





# Bilkent University Project Management Services

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# Bilkent TTO



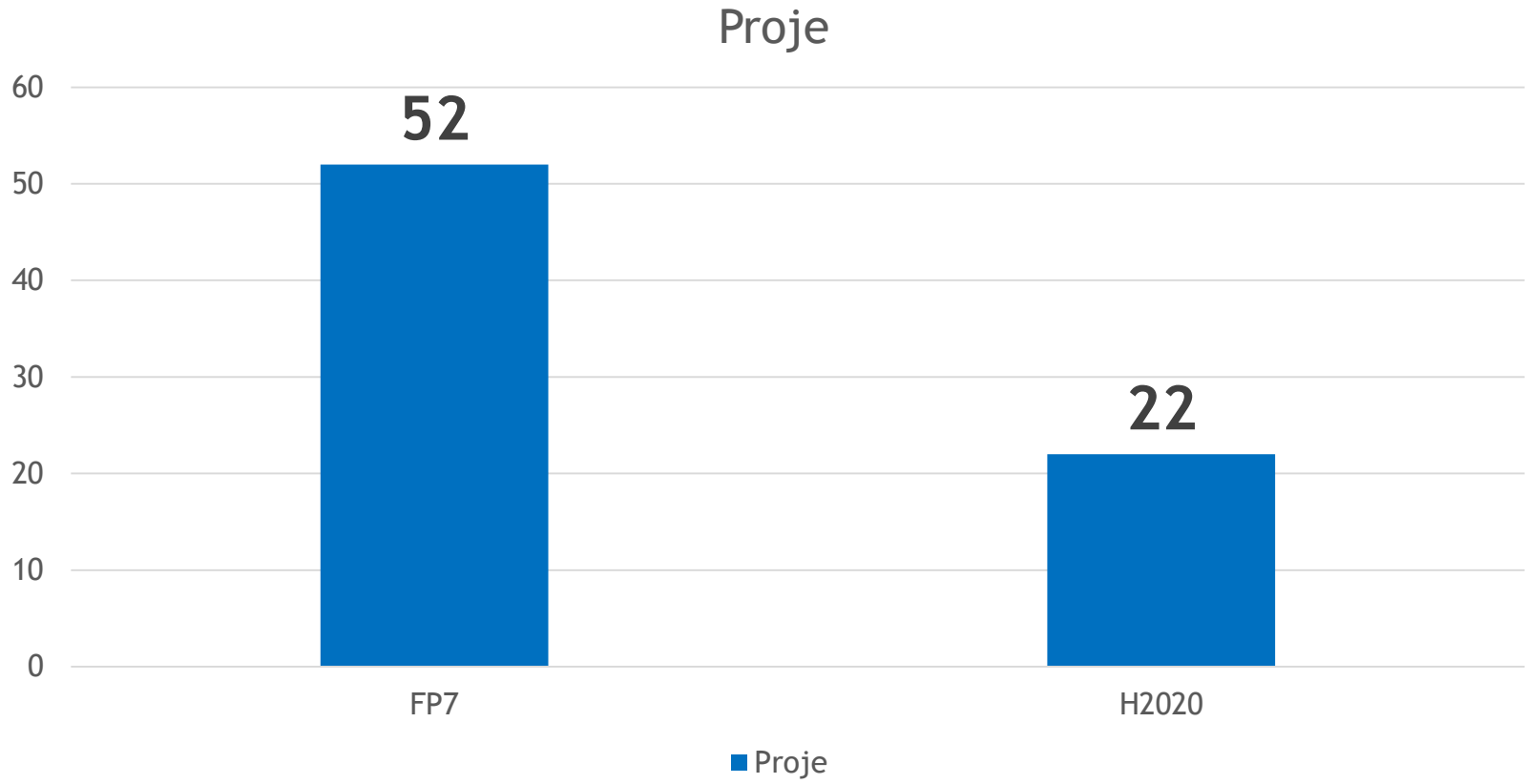
Our mission is to oversee the participation of Bilkent in H2020 and to provide support in the preparation and implementation of EU projects.

This mission includes mainly the following activities:

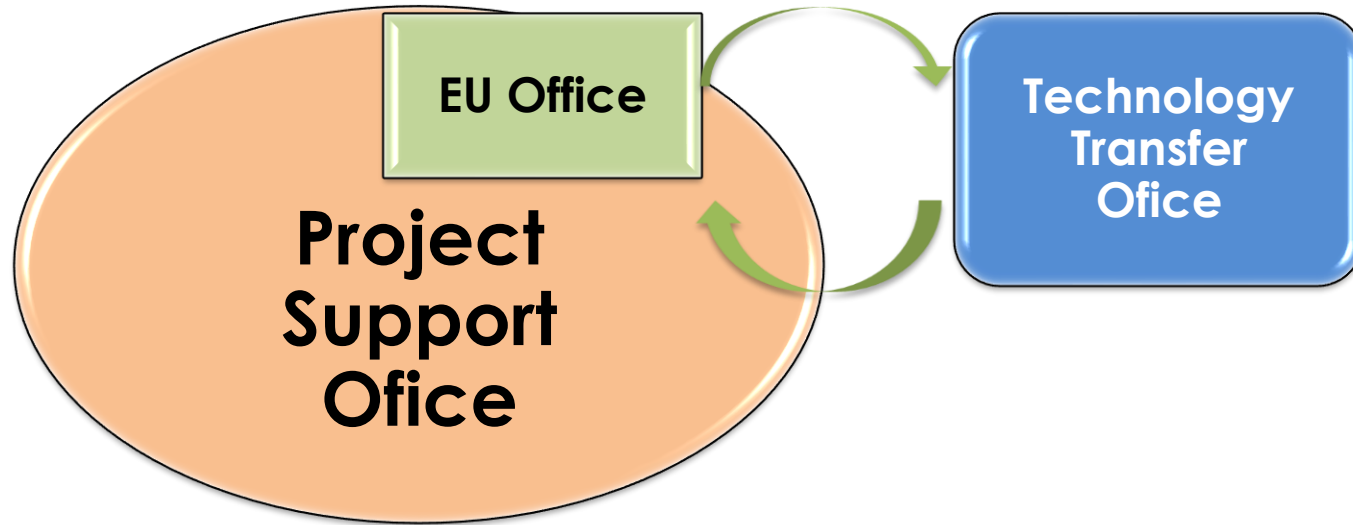
- Overview of all EU Programmes of relevance to BILKENT with a focus on H2020.
- Informing and advising BILKENT staff as to the most recent Work Programmes for new EU projects,
- Providing guidelines for the preparation of proposals and reviewing the proposals during the preparation phase.
- Coordinating the internal approval process and submission of EU projects.
- Institutional Communication with the Funding agencies and European Commission.



# Bilkent Project Number



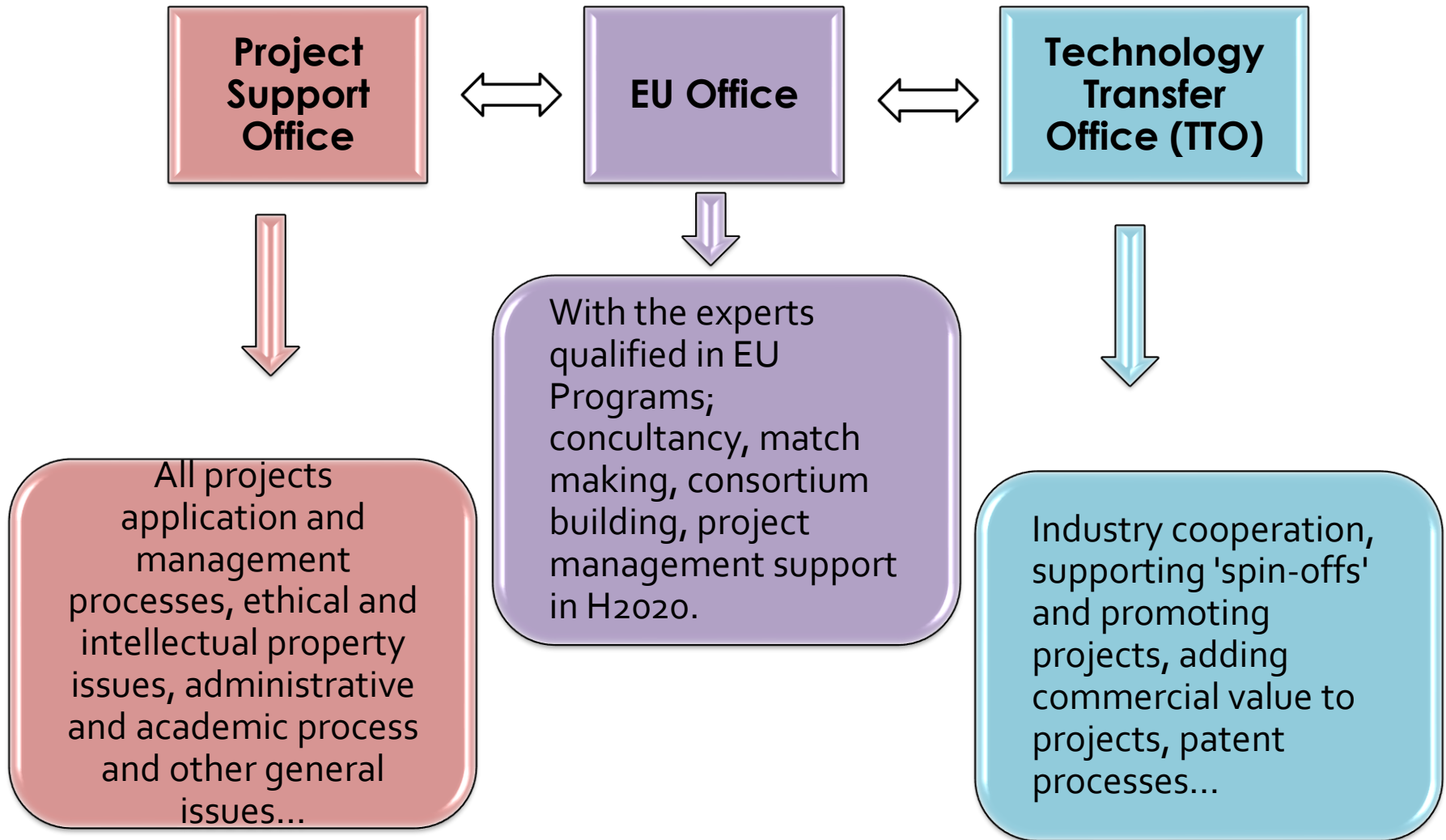
# Successful University Set-up in H2020



- Easy access to the information that the researchers may need during the application and execution of projects in universities,
- Coordinated approach for R&D and Project activities.
- Technical support for researchers for administrative and financial issues.

**Must have  
functions for a  
University to be  
successful in  
H2020**

# Successful University Set-up in H2020





# How Bilkent TTO Functions



- Bilkent TTO works directly with faculty, Deans, PI's, project administrative staff and Provost Office to develop project and funding plans
- We ensure the successful implementation of these plans in line with funding requirements.
- We assist project leaders in the administration of major research grants, contracts and keep an eye on the project plans, budgets, and schedules.
- We work very closely with related departments (HR, Finance, Procurement) to provide seamless service to researchers.



# What we do for Research Projects?



- Serve as the liaison between the researchers, the funding agencies, partnering institutions, administrative units, and Bilkent academic departments.
- Facilitate communication and collaborative relationships among researchers, collaborators, funding agencies and departments.
- Assist with project launch, including coordination of account set-up, agreement execution, defining project leadership roles, and template preparation.



# What we do for Research Projects?



- Coordinate the overall administration of the project.
- Coordinate reporting.
- Recommend the allocation of funds
- Ensure the project stays in scope, on schedule, and in budget.
- Monitor expenditures to ensure that funds are spent as planned and within budget.
- Identify risk and compliance issues and possible solutions.
- Provide advice throughout the project lifespan.
- Remove barriers to successful project completion





# What we do for Research Projects?



- Conducting the negotiation process
- Providing support during the preparation and signing of project contracts
- Management of processes on the issues required for the project, such as VAT exemption certificate, ethics committee reports, permit documents
- Service procurement, personnel procurement and payment, financial reporting, project supervision, project closure, execution of arbitration process
- «Overhead» management



# What we don't do for Research Projects?



- Serve as the project coordinator; it is the role of the PI to lead the project.
- Serve as a technical expert or provide reporting on technical subject matter.
- Coordinate technical staff on the project.
- Assist in performing research.
- Replace the role administrative grants staff.
- Write grants or provide clerical support.



# As a team; we are:



- **Experienced** – our team shares their expertise and experiences from different projects and cooperates closely.
- **Proactive** – we are continuously evaluating the progress of the project and detecting problems early enough to take appropriate actions.
- **Neutral** – we are not a scientific partner in the project. Instead, we try to keep the balance between the PI's and the University management.
- **Approachable** – we are there at all times and continuously share our expertise.
- **Impact-oriented** – we know that the success of a project depends on the outcomes and we try our best to foster impact of project results



**Thank you for your attention.  
Questions?**