EUROPEAN AND INTERNATIONAL FUNDS
OUR SERVICES

‘European and International Research’
Unit

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“European and International Research” Unit

Promoting participation in research, cooperation and training programmes for all disciplines.

The services available cover the entire project lifecycle: from the identification of the most suitable types of funding, through support in the presentation of the proposal, to assistance in the management and reporting of the funded project.
Info-service

The European and International Research Unit is in charge of identifying open funding opportunities and informing University of Florence lecturers and researchers about available funding opportunities in their respective fields of interest. As of today, four dedicated information channels have been developed:

- the "Bandi e Scadenze" page, which contains an up-to-date calendar of the available funds and the open calls;
- the UNIFI Comunica newsletter;
- the institutional infographics, a brief summary of each open call is sent to the Directors of the Departments and forwarded to all the Departments' scientific personnel;
- the Targeted Information Service, with special and tailor-made infographics sent to those researchers who registered to the service. It is possible to register for the Targeted Information Service through a dedicated section of UNIFI’s Anagrafe della Ricerca, where users can detail their areas of interest, with keywords and multi-level macro-sectors. The Unit, based on open calls, will match researchers' interests with the available opportunities and subscribers will receive personalized alerts via email.

Confidential previews of upcoming calls, dissemination of public consultations and programmatic documents useful for proposal planning are also shared with the Target Information Service subscribers, thanks to the continuous cooperation of the Unit with TOUR4EU (Tuscan Organization of Universities and Research for Europe) and APRE - Agency for the Promotion of European Research.
Proposal preparation

On the basis of specific needs and according to UNIFI's role in the proposal (coordinator or partner), the European and International Research Unit carries out the following activities:

- **detailed analysis of the call for proposals** (eligibility conditions, participation procedures, funding terms);
- **heck on the consistency** between the project idea and the objectives of the call;
- **support in the creation of the international consortium** (in coordinated projects);
- **support in the preparation of the project budget**;
- **assistance in the drafting of the project management section** (in co-coordinated projects);
- **full support in the proposal submission phase**, including the entry of administrative and financial data into the IT applications required by the funding programme.

Management and Coordination

The European and International Research Unit is responsible for **managing relations** with the funding body and any project partners, in compliance with the deadlines and all requirements provided by the concerned programme.

The service also provides for the **monitoring of expenses** on financed projects and specific consultancy for an **optimal use of financial resources**, as well as the **resolution of legal and organisational issues** related to project implementation (consortium agreement, third-party management, intellectual property rights) in collaboration with the General and Legal Affairs Area, with the other departments of the Research and Technology Transfer Area-CsaVRI and with the University Library System.
Financial Reporting

The Unit manages the administrative and financial reporting of projects financed under direct and indirect funds of the European Union and it supports its Departments in the management of international funds. It is also in charge of collecting all supporting documents for financial (interim and final) reports and of their preparation, as well as of the assistance during audit activities by the project appointed auditor or funding agency.

Task Force ERC

In addition to the usual support provided by the Unit for ERC (European Research Council) proposals’ preparation, a University ERC Task Force has been created in 2017. Composed of professors and researchers who have been awarded ERC funding or are experts in European projects, the Task Force is responsible for providing support and mentoring to researchers interested in submitting an ERC proposal by choosing UNIFI as a Host Institution.

Interested researchers can request a pre-assessment of their CV to verify that it meets the requirements set by the call and to receive advice or suggestions for writing their proposal.