

Science Management

Duties and responsibilities

Ralf Dahm has considerable experience as a science manager. Since 2008, he is Director of Scientific Management at the Spanish National Cancer Research Center (CNIO) in Madrid (Spain). Prior to that, he was PR Manager and Technology Transfer Officer of the Max Planck Institute for Developmental Biology, Germany (2000-2003), and Manager of a European Commission's 6th Framework Programme Integrated Project at the same institution (2004-2005). Between 2005 and 2008 he headed a very successful research group at the Medical University of Vienna (Austria).

As **Director of Scientific Management** at the **Spanish National Cancer Research Center (CNIO)** in Madrid, Spain (**since 2008**) responsible for:

Acquisition and management of external projects, including:

- identification of calls relevant to the research carried out at the CNIO and informing the faculty about new initiatives of national and international funding agencies
- support of CNIO researchers in preparing grant applications, esp. providing advice on the strategic objectives of funding bodies and writing of administrative parts of project proposals, and negotiating project contracts
- management of ongoing national and international projects and reporting on these projects

[with 2 full-time employees]

Management of scientific events, including:

- approx. 20 conferences and workshops per year, incl. the *CNIO Cancer Conferences (CCCs)*, a series of 3-4 top level conferences per year focusing on emerging topics of cancer research, and an annual meeting of the European School of Oncology (ESO)
- the *CNIO Seminar Series*, a series of weekly lectures by outstanding international scientists
- the CNIO's internal weekly Progress Reports
- scientific retreats

[with 2 full-time employees, plus external event hostesses, audio-visual technicians, graphic designers and printers, security and other support staff, part-time as needed]

Training programmes for junior researchers, including the centre's

- international PhD programme, incl. the establishment and supervision of advisory committees for all PhD students at the CNIO
- international postdoc programme
- training programme for undergraduate students
- training programme for post-resident medical doctors (MDs)
- English and Spanish language classes for the staff at the centre

[with 2 full-time employees, plus external English and Spanish teachers, part-time as required]

International relations and PR, including:

- initiating and supervising international cooperations

- preparing information material on the centre, such as the annual Scientific Report, the centre's Welcome Manual for new employees and the Core Units Manual for scientific staff
- supervising the structure and content of the CNIO's web site
- promoting CNIO scientists for international awards and prizes

[with 1 full-time employee, plus 1 external journalist, part-time as required]

Coordination of the international recruitment of senior scientists and supervision of the establishment of research groups led by foreign scientists

Scientific productivity and benchmarking analyses, including:

- bibliometric analyses of CNIO publications and other scientific institutions for scientific output and productivity analyses and benchmarking
- Coordination of Scientific Advisory Boards and other initiatives for research evaluations

Technology Transfer, including:

- established the CNIO's new template MTA for outgoing materials
 - management of Material Transfer Agreements (MTAs) for incoming and outgoing materials
 - management of other agreements, such as consortium agreements and confidentiality agreements
- [with 1 external lawyer, part-time as required]

Management of the centre's library, including:

- negotiation and management of the centre's electronic subscriptions to scientific journals, e-books and databases
- management of the print copies of journals and books
- management of interlibrary loans and reprint requests

[with 1 full-time employee]

In addition to these responsibilities: secretary of the CNIO's Scientific Committee and its Programme Directors Committee.

As **Research Group Leader** at the Centre for Brain Research, Medical University of Vienna, Austria (2005-2008) responsible for:

Management of scientific projects, including:

- leading five research projects as the senior scientist, including two international collaborative projects, involving a total of 23 scientists, students and technicians

As **Manager** of the European Commission's 6th Framework Programme **Integrated Project "ZF-MODELS"** (2004-2005) responsible for the overall management of the project, including:

Establishment of contracts, including:

- drawing up and negotiating collaboration agreements between the partners of the consortium, including issues relating to the sharing and protection of intellectual property rights (IPR)
- contract with the European Commission
- drawing up and implementing confidential disclosure agreements (CDAs) with companies from the biotechnology and pharmaceutical industry to ensure the protection of the consortium's intellectual

- property rights (IPR)
- establishing Material Transfer Agreements (MTAs) for the sharing of resources generated as part of the ZF-MODELS project

Administrative aspects of the project, including:

- overseeing the dissemination of knowledge
- overseeing and regulating the protection and exploitation of intellectual property rights (IPR)
- organisation of meetings, including annual consortium meetings, quarterly Executive Committee Meetings as well as meetings to plan specific activities
- overseeing the exchange and training of scientific and technical staff
- press and public relations

Monitoring of progress and reporting, including:

- overseeing the progress of a consortium of approx. 150 scientists working in 29 research groups in 7 European countries
- managing the project's external budget of € 12,400,000.- (EC contribution)
- regular reporting to the European Commission's Directorate General for Research

As Technology Transfer Officer of the Max Planck Institute for Developmental Biology (2000-2004):

- negotiating collaboration agreements with large pharmaceutical and biotech companies resulting in acquisition of substantial extramural funding
- drawing up and implementing a model MTA for the distribution of mutant animal strains and creating a webpage detailing the importance and implications of this MTA to the research community
- negotiations on copyright issues
- interfacing with biotech and pharmaceutical companies regarding potential collaborations
- interfacing with governmental organisations regarding the production of informational brochures and the organisation of information workshops for start-ups

As PR Manager of the Max Planck Institute for Developmental Biology (2000-2003), in charge of:

Management of scientific events, including:

- organisation of scientific meetings, workshops and a weekly lecture series (see also *Teaching* for details)
- research evaluations by the institute's Scientific Advisory Board
- meetings of the institute's Board of Trustees
- open days for the general public (see also *Public Relations* for details)
- scientific retreats

Training of junior researchers, including:

- establishment and organisation of the institute's programme for PhD students