

Training for Research Project Managers in Brussels

The V4 Liaison offices: Czech Liaison Office for Education and Research (CZELO), Polish Contact Science Agency (PolSCA), Slovak Liaison Office for Research and Development (SLORD), and National Research, Development and Innovation Office (NRDIO) are organising the traditional "**Training for Research Project Managers**".

The upcoming edition of the training will be held **from 9 to 11 March 2026 in person in Brussels**. The training is planned for 35 participants - 28 research administrators from research and innovation institutions based in Czechia, Hungary, Poland, and Slovakia and 10 participants from other EU or Horizon Europe associated countries (incl. Moldova). The aim of this intensive capacity-building event is to raise awareness of the political contexts of the EU's research and innovation programs and initiatives with a special focus on the EU Framework Programmes. It targets the community of research project managers and administrators (RMAs), understood as R&I support personnel of both public and private organizations involved in the EU research and/or innovation projects – project managers, coordinators, project (support) officers, project assistants, etc.

The upcoming edition will run for three days (2 full days and 1 half-day) with an emphasis on interactive workshops. The training consists of presentations and interactive sessions during which the participants will be able to get to know each other and share their experiences and best practices within the institutions. Participation in the training might also help the participants from outside the V4 to improve their soft skills and find new partners for potential widening proposals. The training is not intended to provide basic information about Horizon Europe nor to teach participants how to write a successful project proposal. Active participation will be required throughout the whole training. **Please find attached the agenda from the previous edition**, which is similar to the one what we plan for the spring edition.

Participation in the training is free of charge, and travel and accommodation costs must be covered by the sending institution/participant. The training will start on Monday, and it should be feasible for participants to arrive the same day.

As mentioned above, V4 offices offer 10 seats to participants from other EU or HEU associated countries. The registration form will be open until 19 January 2026. Once we close the registration, we will select 10 successful participants based on the motivation letter, which is included within the registration form, while securing the geographical and gender balance. Successful candidates will be contacted directly by us by 27 January 2026 and will be offered 2 weeks to confirm their participation.

The participants will be selected based on the motivation letter included in the registration form. Please note, that the training is intended for R&I support personnel, not the researchers themselves. Also, please

keep in mind that training **is not intended for Brussels-based staff of the IGLO or other RDI/universities offices based in Brussels.**

Location:

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Brussels

Date

09/03/2026 -

11/03/2026