

# Project Management in Collaborative Research Projects

Your collaborative research and innovation partners

## Our Service

The mission for MODUS Innovation Managers is to create an optimum collaborative research environment in which leading scientists can focus on science and collaboration. Our experienced team is entirely familiar with the administrative and management requirements of the Framework Programme and have a detailed understanding of the programme rules.

We have been a partner for project administration in many relevant FP7 and H2020 projects with subject areas ranging from photonics to life sciences and biotechnology, and as a fully integrated beneficiary it could not be simpler to benefit from the features of our service. All management costs can be integrated into the budget and scaled, ensuring flexibility to project needs.

## What we will do for you

### Planning and Coordination:

- Organising communication for the consortium including consortium-wide research meetings, regular teleconferences and maintaining a secure collaborative environment for project documents.
- Coordinating the process for implementing amendments to the Grant an/or Consortium Agreement.
- Set up and maintenance of project management tools such as document management system and contact lists.

### Reporting:

- Gathering and integrating research results and periodic reporting data from all partners.
- Ensuring periodic and deliverable reports are prepared and submitted on time.
- Supporting partners in financial reporting.

### Compliance Management:

- Ensuring the format of all research reports are compliant with the latest EU guidelines and submitted via the appropriate EU system.

### Process and Budget Monitoring:

- Monitoring research progress against planned scientific deliverables and milestones.
- Monitoring budget spend at project level.
- Resolving all resource, finance and reporting queries from partners.

### Risk Management:

- Developing and maintaining a risk register for the project including scientific risks and uncertain feasibility of changes in strategic direction.

## Want to find out more?

If you would like to know more about our Project Management services, please do not hesitate to contact one of our experienced Innovation Managers who will be happy to offer further information and guidance: [info@modus.ltd](mailto:info@modus.ltd)



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