

<https://eo.belspo.be/en/stereo-project-management>

Coordinator of the project in the driver seat (not a PHD or post-doc student)

Administrative burden really limited within STEREO but in compensation specific attention must be dedicated to steering committee and to emails and requests by programme managers!

1. Contract:

- Annex 1 to contract to fill in taking into account proposal evaluation
- Contract signature with OneSpan
- Internal agreement with all partners (optional) + specific agreement with international partners
- Request to BELSPO President for scholarship (maximum 1)
- Contract change request available on website
- No retroactive change to contract possible (submit your requests on time)!

2. Steering committee

- Composition proposed to programme managers before contact with experts
- Usually no BE expert or expert based in BE (different for potential user)
- When composition finalized, listed in initial report
- Coordinator is directly contacting the experts
- Meetings organized in different partners' institutions (EU international partner included) or connected to a visit of the study site
- After any SC meeting report provided to the partnership by BELSPO (and answers mandatory)
- Mid-term meeting (SC extended, fee for experts and meeting of at least 1,5 days)
- A SC can be organized in the frame of a symposium or workshop in BE or abroad
- Last steering committee some month before the end of the project
- **Please read the guidelines available on the website**

3. Reports

- Templates available on website
- Initial report together with project fiche and internal agreement
- Reports (preliminary or final version) provided to programme managers and to SC experts prior to meetings
- Final report together with project fiche and webstory

- Final report must be officially approved by programme managers before conclusion of project and payment of the last invoices
- New from 2026 onwards: data management plan and dissemination plan updated in each annual report + final report.

4. Publication & dissemination

- Each project must have an updated website
- Please use social medias...
- STEREO has a website, a newsletter and a LinkedIn account, please share your announcements with us for dissemination (also through LinkedIn account of programme managers)
- Workshops with stakeholders at the beginning & at the end of the project recommended when suitable
- STEREO funding must be acknowledged in each presentation and publication
- Include data papers and software code