



3rd UNICA Meeting for EU Research Liaison Officers



University of Cyprus, New University Campus,
Senate Room
A.G. Leventis Building, Room 115, 1st floor

20th - 21st November, 2008

Chair Dr. Gregory Makrides

Wednesday 19th November

20.00-21.30 Welcome and Reception drink (*Hilton Hotel: room Ahera*)

Thursday 20th November

Chair: Dr. Mikael Gröning, Stockholm University

8.40
9.00-9.30 **Registration** ****Bus departs from Hilton Hotel****

9.30-10.00 Welcome and Introduction by the Rector of the University of Cyprus and President of UNICA, Prof. Stavros A. Zenios

10.00-11.30 Exchange of good practices
Subject: Examples of Good Research Support Mechanisms

Presentations by:

- Stockholm University: *A National Swedish Full-Cost Model - Implementation at Stockholm University*
- University of Cyprus: *Administration Support for Proposals Preparation*
- European Office of Cyprus: *Funding Information Mechanism*

11.30-12.30 Discussion

12.30-14.00 Lunch break

14.00-15.45 Yellow Research: Financial aspects (Part I)

- **Costing Principles**
- Legal and accounting rules
- Eligible Direct and Indirect Costs
- **Building Blocks for a Full Cost Model**
- Development of a solid time recording system
- Identifying Indirect Costs through fiscal year reports, including a quick scan
- Group Task and analysis

15.45-16.15 Coffee break

16.15-18.00 Yellow Research: Financial aspects (Part II)

- **More on Building Blocks**
- Dividing indirect costs based upon their cost drivers
- Categorising cost pools. Allocating the indirect cost to the organisation's main activities
- Tools for analysing fiscal year reports
- Road map to a Full Cost Model
- Summary and Conclusion Part IV

18.10 Bus departs from the University Campus to return to Hilton hotel

20.30 Dinner offered by the University of Cyprus (Plaka restaurant)
****Bus departs at 20.15 from Hilton Hotel****

23.30 ****Bus departs from Plaka restaurant to return to Hilton hotel****

Friday 21st November

Chair: **Dr. Lucas Zinner, University of Vienna**

8.40 ****Bus departs from Hilton Hotel****

9.00-10.00 **University Tour**

10.00-11.45 Yellow Research: Financial aspects (Part III)

- **Project Budgeting**
- Budgeting A3 and justification
- Activities, work packages, tasks
- Group task and analysis
- Cash Flow: how to maintain a positive cash flow
- Pre-financing
- Interim payments
- Consortium payment schedules (DESCA)

11.45-12.15 Coffee Break

12.15-14.00 Yellow Research: Financial aspects (Part IV)

- Financial Statements and Audits
- Role and responsibilities of coordinator and beneficiaries
- Summary
- Questions and Answers

14.00-15.00 Lunch break

15.00-16.00 Discussion

16.00-17.00 Evaluation and Conclusions (coffee offered within session)

17.10 Bus departs from University Campus to return to Hilton hotel

21.00 Optional Activity: Dinner and Dance at *Greek Music Tavern "Hordes"*
Bus departs at 21.00 from the Hilton Hotel

01.00 ***Bus departs from Hordes Tavern to return to Hilton hotel***

Saturday 22nd November

10.00-13.00 Visit to the Cyprus Archaeological Museum, Nicosia (optional)
(free entrance)
Bus departs at 10.00 from Hilton Hotel

(FOR EMERGENCY CALL XENIA AT +357-99344634 OR GREGORY AT +357-99641843)