

## **SDU Grants Office – terms of reference**

### **Purpose**

SDU Grants Office (SDU GO) was established as an advisory and strategic body at the University of Southern Denmark (SDU) following a decision made by the management on 28 June 2012. The purpose of SDU GO is to advise management on issues regarding external research financing of an interdisciplinary nature and to take strategic initiatives to support the acquisition of funds. Behind it lay the ambition to strengthen the university's position in competing for external research grants.

### **Organisation**

SDU GO comprises:

- A chairperson (member of the management)
- The heads of the faculty researcher support units
- One or more representatives of support functions in the Central Administration

SDU GO is assisted in its work by a project manager, who refers to the chairperson. SDU GO may decide to invite representatives from other relevant support functions to attend its meetings.

The representatives are responsible for obtaining the views of and providing information for those they represent concerning the work performed and the decisions made by SDU GO.

### **Meetings**

SDU GO meets approximately once a month and may additionally convene *ad hoc* working meetings if the council deems this necessary.

### **Areas of work**

SDU GO was established to ensure SDU's acquisition of external research grants, national and international. In this connection, SDU GO is responsible for providing advice on and coordinating researcher support activities during all phases of the work of obtaining grants, from pre-award to post-award, across the Central Administration, the faculty researcher support units and South Denmark European Office (SDEO).

Part of this work involves SDU GO helping to position SDU nationally and internationally by, for example, strengthening its presence on relevant bodies and by facilitating and coordinating SDU's representation on reference groups and advisory groups, etc. The remit of SDU GO is also to increase focus on the programme generation phase across SDU and to ensure the best possible framework for proactive work in relation to relevant calls.

This is specifically brought about through means such as:

- Advising the management and drawing up recommendations in connection with issues involving external research financing.
- Ensuring that strategies, challenges, future initiatives, etc., for researcher support are discussed and evaluated across SDU.

- Formulating SDU's overall strategy for acquiring external research grants in collaboration with the faculty researcher support units that are responsible for preparing individual strategic plans for acquiring external funding in general and in relation to the commitment in Brussels.
- Facilitating an optimised joint flow of information for external research financing through means such as identifying focus and expertise areas across the university and ensuring that relevant functions and knowledge are made available across the Central Administration and the faculties.
- Ensuring that there is an ongoing monitoring of application activities through means such as joint administration systems and a joint database for statistics and effect measurement.
- Facilitating and coordinating the preparation of project models for SDU research support.
- Facilitating and coordinating the recommendation of candidates for the research council, reference and expert groups, etc.
- Ensuring that increasing numbers of researchers from SDU:
  - become members of EU expert panels and gain more influence on the preparation of programmes
  - become evaluators
- Facilitating the establishment of a mentor scheme with experienced applicants and the debriefing of evaluators/SDU representatives on expert panels

SDU GO may set up *ad hoc* working parties with the participation of representatives from the researcher support units and, by further agreement, relevant experts and representatives from other areas at SDU to support its work. Initially, there will be two *ad hoc* researcher support network groups to cover the pre-award and post-award phases. Independent terms of reference will be drawn up for the working parties and network groups.