



International Staff Week “Initiating, Managing, and Sustaining Projects in International Cooperation”

This five-day program brings together research managers and internationalization professionals to explore how equitable international collaborations can be designed, managed, and sustained, with a focus on facilitating research. Following the stages of the project management cycle and combining expert input, peer exchange, and interactive exercises, the program addresses key challenges such as supporting inclusive proposal design, navigating EU and international funding landscapes, managing administrative complexities across borders, and fostering healthy research cultures in diverse and asymmetric contexts.

Program Overview

	Monday, 1 June	Tuesday, 2 June	Wednesday, 3 June	Thursday, 4 June	Friday, 5 June
	Introduction	Initiation and Project Design	Project Implementation and Research Culture	Monitoring & Sustainability of Projects	Visit Science City Hamburg-Bahrenfeld & Wrap-up
9:30		Sessions	Sessions	Sessions	Tour of Campus Bahrenfeld, including visit of research facility
11:00	Welcome Introduction to UHH	Coffee break			
		Sessions continued	Sessions continued	Sessions continued	
13:00	Lunch break				
14:00	Introduction to the program	Sessions continued	Sessions continued	Sessions continued	Wrap-up of the week and closing
				Wrap-up	
15:30	Scavenger hunt campus tour	Coffee break		Time for individual meetings	End of program
		Sessions continued	Sessions continued		
17:00		Wrap-up of the day			
18:00	Joint dinner (optional)	Free evening	Free evening	Farewell dinner	

Sessions and topics:

Session 1: Initiating international collaborative projects

- Identifying collaboration opportunities (including institutional instruments and incentives such as matchmaking formats)
- Supporting researchers: building networks, project proposal development etc.
- Ensuring early and meaningful involvement of all partners in proposal development

Session 2: Principles of equitable and responsible partnerships

- Avoiding extractive research practices and clarifying mutual benefits
- Transparency, accountability, and shared responsibility

Session 3: Designing competitive EU-funded project proposals

- Overview of major EU funding schemes relevant for international cooperation
- Eligibility and participation conditions for non-EU partners (also country specific)
- Evaluation criteria in EU funding proposals
- Fair distribution of roles, budgets, and leadership

Session 4: Managing administrative challenges in international collaborations

- Financial management, contracts, payments etc. across countries (including tools that support project administration)
- Managing conflicting administrative standards

Session 5: Effective project coordination across borders

- Day-to-day work of a project coordinator
- Governance models and decision-making structures
- Conditions for effective project coordination

Session 6: Research culture & cross-cultural challenges

- Academic hierarchies and leadership styles
- Power asymmetries in research collaborations (intellectual leadership, recognition of contributions, funding control, language, infrastructure...)
- Strategies to foster inclusivity and shared ownership in research collaborations

Session 7: Research security

- Research security: data protection, research integrity, dual-use, sensitive research areas
- Avoiding discriminatory or exclusionary practices
- Joint risk assessment and shared responsibility among partners

Session 8: Monitoring frameworks for research projects

- Purpose and limits of monitoring
- Different monitoring frameworks, quantitative vs. qualitative indicators

Session 9: Ensuring sustainability beyond the funding period

- What sustainability means in international research contexts
- Institutionalization of partnerships and networks
- Funding diversification and follow-up strategies