



**Hotel ARCOTEL Allegra**  
**Ulica kneza Branimira 29, 10000 ZAGREB**

*The principle aim of the sixth HNN2.0 on-site training is to give a complete overview on Grant preparation and management process, and to familiarize participants with available online tools.*

*The training will be a mix of theory and practice; the main trainers will be experienced external experts from the School of Medicine in Zagreb.*

### DAY 1 – 20<sup>TH</sup> September

9.00 – 9.30	<b>Registration and welcome coffee</b>
9.30 – 9.40	<i>Welcome and introduction to the training by HNN2.0 representatives</i>
9.40 – 10.00	<i>Introduction to grant preparation and management process</i>
<b>GRANT PREPARATION</b>	
10.00 – 11.15	<i>ESR, RPP and grant data, Grant Agreement, Consortium Agreement, IP, Ethics</i>
<i>Coffee Break (11.15 – 11.45)</i>	
11.45 – 13.00	<i>Exceptional circumstances and how to deal with them (Change of Partners, Linked Third Parties)</i>
<i>Lunch Break (13.00 – 14.00)</i>	
<b>GRANT MANAGEMENT</b>	
14.00 – 15.30	<i>Keeping records, Salaries and accounting rules, Timesheets, Depreciation</i> <ul style="list-style-type: none"> <li>• <i>Project administration</i></li> <li>• <i>Personnel (contracts, hospital personnel, salaries, timesheets, additional remuneration)</i></li> <li>• <i>Equipment (depreciation, usage overview tables, public procurement)</i></li> <li>• <i>Travel (kick-off, general assembly, trainings, DEOR)</i></li> <li>• <i>Subcontracting (direct contracts, public procurement, contracts with hospitals/clinics)</i></li> <li>• <i>Education (national and institutional legislation, personnel competences)</i></li> <li>• <i>Consumables (animals, peculiarities for health projects)</i></li> <li>• <i>Other direct costs</i></li> <li>• <i>Internal invoicing, unit cost</i></li> <li>• <i>Third linked parties, external experts</i></li> </ul>
<i>Coffee Break (15.30 – 15.45)</i>	
15.45 – 17.00	<i>Preclinical and clinical studies</i> <ul style="list-style-type: none"> <li>• <i>Ethical approval</i></li> <li>• <i>Study planning prior and post project approval</i></li> <li>• <i>GLP, GMP, Document Management System</i></li> <li>• <i>Case study: BioChip, Osteogrow</i></li> </ul>
17.00 – 17.30	<b>Final discussion: lessons learned from the day</b>

## DAY 2 – 21<sup>ST</sup> September

<b>9.00 – 9.15</b>	<b>Introduction to the training day</b>
9.15 – 11.15	<i>Audits, Reports, Financial requests, Changes and Amendments</i> <ul style="list-style-type: none"><li>• <i>Differences to FP7</i></li><li>• <i>Continuous reporting</i></li><li>• <i>Financial reporting</i></li><li>• <i>DEOR</i></li><li>• <i>Technical part</i></li><li>• <i>Periodic report</i></li><li>• <i>Project audit</i></li><li>• <i>State audit</i></li><li>• <i>European audit (European Court of Auditors, EC)</i></li></ul>
<i>Coffee Break (11.15 – 11.45)</i>	
11.45 – 13.00	<i>Dissemination and Exploitation, Open Access and Data Management</i>
<i>Lunch Break (13.00 – 14.00)</i>	
14.00 – 15.00	<i>Other cross cutting issues: International cooperation, participation of SMEs and other industry partners</i>
<b>15.00 – 16.00</b>	<b>Final discussion and closing remarks: lessons learned from the day</b>