NEW: Research Services EU Project Management

The Office of Research Services and Career Development is now providing support for University of Vienna EU projects that require management assistance.

If a PI decides that they would like assistance in managing their project then our EU Project Manager can offer to help them in the following ways:

- **Budget Monitoring**
  - Provide a constant over-view of the budget throughout the life-time of the project
  - Assistance in the creation of financial reports.
  - Internal project financial reports (for consortiums) and Form C reporting *if required, and the PI is willing to keep the Project Manager regularly up-to-date with their expenditure*
  - Regular reporting of the financial situation to the PI

- **Project Reporting**
  - Provide assistance in using the EU Participant Portal (e.g. to submit reports)
  - Help to ensure that the project meets all required reporting deadlines

- **Resolving Project Implementation Issues**
  - eg. Assistance in making amendments to their grant agreement as required.

- **General Assistance**
  - Assistance in resolving general project-related queries and problems

**CONTACT DETAILS**

Andrea Stowers, BFA  
EU Project Management - Research Services and Career Development  
University of Vienna, Berggasse 7 (2. Stock), A-1090, Vienna  
T +43-1-4277-18226  
andrea.stowers@univie.ac.at