

EUPRERA BYLAWS

PROJECTS

CORRELATED FILES: proposal form, update form

1. Aims

EUPRERA members have the opportunity to submit new research and education projects, aiming to create, innovate, and share knowledge. Projects are intended for members, therefore only EUPRERA members can be part of the project team.

2. Project leaders

Each project has at least one project leader, who takes care of the well-functioning of the project, fulfils the requirements, constantly aligns with the Board of Directors (BoD).

The project leader can invite members to join the project and encourage non members to join the association to be part of the project.

3. Approval and functioning

In order to be recognised as EUPRERA project, every proposal needs to attract at least 3 EUPRERA effective members (paying their membership fees regularly) who join and form a project group. One of them will be the project leader.

The EUPRERA BoD has to approve the promotion of proposals to official projects. Projects will be announced on the EUPRERA website and the project leader will be able to maintain this information. Projects that have not started within a year after approval of the BoD can be cancelled.

EUPRERA projects should be collaborative efforts (not projects run by one member and backed by others) which truly use the EUPRERA network to join forces and produce results valuable to the EUPRERA community. During the life of a project, leaders and team members are committed to contribute to the sustenance and promotion of EUPRERA in the course of the activities themselves of the project in at least the following basic provisions:

- inclusion of specific reference to EUPRERA into papers and presentations;
- using the name and graphic identity of EUPRERA into their communication activities to disseminate the project (i.e. social media profiles, webs, press releases, etc.).

Some additional basics annual outcomes can be identified as requirements to consider that a project is active and regularly functioning:

- Publication of at least one paper in international indexed academic journals, or
- one presentation in international scholar or professional congresses, or
- accreditation of at least a submission for obtaining funding in national or international competitions organised by and from public or private institutions (e.g., H2020., Erasmus, competitions of educative agencies or institutions, etc.), or
- implementation of sustainable educative programmes during at least an academic year in the past five years.

All these outcomes and developments are welcomed to be presented on the EUPRERA website, in EUPRERA webinars, at the EUPRERA congress and other ways of promotion and knowledge share.

Additionally, in order to strengthen the project launch, project leaders will have the chance to present their proposals/projects during the EUPRERA annual congress. Details will be communicated, based on the opportunities of the specific congress (i.e. a poster, meetings to gather with members who are interested to join). The project team can also organise an internal meeting on the occasion of the congress, but this should not overlap with the congress sessions.

Project leaders will regularly send an update of the project, using the form provided, once a year, on request of BoD (typically in June). Project leaders will also align with the DPRA to make sure that all EUPRERA members involved in the project are effective members.

4. Finances

EUPRERA will not usually be able to give financial support to project. Project teams will secure the necessary funding on their own (i.e. by using own resources or acquiring research funding using the capacities of their universities/organisations).

Project teams might also acquire sponsors within the range of the EUPRERA sponsorship policy, meaning that finances will be handled by EUPRERA and resources acquired will be assigned to only this particular project. In the latter case, a 10% handling charge applies for bookkeeping etc. and funds which are still available after a project has been closed or has not been active for two years will go to EUPRERA.

Besides, if finances will be handled by EUPRERA, the following rules apply:

1. The project leader is responsible for the expenses related to the budget.
2. The project leader proposes yearly to the BoD an overall budget, specifying:
 - Incomes: the total figure and the amounts coming from each sponsorship (where there is more than one).
 - Outflows: the total figure for each year of the project and the specific voices that invoices must refer to (i.e. travelling costs, translations, interviews, data processing...).
3. The BoD approves the budget.
4. Changes of the budget (for incomes as well as for outflows) during the year may be done by the project leader and have to be communicated to the Director of PR and Administration (DPRA).
5. Invoices are sent by the project leader to the DPRA and will be paid if:
 - Sponsors already paid their fee. Exceptions can be considered.
 - The invoice doesn't exceed the total amount available in the project account.
 - The invoice matches with the voices mentioned in the budget proposal approved by the board.

5. Further opportunities

Please also check the "[Four ways to collaborate with EUPRERA in research](#)" available in the EUPRERA website.