

EUROCOMPETENCES III: PROFESSIONAL AND RESEARCH PROJECT DESIGN

Practical Information:

Number of ECTS points: 5

Number of Contact Hours: 25

Type of Course: workshop

Course Code: WSM-IE/MA/EC/8b

Maximum number of students: 15

Prerequisites: MA in Euroculture Sem IV, B2-C1 level of English

Location: Przegorzały Castle

Lecturers:

Luc Ampleman, PhD: Transport researcher, social scientist, political geographer by training, Luc is an adjunct professor at the Jan Kochanowski University in Kielce and lecturer at the Jagiellonian University. He has worked as a policy adviser in the High North for the Government of Québec for 10 years and for a Polish NGO in the field of intelligent transport systems. His key research interests include: mobility policies in remote areas, transport diplomacy, local geopolitics of the Arctic and structural geography.

Karolina Czerska-Shaw, PhD: Assistant lecturer at the Institute of European Studies JU, PhD in Sociology, MA in Euroculture Programme Coordinator and alumnus. BA in International Relations from the University of Calgary, Canada. Research interests include citizenship testing schemes in France and the UK, the integration of immigrants, national identity, and changing notions of modern citizenship. Experience in grant writing, research design as well as project management and implementation.

Description: This course is seen as a bridging step to the start of either a professional or research career. It facilitates the independent preparation and writing of an appropriate professional or research project application, depending on the track chosen.

Students are introduced to the process of writing and implementing a project/grant proposal/application. It offers them practical experience with writing a grant/project proposal and experience with assessing the proposals of their peers, as well as following the steps of project implementation.

Students will also gain knowledge about resources for project proposals available within the European Union context, as well as through other sources/organisations. The course is also a prerequisite for any profession which has to deal with research projects or proposals or to contribute to their formulation. The sessions are meant as a practical exercise in the application process for grants, writing an individual research proposal, or group programme, together with peer review and coaching in particular aspects of the process.

Learning Outcomes:

Knowledge:

K_W04: has advanced knowledge of methods and research tools as well as techniques used to collect and analyse data.

K_W18: has knowledge about the practical usage of information gathered and knowledge gained about what kinds of opportunities for development European funds provide, both in terms of personal and professional, institutional development.

Skills

K_U01: has an ability to search, gather and interpret data and information based on relevant sources; has the ability to evaluate the importance of sources.

K_U03: has enhanced research skills, which include formulating and analyzing research problems, choosing appropriate research methods and techniques, presenting and disseminating the results of research which allows to resolve problems in the field of European Studies.

K_U04: has the ability to gain knowledge and research skills independently following the instruction given by course tutors and supervisors.

Social skills

K_K01: is aware of the level of his or her own knowledge and skills, understands the need for long-life learning in terms of professional and personal development, can determine the directions of his or her own professional and personal development.

K_K06: can think and act in an entrepreneurial manner, using his or her knowledge of European funds.

Assessment of learning outcomes:

K_W04: outcomes at each stage of the project

K_W18: outcomes at each stage of the project, final project

K_U01: outcomes at each stage of the project, final project

K_U03: final project

K_U04: final project

K_K01: written and oral feedback

K_K06: final presentation of the project, outcomes at each stage

Assessment: Students will be assessed on the preparation of a research/professional project, which they will be coached on during the sessions. Assessment is continuous and students will be marked on their ability to keep to deadlines given during the course, the outcome of each stage in the preparation process, as well as the final project, the final presentation of their project and written feedback on the project(s) of peers.

- Outcomes of each stage of the preparation process (keeping to deadlines & effective planning): 30%
- Written and oral feedback on the written assignments of peers: 20%
- Final (research/project) written proposal: 50% -
35000 - 40 000 characters (13 – 15 pages)
Template (for both PhD and Professional applications) will be provided to students

Absences: Students are allowed 1 valid absence (3 hours). Students with more than 1 valid absence will be given some compensatory / supplementary assignment related to the *final project*.

Breakdown of ECTS points: (wherein 1 ECTS point = 25 h of work)

25h = class time

35 h = preparation for each stage in the project

60 h = preparation of final project

10 h = preparation of the final presentation

130 h = 5 ECTS points

Suggested Further Readings

Some suggested literature for both the professional and academic tracks will be provided during the semester.

Course Schedule:

No.	Hours	lecturer	Session Title
1	3h	Luc Ampleman	Introduction to grants/project applications / Information about Eurocompetence III
2	3h	Luc Ampleman	Research grants/project applications: Starting point - Recognising community needs and convincing the funders
3	3h	Luc Ampleman	Research grants/project applications: Identifying clear and measurable objectives
4	3h	Luc Ampleman	Research grants/project applications: Implementation I- Proposing relevant activities; planning and scheduling
5	3h	Karolina Czerska-Shaw	Convincing approach of partners and communication starting kit (Communication before the project)
Important Milestone / Deliverable			(Final) title of your project (one slide) Open announcement for partnership (1/2 page) Email for meeting / support for partnership (1/2 page)
6	3h	Luc Ampleman	Research grants/project applications: Implementation II- Evaluating project costs , human resources
7	3h	Luc Ampleman	Research grants/project applications: Implementation III- capacity, risks, Innovation and outcomes
Important Milestones / Deliverables			First Draft of Students' proposals sent to the peer-reviewers
			Peer-review feedback due
			Final version of the students' proposal due
8	4h	Luc Ampleman & Karolina Czerska-Shaw	Written and oral feedback on the assignment

Detailed Description of Sessions:

Session Title 1	Introduction to grants/project applications / Information about Eurocompetence III
Lecturer	Luc Ampleman
Format	Seminar/ Workshop
Aim	This first session is meant as an introduction to professional and research Design. The session will also introduce the aims of Eurocompetence III, the format of the sessions and tutorials. The session will provide an overview of the types of research grants and professional applications available.
Content	<ul style="list-style-type: none"> • Summary of Eurocompetences (I, II, III) • Life after Euroculture! • Introduction to research grants and project applications <ul style="list-style-type: none"> • Importance of funding and sponsorship • Project application: trends and tendency • The European context • The European resources • Researching funding opportunities;
Discussion	<ul style="list-style-type: none"> • Your profile! Your interest! Your project(s)! • Where could you, as the student, find yourself and how, in what capacity?
Deliverable	None

Session Title 2	Research grants/project applications: Starting point - Recognising community needs and convincing the funders
Lecturer	Luc Ampleman
Format	Seminar/ Workshop
Aim	This session will introduce the importance of identifying concrete community needs or research gaps relevant for a targeted academic community. The session also touches upon the importance to justify and explain clearly the background of the problem as the starting point.
Content	<ul style="list-style-type: none"> • Understanding the donors; • Basic structural elements of a project proposal • Spotting the (community) needs • Background and pragmatic rationale of the project Identifying stakeholders, specialists in the field.
Discussion	<ul style="list-style-type: none"> • Community issues / problem(s)/ challenges • Scope of your project • Potential sources of funding for your project
Deliverable	<ul style="list-style-type: none"> • Your track and team members (1 Slide) • Your first idea of Research Problems (1 Slide) • Your Short bio (150 words/ 1 slide) • Updated version of your CV

Session Title 3	Research grants/project applications: Identifying clear and measurable objectives
Lecturer	Luc Ampleman
Format	Seminar/ Workshop
Aim	The third session is dedicated to the enunciation of clear and realistic objectives and indicators. In this session, students will also have to start thinking about the potential partners and strategies to approach them.
Content	<ul style="list-style-type: none"> • Defining the objectives, Identifying the targets groups • Establishing the learning outcomes and expected outputs • State of Knowledge and previous experiences: who tried to answer this problem before me (us)? Who (researcher, research teams) are the specialist in that field?
Discussion	<ul style="list-style-type: none"> • What do you want to do and why? • Yeah! You have a project: So what..?
Deliverable	<ul style="list-style-type: none"> • First idea of justification about the community needs (3 Slides + sources)

Session Title 4	Research grants/project applications: Implementation I- Proposing relevant activities; planning and scheduling
Lecturer	Luc Ampleman
Format	Seminar/ Workshop
Aim	This tutorial will help students build timelines, sequences of activities, organisational techniques, pointers on how to stick to deadlines (and consequences of not), realistic estimations of how much time is needed to finish a project, schedules, set-backs to take into consideration, and dividing up tasks between people and organisations.
Content	<ul style="list-style-type: none"> • Project implementation (step by step outline) • Setting milestones and Indicators • Timeframes, timelines, deadlines • Task distribution: responsibility and accountability • Making partnerships; Operational dimension of the project(s) • Defining (research / project) activities; Publications and diffusion
Discussion	<ul style="list-style-type: none"> • How are you going to do it?
Delivery	<ul style="list-style-type: none"> • clear and measurable objectives 3000 – 4500 characters (1 - 1.5 page) • justification about the community needs (improved version) • (3 Slides + sources) • Project Aim and outcomes (Aim; objectives; target groups; expected outputs (3 or 4 slides)

Session Title 5	Convincing approach of partners and communication starting kit (Communication before the project)
Lecturer	Karolina Czerska-Shaw
Format	Seminar/ Workshop
Aim	This session aims to help students approaching potential partners, sponsors and research staff. Student will discuss how to convince potential partners even when the professional or research project is still at its beginning.
Content	<ul style="list-style-type: none"> • Emailing: looking for support, reference letters, contracts, first meeting, revision of document; • Project pitch; • Problematic summary
Discussion	<ul style="list-style-type: none"> • Tips, dos and don'ts when approaching your potential partners
Deliverable	Communication starting kit <ul style="list-style-type: none"> • Proposing relevant activities; planning and scheduling 6000 – 7500 characters (2 - 2.5 page) • (Final) title of your project • Open announcement for partnership (1/2 page) • Email for meeting / support for partnership (1/2 page) • Pitch (3min; 30 sec.) • Relevant question(s) about writing style

Session Title 6	Research grants/project applications: Implementation II- Evaluating project costs , human resources
Lecturer	Luc Ampleman
Format	Seminar/ Workshop
Aim	This session will introduce students to the world of budgets, how to construct them (cost evaluations), how to get extra funds, and how to allocate resources (and how resources are allocated by grant providers). Setbacks, late payments, problems of money flow, will all be discussed and analysed.
Content	<ul style="list-style-type: none"> • Budgetary issues • Determining the cost of your project • Cost of human resources
Discussion	<ul style="list-style-type: none"> • Main steps and delivery of main “products”: who and when. • Feasibility (II).
Deliverable	<ul style="list-style-type: none"> • Problem / Community needs 3000 – 4500 characters (1 - 1.5 page) • Draft Program (5 slides) <ul style="list-style-type: none"> • WP • Activities and task • Deliverables • indicators

Session Title 7	Research grants/project applications: Implementation III- capacity, risks, Innovation and outcomes
Lecturer	Luc Ampleman
Format	Seminar/ Workshop
Aim	The session deals with the risk evaluation and management of professional and research projects. Students will also discuss how to convince the funders that the project is realistic and how it will be achieved with success.
Content	<ul style="list-style-type: none"> • Risk assessment • Feasibility (Capacity of the project team / researcher achieve to project) • Innovative character of the project • Interdisciplinary character of the project • Communication & cooperation between partner
Discussion	<ul style="list-style-type: none"> • Why you? Why Now? Why there? • Feasibility (at first glance).
Deliverable	<ul style="list-style-type: none"> • project costs, human resources 3000 – 4500 characters (1 - 1.5 page) + tables • Planning tools <ul style="list-style-type: none"> • Timeline / Gantt • (1 page) • Budget • (1/page)

Session Title 8	Feedback session / Project fine-tuning
Lecturers	Luc Ampleman /Karolina Czerska-Shaw
Format	Seminar/ Workshop
Aim	During this session, students are invited to make a short presentation before a mock panel. Their performances on the written and oral assignments will be reviewed and discussed. Some tips will be provided to students to fine-tune their projects.
Content	<ul style="list-style-type: none"> • The dos and don'ts of writing a proposal • Writing tips and strategies for research grants and projects proposals • Fine-tuning your application (cover page, tables, graphics, appendices) • Presenting and defending your project • Answering questions • Strategies to stay in touch with your communities • After winning (and losing) a grant application
Discussion	<ul style="list-style-type: none"> • Discussion around student presentations
Deliverable	<ul style="list-style-type: none"> • Final visual version of the project slides (improved slides since the beginning) • Written and oral feedback (1 page) on the written review of your peer(s)' review.