



CARDEA

Career Acknowledgement for Research
(Managers) Delivering for the European Area
Grant Agreement No. 101058572

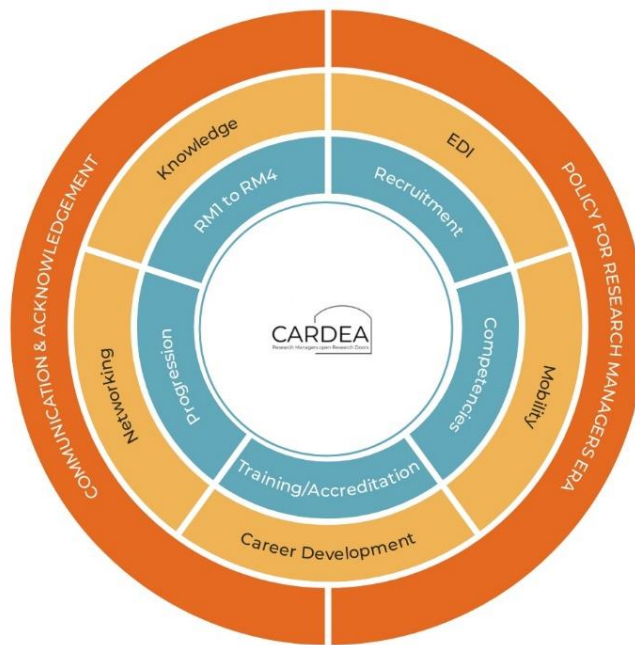


Funded by
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CARDEA - Career Acknowledgement for Research (Managers) Delivering for the European Area	
Project acronym	CARDEA
Grant No	101058572
Call identifier	HORIZON-WIDERA-2021-ERA-01-20
Start of project	1st June 2022
Duration	48 months

CARDEA MATRIX








Cardea – Template to capture ideas for Year 1







Management structures






Cardea Team members in your organisation

	Organisation name	
	Primary contact (local PI)	
	Finance contact	
	Communications Contact	
	Other important roles	

Suggestions for External Advisory Board (name and contact details)

	Academia – research	
	Academia – education	
	Civil society	
	Industry	

Nominations for inclusion in the community of practice

	name	role	contact details
			
			
			
			
			

Please use additional lines if useful

Cardea – Template to capture ideas for Year 1



Hub

Q1. What would you like to see as the mission/vision for the Cardea Hub?

Q2. What needs do Research Managers have that a Cardea Hub can serve?

Q.3 What do you think you, your institution and your network can contribute to a Cardea Hub?

Cardea – Template to capture ideas for Year 1



Visual Identity

Q1. Brainstorm your suggested logo here

Q2. Preferred colours, style,

Cardea – Template to capture ideas for Year 1



Website Design Canvas

	Do you want to be directly involved in design?	If yes, name...
	Goals for website	
	Audiences for website	
	Timeline	
	Budget	€15,000
	Look and feel: colours, fonts, pictures etc.	
	Expected functionality (eg. Logins, data management features,...)	
	Feature wish lists: training, newsletter, management communication, blog,	
	Inspiration	
	Deliverables	

Please use additional pages if needed.

Cardea – Template to capture ideas for Year 1



Communication Management Plan (brainstorm)

Q1. Identify the key stakeholders that we should engage (brainstorm target audiences)

--

Q2. Clarify our communication purpose(s)

--

Q3. Suggest suitable distribution vehicles (format, frequency...)

--

The ideas captured here will inform the design of the project communications plan

Cardea – Template to capture ideas for Year 1



Next Steps

Q1. What do you see as our priorities for year 1 (based on the discussion this afternoon)

Q2. What are your and your organisation's next steps?

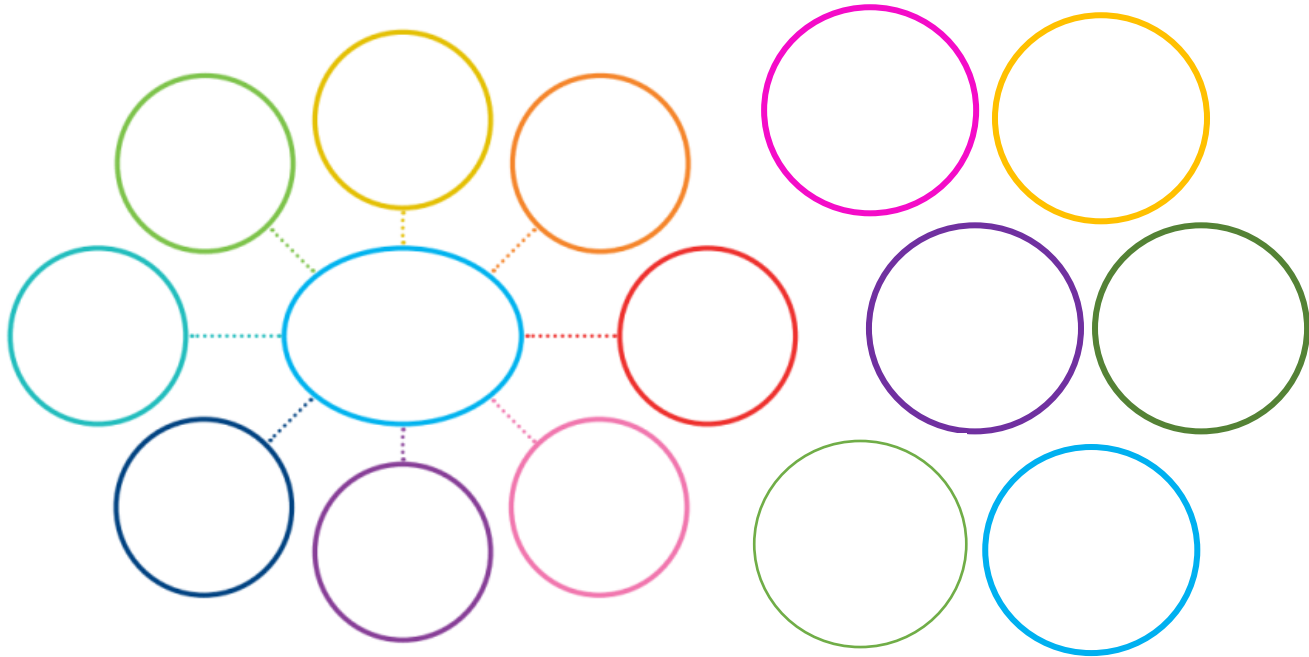
Q1. What do you need from UCC (coordinators) to support you?

Cardea – Work Package 1

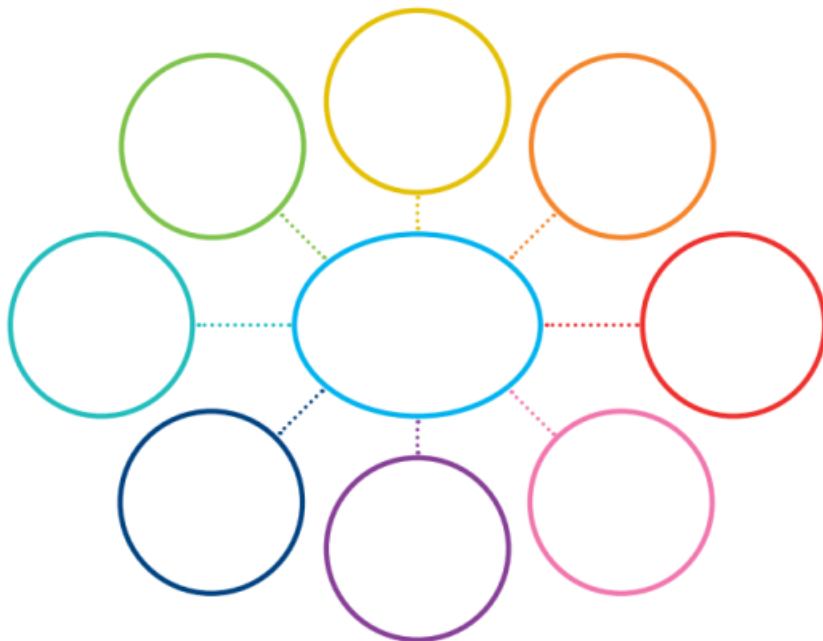


Project Management Plan development

Brainstorm what is “in” scope for Cardea



Brainstorm what is “out” of scope for Cardea



Cardea – Work Package 1



Meeting Schedule

Ambitions for this section

Agree management meetings – bimonthly, Y1

Sept 2022 _____
Oct 2022 _____
Dec 2022 _____
Feb 2023 _____
Apr 2022 _____
Jun 2023 _____

Annual meeting – choose hosts for Y2, Y3, Y4

2024 Annual meeting _____
2025 Annual meeting _____
2026 Annual meeting _____

Website/Hub development task group

Membership (volunteer?) _____
Next meeting date? _____

External Advisory group (based on suggestions from yesterday)

Who will approach who?

Proposed first meeting date? _____

Working Group membership

(1) training and development

(2) research

(3) networking and collaboration

4) impact and sustainability

5)Others?

function _____

names _____

Note – some of these meetings can be combined

Cardea – Work Package 1



MOU

Suggested MOU headings- please make notes

Statement of purpose

--

Proposed collaborative activities (general and special projects)

--

Coordination of the Memorandum

--

Proposed work structures (ways of working together)

--

Team members

--

Terms and Conditions and other items

--

Cardea – Work Package 2



Methodology Playbook

Big question – What do we want to know! – Brainstorm with a capital B – use brainwriting to complete



Brain writing questions

What questions do we need to ask to find out about research manager roles?

What questions do we need to ask to assess what responsibilities RM have and what skills they need?

What is the relevant demographic information we need?

What are the relevant employment characteristics we need?

What educational (past, role specific and future) information is relevant?

How do we capture past, current and future mobility patterns?

How to we assess current networking activities

What should we ask about current networking activities?



Brain writing (paper and online version available)

Question	What questions do we need to ask to find out about research manager roles?
Person 1	
Person 2	
Person 3	
Person 4	
Person 5	
Person 6	
Person 7	



Brain writing (paper and online version available)

<i>Question</i>	What questions do we need to ask to assess what responsibilities RM have and what skills they need?
<i>Person 1</i>	
<i>Person 2</i>	
<i>Person 3</i>	
<i>Person 4</i>	
<i>Person 5</i>	
<i>Person 6</i>	
<i>Person 7</i>	



Brain writing (paper and online version available)

Question	What is the relevant demographic information we need?
Person 1	
Person 2	
Person 3	
Person 4	
Person 5	
Person 6	
Person 7	



Brain writing (paper and online version available)

Question	What are the relevant employment characteristics we need?
Person 1	
Person 2	
Person 3	
Person 4	
Person 5	
Person 6	
Person 7	



Brain writing (paper and online version available)

Question	What educational (past, role specific and future) information is relevant?
Person 1	
Person 2	
Person 3	
Person 4	
Person 5	
Person 6	
Person 7	



Brain writing (paper and online version available)

Question	How do we capture past, current and future mobility patterns?
Person 1	
Person 2	
Person 3	
Person 4	
Person 5	
Person 6	
Person 7	



Brain writing (paper and online version available)

Question	How to we assess current networking activities
Person 1	
Person 2	
Person 3	
Person 4	
Person 5	
Person 6	
Person 7	



Brain writing (paper and online version available)

Question	What should we ask about current networking activities?
Person 1	
Person 2	
Person 3	
Person 4	
Person 5	
Person 6	
Person 7	