



EIT RawMaterials

Project Management Guidance

KAVA Call 14

April 2026

All KAVA 14 proposals must include a 'Project Management' Work Package that outlines the actions, timelines and responsibilities of the various partners and of any external entities (e.g., Advisory Board). These should be clearly described for each year of the project, together with their respective deliverables/outputs.

The project should be managed by a Project Coordinator with relevant expertise in managing complex projects that involve partners from different countries and different sides of the knowledge triangle. S/he should have a high degree of familiarity with the specific type of project (e.g., university curriculum for a Master Education project; commercialization for an Upscaling project).

Project Coordinator: a person appointed by the Lead Partner who has overall responsibility for the project; is the first point of contact between EIT RawMaterials and the consortium; is responsible for entering and updating data and information in SeedBook and BlueBook on behalf of the consortium, for submitting the proposal in SeedBook and for coordinating the smooth transition into BlueBook (response to feedback, change requests, project reviews, etc.). The Project Coordinator is also responsible for 1) defining the mechanisms for the generation of the financial sustainability to the KIC and 2) the clear identification of the total amount and the entity/ies that will provide this financial sustainability.

Project Coordinator also coordinates and facilitates the activities of the various partners and makes sure that the project progresses according to plan; provides coordination among the different work packages; is the main single contact point for the leaders of all the work packages and their respective institutions.

While it is conceivable that the Project Coordinator may change over the course of the project due to administrative reasons within the Lead Partner's organization, it is preferred that the Project Coordinator be the same person over the duration of the project. It is also expected that s/he commit to the project with a 15% FTE, to be monitored with timesheets (timesheet approved



internally + declaration of honour) during project reporting. A one-page CV of the Project Coordinator, outlining her/his past experience in this or similar role, must be included in the proposal (as a pdf file in the 'Drawings and schemes' link in SeedBook). The role and experience of the Project Coordinator will be an important factor for the evaluation of the 'Consortium' criterion in the 'Quality Criteria' proposal evaluation grid.