.

Additional information

Does your office have a template for job shadowing programmes? No.

Does your office have someone who speaks multiple languages and/or has knowledge of multiple cultural backgrounds?

We have speakers of many languages, but English is the main language.

Add additional information (incl. any restrictions/specific requirements for incoming visitors, or unexpected offers like free accommodation, bicycles, ...)

Costs will have to be covered by the individual or their own institution at this time.

University of Oslo



UiO : University of Oslo

Name

E-mail address

Trine Kvermo

t.m.kvermo@admin.uio.no

Approximately how many staff members (full time equivalent) does your Research Support Office have?

In your unit:

25

Across the university (including central and local support):

190, including project controllers

Funding schemes

Which programmes are supported by the Research Support Office?

- Horizon Europe
- Structural/Regional funds or funding schemes
- National funding schemes
- International funding schemes

Please share areas where you have developed particular experience/strength:

- Internal networks for research support officers, institutionally and locally
- Cooperation within research support across levels throughout the university
- Research leadership programme, Consolidated level
- Research Leadership Programme, Starting level
- Joint Degrees, Ph.D level
- MSCA: MSCA Postdoctoral fellowship master classes, MSCA Doctoral networks, MSCA Cofund
- ERC grants
- Researchers at Risk
- Legal services (contracts etc)

Are there funds that participants in the job shadowing scheme can apply for (beyond Erasmus+)? As Sender or as Host? No

Application process

Are there application deadlines or can applicants apply throughout the year?

The application must be sent 3 months in advance ahead of the requested timing of the job shadowing.

What is the expected duration of a job shadowing programme (in days)? 2-3 days.

Would the opportunities for job shadowing be open to more people from one institution? If so, what is the maximum number you can accommodate? 1-2 persons at the time to the same host unit.

Capacity-building

Do you have experience in capacity-building (in relation to Research Support)? Yes

Would you be willing to open up the opportunity for job shadowing to universities identified by The Guild as strategic partners (currently ARUA; and possibly Karazin National University in Kharkiv)? Yes

Contact

Who is the university's contact point on job shadowing?

- Trine M. Kvernmo (Senior advisor, Department of Research and Innovation Administration) - t.m.kvernmo@admin.uio.no
- Malena Bakkevold (Section Manager, Department of Research and Innovation Administration) - malena.bakkevold@admin.uio.no

Additional information

Does your office have a template for job shadowing programmes? No

Does your office have someone who speaks multiple languages and/or has knowledge of multiple cultural backgrounds?

- We have staff (two persons) who are fluent in German.
- Our department has a team (Global Team) responsible for international research cooperation with Non-European countries, as well as for Researchers at Risk.

Add additional information (incl. any restrictions/specific requirements for incoming visitors, or unexpected offers like free accommodation, bicycles, ...)

- Guest must have a good working command of English, and they must also have some previous experience in the area they are interested in.
- We might limit work shadowing to specific times each semester, but this is not decided yet.

Radboud University

Radboud Universiteit



Name

E-mail address

Maggie Bous

mechteld.bous@ru.nl

Approximately how many staff members (full time equivalent) does your Research Support Office have?

In your unit: About 10

Across the university (including central and local support): About 25

Funding schemes

Which programmes are supported by the Research Support Office?

- Horizon Europe
- Structural/Regional funds or funding schemes
- National funding schemes
- International funding schemes

Please share areas where you have developed particular experience/strength:

- Joint grant support on collaborative grants.
- ERC grant capture and ERC proposal support
- Proposal writing trainings

Are there funds that participants in the job shadowing scheme can apply for (beyond Erasmus+)? As Sender or as Host?

The University of Glasgow and Radboud can make use of the RU-UoG collaboration fund.

Application process

Are there application deadlines or can applicants apply throughout the year?

Throughout the year, we can create a dedicated programme depending on the interest of the visitor.

What is the expected duration of a job shadowing programme (in days)?

2-3 days, but longer if broader interest.

Would the opportunities for job shadowing be open to more people from one institution? If so, what is the maximum number you can accommodate?

Max around 5 I think, depending on the subject.

Capacity-building

Do you have experience in capacity-building (in relation to Research Support)? No

Contact

Who is the university's contact point on job shadowing?

- Maggie Bous - Mechteld.bous@ru.nl - +31650172173

Additional information

Does your office have a template for job shadowing programmes? No.

Does your office have someone who speaks multiple languages and/or has knowledge of multiple cultural backgrounds?

We have 5 colleagues with extensive international experience and 2 that are non-Dutch nationals (Ukrainian and Austrian). The languages between us are mainly English and Dutch, to some extent we also speak French, Spanish and German (and Ukrainian).

Add additional information (incl. any restrictions/specific requirements for incoming visitors, or unexpected offers like free accommodation, bicycles, ...)

I haven't been able to connect to our HR department for the details about procedures, templates etc. because they turned out to be very busy with opening a welcome center. I will send an update about these and additional points once I have it.

University of Tartu



Name	E-mail address
Laura Tomson	laura.tomson@ut.ee

Approximately how many staff members (full time equivalent) does your Research Support Office have?

In your unit: 22

Across the university (including central and local support):

We have research support officers only in central. Across the university we have project managers.

Funding schemes

Which programmes are supported by the Research Support Office?

- Horizon Europe
- Erasmus+
- Structural/Regional funds or funding schemes
- National funding schemes
- International funding schemes

Please share areas where you have developed particular experience/strength:

- Proposal writing- we have special unit for that
- Grant writing unit - we have a special system and activities for ERC applicants.
- We have a strategy for EU partnerships; all topics and questions in framework programme; we have several internal digital tools that might be interesting for others.

Are there funds that participants in the job shadowing scheme can apply for (beyond Erasmus+)? As Sender or as Host? Yes, we recommend ERASMUS+

Application process

Are there application deadlines or can applicants apply throughout the year?

They can apply throughout the year.

What is the expected duration of a job shadowing programme (in days)? 3-5 days.

Would the opportunities for job shadowing be open to more people from one institution? If so, what is the maximum number you can accommodate?

I think that 2-3 people who visit us at the same time would be fine. This way we can offer them meetings and activities what they are interested off and it's not a lot of extra work for us. Trying to satisfy 5 or more people at the same time might get difficult. We don't offer accommodation.

Capacity-building

Do you have experience in capacity-building (in relation to Research Support)? Yes

Would you be willing to open up the opportunity for job shadowing to universities identified by The Guild as strategic partners (currently ARUA; and possibly Karazin National University in Kharkiv)? Yes

Contact

Who is the university's contact point on job shadowing?

- Laura Tomson, laura.tomson@ut.ee, +37256503611

Additional information

Does your office have a template for job shadowing programmes? No

Does your office have someone who speaks multiple languages and/or has knowledge of multiple cultural backgrounds?

We're all speaking English and some of us speak some third language etc. Russian, Portuguese.

We have one colleague from Ukraine (joined us about 3 years ago).

University of Warwick



Name	E-mail address
Sam Cole	s.cole@warwick.ac.uk

Approximately how many staff members (full time equivalent) does your Research Support Office have?

In your unit: 75

Across the university (including central and local support): 125

Funding schemes

Which programmes are supported by the Research Support Office?

- Horizon Europe
- Structural/Regional funds or funding schemes
- National funding schemes
- International funding schemes
- Other

Please share areas where you have developed particular experience/strength:

We're a full-service office.

Are there funds that participants in the job shadowing scheme can apply for (beyond Erasmus+)? As Sender or as Host? Not sure.

Application process

What is the expected duration of a job shadowing programme (in days)? 14

Would the opportunities for job shadowing be open to more people from one institution? If so, what is the maximum number you can accommodate? 5

Capacity-building

Do you have experience in capacity-building (in relation to Research Support)? No

Contact

Who is the university's contact point on job shadowing?

- Sam Cole (Assistant Director, Research & Impact Services) - s.cole@warwick.ac.uk

Additional information

Does your office have a template for job shadowing programmes? No

Does your office have someone who speaks multiple languages and/or has knowledge of multiple cultural backgrounds?

We have many staff that speak more than one language including French, German, Italian, Japanese, Spanish, Urdu, Hindi, Polish, Welsh, Punjabi (and Latin!) There are also a number of staff who have worked abroad in Europe, North America and the Far East.

Add additional information (incl. any restrictions/specific requirements for incoming visitors, or unexpected offers like free accommodation, bicycles, ...)

- We're no longer in the EU but on these timeframes (i.e. 14 days) travel to UK and shadowing shouldn't be too problematic.
- We have bicycle and scooter rentals on campus!

University of Vienna



Name	E-mail address
Stefania Benetton	stefania.benetton@univie.ac.at

Approximately how many staff members (full time equivalent) does your Research Support Office have?

In your unit:

In the EU/international funding team: 6 full time, 5 reduced time

Across the university (including central and local support):

The Research Services and Career Development Department (where the EU team is based) currently has 42 employees (mix of full and reduced time). The department hosts the EU/international funding team, the national funding + tech transfer team, the legal team, the monitoring and reporting team, the PhD admissions team and the Center for Doctoral Studies. We are based centrally, but then each Faculty (15) and Centre (5) has one or more Third-Party funding coordinator(s).

Funding schemes

Which programmes are supported by the Research Support Office?

- Horizon Europe
- Erasmus+
- National funding schemes
- International funding schemes

Are there funds that participants in the job shadowing scheme can apply for (beyond Erasmus+)? As Sender or as Host? No, just Erasmus+

Application process

Are there application deadlines or can applicants apply throughout the year?

No, we would just agree a good timing that fits the need of the applicant and the capacity in the team (to avoid busy deadline periods)

What is the expected duration of a job shadowing programme (in days)? 7.

Would the opportunities for job shadowing be open to more people from one institution? If so, what is the maximum number you can accommodate?

1-2 depending on time of the year and space available

Capacity-building

Do you have experience in capacity-building (in relation to Research Support)? No

Contact

Who is the university's contact point on job shadowing?

There is no University contact, for the EU team you can use my contact: Dr Stefania Benetton, Deputy Head of EU team and EU programme manager, stefania.benetton@univie.ac.at

Additional information

Does your office have a template for job shadowing programmes? No

Does your office have someone who speaks multiple languages and/or has knowledge of multiple cultural backgrounds?

The EU team is international and includes staff from Austria, Italy, Germany, Canada, Greece, Spain, Croatia, UK. In addition to English and German, we speak our mother tongues and some of us also speak French.

