



**ERRIN** European Regions  
Research and Innovation Network

# PROJECT GUIDELINES

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# INTRODUCTION

ERRIN supports regional collaboration and project development by providing networking opportunities for members to share project ideas, best practices, and personal contacts. We develop and participate in projects that further members' and the wider network's interests. One of the four missions pursued by ERRIN focuses on increasing project opportunities for members.

These guidelines are intended to ensure:

- Accountability and transparency of ERRIN's project facilitation process: a common set of procedures which should be followed by the Secretariat for internal or external communications.
- That ERRIN's project facilitation process follows a similar pathway independently from the staff member implementing it, while helping the organisation to achieve its missions, strategic objectives, and workplans.
- Clear roles, responsibilities, and interaction between the Secretariat and the ERRIN members, Working Groups, Management Board, and the Annual General Meeting.
- A common narrative for the external communications, a rationale for internal workflows which fosters ownership across the staff members.



# 1 PROJECT PROPOSALS

Project invitations can be sent to any ERRIN staff member, who should all feel responsible for building new project opportunities for the network. These can come from both ERRIN members and other external organisations. In all cases, there are two options:

- **OPTION 1:** The invitation is only for ERRIN members
- **OPTION2:** The invitation is for ERRIN, and potentially additional members

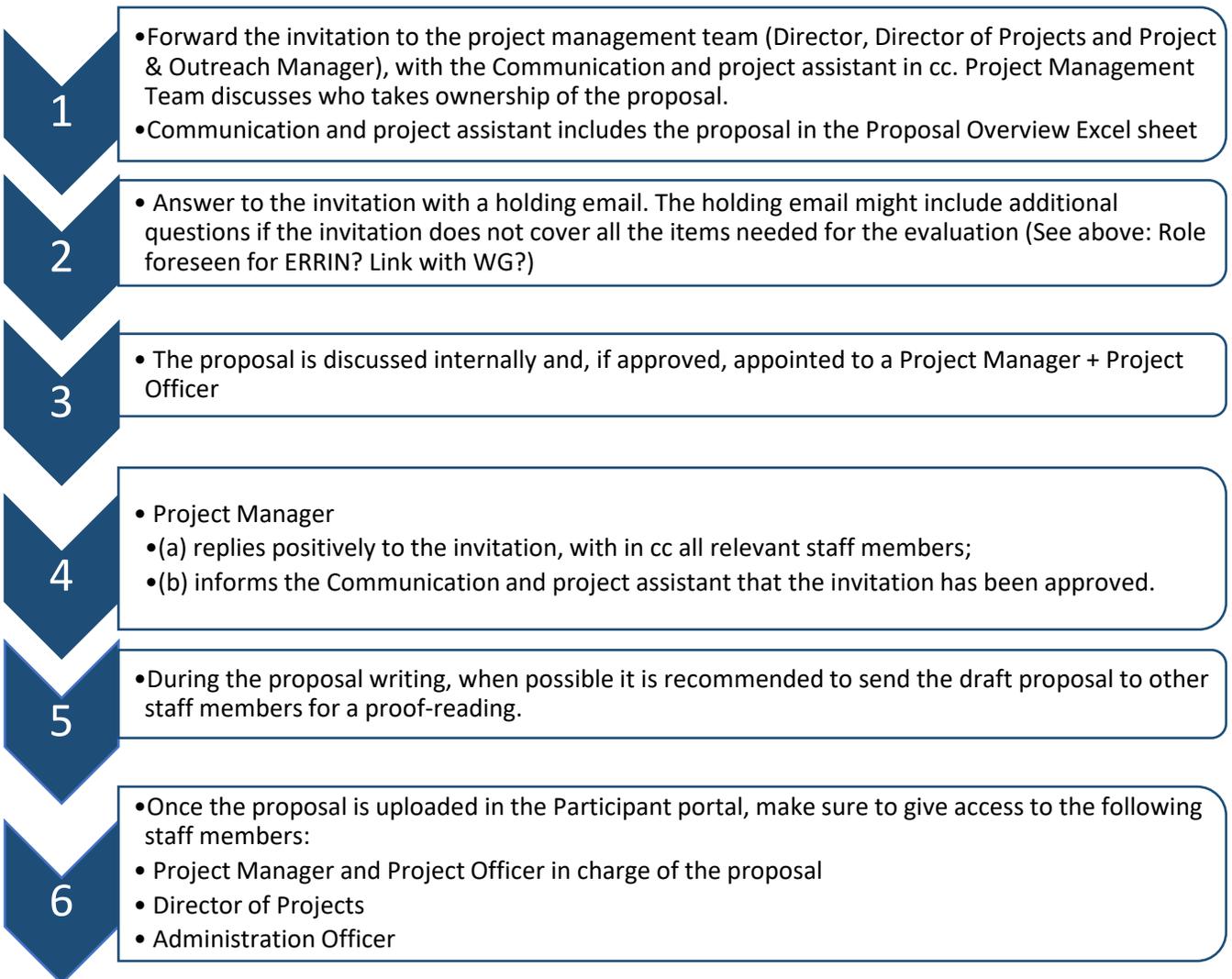
In both cases, the following steps should be undertaken. The aim is to make sure that each evaluation can be done with the same type of information, namely:

- **Call Title and deadline** → evaluation of the timeframe of the proposal's development (feasibility)
- **Role foreseen for ERRIN** → evaluation of the strategic relevance + the competences required
- **Initial budget indication** → evaluation of the favourable remuneration
- **Overall scope of the project idea** → evaluation of the strategic relevance + link with WGs

## 1.1 OPTION 1: The invitation is only for ERRIN members

- Forward it to the Director of projects
- Suggest using ERRIN Partner Search or Noticeboard
- If the project proposal is evaluated positively, move to the paragraph *2.3 Project facilitation for ERRIN members*

## 1.2 OPTION 2: The invitation is for ERRIN, and potentially additional members



## 1.3 Project facilitation for ERRIN members

If the participation of one or more ERRIN members is possible, the following steps should be taken in order to ensure that the information is disseminated widely among all potential partners. While the Secretariat supports the involvement of ERRIN members, it should always be reminded that it does not play a role in the selection of the partners, as this responsibility is undertaken by the proposal coordinator only.



## 1.4 Proposal preparation

If the invitation has been approved, a Project Manager and a Project Officer start working on the proposal. These contacts should be given as focal points to the consortium coordinator.

### 1.4.1 If ERRIN is a WP leader

If ERRIN has the responsibility of WP leadership, the staff member(s) working on the proposal is/are responsible for drafting the WP description:

1. Define start and end date
2. Title of the WP
3. Objectives of the WP
4. Tasks within the WP
5. Eventually the task leaders (or refer to the coordinator for assigning the task leaders)
6. Deliverables
7. Budget (including staff time and the necessary direct costs)

Following on from this first draft, the ERRIN person(s) in charge should liaise with the task leaders and ask for their approval/comments on their assigned tasks. The ERRIN person(s) is/are also responsible for organising calls with the task leaders if necessary, to sort out doubts and questions.

As WP leader, ERRIN has to attend the consortium calls, if any, and make sure that the interlinkages with other WPs are also in place.

Ideally, the nature of the WP that ERRIN is responsible for should be such kind that ensures the engagement of the members, such as community management, piloting, stakeholder engagement, workshop organisation to gather input from regions, validation, dissemination, etc.

### 1.4.2 If ERRIN is a task leader

The ERRIN staff person(s) should liaise with the WP leader in terms of the activities, deliverable, budget related to the task.

The WP leader might or might not request from ERRIN to take the leadership on the task description but in any case, ERRIN should comment on the text and make sure that the activity is fully in line with the ERRIN members' needs and interests.

If time allows, the staff member(s) might ask another staff member to proofread the proposal just to ask for an outsider opinion.

The same principle applies to the deliverables that are submitted within projects. In general, two people work on the project. These colleagues should read and comment on each other's deliverables and if possible, a staff member who does not work on the project should also read and comment the report just to make sure that the text is comprehensible to any outsider.