

CURRICULUM
EDUCATION AND
PROFESSIONAL
EXPERIENCES



PERSONAL INFORMATIONS

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| Name | STEFANIA ELISABETH GROTTI |
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| E-mail | stefania.grotti@polimi.it |
| Nationality | Italian |
| Date of Birth | 17 October 1967 |

PROFESSIONAL EXPERIENCES

- 2007 - now
- Employer's details **Politecnico di Milano (Milan-Italy)**
Research Office
 - Job title **Manager- Head of Office**
 - Job description Responsible for the strategies, management and direction of the Central Research Office which involves the oversight and delivery of career development, pre-award, proposal writing, post award and project management team.
Main responsibilities:
 - Information on the national and international financing opportunities, scouting and pre-award activities;
 - Support for Researcher's Career Development and cross sectional opportunities;
 - Support for managing National, European and International financing (support for proposals writing; centralized administrative management and their formalization; review of agreements and contracts stipulated within research projects);
 - Support for contracts and proposals reviews, support for writing and submissions;
 - Support to the Board of Directors for the coordination of the Research Policies;
 - Support for the Research Communication;
 - Research Information system management;
 - Management of several European Projects;
 - Coordinator for the EU Researchers Night 2012 and 2013 in the Lombardy Region;
 - Politecnico di Milano Representative in Brussels and in the major H2020 and Research Managers and Universities Networks.
 - Member of the Vision 2020 Advisory Board
- 2005 - 2006
- Employer's details **Politecnico di Milano (Milan-Italy)**
Incubator
 - Job title **Manager – Head Office**
 - Job description Responsible for the management and direction of the University Incubator activities and teams
Main responsibilities:
 - Assistance and support to the Incubator activities
 - Financing for the Incubator
 - Financing for the incubated companies
 - National and international networking with Public Administration and Universities

- 2000 - 2004
 - Employer's details **Politecnico di Milano (Milan-Italy)**
Incubator
 - Job description In charge for the financing office and coordinator for the Incubator and Incubator activities.
Main responsibilities:
 - Information on regional, national and international funding opportunities for start-ups
 - Project manager for all regional, national and international projects.
 - Networking development for the national and international incubators networks

- 1997 - 2000
 - Employer's details **World Solar Academy, (Milan-Italy)**
 - Job description Consultant in charge of Academy Management and promotion of its activities. Project manager for coordination of renewable energies projects.
Main responsibilities:
 - In charge of feasibility studies, projects and final reporting.
 - Relationships with international organizations and ministries.
 - Production of the Mundial Commission Brochure and Congress transcription.

- 1995 - 2000
 - Employer's details **FAST (Federazione delle Associazioni Scientifiche e Tecniche), (Milan-Italy)**
 - Job description Consultant specialist for the management and promotion of European Commission projects and international cooperation for environment, transport, energy, education, training, information and technological innovation.
Main responsibilities:
 - Project writing and management, sponsorship and publication of results.
 - Partnership coordination
 - National and international congresses and seminars organization
 - Active contribution to the European network for scientific information.

- 1993 - 1994
 - Employer's details **ENEA, (Bologna-Italy)**
 - Job description Collaboration for the environmental engineering department

ASSIGNMENTS, EVENTS AND PRIZES ORGANIZATION

- 1996 - 2016
 - Manager for several Prizes, such as European project "MeetmeTonight" Researchers Night 2012 and 2013, Italian edition of the European Prize for young researchers, Milano, 1997, President and member of examination boards.
 - Coordination and management of several national and international congresses and Networks.
[full list available on request]

EDUCATION

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| MIP-SUM Milan | <i>Master in University and Research Management</i> |
| Agenzia Generale Formazione Bologna | <i>Master in Environmental and European Law</i> |
| University of Bologna | Law degree |
| Ecole Européenne Luxembourg | <i>European baccalaureate</i> |

SPECIALIST PROFESSIONAL TRAINING

- Project Management contracts

- Research Forum Stakeholders Conference
- European Forum on Philanthropy and Research Funding
- Research evaluation
- Administration and contract in research projects
- How to manage and improve academic research
- European Research Programmes
- ERC Grants
- Soft Skills
- Reporting and auditing for projects within the 7th framework program
- Coordinating EU Research Projects
- How to Negotiate, Manage and Administer Framework Contracts and many more.

| LANGUAGES | LEVEL |
|-----------|------------------------|
| French | Mother tongue |
| Italian | Mother tongue |
| English | Fluent (CEFR level C1) |
| German | Fluent |
| Spanish | Intermediate |

IT PROFICIENT USER

TEACHING

- 2000 - 2016
- Job description Several conferences and classes on national and international funding for research