

The SMEToLEAD Team

Research & Technology Organisation (RTO)

- Pera, UK



RTOs & Project Technical Advisers

- CARTIF, Spain



- INSPIRALIA, Spain



- ITC, Greece



Legal Practice

- CDHP, Germany



National Contact Points

- BEA, Belgium



- ADI, Portugal



- Eurocenter, Denmark



- LTC, Latvia



- HSTF, Hungary



- RTD Talos, Cyprus



European Commission

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Why should you be a project coordinator?

Project coordinators get the following advantages/benefits above participation:

- Project management costs reimbursed at 100%
- More input to the proposal scope & objectives
- Greater control over Research and Development issues & deliverables
- Stronger influence in IPR matters
- Project management & financial skills improved
- Additional credibility in the knowledge of scientific developments & their implementation
- Strengthen networks across Europe, enabling future identification of emerging technological advances and develop new commercial potential
- More control over the project reaching its goal and meeting the industrial needs of the sector.

Overall leading to a greater output for you and a higher Return on Investment!

Visit our website for more information on future training and registration

www.smetolead.org



Contact the SMEToLEAD Helpdesk

info@smetolead.org



**Training SMEs
to become
successful co-ordinators
of Framework Programme
projects**

SMEToLEAD is a specific Support Action under the 'Stepping up Economic and Technological Intelligence' (ETI) Scheme aiming at stimulating SME participation in the Framework Programme for RTD.



Welcome to SMEtoLEAD!

Our objective is to train SMEs like you to be successful coordinators of European Commission Framework Programme (FP) Projects.

The problem

Being coordinator of an FP project involves taking charge of many activities in addition to the actual project work:

- Preparing the project proposal
- Establishing the project consortium
- Negotiating the contract with the European Commission (EC)
- Managing a consortium of many European organisations
- Being responsible for the timely delivery of all project work and reporting deadlines
- Supervising all financial management and allocation of EC contribution
- Providing an interface with relevant services at the EC

Coordinating demands time and commitment and can become an area where budgets are exceeded; and if not carefully managed can overshadow the added value and benefits of leading a project.

SMEtoLEAD can help!

The SMEtoLEAD solution

There are available methods, best practices and tips that can make the whole journey of coordination less challenging and more enjoyable. It is just a matter of being aware of the solutions!

The 11 SMEtoLEAD partners have all extensive experience and understanding of FP having been involved as partners, coordinators or advisers to projects since FP2 (1987). They also work in close relationship with the European Commission thus having a good insight into its expectations and future plans. They have pulled their expertise together to create the SMEtoLEAD training Programmes dedicated to existing or future SME coordinators of FP projects.

An ISO certified approach

RINA, international certification body, has awarded the ISO 9001 quality standard to the SMEtoLEAD consortium for their training programme.



How much will the training cost?

During the SMEtoLEAD project duration (2005 until 2008) the training is free for SMEs; however travel costs, accommodation and time will not be reimbursed. 24 sessions will be organised; make sure you regularly check the next training calendar on our website; there will be one near you!

The SMEtoLEAD Training offering

The training is designed to be taken sequentially, each module addressing certain aspects of project coordination. For each module you will be presented with the relevant up-to-date information on current issues and each event will also be a forum for the exchange of best practice ideas.

Which training module is right for you?

Module 1 is aimed at SMEs who are novices to the FP procedures and coordination of projects. However it is also aimed at SME coordinators entering contract negotiation (it may be worth having a refresh of FP procedures and where to get help along the way) and those who are interested to find out about FP proposal development.

Module 2 is the ideal follow up for attendees of Module 1. However it is also available and most suited to SME coordinators who have recently been awarded an FP project. Module 2 will help coordinators understand the procedures for project management from project launch until mid-term assessment stage.

Module 3 is only available to module 2 attendees. It is ideal for SME project coordinators at later stages of a project, to understand the procedures for the final report including exploitation and technological implementation plan.