

## EIT Culture & Creativity Project Management Guidance

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*The project should be managed by a Project Manager 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. In most cases, the Project Manager will also be the Project Coordinator, however the two roles are different:*

**Project Coordinator:** *a legal entity which has overall responsibility for the project; is the first point of contact between EIT Culture & Creativity and the consortium; is responsible for entering and updating data and information in the KICs platform on behalf of the consortium, for submitting the proposal in the Application System and for coordinating the smooth transition into the KIC's platform. The Project Coordinator is also responsible for 1) defining the mechanisms for the generation of the financial backflow to the KIC and 2) the clear identification of the total amount and the entity/ies that will provide this backflow.*

**Project Manager:** *a person responsible for coordinating and facilitating 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.*

*In simpler terms, **the Project Coordinator is the contact point between the consortium and EIT Culture & Creativity** and is accountable for reporting to EIT Culture & Creativity. In contrast, **the Project Manager is the coordinator and contact point between the various activities within the consortium** and reports to the Project Coordinator.*