

CARDEA

Career Acknowledgement for Research
(Managers) Delivering for the European
Area

Grant Agreement No. 101058572

CARDEA training modules syllabus



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Number and title and of the module: **Module 1 - Pre-Award**

GENERAL CONTENT OF THE MODULE: The module gives practical advice to RMs for all the important steps on the preparation of a proposal in Horizon Europe framework programme. More specifically focuses on the identification of the appropriate funding opportunities, the selection of the proposal partners and the formation of the consortium and useful hints and tips for the preparation of the proposal and the budget.

SYLLABUS OF THE MODULE:

- Number and title and of the video: **Video number 1 – Identification of Appropriate Funding Opportunities**
- Author: Pierantonios Papazoglou
- Institution: European University Cyprus
- Description of the video: The video presents the mechanisms and approaches for the identification of appropriate funding opportunities on Horizon Europe framework programme. More specifically presents the Horizon Europe at a glance and the proper ways to search the appropriate funding in it. It analyzes the opportunities for individual career development but also for organizations forming consortia.

- Number and title and of the video: **Video number 2 – Partner Search and Consortium Formation**
- Author: Pierantonios Papazoglou
- Institution: European University Cyprus
- Description of the video: The video presents effective strategies for partner search and consortium formation for securing funding from the Horizon Europe framework programme. More specifically, it outlines the qualities that make a partner a strong candidate and the characteristics that a consortium should have to be balanced and potentially successful. Finally, the video also presents methods for finding relevant partners.

- Number and title and of the video: **Video number 3 – Overall Proposal – Preparation Hints & Tips**
- Author: Pierantonios Papazoglou
- Institution: European University Cyprus
- Description of the video: The video provides valuable tips and guidance for preparing a Horizon Europe proposal. It outlines the proposal's context within Horizon Europe and offers targeted advice to support each step of the writing process.

- Number and title and of the video: **Video number 4 – Budget Preparation**
- Author: Maria-Thalia Christou
- Institution: European University Cyprus
- Description of the video: The video offers practical tips for proposal preparation, focusing specifically on key financial principles. It explains how to present the budget in Parts A and B of the proposal and provides useful advice for preparing an effective budget for Horizon Europe or other research projects. Additionally, it highlights available guidance resources and essential documents.

NUMBER AND TITLE AND OF THE MODULE: **Module 2 - Post-Award**

GENERAL CONTENT OF THE MODULE: The module offers an overview of the main obligations included in the Grant Agreement of Horizon Europe funded proposals, which are applicable also to other EU programmes. Specifically, the module presents the contents of the Grant Agreement and how to respect the ethics principles and open science requirements during project implementation. Key aspects of the Consortium Agreement are also presented.

SYLLABUS OF THE MODULE:

- Number and title and of the video: **Video number 1 - Legal Aspects**
- Author: Barbara Chiuconi
- Institution: University of Macerata
- Description of the video: The video is an introduction to the legal framework regulating the implementation of an EU-funded project, examining the two key documents that form the legal basis of an EU-funded project: the Grant Agreement and the Consortium Agreement.

- Number and title and of the video: **Video number 2 - Ethics Requirements**
- Author: Erica Feliziani
- Institution: University of Macerata
- Description of the video: The video presents the key principles of ethics, security, and research integrity, along with the relevant legal framework. Additionally, it provides examples of how to address common ethical and security issues and explains the ethics appraisal process within a research project.

- Number and title and of the video: **Video number 3 - Open Science Requirements**
- Author: Erica Feliziani
- Institution: University of Macerata
- Description of the video: The video outlines the key recommended and mandatory practices for Open Science as outlined in Horizon Europe Grant Agreements. These include open access to publications, research data management, measures to ensure reproducibility of results, Citizen Science, early and open sharing of research, and open peer review.

NUMBER AND TITLE AND OF THE MODULE: **Module 3 - Managing Equality, Diversity and Inclusion (including Gender, Disability and Racism)**

GENERAL CONTENT OF THE MODULE: This module provides an in-depth understanding of the concepts of equity, equality, diversity, and inclusion (EDI) in the context of workplaces and research teams. It highlights the role of EDI in fostering innovative, productive, and fair environments. Topics include an exploration of unconscious biases and stereotypes, their various types, and effective strategies for mitigating them. The module also identifies common barriers to EDI, outlines strategic approaches to overcoming these challenges, and provides real-world examples of successful EDI practices.

SYLLABUS OF THE MODULE:

- Number and title and of the video: **Video number 1 - What do we mean by EDI?**
- Author: Żaneta Świątkowska-Warkocka
- Institution: Institute of Nuclear Physics Polish Academy of Sciences
- Description of the video: this introductory video defines key terms—Equality, Equity, Diversity, and Inclusion—and explains their importance in the workplace and research teams. It explores the impact of EDI on innovation, decision-making, and employee satisfaction.

- Number and title and of the video: **Video number 2 - Unconscious biases and stereotypes**
- Author: Żaneta Świątkowska-Warkocka
- Institution: Institute of Nuclear Physics Polish Academy of Sciences
- Description of the video: This video explores unconscious bias and stereotypes in the workplace and research teams. Defines unconscious bias and stereotypes, and shows how they can affect decision-making and interactions. Presents strategies for recognizing and mitigating unconscious bias and stereotypes.

- Number and title and of the video: **Video number 3 - Equality legislation; Social inclusion**
- Author: Żaneta Świątkowska-Warkocka
- Institution: Institute of Nuclear Physics Polish Academy of Sciences
- Description of the video: This video addresses the significance of language, behavior, and actions in creating an inclusive workplace. It introduces equality laws that ensure fair treatment and non-discrimination and discusses social inclusion's role in building a supportive, diverse environment.

- Number and title and of the video: **Video number 4 - Strategy**
- Author: Żaneta Świątkowska-Warkocka
- Institution: Institute of Nuclear Physics Polish Academy of Sciences
- Description of the video: This video discusses the barriers that hinder effective EDI integration in the workplace. It offers strategies for embedding equality, diversity, and inclusion and includes real-world examples of successful EDI initiatives.

NUMBER AND TITLE AND OF THE MODULE: **Module 4 - Data Stewardship**

GENERAL CONTENT OF THE MODULE: In this module, students can explore key data management concepts essential for a data steward, including FAIR data principles, open data practices, and various data typologies. The module covers the entire life cycle of research data: from planning, collection, and processing to analysis, storage, and protection. These fundamentals form the basis of the Data Management Plan (DMP), a core deliverable for data stewards. Legal aspects and data quality considerations are also discussed.

SYLLABUS OF THE MODULE:

- Number and title and of the video: **Video number 1 - Introduction**
- Author: Lluís Rovira
- Institution: AGAUR, Agency for Management of University and Research Grants
- Description of the video: This introductory video defines the emerging role of the data steward and provides guidance for RMs on the foundational steps of data management.

- Number and title and of the video: **Video number 2 - Data management plan**
- Author: Lluís Rovira
- Institution: AGAUR, Agency for Management of University and Research Grants
- Description of the video: This video explores the Data Management Plan (DMP) in depth, covering each stage of the research data life cycle: planning, collection, processing, analysis, storage, and protection.

- Number and title and of the video: **Video number 3 - Legal issues**
- Author: Lluís Rovira
- Institution: AGAUR, Agency for Management of University and Research Grants
- Description of the video: This video addresses the legal aspects of data management, focusing on the handling of sensitive data categories to ensure compliance with regulations. Practical examples, including a curious one, are included to illustrate potential legal pitfalls.

- Number and title and of the video: **Video number 4 - Research data quality**
- Author: Lluís Rovira
- Institution: AGAUR, Agency for Management of University and Research Grants
- Description of the video: This video examines the concept of data quality in research. It discusses methods for assessing, improving, and managing data quality and highlights future challenges and long-term benefits of maintaining high-quality research data.

NUMBER AND TITLE AND OF THE MODULE: **Module 5 – Technology Transfer**

GENERAL CONTENT OF THE MODULE: This module offers a general overview of technology transfer and it presents a selection of topics related to the Third Mission of the university, knowledge co-creation and innovation intermediaries. Students will learn the key features of the TM, the main challenges to the implementation of technology transfer, and the transformation towards the civic university. Furthermore, students will get insights into the role of innovation intermediaries in the ecosystems where universities operate.

SYLLABUS OF THE MODULE:

- Number and title and of the video: **Video number 1 - The Third Mission of the University**
- Author: Lorenzo Compagnucci
- Institution: University of Macerata
- Description of the video: The video presents a selection of insights into the Third Mission of the university. The video focuses on the concept, features and evolution of the TM. Furthermore, it outlines the main challenges to TM implementation, especially in the field of the Social Sciences and Humanities (SSH).

- Number and title and of the video: **Video number 2 - Innovation ecosystems and intermediaries**
- Author: Dominique Lepore
- Institution: University of Macerata
- Description of the video: The video explores the complexities of innovation ecosystems, the principles of open innovation, and the roles of innovation intermediaries. It offers deep insights into how these components stimulate innovation and drive transformative change across industries.

- Number and title and of the video: **Video number 3 - A paradigm for knowledge valorization and co-creation**
- Author: Francesca Spigarelli
- Institution: University of Macerata
- Description of the video: The video presents the different approaches to Third Mission of university using the helix models and dives into the broader concept of civic university. It analyses the changes required to universities in the contemporary context, where they not only have to prepare future generations, but also need to nurture and guide local communities in their path to sustainable and inclusive development. The transformation from Technology Transfer Office to Offices for social engagement is discussed.

NUMBER AND TITLE AND OF THE MODULE: **Module 6 – HR Research**

GENERAL CONTENT OF THE MODULE: This module equips HR research managers with the knowledge and skills to manage human resources effectively. The module focuses on key areas such as HR fundamentals, researcher recruitment, onboarding, and personnel management, ensuring compliance with institutional policies and legal frameworks.

SYLLABUS OF THE MODULE:

- Number and title of the video: **Video 1 - Understanding HR Fundamentals for HR Research Managers**
- Author: Dr Olivia O'Leary
- Institution: University College Cork
- Description of the video: This video introduces the fundamental HR concepts needed for managing employment relationships within research organisations, covering recruitment, onboarding, performance management, and compliance with employment laws and policies.

- Number and title of the video: **Video 2 - Researcher Recruitment**
- Author: Dr Olivia O'Leary
- Institution: University College Cork
- Description of the video: This video covers the strategic process of researcher recruitment, including an open, transparent, merit-based recruitment process. It also discusses the importance of defining roles, creating inclusive job descriptions, and conducting interviews to build a diverse and skilled research team.

- Number and title of the video: **Video 3 - Onboarding and Orientation**
- Author: Dr Olivia O'Leary
- Institution: University College Cork
- Description of the video: This video explains how to effectively onboard and orient new research staff, ensuring they adapt quickly and integrate smoothly into the organisational culture through structured onboarding processes

- Number and title of the video: **Video 4 - Personnel Management and Compliance**
- Author: Dr Olivia O'Leary
- Institution: University College Cork
- Description of the video: This video highlights best practices in personnel management, including maintaining accurate records, ensuring compliance with GDPR, and handling non-EU researcher admission and residence.

NUMBER AND TITLE AND OF THE MODULE: **Module 7 - Research Finance**

GENERAL CONTENT OF THE MODULE: This module introduces the structure and key functions of a research finance office, covering essential concepts such as budgeting, income statements, balance sheets, cash flow, reporting, auditing, assets, liabilities, and equity. It also examines the financial dynamics within a research group and explores common funding sources available to support research initiatives.

SYLLABUS OF THE MODULE:

- Number and title and of the video: **Video number 1 - Introduction and foundational concepts**
- Author: Lluís Rovira
- Institution: AGAUR, Agency for Management of University and Research Grants
- Description of the video: This video introduces foundational finance concepts for research management, covering essential topics like accounting, reporting, auditing, budget management, income statements, balance sheets, and cash flow statements to help avoid common pitfalls in financial oversight.

- Number and title and of the video: **Video number 2 - Organizing the unit of finances**
- Author: Lluís Rovira
- Institution: AGAUR, Agency for Management of University and Research Grants
- Description of the video: This video discusses the organization of a research finance office, presenting two models commonly used in research institutions and highlighting the critical role of the finance support office.

- Number and title and of the video: **Video number 3 - Research funding sources**
- Author: Lluís Rovira
- Institution: AGAUR, Agency for Management of University and Research Grants
- Description of the video: This video explores various research funding sources and strategies for success in a resource-constrained environment, including local, national, and EU funding opportunities, private funding, innovation revenues, and overhead management.

NUMBER AND TITLE AND OF THE MODULE: **Module 8 - Clinical Research Management**

GENERAL CONTENT OF THE MODULE: This module provides an introductory overview of clinical research management, focusing on fundamental concepts, ethical considerations, documentation, collaboration, and communication within clinical research. Learners will gain insights into managing clinical trials, ethical standards, and best practices for research documentation and communication.

SYLLABUS OF THE MODULE:

- Number and title of the video: **Video 1 - Basic Understanding of Clinical Research Management**
- Author: Dr. Robert O'Connor
- Institution: University College Cork
- Description of the video: This video introduces learners to the key concepts and roles involved in clinical research management, including trial design, regulatory considerations, and the operational aspects of managing clinical studies.

- Number and title of the video: **Video 2 - Ethical Considerations in Clinical Research**
- Author: Dr. Robert O'Connor
- Institution: University College Cork
- Description of the video: This video explores the ethical frameworks and guidelines that govern clinical research. It highlights the importance of participant consent, privacy, and ensuring integrity in research practices.

- Number and title of the video: **Video 3 - Accurate and Organised Study Documentation**
- Author: Dr. Robert O'Connor
- Institution: University College Cork
- Description of the video: This video emphasizes the importance of maintaining accurate and organized documentation in clinical studies. It covers key aspects such as data integrity, audit readiness, and compliance with regulatory requirements.

- Number and title of the video: **Video 4 - Collaboration and Communication in Clinical Research**
- Author: Dr. Robert O'Connor
- Institution: University College Cork
- Description of the video: This video focuses on the critical role of collaboration and effective communication among clinical research teams, sponsors, and regulatory authorities to ensure successful study outcomes.

NUMBER AND TITLE AND OF THE MODULE: **Module 9 - Research Ethics and Integrity**

GENERAL CONTENT OF THE MODULE: The training module on Research Ethics and Integrity highlights the standards in the scientific research context emphasizing the four key layers of responsibility that ensure ethical practices. It highlights the specific roles of RMs in mentoring researchers and reporting misconduct. The module also explores the responsibilities related to planning research activities, with a focus on best practices for sharing results, including publishing, authorship, and citation rules, using IEEE guidelines as an example. Additionally, it addresses essential copyright principles, such as fair use and licensing, providing RMs with the tools to ensure compliance and protect intellectual property within their institutions.

SYLLABUS OF THE MODULE:

- Number and title and of the video: **Video number 1 – Responsibilities in conducting scientific research**
- Author: Mihaela Albu
- Institution: Polytechnic University of Bucharest
- Description: The video is an introduction on research integrity specifying general standards for conducting research with details on each of the 4 (four) layers of responsibility. The specific responsibilities of RMs regarding mentorship and misbehavior reporting are also presented.

- Number and title and of the video: **Video Number 2 - Sharing research results**
- Author: Mihaela Albu
- Institution: Polytechnic University of Bucharest
- Description of the video: In this video, the responsibilities of research and RMs in planning activities are highlighted. In addition, the responsibilities regarding sharing results are presented with a focus on publishing and good practices in the professional communities using the example of authorship and citation rules the IEEE.

- Number and title and of the video: **Video 3 – Copyright**
- Author: Radu Plamanescu
- Institution: Polytechnic University of Bucharest
- Description of the video: This video focuses on essential copyright principles relevant to research and RMs' environments. It covers fair use, licensing, and best practices to ensure compliance and protect intellectual property within their institutions.

Number and title and of the module: **Module 10 – Cognitive Abilities/Transversal Skills**

GENERAL CONTENT OF THE MODULE: This module provides insights into the cognitive abilities essential for effective research management, focusing on cultural sensitivity, strategic planning, and creativity. Learners will understand the importance of these skills in fostering collaboration, adapting to diverse research environments, and enhancing decision-making processes.

SYLLABUS OF THE MODULE :

- Number and title of the video: **Video 1 - Cognitive Abilities: Introduction and Focus on Cultural Sensitivity and Strategic Planning**
- Authors: Véronique Larosa and Laurence Maquest
- Institution: University of Liège
- Description of the video: This video explores the role of cultural sensitivity and strategic planning in research management, emphasizing the value of recognizing diverse perspectives and effectively aligning research goals with strategic objectives.

- Number and title of the video: **Video 2 - Cognitive Abilities: Focus on Creativity**
- Author: Ingrid Chalant
- Institution: University of Liège – IINCO
- Description of the video: This video delves into the importance of creativity within research management, highlighting methods to foster innovative solutions and cross-disciplinary collaboration, which are vital for addressing complex research challenges and advancing organizational goals.

Number and title and of the module: **Module 11 – Research Project Oversight/Management**

GENERAL CONTENT OF THE MODULE: This module offers practical guidance on research project oversight and management. It is specifically designed for early-career or stage 1 RMs (RM1), equipping them with essential knowledge and actionable advice on effective oversight practices.

SYLLABUS OF THE MODULE

- Number and title of the video: **Video number 1 - Managing the Research Project**
- Author: Ivona Peternel
- Institution: Juraj Dobrila University of Pula
- Video description: This training covers foundational aspects of research project management, including the project management cycle, the role of the RM, the structure of the research community, and distinctions between research funding and performing organizations.

- Number and title of the video: **Video number 2 - Establishing the Research Project Plan**
- Author: Ivona Peternel
- Institution: Juraj Dobrila University of Pula
- Video description: Focused on the initial planning phase, this video provides practical advice on developing a comprehensive project plan, managing risks, assigning tasks effectively, and implementing regular reporting practices.

- Number and title of the video: **Video number 3 - Managing project deliverables, monitoring and evaluation**
- Author: Ivona Peternel
- Institution: Juraj Dobrila University of Pula
- Video description: This training emphasizes the significance of defining project deliverables and introduces key concepts in monitoring and evaluation. Early-stage RMs (RM1) will learn to track and assess deliverables systematically, ensuring alignment with project goals and metrics.

Number and title and of the module: **Module 12 – Line Management and Talent Development**

GENERAL CONTENT OF THE MODULE: This module provides an overview of line management, including responsibilities, key skills, and the path to becoming a line manager. It examines what distinguishes good line managers from bad ones and addresses the common challenges they face, offering strategies for improvement. Additionally, this module also introduces talent development, explaining its importance, methods for identifying high-potential employees, and the roles of managers and HR in the process. It presents objectives, examples, strategies, and organizational benefits of effective talent development programs.

SYLLABUS OF THE MODULE

- Number and title and of the video: **Video number 1 - Line manager**
- Author: Żaneta Świątkowska-Warkocka
- Institution: Institute of Nuclear Physics Polish Academy of Sciences
- Description of the video: This video defines the roles, explaining the responsibilities and functions of a line manager. It describes the key skills required for effective line management. The video also guides how to become a line manager, detailing the steps and qualifications needed to follow this career path.

- Number and title and of the video: **Video number 2 - How to be a good line manager?**
- Author: Żaneta Świątkowska-Warkocka
- Institution: Institute of Nuclear Physics Polish Academy of Sciences
- Description of the video: This video focuses on the characteristics that separate good line managers from bad ones. The video looks at the common challenges that line managers face and suggests resources and strategies that can support line managers to be more effective in their roles.

- Number and title and of the video: **Video number 3 - Talent development**
- Author: Żaneta Świątkowska-Warkocka
- Institution: Institute of Nuclear Physics Polish Academy of Sciences
- Description of the video: This video focuses on talent development. It explains what talent development is, and presents different methods of identifying high-potential employees. It presents the role of managers and HR in the talent identification process.

- Number and title and of the video: **Video number 4 – Goals, strategy, and benefits**
- Author: Żaneta Świątkowska-Warkocka
- Institution: Institute of Nuclear Physics Polish Academy of Sciences
- Description of the video: This video highlights the differences between talent management and talent development. It presents the goals of talent development and examples of talent development initiatives. It discusses strategies for implementing effective talent development programs and the benefits these initiatives bring to organizations.

Number and title and of the module: **Module 13 – Communication**

GENERAL CONTENT OF THE MODULE: This module introduces essential communication skills for RMs, focusing on effective information exchange with both internal teams and external stakeholders. Key areas include relationship-building, designing communication plans, media liaison, social media engagement, and report writing.

SYLLABUS OF THE MODULE

- Number and title of the video: **Video 1 - Definition and Foundational Skills in Communication**
- Author: Marilou Ramos-Pamplona
- Institution: University of Liège
- Description of the video: This video defines communication within research management, detailing core skills such as relationship-building with stakeholders, crafting communication plans, and engaging with media to enhance research visibility and impact.

- Number and title of the video: **Video 2 - Building and Maintaining Relationships with Stakeholders: Introduction & Specific Situations**
- Author: Marilou Ramos-Pamplona
- Institution: University of Liège
- Description of the video: This video explores the role of stakeholders in research management, highlighting methods for building and sustaining relationships with researchers, funding agencies, institutional leaders, industry partners, and policymakers to support collaborative research environments.

- Number and title of the video: **Video 3 - Building and Maintaining Relationships with Stakeholders: Specific Challenges**
- Author: Marilou Ramos-Pamplona
- Institution: University of Liège
- Description of the video: This video addresses challenges in stakeholder relationships, including managing conflicting interests, overcoming communication barriers, and fostering engagement. It provides strategies to build trust, navigate power dynamics, and maintain ethical balance in research collaborations.

- Number and title of the video: **Video 4 - Building and Maintaining Relationships with Stakeholders: Characteristics to Develop**
- Author: Marilou Ramos-Pamplona
- Institution: University of Liège
- Description of the video: This video outlines key characteristics for effective stakeholder relationships, such as interpersonal skills, cultural competence, strategic thinking, ethical integrity, and collaboration. These traits are essential for fostering an inclusive and adaptable research environment.

Number and title and of the module: **Module 14 – Relationship Management**

GENERAL CONTENT OF THE MODULE: This module provides actionable insights on building and maintaining professional relationships essential for successful research project management. Aimed at early-career RMs (RM1), it covers effective communication, fostering both internal and external relationships with diverse stakeholders, and strategies for preventing and resolving conflicts. The module also highlights the unique dynamics of business-oriented research collaborations, with an emphasis on ethics, multicultural understanding, and professional diplomacy.

SYLLABUS OF THE MODULE

- Number and title of the video: **Video number 1 - Trust, communication, relationships**
- Author: Ivona Peternel
- Institution: Juraj Dobrila University of Pula
- Video description: This training emphasizes the importance of cultivating trust, reliability, and clear communication within research partnerships and beyond. Key elements such as consistency, diplomacy, and mutual confidence are explored as foundations for strong, sustainable collaborations in research.

- Number and title of the video: **Video number 2 - Difficulties, cooperation with business**
- Author: Ivona Peternel
- Institution: Juraj Dobrila University of Pula
- Video description: This training provides insights into anticipating and managing potential challenges before they escalate, with a focus on research-business collaboration. It explores the contrasts in communication styles, expectations, and outcomes between the research and business communities, highlighting strategies for effective engagement and goal alignment.

Number and title and of the module: **Module 15 – Community Engagement**

GENERAL CONTENT OF THE MODULE:

This module provides a comprehensive overview of community engagement strategies essential for effective research outreach and collaboration. Focusing on strengthening relationships with the academic community, engaging the broader public in research initiatives, and building connections with key stakeholders, the module prepares RMs with the necessary communication skills and tools for impactful engagement. Key topics include outreach communication, collaborative relationships with academic institutions, community involvement in research processes, stakeholder identification, and training for outreach skills.

SYLLABUS OF THE MODULE:

- Number and title of the video: **Video number 1- Research Outreach**
- Author: Elisabeth Lazarou
- Institution: Polytechnic University of Bucharest
- Description of the video: This video introduces Research Outreach, covering strategies to actively share research findings with the public. Topics include public presentations, educational materials development, and media engagement, aimed at making research accessible and impactful for diverse audiences.

- Number and title of the video: **Video number 2- Academic Community Relationship Collaboration**
- Author: Sanda Maiduc
- Institution: Polytechnic University of Bucharest
- Description of the video: This video explores collaboration within the academic community, focusing on partnerships with higher education institutions and research organizations. Methods for fostering these relationships include joint research projects, knowledge exchange, and student and staff mobility programs.

- Number and title of the video: **Video number 3 - Community Engagement with Research**
- Author: Sanda Maiduc
- Institution: Polytechnic University of Bucharest
- Description of the video: This training emphasizes the role of community input in guiding research through citizen science projects, advisory boards, focus groups, and surveys. The video also highlights aligning research with community needs and the United Nations' 17 Sustainable Development Goals (SDGs) to enhance relevance and impact.

- Number and title of the video: **Video number 4 - Engagement with Key Stakeholders**
- Authors: Sanda Maiduc and Elisabeth Lazarou
- Institution: Polytechnic University of Bucharest
- Description of the video: This video demonstrates how to identify and connect with key stakeholders, such as policymakers, funding agencies, and community leaders, who can significantly influence and support your research endeavors.

- Number and title of the video: **Video number 5 - Provision of Training for Outreach Engagement**
- Author: Elisabeth Lazarou
- Institution: Polytechnic University of Bucharest
- Description of the video: In this final video, the focus is on equipping RMs with essential outreach skills. Training topics include effective communication and facilitation techniques, enabling RMs to engage more meaningfully with communities and other stakeholders.

Number and title and of the module: **Module 16 - How to embed the Human Resources Strategy for Researchers (HRS4R) in the overall research management**

GENERAL CONTENT OF THE MODULE: This module introduces RMs to the *European Charter for Researchers*, which outlines the roles, responsibilities, and rights of researchers and their employers. It covers the *Human Resources Strategy for Researchers (HRS4R)* process—a framework for implementing the Charter and its principles within institutions—and provides guidance on integrating HRS4R into overall research management. The module also features a success story from University College Cork, demonstrating effective strategies for applying the Charter and its principles within research management.

SYLLABUS OF THE MODULE:

- Number and title and of the video: **Video number 1 – What’s New – 4 Pillars – Gap Analysis Action Plan Coherence**
- Author: Mary Kate O'Regan
- Institution: University College Cork
- Description of the video: This introductory video presents the module’s objectives and outlines the content, setting the stage for an in-depth exploration of the Charter and HRS4R.

- Number and title and of the video: **Video number 2 – OTMR**
- Author: Mary Kate O'Regan
- Institution: University College Cork
- Description of the video: This video introduces OTMR and related activities and what is expected in terms of achievement.

- Number and title and of the video: **Video number 3 – How to involve and engage stakeholders and researchers in the HRS4R process**
- Author: Mary Kate O'Regan
- Institution: University College Cork
- Description of the video: The video presents the advantages of HRS4R, the main HRS4R stakeholders, the benefits of involving stakeholders in the HRS4R process and how to engage your stakeholders.

- Number and title and of the video: **Video number 4 – Example of good practice**
- Author: Mary Kate O'Regan
- Institution: University College Cork
- Description of the video: This video presents University College Cork’s success story in implementing the Charter for Researchers. It details the methodology used to embed HRS4R within research management, offering a real-world example of effective practice.

Number and title and of the module: **Module 17 - Artificial intelligence in research management**

GENERAL CONTENT OF THE MODULE: This module provides RMs with an in-depth understanding of generative AI and its practical applications in research management. The course introduces AI basics, ethical and data safety considerations, advanced prompting techniques, and AI tool selection strategies, enabling managers to leverage AI tools effectively while ensuring compliance and ethical integrity in their workflows.

SYLLABUS OF THE MODULE

- Number and title and of the video: **Video number 1 - Introduction to Generative AI and Basic Prompting**
- Author: Lionel Jouvét
- Institution: University of Southern Denmark
- Description of the video: This video introduces generative AI concepts and basic prompting techniques, highlighting the potential benefits and challenges of AI in research management. Key applications and current AI tools are discussed, alongside real-world examples of AI's role in report generation and summarization.

- Number and title and of the video: **Video number 2 - Ethical and Data Safety Considerations in AI**
- Author: Lionel Jouvét
- Institution: University of Southern Denmark
- Description of the video: Focusing on ethics and data safety, this video outlines critical concerns related to AI use, including bias, transparency, and GDPR compliance. Practical examples illustrate how to ensure AI tools are used responsibly and in line with data protection standards in research environments.

- Number and title and of the video: **Video number 3 - Advanced Prompting for Better AI Outputs**
- Author: Lionel Jouvét
- Institution: University of Southern Denmark
- Description of the video: This video explores advanced prompting techniques, such as multi-step and conditional prompts, to achieve tailored and high-quality AI outputs. RMs will learn to craft prompts that enhance AI's relevance and accuracy for project management tasks.

- Number and title and of the video: **Video number 4 - Choosing the Right AI Tools for Your Needs**
- Author: Lionel Jouvét
- Institution: University of Southern Denmark
- Description of the video: This video guides RMs through selecting appropriate AI tools based on functionality, security, scalability, and compliance needs. Insights into assessing AI tools for long-term viability and integration are provided to ensure informed, strategic tool choices.

