

> Faculty of Philosophy Research and Projects Department

Content

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- Faculty of Philosophy and Research and Project Department presentation;
- Support for researchers in **project** management: pre- and postaward phases;
- Support for researchers in **research** activities administration.



Faculty of Philosophy: structure



Research Institutes – academic units of the Faculty of Philosophy.

Faculty of Philosophy has 5 Research Institutes:

- Institute of Asian and Transcultural Studies;
- Institute of Philosophy;
- Institute of Psychology;
- Institute of Sociology and Social Work;
- Institute of Educational Sciences.

Departments, centers, laboratories, researchers teams etc. – internal organizational structures of the institutes.

Faculty of Philosophy: staff

Staff:

- Academic staff: 365 + 132
- > Non-academic staff: 52
- Students and attenders: 2320
- Doctoral students: 71

Study programs:

There are nine bachelor's degree programmes, thirteen master's degree programmes, one professional pedagogical study programme "School Pedagogy" and five doctoral programmes.

Non-academic divisions:

- Studies Division
- General Affairs Department
- Research and Projects Department
- Student Organization

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Research and Projects Department



RP Department

Vice-dean for Science Head of the Department

Research and doctoral
studies
administrationProject
management and
administration

STAFF

For research administration: 3

For project managemnt and administration:

Doctoral Coordinator, Research Analyst, Data Analyst, Project Coordinators

The greatest value and strength at work lies in:

- very strong team in the department;
- collaborative academic staff;
- support from the faculty dean and vice-deans;
- Good relations and support from other faculty divisions, university departments, and other faculties.



Pre-Award Stage



Identifying Funding

Looking for New Opportunities

The project staff are actively scanning for relevant calls.

- Guidance is provided on where and how to search for opportunities, along with support in interpreting call requirements.
- Discussions often focus on emerging topics, priority areas, and future trends in research funding.
- Efforts are made to match long-term research goals with suitable funding schemes or thematic areas.

Call Already Identified

- Researchers get tailored lists of calls with advice on timing and fit.
- The project staff role shifts towards technical support, timeline planning, team setup, and coordination of the proposal writing process.



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International projects:

- Horizon 2020, Horizon Europe
- Baltic Research Programme
- EEA and Norway Grants Fund for Youth Employment
- EC Directorates
- EC CERV
- Erasmus+ projects (different kind)
- NordPlus projects

National projects:

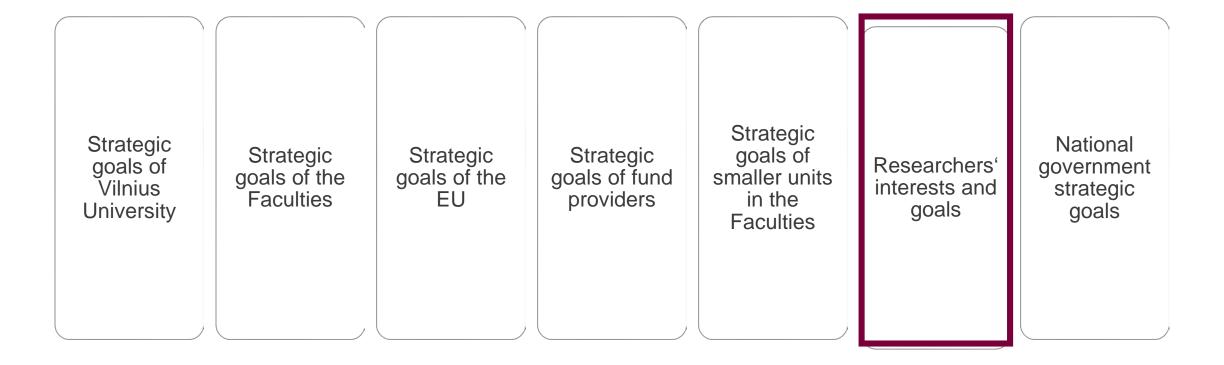
Funded by the Research Council of Lithuania, different ministries, and other Funds

- Researcher groups projects,
- Posdoctoral fellowships,
- National programmes projects,
- Students research projects,
- Support for the research events, Research visits,
- Projects under bilateral cooperation with foreign countries,
- Government contract research

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Strategic aims in the research area



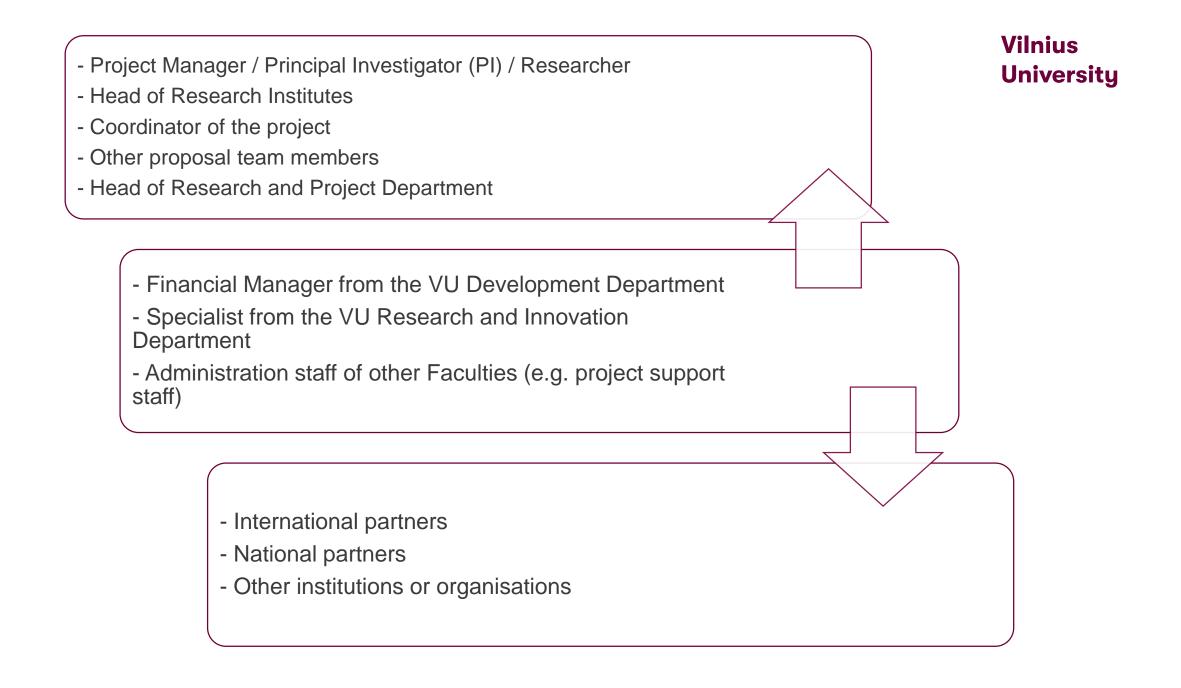


Long-term goal: High-level national and international science



Who is involved in submitting project applications?





Submission of project applications: functions

Providing administrative support in the preparation of project documentation and submission of projects

- Training sessions for early-career researchers
- Call guidelines and documentation analysis
- Consultations: proposal review meetings
- Providing templates for key sections (e.g., data protection, ethics, risk management)
- Budget calculations and justification writing
- Preparation of required annexes
- Proofreading and proposal submission
- Coordination with the Department of Development and the Department for Research and Innovation for proposal and budget review
- Etc.

An example

Researcher I need to travel to Conference X"

Coordinator collects cost details

registration

per diems

hotel

other

costs

flights

Coordinator checks with researcher

confirms and adjusts details

Coordinator calculates & inputs data into funding system

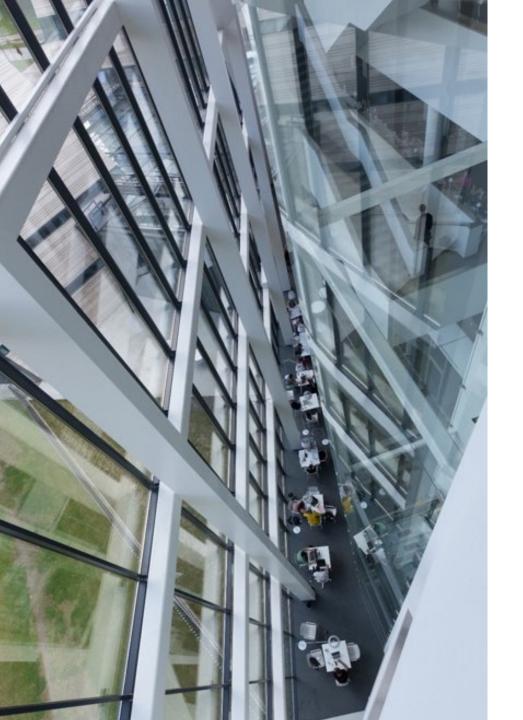
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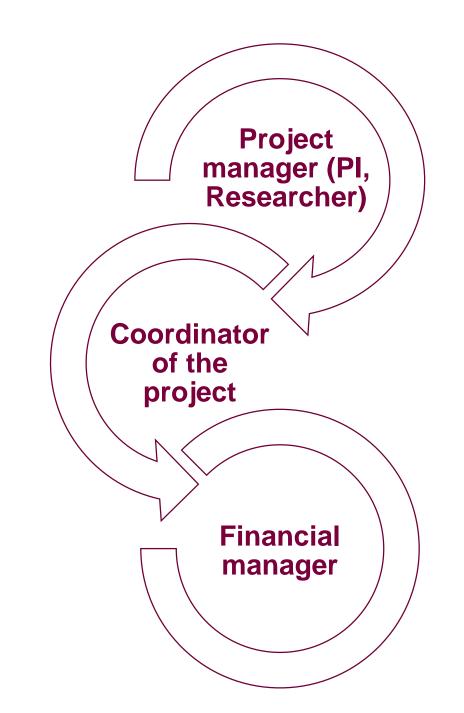




Final step

Ensuring the proposal meets requirements and gaining approval from relevant stakeholders.

Post-Award Stage



Project implementation: functions

Start of the project implementation	 Congratulations to the team and organise the first meeting 			
	 Information letter 			
	 Consortium kick-off meeting 			
	 Communication & documentation 			
	Between partners:			
Agreements between project partners;	 Organisation and coordination of the grant and consortium agreement review and signing process 			
	 Preparation of additional contract/document templates (e.g. intellectual outputs, data protection, joint research activities, etc.) 			
	Within the institution:			
	 Preparation and signing of inter-faculty agreements (if applicable) 			

Project implementation: functions



Internal project implementation document and its amendments

- Work contracts
- Alignment with the main workload
- Time management
- Filling or guidance of filling secondments
- Public procurement implementation
- Budget monitoring
- Event organisation
- Monitoring, organising mid-term and final project meetings
- Disseminations (updated on the university website)
- Risk management
- Reports

Organising and managing project implementation

Project implementation: functions



Data management	 RCL, EU Funding & Tenders Portal, Erasmus+, etc. Consultations and cooperation with the VU Development Department
Document management	 Discussing with the Institutes' teams and the Faculty board Preparing, organising, and storing the Faculty's documents Creating needed schemes
Research results management	 Open science requirements Research results registration Research data protection and security – plan implementation, Intellectual property agreements, Books publishing in an international publishing house – agreements Research data records in the VU register Assessment of compliance with research ethics Joint research agreements



Research activities, administration, and support for researchers



Internal funds for researchers and doctoral students

VU research support fund:

- Researchers mobility
- Scientific events
- Young researchers projects
- Publishing, open access costs

Faculty research support funds

- Researchers mobility, competence development (more than half of the fund's resources)
- Scientific events
- Researchers projects
- Visits to preparation international projects
- Publishing, open access costs

Faculty research support for doctoral students

- Researchers mobility, fellowships,
- > Scientific events
- Equipment and other resources;
- Publishing, open access costs;
- > And etc.

Assessment of compliance with research ethics

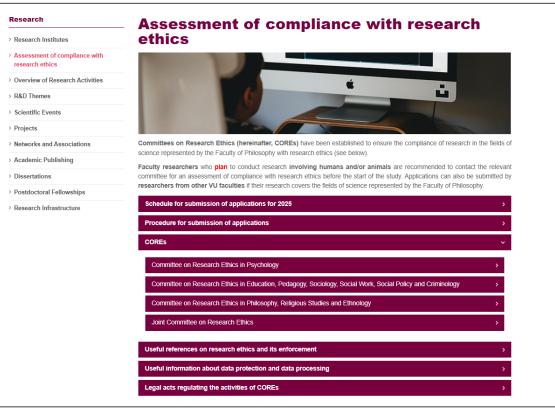
3 Committees on Research Ethics in:

Psychology;

Education, Pedagogy, Sociology, Social Work, Social Policy and Criminology

Philosophy, Religious Studies and Ethnology

1 Joint Committee on Research Ethics



Research data security management

Atmintinė mokslinių tyrimų dokumentacijos ir duomenų saugojimui Filosofijos fokultetee Vilniaus universiteto Filosofijos fakultete Human resources There is a person responsible for data Detalios informacijos naješka Dokumento paskirtis Informacinis turinys protection in the department Atmintinė skirta padėti tyrėjams Dokumente rasite apibendrintus lšsamesnė informacija ir detalūs suprasti esminius aspektus, kaip praktinius patarimus ir reikalavimai apie tvrimo duomenu tinkamai tvarkyti, saugoti ir rekomendacijas, kaip efektyviai ir tvarkymą yra pateikti Mokslinių tyrimų archyvuoti mokslinių tyrimų saugiai valdyti tyrimų informaciją, dokumentacijos ir duomenų saugojimo Research Documentation and Data Documentation dokumentus bei duomenis nuo jos rinkimo iki galutinio organizavimo Vilniaus universiteto archyvavimo ar sunaikinimo Filosofiios fakultete tvarkoie Storage Organization at the Faculty of Sąvokos Dokumentacija – tai visi dokumentai, susiję su tyrimu, tokie kaip dalyvių sutikimų formos, Philosophy konfidencialumo pasižadėjimai ir sutartys. Jie būtini tyrimo vykdymui ir turi atitikti teisės aktu bei etikos reikalavimus. Duomenys – tai skaitmeniniai ir fiziniai objektai, renkami ar generuojami tyrimo metu. Jie gali būti Data management plans, memo for Templates, tekstiniai (pvz., klausimynai), vaizdiniai (pvz., nuotraukos) ar garso įrašai. Mokslinių duomenų formos – mokslinių tyrimų duomenys gali būti apibrėžiami kaip tekstiniai reserachers guidelines duomenys (klausimynai, interviu transkripcijos, lentelės), vaizdiniai ir garso duomenys (vaizdo ir garso įrašai, nuotraukos) bei skaitmeniniai duomenys (įrašyti į laikmeną duomenų rinkiniai). Pateikiamas duomenų sąrašas nėra baigtinis ir gali būti papildytas atsižvelgiant į konkrečius mokslinių tyrimų poreikius bei teisės aktų reikalavimus. Review of research project plans, Consultations Mokslinio tyrimo byla – tai visuma dokumentų ir duomenų, susijusių su moksliniu tyrimu, kuriuos reikia saugoti ir archyvuoti pagal nustatytas tvarkas. Ji apima dalyvių sutikimų formas, konfidencialumo pasižadėjimus, sutartis, bei įvairius tekstinius, vaizdinius ir garso duomenis. corrections, consultations; (Asmens duomenys – tai bet kuri informacija, susijusi su fiziniu asmeniu, kurio tapatybė gali būti` nustatyta. Pvz.: vardas, pavardė, a.k., adresas, tel. Nr., el. paštas, pilietybė, SD Nr., gimimo data, banko kortelės Nr., išsilavinimo duomenys (baigta mokykla, diplomų ir sertifikatų duomenys), darbovietė, pajamos ir darbo užmokestis, duomenys apie turimą turtą (žemę, automobilį, butą, vertybinius popierius), duomenys apie sveikatą (sveikatos būklė, kraujo grupė ir kt.), vaizdo duomenys, biometriniai duomenys, šeimos narių duomenys (jei jie siejami su duomenų subjektu), Infrastructure Storage facility of scientific research pomėgiai, pirkimo ir pirkinių istorija, asmens lankomi interneto puslapiai, atsitiktinai sugeneruotas telefono numeris, buvimo vietos duomenys (pvz., buvimo vietos duomenys mob. telefone), documentation and data interneto protokolo (IP) adresas ir kt. <u>Nėra baigtinio asmens duomenų sąrašo</u>. Atsakomybė Tyrimo vadovas arba projekto duomenų valdymo plane nurodytas atsakingas asmuo atsako už saugu dokumentu ir duomenu naudojima iki ju perdavimo Vilniaus universiteto (toliau – VU) **Facilities** The faculty finances the purchase of Filosofijos fakulteto archyvui. VU Filosofijos fakulteto Mokslo ir projektų skyrius atsako už tvarkos įgyvendinimą ir konkrečių necessary security programmes and darbuotojų paskyrimą. Duomenu Prieš pradedant tyrimus, kuriuose bus tvarkomi asmens duomenys, tyrimo vadovas turi apsauga prieš ir užregistruoti duomenų tvarkymo veiklą VU informacinėje sistemoje, kreipdamasis į VU Filosofijos equipment tyrimo metu fakulteto Mokslo ir projektų skyrių. Prieš pradedant vykdyti tyrimą, rekomenduojama kreiptis į VU Filosofijos fakulteto AMTE dėl tyrimų atitikties etikos reikalavimams vertinimo Preparation articles about data Research Vykdant tyrimą, naudojamasi VU FSF kompiuteriais su apsaugos priemonėmis: kompiuterio slaptažodžiu, ekrano užsklanda su slaptažodžiu, dokumento laikmenos slaptažodžiu, patalpos, management, protection in the agreements kurioje laikomas kompiuteris, rakinimu ir ribota prieiga. agreements Specialiųjų kategorijų asmens duomenų rinkimo atveju asmeninė įranga negali būti naudojama

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Research infrastructures



- The Survey of Health, Ageing and Retirement in Europe (SHARE), is a research infrastructure for studying the effects of health, social, economic and environmental policies over the life-course of European citizens and beyond. SHARE Home (shareeric.eu)
- The European Values Study (EVS) is a large-scale, cross-national, repeated crosssectional survey research programme on basic human values. It provides insights into the ideas, beliefs, preferences, attitudes, values and opinions of citizens all over Europe. <u>European Values Study</u>
- HUMRE infrastructure open access to research resources and services for humanities and social science research: <u>Research Infrastructure Faculty of Philosophy (vu.lt)</u>

Research infrastructures

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Strategy Report on Research Infrastructures	Part 1 Part 2 STRATEGY REPORT LAN	IDSCAPE ANALYSIS PROJECTS & LA	NDMARKS	Annex PEOPLE
	ESRF EBS	European Synchrotron Radiation Facility Extremely Brilliant Source	Single-sited	landmark
	European Spallation Source ERIC	European Spallation Source	Single-sited	landmark
SHARE: Support	European XFEL	European X-Ray Free-Electron Laser Facility	Single-sited	landmark
	FAIR	Facility for Antiproton and Ion Research	Single-sited	landmark
from LT Ministry	HL-LHC	High-Luminosity Large Hadron Collider	Single-sited	landmark
for research infrastructures	ILL	Institut Max von Laue - Paul Langevin	Single-sited	landmark
	SKAO	Square Kilometre Array Observatory	Single-sited	landmark
	SPIRAL2	Système de Production d'Ions Radioactifs en Ligne de 2e génération	Single-sited	landmark
joining an ERIC:	E-RIHS	European Research Infrastructure for Heritage Science	Distributed	project
2,6 millions Eur.	EHRI	European Holocaust Research Infrastructure	Distributed	project
From EC: support	GGP	The Generations and Gender Programme	Distributed	project
from diffrent	GUIDE	Growing Up In Digital Europe: EuroCohort	Distributed	project
international funds	OPERAS	OPen scholarly communication in the European Research Area for Social Sciences and Humanities	Distributed	project
	RESILIENCE	REligious Studies Infrastructure: tooLs, Innovation, Experts, conNections and Centres in Europe	Distributed	project
	CESSDA ERIC	Consortium of European Social Science Data	Distributed	landmark

CESSDA ERIC

CLARIN ERIC

DARIAH ERIC

SHARE ERIC

ESS ERIC

Archives

Infrastructure

European Social Survey

Humanities

Common Language Resources and Technology

Digital Research Infrastructure for the Arts and

Survey of Health, Ageing and Retirement in Europe Distributed

Distributed

Distributed

Distributed

landmark

landmark

landmark

landmark

GUIDE: 2025 priority to join to GUIDE infrastructure Growing Up In **Digital Europe**



Head of the Research and Projects Department, Vida Jakutienė, and Project Coordinator, Mamerta Ralytė