



RESEARCH ADMINISTRATION IN TALTECH

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TALLINN UNIVERSITY OF TECHNOLOGY 2022

9,236
students

12.79% international students
From **92** different countries
82 study programmes
6 joint programmes
31 international programmes

1,953
employees

66 countries
44.9 average age
144 professors

1,387
publications

63 PhD degrees awarded
45.18% international PhD students

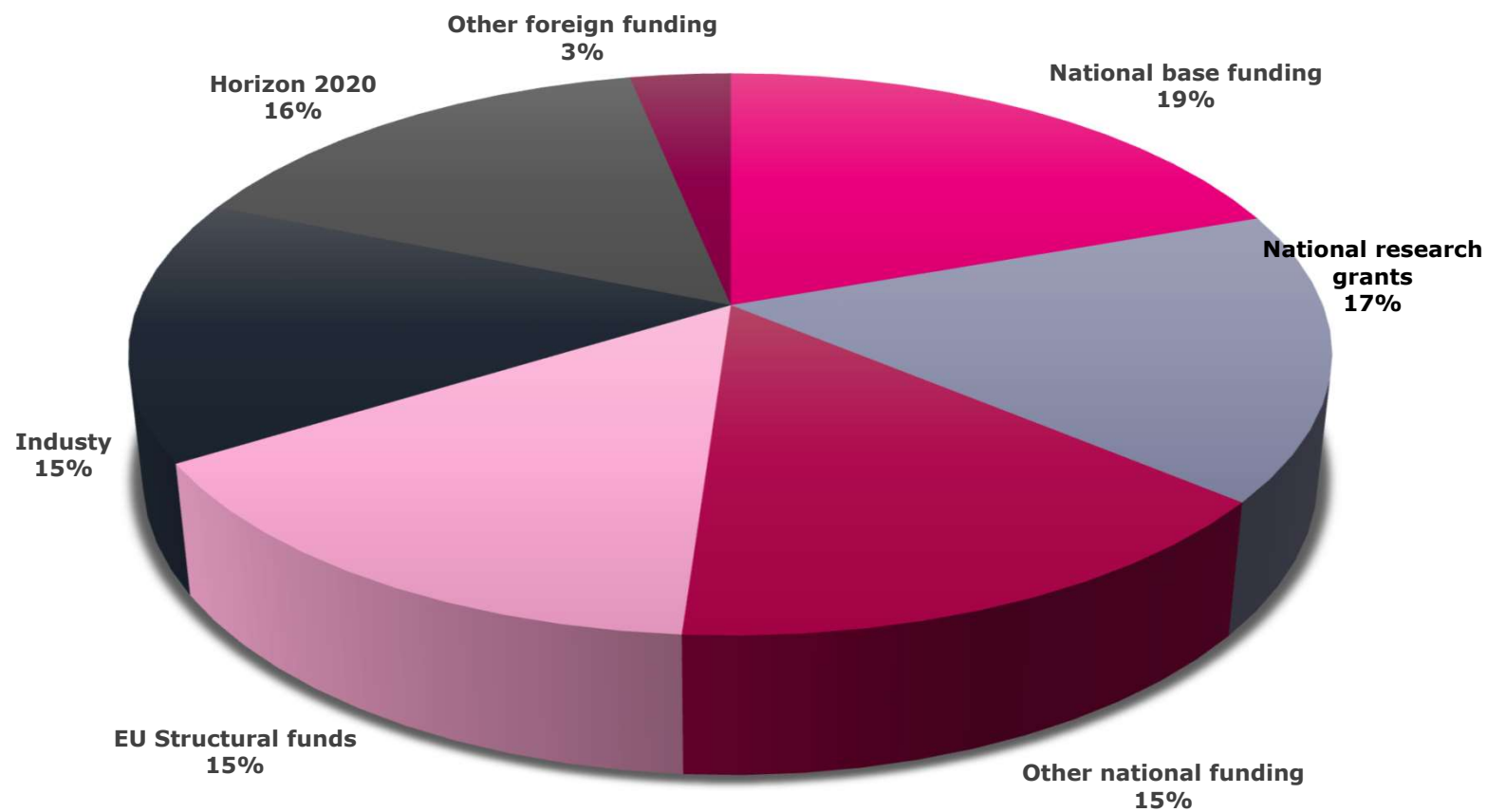
77,224
alumni

3.75% international alumni

RESEARCH & DEVELOPMENT IN TALTECH

- Academic staff: 1058
 - Academic staff with a PhD: 645 (552 FTE)
 - Professors: 144
 - Tenured professors: 97
- Research groups: 129
- High-level peer-reviewed scientific publications in 2021: 1191
- Share of publications with international co-authorship: 65%
- Top 5 countries: Finland, UK, Germany, USA, France
- Collaboration networks: EUA, UNICA, BALTECH, NORDTEK, EuroTeQ, ScienceBusiness

RDI funding in TalTech in 2020 (47.3 mEUR)



Total funding 117.2 mEUR

RESEARCH PROJECTS IN GENERAL

- TalTech researchers submit about 300 R&D project proposals every year
- There are currently about 350 R&D projects running in TalTech
- More than 130 Project Leaders
- 83 project participations in Horizon 2020 with EU total contribution of 37,5 mEUR to TalTech
 - 3 ERA Chairs, 1 ERC StG, 1 Teaming
- 63 project participations in Erasmus+ with EU total contribution of 4,5 mEUR to TalTech



Year	2015	2016	2017	2018	2019	2020	2021
R&D projects	24,99 M€	18,24 M€	24,24 M€	24,47 M€	25,13 M€	26,34 M€	31,27 M€

Research Administration Office

**Proposal writing
service team**

**Doctoral studies
team**

Analyst

**Project management
team**

R&D policy team

**Adviser to
the Vice
Rector**

**Project management
development team**

Legal officer

**Academic
recruiting**

Research Administration Office

R&D policy team
3 FTE

**Proposal writing
service team**
4 FTE

**Project management
development team**
2 FTE

**Project management
team**
7 FTE

Legal officer
1 FTE

Finance Office

**Project
Accounting and
Reporting
Unit**
5.8 FTE

Communication and Marketing Office

Science
Communication
Specialist

Tech Transfer Office

IP, innovation,
spinn off, startup
support services

Library

Open Science
support services

Schools and Institutes

Project administrators

SERVICES OF RESEARCH ADMINISTRATION OFFICE

Project management support services

- Advises the parties involved in the project in different stages of project preparation and implementation
- Helps to find the most suitable funding schemes
- Provides proposal writing assistance
- Publishes guidelines on various relevant topics, including how to apply for, initiate, implement, and audit projects;
- Organises the signing of project contracts, registering the project and opening of a dedicated finance source for the project and special electronic folder for the project documents;
- Organises training events on topics related to project implementation;
- Provides explanations to external auditors;
- Monitors the progress of projects in their domain of responsibility and reports the findings to the governing bodies of the University.

PROPOSAL WRITING SERVICES

Service started in 2020

Mostly (but not exclusively) three levels of involvement:

Commenting and editing prior to submission.

Please approach us as soon as you know you will be submitting to any call, to agree on review date, at least 2 weeks before submission deadline. This will enable sufficient time to correspond to our comments and implement suggestions by any consortium member.

Writing specific parts of the proposal.

Preparing and consulting on the defined parts of the proposal, such as Ethics, Management, Work Plan, etc. This has to be agreed in advance, to enable availability of staff and service quality.

Proposal writing full service.

Counseling the PI, team and partners on all aspects of the proposal preparation: leadership, timeline, idea, work plan, budget, administrative forms, submission, etc. To ensure the efficiency and availability, writers should be involved at least 2 months prior to the submission deadline